Meeting Minutes
September 12, 2017 | 6pm | Mattin Center

Present: Kush, Mallika, Ash, Soumy, Fatima, Nina, Clarissa, Donna Lee
Facilitator: Ash
Notes: Clarissa

- Updates
    - Junior and senior class launch party showing what services they offer
    - Look over the DOSL funding request from Class of 2018
        - Read the meeting minutes! Cool programming ideas, what worked and what didn't work
    - **Roles**
        - Secretary - clarissa
        - Treasurer - soumy
- Event ideas
    - Want monthly programs - 6 month (~$500)
        - We can each spearhead one month
        - October -
        - November -
        - December -
        - February - Clarissa
        - March -
        - April - Boat Cruise (Ash)
            - Some sort of incentive system: set aside 50 tickets for people who frequently come to our events
                - Excel sheet - people sign in *****YAY
                    - Or the google form !
                    - **Also get email**
                - Make sure that we advertise this well! (and that these are NOT free)
                - We need to figure out how to do this logistically. Send out a few days before?
            - Look into how much the bigger boat is to see if we can afford it
            - If we book earlier it could be cheaper? Def book in the fall than spring
        - May -
    - We can swap months if it's stressful - pick months where you have less going on
    - Also! Think about the months' themes (e.g. March for women's month)
    - DOSL - Class of 2018
        - TBT seemed to work out well - choose an event that is in the FFC!
        - Nest Fest - last day of classes event, handed out tanks, flowers and other giveaways
- Budget
    - Should get around $20,000

    - Vast majority goes to boat cruise - do make some revenue from the
    - Use $5000 for the rest of the months' events
    - Probably around $500 for each month events
    - Find out budget code - Fatima (ask Jackie)
- **Junior Class Kickoff Event - September 29th**
    - Purchasing request - Soumy
        - Popsicles
        - Plates, utensils, etc.
        - Make an Amazon List
    - Make flyers for the event - Clarissa
- **Coffee with Council**
    - Talked to the owner of Brody cafe - said they do similar stuff for department
        - Best way to do it: Gift Card at the register. We load a specific amount of money. They swipe the card when handed a voucher
        - We can send them a purchasing voucher here. They send an email to us with an invoice
    - Other classes can come talk to us, but we won't be able to give the money
    - Times for our coffee chats~
        - Sunday 2-3pm
        - Thursday 6-7pm
    - Action items
        - Make the voucher design - Clarissa
            - Specifically say: "cup of medium coffee" $2.50/cup
        - Print out the vouchers - KUSH
        - Put in purchasing order - Ash
        - Get the gift card -
    - Budget
        - $2.50, 10 cups of coffee each week (10 week semester)
        - *$250 for a semester*
- Other things that are going on!
    - Ash - sending out email with everyone's emails and committees
        - Also "if you want funding for a student group email back!"
        - Ash will be forwarding emails to you
    - Sending out monthly wrap up emails
        - List people's names and what they are working on
        - Send to senators to approve before ash sends it out
    - Kirsten is making a junior class email
- Action items
    - Find out where the box of our stuff is - Donna Lee