



Davidson School of  
Chemical Engineering



## **Minutes of Meeting – Chemical Engineering Graduate Student Organization**

**Tuesday June 21<sup>st</sup> 2022, 1:00 PM -2:00 PM**

**Meeting Location: Forney Hall of Chemical Engineering 3062B and via Zoom**

### **Attendees:**

Montgomery Smith – President  
Jiselle Thornby  
Kurt Russell  
Angelique Klimek  
Ajay Harishankar Kumar  
Jackson Harris  
Melissa Marsing

Dr. John Morgan – Faculty Advisor  
Tyler Roberts  
Dharini Varadharajan  
Annie Sun  
Michael Woulfe  
Anne Serban  
Mahit Vaddadi

Meeting Start: 1:00 PM

### **Old Business**

There was no old GSO-related items that was discussed in the meeting.

### **Website and Social Media**

The officers' names, pictures, and bios are updated on the website. Furthermore, the calendar and survey has been updated. If you post an event, please let me know so I can place it in the GSO calendar on the website. We need to announce the new officers on social media, and the post has been designed. We will tag the members and will do a “meet the board member” every week. The director titles will be changed to chair and Jackson’s email will be corrected. The clubs that are dissolved will be removed and the blog will be replaced with a social media live feed.

### **1<sup>st</sup> Year Booklet**

The email list of the incoming graduate student class has been obtained and the document will be sent out soon.

### **Cleanups and Safety**

An office cleanup will occur and is brought up to the safety meeting. Also, the dungeon will be cleaned up in August. An anonymous survey will also be sent to the student body.

### **Social Events**

A summer hike will be planned and recommendations were made on creating a mahjong event, poker tournament, and an overall game night. There are also plans to co-host 1-2 events per semester per club.

## **Sports Events**

A sand volleyball event will be scheduled for Monday, June 27 from 6-8PM at Pickett Park. It will cost \$12.50 per hour for each court. Since we will be using two courts, it will be \$25.00. Water will be \$5.00 per case. There are also plans to run a mini-golf event and maybe a badminton or tennis event. There will also be a Lafayette Aviators fundraiser in these potential dates:

- June 23 (Thursday)
- June 24 (Friday)
- July 7 (Thursday)
- July 14 (Thursday)
- July 15 (Friday)

The committee chose the date to be July 15<sup>th</sup> as Fridays usually have the best turnout. Melissa, Jackson, and Montgomery will help sell tickets. A logo will be needed for their fundraiser flier and they are all on the drive. The promo code is **ChemE**. Emails will be sent out to all graduate chemical engineering students and professors and at the day of the game, a table will be set up to sell last-minute tickets. An open volleyball tournament fundraiser is also in plans to raise more funds for the GSO. However, we need to figure out whether there are any limitations on fundraisers, especially for non-Purdue participation. Also, a mini-golf and badminton event will be planned.

## **Sustainability Initiatives**

A Food finders event is planned for July 16 and a plant giveaway will occur in September.

## **President's Updates**

The president met with Dr. Kim about the GSO symposium budget and semester budget for the GSO. Also, the social media policy was stated in the meeting - GSO must approve all posts prior to release. Events should be promoted before the event with past event photos and a post-event post should be made with images taken at the event. For the solar rollers post, we need to ask Ara for those. Also, there will be a grad picnic on the 22<sup>nd</sup> of June.

## **GSO Symposium**

Kurt, Anne, and Annie will send out the faculty industrial representative emails to faculty members. The pricing for the event is as follows – repeat companies will be charged a flat rate of \$425 and new companies are not charged anything at all. The GSO based registration is done on Qualtrics shown [here](#). Jiselle has written the confirmation email and kurt has provided a presentation on the total cost of food and beverages.

**Welcome to the Purdue University  
Chemical Engineering Graduate Research Symposium**



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Davidson School of  
Chemical Engineering

Dear Mrs./Mr./Ms./Dr. ExampleContactFullName,

Thank you so much for registering for the 31<sup>st</sup> Annual Chemical Engineering Graduate Research Symposium which is held by Purdue University Chemical Engineering Graduate Student Organization.

This is a great opportunity for our industrial partners to foster professional relationships with Ph.D. candidates, as well as for students to receive useful feedback on their work, and we really appreciate your support. During your visit, we would like to make everything comfortable for you. If you have any requests or questions, please feel free to contact our Head Industrial Liaison Jiselle Thornby at [jthornby@purdue.edu](mailto:jthornby@purdue.edu) or our President Montgomery Smith at [smit2894@purdue.edu](mailto:smit2894@purdue.edu).

We truly look forward to meeting you on August 17-18<sup>th</sup>.

Best Regards,

**Jiselle Thornby**

Head Industrial Liaison | ChE GSO Vice President 22'-23'

Chemical Engineering Ph.D. Student | Purdue University

Herrick Laboratories | Purdue Energetics Research Center

[jthornby@purdue.edu](mailto:jthornby@purdue.edu) | (701) 350-1773

A meeting has been arranged with Dr. Kim for approval on draft Symposium budget. Industrial Liaison Emails have been drafted and the assignments are made. They will be sent by next **Wednesday, June 29**. Updates must be made for “new” companies email w/ Qualtrics link, and

we must divide contacts as “new” and “returning” companies to avoid email confusion. Kurt, Anne, and Annie will be liaisons for the job.

The brochure will also be designed and will preferably be included in liaison emails but can be included in the second round. **The roles for the symposium have also been reorganized as shown in the table below.**

<b>Job</b>	<b>This Year</b>	<b>Last Year</b>	<b>Responsibilities</b>
<b>Judging Coordinator</b>	<b>Michael</b>	<b>Melissa</b>	<b>Choose judges for the poster contest, make judging cards and certificates for poster and oral presentations, assemble results on the day of symposium</b>
<b>Scheduling Coordinator</b>	<b>Bev, Anne, Melissa</b>	<b>Bev, Sydney, Anne</b>	<b>Collect abstracts from student speakers and resumes from any student to be put in publications, create schedule of talks for the day, obtain proctors for each session of talks, make packets to assist proctors on the day of Symposium, coordinate block of hotel rooms, van driving, parking permits</b>
<b>Poster Session Coordinator</b>	<b>Tyler</b>	<b>Ilke</b>	<b>Contact professors and students to request poster submissions, make up, setup and tear down poster stand layout</b>
<b>Social Media Coordinator</b>	<b>Mahit</b>	<b>N/A</b>	<b>Manage social media posts and questions related to symposium publicity</b>
<b>Publications Coordinator A/B</b>	<b>Montgomery</b>	<b>Alex</b>	<b>Create brochure, resume book, abstract book, and soft copy of all publications for industrial rep packets</b>

<b>Industrial Liaison Head</b>	<b>Jiselle</b>	<b>Daniel H.</b>	<b>Form team of industrial liaisons to invite industrial reps to the symposium by email/phone and invitation</b>
<b>Industrial Liaisons</b>	<b>Annie, Dharini, Ajay, Jackson, Angelique</b>	<b>Montgomery, Ara, Bereket, David</b>	<b>Help contact industrial reps (several non-GSO officers may also participate in this role)</b>
<b>Industrial Packet Coordinator</b>	<b>Melissa/Montgomery/Team Effort (OCD crew unite)</b>	<b>Ara</b>	<b>Put together packets for industrial reps to pick up at Symposium, containing name tags, publications, and Purdue information; help coordinate guest lists for all events</b>
<b>Refreshment Coordinator</b>	<b>Kurt</b>	<b>Jiselle</b>	<b>Setup catering service and venues for mixer (Wednesday night) and banquet (Thursday night), setup refreshments for the day of symposium (coffee breaks)</b>
<b>Website Supervisor</b>	<b>Conferences</b>	<b>Conferences</b>	<b>Update website with details on symposium</b>
<b>President</b>	<b>Montgomery</b>	<b>Paulina</b>	