DATE: October 25, 2017 | TIME: 5-6pm | Abdul Ladha Rm #103

Present:
- Everyone else

Regrets:
- Mary, Eunice

1. What to do after your degree - workshop
   a. Meeting with Careers to hear their ideas and talk about ours
   b. We can vote after on which workshops we like the most
   c. Telling students the different opportunities after their degree
   d. Grad students - more relatable
      i. Around 3
      ii. Preferably from different fields doing different things
      iii. Also possibly have someone that went straight into working after their BSc (not research)
      iv. Person from grad school/prof (GSS), professional school (med, pharm, dentistry), someone that went straight into working
   e. Keep this workshop geared towards science, for the networking event we can have a variety of jobs/fields (law, MBA, etc.)

2. Networking event
   a. Have all of the contacts done by SATURDAY (Oct 28)
   b. 3-4 people for each so that we can start contacting
   c. Send emails to contact by MONDAY (Oct 30)
   d. Personalize each email to the person
   e. Once we finalize the email draft, use it as a template and add the specifics of each person, and then everyone emails the people they were responsible of
      i. Email 2 people from each section if you found multiple people

3. Volunteers
   a. Potentially not a huge need for volunteers
   b. We could do it within our committee, but we don’t want to be stretched thin
   c. 5 volunteers each with one job
   d. Ushering, sign-in, workshop rooms, dinner set up
   e. Can listen in to the workshops, will probably get fed
   f. Save time to pull people internally
4. Dinner
   a. Mary in charge of catering → look at AMS catering menu options
   b. **NEED BUDGET FOR CATERING ASAP**
   c. Probably don’t need many volunteers for this
   d. Business casual

5. The Alumni Center
   a. Yes!!!
   b. 5-9 pm
   c. They do most of set-up, we do the decor

6. Promotion/marketing
   a. Can’t really start until we have more details solidified
   b. Ideally start putting out promo once logo is confirmed, and the name of a keynote speaker
   c. Promo about 2 months before
   d. Put it in the distillation closer to the date
      i. An online newsletter
   e. Do a thunderclap
      i. Everyone posts at the same time
      ii. Posting scheduling
   f. Have early bird tickets
      i. First tier: $20
      ii. After: $25
      iii. 2 weeks before
   g. Closely analyze ticket prices once we have keynote, alumni center, and catering locked down
   h. Hopefully around Mid-Nov
   i. Start with Facebook
   j. Posters all around Ladha and science type classrooms (Wesbrook, Chem building)
   k. Don’t make the material too kid-ish
      i. It’s a professional conference
      ii. Geared towards older students

7. Sponsorship
   a. Goal: 100 people
      i. ~ $2000 extra
      ii. Original: $5000
b. Have about $7000, but still looking towards sponsors
   i. Best to use least amount of money

c. Can get sponsorship for the little things we have
   i. Refreshments
   ii. Little food (ie: mini-sandwiches, wraps)
   iii. Give aways for raffles
   iv. Gifts for speakers

d. Potential goodie-bags
   i. Lanyards, clipboards (last option)

8. **Goals/next week**
   a. Know who we'll have within the next 3 weeks (Mid-Nov)
      i. After we know this - start promoting
   b. For next week
      i. Check the meeting pre ;)
      ii. Make sure you really are having things done for the deadlines (not always on Wednesdays, check!!!)