



## August 2012 UPC Meeting

Sunday, August 12, 2012. 3:00pm to 5:00pm

Location: Panera Bread: 320 Adrian Road, Millbrae, CA

Facilitator: **Veronica Flores**

Note taker: **Sean Mullin**

Time	Subject	Lead
3:00-3:10	Faculty Advisor Change	Jason, Rick, Ralph
3:10-3:15	By-laws voting	Jason
3:15-3:20	Deadline for budget requests	Dylan
3:20-3:25	Website updates <ul style="list-style-type: none"> <li>- Reminder for officer bios by August 16<sup>th</sup> (before NSO)</li> <li>- Update on forum to find roommates</li> </ul>	Jessica
3:25-3:35	NSO update <ul style="list-style-type: none"> <li>- Confirm representatives from professional affiliations</li> <li>- Ideas on what to do during orientation?</li> <li>- Mention open UPC positions?</li> <li>- Launching of new "buddy" system?</li> <li>- Who do we need to invite? (Pose this event to organizations as a way to meet new students and prospective interns)</li> <li>- Decide what to include in the email to all new students</li> </ul>	Jason, Veronica, Becca, Dylan, Julie
3:35-3:45	NSO social event <ul style="list-style-type: none"> <li>- Confirmation of location</li> <li>- Budget</li> </ul>	Julie
3:45-3:50	ULI update	Becca
3:50-3:55	APA and ULI student memberships for new students <ul style="list-style-type: none"> <li>- Clarify free memberships for new students</li> <li>- Process to retrieve free memberships</li> </ul>	Veronica, Becca
3:55-4:00	APA Cal Conference, October 21- 24 <ul style="list-style-type: none"> <li>- Free day for students on Sunday, October 21<sup>st</sup></li> <li>- Potential coordinated trip if enough interest?</li> </ul>	Veronica
4:00-4:05	PARK(ing) update <ul style="list-style-type: none"> <li>- Form interested committee and start planning</li> <li>- SPUR contacted UPC about PARK(ing) Day</li> <li>- Meeting with Greenbelt Alliance</li> </ul>	Jessica, Veronica
4:05-4:15	BREAK	
4:15-4:40	Symposium update <ul style="list-style-type: none"> <li>- Updates</li> <li>- Need for speakers</li> <li>- Finances</li> <li>- Remaining tasks</li> <li>- Marketing materials</li> </ul>	John, Veronica

	<ul style="list-style-type: none"> <li>- Event logistics</li> <li>- Advertising: Draft of flyer and blurb</li> <li>- Keynote speaker change and contacts</li> <li>- Ordering materials for event</li> <li>- Volunteers</li> </ul>	
4:40-4:45	Recap on Up Your Alley fundraiser <ul style="list-style-type: none"> <li>- Total amount raised in tips and share of sales</li> <li>- Big “wins” from fundraiser</li> </ul>	All
4:45-4:50	Oakland Pride Fundraiser, September 2 <sup>nd</sup>	Jason
4:50-5:00	Proposed volunteer/speaking/social events during the Fall semester?	All
September Meeting	Next meeting: Sunday, September 9 <sup>th</sup> Facilitator: Dylan Parker	