**Actionable items**

* **Michela:**
  + Reach out to someone at Cambridge Butterfly Conservatory (Jessica) about being a potential panelist
  + Reach out to someone at Physics/Astronomy to see experience options (e.g., seeing telescopes, observatory, etc)
* **Lucas:**
  + Email Butterfly Conservatory to understand potential excursion options if RARE excursion gets cancelled in the event of inclement weather
* **Ryan**:
  + Email clubs or other labs to find someone that can help guide it and point out things (Nature club, outdoor club, some graduate student familiar with Columbia Lake and its flora & fauna)
  + Figure out logistics of tree planting if we follow-up with it (contact Patricia)
  + Reach out to Brendon Samuels to see if he could be potential panelist

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| Time | Description |
| 12:07 | **Recap**   * Earth Science Museum   + Potential good option for closing ceremony Saturday   + Thinking about multiple spots with bistro tables (e.g., tables upstairs and main floor) since it’s an open space where everyone can see and mingle   + They have microphones that we can use as well to broadcast our voice   + Just have to let them know how many tables we want * Other experiences   + Good for water facility tours --> 10-15min tours, 10-12 people at a time   + Good for specimen stuff with Jess Miller * Thursday experience   + Pub night trivia night     - Burger place can accomodate 200 people, which is good   + Need to finalize some things for trivia --> tables, drinks, chairs, etc. If we end up being somewhere where we need to order tables & chairs specifically * Panel   + Mary --> declined; was too busy   + Kyle from Birds Canada --> potential panelist   + Toby with Species at Risk --> not the best for panelist (not good table presence...)   + Other people to reach out to/consider     - Someone from the Cambridge Butterfly Conservatory that works on the butterfly project (bog coppers) --> good for native species re-introduction & such |
| 12:27pm | * Thursday schedule (tentative)   + 10am-12pm: RARE excursion   + 12-1pm: Registration   + 1-4pm: More excursions (RARE, bird banding, nature walk, museum specimens, water facility tour)   + 4:30pm: Coffee, registration (registration continued throughout the day), welcome ceremony   + 5pm: keynote speaker   + 6:30pm: dinner   + 7pm: trivia * Excursion details   + Want to confirm bus schedule so that we can finalize excursion times with RARE     - Rain check option if RARE gets cancelled since we’ll have the busses booked anyway: butterfly observatory. (*see actionable items; Lucas*)   + Another possible experience: physics and astronomy centre   + Nature walk: need someone to guide this that is familiar with plants and other things to point out on this excursion (*see actionable items; Ryan*)     - Can split up nature walk and banding: 30min for each (30min nature walk, 30min banding demo); 2 sessions   + Tree planting     - Would be better at a later day in the conference (i.e. not Thursday) to get *some* attendance (likely a Friday afternoon thing)     - Need to figure out details in terms of who is bringing trees, wheelbarrows, tools, mulch, etc. And whether it would be us or someone else that can help (*See actionable items; Ryan*) |
| 12:54pm | * Schedule for talks & posters   + Pretty packed based on abstract submission estimates/projections, so it might be hard to throw in more excursions and experience, but of course, depends on how registration goes |
| 1:00pm | * Registration   + Still awaiting registration to open   + Registration page *almost* up and ready (just waiting for delay to finish with financial office & stuff) (Lily has the format of it set up)   + Need to up fees by ~$20 to account for tax if we want to have tax included     - Not tax exempt since it’s a conference (and not scientific equipment, for example) |
| 1:03pm | * Circle back to panel: Brendon Samuels from Western could be a potential option since he’s very familiar with policy and battling stupid bylaws (*see actionable items; Ryan*) |
| 1:10pm | * ASN funding   + Application was to subsidize undergrad funding for conference attendance, but things are a little tricky with this with the Waterloo registration   + May be able to allocate some money to student awards...   + Can subsidize undergrad fees by lowering registration slightly |
| 1:25pm | * Programs   + Try and get master plan of overall schedule |