**June 28th, 2018**

**Promotion**

* Deal with the logo: we need to clarify that the logo IS NOT THE PROGRAM LOGO, IT IS JUST A SOCIETY LOGO - if we want any merch with that on it, WE NEED TO SELL IT OURSELVES (similar to what engineering does with The Drain), maybe online?
  + To get merch with the official McMaster logo, need the FACULTY to do it and get it approved by McMaster - we have no say in that matter
  + Might be iffy since we’re not accredited yet.
* URGENT: Back to the topic of the video, the problem with the video that we submitted was that it wasn’t compatible with AR (in a nutshell they want squares, not rectangle frames?), Seth: will ask them exactly what the specifications of the video should be
  + May need to redo the video or if there is a quick fix like editing the frames then we can fix it immediately

**Co-Presidents**

* We need a workspace, as a society we need to get together with admin and ask if there’s a space in the new building or the design studio we currently have, that we can use for our meetings, organizing, bringing in items, holding sales (if any)
* We need our own email domain @ibiomed

**MES iBioMed Representative**

N/A

**Academics**

* Need to get the ball rolling for Mentorship Program - iBioBuds?
  + Faaria will write a draft that will go out to the 2nd years, email the week of July 9th - 13th, which will include the “job description” of what it means to be a mentor, what is expected
  + Get names back for who is interested by getting them to complete our survey with the following questions (subject to change):
    1. What stream are you interested in?
    2. What are your study habits? What type of learner are you?
    3. What are your interests? (1)
    4. What do you want to gain by this end of the year
    5. What are your weaknesses? (2)
    6. Are you an introvert/extrovert?
    7. Do you prefer another gender? - EMAIL ENGIQUEERS
    8. What is your favourite ice cream flavour?
  + The same type of survey will be sent out to first years where they can sign up from the end of September to Mid October
  + Will use a python program to match them
  + Will have a first social event where they can meet at Bridges - ice cream social
  + Matana’s role in all this, be a coordinator, oversee the mentor/mentee relationships, if first years or second years have issues they can email her, and she’ll be the “counsellor” and intervene. However groundwork and logistics need to be laid out by us, and once it is completely ready/thought out, she can just coordinate, follow protocol.

**Events**

* Brainstorm things for the bonfire: games, songs, food
* September Events
* Go over logistics of a live stream that is set for July. 19th
* Need to do something for Faculty Fest (clubs from faculty like solar car bring the car, etc, not sure what to bring since we haven’t done anything lol)
* From the welcome week committee, we are holding an event on Diversity Day: crash course on the first year
  + Need to contact OUR iBioMEd Welcome Week Reps to help us with this
  + Arianna Hurley, Eric Hillebrand, Julia Bauer, Kiera McDougall, Lauren LaValley, Matana Hendrickson, Maya Czerwoniak, Meghan Mazer, Rachel Harding, Rachel McKenzie,
  + Seth needs to confirm details of this
  + We need to draft a PowerPoint (can be funny, have truth to it), should be done End of July, can send it for approval, then during Welcome Week we meet with our reps and run through it.
  + Meet with Santiago to discuss specs
  + Urgent: Get rooms booked for September events. Need early confirmation just in case
* We want to hold a live stream for the first years on JULY 19TH iBioMed/ first-year general university questions
  + Sarah will visit Jaclyn or Alexa and ask if we can get something out to their mailing list, an email will include a message about us hosting a live stream, google forum link where they can send us questions prior, links to the society facebook/Instagram, etc.
  + Need an RSVP for society members that can make it, one person needs to be behind the camera, reading us the questions/ laptop so they can see the live comments, etc.
* Go over the itinerary of the iBioMed @ Altitude event
  + September 4th: 3:30pm - 10pm
  + 3:30 pm: They sign in, grab a “swag bag” - discussed what colour the bag should be, either orange or blue???
  + Wanted to print them a postcard with a message from the society, 151 postcards IDEALLY on cardstock paper - however, Jaclynn said to print about 50 it costs $80 - inquire about other printing sources, NOT FROM THE MSU UNDERGROUND. MUST BE PRINTED BY MID-AUGUST.
  + 3:45-4pm welcome speeches from program directors/prof
  + 4-7pm energizers ran by altitude
  + 7-10pm is a bonfire, we’re responsible for them, this is also the time 2nd-year students can come and join the festivities. Get graham crackers and chocolate !!
  + Advertising the event to first and second years - through email, and then reinforcement through the FB event page, word of mouth, etc. Jaclynn wants the first year students to RSVP by end of July?
  + Food was between pizza and burgers, pizza is cheaper and everyone loves it.

**External**

N/A