

## September – Executive Monthly Reports

**Name:** Allie Satterfield

**Position:** Chief of Staff of Internal Fairs

**A summary of work completed in September:** During the month of September, I worked on updating our WVUEngage page. In addition, I had a meeting with our Communications Team to discuss plans moving forward, and worked with our Chief Information Officer to ensure our website is up to date.

**A summary of plans for October:** This upcoming month, I plan to finalize the Communications Team posting calendar. I will also work with our Outreach Coordinator to begin newsletters for the student body. Additionally, I will continue to update our WVUEngage page.

**Name:** Adrienne Kemp-Rye

**Position:** Chief of Staff of External Affairs

**A summary of work completed in September:** September was safety month so a lot of my focus pertained to those efforts. I worked with the safety committee and both of my interns to craft the safety 10 for 10 Qualtrics survey, which received over 400 responses. In addition to the survey, I worked with Safety Coordinator White and the communications team on creating graphics on different safety topics, such as pedestrian safety, hazing, NOVID, and medical amnesty. In addition, I met with President Riggs, Local Governance Liaison Riffey, and Legislative Affairs Officer Georgy to discuss our plans for civil engagement and voter registration events.

**A summary of plans for October:** In October, I will be working more on our civil engagement efforts since the voter registration deadline and election are quickly approaching. We plan to do voter registration tabling, an event on civility, and a social media campaign. I'll also be working with the Inclusion Committee to finalize plans on our Intersectionality Coalition event, which is tentatively set for Oct. 22. Finally, I'll be working on any other efforts that require my attention that may come up during this month.

**Name:** Alex Cappadona

**Position:** Treasurer

**A summary of work completed in September:** In September, the Bureau of Finance (BoF) has approved 5 student organization grants that have been subsequently passed in the Student Assembly; 4 organizations are outstanding and 3 are awaiting their initial meeting. Additionally the BoF has onboarded 3 interns. I have been working in conjunction with the BoF to set precedent ruling in regards to reusable equipment, which will result in a new internal policy: requiring reusable equipment to be relinquished to BoF following the organization's use or event.

**A summary of plans for October:** I would like to work on refreshing the BoF tab of the SGA website. Some information lacks timeliness and the website omits some information that is

beneficial to organizations pre-application. Furthermore, I look forward to meeting with more student organizations and resuming financial bills in October.

**Name:** Sam Shoemaker

**Position:** Auditor

**A summary of work completed in September:** I worked alongside Alex to finish training for new Bureau of Finance members. I helped train some of the new interns as well. I completed my template and showed the budget update at our meeting. The continuous audit is live and up to date as well.

**A summary of plans for October:** I plan to keep the continuous audit and the weekly reports going. We are hoping to meet with several organizations throughout the month.

**Name:** Devyn Osborne

**Position:** Chief Information Officer

**A summary of work completed in September:** While headshots are looking like a no-go, I'm still able to keep press releases, minutes and agendas updated in a timely manner as well as polish off bios and see who else needs to be added.

**A summary of plans for October:** Keep updating the website in terms of relevant information from all aspects of our organization and working to add information that would benefit students, such as adding on to the resources tab, etc.

**Name:** Logan Riffey

**Position:** Local Governance Liaison

**A summary of work completed in September:** I spoke with my committee on ideas for Community Engagement Month and Sustainability Month. I opened a file on the drive under Community Engagement Committee to organize these thoughts. I also passed on ideas of voter registration graphics & planned the Mountaineers Vote tabling for the first week of October.

**A summary of plans for October:** October is Community Engagement Month--my month to shine. I have tabling, coordinated with Chase, scheduled for October 6, 7, and 8 from 11:30am to 3:30pm. I will create a Doodle poll made to get volunteers to man that. We will be handing out bundles that consist of a SGA phone wallet, a Turbovote QR code, and a political stress ball. Social media campaigning will be critical since most things are now virtual, so I be collecting feedback from my committee on what else to pass along to the comms team. A town hall event on civility is in the works. I have invited Hilary Kinney to speak there, and she has accepted. Once we have more information on that available, I will send it along to her.

**Name:** Chloe Hernandez

**Position:** Health Coordinator

**A summary of work completed in September:** I was recently appointed in mid September so I was not able complete work yet.

**A summary of plans for October:** In October, I plan to reach out to the Carruth Center, dining services, WellWVU, and refresh WVU to introduce myself and promote any events that they may have. In addition, I plan to help and promote an assembly bill for recovery ally training. Also the promotion of any other bills and programs to do with mental, physical, and sexual health of the student body.

**Name:** Tracey Picou

**Position:** Executive Secretary

**A summary of work completed in September:** The work I completed this month was worked with the safety committee to organize events for the month of safety. I joined the Joint Athletic Committee and we talked about a few things dealing with being regular student body and athletic body together as a whole.

**A summary of plans for October:** Right now I do not have any besides continuing to do my best as an executive member.

**Name:** Madison White

**Position:** Safety Coordinator

**A summary of work completed in September:** We held our Safety Town Hall and released our Safety 10 for 10 survey.

**A summary of plans for October:** We will be planning our Safety Walk and working in collaboration with the Pedestrian Safety Board to advocate for their Healthy Streets Initiative

**Name:** Camryn Pressley

**Position:** Elections Chair

**A summary of work completed in September:** I am drafting the email to send to College Deans. I plan on cc'ing all the College Senators. I am now looking at the appendices of the Elections Code.

**A summary of plans for October:** I am preparing to form the Elections Committee. After discussion with Chief of Staff Satterfield, I will be reaching out to Law students. I will start planning for an info session for candidates who have intentions to run in the spring.