

05/20/16 GSO Officer Meeting Agenda

1. Introductions

absent: Claire Nimlos, Aditya Baradwaj

Aditya will be Sports Chair until his defense in July.

2. Administrative Stuff

- a. Shared Drive Access: instructions sent out by email.
Talk to Scott if there are any issues with connecting to the Shared Drive
- b. Google Doc for Contact Info – used for calendar
- c. Google Group email list (find what the mailing list is for communications)
- d. Boilerlink access (use for larger events like Symposium)
- e. Emailing the department – chmegrad and che-masters-list
 - i. Faculty – send to Corwin/Bev
- f. Meeting time for summer
 - i. Scott will email location
 - ii. Thursday at 10 AM new meeting time.
- g. Coffee/snacks for summer meetings?
Scott will bring next week the coffee for and then will sign up for subsequent weeks.
- h. Thoughts on mental health presentation during orientation week
Scott will look into setting up this presentation with Bev and Corwin.

3. Symposium (August 18, 2016, mixer the night before)

- a. Discuss/assign roles
 - i. Previous year's roles and descriptions were provided in an email. General discussion of the roles. Role assignments were decided.
 - ii. Judging Coordinator - Sudarshan
Scheduling Coordinators - Todd, Abhijit
Poster Session - Claire Nimlos
Publications - Jeremiah, Rick
Industrial Liaisons - Joe, Ishant, Aditya
Packet Coordinator - Swapnil
Refreshment Coordinator - Claire Liu, Ryan
President - Scott
- a. Spreadsheet posted on the shared drive – list and timing of tasks needed for symposium, get started early. This is the 25th annual symposium.
 - i. Most important is to get venues (Carnahan, LBC, hotel) reserved ASAP
 - ii. Tasks for the next week.
 - Reservations for venues
 - Hotel should be contacted about block of rooms
 - ii. Hints and tips for each role are available on group drive.
- b. Decide on fees for company representatives
 - i. \$750/400 for by July 31st last year
 - ii. \$850/500 for after July 31st last year
16 representatives total last year. Discussion on changing cost of attendance to increase revenue. Discussed discounts for new attendees or for loyalty. Look

into which companies have been hiring graduates. Conferences will handle payments. Made about \$800 last year.

- c. Stephanie Botkin – Conferences contact (at least third year working on this)
 - i. botkin@purdue.edu
 - ii. Handles contracts, deposits, etc. WE DO NOT SIGN CONTRACTS EVER
 - iii. Can check out a credit card from her, give a days' notice or so if possible (printing fees, etc)
 - iv. Indicate that you're with ChE GSO in the email title
 - v. Scott will send out her contact info
 - d. Dr. Morgan suggested an exit survey for company representatives. Can ask if cost is prohibitive.
4. Officer Positions – review responsibilities, any questions/plans to discuss? Go around table
 - i. Todd will be gone for July to October. Ishant will cover for absences at PGSG meetings.
 - ii. After Symposium, meetings will typically start by discussing any event planning.
 - iii. Bring your own coffee mugs for meetings.
 - iv. First year representatives have contacted first year students and invited to Facebook group. Will continue mentor program.
 - v. Joe is planning to have no cost and volunteer activities.
 - vi. GSO meetings are open but not well advertised. Scott will email department.
 - vii. Communications with Bev and Corwin. Check to see if they're on the mailing list.
 - viii. Graduate student bulletin board and display case on first floor on old side of Forney.
 - ix. Email GSO newsletters.
 5. Event Planning Forms/Reimbursement Process (time permitting, will discuss more fully next week)
 - a. Need an event planning form for anything that will involve people external to ChE Department – this is done in BoilerLink
 - i. There are videos on how to use this
 - ii. Reserving rooms
 - b. Reimbursement process – Rick
Send an email to Rick with address for check reimbursement and receipt.
 6. Anything else?
 7. Dr. Morgan is the group's faculty advisor.
 8. Next meeting will show how to use BoilerLink.