

MINUTES OF MEETING

MEETING - APRIL 23, 2004

OFFICERS PRESENT: WAHIBA CHAIR, BETHANY BOND, PRISCILLIA OCTARINA AND JANELLE METZ

DATE: APRIL 23, 2004

TIME: 5:00-7 PM

LOCATION: SCI 256

RECORDED BY: WAHIBA CHAIR

- **SOPHOMORE RECOGNITION**
 - When? May 1st, CA 107 (1-6 reserved, done)
 - TIME: 3 pm
 - How many?
 - 12 ppl emailed back so far
 - Ivan send a reminder email tonight
 - Dress code semi-formal
 - FOOD (confirm)
 - Rea (Oriental Place)
 - Jorge (Cosco) ?
 - Cookies, sodas
 - Paper plates/glasses
 - When?
 - Budget = 50\$ max
 - Who can make it?
 - Bethany (N/A)
 - Priscilia (4 pm latest)
 - Everyone else be there around 1:00 pm for a run through, confirm availability.
 - SETUP
 - Registration table outside (Gabrielle will check about table)
 - Program
 - GK Handouts/"why should I join GK/benefits"
 - Sign up sheet
 - **At least someone should be there**
 - **Check out room on Friday with decorations already bought**
 - **Check for overhead for slides...**
 - PROGRAM printing /making (Gabrielle)
 - Not free
 - How many to make based on feedback
 - Decorations:
 - Jorge/Martha next week; ps make sure to check out the room before hand.
 - Budget: 30\$

- Run through (Confirm speaking parts)
 - **3:15 pm: Welcome (Wahiba)**
 - congrats, introduce all officers, have all sophomores stand up to give them a plause, brief program.
 - **3:25: Janelle's welcome** (Talk about GK top view--HK)
 - **3:35: Jorge/Wahiba/Rea Who we are, what we do etc.**
 - Chapter history
 - Activity types/examples
 - Stress on benefits of membership
 - Use previous slides
 - **3:50: Introduce HMs one by one**
 - Gabrielle
 - Introduce first
 - let them speak
 - At the very end ask for Q/A:
 - Come up with back up questions in case none has a question
 - **4:10: Scholarship presentations (Priscilia & Martha)**
 - Call recipient & Give certificate
 - Comment on essay
 - Music?
 - Ask for all sophomore to come up for a group picture
 - **4:20 Closing remarks (Wahiba)**
 - Thanks to everyone for coming
 - Keep it up
 - Stress that this is not GK membership
 - You should be involved/you can (sign up sheet outside)
 - Encourage them to come and meet us at the end
 - Join us for refreshments in the lobby

- HONORARY MEMBERS
 - Monday/Tuesday (wahiba)
 - How did you decide what you wanted to do?
 - How did you accomplish your goal?
 - Backup QAs

- **Sweatshirts (URGENT)**
 - Ivan can start putting on web site
 - Rea/Priscilia work together on this...

- **AWARDS-REGIONAL AWARDS ARE DUE MAY 1st**
 - Ivan/Gabrielle