

11 June 2019

Presiding: Jessica Torres

Attending: Anna, Clayton, Apurva, Xiao, Weilee, Carly, JT, Kaustubh

Absent: Vik, Bev, Kurt

1. For Events
 - a. **Submit Prior 2 weeks** of an event, Boilerlinkpurdue.edu/organizations
 - b. → Organization → Chemical Engineering Graduate Student Organization
 - c. → manage organization → dropdown menu → Manage Forms →
 - d. Fill out form for events
 - i. For events that need reimbursement (coffee break is okay)
 - ii. Leaving campus events and symposium
2. Symposium Deadline Updates
 - a. Bev emailed about parking passes, large quantities are set aside
 - b. Abstract book (template/ resume)
 - i. Keep or change template (Clayton, Carly, Bev to decide)
 - c. Xiao- 7 poster responses: 7/15 deadline
 - i. Talked to Jeff and Nick about poster stands *will email a week before for details
 1. Will need volunteers to help move items
 - d. Ayse- Will start sending out invitations to Industrial Liaison
 - i. Talk to senior classes- what companies they want
 1. Contact from companies/ send to companies
 - ii. Dr. Morgan will re-invite people he knows
 - e. Apurva- Bev sent info about ribbons
 - i. Need info about what is written on ribbons and how many of each
 1. Shipping timeline?
 2. Get enough for future years
 3. Names: Speaker, poster presenter, officer, faculty, Industrial representative- min 30 faculty, 30 poster presenters, 15 officers, 30 industrial reps.
 - a. Going to look for some quotes!!
 - f. Anna- Emailed catering place, still waiting for response
 - i. Cc bev on emails! She can help push emails through!
3. Joe will reach out to Chris Burcham for symposium speaker
 - a. Backup- send another email
4. Coordinate Final schedule of symposium
 - a. Wednesday 7-9pm mixer will stay the same
 - b. 7:30-8:30 breakfast & Welcome
 - c. 8:30-9:30 student research seminars with breaks in between
 - i. Probably will shift keynote speakers to afternoon as a closing remark
5. Vik's Symposium Poster
 - a. Comments/Thoughts?
 - b. Need to change year to 2019

- c. Move the Waiver notice to under the \$500 cost per representatives with bigger font (advertise it!!!)
 - d. Update symposium speaker timeline (Thursday schedule)
6. GSO Updates
- a. Anna: Highway Cleanup 20 or 27th of July
 - i. Foodbank: Multiple options or other locations?
 - b. Clayton: Ask previous officers for name tags!
 - i. Next graduate committee meeting? Starts in September, every 1st or 2nd week of the month
 - c. Apurva: GERRI Rockets & Strawckets (Straw rockets)
 - i. We do have enough volunteers, could use more on Thursday.
 - d. Kaustubh: nothing too much
 - e. Xiao: nothing much coming up
 - i. Monthly Newsletter?? Search for scholarships/ ask around let Xiao know!
 - ii. Aditi thinks it's a good idea
 - f. August Picnic- location
 - i. Happy Hollow/ Cumberland Park Shelter reservation?
 - ii. Catering Service + Transportation → Chipotle / Panera
 - 1. Will talk to bev to organize this?
 - g. JT- Volleyball tournament (3 teams signed up!)
 - i. World Cup Viewing:
 - 1. Reserve 1043/ other classrooms have snacks for viewing
 - h. Safety- Failed to realize
 - i. Office/ Lab inspection
 - ii. Real real inspections are here in august
 - 1. Office cleanup- end of July?
 - i. **Vik: Need Officer bio and photos**
 - i. **Check what people wrote**
 - ii. **Get these done Ideally next week!!!!**
7. We will be getting access to Jessica's GSO google drive folder
- a. We can view schedule / agendas
 - b. Monthly Template of emails that will be filled out
 - i. To send out to the general department
 - ii. Contains all links and events, links to comments, access to website, calendar, facebook, and twitter
 - iii. University Resources link
 - c. Send emails with events
 - d. And highlights of the month and events
8. Need recording of picture and NUMBER OF PEOPLE at events!!!!