

Topic

- 2 People in attendance. Thank you Julia and Stephanie
- Action Item Update
 - Action item: Lisa to provide the financial status out in writing and the count of pizza stickers
 - overdue
 - 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.
 - Overdue
 - Action Item: Melanie to send link to budget template to Lisa
 - Done
 - Action Item: Melanie will contact Stephanie with specific instructions for updating the renewal
 - Done
 - Action item (due Nov. 5): Alison to describe what go eng girl is, provide a link to the website –go eng girl and cwse-on, and our success with what we did. Approximately 1 paragraph and include the names of those who helped out. Alison to send to Melanie to be reviewed before sending to Maddie
 - Action Item: Ali to find out details of research day – find out how long it will be and who the audience will be, everyone presenting should have slides
 - Done
 - Action Item: Julia to discuss overdue action item with Ali
 - Done
 - Action Item: Alison to determine the beverages for the Fall social event, other logistics of the event due for the next meeting, and the games for the event
 - Overdue
- Melanie's updates
 - Thanks Maddie and Alana pathfinder day went very well
 - Melanie is very excited about games night
- Stephanie's Update
 - Is preparing a letter for sponsors
 - Either has to be sent before November 20th or in January
 - If done in January we need a new newsletter
 - Either way it needs to be created by the end of the semester
- Ali's update
 - Dec 4th will be research day
 - Undergrads are welcome to attend
- Alison's updates
 - Not in attendance
- Next semester's plans
 - Let's target our activities
 - We could have a bring a friend night
 - Raffle tickets for bringing friends
 - It would be great if this is a first one
 - Stephanie suggested painting the cannon
 - Postponed until next meeting
- Fundraising
 - Postponed until next meeting
- Next meeting MUST be before exams
 - we MUST have another meeting(with more than just Stephanie and Julia in attendance)
- Action Items
 - Stephanie will update us at the next meeting about the sponsorship letters
 - Alison will email an update to the exec the games night