

CLA McGill Student Chapter (CLAMSC)

Executive Meeting

Date: March 17, 2015

Time: 10:03 AM

Present (executive members): Melissa Rivosecchi (President), Chris Marsh (Co-Vice President), Natalia Diaz (Co-Vice President), Ruth Hwang (Secretary), Sarah Bonish (Treasurer), Tran Phan (Vice-Treasurer), Ben Wrubel (Communications Officer), Julia Bjerke (External Liaison)

Regrets: none

In attendance: none

Old Business

- Breakfast Seminar
 - Food/drinks/utensils
 - Members should sign up on the Google spreadsheet (made by Melissa) regarding what food/drinks each can bring.
 - Suggestions: coffee, tea milk (carton), sugar, apple & orange juice, muffins, fruit tray, croissant, Danish, etc.
 - Disposable Plates: some left from samosa, but must check up on that
 - Disposable Cups: verify that the donated coffee cups from the cafeteria ladies are still at MISSA
 - Kathy advised Melissa that the coffee machine + kettle in the SIS mansion can be used for the event
 - RECEIPTS: bring all receipts to the event for reimbursements
 - Duties/To-do-list
 - Members should sign up on the Google spreadsheet regarding duties for pre-event preparation or post event cleaning
 - Melissa will arrive at 9:15 to start preparing, others are welcome to join.
 - Projector
 - Ask Dalkir if she will need the projector, and if so, Christ will ask if she could send her slides ahead of time, so that we can have it prepared before the event
 - Melissa will ask Katherine whether projector can be used or if there are any special requirements
 - Event Agenda
 - 9:45 – doors open
 - 10:00 – PhD student will do a 10 min presentation
 - 10:10 – Dalkir will present for about 30 minutes
 - Where? SIS Mansions 106
 - Melissa confirmed that the room has been booked
 - Advertisement

- Ben will send an email tomorrow and then another the day before the event through the listserv (inviting all students + faculties).
 - Ben will post event on MIST class of 2016 Facebook group
- Honorarium
 - Gift card for Dalkir + PhD student

New Business

- Knowledge Continuity
 - Sarah will meet with Tran
 - Melissa will meet with Christopher and Natalia
 - CLA is changing moderators, so uncertain who the connections will be next year
 - Geraldine is in charge of the student chapters of CLA
 - Melissa will introduce the incoming co-presidents and treasurer when sending the budget to CLA
 - Check CLA Gmail account once every couple of weeks over the summer
 - Contact info of past executives will be available on the Google drive
- Last meeting of the academic year.

Meeting adjourned at 10:20