

Week 16: 12/10  
Clark A @6:00 pm

#### Meeting Times/rooms for next semester

- General
  - Tuesdays 7-9 pm
  - SDC seems like the best 1300/1310
  - look at bamboo room
  - Eastman 2000
- Performance
  - Sunday 2-4 pm
  - Eastman 2000
  - COLA A201/A205
  - glass room
- Kyle is filling out form for sdc and stuff

#### Open Forum

- General Meeting set up
  - plan out meetings (at least first five)
    - Week 1- Uke off
      - leaders
        - eboard
        - extra members willing to lead?
      - groups have way of communication outside of club to stay connected
    - Week 2- Uke off
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  - organization- lay out what we need to have prepared two weeks/one week in advance
  - place -
    - SDC 1300
    - Golisano 2400
    - other options?
  - Show and tell
- Performance Group
  - Set up schedule and songs?
  - improve upon old songs
  - committee?
  - eboard position- in charge of arranging making sure people make arrangements?
  - General meetings- perform/have one song that play all together to rope people in
  - Slack
  - Performance
    - Concerts

- Fall- Collaborative
    - Spring- Only us
    - crack down/lay out mandatory meetings/if miss meetings
    -
- Social Events
  - Hang out outside and play when it's warmer
- Eboard
  - committees
    - Arrangement
    - PR committee
    - Uke-o-gram (temp)
    - social events (fellowship)

#### required information for committees

- regular meetings/schedule
  - purpose/goals
  - workflow
  - head of committee/member list
  - minimum of 4 members including head
- Meeting notes public
- more organization
- "suggestion box"

#### Uke-o-grams

- fundraising for Relay for Life
- serenading individuals by request week before Valentine's Day
  - depending on member's availability
  - try and get 2 performances during the week, more on the weekend
- condensed versions of songs predetermined list
- \$5 charge
  - ask client if location is appropriate for performances
    - must be inside
  - required information
    - time, location, name of person, contact info, money, song choice
    - they are responsible for making sure the receiver will be there - no refunds
- target academic and dorm side
  - promote in offices
  - weekend focus on dorms
  - we can recommend big locations
- make promotional videos, on facebook from the beginning of the semester
  - start pushing the videos during the actual week before V-day
  - posters to promote
- off campus only if demand is high - probs not actually

- require the service user to provide us with permission to access place
- service user would have to be with us
- groups of performers with min of 2 people, max of 4
  - confident singer
- table sitting
  - collect money, promote, sign people up
  - promote during club fair a bit but not signing up - selling point to potential members
  - should have a form for a lot of the information
    - should also have a conversation about logistics
  - need for limited slots - schedule for sign up
  - should be over multiple days
- committee can work on potential setlist
  - shouldn't have too much leeway when customers sign up
  - setlist should be memorized
- we should be aware of major events that are going on so that the customer doesn't want fireside when there's a blood drive or something
  - we should be flexible
- prefer cash - figure out how to charge cards
  - pay through relay website donation

#### Election

- treasurer

#### Note taking

- Rizoma

#### meet next week

- wednesday
- 12-done
- park point clubhouse
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