

**Meeting Minutes – Chemical Engineering Graduate Student Organization (GSO)****Monday, June 26, 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

Esra Ulgey

Zachary Beickman

Begum Yuksel

Juan Alban

Ted Kim

Angelique Klimek

Tyler Roberts

Austin Choi

Bev Johnson – Staff Advisor

Dr. John Morgan – Faculty Advisor

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**Symposium**

- Budgeting for food discussed/established to avoid shortage of food from last year
- Oral presentations are coming in from 5<sup>th</sup> and 6<sup>th</sup> years. Isaac will send one last reminder email for the Friday 6/30 deadline
- Tyler will send out call for posters on July 3<sup>rd</sup> 5<sup>th</sup> with posters to be finalized by August 7<sup>th</sup>
  - Will wait until July 5<sup>th</sup> to avoid the day before the July 4<sup>th</sup> holiday
- Registration sites for both new and returning industry reps now up and running
  - Returning: <https://cvent.me/ZXqRBr>
  - New has a Qualtrics link, they will go through Angelique directly
  - Will be \$550 for all reps (no discount for additional reps)
- Secured Shankali Pradhan as our keynote speaker

- Need to request bio, abstract, and procure a gift (which will likely be Angelique and Jiselle)
- Send email requesting industrial contacts to PIs and current students
  - Bev – send mass email to Faculty for industrial contacts (DONE)

### Assignments

- Ask Faculty and Postdocs to be judges. Try to get 5-6 judges. (DONE) (Ted)
  - 9 yes, 3 maybe; numbers may change
- Schedule coordinating - to allow for XX speakers (Bev, Isaac, Mitchell)
  - Resume and Abstract
    - Finalize formats
    - Send email requesting them with deadline (7/15)
  - Resume from everyone(?)
- Industrial Liaisons (Angelique, Zachary, Marisa, Esra, Catherine)
  - First Contact emails will be sent out by XX (7/6 last year)
  - Update spreadsheet once email is sent. GSO Drive -> Symposium -> Symposium 2023 -> Industrial Liaisons -> Industrial Rep Contact List 2023. Say “Y” under Initial Email Sent? Column.
  - Follow-up emails will be sent out by XX
  - Companies to recruit
    - Semiconductor Sector
      - Intel (Largest employer of our Dept.)
      - AMD
    - National Labs
- Make a hotel recommendations document + location change for dinner (Jiselle)
- Registration site - update on the GSO site (Austin)
- Refreshment Coordination/Venue + Catering Planning (Juan)
  - Mixer (W. night)
    - Venue + Caterer
  - Banquet (Th night)
    - Venue + Caterer (Rat Pak + The Outpost)

- Symposium Day (Coffee breaks and other refreshments)
- Meetings w/ Rat Pak + Marriot on Thursday

### Officer Updates

- Angelique (VP/Treasurer)
  - Will send email for Event Sheet
    - Will break up the Event Sheet by officer and amount for ease of
- Tyler (Co-Curricular)
  - N/A
- Austin (Communications)
  - GSO website bios and symposium page updated
  - Will advertise on social media soon
- Ted and Esra (First Year Reps)
  - 31/41 students contacted via group chat
  - First year picnic will be planned – Monday August 14
    - Quote will go through Dr. Kim (~\$2,800 requested and approved last year). Will be requested along with the Symposium budget soon
    - Need at least a 5 hour reservation for Cumberland Park
- Sarah (Outreach)
  - GSO closet key – make sure to procure
- Catherine (Safety)
  - Not present
- Begum (Social Chair)
  - Previous years had ~\$3,000 budgeted for social events, can that be increased?
    - Some of that budget had gone to GSO clubs while Zuhail was social chair
- Mitchell (Sports)
  - Not present
- Zachary (Student Advocacy)
  - Anonymous submission link acquired – will send to Austin to put on GSO website
- Marisa (Sustainability)

- Not present
- Isaac (PGSG Rep)
  - May be difficult to reach in ~two weeks time due to family circumstances
- Juan (DEI)
  - How to engage people in DEI communications/activities? Will send a survey about people's backgrounds and such to inform future events/plans
    - Sarah – bring it up during the next event with free food!
- Jiselle (President)
  - Monthly email updates will begin in July
- Bev (Staff Advisor)
  - N/A
- Dr. John Morgan (Faculty Advisor)
  - N/A