

CSC 2011 Spring Retreat Minutes 4/3/11

11:30-12:30: evals / grantee presentations (may 12th) make timeline

Grantee Presentations:

- **Finish drafting the letter: sent**
- **book (classroom unit 1/Humanities 206) for our presentation**

- **timeline:**
- **see google doc timeline**
- **week 2/3 book room (classroom unit 1/humanities 206/redwood lounge)**
- **week 3 send invitations to students, staff, faculty, administration, orgs**
- **May 12th (thursday): Eval presentations**
- **event planning**

Interview Times:

Mon May 9th, 12:30-1:30: Megan, Sophie, Trevor, Stephanie,

Mon May 9th, 5:30-7:30: Megan, Sophie, Danielle, Stephanie

Tue May 10th, 4:00-6:00: everyone

Wed May 11th, 10:00-12:00: Megan, Sophie, Stephanie

Thursday May 12th: 12:00-2:00: everyone

Food Schedule:

4/12:Trevor

4/19:Tutti

4/26:Stephanie

5/3:Danielle

5/17:Max

5/23:Megan

5/30:Trevor

steering: 12-2pm Thursday

Council Meeting: 4-6pm Tuesday

CSC Spring Grant Training Attendees: Updated

RFP: Updated, emailed out by Joyce and on website.

Elan, FoCAN, computer science guy emails sent

grant powerpoint updated

-Fiscal Training List:

Google doc dueting

ER System

P.O. Process/purching

stuff/fiscal sponsor relations

clarity/transparency

budget changes

Interorg Retreat: not making a money pot for the interorg retreat

Next Steps:

Joyce: Bring fliers to ESLP

Megan and Trevor: flier the bus stops.

Bike Rack: David Jones

Joyce: leave projector in the Baytree

Grant Training: Make it clear if applicants need money in summer that they specify in their grant

council: make photo album

Joyce: send out S.O. Emails

Joyce: bring blank P.O.'s

Next meeting: day by the bay(respond to coordinators, contact csc alumni), Set up fiscal training and include our list abovepresent grant guidelines to council