

# Event Task Force Meeting

**Monday, May 13th 2019, 3pm- 4pm**

Called to Order at 3:07 pm

Adjourned at 3:30 pm

## ***Voting Members Present:***

1. Chris- Community Outreach Director
2. Natalie- incoming Event Planner
3. Alaizha- incoming Event Planner
4. Megan Close-Schibig - Executive Assistant
5. Brent- outgoing Volunteer Coordinator
6. Mextli- Executive Assistant

## ***Voting members not present:***

7. VACANT - Event Planner

## ***Advisors and Guests present:***

1. Barb Horn - Advisor

## **Call to Order & Welcome:**

## **Hearing of Guests and Special Reports:**

## **Action Items:**

## **Discussion Items:**

- Study Jam- Emails sent out to different departments about participating, library on board, engineering, learning center per usual, physics, and Chemistry support.

## **Weekly Task Reports:**

- Chair/Chieftain of Task Force- Chris
- Executive Assistant- Mextli Palacios-
- Executive Assistant- Megan C.S.-
- Benton Center Coordinator- Francesca- Absent
- SLC Clubs and Engagement Director- Mark-
- Communications Director. Community Outreach- Brent-
- Event Coordinator- Juan- Absent
- Event Coordinator- Andrew-
- Advisors- Barb Horn-

**Announcements:**

- Return of the Term- Sept 30th return to Fall Term, budgets for return and welcome day by next week so it can be voted on soon.
- Study Jam- Vote for Study Jam budget next week.
- BBQ at Benton Center- 1-3 on May 23rd, shopping May 21st with Francesca.
- Team Training on Wednesday