

5/21/2015

Agenda:

- Officer positions
- Symposium tasks
- Explaining event planning forms and reimbursement process
- Fill out breakfast volunteer list for summer
- Motion to edit constitution
- Outdoor ropes course suggestion
- IM jerseys suggestion

1. Attendees

- a. Sydney, Taufik, Rick, Jimmy, Scott, Robert, Arthur, Han-Ting, Sean, Mariana
- b. Absent: Parul, Zheyu, Ridade

2. All meetings will be from 9am to 10am for the rest of the summer. No meeting next week! Next meeting will be on the 4th.

3. Sydney

- a. Shared Drive: Make sure you're able to access it.
- b. There is a Google Doc with all the officer's name, office #, and phone#.
- c. Summer: Focus is on Symposium. Can do as many events as you want over the summer, but most of our energy will go into symposium.
- d. School year: All our normal regular events.
- e. Go around table and
 - i. President – Sydney - Managerial role. Contact with other departments and school of engineering set up meetings, make sure everything gets done.
 - ii. Publications – Arthur - publicity, branding, website, maintain calendar, newsletter.
 - iii. Safety – Robert – attend safety meetings, ChESS seminars, lunch webinars.
 - iv. Co-Curricular – Mariana – Plan truth and beauty seminars, future faculty forums, workshop for NSF.
 - v. Sports/Social – Scott – plans social events. Regular events: pint night, etc. Quiz bowl
 - vi. Outreach – Sean – Murdock Elementary School visits, Fall/Spring cleanup, Habitat for Humanity, Earth day, etc.
 - vii. First Year Rep – Taufik, R – Help first year's transition to graduate school, and to help address their concerns. Taufik is the head, made facebook page. Rick will attend most meetings.
 - viii. Student Advocacy Officer – Jimmy – gather student's concerns and address them during monthly faculty meetings with the dean of the College of Engineering, and once-a-semester meeting with the Head.
 - ix. PGSG Rep – Han-Ting – will be attending PGSG meetings, and communicator between PGSG and ChEGSO.
 - x. VP – Parul – In charge of \$\$, keeps our budget in check, in charge of reimbursements.
 - 1. We have an events attendance form on the shared drive! Fill out excel sheet in order to receive reimbursement.
- f. Funding Sources:
 - i. Make a few thousand \$\$ during symposiums (company reps pay \$\$ to attend)
 - ii. Submit proposals at end of summer for specific committees for \$\$ for programs. (e.g.
 - iii. Department (e.g. Truth and Beauty) try not to rely on them completely.
 - iv. Most other GSOs are completely funded by dept. Ours is not.

4. Symposium Jobs and Deadlines

- a. Judging - Rick
 - b. Scheduling – Scott, Taufik
 - c. Poster Session – Mariana
 - d. Publications A – Arthur
 - e. Publications B – Robert
 - f. Industrial Liason Head – Parul
 - g. Industrial Liason – Ridade
 - h. Industrial Packet – Jimmy
 - i. Lodging – Sean
 - j. Refreshments – Han-Ting and Zheyu
5. Master Timeline for GSO Symposium
- a. Will review status of timeline and tasks every week.
 - b. Sydney will be gone the next two Thursdays. Should have some a meeting on 6/4 together to check up
6. Event Planning Forms (year round)
- a. Reserve a room beforehand:
 - i. If a classroom: https://www.youtube.com/watch?v=wtctZj_YC_M
 - ii. If a conference room in FRNY – email Virginia
 - iii. If another large space: thorough Purdue Space Management
 - iv. Highly recommend hosting more events in the Graduate Student Organization building in the Northwestern Parking Lot.
 - b. <https://boilerlink.purdue.edu/>
 - c. Log in top right corner
 - d. My involvement → My memberships → click on “Chemical Engineering Graduate Student Organization”, menu should drop down → Organization Site → Events → Create Event → Fill out form completely and comprehensively at least 2 weeks before the event occurs.
 - e. <https://www.youtube.com/watch?v=MpY6yGGSJyg>
 - f. Notes:
 - i. Everyone attending will be GSO members since all grad students are automatically GSO members.
 - ii. Alcohol – If alcohol will be in the event, need to be REALLY CAREFUL and REPETITIVE when filling out the event.
 - 1. For Symposium tell them we’re through conferences, so conferences will be regulating all the alcohol.
 - iii. BoilerLink does not notify you via email. Need to check the website for messages. SAO will message you in case there are deficiencies, etc.
7. Breakfast volunteer list
- a. List will be on the shared drive.
8. Motion to edit constitution
- a. If officer stops doing their job we can vote to remove them as an officer.
 - b. Voted. 10-4-3. (yes-no-absent)
9. Scott
- a. Outdoor ropes course – Boiler Challenge
 - b. Funding – charged after event based on total # of attendees
 - i. Full course: \$20 per person, 4 to 5 hours
 - ii. Partial course: \$13 per person, 2 to 4 hours

- c. Should probably be partially funded by ChE GSO so that people who sign up will have incentive to show up.
 - d. Tentative plans:
 - i. Time: July.
 - ii. Course: Partial
 - iii. Subsidize ChE students only. Subsidize by \$8.
- 10. Parul
 - a. Have an idea of events so Parul can budge appropriately.
- 11. Emails
 - a. If sending messages to faculty, need to go through Katie.
 - b. We can send anything to ChEgrad.
- 12. IM Jerseys
 - a. We have a few ChE intermural sports
 - i. Frisbee
 - ii. Softball
 - iii. Soccer
 - iv. Registration Fee: Depends on sport, season, etc. ~\$15 to \$30 per team.
 - b. Jerseys will be ~too expensive for GSO to fund.
- 13. Qualtrics
 - a. <https://www.itap.purdue.edu/learning/tools/qualtrics/login.cfm>
 - b. Use to create surveys to get feedback.

Next meeting: 6/4, get started on Symposium tasks.