

March 30

1. Updates (Alex)

- Friday April 29th – take a group to Kankakee Community College to meet with the Middle Eastern Studies instructor and students: Leave in the morning and stay until lunch - Meet informally with students (i.e. roundtable) - Niebal, Atoor, Andrew Alger will attend
- CMES Website - Is being worked on
- Survey - Should be sending out a program evaluation in the next few weeks

2. Constitutional Amendments

- Specific duties fall under certain positions of the board
- Website: PR and Secretary
- Workshops: CMES Liaison
- Vote: all voted yes to include amendments

3. Iranian Film Series (Andrew)

- Is on the calendar, Thursday evenings at 7pm (1st – 9th week)
- Tickets are \$5, or buy a pass if planning to see the entire series
- Schedule should be out next week, though available on the website docfilms.org
- Director originally contacted cannot make it
- But Jamsheed Akrami has said yes already to take the opening
- Details on budgeting to be worked out
- Trying to work on a reception, either when the director is here or at the end of the series

4. Events

- Prospective Students Day – April 8th: Social at Niebal's place after Friday lecture series reception
- Workshops: Goal is to do two a month - Have a few people lined up to do the first 2 or 3 - CMES Liaison to work on this with those already planning the workshops
- Budget Allocation Meeting (April 4, 7 or 9): Who will attend? April 4th Danielle, Andrew April 7th Leah, Chris
- Budget will be due April 24th, hard copy due the following day

5. MEHAT Reception (May 15th) in Ida Noyes

- Need roughly 20 volunteers: 10 there to unload food, 2 to serve food, others to set-up and clean-up
- Need car(s) and 2-3 people to pick up food, because restaurant doesn't deliver
- Need to order food and submit request, at least 4 weeks ahead of time
- Need to bring nice knives to cut lamb and serving spoons, someone will need to bring plates (will be reimbursed)

- Take down all chairs and tables
- Return the serving trays sent from restaurant
- Check out volunteer form on the MESSA blog

6. Changes to be made – new board members will take over the following responsibilities within the next week

- Listhost: President and Secretary
- Website: PR and Secretary
- Account: President and Treasurer
- Handbook: Keep accounts of events, budget, contacts