**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