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**Early Entrance Program Club**

EEPC Meeting Agenda

California State University Los Angeles

King Hall Basement Conference Room

August 26, 2016, 2:00 – 3:30 pm

1. **CALL TO ORDER**
2. **ROLL CALL** (Sign-in sheet)
3. **APPROVAL OF LAST MEETING’S MINUTES**
4. **ANNOUNCEMENTS** (Optional – any oral acknowledgements)
5. President/VP
6. Secretary – Agenda Item Deadlines
7. Social Chairs
8. Treasurer
9. PR Chairs
10. Yearbook Chairs
11. Year Book DVD Chairs
12. Academic Chairs
13. Technology Chairs
14. Lounge Manager
15. Cohort Presidents
16. **UNFINISHED BUSINESS**
    1. Maintaining student organization recognition
    2. Revisit past events (Beach day, bowling night, etc.)
    3. Back-to-school potluck
       1. August 31, 2016 from 11:00 am – 1:00 pm
    4. Fright Night
       1. Location, pricing
    5. Yearbook
       1. Company information
          1. Picaboo Yearbooks
          2. Online storefront, so no need to handle selling yearbooks
          3. Order any amount – order extra in case students forget to order
       2. Yearbook Features and Information
          1. 2­3 Week Processing Period
          2. 90 pgs., Hardcover, $36.49 per book
          3. 4 Customizable Pages in the back – so people can personalize and add pictures
          4. QR code function to add links to the yearbook DVD
          5. Contributor features – Allows anyone to upload photos that they want to see on the yearbook
          6. Feature to automatically generate class photos
       3. Pictures
          1. Dates - 9/6/16 (3rd Week Tuesday), 8:30am ­ 12:00pm and 1:40 pm – 6:00 pm; and, 9/7/16 (3rd Week Wednesday): 1:30pm ­ 3:00pm; 4:00pm ­ 6:00pm
          2. Location: Loading Dock, King Hall – if you prefer a different background than the brick wall, let the yearbook chairs know
          3. Additional make-up days if necessary
          4. Encourage students to come in to take photos, instead of using their own filtered pictures
       4. Promotion/Advertisement
          1. Have PR chairs make flyers and have them posted around the lounge by Monday, the 2nd Week?
          2. Have class presidents email their peers
17. **NEW BUSINESS**

a. Strategies to obtain more chaperones

1. **ADJOURNMENT**