

AIRC Green Team minutes

Next meeting March 8 @ 5:30 Esselen Conference Room cancelled

Attendees: Carolyn R., Michelle N., Rebeca F., Blanca F, Chelsea H., Lucio R.

Give Madana edited parts if you haven't already.

Next steps in proposal process:

Make final editing changes for proposal.

Lucio is responsible for keynote expenses.

Carolyn R. is responsible for catering expenses

Michelle is responsible for workshop expenses and Blanca is responsible for paper expenses.

Formulate budget for excel doc

Due date for all Budget detail: Next weeks meeting or talk about each individual progress.

How far are we on our individual tasks?

Each member discussed the progress of their task and will begin formulating their part of the budget.

Go over Lucio's Speakers:

Who do we want? Why do we want them?

The team discussed every potential keynote speaker and film.

Everyone voted for their favorite and list was cut down to 2 potential keynote speakers. Proposed films will be watched and then a decision will be made.

Next quarter will be more demanding and we suspect the proposal deadline will be the 6<sup>th</sup> or 7<sup>th</sup> week of spring quarter.