**Actionable items**

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| **Time** | Note |
| 12:09 | * Last week’s recaps:   + Food     - Vegan sandwiches from university for lunch     - Sandwich, salad, dessert for lunches     - CE bakery     - Extra coffee hour Thursday   + GRT     - They suggested that for $8.50, folks can have unlimited use of the GRT that day (i.e. conference pass that they can show GRT drivers, and conference attendees can ride for free if we purchase this option)   + Uptown Waterloo Business District     - Can provide $30 gift cards for conference attendees (and we would pay $25 for those $30 of gift cards) |
| 12:18 | * Registration   + Jen is speaking w Finance today to sort things out   + Registration to stay open until April 1st, but harder deadline April 14th (“hard deadline” being when we actually close registration. Makes it easier to make exceptions for folks, because as soon as we close the account, we cannot reopen it) --> will deactivate button for registration though on OE3C site after April 1st   + Still awaiting for registration open next week (hopefully next week) * Merchandise   + UW store had catalogue for customisable items but it’s not ideal   + We’d be looking more into a “gift” option like a tote bag with goodies * Bar space   + Cannot use bar space in student centre since we are not an undergraduate club   + E7 --> conference room, but would be a bit more formal. Requires us setting up tables and chairs ourselves, table cloths on all tables, but can hold ~300 people * Other conference   + Keeping dates, and staying in common area * Prizes   + We cannot provide monetary prizes (cash or cheque; workaround: prepaid mastercard!) at least from our financial account   + Probably around ~$250 in value per prize |
| 12:41 | * Future things   + Start thinking about abstract forms * Panel   + Kelsey Leonard --> no for panel; she’s too busy   + Can reach out to Jean-Marques * Karen’s made us lots of $$$$   + We’ve received seed fund from Western, and lots from other societies and places * FSF tonight – Mathumy presenting   + We are pitching this money not for conference-explicit things, but that undergrads from Waterloo in the Faculty of Science, it’ll hopefully be free (or at least reduced) |