

2 July 2019

Presiding: Jessica Torres

Attending: Weilee Wu, Carly Battistoni, Kurt Russell, Xiao Liu, JT Thomson, Anna Murray, Prof. Morgan, Vik Cherupally, Bev Johnson, Apurva Pradhan, Ayse Eran

1. Symposium updates
 - a. Brochure
 - i. Remove GSO website stuff
 - ii. Closing might not really happen?
 - iii. Change weight of line between Closing/Awards
 - iv. First time company free
 - v. Finally finished! Just updated
 - b. Ribbons on their way
 - i. Rest will be here by next week
 - c. Bev has schedule of events and presentations with proctors
 - i. Align students by research area not just by professors/groups
 - ii. Proctors to introduce and keep time and run Q&A
 - d. Resume book needs to be done
 - i. Kurt and Vik will work on it
 - ii. Resumes and abstracts are being sent to Bev by 15th
 - e. Speaker has been finalized
 - f. Dr. Kim will fund catering and most other stuff
 - g. Anna brought menus from last year
 - i. Things look good
 - ii. Maybe do more than burgers for picnic
 - iii. Price of meals per person
 - iv. Same caterer for Monday
 - v. Try getting more options
 - h. Poster session
 - i. 15 valid responses
 1. (one person accidentally sent two posters)
 - ii. Will reach out to faculty based on who didn't email back
 1. Agrawal and catalysis groups
 2. Only two people from catalysis
 - iii. Sent a reminder
 - i. Kurt will update website and send up invitations
2. General Updates
 - a. Weilee/Carly
 - i. Booked Cumberland South shelter for FY picnic
 - ii. Talked to Ayse to get it together
 - iii. Need to arrange catering and transportation
 - iv. Get approvals earlier
 - v. Department paying for food and booked buses
 - vi. Reimbursements for shelter

- vii. Can hold 72 people
- b. Kurt
 - i. Several events approved
 - ii. Preferably *more* than two weeks in advance
 - iii. Need confirmation of reservation for places to be used if on campus
 - iv. Make sure to fill expenses on excel sheet on drive
- c. JT
 - i. Soccer team signed up
 - 1. League fell through because of lack of money
- d. Anna
 - i. Need to change date for highway cleanup because it was same day as cabrewing
- e. Vik
 - i. Need to update website, fb, and twitter
 - ii. Pictures will be sent to Vik by Jess
- f. Bev
 - i. Orientation schedule should be finalized soon
 - ii. Wants to confirm that we will do GSO activity → we will
 - iii. Wants to do a building tour after safety seminar
 - iv. Final schedule probably next week
- g. Morgan
 - i. Grad school now requiring RCR to be completed in first semester
 - ii. Thinking of doing it during orientation
- h. Clayton
 - i. Found out time for meeting (August 16) for GSAC
- i.