**LMPSU Meeting Minutes**MSB 6303, November 1st 2017, 3:00 pm.

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

**Agenda**

Meeting with Robin Wilcoxen

**Discussion**

A meeting was held with Robin Wilcoxen from the LMP Department for the purposes of guidance and advice regarding the conference.

The LMP Department allocates $1500 each year specifically for the conference – any expenses is taken out of this $1500. Expenditures are processed through the department, funding does not exist in the form of a money order. These expenditures would include room booking although the cost is mainly for care-taking rather than the booking itself. Leftover funds are not allocated to the following year – best to use up as much of it as possible. Highly regulated – want to ensure proper spending of funding. Must be auditable. As of this year, the SIF has introduced a new funding cap of $1500. Many clubs experiencing difficulties with this new cap.

Christine has asked Robin to get a little more involved, provide a little bit more guidance. Hoping to create a guideline book for continuity issues with regards to conference organization: a transition package. Maybe this can sit with Teresa and she can pass on to the next executive team.

Printing house down at hydro building. Tend to be used for LMP’s printing, have competitive prices. Across Queen’s Park near Tim Hortons– where Sudarshan and Alan printed pamphlets and booklets last year. Robin recommends smaller size – last year had larger size because Kevin was unable to downsize graphics. **Ramana to update Matteo about booklets being smaller.** Printing expenditure can be processed through LMP Department $1500 allocation.

Gifts for speakers: possibility of giving LMP branded mugs instead of LMPSU branded mugs. Recommended $10-$25 per speaker, capped at 6 speakers.

Current assumption: $3000 confirmed. Basic expenses without food and posters is at $1070 – includes banners, booklets, caretaking, and speaker gifts ($150 currently allocated to speaker gifts). Including AV is $1870 before food. Flyers will cost approximately 30 cents each. 60 letter sized and 60 legal sized flyers were printed last year. Suggestion to print less this year – total cost approximately $40.

Food last year was good, but expected to be one of the major costs. Robin suggests possibility of introducing nominal charge for attendance of the conference. Ramana brings up the point that another conference had occurred at the same time as our conference, resulting in a decrease in attendance. Placing a charge on attendance might result in further decreases in attendance. Negar comments that previous year’s conference was attended by less undergraduate and graduate students than expected. Templeton also brought this up – registrants tended to be veering towards older audience for last year’s conference.

Discussion about sponsorship package for potential sponsorships from external sources. Small booths could be set up for sponsors but would require additional costs – this can be taken out of the $1500

If DIF applications falls through, more funding is a necessity. Co-Presidents plan to apply for the ASSU special projects fund. With confirmed $1500 from the department, we can finalize the application. Ashley requested possible donations from LMP alumni. Previous year received about $500 from alumni. No dedicated association for us to contact – Robin will have to further investigate as Dr. Gottlieb was involved

Robin will help us make a proposal that is more amenable to Christine. Christine wants to see numbers: how much we’ve spent in past years, what we’re bringing in, what expenditures are, budget for this year, already secured funds, expected expenditures, where shortfalls are. Spreadsheet to be created – Robin to create template. Robin recommends coming up with parameters as a measurement of conference success with regards to goals mentioned in the email sent to Christine and Robin. Budget will still be #1 priority for Christine.

With regards to poster presentation – going to ask labs to print posters. **Contact Teresa with regards to poster board renting**. Cost will most likely come out of department allocation. Christine will want to see interest by students in the poster session. Poster session was suggested in previous years, but potential presenters could not be found. About poster presenters: why would they want to present? How can you frame it so that it’s interesting to them? Especially with regards to the graduate students – incentive needs to be given. Robin recommends submission of a proposal as soon as possible – a stated interest is sufficient.

Graphical assets: Robin will provide the LMP branded graphical pieces. Booklet last year was large because Kevin was unable to downside certain graphics. Robin recommends keeping the booklets small. Robin to send graphics for posters and booklets via email to upload to google drive.

Conference date of Jan 13th has yet to be finalized. Once Matteo has finalized posters we can begin advertisement. Typically, poster gets done pre-holidays. Event by break registration, published concurrently with information on LMP website, include a PDF on our website. Emails including the poster go out ~2 weeks before the holiday break.

Post-holiday break send another BLASTed email. First email sent to the LMP student body. Another sent a week and a half before the event to entire relevant UofT student body. Focus on departments that would have a particular focus on this – Faculty of Medicine associated departments, relevant ArtSci departments like Microbiology. Contact done by Teresa and Robin – departments tend to be more responsive to faculty. **Robin to send us list of potential departments to contact.**

Facebook targeted advertisement recommended. Contact Sudarshan regarding statistics for this and interactions. Promotions will have associated cost. **Robin to send a promotions guide and filled-out example digitally.**

Booklets: maintain black and white throughout, color on cover – lower cost for printing. Alternative place south of Spadina and College – more estimates better for consistent pricing.

Assuming $2000 on food, will have about $1000 shortfall.

Before boards for posters are booked, get at least some responses. Robin suggests contacting the division of teaching labs. Estimated $25 per board – total of $250. Can receive $500 from ASSU for boards – costs should be largely covered. Will have to contact Teresa about doing this on a Saturday.

Photographer: $75 for 6 hours and editing from Shawn’s New College associate. Will be able to get pictures from previous years from Robin. Will discuss possibility of photographer. Shawn wary of photography club as they might not edit the photos.

If need any help with proposal for Christine, Robin happy to review and offer suggestions. Christine very numbers oriented, try and give her specific numbers.

 Meeting adjourned 4:38 pm.