

IDEAS Agenda

Monday, February 12th, 2024 at 4:15 PM

Via Zoom

1. Welcome and Call to Order by Abbey

Start Time: 4:20 PM

2. Attendance

a. President: Abbey

b. Vice President:

c. Secretary: Karissa

d. Treasurer: Audrey

e. SGA: Grace

f. Joined by: Courtney

Doc Ham

3. Remaining Budget: [Here](#)

4. Last Meeting Minutes: Approved!

Business

1. Open Mic (Audrey)

a. Event is this Thursday, February 15th

b. Posters have been distributed

c. Food and drinks

i. Lemonade and hot cocoa have been purchased

ii. Audrey, Sarah, and Dr. H are on top of baking/shopping

iii. Grace is picking up ingredients

iv. Audrey has purchased most items, just missing the paper plates. Do we need to purchase or does someone have some?

1. Hamner has plates!

- d. Mic setup
 - i. Five-minute max time at the mic
 - ii. One mic with standing speakers
 - 1. Tech people will set everything up, as needed
 - a. Confirmed by Audrey
- e. Regular setup (4:30 day of event)
 - i. Grace, Audrey, Abbey, and Karissa have volunteered
 - ii. Tech people will also be setting up at 4:30
 - 1. Decorations?
 - a. Possibly Christmas lights, run to Dollar Tree for tablecloths, use leftovers from painting event?
 - i. Can also use leftover Get Lit decorations
 - ii. Audrey will see what's in the office and let us know what is available for use
 - 2. Room orientation
 - a. Mic should be toward back of room or sidewalls, out of way of entry
 - b. Is total space good? How many seats?
 - i. Mainly tall chairs, maybe 10
 - ii. Could change location to second floor of library?
 - 1. Location change to library was approved, can put up signs near 2222 to lead people there
- f. Expenditure form
 - i. Sent!
- g. Other
 - i. Secure coffee storage and hot water storage from student services, ask to use coffee cups and stir sticks
 - ii. Go to Milltown to place coffee order and ask if they can fill a carafe with hot water

1. Curtis will pay with his own school card on Thursday since it isn't Hyvee
 2. Audrey will set pick up time for 4:15 (they close at 4:30), and can pick up coffee
 - a. Courtney can ask if Milltown would prefer pre-order or day-of-order
 - iii. How is the form doing?
 1. Not a lot of entries so far
 2. Hamner says some alumni are coming and some faculty may be coming
 - iv. Abbey will be taking photos
 1. Curtis suggested adding more photos to the website
2. Get Lit 2024
 - a. [Checklist](#)
 - b. Thursday, April 4th, 2024!
 - c. Schedule needs made for that day
 - i. Moline has to arrive at 8:45 and leave at 1:45
 - ii. 15-minute breakfast, photo booth, intro game before Moline's arrival
 - iii. 9-9:45 student panel? Save it for later? Split into two parts?
 1. Splitting it would allow for further questions after the classroom visits
 2. Leaning toward having it in the morning
 3. Want a diverse group and to distribute mic time
 - a. Should start working on this list now
 - b. Audrey suggested Emissaries and will ask around on Tuesday
 - iv. 9:45-10:45 window for classroom visits
 1. Try and diversify the groups for classroom visits/mix schools up
 - a. Randomize, birthday, or submission category, etc.
 - b. Could incorporate an icebreaker at some point, if possible
 - i. Grace has a card game that might work for this

- ii. Maybe try and make icebreakers that can segue into the student panel
 - 1. Worst case scenarios, most excited or fearful about finishing high school?
 - a. Can also use this to split groups
 - iii. Skip BIG welcome and get straight to what we're doing next?
 - 1. Can do this at the end of student panel?
 - v. 11-12ish open mic
 - vi. 12-12:30 lunch
 - vii. 12:30-1:30 awards/WIU pitch?
 - 1. This is all tentative
 - 2. If anything is missing here, checklist is linked above
- d. The submission form is live
- e. Have we started an expenditure form yet?
 - i. No, but Hamner has gotten confirmation from Curtis that we're handling it the same
 - 1. Award money is staying the same, still need to take decorations into account
 - ii. \$300 approved by SGA
- f. Memorial
 - i. Did we hear back from his school? At this point it might be getting too late to use his artwork on the website.
 - ii. Would we rather just keep it to mentioning him during the event?
- g. Should reach out to people about judging
 - i. Abbey said she'd reach out to Professor Lawhorn
- h. Abbey suggested a DSLR camera to film the event
- i. Should talk to people (WQPT?) about possible media coverage
- j. Take-home items
 - i. Are we all good on cups and lids?
 - 1. Need to go through these and count them

2. Audrey has been tasked with this by student services
- ii. Teacher gifts
 1. Can try for something stronger than last year's
 - a. Will have to talk to Curtis about this
- iii. Keychains are too expensive, but do we want to have a photo booth set up where students could take home a Polaroid picture (we would have to use our budget to buy film)
 1. We all like this idea
 2. Abbey will double-check this idea with us before adding to the expenditure form
- k. Could have students fill cards out, including name, school, likes, dislikes, etc. after the event
 - i. Audrey or Hamner will talk to Cam/admissions about this and see if they've got anything similar to this that would could use
3. Officers, don't forget to submit your talent grants!
 - a. Everyone send them to Abbey and she'll send them to Curtis all at once
4. Who still needs IDEAS shirts?
 - a. Grace and Courtney still need shirts
 - b. Audrey will ask Curtis about these Tuesday
5. Any last comments/questions?
6. Next Meeting Date and Location: Monday, February 25th, Building C Atrium
7. Call to Close

End Time: 5:28 PM