1. Recap of last meeting.
   a) Vendor hour recommendations
   b) Late Night Programming in the Student Union

2. Scheduling Coordinator John Pratt came in and did a presentation on.
   - Facility Usage Guidelines
   - Steps to planning events.
   - Virtual EMS
   - Meeting and events spaces
   - Cost of renting out the ballrooms

3. Committee Concerns
   a) Event planners would like to have one individual who is consistent with them so that they do not have multiple emails from different student workers.
   b) Ways to keep everything running smoothly
      - Keep log of callers.

4. Increase in activity
   a) Clubs and Organizations can now have two meetings a week.
      - Activities in the Student Union increased as result of that.
      - The idea of reserving the JTB room was brought up

5. Incentive.
   a) If student organizations plan an event at night, depending on the time and how long the event is, their staffing will be paid for.
      - Any Nevada student can make a walk in request for available rooms to study with their student ID

6. Staffing Requirements
   a) Special event staffing is required for a 100 or more people in an event.