

# FALL QUARTER REPORT

Session I

Name: Heidi Ngo

Title: Treasurer

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## **1. What were your major undertakings this quarter?**

- a. My major undertakings this quarter were learning how to do my job and learning how to stay organized. I learned how to do things such as receive, look over, and put funding requests into the upcoming Board of Directors meeting. I also learned how to stay organized to keep track of all the funding requests by creating a spreadsheet.

## **2. What was your greatest accomplishment?**

- a. My greatest accomplishment this quarter was my improvement in communication skills. I was able to communicate well with other ASG officers and staff such as the President, Events Representative, Secretary, Social Responsibility Representative, and ASG advisors to answer any questions I had regarding funding requests, project plans, the SESF committee, and the BoD's.

## **3. What were your goals for this quarter and how are you measuring your success in these endeavors?**

- a. My biggest goal was to stay organized and keep track of all the funding requests because we receive so many in a quarter, so in my spreadsheet I included items such as descriptions of a club's request, their primary leader's email address, how much they requested, how much we approved and which budget it came from. Having all of this in one place has been very useful, especially towards the end of the fall quarter.

## **4. What barriers and/or difficulties did you face in implementing your goals this quarter? How do you plan to address these if they arise in the future?**

- a. One of my barriers this quarter was staying organized and keeping track of clubs that have submitted funding requests. There were many times where I failed to inform about their request being on the board meeting agenda. I also struggled to give them the accurate BoD information and, I also had a hard time keeping track of which leader had which request. Towards the end of fall quarter and the beginning of winter quarter, I have and will be implementing a template email to give clubs accurate information and putting the contacts of club leaders into my spreadsheet so that I can keep better track of the requests.

**5. What are your goals for Winter Quarter? How will you measure success in these?**

- a. My goals for winter quarter are to be able to get a gist of the S&A process because it is coming up and I also want to improve my organization skills. I will be able to measure my knowledge of the S&A process by keeping track of my progress throughout the quarter.

**6. How did you include and/or reach out to people external to ASG in your work (students, businesses, community organizations, student organizations, faculty, staff, etc.)?**

- a. I reached out to faculty and students by informing them about the ASG events that we had in the fall quarter such as the Halloween event, Thanksgiving event, and Winter De – Stress event. I have also encouraged students to run for the student senate.