In attendance:

|  |  |  |
| --- | --- | --- |
| member | role | attendance |
| sudarshan bala | Co-President | Y |
| KEVIN LIU | Co-President | Y |
| Michelle lee | VP: Academic | N |
| Khalid Fahoum | VP: Social | N |
| stefan jevtic | VP: Finance | N |
| alan huynh | Internal Affairs | Y |
| hilary pang | External Affairs | N |
| Kristian Krustev | Social Committee Representative | N |
| tszying so | Webmaster | Y |
| Negar Khosraviani | 3rd Year Representative | Y |
| Stephanie Lau | Non-Specialist Representative | Y |
| Ramana trivedi | 2nd Year Representative | N |
| Yuhui xie | Graphic Designer | N |
| GENERAL MEMBERS | N/A |  |

## Agenda

1. Conference

## Discussions

1. Conference

The purpose of this meeting is to discuss the conference.

Today, the conference saw 5 new registrations. N = 225.

Various catering options were discussed at the meeting. It was decided that Stephanie Lau is to contact various catering service providers, including St. George Catering Services and Pumpernickle, to ascertain the price they may charge. Historically, the catering requests have all been in the range of approximately 2000 dollars.

It was further requested that, in order to encourage undergraduate attendance at the conference, Michelle is to send out an e-mail requesting mentors to talk to their mentees regarding the conference.

Kevin and Sudarshan will send out a schedule for each exec member for the conference day. This includes particular things that must be completed hour-by-hour.

Various logistical issues were discussed regarding conference supplies. The Co-presidents thusly assigned members of the meeting to pick up various supplies.