

## **September Minutes:**

- Event Logistics
  - Reviewed calendar dates and discussed format (lunch vs. late afternoon appetizers)
  - Held rooms on campus and committee members reviewing alternate location option
  - Interested in alternating location between Allendale and GR year-over-year
  
- Budget Review
  - Simplifying the end of the event drawing and exploring what a small swag item for each attendee would cost
  - Requesting catering quotes
  
- Awards Discussion
  - Contacting vendor to hold same award statues for this year
  - Nomination period: Dec. 1 – Feb. 17
  - Discussed communications schedule and individual outreach