**Agenda items for Sept. 18, 2015 meeting**

1. Budget items: do we have real prices for:
	1. HH food, AV, space [excludes AV tech person or 3 receptions; AV, space, refreshment for breaks, drink tix (1 per/ Thur & Sat): $49,232.39 @400 people
	2. HH “reduced for student event” costs (UofT student sponsor Thur. opening reception & Adger @30% off for food)
	3. Music
	4. Poster boards $3000 for boards & moving.
	5. Moving the poster boards
	6. Music
	7. UC and Med Sci rooms -
	8. Swag (~$5500) and Booklets (Printed & USB)
		1. Nametags and/or pens from Benjamins?
		2. Recycling nametags from previous conferences?
		3. See new spreadsheet in Merchandise
	9. Other?
2. Proceedings (*CJL, PWPL*) –(what) should we advertise?
	1. Ask invited speakers & by invitation.
	2. Touch base w/ PWPL, but overlap is ok
3. Chairs for each session
	1. Sali will invite chairs soon.
	2. We can all put suggestions in SESSION\_CHAIRS.xlsx
4. DeDecker’s “broadcast” of Workshop plenaries *“Linguists on Air”*
	1. We have $ to hire a student asst. who? When? [Aaron]
	2. Release/permission [Aaron]
	3. Publicity [Aaron]
	4. Film 5 plenaries and Labov discussion
5. LVC subscriptions – how to handle? Where are we? (see gmail from Pitt) [Philipp] when do Cambridge need list? $ to Pitt?
6. 4 laptops from AV? No. Need to broadcast bring your own.
7. menu requirements (due Tues. to HH; later to UC). Meeting next week.
	1. Coffee always available in lower gallery and backs of some rooms.
	2. Breakfast: juice, tea as well as coffee
	3. “French” snacks Friday afternoon
	4. hard-boiled eggs at breakfast
8. UC costs - $10 lunch for workshops and a Saturday unlocking fee.
9. (Sat. night) party plans and costs
	1. Food (anything “French”?)
	2. Friday night: alcohol not free, food available
	3. Thurs & Sat, free food & 1 drink
	4. Entertainment
		1. F-Zero as dinner music (w/ some Canadian French)
		2. Dance music? Swamparella for $800/$1000 (LA cajun)
		3. DJ?
		4. Students playing their own “iTunes”
		5. Michol will ask Aron at HH for options and check on playing own music.
			1. Aron says HH don’t provide amps, etc.
			2. Aaron says it costs <$100 (but more than $10) for copyright permission, per event.
	5. Other?
10. Guest intros (student hosts?) and volunteer/sponsor thank yous – when (Sat. night!) and by whom?
	1. Shana-Anne-José
	2. Miriam-Naomi
	3. David-Ruth M. (w/ Sali as mentor) [NN: she said yes]
	4. Benedikt-James
	5. Susan-Sali
	6. Elizabeth-Ana-Teresa [NN: she said yes]
	7. Jack-Michol
11. Paying for merchandise, etc. (t-shirts and/or toques) – AJ is checking w/ TD on how this can work.
12. “Decanel” welcome? Premier Winn? French Lg. Commissioner if still around Sat.
13. HH questions
	1. computer/projector cable info
	2. sound system for bands
	3. payment is 30 days AFTER, right?
14. **Set next meeting(s) time and day: Oct. 9 at 11:15.**
15. Think about publishing Business Mtg. minutes on website so people understand costs, etc.

**TO DO:**√Marisa- change “Highlights” to end around 2pm on Sunday ASAP

Ask Marisa to update website – we will not provide laptops. [Wait to tell along w/ info on cables]

√ Naomi – change ballot to vote for “up to 3”

See how many student volunteers are registered. AJ will check on EventBrite.

Need to organize meetings to train volunteers.

√ James- email EasyChair authors re: program up (deadline for changes Sept. 25) and draft Student Prize ballot (same deadline for changes) and URL.

√NN: ask AT about introducing Elizabeth?

√NN tell Ruth: Friday Night FOOD: $12 food/per, 1 drink, space

 147 students registered today; so ~100 or 120 to attend.