Monte Carlo Committee Meeting #1

Monday, January 10th, 2022

* Welcome & introductions
  + Name, pronouns, year at K, fun fact
* Introduction to Monte Carlo – then & now
  + Past experiences with Monte Carlo
  + Shift to spring – what does this mean???
* Welcome to the planning committee!
  + Goals -
    - Of course, to execute a successful Monte Carlo. But what does that actually mean/look like? --> <https://jamboard.google.com/d/1PSUASI_3fNrTVonjJsed7wYz7Ypz-H_ryTyuoBIcfaY/edit?usp=sharing>
    - To gain tangible experience in areas like event planning, budgeting, advertising, and more
    - To make friends! To have fun!
    - Anything additional??
  + Expectations
    - Attendance at majority of MC meetings, including subcommittee meetings
    - Volunteer at Monte Carlo
    - Timely and consistent (deadlines are crucial)
    - Communication
    - Have a TON OF FUN !!!
  + Structure & schedule
    - MC Committee Structure
      * Two Committee chairs
        + One OSA Staff
        + One Volunteer
      * Secretary (OSA Staff unless someone is passionate about taking meeting minutes!)
      * Sub-committee leads (5)
    - Meeting schedule
      * We will keep main Monte Carlo Committee meeting consistent (Mondays at 6pm)….except next Monday (we will NOT meet next Monday, as it is MLK holiday)!
        + Some main MC meetings may only be with Committee Lead
        + Full schedule to come
  + Sub-Committees
    - Structure
      * Leader (communication with Colleen, OSA)
      * 3-4 additional members
    - Expectations
      * Make decisions
      * Develop/work within budget
      * Stay on task/timeline
      * Lead discussions/present options at larger Committee meetings
    - Sub-Committee Options
      * Food
        + Works with Catering to determine food options
        + Potentially works with some outside vendors to bring in other options
        + Largest budget outside of Entertainment
      * Entertainment
        + Gaming options, music, activities, things to do, etc
        + What are attendees doing when they come?
        + Largest budget / significant amount already committed
      * Decorations
        + Ambiance, t-shirts, etc.
      * Prizes
        + What do casino winners / all attendees get?
        + Need to be creative (department prizes, experiences, recruiting free prizes, etc.)
      * Volunteer recruitment & advertising
        + Most important of all!!!!!!!!
        + Getting faculty/staff/students to help run the event
        + Works closely with OSA
    - Can be on multiple committees; can’t be the committee lead on more than one
    - Fill out sub-committee interest survey by Fri. 1/14 (will be posted on Teams page)
* Questions & wrap up