



USAO Executive Meeting

Date: November 3, 2025

Time: 8:00 AM

Location: USAO Cafeteria

1. Call to Order

- Roll call
 - President D. Guillen
 - Vice President T. Chatman
 - Treasurer T. Albao-Cozad
 - Secretary T. Buchanan
 - Parliamentarian N. Fryhover
 - Advisor C. Roberts
 - Advisor D. Reitan-Brockman
- Approval of minutes

2. Reports

- *Advisors*
 -
- *President*

-
- *Vice President*
-
- *Treasurer*
-

3. Discussion and Action Items

- Senate Training – Discussion and possible action
Notes: _____
Outcome: _____
- ‘What Can We Do Better?’ Google Form – Discussion and possible action
Notes: _____
Outcome: _____
- Acrobat/Website Uploading – Discussion and possible action
Notes: _____
Outcome: _____
- OSAC Details
Notes: _____
Outcome: _____

4. Adjournment

- Meeting adjourned at [Time]

Minutes prepared by:

Date: