Meeting Agenda 09-11-23

ACTION ITEMS FOR NEXT WEEK

* Tiered $$ sponsors + perks that go with it --> Beatriz + Karen w/ Lucas + Michela
* Meeting with Jen tomorrow (Lucas)
* Prepping dean of science meeting Nov. 17th
* Give Ryan + Sepi roles

Discussion Topics

* Roles + amount of dedication
  + Co-chairs (2)
  + Program/Abstract (2? Maybe 3?) --> LILY
  + Fundraising and Sponsorship
  + Social Media/Promotions and Artwork

Amount of dedication + roles not always aligned --> need to discuss that; what are people willing to contribute

* + Secretary = extra --> SEPIDAR
* Theme
  + Get an idea down; will determine panelists and other programs
* Updates from last week
  + Meeting with Matheus
  + Meeting with bio chair (Kirsten Müller)
  + Correspondence logistics
    - Conference services at waterloo inquiry
    - Whova inquiry
* Budget
  + Brief overview of budget from 2023 conference
  + Things that we can probably be more tight with and spend less
* Action items
  + Friday office hours with the dean of science (maybe push to the 17th)
    - Office = ESC 251
    - Room number?? Hours??
* Other things moving forward
  + Need to start reaching out to people --> MONEY
    - Generate a list of people to email
    - Create tiered brackets for amounts of money willing to sponsor
  + Need to create a fully formed budget for us (what are things going to cost)
    - Will help us make more informed decisions for asking for money and allocating that money to different things

Meeting Notes:

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| Time | Notes |
| 4:00 pm | Lucas has more students in office hours LOL |
| 4:23 pm | Updates from last week   * Meeting with Matheus   + Lots of things we already knew   + We aren’t far behind where they were at this time last year   + Gave a copy of budget which is super helpful! * Meeting with Kirsten   + Super supportive of hosting the conference   + Need to figure out specific cost and budget before going further and approaching people for money   + Keep our request to the department under $5000   + She will push things for us, advocate for us where she can   + Convocation season happens at the beginning of June --> cut off for catering services being able to help us out around mid-May   + STC basement is a good location   + Logistics are easier if we do things earlier (April)   + Canadian council of university biology chairs --> good group to reach out to   + Invited Lucas to faculty meeting at the end of the month to give a bit of a rundown; that we will need support     - Opportunity to encourage other labs to support |
| 4:32 pm | Dean office hours   * ESC 251 * Friday's office hours are from 9:00-10:30 am * Better time to talk next week --> Nov. 17th   + Figure out numbers this coming week so we can go into the meeting more prepared |
| 4:33 | Conference services   * Financial stuff at uwat; registration stuff etc. * Options for us finances   + Internally using waterloo’s conference services (easiest by far)   + Whova     - Easy for messaging     - Would give us a non-for-profit price     - $2500 for this small conference???   + Wild apricot * External is not going to be the best option --> we aren’t a legit organization; makes things a bit tricky legally   + We should go through the university for the money part; university more liable, not us personally * Conference services at waterloo   + Financial package     - Manage money in and out     - Registration etc.   + Don't necessarily need the AV stuff or housing, coordination of catering, room bookings --> not worth 2 grand more   + 3200 + 5% of the revenue that comes in and out of conf and catering services --> expensive   + Account payable at the university; would be worth it; can bill parties directly     - Easier logistics for financial transfer * Jen Novack   + Financial side of bio; what is the best option   + Can we go through bio directly? Better deal?   + Lucas is meeting with her tomorrow morning to see what possibilities we might have   + See what she suggests |
| 4:41 | * Room services getting an idea --> sending emails off to get quotes |
| 4:43 | * The faculty is hecka broke (18 mill deficit; 5 mill this semester alone) * We might not get much from science (still worth it to ask the dean) * Want to also approach VP research * Post docs and graduate affairs |
| 4:45 | * Contact Ontario nature! Plus [www.ontarioconservationareas.ca](http://www.ontarioconservationareas.ca) plus ontario parks; fits well with theme of reconnecting with nature; ask for donations of prizes for presentation awards (money, merch, passes) * Contact Toronto Zoo; research!!! - Beatriz contact; discount or free pass as a prize? Behind the scene tour; one wild encounter * Canadian and us bird people * NCC – nature conservancy canada * Email all universities in ontario * Tons of consulting companies close |
| 4:47 | Possible excursions and things to do   * Water facility * Art museum * Morning bird tour * Earth science museum (have tours) * Bio museum collection; try and set something up * Canadian clay and glass museum * Naturalist club- lead plant/bird nature hikes * RARE --> transportation to Cambridge   + Rent a school bus? $500? 600?   + They want to boost their exposure |
| 4:51 | * Waterloo tourism   + Bring in uptown; helping promote the city to people coming in   + Uptown group of participating businesses * Talk to GRT   + 3-day bus pass feasibility   + Bring people to waterloo – trying to promote the city |
| 4:55 | * Panel? Workshops?   + Panel from different sectors   + Have them talk then do a Q+A   + Tiered sponsorship opportunities --> then they could bring in a * Indigenous perspectives in biology * Sci com * Tons of workshops we could pull out   + Could do multiple at one time; people choose |
| 5:05 | * THEME * Biophobia idea with a chatGPT twist; like the idea, just need to refine it   + Integration of nature; in a way that’s possible   + “Reconnecting with nature”   + Dismantling natural estrangement   + Alienation   + Nature unchained   + Nature uncensored   + Cultivating biophilic mindset   + Embracing nature   + Beyond fear: Nature’s reconnection   + Biophobia unmasked   + Dismantling biophobia   + Developing a fearless coexistence with nature   + Nature's triumph over fear   + Nature and humanity aligned * We could also have a title and a little slogan to go with it * Science communication   + Nah * Theme = decided; name = questionable |
| 5:15 | * Plenaries are connected to the 3 E’s * Panel more connected to the theme |
| 5:20 | * BUDGET   + Things to note (last years issues)     - Got 12000 from queens last year seed fund; we get less     - Got 10 grand from western; we wont get that much for sure     - Don't yet have all of it to give us yet (missing >3 grand)     - 73 people didn’t pay --> AGA gave $20 000; they won’t be able to do that for us and we may not be able to get something that substantial elsewhere     - They flew in international plenaries --> we should keep it Ontario       * Don't need to give them honorarium (they have 500 bucks)   + Banquet dinner shouldn’t be included --> make em pay   + Lucas not worried about budget (yay)     - We can cut last years budget by a bunch   + Money coming in from registration needs to cover catering costs, then a couple thousand for misc stuff   + We should try to be a bit more personable about |
| 5:35 | * ROLES   + Lucas – co-chair   + Karen – fundraising + sponsorships, social med + artwork   + Beatriz – fundraising + sponsorships, social med, website duty + artwork   + Sepidar   + Michela – co-chair   + Ryan   + Lily – program + abstracts (mostly abstracts) * Liam = faculty connection/advisor (platinum) |
| 5:40 | * Sponsorship things   + Have tiers for what we could offer in exchange for $$   + Example tiers:     - $500     - $1500     - $2500     - $5000   + Can use categories; copper, silver, gold, platinum etc.     - Each can their own “perk” associated     - We could also tell them that they are not restricted to these tiers; we will still take $$!   + Can include what we would do with different tier levels     - Thanking in the program     - Advertising     - Bringing people in to talk about their organization     - Table to promote their group     - Sponsored meals * Collectively come up with an email template that Karen can modify depending on who’s the receiver   + Then can also come up with those tiers and perks * Generalized letter and a personalized email combo   + Need to email people, not just inquiries |
| 5:47 | * We need an official domain for OE3C --> adds to the legitimacy of the conference and so its more solid year-to-year * We pay for a year, then the next people get it afterwards * Need a standard site as a basis * We could then link our webpage through uwat * Domain name for a year is $20 * Keep a consistent URL * Need to talk to Matheus about their website stuff from last year |
| 5:50 | * Jack up faculty price for attendance * With uwaterloo financial package; they handle taxes and stuff which is nice * We want to do a letter official email attachment plus a personalized short email |
| 5:51 | Action items this week   * Drafting tiered $$ for sponsorships, figure out perks that accompany it * Need to figure out a date --> ballpark end of april * We have autonomy over the days --> want to figure that out; thursday, friday, and saturday. * Last day of exams is april 25th for uwaterloo, 25th for McMaster, 27th at laurier   Tiered $$ sponsors + perks that go with it --> Beatriz + Karen w/ Lucas + Michela  Meeting with Jen tomorrow (Lucas)  Prepping dean of science meeting Nov. 17th  Give Ryan + Sepi roles |
| 5:56 | * Incorporate indigenous knowledge as a larger component - plenary * Uwaterloo knowledge keeper; someone who does western science * Incorporation of indigenous perspectives * Land acknowledgement and introductory remarks by an indigenous leader or representative --> including them and their perspectives on incorporating into science and life * Indigenous plenary; biology science- suggest asking Dr. Jesse Popp at University of Guelph, Karen has known her since 2007 so there’s a personal connection |

Meetings coming up

* Jen Novack, Jen Lehman
* Faculty meeting @ end of month
* Dean of science