



**Meeting Minutes #**

DATE: June 12 2024

TIME: 60 mins (12:00-1:00)

LOCATION: 1A18

Meeting called by	Pabitra
Type of meeting	Monthly Meeting
Minutes taken by	Kathryn
List of attendees	Kathryn, Pabitra, Ehsan, Hanieh, Maliheh
List of absentees	
Excuses	
Agenda	<ol style="list-style-type: none"> <li>1. Overview of Finances</li> <li>2. Initial plan for remaining events</li> <li>3. Discussion of manual</li> </ol>
Content	<ol style="list-style-type: none"> <li>1. Overview of finances           <ul style="list-style-type: none"> <li>• Remaining funds:               <ul style="list-style-type: none"> <li>○ \$7669</li> <li>○ \$881 remaining from GSA</li> <li>○ Potential to add another \$1000 from GPS</li> <li>○ \$593 remaining from EAT</li> </ul> </li> <li>• Budget for remaining events               <ul style="list-style-type: none"> <li>○ EGR - \$5000</li> <li>○ Summer Gathering - \$1500</li> </ul> </li> </ul> </li> <li>2. Initial Plan for Remaining Events           <ul style="list-style-type: none"> <li>• Summer BBQ               <ul style="list-style-type: none"> <li>○ A lot of obstacles with cooking for a bbq ourselves</li> <li>○ Potential to do pizza, wraps instead</li> <li>○ Salad, sandwiches, and drinks</li> <li>○ Have games (soccer, badminton, frisbees, volleyball)</li> <li>○ Talk to culinary services – get a quote</li> </ul> </li> <li>• EGR               <ul style="list-style-type: none"> <li>○ In the hardy lab</li> </ul> </li> </ul> </li> <li>3. Discussion of manual           <ul style="list-style-type: none"> <li>• Each role creates their own manual</li> <li>• Kathryn will send template</li> </ul> </li> </ol>