

LMPSU Meeting Minutes – December 30, 2018

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

7:10 – meeting begins

Conference

- 260 tickets sold! If expecting 30-40%, probably get eventually 100 attendees the day of
- Speakers
 - o Unable to get one of the speakers (communication issues over the past few months), and it's hard to contact during the break
 - o We could just have 4 speakers – nice balance (2 and 2), and just shorten the day and push the day a little later
 - o Also have some intros from Dr. Kandel and us
 - o *Dec 31 edit: a speaker got back to us, so we're back to 3 talks in the morning and 2 after lunch
- Advertising
 - o It would be nice to have announcements in Con Hall and other big classes to promote once classes resumes
 - o **Mike** has some leftover posters – he'll post them (e.g. Robarts, Gerstein, etc)
 - o Instagram – **Helen** needs login info and will link to Facebook
- Panelist Qs
 - o Still need to write some more Qs (Soyoung has written some)
- Poster presentations
 - o Jerry sent info to presenters, also informed Dr. Templeton and Gotlieb
 - o Need to print rubrics and get pens
- Props/Gifts
 - o Got some wine and chocolate as gifts (< \$20/speaker)
 - o 2 clipboards for poster judges
 - o Tables – probably get from ACE
 - o A/V – also work out with ACE; **Ashley** and **Ying** will go visit and sort out (also ask past execs for advice)
- **Mike/Ashley** will finish the detailed schedule over the next few days
 - o Need specific timeline for organizing posters/lunch (e.g. set-up, etc.)
 - o New schedule! Need to email Andrew Williams that he has different timeslot too
 - https://docs.google.com/spreadsheets/d/1_e2BWNr0emWnDzmR54fow9MFB20q0ra4S5ZtiXApQmA/edit?usp=sharing (use LMPSU login)
 - o Timeline for poster set up also in doc ---^
- Food
 - o Breakfast – Tim Hortons
 - o Lunch – Jamaican place (Tastees) (jerk chicken, vegetables, rice → \$8/person; so after tax is \$904 for 100 people); incl gluten-free/vegan options
 - o Other miscellaneous – cutlery, fruit platters
 - o **Harvard** – pick up fruit platters morning of, **Abdullah** – bring water bottles, **Abdullah/Helen/extras** – pick up breakfast morning of
- Budget
 - o Caretaking - \$204
 - o Rental space - ? (**Ashley** will ask Louella)

- Poster boards - \$15/board/day --- 7 boards total = \$105
- Printing (badges, booklets, etc) – TBA
- Photography
 - **Helen** and **Mike** to bring cameras

ASSU + Academic Seminar

- Organize one in January (probably last week not to coincide with conference)
- ASSU said if we organize one in January, it should be fine to get funding (rule of having one in each semester)
- Same seminar team (**Laura, Harvard, Abdullah**)
- **Everyone** pitch in for advertising!

Immediate To-dos

- Questions for past execs
- Informing involved people about schedule changes
- Marketing! (NEW schedule posted)

Next meeting – week before Conference (Jan 7 -11)

- **Ashley** will put when2meet link soon

8:23 pm - meeting adjourned