1. **General Comments/Refreshers**
   a. Google Drive
      i. Access?
         Yes, everyone has access
      ii. File Names
         give things good files-names:
                  lots of people use these files
                  put the modification date in the file name (so that we have a system)
                  in footer: last date edited and name

   b. Conference Details
      i. Proposed Dates: May 12-14
               Leaning towards 12-14th, because undergrads coming, don't want right after
               exams. When is Atwood: 14-16 april.
      ii. Expected Attendance:
               Raise expected to 250 for budgeting and room-booking
      iii. Conference Layout:
            1. Thurs:
                     a. Evening Social / Welcome Reception
                     At a pub, pay for own drinks, light snacks.
                     Need to reserve a space for this: Ina has waved deposit at pre-nup in the
                     past
                     Max 75 peeps showing up. Probs safe to just book top floor. → **Charlotte**
                     tasked.
            2. Fri:
                     a. 2 plenary speakers
                     b. Student Talks - Bahen only holds 85 ppl x 3 rooms.
                              3 concurrent sessions, 60 talks/day = 120 talks total.
                              What is the room cancellation policy? Can't book until march for
                     may. How firm is not booking until march? **Shannon:** ask about our
                     concerns and how set the booking person is: we want three rooms, atrium
                     and big room for 12-14
                     c. Poster Session
                              Foye in Vic 100$/hr: 200ppl. May spill over.
                              Evening poster session: **6-8pm**. Drinks and snacks at poster
                                 d. FNL @ ROM ends at 8pm? We would have to move poster
                                    talks?
            3. Sat:
                     a. 2 plenary speakers
                     b. Student Talks
                     c. Awards
                              Budget: 1600$ last year?

2 speaking and a poster. Best undergrad talk, best grad talk + honourable mentions.

CA$H → cheque or interac transfer. Donations? Books. Gift cards. Water bottle…? Award committee will be decided at a later date

    d. Post Conference Social / Dinner

        No dinner.

    4. Sun:

        a. Day trip?

Not official group travel

Free ROM passes, **Charlotte** will look into it. Put a meeting time, but people can go whenever they want.

  c. Month By Month Plan

    ii. Jan/Feb

      1. Book venue / accommodations (student/speaker)

accommodation: 47$ single, 70$ double at New college: 100-125 beds. Book a block?

Ken: when we can reserve? Penalized if we don't show up

      2. ~~Logo~~

Already done

      3. Food options selected

      4. Website Live

      5. Information out to departments

    iii. Feb/Mar/April/May – we will meet in each of these months

2. Committee Updates / Where We're At

  a. Treasurer: Cylita/Amardeep for Row

      i. Seed Money Update

$9000 from York,

      ii. Rough estimates

rough budget set up

$7000 as seed for next year.

Everyone: Forward <u>real</u> numbers to Row, especially important for fundraising.

Aim for good numbers to Row for before break so she can play with the numbers.

      iii. Expense account is setup

30 transactions a month max on the account, but unlimited sub-transactions within each transactions. Pls talk to Row before buying things.

Fees for income?

WIll this lead to a cash flow problem?

  b. IT Team

      1. what is our name for social media: oe3c16

        i. Graphic / Logo

Logo is done. On the drive. Drawn by Viviana. general awe.

It will be green

Merch: T-shirts? + 10$ for t-shirt? Mugs? with registration. > promotional: **Cy** is taking this one.

Conference kits: pen, notebook *etc.* will be planned later. (after fundraising, what we can and can't do needs to be decided)

    ii. Website

Look is planned, not built. wordpress, 18$ for URL. See if UofT can host it.

    iii. Social Media

follows after stuff starts rolling

    iv. Reservation/Payment Services:

Eventbright for ticketing, but they charge a fee (3.5% + 65c). Paypal is 3%, but is more work. Which is most cost effective? Boost reg fee for processing. Is this taxed? We are not taxed, but tickets are taxed. Needs to be factored into the ticket. Support for using Eventbright

c. Programming and Communications Team

    i. Venue:

1. Choices for talks / coffee breaks
2. Choices for poster session
3. Costs

Are we a departmental group in conjunction with outside group?

We need a departmental number for hosting?

1-3000$ depending on number of rooms and size. pay for caretaking, AV setup. **Shannon**: send quote to Row.

    ii. Accommodations

1. Preferred Locations
2. Cost

    iii. Food (Cylita)

1. What meals do we want? How much food?
   a. Thur:
      i. Bar (self paid drinks)
   b. Fri:
      i. Breakfast? Lunch? Both?
         Both
      ii. 2 Coffee breaks + snacks
         Yes
      iii. drink tickets for poster session (in gift bag)
         How much to rent uoft bar services? No external services.
   c. Sat:
      i. Breakfast? Lunch? Both?

yes

　　　　　　　　　ii.　　　　2 Coffee Breaks + Snacks

　　　　　　　　　　　　　　　　yes

　　　　2. Options:
　　　　　　　a. Armark (internal)
　　　　　　　b. Local Restaurants
　　　　　　　　　i.　　　Pair w/ Fundraising
　　　　　　　c. Atwood Style
　　　　　　　Mac has a fair-trade coffee place for coffee, she will look into
　　　　　　　　　it. Advertise them for a discount?

　　　　3. Lunch with Mentor / Speaker Idea AND/OR Facilitated Research
　　　　　Topic Dinners
　　　　　　　a. May relate to social committee
　　　　　　　Raffle (pending speakers) we pay for speaker's dinner,
　　　　　　　　　students pay for their own dinner.
　　　　　　　b. idea: other dinners without speaker but at booked
　　　　　　　　　restaurant (on saturday) to facilitate talking between
　　　　　　　　　students

　　　iv.　　Departmental Contacts:
　　　　　　　1. How is the list coming along?
　　　　　　　Infrastructure to populate is up (spreadsheet).
　　　　　　　2. McGill?
　　　　　　　Invite McGill university? Good idea.

　　　d. Fundraising and Sponsorship Team

　　　　　　i.　　Who are we asking?
list of sponsors is around from guelph
bulk from internal, utgsu, utsu, CUPE, bookstore, department, faculty of arts and science, IT
　　　　　　services to host website. ROM?

　　　　　　ii.　　What are we offering?
　　　　　　iii.　　Letter of contact?
Draft letter for what we say to external sponsors is written(different one for internal which is not
　　　　　　made yet).run letter by deep and cy when they are done. Want to go with
　　　　　　CY to see DON?
　　　　iv. promotional space:
　　　　　　different sponsorship levels with bigger donations: different levels based
　　　　　　on how much money? >$1500 elite, (booth) $1000 platinum (booth) [...]
　　　　　　$100/swag bronze . Is there room in the atrium for booths? yes.
　　　　v. printing
　　　　　　printing programs for free! Hooray!

need to print name tags, can that be convered? w/ logo

We need numbers in for the budget so that we can tell how much when we contact sponsor

    e. Plenary Speaker Team

        i.   List of speakers compiled?

for each category: names ranked. All on the drive, look it up and send in concerns.
considering where they were from: local is cheaper

        ii.   Top picks for the 3 fields?

        iii.   Bob MacDonald

concerns that he won't be very good. Add to google drive document what he would talk about.
David Nooks started OE3C offered to get us in contact with Bob

        iv.   Costs

            We need to know budget before inviting people from halfway across the country

            Start thinking about accommodation

      v. Help from Cy to write letters

3. Other:

    a. Final thoughts / ideas / things we missed

Q: can ANYBODY come to the conference? (for website purposes) Postdocs too.
  Ecolog.

Q: more concerns about Bahen booking fiasco. After that everything will fall into place