**Officer Positions**

* Web coordinator
  + Someone who deals with the website (updating events, etc.)
  + Low commitment
* Social/outreach not necessary
  + At least one officer at each event interacting with attendees
* Event planning group (people just come to the board meetings and they can help plan event logistics, etc.)
* Faculty outreach position

**Board Meetings**

* Wednesdays at 11am (Official Board Meeting), at AP&M
* Wednesday after GBM information session for officer positions

**Reminders**

* Reminder to tell Keenan to ask AJ about food planning
* Reminder to ask AJ about how the room is set up by AS
* Reminder to get to Dolores Huertas room at 3 just to be safe
* Reminder to tell everyone about the dress code for the GBM (somewhat casual; button-down shirts)
* Reminder to tell Aiden to come up with a 30-second blurb about what their position entails

**GBM**

* Look at slides on google drive
* Maybe do a presentation? (with slides)
* Briefly talk about election process
  + Focus more on selling the events
* Introduce the current officers