



Davidson School of
Chemical Engineering



Meeting Minutes – Chemical Engineering Graduate Student Organization (GSO)

Monday, June 12, 2023, 10:00 AM – 11:00 AM

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

Attendees:

Jiselle Thornby – President

Isaac Wheeler

Sarah Gustafson

Marisa Egan

Zachary Beickman

Esra Ulgey

Juan Alban

Begum Yuksel

Angelique Klimek

Ted Kim

Kirbua Catherine Vincent

Tyler Roberts

Mitchell Haselow

Austin Choi

Bev Johnson – Staff Advisor

Dr. John Morgan – Faculty Advisor

Symposium Updates (August 17-18, 2023)

- For industrial rep pricing, website to sign up cannot charge no price for new industrial reps (can only process applications from returning reps)
 - We will process applications from new reps ourselves rather than through the website, which will go up
- Publication Coordinator roles A and B (Austin, Jiselle/Sarah/Begum respectively) will be removed/merged with other roles because it did not make sense to have the Scheduling Coordinators

Job	This Year	Last Year	Responsibilities
Judging Coordinator	Ted	Michael	Choose judges for the poster contest, make judging cards and certificates for poster and oral presentations, assemble results on the day of symposium Ask Faculty and Post Docs to be Judges EARLY! (5-6 judges)
Scheduling Coordinator	Bev, Isaac, Mitchell	Bev, Anne, Melissa	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
Poster Session Coordinator	Tyler	Tyler	Contact professors and students to request poster submissions, make up poster stand layout, setup and tear down
Publications Coordinator A	Austin	Mahit	Create brochure, resume book, and soft copy of all publications for industrial rep packets
Publications Coordinator B	Jiselle/Sarah/Begum	Montgomery/Kurt/Angelique	Create abstract book and Cover Page
Industrial Liaison Head	Angelique	Jiselle	Form team of industrial liaisons to invite industrial reps to the symposium by email/phone and invitation
Industrial Liaisons	Zachary, Marisa, Esra, Catherine	Annie, Dharini, Ajay, Jackson	Help contact industrial reps (several non-GSO officers may also participate in this role)
Industrial Packet Coordinator	Sarah	Kurt	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
Refreshment Coordinator	Juan	Kurt	Setup catering service and venues for mixer (Wednesday night) and banquet (Thursday night), setup refreshments for the day of symposium (coffee breaks)

Website Supervisor	Conferences	Conferences	Update website with details on symposium
President	Jiselle	Montgomery	

Initial Symposium Tasks:

- Please refer to the GSO spreadsheet for the suggested timeline of your roles' responsibilities
- Contact prospective venues for Wednesday/Thursday evening events (previous years have been Purdue Room (Outpost/Stg. Prestons)/Lafayette Brewing Co) (Marisa)
 - Try the Purdue Room in Sgt. Prestons
- Send out resume submission email with deadline (7/15) (Bev, Isaac, Mitchell)
- Get in contact with industrial liaison team (Angelique)
- Update industrial contact list (can get help from previous year people, Industrial Advisory Council) (Jiselle and Angelique)
- Email faculty and students requesting poster submissions, including all details and the deadline for submission (7/15) (Tyler)
- Create brochure and check with president for approval (Austin)
 - All published material should go through Montgomery and/or Bev prior to release
- 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 (Sarah)
- Create invitation (include keynote speaker, hotel information, registration info, deadline for registration) and check with president for approval (Begum)
- Update website with current officers/assigned role, symposium/event dates, contact info, online registration/link to conferences page (Austin)

Officer Updates

- Angelique (VP/Treasurer)
 - Meet to discuss symposium budget and 2023-2024 yearly budget
 - Will prepare a PPT outlining previous budgets as a guide for this year's budget
- Tyler (Co-Curricular)
 - N/A
- Austin (Communications)
 - Waiting on a few more headshots/bios, will upload to socials/GSO website once they are all in
- Ted and Esra (First Year Reps)
 - Changes for the first year guide were identified

- Sarah (Outreach)
 - Reached out to Murdock to begin scheduling Murdock nights
 - Would like to schedule a GSO closet cleanup/inventory over the summer
- Catherine (Safety)
 - Planning an office cleanup for July/August (July preferably)
 - Asked about floor wax scheduling
 - Done through Jeff, though a number of offices have been done “automatically” with notices on office doors
- Begum (Social Chair)
 - Plan summer hike
 - Not too many summer events, mostly focus on Symposium
- Mitchell (Sports)
 - Creating a list of events to run after symposium
- Zachary (Student Advocacy)
 - Anonymous submission link is up
 - Will send to Austin to update the link on the website
- Marisa (Sustainability)
 - Still working on mugs
- Isaac (PGSG Rep)
 - N/A, PGSG doesn’t start until the fall
- Juan (DEI)
 - Sent an email to Dr. Corti to discuss the role of the DEI officer
 - Will hopefully meet later this week
- Jiselle (President)
 - Monthly email updates from GSO will begin soon
 - Submitted last year’s spending updates and such for review/archiving
- Bev (Staff Advisor)
 - N/A
- Dr. John Morgan (Faculty Advisor)
 - N/A