

ChE GSO Meeting Agenda, 2021.06.03

Welcome everyone!

GSO Startup Logistics:


1. Introductions
2. Email Lists:

Email	Who will receive the message?
che-gso-purdue@googlegroups.com	Members of GSO
chefaculty@ecn.purdue.edu	Faculty* consult Bev before sending any emails out
chmegrad@ecn.purdue.edu	All PhD students in department
chehall19-list@ecn.purdue.edu	PhD students who started in 2019, current rising 3rd year students
chehall20-list@ecn.purdue.edu	PhD students who started in 2020, current rising 2nd year students
che-masters-list@ecn.purdue.edu	All professional Masters students in dpt.
chepostdoc@ecn.purdue.edu	Most post-Doctoral students in dpt. (need to request to be added to this, I think)

3. Acronyms:

- a. **SAO** - Student Activities and Organizations
 - i. Approves events
 - ii. Office hours
<https://www.purdue.edu/sao/#:~:text=time%20at%20Purdue.-,Contact%20Us,%2DFriday%2C%208AM%2D5PM>
- b. **BOSO** - Business Office for Student Organizations
 - i. Will approve of budget for events
 - ii. Will reimburse you for event expenses
- c. **BoilerLink** - website to manage memberships and organize events
 - i. Platform through which we converse with SAO
- d. **ITaP**: Information Technology at Purdue
 - i. Will record in person presentation for Symposium
- e. **PGSG**: Purdue Graduate Student Government

4. **Boilerlink** - <https://boilerlink.purdue.edu/>

- a. Manage Organization ->  Chemical Engineering Graduate Student Organization
-> Events -> Create Event
- b. Fill out the APF form, need to fill out **2 weeks** prior to event

5. **UniTime** -

<https://www.purdue.edu/physicalfacilities/units/asset-management/space-management/unitime-instructions.html#reserve>

- a. Reserve rooms and spaces for event

6. **Google Group (Listserv)**

- a. Gmails:

7. **Shared Drive: chegsosh**

- a. On campus internet connection or VPN
 - i. VPN: Cisco AnyConnect

Symposium:

New items:

1. Symposium date: August 19th (typically 18th - 20th)
2. Symposium attendance/logistics:

Fall 2021 restrictions not published yet; we will likely have a better idea towards the end of June. For now, SAO advised us to assume the best case and they will push back. Currently events of up to 100 people can be approved.

 - a. Online - safest option can start planning
 - b. Hybrid -
 - i. [if visitors not allowed] In person poster session, online presentations
 - ii. [if attendance cannot exceed 100 but visitors are allowed] - in person presentations and invite industrial reps, poster session is online
 - c. In Person - we cannot get approved until end June /early July... might be difficult to plan
3. Keynote Speaker:
 - a. Dr. Ayman Alliman from Eli Lilly
 - b. Dr. Sanjeev Saraf from BP
 - c. Dr. Tara Henriksen from American Chemistry Council
4. Reserve atrium, G124, B124, G140
5. Industrial Rep attendance cost determination
 - a. 500 usd/per person
 - b. 350 additional people
6. Task assignments (**View GSO Spreadsheet**)

Tasks for this week:

- Contact prospective venues for Wednesday/Thursday evening events (previous years have been Carnahan Hall/Lafayette Brewing Co) (Jiselle)
- Reach out to ITaP for recording oral presentations (Paulina)
- Send out resume submission email with deadline (7/18) (Bev, Sydney, Anne)
- Form industrial liason team (Daniel)
- Update industrial contact list (can get help from previous year people, Industrial Advisory Council) (Paulina and Daniel)
- **Email faculty and students requesting poster submissions, including all details and the deadline for submission (7/15) (Ilke)**
- **Create brochure and check with president for approval (Alex)**

- Inventory name tag banners, nametag holders, and industrial packet folders and determine how many more we need - number of folders depends on number of industrial reps, number of nametag holders depends on ALL attendees (Ara)
- Create invitation (include keynote speaker, hotel information, registration info, deadline for registration) and check with president for approval (Zuhal)
- Update website with current officers, dates, contact info, online registration (Alex)

Officer Updates:

- VP (Daniel):
 - Reimbursement email
 - PhD Success Guide(s)
 - Incentive to get student body to fill out forms?
 - Possible dinner for those who filled out?
- Co-Curricular (Ilke):
- Communications (Alex):
 - Send picture and bio
- First Year Representatives (Melissa & Anne):
- Outreach (Ara):
- Safety (David): None
- Social Chair (Zuhal):
- Sports (Bereket):
- Student Advocacy (Sydney):
- Sustainability (Jiselle):
 - Foodfinders June 19th
 - Mugs - 34 students
- PGSG (Montgomery):
- President (Paulina):
 - Sent out monthly email updates from GSO
 - Will include link to anonymous submission in the next email
 - Any concern not safety only
 - Shipping invoice for jackets, compensation for late orders? Reasonable to negotiate.
 - In person meetings?
 - June 17th - Daniel will lead the meeting
- Staff Advisor (Bev):
 - Highway cleanup, feasible?
 - 2 times a year
 - First year and social chair - international student participation
- Faculty Advisor (Dr. Morgan):

Action Items:

1. Work on symposium upcoming deadlines (see above)
2. Communications: Upload meeting minutes, website with officer profiles and pictures

3. Let Paulina know about upcoming events for Summer (Date, time, and event)
4. Preferred email for google calendar access
5. Fill out Boilerlink for events that will need reimbursement