**Agenda**

* ~~Who takes minutes?~~
* ~~Approve constitution, operating policy, election dates and structure (OFFICIAL)~~
* ~~Events + advertising~~
* ~~Help with planning the events from the society~~
* ~~Keeping everyone accountable for their duties (Going over what each person is responsible for)~~
* ~~Mentorship program - Book bridges for mentorship social~~
* ~~MSU ratification~~
* ~~Website~~
* ~~Cherrie (bios on the website, instagram introduce ourselves, sweaters, event advertising)~~
* ~~Keeping FB and insta active~~
* ~~Finance check in~~
* ~~Sweaters (we need them soon)~~
* ~~Conferences check in~~
* ~~Fall elections~~
* ~~Slack vs messenger~~
* ~~Konrad - meeting minutes? Announcements? Election roles?~~
* ~~Schedule x1 a month meetings with program co-chairs~~
* ~~Plan next group meeting (x1 per week, keep it same data, same time, same location)~~

**Minutes**

* ***Meeting time: 6:30-8:30pm every Monday for first semester [might have to change for 2nd sem due to 2P03]*** 
  + ***BACKUP ON A SATURDAY***
* How many first year reps - 1 or 2, want to avoid having multiple elections for a relatively similar position
  + Initial idea: 2 reps, first place gets MES Rep, 2nd place is just on ibiomed society… flaw in that: it sucks to be second place :(, if they want to be in HESE, they may not want to be a MES rep but will be coerced into it because of iBioMed
* Mike’s conference: Medhacks
  + Students are in charge of their own transportation - 10 get reimbursed
  + Meeting with the MES early september, late october, present to them
    - That’s when the money gets confirmed
    - Met with MES’s VP External
  + Individuals who got funding are signing a waiver for events
  + Mentioning it to individuals (first and second years) to conduct themselves in a respectful manner/represent iBioMed
  + Take pictures at the event for the society and official instagram/facebook
  + Post hackathon: Beams x iBioMed
    - SIDE NOTE: BEAMS HAS A EVENT NEXT WEEK, OUT OF COURTESY POST IT TO THE AVENUE PAGE
* Akil:
  + $1500 for society deposited into society bank account
  + Should be getting $300 for society after SAGM
  + Should get between $500 - $1000 from MES for starting up the society
  + Needs to go to bank with one of presidents if society wants to setup online banking
* Faaria is taking the meeting minutes - it should technically be an official role, but at the moment, we’re keeping it inside the society. *Make sure to not input any opinions/manipulate the minutes.*
* Akil website - annual fee of approximately $20
  + Brendan, Seth and Cherrie, and Mike will help write website content; Cherrie’s IG society bios will go in there too
  + There are 2 bios, one is a small paragraph about yourself that will go on Instagram, the other one is a professional one that will go on the website consisting of name, program, position, why you chose iBioMed

<https://docs.google.com/document/d/1B4i6P00s-qjK5UQs48SqQ-MJcEhYC8vs2IJyVwDVsS4/edit>

DEADLINE: SATURDAY 11:59PM

* Constitution <https://docs.google.com/document/d/1KF5XOoW50qsG3IJRvqliwHb9oSIPPuGEwogzNYXqk-k/edit#> - how will people be aware of this? It needs to be posted on the iBioMed website.
* Will edit the VP Academic role - once there is a HESE Academic
* Want to give preference to associate positions, give younger students experience and be ready to replace the society
* Start a sub-committee for events
* Brendan will start a newsletter
* Cherrie: wants to set out a google poll for what swag is in demand (DEADLINE: FRIDAY SEPT 7TH)
  + Would like to outsource the swag, set up a contest to submit ideas for what swag will look like
  + Get Sinah to send an email to sign up for our emailing list - at least everyone will get it, if they choose to sign up (DEADLINE: FRIDAY SEPT 7TH)
  + Sarah will share the calendar to Cherrie, she will allocate her time to ideally have the advertisements done 1 month prior
  + Wants to have 30s videos to promote events
    - All exec members must comply to help film
* Sarah: Has a calendar, it is currently in drive and below:
  + Jaclynn enlisted Sarah and Seth to help plan Altitude - but ultimately it was administration’s event
  + They did not listen to what their opinions were
  + We were volunteers/helping
  + First years did get a chance to meet, mingle - team building activities
* Beams and iBioMed Society must work together, everytime they have an event, we funnel people towards it, share it on Facebook
* Mosana and Alessia approached Sarah about this soccer game that they wanted - *“Kick off”* to the school year - September 29th for $150 (field rental)
  + Mosana has already posted the event to one of the group chats, Cherrie must make promotional materials for that event - Sarah needs to send her an email for that
  + Sarah sent the EOHSS form - it got approved.
* Reformat the events - 1 event/month
  + October 24th in Bridges for the iBioMed Mentorship social, food will be served $200 from the budget - Pizza?
* November - Beams has their academic series (4), we can pick 2 professors who we would like to talk - Find professor that Michelle MacDonald referred to that one time….Faaria find this person
* November - we are holding a joint event iBioMed, Eng and HealthSci - not sure what type of event yet

Done next:

* Cherrie make advertisement for soccer game
  + Poll out for swag (Friday)
  + Mailing list (Sunday)
* Sarah
  + Complete logistics of soccer game
  + Get form for planning committee out
  + Get

We’re trying slack (brendan will set up)