

AGENDA: MGUG Monthly Meeting October 2019

When: Wednesday, October 9, 2019 @ 5:00-7:00 pm

Where: IISD, 325-111 Lombard Ave.

Regrets:

1	Review of Meeting Minutes	--
2	Brief Director Updates <ul style="list-style-type: none"> ● Financial- Tatjana/Geoff ● Sponsorship and Advertising- Matt/Keith/Melissa ● Social Media and Marketing – Andrea ● Jobs and Content – Heather ● Web Maintenance – Keith ● Membership - Jim ● Education- Steven/Satwant ● Event Planning- Evan/Glen/Cassandra 	Directors
4	Conference <ul style="list-style-type: none"> ● Conference Planning (October 23, 2019) !!! <ul style="list-style-type: none"> ○ Conference Roles <ul style="list-style-type: none"> ▪ Review and outstanding ○ Award Update ○ Sponsorship Update <ul style="list-style-type: none"> ▪ Outstanding Payment ▪ Last minute leads ○ Registration Update <ul style="list-style-type: none"> ▪ Invoices ▪ Eventbrite ▪ Attendee List ○ Presenter Update ○ Communications Update ○ Venue Update <ul style="list-style-type: none"> ▪ Food ▪ Booths ▪ AV ▪ Other ▪ questions ○ Other Conference <ul style="list-style-type: none"> ▪ MC Notes ▪ Name Cards / Lanyards ▪ Prizes ▪ Survey ● Education Update ● Other 	Cassandra
6	Other Business and Future Meetings	Board
7	Review Action Items	--
8	Next Meeting – November 13, 2019(?) Location TBA	

