Emily called the meeting to order at 5:01pm

Guest Speakers
• No guest speakers

Special Events On-Campus
• March Grocery Bingo
  o Do we want to do the first week, which is the week before spring break, or week after spring break?
    ▪ Is the week before spring break midterms?
      • Yes
    ▪ We all agreed to have it after spring break.
  o Monday, Tuesday, or Wednesday in East Hall or Smaug.
    ▪ People say Tuesday because they are less busy.
    ▪ If the event in East Hall is on Tuesday what is our second choice?
      • If we do it later in the week then people might have all their food gone by then.

Special Events Off-Campus
• MOA tickets sold out in 21 minutes! 😊

Concerts
• Thank you for coming to the reveal party! The one last night as well as the one today. Today was fun and there was a lot of people.
• Spring concert is Parmalee if you haven’t heard.
  o Make sure you check off your calendar March 28th.
  o Tickets on sale this Thursday the 19th, $10 to students. There is not a limit to how many tickets you buy so make sure to tell your friends.
  o Make sure to check your number on the ticket when doing the ticket tracker.
• Six Appeal
  o Showed a video of Six Appeal.
  o It is this Saturday the 21st at 7:30pm; arrive at 6:45pm please. It will be in East Hall.
  o Job sign-up is being sent around and will be in the office.
  o They will be there at 4:30-5pm to unload their small trailer.

PR Print
• Whiteboards are updated
• We hung up all the posters around campus before the meeting.
• Sign up for at least 2 places to hang public posters
If you have a car, take a further destination, so the people who don’t have cars can walk to the closer locations.

When you hang up the posters do you have to ask anyone at the place?
- Yes just ask someone who works there if you can hang the posters up.
- A lot of times their managers have to approve it so they just take the poster.

PR Tech
- Thanks for promoting the spring concert reveal party
- Please help promote ticket sales for Thursday at 9am.
- Share/Invite people to Six Appeal
- Share/Invite people for spring concert.

Accounts
- Total: $29,621.14
- SE On-Campus: $1,935.43
- SE Off-Campus: $729.50
- Concerts: $560.70
- PR: $397.92
- Assistant Director: $1,332.73

Assistant Director
- February birthdays
  - Happy Birthday to everyone born in February!
- Relay meeting after committees

Director
- Concert tickets go on sale Thursday. We need everyone in the office during your hour. If you can’t make your office hour make sure to let a board member know right away so we can try to fill it.
- Office hours to help fill
  - The office will be open from 9-4pm on Fridays until the concert or until sold out
  - If you are available to do office hours on Friday between 1-4pm let Emily know. This will not include the Friday before spring break.
- Make sure to stay until the office actually closes
  - If you are closing the office, text and call Megan if you are leaving and she is not in there to put the box away. Her number is 952-334-6604.
- Office closed on Wednesday
- Ticket tracker lesson
  - If you don’t know what it is. Get to know it! It is going to be your best friend or worst enemy for the next few weeks.
  - If you’re selling multiple tickets you can hold shift down and select multiple.
Don’t worry about the email.
- Put their first and last name and their ID number.
- Make sure you put Cash, Check, or Purple Pass
- Purple Pass you really need to make sure to collect the ID number.
- If you have any questions or confused about the tracker go through the test event and practice the tracker.
- Make sure you are refreshing the page and the tickets went through.
- You can login in on your own computer but try to use the Mac.

- Make sure to triple check ticket numbers.
- Make sure to grab the correct amount of tickets
- Make sure to take the correct amount of money
- Make sure you see the STUDENT ID.
  - Not faculty
    - South East Tech Students are allowed to get the tickets right away.
    - Check the dates on the ID because people will try to use their expired student ID.
- Don’t feed into social media complaining
- Make sure to not mention the other people we thought about bringing. It creates more troubles.
- If you’re not at attendance for the concert when it comes; you’re allowed to put a deposit for the ticket $10 price. After you work your shift and we see you working you are allowed to get your money back right away.

Joe/Tracy

Tracy:

- We have marketing, production quotes, and contract for the concert. We just bypassed the part of the contract that said we couldn’t announce until they sign for the opener.
- Finished the website for the concert. It has driving directions, parking information, and frequently asked questions on there.
- She will start contacting the local newspaper and radio stations depending on how the student ticket sales go.
- This will be a very community friendly concert so we will have to PR to the community well.
- We will have to nicely figure out the line especially because Dance Marathon is going to be there.
- This is the first time in three years she hasn’t been to Six Appeal but it is a great event. Make sure we use word of mouth for the concert on Saturday. It is a really good show. Might be good to have people outside of the basketball games because they are 4&6pm games.

Meeting adjourned at 5:33pm.