**MEETING MINUTES**

Meeting Title

| Time & Date: | X:XX xm on XXXXX XXth, 2024 |
| --- | --- |
| Location: | Physics Lair |
| Notetaker: | Lillian Hutton |

Attendance:

* Sydney Beatty
* Georgia Boldt
* Lynden Cote
* Lillian Hutton
* Manan Ravat
* Rachel Marcus
* Ian Baker
* Ethan
* Daniel
* Ryan
* Ian
* Caden
* Jacob
* Sam

Agenda:

* Observation night
* Instagram posts
* Bookstore sweaters
* Merch Details

Decisions:

1. INSTAGRAM
   1. TO POST:
      * 1. Story or Insta post about new Ob. signup
           1. For the time slot email
           2. Form by (hopefully) tonight
           3. Post story by tonight/ before noon tomorrow

Check email story

Tag TOC so they can repost

* + - 1. Year rep welcome post
         1. Georgia makes copy of exec. form to send to them (BY MONDAY)
         2. Reps fill it out by Tuesday Oct. 15
         3. Rachel posts by Friday Oct. 18
      2. Bookstore sweater post
         1. Posted by Monday October 14th (evening)
      3. Tuphs merch polls
         1. Story poll
         2. Posted by reading break, 25th at the latest

1. Observation Night
   1. No roof, no downstairs
   2. Run-through
      1. Syd & Callum legally must stay on roof
      2. Lillian bringing telescope, must be on roof too
      3. Ian float
      4. Two/three people responsible for transition: Ethan, Manan, Lynden
         1. (ONE OF THREE DOES SIGNUP)
      5. Rachel is photographer
         1. For instagram
      6. Is the event open to public: we have to talk to the outdoor club (they have control over ground level)
      7. Method of checking ids: print out sheet with names and ids, highlighter colour for have been on roof, write 1, 2, 3, 4 on hand at the beginning
         1. 15 min for 20 people (from 9-10)
            1. ian will do excel sheet to have people sign up for a time slot
      8. CALLUM VIP PRIVATE ADULT SWIM SHOW
2. Bookstore Sweaters
   1. Need Instagram posts
   2. We have enough signups for each department
   3. Outlined in discord
   4. We will close form after reading week, Friday of reading break (October 25th)
   5. JUST MATHEMATICS (no stats), JUST PHYSICS
   6. Payment deadline November 8th ‘
   7. How you pay is e-transfer to TUPhS to the email or contact Syd
   8. Email colleen
3. Merch Details
   1. TUPhS merch story poll by the 25th at the latest
   2. Embroidery
   3. Both companies are similar in cost
   4. Do order forms and tabling
   5. forensics company
      1. Pros:
         1. Customizable!
         2. Local to Peterborough
      2. Cons:
         1. Do they exist?
   6. Vistaprint
      1. Pros:
         1. Does single item orders
      2. Cons:
         1. Limited in logo placement
   7. Syd need to call the forensics company within next week
      1. Will have answer by next meeting
   8. Ballcap:
      1. Colour: navy blue
      2. Logo: white boarder
      3. Canvas with buckle
   9. Hoodies/quarter zips:
      1. Colour: light gray, navy blue, high vis. orange
      2. Logo: off to the right on front, (ONLY POSSIBLE WITH FORENSICS whiteboard with LSMU equation)
   10. Socks
       1. Crew socks
       2. Logo on outside
       3. White and black
   11. Windbreakers
       1. Waterproof jacket
       2. Navy
       3. Titty logo
       4. Right arm (last name and grad year)
       5. Left arm (TUPhS in a good font)
   12. Sweatpants
       1. Colours same as hoodies
       2. Logo on left front pocket (embroidery)
       3. TUPhS down right leg (screen print, opposite colour of pant)