

# 2nd Organizing Meeting

May 31, 2024

## Action Items

### General

- ☐
  - Partners Nomination
    - ☐
      - Each nominates three external organizations/individuals as general partners
  
- ☐
  - One Page Event Plan Overview & Budget Preparation
    - ☐
      - Jose & Aliza
  
- ☐
  - Worst and best case for Keynote + 1st Panel
- ☐
  - Max and min budget for Keynote + 1st Panel
  
- ☐
  - Keegan & Marx
  
- ☐
  - Worst and best case for Breakout session + 2nd Panel
- ☐
  - Max and min budget for Breakout session + 2nd Panel
  
- ☐
  - Joanna
  
- ☐
  - Max and min budget for the venue
  
- ☐

# Subcommittee

## Program & Chief of Staff

- ☐
  - Event Program overview, themes, timeline, feasibility
    - ☐
      - Min (1 event in sep)
    - ☐
      - Max (1 event in sep, SXSW, 1 event in Dec)
- ☐
  - Prepare a list of key dependencies
- ☐
  - Prepare a one page of tasks management

## Fundraising

- ☐
  - Prepare a list of funder

## Impact

- ☐
  - Prepare a list of impact partners

## Logistics

- ☐
  - Prepare a list of todo from last year day of event
- ☐
  - Move 1st & 2nd meeting notes to Wiki & remove sensitive information
- ☐
  - Move meeting to discord

# Meeting Notes

# 1. Division of Labor, Role Finalization & Accountability, Decision Making

## 1. Suggested Division of Labor:

1. Jose & Aliza & Cameron: Design & Implementation of Keynote + 1st Panel
2. Keegan & Marx: Design & Implementation of Breakout session + 2nd Panel
3. Joanna & Jose: pre party, after party, tiktok engagement

## 2. Role Finalization & Accountability

1. Marx & Jose - General Chair: Responsible for overseeing the entire event and ensuring its success
2. Aliza & Cameron - Program Chair & Chief of Staff: responsible for design/implement programs, project management, post event evaluation, general partnership, long term planning
3. Keegan - Impact Chair: responsible for community engagement, social media campaign, impact partnerships
4. Marx - Fundraising Chair: responsible for funding & sponsorship
5. Joanna - Logistic Chair: responsible for all execution of logistics to and on day of event such as social media campaign implementation, organizing volunteers, catering, chair arranges

## 3. Decision Making

1. major decision such as themes, final event format/program/general timeline & partners: votes from all fyp organizing committee
2. Sectional decisions such as impact partners, details of panel 1 or panel 2, food offering in catering review by team and final decision by chair.

## 2. Section Planning Report/Overview

Theme

Behavioral Health Priorities for next 5 years -2030

Timeline

Event

Sep -> SXSW -> Sep/2024

1. Keynote + 1st Panel:

Jose & Aliza

2. Breakout session + 2nd Panel:

Keegan & Marx

3. Event Engagement Networking, Afterparty

Joanna

## 3. Partners Nomination

Up to 3 general partner

- ☐  
... [Status: voted to move forward]
- ☐  
... [Status: voted to move forward]
- ☐  
...

Up to 15 impact partner

# 4.Logistics

Next Team Meeting Time: Jun 5, 2024 10:00 AM GMT-12, 10AM SA, 7AM PST, Wed - 7PM

Move Notes to Open Wiki

Move Community Discussion to Discord

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Revision #3

Created 2 June 2024 21:49:24 by Marx

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