



## AGENDA FOR AUPA'S BOARD MEETING

TIME:

LOCATION:

GUESTS:

ABSENT WITH APOLOGY:

1. Welcome
2. Formalities
  - Election of Chairman: Kristoffer Ibsen
  - Approval of minutes from the last meeting (available via Dropbox)
    - i. Minutes have been approved
3. General Assembly
  - Serena has obtained funding from HeadStart
  - They will pay for a speaker for us for a workshop.
    - i. Kay Xander Mellish: from 15.00
      - A. Multicultural and communications/networking.  
Serena will ask her to write 4-5 sentences about her talk.
    - ii. Headstart would like to distribute flyers if we do this in person.
  - Auditorium A2 or A3 close to MatLab. We will look into different locations. Auditoriums are also a possibility!
  - Will we lose participants if we have the event later?
  - Event:
    - i. Workshop – wait until we have information from Kay
    - ii. We will have sandwiches and beers afterwards
    - iii. Add more to the agenda – include more information and what is expected of them at the GA
    - iv. Make a google doc so that people can add to the description!
      - A. Any changes should be made before Thursday morning at 09:00
  - Promotion strategy for the event
    - i. Email
    - ii. Facebook
    - iii. Flyers
    - iv. Everyone could send it out (again) to their departments to encourage them to participate
    - v. LinkedIn
    - vi. Make a facebook ad once we start advertising.
    - vii. Start pushing the event as soon as possible.
  - Send out survey after event
    - i. How did you hear about the event?
4. Deciding on the date for the next board meeting.

- Quick meeting next week just to stay updated. A doodle has been sent out.

5. Any other business?