

CEGSAC 2023-2024 Meeting Minutes

CEGSAC Meeting

02/05/2024

Location: HAMP 1113 and Teams

Time: 8 AM EST

Overview:

Purpose: the objective of the meeting is to briefly update on the past events and review what is coming in the next week. Ask for help where needed and make sure everyone is participating.

Agenda with Notes:

- *Upcoming Events*
 - Sports, Health, and Wellness Committee:
 - Ice Skating Event | \$550 | Date - Feb 2
 - Successfully completed - 120 participants
 - Ice rink and state rentals on credit card - Sean
 - March Madness Bracket | \$150 | Date - Mar 17
 - Budget if we need watch party pizza and prizes
 - Bowling | \$250 | Date - TBD
 - Look at renting PMU if not doing weekly bowling
 - Yoga/Zumba | \$100 | Date - TBD
 - APF two weeks ahead of time
 - During dead week -> rent Co-Rec
 - Intramural teams or weekly sports | \$150 | Ongoing
 - Interest form to send this week
 - Potentially bowling lanes or bowling league registration
 - Tennis courts \$30/hour indoor or free outdoors
 - Volleyball
 - Badminton rental?
 - Look at reserving a community center
 - First Co-Rec opening first week of March

Professional Development Committee:

- Research Bytes | \$200 | Date - Feb 15
 - Booked HAMP 2107
 - Sent out email - no grad student registration yet
 - Purchase snacks and send receipt to Sean
- Emerging Leaders | \$970 | Date - April 1st
 - Lisa - 2022 Transportation Engineering Graduate

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- Need to sign contract through BOSO - check drive
 - Complete a month prior to the event
 - Pay speaker flat rate - complete budget sheet and provide a check for sum
- Reach out to Dr. Abraham and Jenny for funding assistance
- Coordinate travel from New Mexico
- Book a classroom and prepare schedule
 - Typically 2 meals
- Reserve Wood Commons for lunch and reception
- CE Symposium | \$3000 | Date - April 19
 - Reserved FRNY and Wood Commons
 - 14 registered companies
 - Look at company interest at hosting an info session on the 18th
 - Send email to students on March 4th
 - Make sure to specify poster format, size, print deadline
 - Look at how to print student posters
 - Coordinate networking workshop with CCO on April 18th
 - Book Wood Commons for the event
 - CESAC social April 18th - let companies and students know
 - Concerns about limited space at AJ's
 - Look at merchandise
- Coordinate a resume workshop
- Discuss with ITE, and possibly other student organizations, about a potential tour of Subaru before March
- Cultural and Outreach Committee:
 - Spring Festival | \$300 | Date - Feb 10 (Fri)
 - 11 people have registered → follow up email and WhatsApp
 - Snacks from Better World Market
 - Look at purchasing some board games
 - Decks of cards, Apples to Apples, Uno, other PG games
→ get Myriam's approval before purchasing
 - Check cabinet for leftover art supplies for coloring
 - Diversity and Inclusion Panel | \$200 | Date - Mar 1 (Fri)
 - Send out email to panelists this week - ask last year's participants for availability
 - Spring Picnic | \$200 | Date - April 6 (Sat)
 - CE Town Hall | | Date - Feb 21 (Wed)
 - 4:30 PM on Wednesday
 - Need to spread the word, get questions via Google Form
- *Treasurer / Funding update*

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- Amount left in Boso
- Amount used with CE department credit card?

- *Office of Public Relations*
 - Add descriptions & pics to 2024 events | Date - Ongoing
 - LinkedIn + Insta updates + TV | Date - Ongoing
 - Starting with CE Town Hall
 - Identify and link other CE grad organizations. | Date - Ongoing
 - CGSAC email
 - Newsletter | Date - Feb 15th
 - Sample in the Google Drive
 - + Other updates

- *General*
 - CGSAC office has chairs and couch
 - Entrance code, for E-Board only!!!
 - REMINDER: Lunch with prospective faculty 11am Feb 6th
 - Purdue Day of Giving April 24th

- *PGSG Activities? / PGSG Senator input*
 - Nothing of note

- *Questions or expectations?*

- *Next meeting date / time*
 - Feb 19th

Action Items:

1. **All officers** make sure to use the Purdue tax exempt form with purchases.
2. **All officers** remember activity planning form (APF) through BOSO.
3. **All officers** brainstorm ideas on how to engage more incoming students.
4. **All officers** when sending emails to the CGSAC list, make sure to BCC Dr. Abraham and Jenny Ricksy and cegsac@purdue.edu for our records.
5. **All officers** include "CGSAC" in email subject and body.
6. **All officers** to update "Calendar of CGSAC Events" in shared Google Drive.
7. **All officers** remember for any purchase over \$100, reach out to Myriam and get the credit card.
8. **All officers** make sure CGSAC purchases are separate transactions from personal.
9. **All officers** make sure to email Sean receipts ASAP and that receipts give general credit card info e.g. Visa XXXXXXXX1234.

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10. **SHW** provides Sean with combined receipts for the basketball game tickets, ice skating food, and ice skating hot cocoa purchases.
11. **SHW** to prepare to run an online March Madness bracket.
12. **SHW** to look at potential dates and times for a bowling event at PMU.
13. **SHW** to send out a student interest form for weekly sports.
14. **SHW** to look at booking the Co-Rec for the first week of March.
15. **PDC** to recruit more graduate student presenters for Research Bytes.
16. **PDC** to purchase snacks for Research Bytes and send receipts to Sean.
17. **PDC** to contact Dr. Abraham and Jenny regarding funding for Emerging Leaders.
18. **PDC** to prepare a schedule and book necessary rooms for Emerging Leaders.
19. **PDC** and **Myriam** reach out to Lisa about preferred flights for Emerging Leaders.
20. **PDC, Sean, and Myriam** to fill out a BOSO contract to fly out Lisa for Emerging Leaders. Start with an APF in BoilerLink.
21. **PDC** to inquire about company interest in hosting information sessions around CE Symposium.
22. **PDC** to coordinate a networking event with CCO, potentially April 18th.
23. **PDC** to decide on CE Symposium merchandise.
24. **PDC** to potentially discuss touring Subaru with ITE and other student organizations.
25. **CCO** to look at purchasing board games or activities for the Spring Festival.
26. **CCO** to purchase snacks from Better World Market for Spring Festival and send itemized receipts to Sean.
27. **CCO** to reach out to the desired panel for Diversity and Inclusion Panel.
28. **CCO** to spread the word about the CE Town Hall.
29. **CCO** to email students with the Google Form to submit questions for the CE Town Hall.
30. **OPR** to continue updating our website and social media with events.
31. **OPR** to continue working on a newsletter draft.
32. **Sean** to look at getting access to the CE card account.
33. **Sean and Myriam** reach out to BOSO for a hotel discount code for Emerging Leaders - Union Hotel.
34. **Sean and Myriam** to purchase a water kettle.

Tasks Complete from Previous Action Items

1. **All officers** check their schedules to attend the lunch with prospective new faculty on Tuesday, February 6th from 11:00 AM to 12:30 PM.
2. **PDC** to send out an email to students today for Research Bytes participation.
3. **PDC** to review prior Emerging Leaders nomination lists and send potential candidates in CEGSAC E-Board group chat for voting.
4. **PDC** to ask Dr. Abraham to email regarding Emerging Leaders for nominations from faculty and/or the department sponsoring flying in a candidate of the board's choice.

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5. **SHW** to send out the ice skating information to students today.
6. **SHW** to print out safety waivers for ice skating event.
7. **CCO** to reserve Wood Commons for the Spring Festival event.
8. **CCO** to send out an email to students by next week regarding the CE Town Hall.
9. **Myriam** to continue coordinating with Dr. Abraham regarding CEGSAC office furniture
10. **Kaitlyn** to send out a When2meet or survey and reschedule bi-weekly meetings.

Participants:

- Myriam
- Deepak
- Kaitlyn
- Sean
- Luis
- Myles
- Gopal
- Apoorv
- Aseem (virtual)
- Mithun
- Prajjwal
- Prathyusha
- Jose (virtual)