

Date: November 5/07

Minutes Taken By: Jillian Soh

Planning the Grawood Event:

What needs to be done prior to the event?

- need to get posters up: residences (Sheriff, Howe, Risley, Gerard, King's) as well as main buildings
- probably need at least three people to cover that
- create a shock&awe affect with black on red/neon paper
- Half-sized flyers will also be designed and slipped under res doors
- Half-sized flyers will consist of beer guy as well as the time, date, and cover charge
- Along with posting them on bulletin boards and slipping them under doors, on the actual date (Nov 28th) they will also be distributed to passer-bys and placed in windshields if we have leftover stock
- An announcement needs to be written up for CKDU as another means of promotion
- brochures will need to be placed at each table of the Grawood

What needs to be done during the event?

- we need groups of two people (who will take shifts) to collect money throughout the night
- we need an MC for the night
- we need people to sell donation-based raffle tickets during the event

What is the itinerary for the event?

Time	Tentative Schedule
9:00	Stage setup ---> Open to the public
9:15	
9:30	Opening comments from executive members ---> Raffle drawing
9:45	
10:00	
10:15	Raffle drawing --> Stage time (band 1)
10:30	
10:45	
11:00	Band 1 ends --> Stage setup
11:15	Raffle drawing --> Stage time (band 2)
11:30	
11:45	
12:00	Band 2 ends --> Stage setup
12:15	Raffle drawing --> Stage time (band 3)
12:30	

12:45

1:00 Band 3 ends --> Closing comments

** Have multimedia presentation playing before the first band

** MC during band setups

** Random events to get crowd involved midway through stage time (gives band a breather)

Society Meeting:

- a meeting time needs to be set up for us to assess how many volunteers and society members we currently have
- during this meeting we will also assign different volunteer roles
- tentatively the first meeting of OneMoment will be held on Thursday, Nov 15th/07
- we need a room to meet in

Website:

- a mandate has been written and now needs to be edited and put on website
- IT WAS RESOLVED THAT: Minutes of each meeting will also be available on the website, as well as a general summary of each meeting to provide more transparency to the organization

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First Society Meeting : 5 attendees

- pizza was passed around
- society sign-up sheet was passed around

Introduction

- Fahad gives an overview of the Society
 - o Talks about the mandate
 - o Our two major goals
 - o Recapped what has been done so far
 - o Explained grawood event

- cookies were passed around

Grawood Event

- volunteer roles were delegated
- before the event:
 - o posters up on bulletin boards
 - o flyers under residence doors
 - o pass out flyers on streets
 - o posters in grawood, brochures on tables
- during the event:
 - o collect cover charges
 - o keep a tally on how many people enter
 - o sell raffle tickets