

Jan 20th CiSters Meeting

- Updates
 - Board games night was a great success
 - Research day was a great success, we need to promote it more next time to try to build the audience
 - We need to find a way to improve meeting attendance
 - We expected at least 9 and only 4 are in attendance
- Action Items Update
 - Overdue action items
 - Action item: Lisa to provide the financial status out in writing and the count of pizza stickers
 - Still not done, if we can't get this done for the next meeting Julia will meet with Lisa
 - Action item: Lisa will be in touch with Jessica. Jessica and Lisa have indicated they are interested in working together to prepare a budget. Jessica sent details that she had, but nothing else has been completed.
 - Still not done, if we can't get this done for the next meeting Julia will meet with Lisa
 - Action Items
 - Stephanie will update us at the next meeting about the sponsorship letters
 - haven't heard from her
 - We will need to have a final draft of a new newsletter before feb 15th
- Goal setting
 - General goals
 - Attend meetings
 - Volunteer at at least one event
 - Have elections
 - whoever runs this can't be running for exec
 - Melanie
 - Support executive with their roles
 - Call meetings every other week
 - To assist Julia in ensuring responsibilities are completed
 - Make members aware of volunteering opportunities
 - Julia
 - gr8 girls
 - Support executive with their roles
 - Create constitution review committee
 - Continue organizing goals and minutes
 - Alison
 - Diversity night
 - One social event by the end of February

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- Lisa
 - A complete budget by Feb 15th
 - A rough budget by the next meeting(Feb 3rd)
 - To process incoming funding
 - Advertise bursaries
- Stephanie
 - New newsletter
 - Sponsorship letters sent out by March 1
 - Correspond with and thank new sponsors
- Maddie
 - Post minutes
 - Post information about each executive
- Action items:
 - At the next meeting all executive will discuss how they plan on reaching their goals
 - Stephanie will create a final draft of a new newsletter by Feb 15th
- Overdue action items:
 - Action item: Lisa will be in touch with Jessica. Jessica and Lisa have indicated they are interested in working together to prepare a budget. Jessica sent details that she had, but nothing else has been completed.
 - Action item: Lisa to provide the financial status out in writing and the count of pizza stickers