**LMPSU Meeting Minutes**MSB6222, October 20th 2017, 5:00 pm.
NOTE: Because Shawn has requested a meeting specifically for funding, members uninvolved in sponsorships and funding were not required to attend.

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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 | Y |
|  | 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**

Funding, Finances, and Sponsorships

**Discussion**

 Shawn brings up the problem that budget was never created.

Matteo has messaged Shawn. Matteo requests a very specific guideline or full control. Ramana to contact Matteo regarding designs.

Projected: SIF will provide $1500, ASSU possibly $500. Previous year Alumni donations $500, LMP department has given $1000. Gottlieb has made donations but he is no longer chair, will have to ask Kandel. Ramana brings up point that as her first year she may be more generous. Currently no solid sources of funding for the conference. $500 from UTSU for academic seminars. Unsure if eligible for UTSU funding because we’re a student union. Someone to contact their financial union regarding this. Michael has contacted the LMP department. One to contact chair, another to send details of budget and other stuff, to be discussed in the current meeting.

Current known expenses: booking room for conference, custodial services. Shawn requests estimate for values for better organization. Negar has uploaded a confirmation for the room – no indication of lobby booking but Teresa has stated that they are booked for that day. Negar to confirm with Teresa.

Ashley asks about confirmed speakers. Negar has a few confirmations. Ashley wants a list of these and will update as soon as we have more confirmations. Ashley plans to email people ON next weekend.

Shawn asks about banners, Ramana suggests reusing banners from previous years. Shawn to perform inventory check. Tim Hortons cheapest source of Coffee. Dispensers to be rented.

Shawn requests any money from ASSU and receipts and anything to be sent to Shawn. Invoices and estimates to be used to make budget to release to external sources to request funding. Currently checking staples for an estimate for printing. Previous year: $4200 requested from SIF. We have requested $1500 due to newly implemented cap.

Shawn requests creation of a preliminary budget. Room: tables + AV (talked to Teresa don’t need to book it for now, don’t know how many microphones, it’d be good to have more mics for audience members to have a mic to ask questions). Printing: booklets, flyer, banner, posters. Food: breakfast at 9 (bagels, muffins, coffee/tea), break at 11 (fruit/veg platter, cookies, coffee), lunch (sandwiches, gluten free and vegetarian options, salads(?), pasta salads(?)). Shawn requests high degree of detail: company providing services and items, individualized items, cost per item, total cost. Include official estimate if given. Matteo requesting a subscription-based graphic design program, Negar gives maximum $20. Matteo to receive title, date, other info, get it to Negar by end of next week.

**Ask for sponsors**

Brief pause: Ramana asks if any other events do not have sufficient funding – all oncoming events are funded. Discussion of the lack of 2nd year and 3rd year specific events in previous year.

Returning to conference: Shawn recommends allocating tasks regarding each section above to specific members of the executive team. Negar requests Stephanie look into food. Parking reimbursements rejected, volunteer certificates confirmed, suggestion of wine as gift for speakers. Michael brings up reimbursement for printed posters – disagreement, insufficient funding. Current estimation of attendees at 250 for now: Michael, Shawn, Ramana, and Ashley agrees. Negar estimates 300. Most food can be obtained from Tim Hortons, water from Costco.

Posters: opportunity to interact with researchers and present their own research. Duration of lunch period to be adjusted. Gifts for poster presenters suggested. Targets students to get to know more about research. Possibility of abstract pamphlet proposed. To be discussed in future meetings.

Current allocation of roles:

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| Sina | Volunteer gifts and certificatesCutlery, plates, napkins |
| Stephanie | Lunch food |
| Negin | Break food |
| Angel | Registration |
| Negar | Room registration |
| Matteo | Printing |
| Shawn | Photography |

Conference name to be voted for on Facebook group.

Michael to email Kandel – invitation and funding.

Meeting adjourned 6:48 pm.