Society of Accountancy (SOA)
Meeting Minutes
August 25, 2015 - 5:00 PM
Planning for Career Fair
& Overview of SOA with Dr. Hunt

Attended by: Curtis Williams (Student Affairs), Audrey Adamson (Student Affairs), Dr. Steven Hunt (SOA Advisor), Drew Thompson (SOA President), Sara Hiebert (SOA Vice President), and Kelly Foster (SOA Secretary)

1. Curtis Williams lead the first part of our meeting. He discussed the following items:
    a. SOA did not turn in a budget last year - Curtis did this for us to ensure we had university funds
    b. SOA will spend the funds left in the IHMVCU account that should have been closed last year
    c. SOA will keep electronic records for our membership list and bookkeeping
    d. SOA will have University staff or our advisor negotiate with an outside restaurant for the spring Etiquette Dinner
    e. SOA will reach out to Black Hawk College and Scott Community College for students to be non-voting members of WIU SOA
    f. SOA will increase its presence at events such as the Block Party and Homecoming
    g. SOA secretary (Kelly) will email Curtis the list of SOA officers
    h. SOA secretary (Kelly) will email Curtis a list of meeting dates/times
2. Audrey Adamson lead the second part of our meeting discussing the upcoming career fair
    a. SOA has a mailbox upstairs in the Student Leadership Center. SOA secretary (Kelly) will email Joe (Floyd) Ackerman from Faculties to get keys for all SOA officers with a cc to Curtis
    b. SOA agreed to continue the tradition to assist with the Career Fair which is on September 17th
    c. SOA will provide workers for the following:
        i. Information table by WQPT Riverfront entrance on Monday, September 14th through the morning of Thursday, September 17th. SOA secretary (Kelly) worked the information table last year and will make a talking points and information sheet for those working at the table.
        ii. Set up in the morning on September 17th

iii. Check in table will be staffed starting at noon. The employers check in at 12:30 and students come from 1:30 - 4:30

iv. Extra SOA ambassadors will be there to assist employers from noon to 1:30. Assist with their set up needs, direct them to their hospitality area (103/104 window) for food & drinks and to the rest rooms

d. SOA will provide the following food & drinks from Hy-Vee:

i. For 60-75 recruiters: Fruit, veggie, and cookie trays, sodas, plates, silverware and napkins

ii. For 120 students: Cookies trays, water, and napkins

e. SOA will talk in classes and/or provide teachers with information about the career fair which is open to all College of Business and Technology students

f. Audrey will have a 1/4 sheet flyer ready next week

g. SOA or student workers will prepare a poster board for the information table by Monday, September 14th

3. Dr. Hunt lead the last part of the meeting

a. There are t-shirts and pens left from previous years

b. We discussed possible meetings, events, and responsibilities

i. Possible Etiquette Dinner

ii. Possible Dress for Success Seminar

iii. Possible bus trip to Chicago

iv. 5 to 6 PM seems to work well for meetings

v. A questionnaire should be sent to membership asking for their input for events and meetings

vi. University funds can only be used if the entire student body is invited - check with Curtis if in doubt

vii. VITA spring semester

1. Service to community
2. Promote in classrooms
3. Some professors offer extra credit
4. Great resume builder
5. Sarah and Kelly will lead

viii. Scholarship is driven by participation - big one being VITA

ACTION ITEMS:

The following action items were assigned during this meeting, the informal meetings before classes, and the informal BAP/SOA meeting on August 27th with Dr. Coe.

Item	**Who Responsible**	**Due Date**
Ask Curtis if checks should be made payable to WIU or SOA	Kelly	8/31/15
Send a list of the SOA officers to Curtis	Kelly	8/31/15
Send a list of SOA meeting dates to Curtis	Kelly	8/31/15
Create electronic records for membership list and bookkeeping	Sarah & Rene	Ongoing
Talking points for classroom presentations to students to introduce SOA, invite students to first meeting, pass out flyers & applications, and answer questions.	Sarah & Kelly	9/1/15
Go to classrooms at WIU for SOA recruitment, SOA 9/10 meeting and for Career Fair	TBD (Kelly solicit by email by 8/27/15)	9/9/15
9/10 Meeting: Agenda	TBD	9/8/15
9/10 Meeting: Cookies	Rene'	9/10/15
9/10 Meeting: Brownies	Kelly	9/10/15
Career Fair: Sign up sheets for workers for Career Fair & information table	Kelly	9/10/15
Career Fair: Talking points for information table	Kelly	9/4/15
Career Fair: 1/4 sheet flyers out to students via classrooms	TBD	9/11/15
Career Fair: Hy-Vee order (see minutes for details)	Rene'	9/9/15
Officer Keys to Student Leadership Center	Kelly	9/4/15
9/10 Meeting: Room request form to Curtis	Kelly	8/31/15
BAP/SOA future meetings: Room request forms to Curtis	Kelly	TBD
BAP/SOA future meetings: Food SOA provides	TBD	TBD
SOA constitution change to include Scott Community College	TBD	TBD