**LMPSU Meeting Minutes – Aug 30, 2019**

Attendance: Laura, Mike, Jerry, Nicole, Richard, Alex

Follow up with: Dave, Ziqi, Junaid for clubs fair, street fest, conference

Coming Up

* Clubs fair – Wednesday, Sept 4
* Street fest – Wednesday, Sept 11
* General election – Friday, Sept 20

Clubs Fair – Wednesday Sept 4 (1:45pm-6:30pm)

* Shift 1 - 1:45pm to 4:15 pm – setup and run booth
  + Alex
  + Richard
  + Mike – set up only
* Shift 2 – 4:15pm to 6:30 pm – run booth and clean up
  + Richard
  + Mike – clean up only
* Mentorship signup on computer
* LMP merch – ask Louella for something to give out

Street Fest – Wednesday Sept 11 (9:30am-3:15pm)

* Shifts
  + Shift 1: 9:00am-11:00am – set up + man booth
    - Bring banner, tablecloth, pamphlets
    - Nicole (get keys from Mike/Laura), Jerry
    - Mike, Laura – help set up til 9:30am
  + Shift 2: 11am-12:30pm
    - Alex
    - Laura
  + Shift 3: 12:30pm-2pm
  + Shift 4: 2pm-3:30
* Fun stuff promoting conference
* Mentorship sign up form on computer – either download form or hotspot

Conference

* Date
  + January 11, 2020 – main
  + January 18, 2020 – backup
* Book MS2158 – MacLeod Auditorium
  + Richard - email Louella to book room, Audio/visual
* Speakers
  + Topic: gut pathology + nutrition + microbiota
  + Subcommittee to find potential speakers – Laura, Mike, Richard
    - Look for 10-15 potential speakers, share with LMK, contact
  + Keep notifying speakers regularly about conference – maybe monthly
  + Invite LMP profs + Dr. Kandel for intro speech – Laura, Mike, Richard @ sept 26 meeting
  + Confirm speakers by end of Sept
* Marketing
  + Jerry – marketing schedule
  + Nicole – after Nov 2
* Funds
  + Mike, Laura, Richard – write applications
  + Nicole – proofread
  + Student initiative fund – deadline Sept 9
    - Pitch presentation for tier 2
    - Apply for the max amount
  + References
    - We wrote the letter last year
    - Dr. Lee or Dr. Mikhail?
* Logistics of Day
  + Jerry
  + Food – consult with faculty
  + Cold food preferred (wraps)
  + Always 30-40% of people who sign up show
* Promos
  + Ziqi + Dave
* Budget
  + Nicole, Richard
  + Deposit for conference? Maybe not
* Poster presentation
  + Alex (ask Jerry)
  + Judges: 2 profs –

General election – Friday, September 20 (4pm-?)

* New: two 2nd year reps
* Mike + Laura: change constitution to have two second year reps
  + Resubmit constitution to ASSU - Mike
* Location: DTL rooms
  + Book both rooms – Mike
* Time
  + Election: 4pm-6pm – only 1 room
  + Social: 6pm-? – both rooms
* Election logistics – Alex
  + Set up FB event page – next few days
  + Invite dr. Lee, Mikhail, Templeton
  + Candidate form – look at previous year
  + Voting system – using UofT voting system (ask Harvard)
* Social – Nicole
  + Board games + painting