

## February 1, 2012

### Request for MESSA funds

- Noha made a request for Arabic Circle - \$40 a week for ten sessions
- Coordinate with Ussama's movies (?)

### Cooking lesson with Naji's mom

- Feb. 27<sup>th</sup> at Swift Hall
- Reserve forms are on their way – room requests and security
- Book situation
  - \$34.99 is the list price for a book
- She said like 80 people could come with different stations and she could circulate
- She can prep stuff ahead of time and do everything beyond an oven would be in front of the group at different stages
- Send out an RSVP emails ASAP
  - We can let CMES RSVP first and then let others
  - The Divinity School was interested in this event as well
  - Ensure attendance through minimal fee (\$5)
- Payment
  - We're paying for the food – we'd have to know ahead of time to find out what she needs – reimburse Naji?
  - Seminary coop might be able to send someone with books to handle the payments – they'll do it for free if a certain number of people show up – let them know by Feb. 13
  - Buy five books and raffle them off in addition to selling them Figure out how to do the raffle – we'll do 5 books
  - Will be decided ASAP
  - ORCSA can issue a check to Swift Hall (?)

### Poetry Event

- Have between 13-15 people
- Languages: Arabic, Turkish, Persian, Hebrew, Armenian Uzbek, Hittite (Greek and Latin?) Urdu?
- Asked Kevin Blankship to consider acting as MC - comedy Deadline for submissions is Wednesday
- 5 minute limit, expect them to take 8 minutes; need translation
- Need to figure out prizes and food now
  - Chris: Can give cash but not gift certificates, so:
  - Books of poetry from the Co-op (with gift receipts!), or something from the OI, for say the top three people
  - Little box of chocolate for everyone
  - Perhaps in lieu of professor panel, just do ballots
    - Andrew will make programs; we could use them as ballots

- Let's say we have \$100 = 3 x \$20 books, \$40 for chocolate + \$300 for food and wine (and more non-alcoholic drinks than we got last time), \$75 each for alcohol and non-alcohol, \$150 for cheese
  - Need prior written approval for serving alcohol by Friday because undergrads will be present

#### End of the Year Party

- Still looking into using the OI