

Meeting: March 9th 2008

Present: Shahrzad Pedram, Will Fraser

Time: 2:03 p.m. (BC time)

Items on Agenda:	Action Items:
<p>1- Student Fees Report: Allison Fowler added to committee</p> <p>Letter drafted for committee to be reviewed by Sean and Will</p> <p>Sections of outline assigned to members (on google docs)</p> <p>Deadline for first draft moved to <u>May 15th</u></p> <p>Report must be completed by first week of Sept., to be sent to ESS's along with info. about WESST retreat</p> <p>2- Website: Exec inboxes ready to go: president@wesst.ca, vp-comm@wesst.ca, vp-finance@wesst.ca</p> <p>Things to include: -constitution -policy manual -minutes from WESST Retreat plenary -budget -picture gallery -a brief statement from the Exec. -"News" -the outreach video (still working on it) -a copy of each mail-out in PDF format in an archive -fees report</p> <p>Remove cfes cafe and the gooning.org link from side bar</p> <p>3- Publication Shahrzad has yet to reach Sophie. Ask about quotes, content, frequency, electronic archiving, shipping etc.</p>	<p>-Will and Sean: review SFRC letter -Shahrzad: send out SFRC letter</p> <p>-arrange online conference with members</p> <p>-Find webmaster by <u>March 23rd</u></p> <p>-create google doc for list of things to put on website</p> <p>-Will send email addy and website to Shahrzad</p> <p>-Shahrzad email Sophie, CC Will</p>

<p>4- Communication Should create VP external mailing list</p> <p>WESST link has been unsuccessful</p> <p>Facebook has been most effective so far</p>	<p>-Create updated VP-X mailing list</p>
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Time 3:40 p.m. (BC time)