

Meeting Minutes 6/18/2015

Action Items are bolded.

Attendees: Prof. Morgan, Robert, Ridade, Mariana, Sean, Sydney, Jimmy, Han-Ting, Arthur, Taufik, Rick, Scott, Zheyu
Absent: Parul

1. Symposium

- -decide: do we want to do all electronic this year, or still do some hard copy mailings?
 - Nathan Davis said hard copy didn't always go well. Will send everything electronically next week.
 - Last year we sent abstract and resume book electronically 1 week in advance and had hard copies available
- -invitation created? brochure created?
 - **Ridade and Parul** will be sending out invitation emails. Can just create one brochure with relevant information (**Arthur, Robert, Pritish**)
 - Ask if they need transportation.
 - See section 2 below for more details.
- -Divide/distribute contact list to industrial liasons (**Ridade and Parul**)
 - Met with David Williams to contact alumni.
- -Prepare for first round of calls/emails (start ASAP!) (**Ridade and Parul and team**)
- Website on GSO website should be updated. (**Arthur**)
- -Online registration
 - Stephanie Botkin is our contact through Purdue Conferences.
- -reserve poster stands (**Mariana**)
 - Reserved 40 poster stands. **Done.**
- -caterings services (**HanTing and Zheyu**)
 - Carnahan and LBC have been reserved. Food for Carnahan will be from Outpost. **Done.**

2. Meeting with Stephanie Botkin

- -for LBC and Carnahan hall, consider renting fans for heat problems.
 - Last year didn't turn on A/C fast enough will do it this year. Might get one industrial fan from Midwest Rentals Company. (**HanTing and Zheyu**)
- -Pricing: \$750/400 by July 31st, +100 after
- -do we want to rent vans?
 - Wait to see if anyone says they need one.
- -registration website: www.conf.purdue.edu/chegso
- -Stephanie Botkin on vacation from June 25th-July 7th
- -registration live by June 25th
- -can use credit card from Stephanie for misc purchases
- -last year's budget is on shared drive.

3. President's meeting

- Sydney attended meeting where presidents from student orgs discussed ideas and activities, etc.
- -Set up mentor/mentee program over the summer?
 - Difficult since new students aren't here yet.
- -5 committee write proposal for COE funding. (\$200 per committee)
 - (Social/sports, outreach, 1st year reps, sustainability, safety) 2-3 sentences
 - Due in mid-August. See example document on shared drive.
 - **Scott, Sean, Taufik, Rick, Zheyu, Ridade, Robert**
- -proposal for upcoming year - "health and wellness" (student advocacy writes it?) (\$1000) 1 page.
 - Last year: Encourage undergrads to go to grad school. Two years ago: Cultural awareness
 - Another way to get funding. 1 page proposal about health and wellness (both physical and mental). (**Jimmy**)
- -plans for the school year (I've heard from Robert, Ridade, Scott). Send to me by next week. (**EVERYONE**)

- Send Sydney a rough list of events you want to host and what you want to buy.
- Saturday 6/20: Rough list due.
- End of month: More detailed, at least know what month you want to event
- -send email to department - new officers, meeting times (open), website, student advocacy,
 - Send email to Katie to forward to group.

5. Newsletters

- Last year Dysart developed template. Will see if need to update.
- Google Calendar – give permissions to all officers.
- Arthur will update poster in display case on 1st floor.

6. social subcommittee?

- Scott should recruit students as a sub-committee since there will be a lot of events.

7. Professional Masters students?

- Target was ~30, but there are only 5 students, and not all are guaranteed to come.
- Low risk to invest in them, but if the program grows in the future, we should consider charging them a small fee and also a masters student representative as an officer position.
- They are 70% ChE, 30% Krannert for 12 month.
- 1st-year rep will help these masters students. They will be taking mostly 500-level classes, though

Next meeting is next Thursday 6/25 in G060 @ 9AM