

MINUTES

Harvard Near East Society

February 8, 2006

1. Opening comments:

Nicola Carpentieri mentioned our success in receiving \$2000 from GSC and got the meeting started...

2. Budget:

Deena Ragavan noted that our budget of \$2000 only applies for the next two months, since after that time (April) we'll be able to apply for another sum (ideally another \$2000) from GSC. She went through the budget details of each event (see the official Budget). Adam Aja noted that our allocation of money for food for the night lectures (\$200) was perhaps more than ample. Deena left it at that, saying it would provide a buffer for future, currently unplanned events. We will have to hire audio equipment for the live band planned for the socials. Again, perhaps too much money for the donut/coffee event, but that can also be shuffled around.

The funding is entirely reimbursed by GSC, *not* given up front. This means that **every expenditure has to have its receipt kept and be given to Deena**. Adam asked whether, with this method of payment in mind, we could still be flexible with our spending allocation. Christine answered yes, within reason.

We don't have any funding for a car, so if someone has one, please volunteer it. Alternatively we can shell out for delivery.

3. Communication and documentation:

James discussed the need for sending him copies of every email for every event's organisation and also a hard copy of the advertising for archival purposes. This is so that we can demonstrate our activities to the GSC in future rounds of funding.

Christine added that every piece of advertisement **must** have "this has been funded by the GSC" or equivalent at its bottom. Also, at least one copy of the advertisement for **every** event must be placed in Dudley House.

4. Events

a) lunch talks: Christine discussed how the people giving lunch talks will be sharing responsibilities among each other (i.e. postering), so that the person talking only has to concentrate on the talk. However, the speaker must design his/her own poster.

b) evening lectures: Adam is liason for these lectures. Na'ama volunteered to help. We decided to push every talk two weeks later for the sake of starting up our publicity machine. The dates were subsequently changed (see Aja or Thomas). Stine proposed that a similar "buddy postering" scheme like in the lunch talks be applied. The number of people that might come is uncertain, Adam suggested around 15-20, in which case perhaps Sem. Mus. Rm 201 is sufficient. We don't have to hire cleaning staff—so long as we clean up after ourselves decently. Basically everything we bring in has to be brought out as well.

c) social mixers: first party, Thursday Feb. 23rd will have a Hebrew, Arabic, and Spanish poetry reading, as well as live flamenco and Spanish music. Refreshments (wine, food, etc.)

d) coffee/donut hour: Adam pleaded that someone else take control of this. The NELC office has a large coffee machine, so someone has to go to Dunkin Donuts, get coffee and donuts, come back here and make the coffee. Dates uncertain, but one Friday morning a month. Jon Whitley had mentioned (earlier) that he would help. The exact location is going to be difficult also. Jessica said she would be able to handle a portion of it provided that 9:30 was an acceptable starting time.

e) MFA tour: we have an opportunity to take a tour of MFA's Giza archive project. The days possible are Mondays and Wednesdays during the day, Wednesday evening. The specific date is uncertain, to be determined when a time slot is picked. A sign up sheet was passed around to assess what time of the week is suitable. **please contact Adam Aja (aja@fas.harvard.edu) or Christine Thomas (cnthomas@fas.harvard.edu) if you would be interested in participating.**

f) scotch hour: Adam thought this might be a way to incorporate the faculty into the events of HNES, particularly since he knew that there used to be a sherry event. It could be an inexpensive addition to the budget. Is it too alcohol-oriented? We should be advertising to faculty outside the NELC department. Aryay pointed out that Friday evening is not a good time for Jewish studies people/faculty because of the imminent Sabbath.

5. Other business

a) NELC liason: Christine talked about how we need a political advocate and advertiser, someone to gather ideas from the graduate students regarding teaching, our course requirements, etc. Jonathan Kaplan agreed to think about taking on that role. This topic led to the problem of whether NELC issues are even relevant to the HNES. It was proposed, and agreed, that the two should be kept separate.

Na'ama said that she was dissatisfied with the bland list of names on the HNES website. She had discussed with Dan that each name could have a link to personal information, such as written papers, qualifications, etc. It's a personal page that everyone can adjust to their own needs.