

CEGSAC Executive Board Meeting

September 23, 2024

1- Introduction; new members

- a. The new members introduced themselves to different committees. Each committee can have a WhatsApp group for their committees. This WhatsApp group is different from the central one. They can use the group for planning their activities/meetings/internal discussions.
- b. Updating the website [OPR]: Hosein asked the OPR to update the website with the new members and publicize it through social media.
- c. Joining the CEGSAC on Boilerlink: All the members should join using the boilerlink. After that, Hosein can add them as current executive members of the CEGSAC.
- d. Social media [OPR]: Announce the new executives of the members of CEGSAC

2- All the committees are responsible for:

- a. Event promotion: All events should be promoted via Flyers, sending emails, and sharing on WhatsApp groups, social media, and TV are REQUIRED.
- b. Timing is super important. Planning and promoting the event should be done at least 10 days before. It's responsible for each committee to create their flyers, content creation should be the responsibility of the responsible team. They should hand over the event details, flyers, and all associated documents to OPR sufficiently before the event so that OPR can do the promotions. Deepak also suggested posting the event through the BoilerLink. The process should start at least two weeks before the event.

3- APF:

- a. To submit an activity form, all you need to do is create an event under your organization page on BoilerLink. Log into Boilerlink: <https://boilerlink.purdue.edu/>. Go to your organization's page of which you want to host the event on the behalf of. If you are registered as the president, treasurer, or APF submitter of your organization you will have access to submit an APF. If you are not listed as any of these three, you will need someone in the president, treasurer, or advisor access to add you as an APF submitter. For more details, please review the [APF 101 Guide](#) (click) and/or contact sao@purdue.edu for any support.

4- Treasurer updates:

- a. GSOGA
- b. Office equipment grant: Hosein and Justin are working together to get some equipment. From now on, Andrew will be added to the work.

5- SHW updates:

- a. Bowling: 18 people signed up. Only three (03) people showed up. There was some confusion regarding the timings. Myles will contact the people who signed up but did not show up for the event to understand the reason and plan accordingly for the next events. Myles needs to follow up asap (preferably Thursday morning) with the participants who did not show up, report it to Hosein, and discuss the possible solution for the next events.
- b. Weekly sports: 5 responses so far. SHW co-chair will send another email to see the sign-ups and plan it accordingly. Flyers for the sports events should be prepared and OPR will publish the flyer once they get approval from the committee and president.

6- OPR updates:

- a. Mentorship program: Only three people signed up for the mentorship program. Publicize the event more to get more sign-ups. From next, the PD team will take the charge of the mentorship event.
 - b. Newsletter: Newsletter should come out before the Fall break.
 - c. Announcing new officers:
- 7- Research symposium planning [PD]: Still, there is no significant progress on the research symposium. Last year, the format was preferred by the company members as they were able to talk to the candidates who are really interested in the event/company and talking to them in detail was good. For the research symposium, the participation was good, but the turnaround for the recruiting events of the companies was not enough. To increase participation, this year, maybe all the events can be rearranged and collaborated with different organizations of the CE dept, e.g., CESAC. A survey can be carried out in January, e.g., anybody interested in internships. David suggested organizing the event in a new way, that requires discussion among the committee members. Instead of different rooms for different companies, the format can be a career fair format, e.g., arranging a table for each company so that interested candidates can talk to them directly. The planning of the events should be started for at least two months to successfully organize the event with adequate participation. Research symposium and emerging leaders can be organized in two semesters instead of organizing two events in one semester as they require the most budgets. Emerging leaders can be in November. For that David needs to talk to his committee members and decide the event. The research symposium can be in February as it requires a lot of effort and planning.
- 8- Activity plans for Fall 24:
- a. Specify date/time for your event: Make a calendar and put the events into it.
 - b. CCO- Cultural potluck ☒ Mithun (need to decide on the event planning: Date, location, foods)

- i. Members of other committees should help
 - ii. Get sign-ups, who is bring what and the amount.
 - iii. Last year there was no APF as no food was purchased.
 - iv. We can book a CoRec facility, but CoRec facility needs to be reserved two weeks earlier.
- c. Mentorship event is under OPR/PD? As discussed, the PD will organize the mentorship event and OPR will help to publicize.

9- PGSG Senator updates

- a. Transportation issues: This week, Wednesday (9/25), open discussion for all the grad students for transportation facilities. Deepak will talk about the BOWEN lab transportation. For that, Deepak will coordinate with the students of Bowen lab and BSAC members.