I. Attendance

Present: Matthew, Anthony, Skye, Jordyn, Nina, Jin, William, Andrew, Martin, Brooke, Vandy, Shabnam, Kaitlin, Kaileigh, Amir, Sarah Li, Barry, Sarah Jiang, Harveen, Vienna, Jennifer, Vanessa, Ryan, Alex, Stephanie, Rachel, Suzanne, Jackie

Guest: Emma Karlsen, Julia Wu, Gurshabad Singhera, Jennifer Cheng, Antony Tsui

Regrets: Jerry, Monica

II. Check In

III. Loco for Hot Cocoa
- Date: November 27, 10am-12pm (booking 9am-1pm)
- Organizers: Kaileigh, Nina, Amir, Harveen, Vanessa
- If you aren’t organizing, you are still expected to help out during the event

IV. Term 2 Dance
- Subcommittees:
  - Decorations: decorations and aesthetic of event
  - Marketing: marketing and publicity for event
  - Sponsorship: contacting outside companies for food, prizes, etc.
  - Logistics: responsible for budget, organization of event
  - Entertainment: games, music (contact DJ etc.)
- Subcommittees members:
  - Decorations: 5 (Skye, Jordyn, Kaitlin, Suzanne, Rachel)
  - Marketing: 7 people (Anthony, Nina, Vandy, Stephanie, Jennifer, Jackie, Ryan)
  - Sponsorship: 5 people (Will, Brooke, Sarah Li, Amir, Harveen)
  - Logistics: 5 (Martin, Vienna, Vanessa, Sarah Jiang, Shabnam)
  - Entertainment: 4 (Jin, Kaileigh, Barry, Andrew)
- Potential theme: A Night Under the Stars

V. Group discussion

VI. Closing remarks
- Next meeting: Nov 27 2017, 5-6pm
- Keep tabs on our social media channels; hot chocolate event will be looking for volunteers and help marketing!
- Details to come on FYC Secret Santa