Notes from meeting on Nov 22nd, 2013

-Marg, from conference services, is in the process of putting together the conference package.

-On campus housing is an option but we can also do the best western hotel (for a relatively discounted cost).

-We went with the later date: May 8th to 10th! In Thornbrough, since Rozanski was more expensive and not available for that date.

-We will have the budget done in the next two or three days.

-We will also finalize an email template for sponsors after the budget is finished.

-We need to start contacting sponsors, and figure out their status etc. by next week.

-Heather will contact the sponsors from last year, and others will contact the “individual sponsors” they have been assigned.

- Information we need on the website? Web committee?

-Ways to get the word out: we need to get on the emailing list for other schools 🡪 Zach is handling this (he is creating a spreadsheet).

-A logo needs to be made. Tony is contacting his artistic brother in law about this :D

-We need to figure out how to “get money”… Should we go with paypal? Mastercard/Visa/debit?–online processing of payments etc.

-We need to set up another doodle for the next few meetings and for next semester.

-Send each other our phone numbers and Skype usernames (incase people can’t come to meetings etc.).

-We want our website up and running by January 15th and registrations set up by February (Jamie is handling the website).