**LMPSU Meeting Minutes**MSB 6222, November 24th 2017, 5:00 pm

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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 |  |
| Stephanie Lau | Non-Specialist Representative | Y |
| Matteo Di Scipio | Graphic Designer |  |
| General Members | N/A |  |

**Agenda**

1. Academic Seminar
2. CULSC
3. Conference

**Discussion**

*Academic Seminar*

Next week – Wednesday Nov 29th 5pm at Banting Institute. Presentation will be around an hour – followed by Q&A. Current response around average compared to seminars from other student unions. Execs please come if possible.

Ideas for food – have $100 total budget, $25 reserved for Dr. Moriarty – Yao suggests delivery from subway, trays of sandwiches. Gift ideas: Negar suggests wine and thank-you card. Assume 20-25 attendees.

Concerns about audiovisual – microphones? Should be accessible if projector is booked.

 Keep all original receipts

*CULSC*

Neuroscience association for undergraduate students have asked for a collaboration, want 2-4 representatives to come up with 10 questions to include in the CULSC competition. If interested in question writing, please comment in LMPSU Facebook group. **Note: question writers will not be allowed to participate in the competition**.

*Conference*

Negar and Negin have decided on food – sandwiches and Greek pasta salad bowl. Details can be found on Google Drive. Drinks will need to be finalized: currently coffee, tea, and water bottles confirmed. Current cost of food at $1349. Ramana recommends larger bottles and provide cups due to the higher cost of smaller juice boxes.

Breakfast bagels – Longos has a tray with bagels, croissants and other pastries. Shawn suggests having a toaster so people can toast their own breakfasts. Will need to acquire permission to use toaster in the area. Shawn suggests getting bagels from No Frills. **ASK FOR VOLUNTEERS.** Ramana has decided to scrap toasts because lineup for the toaster is going to be problematic.

Shawn suggests that the LMPSU continue to apply for funding. Ask LMP department for more funding only if we don’t get more funding elsewhere. Shawn to work on ASSU special project funding – Negar wants Shawn to finish by Monday. Michael to send another email regarding poster presentation and academic seminar

4 tables for food. Self-serve, can have posters on either side. Discussion of table layout. Michael suggests letting professors get their food first, then making all tables open to everyone. Shawn suggests limiting the meat, have more vegetarian options. Include dietary restrictions in registration form. Final total of 12 tables: 6 for food, 6 for conference room. To be discussed in later meetings.

Shawn recommends giving fountain pens – will be inexpensive. Shawn can make ink – about $7 per person. Extra mugs can be given. No issues with pen and ink. Pens will cost $322, $2 for jar. Pens finalized as gift - $10/person. Robin to also receive a pen as thanks for her contributions to the conference.

Negin has created a preliminary poster – Robin will refine it. Robin to investigate copyright issues with background images. Poster should be finalized by next week.

 Tsz Ying to create Facebook page for conference.

Conference is to have 7 Speakers. One speaker agreed to present after reaching the 6-speaker cap. Unprofessional to reject, will proceed with 7 speakers.

Current schedule: breakfast and registration at 9:00; presentations begin at 9:30; Execs arrive at 7:00 to set up. Exec dinner after conference.

Booklets – printing to occur in first week of January. Flyers to be printed and posted after poster is finalized. Stephanie comments that hospitals are not happy with posting flyers, will need to email specific individuals to obtain permission.

Meeting adjourned 6:12 pm.