

**THE UNDERGRADUATE STUDENT COUNCIL OF CHEMICAL ENGINEERING
EXECUTIVE MEETING MINUTES**

Title: Chem Club Meeting
Date: Friday, September 18th, 2009
Time: 4:00 pm-5:50 pm
Location: Undergraduate Chemical Engineering Common Room, Rm. 238, WB
Attendance:

Attendees:	Regrets:
Mohan Pandit Sami Khan Parnian Jadidian Bobby Doroudiani Hasan Alkabeer Rachel Chow Davis Tam Chantal Hearst Samoil Vohra Stephen Pinto Damish Jaidka Taryn Davis Kelly (3 rd Yr Rep) George Dong (2 nd Yr Rep) Mike (1 st Yr Rep) Nicole Cyhelka Tom Hubocan Ajay Kochhar Amit Unadkat Nikita Desai	Rolan Lewis

Major Responsibilities:

Mohan	<ul style="list-style-type: none"> • Hire a DJ for the Dinner Dance • Send out Dinner Dance invitations to professors • Get photographer from photography club for Dinner Dance • Instruct Samoil how to make an email list for the execs • Check if there are any designs from last year that can be used for this year's t-shirts
Parnian	<ul style="list-style-type: none"> • Set up a decorations committee for the Dinner Dance • Look into L.O.T. t-shirt supplier

Sami	<ul style="list-style-type: none"> • Order & pick up 53 copies of 1st year course pack • Order & pick up 41 copies of 2nd year course pack
Damish	<ul style="list-style-type: none"> • Talk to Samoil about online signups for the basketball tournament • Talk to Hasan re: teams (1 girl minimum rule)
Bobby	<ul style="list-style-type: none"> • Put dinner dance photos on the Chem Club wall • Make ads for the Dinner Dance • Announce and advertise t-shirt design competition
Hasan	<ul style="list-style-type: none"> • Work on the Dinner Dance skit – this should be done by next week
Rachel	<ul style="list-style-type: none"> • Check if our budget will allow us to reduce the price of the Dinner Dance ticket from \$50 to \$45
Chantal	<ul style="list-style-type: none"> • Talk to local businesses & see if they can provide gifts for Dinner Dance • Talk to Eng Soc re: pizza sale deals
Davis	<ul style="list-style-type: none"> • Make the Chem Club “Digest” • Send list of honorary members to Samoil • Send list of BBQ participants to Mohan
Samoil	<ul style="list-style-type: none"> • Add Dinner Dance menu/choices to the website • Talk to Eng Sci to get more info re: ticket (talk to Arun Shrivat: engsciclub@skule.ca) • Make email list for execs • Make email list for honorary members • Make online signup for basketball tournament
George	<ul style="list-style-type: none"> • Send Mohan information regarding your friend as a possible DJ
Stephen	<ul style="list-style-type: none"> • Make survey for common room • Look into the possibility of adding snack machine and coffee machine in the common room
General	<ul style="list-style-type: none"> • Give pictures and floor plan of the venue to Taryn • Send photos from previous dinner dances to Samoil • Send availability and BBQ role to Davis • Talk to Professor Norval about ventilation in the common room

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Minutes:

I. Dinner Dance:

- Skit:
 - Hasan is meeting up with his friend this weekend to work on the skit
 - The skit will be 3-4 minutes long
 - Deadline for skit: some time next week
- Décor:
 - The Dinner Dance will have an Egyptian theme this year
 - N.B.: NOT a costume party – it is a semi-formal event
 - Volunteers will be needed to assist with the decorations
 - Committee will consist of the volunteers that came to this past meeting
 - Budget for all decorations: \$200
 - We will be making a banner with hieroglyphs
 - A coffin will be made – it might be used in the skit
 - Centerpiece:
 - Different at each table
 - Ideas: Cities in Egypt; Egyptian Gods
 - Taryn needs pictures of the venue and the floor plan to help her plan the decorations
- Tickets:
 - Bobby will be designing the tickets
 - They need to be printed by early October
 - We will start selling tickets on October 6, 2009
 - Price: \$50 or \$45
 - Depends on our budget
 - Add password & ticket # for each ticket
 - Talk to Eng Sci to get more info about their system
- Music:
 - We need to hire a DJ
 - Budget: \$400 - \$600; meal included
 - If anyone has any DJ connections, please let Mohan know
- Fundraising:
 - Need to get sponsors – some gifts from various Toronto businesses
 - Check out the following establishments:
 - O'Grady's – they gave us \$100 gift certificates last year
 - Molly Bloom
 - Second Cup
 - Starbucks
 - Einstein
 - Rogers
 - Fundraising opportunities:
 - Selling coffee in the common room
 - Pizza sales
- Photography

- We have decided to get photographer(s) from the U of T Engineering Photography Club
- We will need to provide funding for the equipment that the photographer(s) will need
 - E.g. backdrop, etc.
- Meal:
 - 4-course meal
 - Options: chicken, fish, vegetarian, halal
 - Dessert: chocolate
 - Alcohol: 2 bottles of wine for each of the 2 prof. tables
 - We will be giving out SUDS tickets for students
 - There will be an alcohol bar at the venue
 - Students will have to pay per drink

II. Website:

- We need to add the Chem Club wall to the website
- Facebook group has been established – events are posted on it
- “Chem Club Digest”:
 - This will contain regular Chem Club updates
 - It will be a shortened form of the minutes
 - The first issue will be a trial version amongst Chem Club members only
- Emails:
 - Make an email list for the execs, and a list for the honorary members
 - People can sign up to be honorary members
 - They will be added to the mailing list

III. Class Representatives:

- Class Reps must go to BOTH Eng Soc meetings and Chem Club meetings
- Next Eng Soc meeting: September 29, 2009 @ 6:30pm
- Class Reps should go talk to the returning officer of Eng Soc to verify their responsibilities
- If Class Reps are absent for 3 Eng Soc meetings without regrets, they will be removed from their positions

IV. Athletics:

- Basketball Tournament:
 - 12 teams
 - 5 members on each team (minimum of 3)
 - at least 1 girl per team
 - 3 on 3, half court games
 - 4 pools: each pool has 3 teams
 - each team will be guaranteed 2 matches
 - total: 9 team matches
 - the tournament will last for 10 weeks
 - Signups will be online

- Prize for winning team: Chem Club t-shirts for each team member
- Soccer Tournament: next semester

V. Chem Club T-Shirts:

- Design Competition:
 - Winner of the T-shirt design competition will receive ONE free Dinner Dance ticket and a free t-shirt
 - Deadline for Competition: October 4, 2009
 - All entries must be done on Adobe Illustrator or Photoshop
 - We need to advertise for the t-shirt contest
- Previous Designs:
 - There has been a very positive response to last year's designs
 - We have decided that we will be selling last year's designs in addition to this year's
 - These t-shirts will be sold at the same time as this year's t-shirts
- We will be adding an online catalogue on the website with photos of the t-shirts that will be on sale
- T-shirts must be pre-ordered and prepaid

VI. BBQ:

- Taking place this Thursday September 24, 2009 from 10:30am – 2pm
- We have 225 remaining patties from last week

VII. Course Packs:

- 1st Year Course Pack:
 - To be sold at CHE 112 Phys Chem
 - Order 53 copies, to be delivered next week
- 2nd Year Course Pack:
 - order 41 more coursepacks
 - to be delivered in the morning on Monday September 21, 2009

VIII. Post-meeting Discussion:

- Hasan suggested that small groups should be set up for certain tasks – the entire club does not have to vote on every single detail
- Sami suggested that the preliminary agenda should be sent 1 week in advance; the final agenda should be sent at least 1 day before the meeting.
- Parnian added that the time allocated for each topic should also be included in the agenda.
- Events could be better organized, and that the events should last the entire duration that was advertised.
- A few people suggested that the secretary should go over a summary of the meeting at the very end.
- We will be going over the club's constitution at the beginning of the next meeting.

IX. Honorary Members:

- The following people have already signed up to be honorary members of Chem Club:

Name	Email
Nicole Cyhelka	n.cyhelka@utoronto.ca
Tom Hubocan	tom.hubocan@utoronto.ca
Ajay Kochhar	ajay.kochhar@utoronto.ca
Amit Unadkat	a.unadkat@utoronto.ca
Nikita Desai	nikita.desai@utoronto.ca
Taryn Davis	leigh.davis@utoronto.ca

NEXT MEETING:

Friday, September 25th from 4:00pm to 5:00pm