



The State University of New York
Student Assembly

**Margaret Ketchen,
Secretary**

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OVERVIEW:

Since our last meeting, the Office of the Secretary has been working on a number of tasks that are laid out below.

Google Drive

Templates for resolutions, memos, and committee reports are available for use in the “Templates” folder under “Committee Documents.” If you ever need help creating a template for something, feel free to shoot me an email and I would be happy to help you with that.

June Transitional Meeting Minutes

The June Transitional Meeting Minutes have been completed and added to the Google Drive, with a huge thanks to Assistant to the Secretary, Micaelyn Ketchen for all of her hard work on this.

Updating School Contact Sheets

Many representatives have reached out with updated contact information for the schools they represent. These contacts have almost all been updated in their contact sheets and will be shortly on the Website. The Office of the Secretary strongly encourages representatives to continue to send any updated contact information to the Secretary and the Assistant to the Secretary to ensure it is updated appropriately.

Website Updates

The Office of the Secretary has worked to upload resolutions from our Transitional meeting to the website and the minutes will go up upon approval at today’s meeting. There are still many updates that need to be made regarding member bios, photos, committee documents, etc. The Office of the Secretary will work closely with the new communications department staff to ensure these updates are made within the next coming weeks before the September EC meeting. It is critical the websites maintains updated, especially as we head into the new academic term and fall conference.

SUNY Snapshot

The Office of the Secretary will be sending out a call for SGA President's to fill out SUNY Snapshot's survey prior to fall conference in October. SUNY SA Snapshot is compiled biennially to be used as a tool for all SUNY Student Leaders to get a 'snapshot' of what is happening around the SUNY system through the eyes of our student government leaders. We will rely heavily on representatives to encourage their campuses to fill this out, and you will receive more information in the coming weeks.

Report Compilation

In preparation for the Executive Committee meeting at Albany, we received and compiled reports from many of you, which can all be found in the Drive. Thank you to all of you who submitted reports and for all of your incredible leadership. Reports are set up a little bit differently this year, mainly for Chairs and Directors, then in prior years. If you have any feedback on the way reports are set up this year, please feel free to shoot an email to secretary@sunysa.org.

Never hesitate to reach out if you have any questions or concerns, and I'm excited for what the year holds for this incredible team!