8th Organizing Meeting

Date: July 11, 2024

Attendees:
Part I: Aliza Lopez (Program Chair), Joanna Fang (Logistics Chair), Marx Wang (General Chair), Reem (Advisor)
Part II: Aliza Lopez, Joanna Fang, Marx Wang, Reem (Advisor), Keegan Lee (Impact Chair)
Absent: Jose Caballero (General Chair - Part I only), Cameron Tan (Chief of Staff)

New Business/Action Items:

1. Motions and Voting:
   a. Motion to finalize event date of September 13th, 3-9PM
      Result: Passed (Keegan, Aliza, Joanna, Marx in favor; Cameron and Jose pending)
   b. Motion to keep FYP Annual Cohort at 10 youth members selected by committee with feedback from past cohort
      Result: Passed (Keegan, Aliza, Joanna in favor)
   c. Motion to establish minimum contribution requirement for General Partners
      Result: Passed (Keegan, Aliza, Joanna in favor; Marx opposed)
   d. Motion to keep YPA as General Partner
      Result: Failed (Keegan, Joanna, Aliza opposed; Marx in favor)

2. Program Development:
   a. Aliza to finalize 10 Cohort List
   b. Aliza and Jose to finalize 1st Panel speakers
   c. Decision: No keynote speakers at the end, replaced with Closing Remarks
   d. Keegan and Marx to provide 2nd Panel Cohort/Speaker list by Friday

3. Project Management:
   a. Aliza to outline Tasks & Management Needs
   b. Joanna and Reem to develop Management Plan
   c. Joanna to create Networking Section Plan

4. Partnerships:
   a. Marx to follow up with YPA
   b. Keegan to follow up with AAP and Lookup
   c. Keegan to develop one-page Impact & Marketing Plan
   d. Discuss engagement with Student Organizations and 2023 Cohort

5. Logistics:
   a. Joanna to negotiate Venue Contract

6. Future Planning:
   a. SXSW proposals due July 22, 2024
      - Aliza to work on Panel 1 Proposal
      - Marx to work on Panel 2 Proposal

Old Business:

1. Venue selection progress reported by Joanna
2. Panel speaker nominations discussed
   - 1st Panel nominations presented by Aliza
   - 2nd Panel nominations presented by Keegan and Marx
3. Networking section planning update from Joanna
4. Partnership outreach progress
5. Impact plan development update from Keegan and Cameron
6. SXSW proposal progress

Action Items:

1. Marx to finalize event agenda to send to Kelly
2. Complete panel speaker selections
3. Develop project management and networking plans
4. Follow up with potential partners
5. Joanna to negotiate venue contract
6. Progress SXSW proposals

The meeting was adjourned at 9AM PST. The next meeting will be scheduled via the committee's usual communication channels.

Minutes submitted by: Marx Wang

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