**Plenaries**:

We chose 2 plenaries and 2 backups.

Hopi Hoekstra (Harvard U)—**Kate** is contacting

Amy Newman (Guelph)—**Tony** is contacting

Backups:

Georgia Mason(Guelph); backup for Amy Newman—we know she’ll do it, and **Heather and or Jamie** can formally ask her

Marla Sokolowski (U of T); backup for Hopi Hoekstra—**Richard** will contact her if necessary

Everything is set with current plenaries—will be in touch later in the spring semester.

**Sponsors**:

We talked about making the spreadsheet more comprehensive and adding a column to the budget spreadsheet for sponsor coverage of events.

**Heather** had questions about the coding that the School of graduate studies needs and will ask someone in that office about it. We think we will get more info about coding once we have things more formally set with hospitality/conference services.

**Sara** will add info about the bank account to dropbox.

New sponsors/changes in sponsor assignments:

**Tony** will take on GSA for funding

**Sara** will contact the CSA, we can get undergrads involved if necessary

We decided to wait to recontact most people until early January unless it’s a company and we don’t know if we’re contacting, in which case we can resend an email after 1 week.

We think Hopi Hoekstra’s travel costs could be offset as a ZET sponsored speaker—we will figure this out once we know if she can do it.

**Registration/Website**

We will begin advertising in January.

We need to find old registration forms so we can design ours—**Sara** will ask Western if necessary.

**Jamie** is working on the website, will need to get content from different people. There should be some sections related to the Guelph area that we can work on now—**Jamie** will look into this and delegate these sections as necessary.