**LMPSU Meeting Minutes**Online via Google Hangouts, January 5th 2017, 6:00 pm
Due to the extremely cold weather, it was instead decided to host the meeting online via Google Hangouts. Due to schedule conflicts, three different calls were held to accommodate the opinions of all executives.

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| **Members** | **Position** | **Attendance** |
| Negar Khosraviani | Co-President | Y |
| Ramana Trivedi | Co-President | Y |
| Yao Lu | VP Academic | Y |
| 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**

Conference Discussion

**Discussion**

*Call #1: 6:35 pm.*

Executives present: Negar, Ramana, Michael, Stephanie, Angel.

Ramana working on schedule for conference, will send out within next 2 days. Schedule is highly detailed; all executives are to commit their roles to memory. 6 volunteers have been confirmed. During conference, volunteer executives will be required to introduce speakers. Angel and Stephanie maybe, **Michael yes.**

A car will be needed to transport food and drinks. Negar to ask parents about borrowing car for the conference. Ramana to ask LMP department about table cloths.

Negar in contact with David (in charge of audiovisual) via email and spoke to Kevin. Kevin suggests having David present for the entire conference. To cut costs, Negar wants to find at least 2-3 people and one exec to know how to do transitions between PowerPoints. **Michael volunteers to watch over audiovisual**, Ramana and Negar can cover.

Robin returned email, requesting photos of speakers. Have contacted her about changing size of posters for banners. Asked if any specifications for printing. Negar waiting for response from Shawn.

Executives please continue to advertise in your respective groups. Teresa has sent out emails to other departments. Stephanie comments that pharmacology and toxicology may require a while to send out. Many people have sent emails regarding non-functioning link. Link in email is correct but hyperlinks to event from 2 years ago.

 **For the week coming up to the conference please be available as much as possible.**

 **Formal dress code**.

 Call ended 6:54 pm

Call #2: 7:02 pm.

Present: Negar, Negin, Ramana, TszYing, Michael, Yao.

Regarding breakfast: Negar was thinking we cut down on breakfast/brunch platter, exclude bagels. Discussion about food. Keep food at 4 orders, cut down on bagels. Bagels have high expenses: cream cheese, butter, etc. Kevin suggests sticking to water and not including coffee. Negar considered instant coffee but dislikes the idea. Discussion about poster costs.

Ramana working on schedule for next week, highly detailed. Once posted, all executives must commit their roles to memory. Be on Facebook at all times. **Dress code is formal**.

Shawn has been delayed in posters and Dr. Gottlieb has been helping put up posters. Negar has contacted Robin about banner dimensions, Negar to contact Teresa about lanyards and banner stands.

Speaker introductions: **TszYing available to introduce speakers**, Yao maybe. Speaker introducers are to give gifts to the speaker **prior to presentation**. Negin suggests thank-you cards, Ramana agrees.

 **Watch Facebook at all times.**

**Yao volunteers to help watch over AV.**

Yao discusses plans for winter semester. 2 academic seminars, one in January before midterms. Room availability is good. If agreeable, need to find speaker. Yao is unsure about speakers or topic. Negar recommends going through a list of potential topics from previous years and possibly decide from there. Ramana suggests going through topics being taught in classes such as LMP365 or LMP300-related topic. Budget needs to be submitted by January 24th. Date and topic ideally determined by then.

For social events, Negin to keep pub night and games night. Games night closer to end of semester. Negin suggests collaborating with another student union for pub night as MolGen president has previously proposed a collaboration. This will help cut costs as well. Either MolGen, Pharm, or Immunology. Biochem and Physiology possibly as well.

Previous years have had charity dodgeball in collaboration with other student unions. Entrants charged $5. Each team chooses a charity to donate to. Winning team’s charity donates all of the pooled money to that charity. TszYing suggests changing from money donation to food donation, can change to food drive. Probably later in the semester. Negar unsure about funding, Negin to figure out funding. To discuss in future meetings.

Apparel: Negar suggests that this year we don’t sell T-shirts. Instead, sell jackets, full and quarter zippers, and winter hats/toques. New design can be used if proposed. We can also use the design from 2 years ago. With regards to prices, prices listed in file in drive is approximate. Prices will also depend on color, should keep similar to previous years (~$35 for sweatshirts). Negin looked into water bottles but they’re very expensive and would have to order several hundred for optimal pricing. Negar also suggests competition like immunology or physiology, but idea is problematic due to low LMP student population. Ask Matteo to design and possibly ask a 2nd year. Negar to message Matteo about designs for sweatshirt. If Matteo unwilling to make design, competition can be hosted. A 3rd year brought up possibility of having last names on the back of the hoodie. Personalization of apparel would cost extra money. Further discussion about apparel cost.

 Call ended at 7:57 pm

*Call #3: 7:59 pm.*

Present: Negar, Ramana, Ashley, Michael, Shawn.

Exact schedule for conference to be uploaded by Ramana – each executive is to commit their schedule to memory.

 **Shawn ok with introducing speakers. Dress wear is formal.**

Communication with ASSU continues. ASSU still has not reached conclusion, can provide $1000 if sell tickets for $5 to non-UofT attendees. General disagreement, Negar brings up point that non-UofT attendees have already registered and would be unprofessional to retroactively ask for a fee.

Negar can go through cupboard to see if there is any extra apparel that could be sold at a discounted price at the conference. Shawn doubts apparel selling will be able to make up current deficit. Shawn comments that cutting on platters and reducing costs of food and coffee will be most cost effective. Negar suggests bringing down platter quantity down to 3. Decreased food quantity would be a good idea due to lower registrant number.

150 booklets to be printed. Going to stick with coffee rather than instant coffee. More money can be spent by cutting out bagels. Negin found platter called morning glory, serves 20-25 people, contains croissants and other items. Instead of bagels can just increase croissants and muffins. With regards to the photographer, Negar proposes possibility of cutting out photographer. Shawn disagrees, negligible cost compared to food and useful for future LMPSUs. Shawn suggests cutting attendee estimate to 150. Ramana suggests keeping it at 200, do not want to have insufficient quantities of food.

Lanyards can be borrowed from the department and returned to the department after the conference. Ramana suggests just buying lanyards off the department.

Negar to ask parents about car. Other possible sources of vehicles: Shawn if his father is not in town, possibly Matteo. Negar to contact Matteo regarding the car.

 All executives are to be available on Facebook at all times.

 **Shawn available for AV.**

 Call concluded 8:29 pm.