

## Meeting Minutes 7/2/2015

Absent: Sean, Mariana, Rick (summer class), Han-Ting (vacation), Jimmy (vacation), Ridade (conference)

**Reminder:** If you're going to be absent from a meeting, please email Sydney in advance.

### Symposium Updates

- Van Drivers – Scott and Robert
  - Can get full list of certified drivers on the Purdue Rental website.
- Sydney:
  - Symposium Speaker –
    - first choice can't make it since she's travelling. Definitely interested, but prefers 6 months advance notice.
    - second choice – still have to hear back - Kimberly from P&G Global Fabric Care in Cincinnati – new member of Industrial Advisory Council for our dept.
  - Online Registration – Stephanie have been on vacation? Site is up and running.
- Parul
  - David W. said no when we asked to contact members from Ind. Adv. Council with invitations to Symposium – Sydney will email Varma's secretary to figure out why.
  - David will do first-round of emailing for all the Symposium invitees
  - Ask Stephanie to inform Parul once they register so she can start contacting them.
- Scott
  - 32 oral speakers have signed up for this year.
  - Last year had ~24 last year (25 minute blocks with no break in between)
  - We have a few people who want to present again this year.
  - Constitution says that they should present only once... if we need to trim down the number of presenters.
  - We have all 3 lecture halls (G140,B124, G124) all day for the Symposium if we want to fit all 32 oral speakers.
  - We can also decrease our 2-hour lunch/poster session to 1.5 hours.
- Mariana
  - Posters
- Taufik
  - Resumes
- Scott
  - Abstracts – Due ~July 15<sup>th</sup>.
- Robert and Arthur (B and A Publications)
  - Work on Table of Contents and Cover Page by ~the end of the month.
  - Keep the theme similar to Brochure.
- Mixer and Banquet
  - Fan rentals – rent 1 or 2. Work with Stephanie to include this cost.
- **Documentation!**
  - **Please save EVERYTHING in our Symposium 2015 folder in the shared drive!**

## Roundtable Updates

- Arthur
  - Display Board Poster – almost ready to print out.
  - July Newsletter – will send via email and also post near every grad student office!
    - CoE Picnic
    - High-Ropes Course – sign up by Friday 17<sup>th</sup>
    - Pint Night at People's – talk to Scott... July 23<sup>rd</sup> – 6:30 pm
    - If there are other events, let Arthur know!
  - Website
    - Will fix link to conferences
- Sydney
  - Grad Student Secretary
    - Corwin is replacing Kitty
    - Still looking for replacement to Katie.
    - Ask Jimmy, Brew, and/or Ridade to attend intro meeting with Corwin.
- Taufik and Rick
  - Working on reserving picnic for new first years in Happy Hollow.
    - Dept is paying everything. Typically \$100 for Happy Hollow reservation, \$900 for food.
    - Sandwiches, fruit/veggie platter, cookies, bags of chips, soda, etc.
  - Talk to Courtney about how to check out a credit card for purchases.
  - ~10 master students – will be joining PhD students for orientation week.
    - Invite them to everything, don't treat them differently.
  - Start mentor/mentee program in summer?
  - Looking into making booklet for international students with information like:
    - How to file taxes, insects, conversation club, how to deal with your landlord, Indiana Driving Roads, etc.
- Parul
  - BoilerLink – will check to make sure all officers can submit forms.
- Scott
  - ~20 people at Pint Night 2 weeks ago. Had ~8 huge pizzas from Mad Mushroom... too much food.
  - Next one: July 23<sup>rd</sup> at People's.
  - Coffee Break today 7/2.
- Sydney
  - Constitution
    - Master and PhD students are treated the same.
    - Breakdown of officers
      - Executive Committee (often meets more often than everyone else)
      - Non-executive Committee
    - Added amendments to constitution
      - Shall require majority vote of all members to pass (of all grad students)
      - Can maybe have a hand-written vote at seminar where all grad students are required to attend.
    - First-year rep has to be a second year.

## All Events

- **Fill out event spreadsheet every time you host an event!!**

