

LMPSU Meeting Minutes – December 16, 2018

Present: Ashley, Wenda, Ziqi, Harvard, Julie, Mike, Laura, Jerry, Helen, Abdullah

Meeting begins – 7:06 pm

Conference

- Sitting at 200 registrations via Eventbrite, ~35-40% attendance in past years (taking out admins, execs, etc)
- Food
 - o A lot of waste --- refer to past execs regarding appropriate amount
 - o Budget sheet ready
 - o Just need to find the places and confirm exact costs
 - o Hot food is REALLY expensive
- Marketing
 - o Need to post more in Instagram; first post hoping to be interview with Templeton
 - We'll need to post all about the conference for now (maybe exec bios later)
 - **Helen** will make posts on the Instagram; post through Facebook → promote it to get followers
 - o Contacting external groups (hospitals, NAUS, student unions, etc)
 - Aim for **everyone** to promote in one group (try not to have too much overlap → make note in the "Marketing Schedule" doc in the Google Drive)
 - **Laura** – Gerstein
 - **Mike** – email template for other student unions
 - **Jerry** – PGCLR
 - **Ziqi** – UTS, **Harvard** – other high schools in the area
 - **Abdullah/Helen** – NAUS
 - **Ashley** – past conference attendees
 - Asking other big student unions to post in their FB groups would be efficient (or even just share our posts)
- Gifts
 - o \$25 for each speaker; also 5 panelists, 1 demonstrator → can lump them in with the speakers
 - o Alcohol as a gift an exception for UTSU funding
 - o **Laura** will have everything prepared by one week before conference
- Poster Presentations
 - o 5 so far, hopefully hit 7/8
 - o **Everyone** to help ask around
 - o Once we get the numbers of posters, **Jerry** will talk to DTL
 - o Dr. Templeton and Dr. Gotlieb as judges? Probably easier to get a premade list of judges
- A/V
 - o Will need microphones, since we have a panel *pretty important*
 - o Rent from UTSU
 - o Will need to discuss with **Ying** at a later point
- Set up/working
 - o Are volunteers needed? For registration, set-up/take-down, crowd management
 - Aiming for 5 or less volunteers → probably friends/classmates interested since we don't really need too many

- Roles of execs (everyone is here!)
 - Morning
 - MCs – **Ashley, Mike**
 - Registration – **Ying, Soyoung, Julie**
 - Photography – **Helen, Mike** (when available)
 - Food/drinks and floater – **Harvard, Ziqi, Jerry** (until posters)
 - Auditorium help – **Laura, Abdullah**
 - Poster setup – **Jerry, Wenda**
 - Lunch
 - Setup – **Harvard, Ziqi**
 - Judging/Floaters – **Abdullah, Laura, anyone else**
 - Afternoon
 - MCs/giving gifts – **Ashley, Mike**
 - Photography – **Helen, Mike** (when available)
 - Food/drinks and floater – **Harvard, Ziqi, Jerry**
 - Auditorium help – **Laura, Abdullah**
 - Clean up – **everyone (Jerry, Wenda handle posters)**
- Feedback
 - Making response forms, collection boxes (different ones for poster voting and other), boxes
 - Can we get lanyards? Get the cheap ones but look cheap, or get the nice ones but expensive → think about the budget
 - **Jerry and Laura** will become Props/Gifts team
 - Dr. Kandel doesn't want a conference-specific banner → just use LMP banners (re-usable)
 - LMP also has LMP tablecloths – ask for those

Finances

- **Abdullah** can now reimburse people who have paid for events that have already happened
- ask less money from LMP department than last year (because of stuff that happened previously)

Next year!

- Academic Seminar
 - Let's start planning early (due to issue with speaker flaking out last minute in Nov)
 - Have 2 speakers – it would be nice to have one speaker from LMP (promote ourselves!)
 - Ask the community about topics!
 - Naloxone training may not be relevant anymore, but at least it's available as an idea
- Social event

Exec bios

- Everyone's put them in the doc; will be posted probably January

Next exec meeting

- Probably between Christmas/New Years
- Also another meeting the week back to school (i.e. Week of the conference!)

Meeting adjourned – 8:27 pm