

LMPSU Transition Meeting June 18, 2018

Members present: Negin, Ashley, Ramana, Mike, Jerry, Abdullah, Wenda, Harvard, Angel, Helen

5:30 – Meeting begins

5:34 – juice boxes: use juice boxes for events, but nowhere to store/lots of effort to carry

- Expire this year
- Ask admin staff?, getting access (ask Robin?)

Issues with logging into the account (2-step verification) → don't know whose phone number it belongs to (a One Plus phone)

5:40 – meeting began “officially”

- Google drive has transition docs (plan was to talk about in the meeting, but probably can talk about individually on their own time with respective members)
- Ramana sends transition docs folder link to everyone
- Suggestion to add previous member of the same position on Facebook for more informal questions that don't require a full email

5:46 – Ramana: work for the summer – BBQ and conference planning; will be away for July and Aug; moving to Mac next year, so a little more work for everyone to be expected

Also 2nd year reception (ALL planning must be done in the summer) *ALL NEW*

- o Where for funding, booking rooms, etc
- o Talks of a 2nd year LMP course – not going anywhere
- o Will the 2nd years even show up?
- o asking for money for the 2nd year reception might be an avenue to get more funding
- o Maybe funding from ASSU as well? But ASSU requirement that events be open to everyone
- o Even the mailing list for 2nd years is not reliable to ensure they are aware of the event
- o Have Dr. Templeton (maybe other dept members) present to introduce the 2nd years to how the program is (able to talk with him)
- o Maybe a “welcome week” during Frosh (or at least just one event) → mandatory presence? BUT lots of venues will be taken during Frosh
- Have different hours “allocated” to different years? (i.e. 2nd years centred for x time, and then others at y time → ensure that event is “open” to everyone, therefore department wide, and hence get funding)
- Have a booth? Have a side BBQ (like engineering)?
- Continuously hold events for 2nd years (since technically you don't have LMP-centred courses until 3rd year)
- Use the BBQ as a kickstarter (get the 2nd years talking to each other and with upper years), then get to other events
- Send an e-mail via Luella (List-server) to 2nd years with a link to the FB group (2nd years only)

The CONFERENCE

- Whole day event, invite speakers/people, etc. → VERY LARGE EVENT
- Start planning now (especially since LMP may be short on staff this year) → pick out topic
- Undergrad attendance is somewhat low (50%? Or 15) especially since the conference is supposed to be for undergrads

- Problem: topics this past year were kind of niche (even if speakers were awesome) → make topic accessible (“so the average 20 year old will attend”)
- Possible solution: do collaborations with another group → get more publicity and possibly get even more funding (e.g. HMB and IMM joined together for an event, was successful)
 - o A lot of LMP dept are also crossed with BCH → maybe consider other groups (possibly dependent on the actual topic)
 - o Still mainly hosted by us (LMPSU) with a feature/supported by other groups → it can be an issue since it may seem they get the short end of the stick
 - o Maybe more “fun” events for collabs, so that when it comes to the more academic events, they’ll be more likely to hear about it

4 events to plan: BBQ, 2nd year reception, Conference, General meeting (elections)

- Mike will send an e-mail to Luella regarding the 2nd years and the FB group link (“by next week” – Mike)
 - o Issues with getting emails from the Department (kind of clutters inboxes, so most are never opened)
 - o Workaround: collect emails from 2nd years personally thru FB group (build our own mailing list)
- General meeting – near end of September (have to beware of midterms for timing)
- Split into groups to tackle planning for each event
 - o Summer emailing - ~~Tom~~ Mike and Jerry
 - o BBQ – Abdullah and Helen
 - o Conference – Ashley and Angel
 - o General meeting – Wenda and Harvard
 - o For other members who were absent at this meeting, probably just add them to each group for groups of three

Future meetings: half in-person, half online

Another meeting next week, same time (may be sorted out later → hold a poll again)

- Have members do the research for their respective groups and present next week

6:49 – Meeting adjourned