- **Breanna**
  - Giveaway
    - Megan Cunningham won!
    - Will take a pic for social media
  - Jono and shoes
    - Target Greek Life
    - Stephanie can you help with this?
    - Erika will be making a list for a pitch in the fall 2017
  - Contact Rocio about Chicago?
    - Contacted waiting for response
  - Get stickers from Melissa
    - Waiting on Melissa
  - Look into resizing stickers
    - Will be looking into
      - Staples
      - Other online companies
      - Printing
      - vistaprint
  - Community Update - room reserve
    - Breanna is on that
  - Financial update for next e-board meeting
    - Breanna will be checking up on this
  - Agenda printing
- **Erika**
  - Update on ASMSU Funding?
    - Asking for $250
  - Student Writings
    - We have two people interested
- **Reagan**
  - Update on contacting ESCAPE ROOM
  - PPT slide about ADCOM for profs
  - Update on adding ADCOM to CAS newsletter weekly/biweekly
  - Update on asking profs for extra credit for members that attend our meetings
  - Update on Dublins/Harpers social gathering information?
- **Stephanie**
  - Update on research findings for stickers, notepads, folders, pens, etc.
  - Update on Dublins/Harpers social gathering information?
- **Gemma**
  - Duties in progress/onboarding
  - General meeting flyer in glass case in CAS
  - Any questions for e-board
- **Paola, JaKaira, Jessi**
  - Jessi
I need help on getting the slides to professors.
  - Amanda is working on a list
Do any more flyers need to be made?
  - Flyer for the next meetings
Ad | Com reach through the email seemed like somewhat of a success. So I'll keep doing that. Or someone else.
Does anyone think that Well’s Hall did well?
  - Not as successful, will do one in CAS
  - Need excel spreadsheet for sign up times
Does anyone have meeting notes for 1/24? Link to the Prezi? Nice prezi btw. It looked cool.
  - ERIKA
Social media plans?
  - Keep posting at least once a week on website.
  - Throw in some member spotlights into the FB and Website.
  - Instagram doesn’t seem updated so it would be a good idea to bring that back up to speed. Maybe a posting once every other week for that.
  - Twitter seems fine because of the automatic updates.
Paola
  - Update on ongoing tasks/duties
JaKaira
  - Update on progress/onboarding
Amanda
  - Looking into professor listserv for Jessi/Com Team
  - Rides/to eboard meetings available!
Next Meeting: SuperBowl and Valentine’s Card making for Sparrow
  - Get construction paper, scissors, glue, markers, glitter etc.
  - Everyone please check their stashes
  - Where do we donate them?
  - Stephanie?
  - Watch SuperBowl ads?
  - CAS Connect Career Fair is 2/10- maybe do something for that?
Small talk
  - List of employers
  - Questions
  - Elevator speech crash course
  - What to wear
  - Copy of resume to demo
Meetings for the rest of the semester
  - Plan these
  - I will not be at the Feb. 21 meeting
Do I owe anyone money?
  - Jessica -- FB boosted post. $5
Who bought what last semester?

- **Chicago**
  - Google form
    - 8 people
  - We got Energy BBDO
  - Motion PR
  - Company updates?
    - Need to contact A&E again in mid Feb.
- Drivers

**Accountability**

**Next Meeting**
- 2/21: photoshop workshop
- 3/14: chicago
- 3/28: Chicago recap social event
- 4/11: CAS Panel
- 4/25: New Eboard, food, what to do over the summer, crafty 3 goals, bring back those 3 goals for an entry into a giveaway in the fall