

Graduate and Professional Student Assembly

Programming Committee Meeting Minutes

Loring Pasta Bar

Thursday, September 6th, 2007

- I. Call to order (5:00 p.m.)
- II. Approval of the August meeting minutes:
 - a. Matt wanted to let the committee know that since the last meeting his schedule has cleared up and he will be able to attend/coordinate the Como Cookout.
 - b. The minutes were approved on a voice vote (4:0)
- III. GAPSA open house:
 - a. Mufaddal asked about the office being covered by staff during the open house. Kristina said that she would be able to be there and would check with Kevin to make sure staff will also be there.
 - b. Matt said that the promotional items the committee ordered after the last meeting had arrived and were in the office.
 - c. Kristina will send an email to Kristen to be sent out to GAPSA members about the open house.
- IV. Duluth orientation:
 - a. The Duluth orientation is set for September 17, but the date does not work with GAPSA execs. The committee came up with three dates (September 26, October 16 and October 17) that could be an alternative. Kristina will email them and see if any of these work.
- V. President's Reception:
 - a. The committee talked about the menu for the event. Kristina asked how the raffle was done in the past and Mufaddal said that raffle tickets were handed out as guests checked in.
 - b. Mufaddal suggested that we place name tags on the tables for guests to fill out.
 - c. There should be two tables/booths reserved for VIPs.
 - d. There should be three tables for STA, TCF, and University of Minnesota Bookstore to place information on.
 - e. Kristina will email Kellie and Monica to see if they would like to work at this event.
 - f. Mufaddal asked if there was a key dish and Kristina did not know yet.
 - g. Kristina will send out an email to execs. asking who can come to this event.
 - h. Kristina will draft an email to be sent to all confirmed guests and give it to Kellie to be sent out.
- VI. Ideas for events this year:
 - a. Kristina will send out an email about Paint the Bridge and where to meet.
- VII. Adjournment