



Davidson School of
Chemical Engineering



Meeting Minutes – Chemical Engineering Graduate Student Organization (GSO)

Monday, July 17, 2023, 10:00 AM – 11:00 AM

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

Attendees:

Jiselle Thornby – President

Angelique Klimek

Zachary Beickman

Esra Ulgey

Juan Alban

Ted Kim

Austin Choi

Isaac Wheeler

Begum Yuksel

Sarah Gustafson

Kiruba Catherine Vincent

Dr. John Morgan – Faculty Advisor

Bev Johnson – Staff Advisor

Symposium

- 14 presenters, 30 poster sign-ups (2 poster waitlist)
 - For posters, prioritize individual posters over group posters (company symposium, not for recruitment)
 - Should we possibly have a separate poster session for group posters only? Or have a separate area for group posters and also fit more than 30 posters total by using backsides of poster boards?
 - Decided to accommodate more than 30 by utilizing front/back of poster boards
- Confirmed industrial representatives:
 - Jeff Kloosterman – Air Products
 - David Pehlman – Eli Lilly and Company
 - Verbal confirmation from 3M

- Brochure prepared, need minor changes (\$550/rep, change dates to Aug. 16-17, deadline extension to Aug. 7)
 - Will be sent to industrial reps with notification of deadline extension, some specifically asked for the brochure
 - Schedule changes? Put Rat Pak venue on brochure?
- Faculty and Postdoc judges have stabilized, ready to prepare/print off judge cards
- Schedule coordinating to accommodate for 14 speakers (two presenting slots, one before and one after lunch)
- Make hotel recommendations document + location change (Rat Pak catering) for dinner
- Refreshment Coordination/Venue + Catering Planning
 - Mixer (W night) and Awards Banquet (Th night) 7-9 pm both
 - Rat Pak venue, Outpost catering
 - \$500/night * 2 nights = \$1000 total
 - Open bar but no mixed drinks (beer/wine only, estimate \$6/drink)
 - Estimated 75 people at mixer, 125 at dinner
 - Juan has photos
 - Dinner capacity up to 200 people
 - Waiting for Outpost budgetary estimate (should arrive today)
 - Symposium day (coffee breaks and other refreshments) in FRNY
- Symposium budget started, will be sent to Dr. Kim once we have estimates
 - Will finalize once estimates/invoices/contracts are received
 - Last year's request ~\$17,000 (will likely be similar for this year)
- Brochure created and sent to president and Bev
 - List schedules as start time only to allow for flexibility

Officer Updates

- Angelique (VP/Treasurer)
 - Events sheet made through Google sheets, please use (even for free events!)
- Tyler (Co-Curricular)
 - Out of country until the 27th but is still reachable by email.
- Austin (Communications)

- Nothing new other than symposium
- Ted and Esra (First Year Reps)
 - Mentor-Mentee form sent, will check for responses soon
- Sarah (Outreach)
 - Planning Murdock nights, should they be on Mondays or Tuesdays?
 - Monday: No seminar conflict
 - Tuesday: On days without seminar, know that people will be free at that time. Last semester only had one seminar/Murdock conflict, so will likely stick with Tuesday
 - Planning GSO closet cleanup with Begum for next week
 - Got closet key!
- Catherine (Safety)
 - Nothing new
- Begum (Social Chair)
 - Sent out the list of events for review to Angelique
 - Block party for Friday Aug. 18, usually at Launch
 - Catherine lives there, she can be our “resident representative”
 - Orientation social event for Wednesday Aug. 16
 - Will be organized by first-year reps (mentor/mentee event)
- Mitchell (Sports)
 - Not present
- Zachary (Student Advocacy)
 - For next week’s GSAC meeting, need to send funding reports
 - Angelique: If you have events, send to Angelique by the end of this week!
 - Theme: Uniting for a Stronger Future
- Marisa (Sustainability)
 - Not present
- Isaac (PGSG Rep)
 - Nothing new (now back from leave)
- Juan (DEI)
 - Draft for survey shared with GSO for suggestions

- Add open-ended questions
 - Make questions required to answer (for more data)
- Jiselle (President)
 - Nothing new
- Bev (Staff Advisor)
 - Organize qual panel from second year (rising third year) students to be held ~last week of September (after written reports are submitted)
 - Volunteer to head the event – Austin Choi (along w/ Bev)
 - Get Insomnia Cookies for attendees
- Dr. John Morgan (Faculty Advisor)
 - N/A