SUS Conference Committee Meeting Minutes
DATE: October 11, 2017 | TIME: 5-6pm | Abdul Ladha Rm #103

Present:
- Everyone else

Regrets:
- Joon

1. Discuss Keynote speakers
   a. Ann Makosinski (go through her manager)
      i. Addressed to Nan Fisher
      ii. nan@theaatproject.com
      iii. Talk about all her contributions and accomplishments (ie: mug and flashlight)
          1. Also would want a keynote from a student perspective
      iv. Send this email by Friday
      v. Probably send through VP (Jen’s) email
   b. K.S. Joseph
      i. Email after

2. Logo
   a. Catchphrase: slightly cliché but still
   b. Make the posters/logos look super GOOD
      i. Epic/sophisticated vs. cute
   c. Decide between light bulb & flame

3. Workshops
   a. Day of - 3 diff time slots
      i. 1 = personal workshops
      ii. Other 2 = diff timings off the more professional ones
   b. People sign up for 3 workshops total
   c. Each workshop is ~1 hr long
   d. 9 workshops
i. 3 personal
   1. Look for wellness people - or tell them what we want and they’ll be accommodating
   2. Look for others too
   3. Outsource to HeWe
ii. 6 professional
   iii. Each person gets 1 Pro-D, 1 HeWe
e. Make panel from workshops

4. Logistics
   a. Make a timeline of the whole conference
   b. Contact panelists

5. RHLAC
   a. Decided against using the top floor cause it’s way too expensive
   b. Bottom floor is $650 baseline
      i. Everything but loaf cafe
   c. Standing up cocktail dining
   d. Catering
      i. Probably AMS catering
      ii. Jen forwarded catering email to conference

To do:
● Create a marking timeline - Joon
● Contact keynote
● Make a timeline for the conference