**LMPSU Meeting Minutes**MSB 6222, January 12th 2018, 5:00 pm

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| --- | --- | --- |
| **Members** | **Position** | **Attendance** |
| Negar Khosraviani | Co-President | Y |
| Ramana Trivedi | Co-President | Y |
| Yao Lu | VP Academic | N |
| Negin Khosraviani | VP Social | Y |
| Shawn Goyal | VP Finance | Y |
| Michael Xu | Internal Affairs Director | Y |
| Ashley Wang | External Affairs Director | Y |
|  | Social Committee Representative |  |
| Tsz Ying So | Webmaster | Y |
| Angel Ly | 3rd Year Representative  | Y |
| Sina Kiani | 2nd Year Representative | N |
| Stephanie Lau | Non-Specialist Representative | Y |
| Matteo Di Scipio | Graphic Designer | N |
| General Members | N/A |  |

**Agenda**

1. Conference

**Discussion**

 Final meeting before the conference

Someone needs to buy the food to split the debt evenly between exec members, but will not be paid back for an extended period of time (month to a month and a half). Discussion about funding and costs.

Going through schedule for tomorrow. Excel sheet to be uploaded on google drive again. Picture drawn for setup. **PLEASE BRING YOUR LAPTOPS.** Ramana goes over how to do registration.

2 tables for registration on the first lip, 2 tables for breakfast/break food on the 2nd lip, another table for brochures next to the stairs. Under registration, there will be another column, if they are present, please place a “1” if they are present, which will make it easier to count number of attendees. Something about blocking the stairs. One of the banners given by Robin is about the size of the table, so we can put it on or beside the table. That and and the one big printed banners and one generalized banners. Breakfast/break food banners, tablecloths, poster boards, Gottlieb’s book. Put all banners in lobby, move to stone lobby later. Shawn to print schedules.

**BRING SHARPIES, WHITE PAPER, AND MASKING TAPE. ANY SORT OF TAPE IS OK. Angel to make signs about reserved seats, one that says coffee, one that says tea, and water. Reserve water and booklets for speakers (one bottle, one booklet). Angel to make “vegetarian (vegan available)”, “non-vegetarian” for food.** Michael to bring garbage bags.

If at any point you’re not doing work, please help or listen to speakers and prepare questions.

 Meeting adjourned 6:12 PM