OE3C 2nd Meeting, November 15, 2013

* We assigned roles based on the list of roles people on the Western committee had last year.
  + Treasurer: **Sara** (with **Tony** and **Jamie** for budget)
    - Job description: create and manage budget, set up bank account
  + Scheduling talks: **Zach** (with help from others)
    - Job description: once people register, determine who will be giving talks and posters, arrange talks into sessions
  + Social media: **Tony**
    - Job description: create and manage facebook and twitter accounts
  + Website design: **Jamie**
    - Job description: create and manage website
  + Assembling conference program: **Richard** (with help from others)
    - Job description: create program, get program printed
  + Plenaries: **Kelsy** (with help from **Zach**, **Tony**, **Kate**)
    - Job description: handle communication with plenary speakers, coordinate logistics
  + Secretary: **Kate**
    - Job description: take notes at meetings, set agendas for meetings
* Everyone should read the exit reports from last year from the chairs and for your role.
* We established 3 immediate goals:

1. Set date and venue.

* We are hoping for either May 1-3 or May 8-10. We will be able to make a decision after **Tony** and **Jamie** meet with a contact at conference services on campus on Wednesday Nov. 20.

1. Draft budget to use for fundraising and planning

* **Sara** will come up with estimates based on last year’s conference, and map out a high and low dollar amount option.
* **Tony** and **Jamie** will add to the budget after their meeting on Wednesday.
* Everyone will review the budget at the next meeting on Friday November 22.

1. Get plenary speakers.

* We discussed and voted on the list of speakers Kelsy compiled. We have 4 speakers we will contact on the 20th after we determine the date:
  + Hafiz Maherali, UofG, Ecology—**Kate**
  + Helen Rodd, UofT, Evolution—**Kate**
  + Rowan Barrett, McGill, Evolutionary Ecology—**Tony**
  + Sara Shettleworth, UofT, Ethology—**Zach**
* When we hear back from these speakers, we can assess who else we might want to contact.
  + I have photos of our whole list of deliberations. Howard Rundle (Ottawa; Evolution) and Jeff Galef (McMaster; Ethology) are our top-tier second choices.
* *Everyone*: Keep brainstorming more ideas for plenaries!
* We also went through the budget to talk about what **Sara** should be incorporating.
  + Costs:
    - Venue—**Tony** and **Jamie** are working on this
    - Food—**Sara** will price out options
      * At minimum, we want snacks on Thursday and Friday nights, very light breakfasts on Friday and Saturday, lunch on Friday and Saturday, and 4 coffee breaks (2 Friday and 2 Saturday)
    - Equipment: AV, posterboards, etc.
    - Plenaries: travel, accommodations, food, gifts
    - Student awards
    - Misc.: website hosting, printing, etc.
  + Sources of revenue:
    - Existing funds
    - Registration—costs will be the same as at Western ($80 for students, $90 for post docs, $100 for faculty/staff/others)
    - T-shirts
    - Sponsors and fundraising
* We brainstormed a list of potential sources of funding. Here is who everyone needs to contact after we have a date and a budget. We can probably almost exactly copy the letter that Western used last year.
  + **Sara**: Psych department, GSA, CSAHS
  + **Kate**: CBS + list of Canadian biology related societies from Tony
  + **Tony**: IB and MCB
  + **Zach**: Cognitions societies, his neighbor’s company, office of research, mad associates, Lafayette
  + **Richard**: Alumni Association
  + **Jamie**: Behavioral societies, A+PS, OAC, OVC, Charles River
  + **Heather**: Zoological education trust, Maxam analytics, Mandel scientific, Biorad, Roche
  + We can also keep brainstorming more people/places to ask.
* At our next meeting, we will be talking about the budget, and figuring out the most important things we need to have done by the end of the semester.
  + If anyone after reading their exit report document thinks of more things to add to the agenda for next week, please email me (**Kate**) so I can make an organized agenda for the meeting!