International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate 320-350 people and the proposed cost per person will be $10. There will be about 45-50 different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**
Silo  
Fr. St House  
MC House  
Staff’s Houses

We need list:
2 vans and drivers
5 walkie-talkies

**Responsibilities assigned in the last meeting:**

Event Coordinator: Jake  
Gray Cage Arrangement: Ashley and Kris  
Publicity + Managing Food Planning sheets: Emily  
Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:
   John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, Submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to hand in the recipes. The recipe should include name and/or type of food, the basic ingredients needed and number of people it will feed. We probably don’t need the entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

Location: Ladd Help Desk
Time & Date: 6 pm, April 26th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui
Absentees: Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 Speakers
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing. Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals—the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

Action to be taken:
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons.

1.3 Movie Nights
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

Action to be taken:
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

Action to be taken:
The officers decided to get the approval of Commons.

1.5 International BBQ
The officers have decided to organize this event during the short term. The event will be held in the Quad.
Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

1.6 Potential Events
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

NEXT OFFICERS MEETING: FRIDAY (April 29th 2005, 12 noon Rowe Room)
NEXT CLUB MEETING: MONDAY (May 2nd 2005, 5:30pm SHARP, Rowe Room)

International Club Minutes Meeting 2

Location: Rowe Room
Time & Date: 5:30 pm, May 9th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16 2005, 5:30pm SHARP, Rowe Room)
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting: WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting: MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list.

We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

**Action to be taken:**
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

**Next Officers Meeting:**  FRIDAY (May 20th, 2005, 4:30PM at Commons)
**Next Club Meeting:**  MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

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**International Club Officers Meeting**

**Location:** Rowe Room  
**Time & Date:** 4:30 pm May 20th, 2005  
**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

**1.5 Lobster Bake**
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

**Action to be taken:**
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the deserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

**Next Club Meeting:** MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

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**Kristofer’s Email after the event:**
**Date: May 21st 2005, Saturday**

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,
Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11\textsuperscript{th} 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner
Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**
   The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

   **Action to be taken:**
   General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**
   The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

   **Action to be taken:**
   Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**
   The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

   **Action to be taken:**
   The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**
   The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**
   The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

   **Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General Introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING:  MONDAY (September 19, 5: 45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 18th 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 26, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2nd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5th. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co-sponsorship for French Dessert. Jake will also enquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested. Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffee house.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:
Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
**International Dinner Planning**

Date: January 29th, 2006  
Venue: Gray Cage

We plan to accommodate *320-350 people* and the proposed cost per person will be **$10.** There will be about *45-50* different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**  
**Silo**  
**Fr. St House**  
**MC House**  
**Staff’s Houses**

We need list:  
2 vans and drivers  
5 walkie-talkies

**Responsibilities assigned in the last meeting:**

Event Coordinator: Jake  
Gray Cage Arrangement: Ashley and Kris  
Publicity + Managing Food Planning sheets: Emily  
Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:  
   John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)  
   William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, Submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to hand in the recipes. The recipe should include name and/or type of food, the basic ingredients needed and number of people it will feed. We probably don’t need the entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

Location: Ladd Help Desk  
Time & Date: 6 pm, April 26th 2005  
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui  
Absentees: Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 Speakers  
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing. Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals—the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

Action to be taken:  
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings  
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons

1.3 Movie Nights  
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

Action to be taken:  
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet  
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

Action to be taken:  
The officers decided to get the approval of Commons.

1.5 International BBQ  
The officers have decided to organize this event during the short term. The event will be held in the Quad.
**Action to be taken:**
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

**1.6 Potential Events**
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

**NEXT OFFICERS MEETING: FRIDAY (April 29th 2005, 12 noon Rowe Room)**
**NEXT CLUB MEETING: MONDAY (May 2nd 2005, 5:30pm SHARP, Rowe Room)**
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16, 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 11th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting: WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting: MONDAY (May 23rd, 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21\textsuperscript{st} 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list.

We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

**Action to be taken:**
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

**Next Officers Meeting:** FRIDAY (May 20\textsuperscript{th}, 2005, 4:30PM at Commons)
**Next Club Meeting:** MONDAY (May 23\textsuperscript{rd} 2005, 5: 30pm SHARP, Rowe Room)

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**International Club Officers Meeting**

**Location:** Rowe Room  
**Time & Date:** 4:30 pm May 20\textsuperscript{th}, 2005  
**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

**1.5 Lobster Bake**
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

**Action to be taken:**
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the deserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

**Next Club Meeting:** MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

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**Kristofer’s Email after the event:**
**Date: May 21st 2005, Saturday**

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,

Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner
Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**

The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

**Action to be taken:**

General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**

The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

**Action to be taken:**

Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**

The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

**Action to be taken:**

The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**

The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**

The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

**Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have a slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 19, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 18th 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 26, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2nd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5th. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co-sponsorship for French Dessert. Jake will also inquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested.
Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING:    MONDAY (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffeehouse.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:

Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate **320-350 people** and the proposed cost per person will be **$10**. There will be about **45-50** different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**
**Silo**
**Fr. St House**
**MC House**
**Staff’s Houses**

We need list:
2 vans and drivers
5 walkie-talkies

**Responsibilities assigned in the last meeting:**

Event Coordinator: Jake
Gray Cage Arrangement: Ashley and Kris
Publicity + Managing Food Planning sheets: Emily
Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:
   John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, Submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to hand in the recipes. The recipe should include name and/or type of food, the basic ingredients needed and number of people it will feed. We probably don’t need the entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,

Binit Malla
1.1 Speakers
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing. Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals—the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

Action to be taken:
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons

1.3 Movie Nights
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

Action to be taken:
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

Action to be taken:
The officers decided to get the approval of Commons.

1.5 International BBQ
The officers have decided to organize this event during the short term. The event will be held in the Quad.
Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

1.6 Potential Events
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

NEXT OFFICERS MEETING: FRIDAY  (April 29th 2005, 12 noon Rowe Room)
NEXT CLUB MEETING:  MONDAY  (May 2nd 2005, 5: 30pm SHARP, Rowe Room)
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

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Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16 2005, 5:30pm SHARP, Rowe Room)
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting: WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting: MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list. We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

**Action to be taken:**
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

Next Officers Meeting: **FRIDAY** (May 20th, 2005, 4:30PM at Commons)
Next Club Meeting: **MONDAY** (May 23rd 2005, 5: 30pm SHARP, Rowe Room)

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**International Club Officers Meeting**

**Location:** Rowe Room  
**Time & Date:** 4:30 pm May 20th, 2005  
**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

**1.5 Lobster Bake**
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

Action to be taken:
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the deserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

Next Club Meeting: MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

Kristofer’s Email after the event:
Date: May 21st 2005, Saturday

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,
Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner
Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**
The officers planned to have a film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

**Action to be taken:**
General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**
The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

**Action to be taken:**
Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**
The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

**Action to be taken:**
The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**
The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**
The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

**Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General Introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 19, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 18th 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 26, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2nd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5th. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co-sponsorship for French Dessert. Jake will also inquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about
the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers
meeting on Sunday evenings, the officers plan to have the officers meeting sometime
in the end of the week. Friday evenings at 6:30 pm has been suggested.
Mailing List: The club has three mailing list namely intclub, intclub-members and
intclub- alumni. Intclub has all the officers including the club advisor, intclub-
members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 3, 5:45pm SHARP, Rowe
Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publicizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffeehouse.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:
Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate **320-350 people** and the proposed cost per person will be **$10**. There will be about **45-50** different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**
- Silo
- Fr. St House
- MC House
- Staff’s Houses

We need list:
- 2 vans and drivers
- 5 walkie-talkies

**Responsibilities assigned in the last meeting:**

- Event Coordinator: Jake
- Gray Cage Arrangement: Ashley and Kris
- Publicity + Managing Food Planning sheets: Emily
- Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:
   - John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   - William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, Submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to hand in the recipes. The recipe should include name and/or type of food, the basic ingredients needed and number of people it will feed. We probably don’t need the entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

Location: Ladd Help Desk
Time & Date: 6 pm, April 26th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui
Absentees: Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 Speakers
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing.
Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals—the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

Action to be taken:
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons

1.3 Movie Nights
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

Action to be taken:
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

Action to be taken:
The officers decided to get the approval of Commons.

1.5 International BBQ
The officers have decided to organize this event during the short term. The event will be held in the Quad.
Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

1.6 Potential Events
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

NEXT OFFICERS MEETING: FRIDAY (April 29th 2005, 12 noon Rowe Room)
NEXT CLUB MEETING: MONDAY (May 2nd 2005, 5:30pm SHARP, Rowe Room)
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16, 2005, 5:30 pm SHARP, Rowe Room)
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list.

We have got co sponsorships from the Budget Committee ($550)and the Amnesty International ($450).

**Action to be taken:**
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

**Next Officers Meeting:** FRIDAY (May 20th, 2005, 4:30PM at Commons)
**Next Club Meeting:** MONDAY (May 23rd 2005, 5: 30pm SHARP, Rowe Room)

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**International Club Officers Meeting**

**Location:** Rowe Room  
**Time & Date:** 4:30 pm May 20th, 2005  
**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

1.5 Lobster Bake
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

**Action to be taken:**

All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the desserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

**Next Club Meeting:**  
MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

**Kristofer’s Email after the event:**

Date: May 21st 2005, Saturday

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

Receipts

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

Hassles

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy thought that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,
Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner
   Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**

The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

**Action to be taken:**
General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**

The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

**Action to be taken:**
Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**

The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

**Action to be taken:**
The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**

The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**

The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

**Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General Introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 19, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 18th 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 26, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2\textsuperscript{nd} 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5\textsuperscript{th}. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co-sponsorship for French Dessert. Jake will also enquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested.
Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING:  MONDAY  (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffee house.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:

Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate 320-350 people and the proposed cost per person will be $10. There will be about 45-50 different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

TA house
Silo
Fr. St House
MC House
Staff’s Houses

We need list:
2 vans and drivers
5 walkie-talkies

Responsibilities assigned in the last meeting:

Event Coordinator: Jake
Gray Cage Arrangement: Ashley and Kris
Publicity + Managing Food Planning sheets: Emily
Designing posters, tickets: Binit

Personnel needed to be contacted:

1. For International Flags:
   John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to hand in the recipes. The recipe should include name and/or type of food, the basic ingredients needed and number of people it will feed. We probably don’t need the entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

Location: Ladd Help Desk
Time & Date: 6 pm, April 26th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui
Absentees: Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 Speakers
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing. Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals-the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

Action to be taken:
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons.

1.3 Movie Nights
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

Action to be taken:
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

Action to be taken:
The officers decided to get the approval of Commons.

1.5 International BBQ
The officers have decided to organize this event during the short term. The event will be held in the Quad.
Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

1.6 Potential Events
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

NEXT OFFICERS MEETING: FRIDAY (April 29th 2005, 12 noon Rowe Room)
NEXT CLUB MEETING: MONDAY (May 2nd 2005, 5:30pm SHARP, Rowe Room)
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16 2005, 5:30pm SHARP, Rowe Room)
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting: WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting: MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting
Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serra, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list.

We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

**Action to be taken:**
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

**Next Officers Meeting:**  FRIDAY (May 20th, 2005, 4:30PM at Commons)
**Next Club Meeting:**  MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

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**International Club Officers Meeting**

**Location:** Rowe Room  
**Time & Date:** 4:30 pm May 20th, 2005  
**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

**1.5 Lobster Bake**
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

Action to be taken:
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the deserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

Next Club Meeting: Monday (May 23rd 2005, 5:30pm SHARP, Rowe Room)

Kristofer’s Email after the event:
Date: May 21st 2005, Saturday

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,
Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner
Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**
   The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

   **Action to be taken:**
   General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**
   The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

   **Action to be taken:**
   Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**
   The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

   **Action to be taken:**
   The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**
   The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**
   The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

   **Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General Introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 19, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 18th 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 26, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2nd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5th. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co sponsorship for French Dessert. Jake will also inquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested.
Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffee house.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:

Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING:  MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate **320-350 people** and the proposed cost per person will be **$10**. There will be about **45-50** different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**
**Silo**
**Fr. St House**
**MC House**
**Staff’s Houses**

We need list:
2 vans and drivers
5 walkie-talkies

**Responsibilities assigned in the last meeting:**

Event Coordinator: Jake
Gray Cage Arrangement: Ashley and Kris
Publicity + Managing Food Planning sheets: Emily
Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:
   John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to hand in the recipes. The recipe should include name and/or type of food, the basic ingredients needed and number of people it will feed. We probably don’t need the entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

Location: Ladd Help Desk
Time & Date: 6 pm, April 26th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui
Absentees: Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 Speakers
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing. Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals—the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

Action to be taken:
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons

1.3 Movie Nights
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

Action to be taken:
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

Action to be taken:
The officers decided to get the approval of Commons.

1.5 International BBQ
The officers have decided to organize this event during the short term. The event will be held in the Quad.
**Action to be taken:**
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

**1.6 Potential Events**
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

**NEXT OFFICERS MEETING:** FRIDAY (April 29th 2005, 12 noon Rowe Room)
**NEXT CLUB MEETING:** MONDAY (May 2nd 2005, 5:30pm SHARP, Rowe Room)
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 11th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting: WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting: MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list.

We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

**Action to be taken:**

Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

**Next Officers Meeting:**  FRIDAY (May 20th, 2005, 4:30PM at Commons)
**Next Club Meeting:**  MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

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**International Club Officers Meeting**

**Location:** Rowe Room

**Time & Date:** 4:30 pm May 20th, 2005

**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

**1.5 Lobster Bake**
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

**Action to be taken:**
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the desserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

Next Club Meeting:  **MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)**

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**Kristofer’s Email after the event:**
**Date: May 21st 2005, Saturday**

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,

Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner

Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. Film Festival
The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

**Action to be taken:**
General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. International Coffee House
The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

**Action to be taken:**
Detailed scheduling and planning needs to be done in latter meetings.

4. Activities for the Break
The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

**Action to be taken:**
The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. Club T-shirts
The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. Website Issues
The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

**Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
   General Introduction of all the members starting with club officers.
   Briefing about the club and upcoming activites by club officers.
   Signing up for Inter Mural Soccer Team

   The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
   The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: **MONDAY** (September 19, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 18th 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 26, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2nd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5th. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co sponsorship for French Dessert. Jake will also enquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested. Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffeehouse.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:
Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate **320-350 people** and the proposed cost per person will be **$10.** There will be about **45-50** different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**
**Silo**
**Fr. St House**
**MC House**
**Staff’s Houses**

We need list:
2 vans and drivers
5 walkie-talkies

**Responsibilities assigned in the last meeting:**

Event Coordinator: Jake
Gray Cage Arrangement: Ashley and Kris
Publicity + Managing Food Planning sheets: Emily
Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:
   John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to hand in the recipes. The recipe should include name and/or type of food, the basic ingredients needed and number of people it will feed. We probably don’t need the entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

**Location:** Ladd Help Desk  
**Time & Date:** 6 pm, April 26th 2005  
**Attendees:** Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui  
**Absentees:** Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 **Speakers**  
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing. Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals-the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

**Action to be taken:**  
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 **Felicitations/Greetings**  
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons

1.3 **Movie Nights**  
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

**Action to be taken:**  
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 **International Issues Leaflet**  
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

**Action to be taken:**  
The officers decided to get the approval of Commons.

1.5 **International BBQ**  
The officers have decided to organize this event during the short term. The event will be held in the Quad.
Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

1.6 Potential Events
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

NEXT OFFICERS MEETING: FRIDAY (April 29th 2005, 12 noon Rowe Room)
NEXT CLUB MEETING: MONDAY (May 2nd 2005, 5:30pm SHARP, Rowe Room)
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16 2005, 5:30pm SHARP, Rowe Room)
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting:  WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting:  MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date:  8 pm, May 18th, 2005
Attendees:  Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list.

We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

**Action to be taken:**
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

**Next Officers Meeting:**  FRIDAY (May 20th, 2005, 4:30PM at Commons)
**Next Club Meeting:**  MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

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**International Club Officers Meeting**

**Location:** Rowe Room
**Time & Date:** 4:30 pm May 20th, 2005
**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

**1.5 Lobster Bake**
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

**Action to be taken:**
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the deserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

**Next Club Meeting:** MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

Kristofer’s Email after the event:
**Date: May 21st 2005, Saturday**

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,
Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner
Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**
The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

**Action to be taken:**
General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**
The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

**Action to be taken:**
Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**
The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

**Action to be taken:**
The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**
The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**
The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

**Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General Introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 19, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 18th 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 26, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2nd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5th. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co sponsorship for French Dessert. Jake will also inquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested.
Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

**Location:** Ladd Help Desk  
**Time & Date:** 10:05 PM, October 23rd 2005  
**Attendees:** Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin  
**Absentees:** Emily Crowley

### 4.1 International Coffeehouse

The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

**Action to be taken:**

**Jake:**

Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

**Emily:**

Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

**Ashley and Saif:**

Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffee house.

### 4.2 International Movie Nights

The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

**Action to be taken:**

**Binit:**

Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

**Jake:**

Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate **320-350 people** and the proposed cost per person will be **$10**. There will be about **45-50** different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**

Silo
Fr. St House
MC House
Staff’s Houses

We need list:
2 vans and drivers
5 walkie-talkies

**Responsibilities assigned in the last meeting:**

Event Coordinator: Jake
Gray Cage Arrangement: Ashley and Kris
Publicity + Managing Food Planning sheets: Emily
Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:
   John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, 
     Submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to 
     hand in the recipes. The recipe should include name and/or type of food, the basic 
     ingredients needed and number of people it will feed. We probably don’t need the 
     entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people 
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include 
     making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event 
   - Selling tickets before the event and managing money 
   - Checking tickets at the event 
   - Giving away tickets to cooks and their helpers 
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah 
     Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions 
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management 
   - Designing the setup for serving tables and eating tables in the Gray Cage 
   - Decoration the venue 
   - Designing labels for the recipes to be served 
   - Making sure there are appropriate and enough hot trays and cutleries for the 
     servings on the serving table 
   - Arranging the music system and preparing the music collection. 
   - Arranging a microphone or podium (if required) 
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

Location: Ladd Help Desk
Time & Date: 6 pm, April 26th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui
Absentees: Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 Speakers
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing. Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals-the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

**Action to be taken:**
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons

1.3 Movie Nights
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

**Action to be taken:**
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

**Action to be taken:**
The officers decided to get the approval of Commons.

1.5 International BBQ
The officers have decided to organize this event during the short term. The event will be held in the Quad.
**Action to be taken:**
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

1.6 Potential Events
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

**NEXT OFFICERS MEETING: FRIDAY** (April 29th 2005, 12 noon Rowe Room)
**NEXT CLUB MEETING: MONDAY** (May 2nd 2005, 5:30pm SHARP, Rowe Room)
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: Wednesday (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: Monday (May 16, 2005, 5:30pm SHARP, Rowe Room)
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

   (i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting: WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting: MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list.

We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

Action to be taken:
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

Next Officers Meeting: FRIDAY (May 20th, 2005, 4:30PM at Commons)
Next Club Meeting: MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Rowe Room
Time & Date: 4:30 pm May 20th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

1.5 Lobster Bake
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

**Action to be taken:**
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the desserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

**Next Club Meeting:**  **MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)**

**Kristofer’s Email after the event:**
**Date: May 21st 2005, Saturday**

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,
Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner
   Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**
   The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

   **Action to be taken:**
   General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**
   The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

   **Action to be taken:**
   Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**
   The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

   **Action to be taken:**
   The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**
   The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**
   The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

   **Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General Introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 19, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk  
Time & Date: 10:15 PM, September 18th 2005  
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla  
Absentees: Emily Crowley, Jake Iselin  

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken: 
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING: 
NEXT CLUB MEETING: MONDAY (September 26, 5: 45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2nd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5th. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co-sponsorship for French Dessert. Jake will also inquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested.
Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffeehouse.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:
Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate **320-350 people** and the proposed cost per person will be **$10**. There will be about **45-50** different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**
Silo
Fr. St House
MC House
Staff’s Houses

We need list:
2 vans and drivers
5 walkie-talkies

**Responsibilities assigned in the last meeting:**

Event Coordinator: Jake
Gray Cage Arrangement: Ashley and Kris
Publicity + Managing Food Planning sheets: Emily
Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:
   John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly, Submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to hand in the recipes. The recipe should include name and/or type of food, the basic ingredients needed and number of people it will feed. We probably don’t need the entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

Location: Ladd Help Desk
Time & Date: 6 pm, April 26th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui
Absentees: Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 Speakers
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing. Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals—the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

Action to be taken:
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons

1.3 Movie Nights
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

Action to be taken:
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

Action to be taken:
The officers decided to get the approval of Commons.

1.5 International BBQ
The officers have decided to organize this event during the short term. The event will be held in the Quad.
Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

1.6 Potential Events
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

NEXT OFFICERS MEETING: FRIDAY (April 29th 2005, 12 noon Rowe Room)
NEXT CLUB MEETING: MONDAY (May 2nd 2005, 5:30pm SHARP, Rowe Room)
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16 2005, 5:30pm SHARP, Rowe Room)
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting: WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting: MONDAY (May 23rd, 2005, 5:30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list.

We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

**Action to be taken:**
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

**Next Officers Meeting:**  FRIDAY (May 20th, 2005, 4:30PM at Commons)  
Next Club Meeting:  MONDAY (May 23rd 2005, 5: 30pm SHARP, Rowe Room)

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**International Club Officers Meeting**

**Location:** Rowe Room  
**Time & Date:** 4:30 pm May 20th, 2005  
**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

**1.5 Lobster Bake**
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

**Action to be taken:**
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the deserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

**Next Club Meeting:** MONDAY (May 23\(^{rd}\) 2005, 5:30pm SHARP, Rowe Room)

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**Kristofer’s Email after the event:**
**Date:** May 21\(^{st}\) 2005, Saturday

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let's discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a thought starting now.

Have good night everyone!

Cheers,
Kris

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International Club Officers Meeting Minutes

**Location:** Ladd Help Desk  
**Time & Date:** 10:15 PM, September 11th 2005  
**Attendees:** Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. **International Dinner**  
Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**
The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

**Action to be taken:**
General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**
The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

**Action to be taken:**
Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**
The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

**Action to be taken:**
The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**
The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**
The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

**Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General Introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 19, 5: 45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 18th 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.

Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 26, 5: 45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2\textsuperscript{nd} 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5\textsuperscript{th}. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co sponsorship for French Dessert. Jake will also inquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested.

Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffeehouse.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:

Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)
International Dinner Planning

Date: January 29th, 2006
Venue: Gray Cage

We plan to accommodate **320-350 people** and the proposed cost per person will be **$10**. There will be about **45-50** different dishes.

Places where cooking will be done are listed below and those houses which needs to be blue slipped should be blue slipped for Saturday and Sunday.

**TA house**
- Silo
- Fr. St House
- MC House
- Staff’s Houses

We need list:
- 2 vans and drivers
- 5 walkie-talkies

**Responsibilities assigned in the last meeting:**

- Event Coordinator: Jake
- Gray Cage Arrangement: Ashley and Kris
- Publicity + Managing Food Planning sheets: Emily
- Designing posters, tickets: Binit

**Personnel needed to be contacted:**

1. For International Flags:
   - John B. Griffits

2. For Decorations: (Flowers, Ice sculpture)
   - William Bergevin
Plan of action:

1. Publicity:
   - Emails to the entire campus about the event well ahead of time and regularly,
     Submitting events in Daily Jolt and Bates Daily.
   - Emails requesting people to cook for the event.
   - Designing posters and putting them up well ahead of time.

2. Getting people to cook:
   - Emails requesting people to cook for the event and strongly encouraging them to
     hand in the recipes. The recipe should include name and/or type of food, the basic
     ingredients needed and number of people it will feed. We probably don’t need the
     entire procedures about cooking the food but it’s good if we have it.
   - Personally contacting potential people and encouraging them to cook.

3. Collecting Recipes and approving recipes:
   - Getting back recipes from people
   - Approving recipes and suggesting changes if necessary

4. Updating and keeping in touch with the status of the dishes:
   - Getting in touch with the people whose recipes are approved. This will include
     making sure they have enough time, place and all the ingredients needed.

5. Tickets Management:
   - Designing tickets for the event
   - Selling tickets before the event and managing money
   - Checking tickets at the event
   - Giving away tickets to cooks and their helpers
   - Setting aside tickets for special people, this probably includes Dean Reese, Sarah
     Wilson who won’t be buying tickets at the table.

6. Email Corresponding:
   - Corresponding to people who email us with questions
   - Managing the wait list if there is one

7. Gray Cage Management:
   - Designing the setup for ticket purchasing/checking tables and crowd management
   - Designing the setup for serving tables and eating tables in the Gray Cage
   - Decoration the venue
   - Designing labels for the recipes to be served
   - Making sure there are appropriate and enough hot trays and cutleries for the
     servings on the serving table
   - Arranging the music system and preparing the music collection.
   - Arranging a microphone or podium (if required)
   - Designing and arranging the placements of different recipes
- Monitoring the serving table. This will include making sure the tables are clean and in good condition, the empty trays are refilled and the finished ones are taken out with corresponding labels.

8. Managing and facilitating cooking areas:
   - Blue slipping the kitchens that needs to be blue slipped.
   - Assigning different cooking areas to different people
   - Ensuring the places are well equipped and well organized
   - Making sure the pace of cooking is good

9. Taking pictures/movies:
   - Taking pictures/movies in the event.

10. Cleaning up

Sincerely,
Binit Malla
International Club Minutes Meeting 1

Location: Ladd Help Desk
Time & Date: 6 pm, April 26th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui
Absentees: Kristofer Jönsson, Binit Malla, Emily Crowley

1.1 Speakers
The officers agreed on inviting 2-3 good and influential speakers from different fields every year. It is notable that Jacob has a prior experience in organizing such events and getting speakers to campus and he could be very contributing.
Ashley suggested Dr. Jeffery Sachs to speak on poverty. Dr. Sachs is the director of the Earth Institute at Columbia University and the director of the UN Millennium Project and he is also the special advisor to the UN secretary-general on the Millennium Development Goals—the internationally agreed goals to halve extreme poverty, disease and hunger by 2015.

Action to be taken:
The officers were requested to suggest names of at least two potential speakers in the next meeting and present their profiles and contact details.

1.2 Felicitations/Greetings
Ashley proposed that the International Club publish Festive Greetings in the Bates Daily and Bates Student. Saif suggested hanging a huge banner in Commons.

1.3 Movie Nights
Saif raised an objection to having movie nights since International Film House already exists on campus to serve the purpose. Ashley negated the objection with the argument that more of such events will be good and agreeable for the campus community.

Action to be taken:
The officers agreed to show English or foreign movies with English subtitles on various international issues on a regular basis. Jacob proposed Carnegie and Olin Arts Center as the two possible venues.

1.4 International Issues Leaflet
Ashley proposed on compiling a monthly leaflet on an international issue to be distributed in the campus. The officers decided to distribute the leaflet along with the Bates Daily with the approval of Commons.

Action to be taken:
The officers decided to get the approval of Commons.

1.5 International BBQ
The officers have decided to organize this event during the short term. The event will be held in the Quad.
**Action to be taken:**
Different responsibilities have been assigned to the officers. Jake will inquire about Slovakian BBQ, Ashley will inquire about Brazilian BBQ, Saif will inquire about Arabic Cuisines, Kristofer will inquire about desserts and Binit will inquire about Indian/Pakistani cuisines. Binit is also supposed to schedule a meeting with Commons sometime next week between Wednesday and Friday. Emily will design a poster and accumulate music for the event.

1.6 Potential Events
Ashley suggested Arabian Nights, Oriental Nights and Indian Nights combined with world religions awareness nights. Saif suggested additional small events to keep the International Club within the campus focus with events like Indian Hand Painting, Calligraphy and Coffee house.

**NEXT OFFICERS MEETING: FRIDAY** (April 29th 2005, 12 noon Rowe Room)
**NEXT CLUB MEETING:** MONDAY (May 2nd 2005, 5: 30pm SHARP, Rowe Room)
Attendees: Ashley Serrao, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson, Muhammed Saif Farooqui

1.5 Lobster Bake
The officers have decided to organize the event during the last week of short term. The tentative date for the event is Saturday, May 21st, 2005 and the proposed venue for the event is the Rand field. International desserts and appetizers will be served along with the lobster. As for attendance, students will be asked to RSVP through email, and the first 100 (or so) students will be put on a list to receive lobster. At the event, students on the list will receive a ticket which they will present to the server to obtain their lobster. Students not on the list can still enjoy the appetizers and desserts. The event will be free for students.

Action to be taken:
Different responsibilities have been assigned to the officers. Jake will inquire about the lobster and getting the lobster to the campus. He will also send out emails to international students asking them to volunteer in cooking different dishes that could be served with the lobster. Kristofer will talk with Commons regarding cooking the lobsters. Ashley will handle sending emails to the campus regarding the event and RSVPs will be sent to his email address. He will also investigate rain sites. Binit will inquire about getting the music system for the event from the Event support and design the ticket. Emily will design a poster for the event and collect international music. Saif will coordinate the payments for the event (i.e. lobster supplier, Commons).

Next Officers Meeting: WEDNESDAY (May 11, 2005, 8 PM at Help Desk)
Next Club Meeting: MONDAY (May 16 2005, 5:30pm SHARP, Rowe Room)
1.7 The officers decided to utilize the International Club Office in MC house. Some budget will be set aside to provide supplies for the office.

1.8 The officers decided to amend the constitution. The following amendments have been proposed.

(i) A person cannot run for any officer position unless he/she is not going to be in campus for the whole year including the Short term. The person cannot run for any officer position if he/she has held any officer position previously unless no one has run for the position, in which case a new meeting will be held to elect an officer and during that meeting a former officer may run.

Next Officers Meeting: WEDNESDAY (May 18th, 2005, 8PM at Help Desk)
Next Club Meeting: MONDAY (May 23rd 2005, 5: 30pm SHARP, Rowe Room)

International Club Officers Meeting

Location: Help Desk
Time & Date: 8 pm, May 18th, 2005
Attendees: Ashley Serra, Binit Malla, Emily Crowley, Jacob Iselin, Kristofer Jönsson,

1.5 Lobster Bake
There have been some changes to our initial planning of the Lobster Bake. The event will be held on Saturday, May 21st 2004 in the Library Quad (Rain Site: Gray Cage). Along with the lobster, desserts, appetizers and drinks will be served with some international music. An email has been sent out asking people to RSVP to aserrao@bates.edu to sign up for the event and the price for the ticket is $2. An estimated number of 130 will be signed up for the event and the next 40 will be kept in the waiting list. We have got co sponsorships from the Budget Committee ($550) and the Amnesty International ($450).

**Action to be taken:**
Emily has been publicizing the event. Posters have been put on various parts of campus to advertise and promote the event and reminder emails will be sent out frequently. The advertisement has been submitted to Dailyjolt.com and will be forwarded to Bates Daily as well.

Ashley has booked the Gray Cage (Rain Site), tables and bins for the event and we might need to borrow some of the utensils from the Commons. Ashley will also prepare a list of people who did RSVP for the event. Binit will get the music system and camera from the Event support and make the tickets. Emily will compile a CD with some international music for the event. Kristofer will contact the Commons and make sure the delivery of lobster will have no problems.

**Next Officers Meeting:** FRIDAY (May 20th, 2005, 4:30PM at Commons)
**Next Club Meeting:** MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

**International Club Officers Meeting**

**Location:** Rowe Room  
**Time & Date:** 4:30 pm May 20th, 2005  
**Attendees:** Ashley Serrao, Binit Malla, Emily Crowley, Kristofer Jönsson

**1.5 Lobster Bake**
The officers discussed about the Lobster Bake to be held on Saturday. The desserts will be ordered from the Grant’s Bakery and the Lobster will be provided by Commons along with chips, salad, drinks and the entire cutlery required for eating the Lobster. Other people will be helping us with cooking some international appetizers. Sao, Asuza, Sabrina and Jung Min have offered to cook for the event.

**Action to be taken:**
All the officers, with exception of Jake and Saif, will meet at the Library Quad at 4 pm to set up the tables and bins. Emily will drive to the Bakery to get the deserts. During the event, Emily will sell the ticket according to the RSVP list. Binit will check the tickets and Kristofer, Ashley, Jake and Natasha will serve behind the tables.

**Next Club Meeting:** MONDAY (May 23rd 2005, 5:30pm SHARP, Rowe Room)

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**Kristofer’s Email after the event:**
**Date:** May 21st 2005, Saturday

Hi All,

I want to begin by saying that I think that we all did a great job today putting together the lobster bake. Although we had very limited time (and very limited help) we managed to put on a better and "much more organized" lobster bake this year than the previous year's officers did last year (at least in Nikolay's opinion). Thank you all for putting in everything to make the lobster bake happen in the first place!
Now to the details (I am going to try to take this step-by-step):

**Receipts**

Ashley, can you retrieve the receipts from the sushi-makers?

Emily, can you bring Sao's receipts to the next officers' meeting (Monday)? I want to go over his expenses: He definitely did not use the two shopping carts worth of food he purchased yesterday. Straightforwardly put: he owes us money (and yes I think we should ask him to pay us back at least $20).

Binit, thank you so much for taking the cost for the desserts. If you do not mind, I think it would work best to have you be reimbursed last. I think the TAs are leaving after Short Term and obviously we have to take care of their money first. Even though your receipts will be processed the last, I am confident that we will be able to reimburse you within a week as of Monday.

Since I was the one placing the order for the lobsters etc. with Commons, I will get the final receipt (including the new plates we took out today and whatever other fee they might have added).

Since Saif is gone, and since I am comfortable with treasurer-work from the Mock Trial Team, I would not mind taking on the role as acting treasurer until Saif returns unless anyone disagrees.

**Hassles**

Garbage fee. I honestly did not pay attention to a word that the Security man said when he came in in the end. My understanding was that we were to leave the trash in the Grey Cage and that physical plant would pick it up. That is not the case: a commons quasi-manager called me tonight and asked why we did not take away the trash. Apparently Security as they came to close up the Grey Cage called Commons and asked them to remove our trash. I do not care about who picks up the trash, but I do care about the garbage fee that Commons is going to add to our bill. As the Commons manager guy though that I was the one who blueslipped the Cage, he wanted to know what arrangements as to garbage disposal that I made with physical plant. I told him that he is supposed to speak to Ashley as it was he who arranged with the locale. Ashley, would you mind talking to him tomorrow?

Returning tables and trash bins. Please everyone, help out bringing any random tables scattered around the Library Quad to the pillar in the Library Arcade where the other tables and trash bins are kept.

Dealing with the fees Commons will add to our total for garbage disposal (apparently throwing away lobsters is expensive) and lending of additional utensils. (Ashley, I guess this is a job for us.)
Ticket Sales

The revenue from the lobster bake ticket sales is $208. This means that there were 104 paying visitors. I know this is late, but Binit did you keep the tickets you collected? A checkup as to if there were any students (or deans) sneaking in might seem lame, but could be useful in preventing the same from happening at future events. Emily, did you keep a count of how many tickets that "helpers" were given?

$95 from the ticket sales are as of now reserved for the Tsunami Relief Fund (we borrowed from the cash that International Club raised selling the SOS bracelets). This is not necessary however and if anyone has a better idea for how we should go about depositing or using this cash please remember to bring it up during the next officers' meeting.

Evaluation

For future purposes it could be a good idea to think over what worked and what did not work today. Let’s discuss this on Monday. Also, now is the time when we should start thinking about next year. Perhaps it is too early for in-depth discussions at this point, but please give future International Club arrangements a though starting now.

Have good night everyone!

Cheers,
Kris

International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:15 PM, September 11th 2005
Attendees: Ashley Serrao, Jacob Iselin, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley

1. International Dinner
Officers briefly talked about how we should organize the upcoming International Dinner. We decided to use the faculty’s kitchen and kitchen in Campus houses so that we don’t have to spend extra money on buying utensils and other provisions. We plan to get the recipes earlier, like a month ahead, from all the people interested in cooking for the event with a detailed description of their menu and the food and total cost will have to be approved. We also plan to limit the number of helpers that can be used by a person and all of them will be charged a discounted price instead of paying nothing.
2. **Film Festival**
The officers planned to have film festival in which we will be showing some International movies at a very cheap price or may be without any fees depending upon what we can manage. All the officers agree on showing the movie at the Olin Arts Center and Friday evenings could be the best time to do it but it might contradict with the Film Board Movie nights.

**Action to be taken:**
General consent on which movie should be shown will be taken at one of the meetings from all the members. Have to inquire Olin Arts Center for the availability of the place and the equipments. Also need to inquire about the procedure behind showing movies like paying royalties to the company.

3. **International Coffee House**
The officers agreed on having the Coffee House every semester instead of having it only on winter semester.

**Action to be taken:**
Detailed scheduling and planning needs to be done in latter meetings.

4. **Activities for the Break**
The officers decided to organize an outing during the October Break. This could be a day long outing trip to places in Maine or could be few days trip to places like Canada, namely Niagara Falls.

**Action to be taken:**
The officers will have to talk to Dean Reese about the feasibility and cost of the trips. Needs to know what members feel about it, where they would like to go and if they will be willing to pay. This issue will be brought up in one of the meetings.

5. **Club T-shirts**
The officers decided to make club T-shirts later in the semester to promote the club and raise some money to support our activities through the sale of the T-shirts. However, designing of T-shirt and estimating the prices needs to be done.

6. **Website Issues**
The officers plan to put up a new website for the club and Binit, who has also accepted the responsibility of the webmaster, has been working on putting up a new website over the summer. The basic layout has been finalized and approved although the pages are lacking information to be put into them. The officers have been given responsibility to gather or write information that will be put up in the website. The incomplete version of the website has already been uploaded so that all the members could see the appearance of the website and the website will be completely done in about 2-3 weeks time.

**Action to be taken:**
Regarding the website:
Ashley has been assigned to create a detail schedule of Club’s past events and a tentative schedule of upcoming events.
Emily has been assigned to collect pictures from other students.
Saif and Kristofer have been assigned to write the descriptions about the club like mission, introduction, history of the club etcetera.
Jake has been assigned to write about various activities of the club.
Binit will be responsible for updating the website and doing necessary changes.
Officers plan to discuss the progress of their assigned duties in the next meeting.

7. Planning for the First Meeting
General Introduction of all the members starting with club officers.
Briefing about the club and upcoming activities by club officers.
Signing up for Inter Mural Soccer Team

The officers plan to have slide show of pictures from our events and first-year outings at one of the meetings. Saif has been given the responsibility to collect the pictures from other students.
The officers also plan to bring Dean Goundie in one of the meetings to talk about the new system of having no meals for students during the breaks. Ashley or Kristofer will contact Dean Goundie regarding his availability.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (September 19, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk  
Time & Date: 10:15 PM, September 18th 2005  
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla  
Absentees: Emily Crowley, Jake Iselin

2.1 Trip for Breaks
The officers discussed about outdoor trips during the October Break. Saif is working out on estimated cost with Dean Reese on what each member will have to pay and it will be discussed in detail in regular club meeting on Monday.

2.2 International Movie Nights
The officers decided to start showing some famous International Movies on Friday Night on fortnightly basis. The first movie that we will be showing this coming Friday, September 23rd will be “Gods must be Crazy” or “Good Bye Lenin” depending upon the availability of the movie from the library. The venue for the movie will be Frye.St House and the show time will be 7:45 pm. Popcorns and some drinks will be served and we will have room for about 25 people.

Action to be taken:
Saif will check the availability of the movie and Jake will blueslip the house. Kris will take care of the refreshments and Binit will take care of the equipments required for the show. Emily will be responsible for the publicity of the event through Emails and Bates Daily. Emily, Saif and Jake will also be responsible for putting up the poster for the event.

2.3 Others
During the first week of October, the officers plan to bring Dean Goundie to give a speech about new meal plans under which Commons will be closed in all the breaks for students staying in campus. Dean Goundie will be invited in one of our regular Monday meetings and emails will be sent out prior to the campus community informing about his presence.
Among other things, the officers raised a proposal about having another Activity Coordinator to assist Jake since his job will get difficult as we start organizing various events and having more officers will contribute to making the club more efficient and we will have to be less worried about our conflicting schedules.

NEXT OFFICERS MEETING: 
NEXT CLUB MEETING: MONDAY (September 26, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 2nd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin

3.1 Trip for Breaks
Saif has been working with Dean Reese on the package to Canada that includes a three days trip to Canada during the October Break. The trip will consist of a bus ride to New York, to Niagara Falls and possibly Toronto and Montreal and Thousand Island boat trip. He has all the details and it will be discussed in regular club meeting tomorrow. The price will include the price of visa and is subsidized by Dean Reese’s Office. The members will be given all the information and will be asked to decide what they want to do. A proposal for 30 people has been sent to the traveling agency and we are still waiting for their reply. Along with this trip, the officers also plan to have days trip to Old Port, Freeport, Boston or Acadia if enough people are interested.

3.2 International Movie Nights
Needs to clarify about the procedure of showing the movie and need to contact Dean Tannenbaum or Film board on this regard.

Action to be taken:
Saif has to take care of movie check out or inform Jake about the professor to see regarding the reserve status of the movie. Jake has to blueslip Fr. Street and Emily will have to make posters and send out the emails.

3.3 International Coffeehouse
The officers have decided to organize “The International Coffeehouse” during the first week of November, most likely Saturday afternoon, Nov. 5th. Jake has been appointed the coordinator for the event and he will also be the person responsible for all the questions and responses regarding the event. The proposed venue for the event is the Silo and we plan to accommodate at maximum 50 people. Along with Chai and Coffee, we will be providing various international desserts and our tentative budget for the desserts is $200. We also plan to find co-sponsors so that we will be able to provide a bigger variety of food. Emails will be send out 3 or 4 weeks before the event asking people to perform for the show and depending upon the number of people who are interested, we will decide who will perform and what will be shown, how many different events each can perform and so.

Action to be taken:
Ashley will take care of Indian sweets for and Saif will take care of Middle Eastern sweets. Jake will enquire about a possibility of co sponsorship for French Dessert. Jake will also inquire the availability of the Silo.

3.4 Dean Goundie coming to the meeting
Dean Goundie will be joining all the members in tomorrow’s club meeting and he will be talking about the new meal plan under which Commons will be not provide
free food to students during breaks. Dean Goundie will inform all the students about the new plan and will answer any related questions.

3.5 Others
The officers have decided to change the meeting times. Rather than having officers meeting on Sunday evenings, the officers plan to have the officers meeting sometime in the end of the week. Friday evenings at 6:30 pm has been suggested.

Mailing List: The club has three mailing list namely intclub, intclub-members and intclub-alumni. Intclub has all the officers including the club advisor, intclub-members has all the members and intclub-alumni is currently empty.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 3, 5:45pm SHARP, Rowe Room)
International Club Officers Meeting Minutes

Location: Ladd Help Desk
Time & Date: 10:05 PM, October 23rd 2005
Attendees: Ashley Serrao, Muhammed Saif Farooqui, Kristofer Jönsson, Binit Malla, Emily Crowley, Jake Iselin
Absentees: Emily Crowley

4.1 International Coffeehouse
The officers talked about organizing “The International Coffeehouse” which will be held on November 5th, Saturday. It will be held in the Silo and we plan to accommodate about 50-75 people. It will be about 1 ½ hour long but it will also depend on how many people wants to perform in the show. As previously planned, Chai and Coffee will be provided with various international desserts. Jake as the coordinator of the event has been given the sole responsibility of getting people to sign up for the event and corresponding with them. Further details about the scheduling of the respective performances will be discussed in latter meetings.

Action to be taken:
Jake:
Jake has already blueslipped the Silo and will be inquiring about availability of chairs, tables and sound system. He will be talking to "Classroom Technology and Event Support" Office about renting Microphones and other necessary equipments. In the same regards, he will be sending out emails asking people to RSVP to sign up to perform for the coffeehouse and he will be responding to those emails. Finally, he will be ordering Chai and Coffee from Commons for the event.

Emily:
Emily will be publisizing the event by putting up posters, announcing in Bates Daily and Dailyjolt and sending out emails.

Ashley and Saif:
Ashley and Saif will be getting Indian and/or Pakistani Sweets for the coffeehouse.

4.2 International Movie Nights
The officers have decided to show the movie “Monsoon Wedding” for the upcoming movie night.

Action to be taken:
Binit:
Binit will be reserving the movie for the movie night. Saif might be doing this one in one of his audio shifts. Both of them will communicate and will let rest of the members know.

Jake:
Jake has blueslipped the Fr.Street and will be getting drinks and food (plus bowls) for
the event.

Emily:
Emily will be making posters and putting them up and sending announcement in Bates Daily. She will also be sending out emails about the event.

NEXT OFFICERS MEETING:
NEXT CLUB MEETING: MONDAY (October 31st, 5:45pm SHARP, Rowe Room)