- Welcome and Updates: Liz
  o Happy Birthday to Jake!
  o Around the room with introductions

- PC Positions and “to-do’s” per position – Liz
  o Handed out all PC positions and reviewed positions descriptions

- Format of Meetings – Liz
  o Business Meeting:
    ▪ Minutes – approval
    ▪ All positions – Chair, Chair-Elect, etc. (including your update on your liaison)
    ▪ Old Business
    ▪ New Business
  o Guest Meeting: We will go through our business first and tell guest and other PC members that we will start at 10 after the hour so we can get through our business first.
    ▪ Minutes – approval
    ▪ All positions – Chair, Chair- Elect, etc.
    ▪ Guest Speaker
  o Format approved by the council

- Updates for this year: Liz
  o New business for September 3rd – We will be going over how to nominate or elect PC Representative Liaisons.

- Firefly Award: Sean
  o Sean created an online website where people can submit their nominee’s. Sean sent out website – will review website and get back to Sean with any questions, comments, or concerns.

- Around the Room: All
  o Liz will make copies of all agendas each meeting