**Actionable Items**

* Lucas to go over budget over the next few days to determine appropriate registration fees
* Mathumy & Sepidar: go through Wix’s SEO checklist to make website more findable

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| **Time** | **Note** |
| **12:05** | * GSPA gift baskets   + Kinda sucky (notepad, highlighter, UW phone case)   + Won’t give us money, boo * Panel:   + Hoping for Dr. Leonard, but not likely given their schedule     - Need to think about panel people   + Potential: look into someone in KI department, since this can enhance multidisiplinary approach to addressing biophobia   + For industry: local consulting company, e.g., Stantec, NSRI   + Spitballing names right now:     - Jenni’s (Ryan’s fiancé) “boss person” : Jean-Marcques     - Patricia from plant ops; she was likely the person that made the decision to pull out non-native plants and replace them with native plants in and around campus * Thursday night, opening social:   + Food     - Awaiting quote from catering company that catered the Biology Holiday party     - Lucas’ word: not unreasonable per person for what it was   + Good way to start the conference with good food & trivia   + For room, need to book with WUSA |
| **12:20** | * Continued food conversation   + For food services, Lucas has reached out about getting permission for bringing in vegan options because here, there is no vegan options   + United College food     - They won’t be able to cater here (i.e. bring them here), so need to find another option for lunch   + Coffee hours and breakfast     - We’re going to get a quote this week * Housing   + UW won’t let us use their housing (they won’t open until May 3rd at the earliest)   + Laurier opens up May 1st --> Lucas has emailed to try and book rooms   + United has 100 beds booked with us |
| **12:25** | * Transport & attractions   + GRT     - They won’t offer anything; said their only “promotion” was $8/day (which isn’t even a thing)   + Michela contacted Uptown Waterloo to try and see what things and experiences we could offer   + Excursions     - RARE is confirmed; we will finalize for Thursday morning       * We can book a bus with Lucy (Satora) for bringing folks to and fro (will probably be ~$500 for bus)       * Beatriz can be the escort for RARE since she’s available and familiar with the area     - Earth Science Museum --> can get someone to do a guided tour     - Other ideas:       * Water Facility (might be good to reach out to Paul Craig since, according to Mathumy, he made a guided tour of the Water Facility nice with his fun facts)       * Art gallery; exhibits change every 2wks – 2 months, but may not be good since thesis defence time for MA students aligns with conference dates       * Observatory --> Dean asked us to bring some people to it       * Jess Miller can make us a little bio museum with specimens that she has       * Waterloo Nature Club (perhaps organised nature walk with them would be good) |
| **12:48pm** | * Social media   + 2nd IG post going up today; IG and X seemingly doing well so far   + Posting ideas:     - Potential excursions     - Plenary posts     - History blurbs * Registration and abstracts   + Theoretical right now: 215 registrees |
| **12:54pm** | * Money stuff   + Karen updating budget as things go in   + Herpetology group has given money   + Other groups have offered items   + Many groups to discuss at upcoming board meetings, so things will continue to roll in   + Student fund     - Run by undergraduates and undergraduates can apply --> so Mathumy will apply for this. All is set up, Mathumy just needs to send in the application and may need to provide a short presentation at a board meeting     - Hit the point that this conference offers an experience to undergrads to research, science communication, etc.   + Also asking money for VP research |
| **1:01pm** | * Merch   + Pins & stickers would be nice with the logo |