



JUDICIAL BRANCH

UCF Student Government
Judicial Advertisement and Marketing Committee Meeting
[SG Conference Room]
[09/15/2025]
[4pm]

MEETING AGENDA

1. Call to Order: 4:04 PM
2. Roll Call & Verification of Quorum: 7/8

Name	Email	Initial	Final
Bella Pazera	sga_cjus@ucf.edu	E	E
Victoria Marie Villadarez	sgjceexternal@ucf.edu	P	P
Noach David	sga_jc2@ucf.edu	P	P
Jovhanise Leonard	sga_jc3@ucf.edu	P	P
Bianca Nuñez	sga_jc4@ucf.edu	P	P
Noémi Tilky	sga_jc5@ucf.edu	P	P
Samantha Toscano	sga_jc7@ucf.edu	P	P
Nick Rezek	sga_jc9@ucf.edu	P	P
Victoria Lopez	sga_jc12@ucf.edu	E	E

3. Approval of the Minutes: Justice Rezek
4. Approval of the Agenda: Justice Villadarez
5. Announcements from the Chair
 - a. Hi pretties short and sweet meeting from me. Quick shout out to Nick, happy birthday diva. We are just going to go over what we discussed at general.
6. Announcements from the Vice Chair
 - a. N/A
7. Old Business-
 - a. Essentially I revamped the Notion ([Notion](#)) specifically the tracker page.
 - i. Still playing around with it may lead to a subscription service.
 - ii. Making it easier to communicate between people, it has it all in one place.

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iii. Need access to the Notion:

1. Noémi
2. Noach

iv. Notion Details:

1. The Notion has the categories, and it helps the Chair in communicating when they will be needing an item.
2. Added a quick description when adding an item, any important information like color scheme.
3. Place to put general information to your partner.
4. Status: telling the Chair where they are in the process.
5. Assignee will be fixed when everyone has access to the Notion.
6. Nothing is due at the moment.
7. Links are the most important. When you guys are added, please send me the link. It is nice to have it all in one place. It helps us look at it as a group.

v. Questions?

1. Jovhanise: If we are on something, multiple people, how do we do that? DO we set up meeting times, or do it individually?
 - a. Bianca: It is up to you, it is open. Touch Face in the beginning and do the rest inside committee. When we start getting into a group. I am good at entrusting you guys to do certain items. Check-ups in the beginning of committee and work on this in the rest. I know that it is different from a regular committee, but it will put less stress on you guys.
 - b. Bianca: Just communicate with me if you want to work on another project or just cannot work on this one. If one person cannot work on something they can share the job with another.
2. Jovhanise: Judicial Trailer, if you do not mind. I want to do boxes for the outline of what the video would look like?
3. Bianca: On video outlines, or story boarding we can work on committee time. We can plan out who is going to record it and divide up tasks.
4. Victoria Marie: For the Notion, are they just supposed to have access to the Jam Project Tracker?

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- a. Bianca: Right now, they only have to have access to the JAM Project Tracker, they can get access to the other stuff at another time.
- 5. Bianca: I put every single project she has access to and the ones that we are working on right now. Working internally. On video, before recording it.
- 6. Jovhanise: make a word document, to draw out the story boarding on my iPad.
- b. Change what Project you want to work on (Project, Name):
 - i.
- c. If I couldn't add you/you can't get into the notion (I'm still trying to get it sorted) the list of assignments are below
 - i. [Parking Pamphlet](#)- Krystal and Sam
 - ii. Impartial Advising Pamphlet- Bianca (me) and Nick
 - iii. Judicial Trailer- Jovi
 - iv. [Internal Parking Guide](#)- Krystal and Noach
 - v. [Greek PPT](#)- Victoria Marie, Krystal, and Bianca (me)
 - vi. SGLC Tabling Guide- Krystal
 - vii. Posters for UCF Housing- Isabel and Jovi
- d. Make sure, when you start working, to link the canvas if you can in the notion or send them to me on teams so I can also peek in and help where I can
- e. As always if you have any questions comments or concerns touch base with me life is real and if you can't work on a project anymore just let me know
- 8. New Business-
 - a. Now that everyone knows what you should be working on the plan is that you use our committee time in order to work on it. I want to use these meetings as a check point unless specific media is requested or we have a bigger project we need to work on (lounging with the lawyers).
- 9. Member Discussion-
 - a. Noach: We are thinking of doing a flier for Craft with the Council. Isabel with taking of a ticket in a flier. Could I add that to the Notion?
 - i. Bianca: Absolutely, you can add it. It gives me a notification when anyone is adding an item or project. It is nice to be able to add things, and work with other members.

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- b. Andy: For crafts with the council, give me a timeline. If you want a frame printed, the design would maybe be a different job. I could show you what the design looks like as an example. Use the white background.
- c. Bianca: I am excited to see what you guys get to create. But I want to give you the rest of the time to give your ideas.
- d. Victoria Marie: Make a reference on the notion with different emails, so we can add people on the project?
 - i. Bianca: you did not add someone to the page but let me see if I can add that. Maybe I can add it as a note. We can maybe do it in the bottom of the notion. In the category description? Under all the actual names or would that be complicated?
 - 1. Victoria Marie: It is good for right now, and we can update it later.
- e. Noach: Is the meeting next week going to be on Teams and can I be on Teams next week?
 - i. Bianca: No, and yes but just figure out who you are working with and be on a team channel with them.
- f. Bianca: The plan is to speak to Andy after the meeting and send it to him. Timeline wise. Look over it and get an idea of the project.
- g. Samantha T: For the Tabling guide are we looking for SGLC and JLC guide?
 - i. Bianca: More general Judicial tabling, we can bring it to Andy and explain that this is what we know or are more and see if they want to make their own. Since all the branches tables are different.
- h. Victoria Marie: The format is going to be a little different than we were planning, do you want me to create a one-page summary? Or do you want external material that we will send in an email?
 - i. Bianca: There is more something that we can send to the eboard. Just because we may not have time to put it in the background. That way it would be better.
 - ii. Victoria Marie: I think even having bare bones simple slide that says hi we are the judicial branch, and these are the services. More develop it into something that can get sent to the exec. Board. We can even make it to the last slide.
 - iii. Bianca: When we send it over, we can send everything but the last slide. I like that, it ties it all in.

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10. Miscellaneous Business-

a. **Question of the Day: what are you excited for this week?**

11. Final Roll Call: 7/8

12. Adjournment: 4:45 PM

Key:

P - Present

A - Absent

MTD - Move to Debate

MTV - Move to Vote

MTA- Move to Amend

PP - Postpone

PPI - Postpone Indefinitely

GC - General Consent

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