

OE3C Meeting #1 Agenda

September 30, 2015

1. Introductions and discussion of position duties:
 - a. Treasurer: **Rowshyra Castaneda**
 - b. Programming and Communications Coordinators: **Daniel Anstett, Ken Thompson, Shannon Meadley-Dunphy**
 - i. Mateusz Wosik
 - ii. Arjan Banerjee
 - iii. Julia Kreiner
 - iv. Dave Smith
 - c. Fundraising and Sponsorship Co-ordinators: **Ruth Rivkin, Viviana Astudillo, Micheal Foisy**
 - d. Secretary: **Felix Beaudry**
 - e. Plenary Co-ordinators: **Celina Baines & Mackenzie Urquhart-Cronisk**
 - i. Molly Hetherington-Routh
 - ii. Mitch Daniel
 - iii. Rebecca Schalkowski
 - iv. Jason Laurich
 - f. Social Media IT: **Nishant Singh, Catherine Scott-Iuiyldo, Chris Blackford**
 - g. Social Events Organizers: **Charlotte de Keyzer**
 - i. Timmerman?
 - ii. Denon Start
2. Rough month by month plan
 - a. October:
 - i. Date
 - ii. Venue/Accommodations Ideas
 - iii. Plenary Speakers
 - iv. Budget for fundraising
 1. List of potential sponsors
 - v. Logo
 - b. January:
 - i. Hotel/Venue Booked
 - ii. Website operational
3. Shared Files
 - a. Dropbox or Google Drive
 - b. Current link for files:
<https://www.dropbox.com/sh/fkwe78ycpsgp2ts/AAApCsT1hLAp4xRdORhdInFZa?n=117897697>
4. Homework:
 - a. Exit Reports
 - b. OE3C Email
 - c. Shared Contact List