**University of San Francisco**

**School of Management**

**Department of *Hospitality Management***

**Meeting Summary**

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| Date: | 04/12/2013 | Start  Time: | 10:30am | End Time: | 11:30pm | 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

Jean-Marc Fullsack

Michelle Millar

Jeff Scharosch

**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.)*

* Michael Collins accepted faculty position.
* Faculty roles were determined for the Symposium. Emily will work with registration, Jean-Marc will assist the panel members, KO and David will be involved with the event team, and Michelle and Sun-Young will help run the Company Elevator Pitch session.
* Michelle will represent the department on the Undergraduate SOM committee; Sun-Young will represent the department on the Faculty Development committee.

**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.)*

* Keynote speech at annual Symposium will be recorded. David will find out how to record and access it on the website for those that paid.
* Michelle and David have updated the Department Blog. Next blog will be a summary of the Symposium focused on Collaborative Consumption and Wellness. David will be working to expand the alumni base on Linkedin.
* Emily will work with Heather White to get subscription to eight individual industry journals by April 26th.