Leadership Council Meeting
May 14, 2007
Club Room – EBU 2 Room 102

I. Attendance - Martin Gawecki, Nikki Kinsinger, Brian Hawkinson, Chris Salam, Deep Shah, Andrea Coba, Jesse Banuelos, Christine Kwon, Charles Ma, Jeremy Marks, Katie Peterson, Gio Denina, Angello Pozo, Lindsay Yee, Helena Chiang, Markus Tang, Henry Vu, Steven Fang, Naubahar Agha, Madison Holsinger

II. End of Year Reports
a. Due this Friday, May 18th, 2007
b. Send electronic report to coelc@engr.ucr.edu and cfoster@engr.ucr.edu
c. Print out Part I – Section 3, have your Club Adviser sign it, and give it to Chris Foster

III. Officer Transition Workshops
a. Possible workshop on Monday, May 21st, 6-7pm
b. Marcus Tang will get back to Martin about ASME and SAE participating

IV. End of Year Banquet and Ball
a. Ticket Committee Update
   i. Ticket Pricing Structure
      1. $5 for Volunteers and for those individuals who choose to only attend the Ball portion of the Banquet.
      2. $10 for students, faculty, staff, and guests.
      3. $15 for non-UCR students, random people who decide to attend.
      4. It is up to the committee chairs to decide whether someone deserves the $5 discount. Thus, if you are a committee chair and feel that there is a person who has put time into the planning of the banquet and deserves to be compensated, email the person’s name and email address to Megan Nix (meganbnix@gmail.com)
   ii. Ticket Sale Times
      1. Tickets will be sold during 11am-2pm and 5pm-7pm
      2. We still have empty slots that we would like to get filled up. If you are interested or know someone who is willing to help out, email Deep Shah (dshah007@ucr.edu)
      3. Also, if you’d like to volunteer but don’t have access to the clubroom, email Tara Brown (tbrown@engr.ucr.edu) and she will grant you access.
   iii. Ticket Selling Information
      1. Do not advertise the Ball-only tickets option, only sell it to people if they ask.
      2. If someone requests the vegetarian dish, make sure he/she is really a vegetarian not just randomly choosing that dish.
      3. If you are interested in taking some tickets with you to sell to your club or committee, let Jeremy know (jeremymarks11@gmail.com). He will give you 10 tickets, which you will need to bring back by Monday
b. Invitations Committee Update
   i. When handing out the invitations to the professors, be sure to talk to them, give them details about the Banquet and let them ask questions. Sell the tickets to them right then, in person; don’t just drop off the invitation under their doors.
   ii. Encourage the professors to sponsor a table for $100. If they sponsor, they can get up to 8 tickets or can choose to sponsor as a donation.
c. Advertising Committee Update
   i. Flyers
      1. There will be flyers on the LC desk or on the table at the end of the clubroom. The flyers are available in black & white or color.
      2. Grab some of the flyers and distribute them in your labs or classrooms. Put them on the black board or white board.
3. DO NOT put the flyers on walls because the tape is really strong.

ii. Advertising in Classes
   1. Have people go into classrooms and make physical announcements over the
      next two weeks, grab flyers to pass around.
   2. Announce the Banquet in some of the physics, math, and lower division
      programming classes too. Talk to Brian (bhawk001@ucr.edu), he knows
      which classes you will need to go to

d. Program Committee Update
   i. Final List of Speakers is up on the Google Group
   ii. Organizing Practices - Email Katie Peterson (kpete005@ucr.edu) when you are
       available in the next two weeks to hold a one hour practice.

e. Decorations Committee Update
   i. Party Favors
      1. Too late to use the M&M’s, but are still looking into candy.
      2. Helena will look into both perishable and non-perishable decorations ideas
         and get back to the group after Wednesday
   ii. Decorations Ideas
      1. Talked about Table Cloths with Bourns Ball written on them – Decorations
         Committee look into this for future reference.
      2. We will be raffling off the centerpieces at the end of the program.
      3. Committee will talk with Grounds keeping and Trader Joe’s for the flowers.

f. Entertainment Committee Update
   i. DJ and Music
      1. If you have any songs that you would like to hear at the Ball, send your
         requests to Chris Salam (csala001@ucr.edu)
      2. MEGSA will arrange a time with video people (Gio) and music people (Chris
         Salam) to get together and check everything out at the gym.
   ii. Salsa Club and Dancesport
      1. The Salsa Club will want something in return. Don’t know exactly what yet,
         but Madison will get back to us once she knows the details
      2. Megan is working directly with Dancesport.
   iii. Mock Casino
      1. Talked about renting tables from commons – we will be getting them for free
      2. Still looking for dealers – contact us if anyone would like to volunteer some
         time to run a few games of blackjack, poker, etc.

g. Layout Committee Update
   i. Physical Plant Rentals
      1. Need two wireless microphones
      2. Also need two projector screens
      3. Projectors will be borrowed from CS/EE departments or ACM
   ii. Speakers/Microphones - need to test out the gym speakers when you stop by to
       make sure that the voices will sound clear for the presentations.
   iii. Other Information
      1. The food tables will be laid out on opposite sides of the gym. This way
         everyone can get the food as efficiently as possible.
      2. There will be three six-foot long tables for each side, for the food. Beverages
         will be on a separate table.

h. Food Committee Updated
   i. Main Dish: Chicken Parmesan, Caesar Salad with no bacon, Pasta Salad, Cheesy
      Potato, fresh vegetables display, bread, Cranberry-Lemonade Punch, and Ice tea
      1. Vegetarian Dish: Italian Sauce with pasta and vegetables
      2. Will have a server for 5 hours, strictly to restock the buffet
   ii. Desserts - Cake Sheets from Costco.
   iii. Drinks/Snacks – SHPE (shpe@engr.ucr.edu) is in charge of drinks and snacks
        afterwards; if you have any requests email them.