**University of San Francisco**

**School of Management**

**Department of *Hospitality Management***

**Meeting Summary**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | 12/14/2012 | Start  Time: | 10:30am | End Time: | 12pm | Location: | LM 108 |

**Who was there** *(Indicate attendees and who chaired the meeting.)*

David Jones (chaired the meeting)

KO Odsather

Emily Doyle

Sun-Young Park (via Skype)

Michelle Millar

Jean-Marc Fullsack

**Topic of Meeting** *(Attach a copy of the agenda if possible.)*

Please see agenda attached.

**Decisions Made and Policies Approved** *(Provide a clear statement of decisions and policies. If a vote was taken, indicate the vote count.)*

* Linked In Blogs – The purpose of these blogs will be to spread our reputation and recruit students both nationally and internationally. All HM faculty will write about their area of expertise and post relevant news, articles and journals. Thomas Listerman will be asked to come and do a presentation on linked in for our department.
* We should work to create a social mission for our department by partnering with non-profits such as “Clean World” and “Food Runners”. We should build awareness, give complimentary invitation to the symposium, and invite them to be guest speakers in our classes.

**Action Items to be addressed after the meeting** *(State the action item; indicate the name of the person responsible for it, and the date it is to be completed.)*

* LinkedIn Blog schedule: January (David), February (Michelle, March (Sun-Young), April (K.O.), May (JM & Jeff)
* Emily to schedule a time for Thomas/Alex Hochman to come in and do a mini workshop on linkedin.
* Wed. April 24th Symposium – David is working to develop the theme and title for the Symposium as well as keynote speaker ideas.