



Davidson School of
Chemical Engineering



Meeting Minutes – Chemical Engineering Graduate Student Organization (GSO)

June Tuesday 4, 2024, 10:30 AM – 11:30 AM

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

Attendees:

Sarah Gustafson – President
Zachary Beickman
Sameera Vellore
Isaac Timmer
Bev Johnson – Staff Advisor
Katherine Young
Sarah Finch

Dr. John Morgan – Faculty Advisor
Zachary Hillman
Megha Das
Esra Ulgey
Wei-Ling Huang
Samantha Jernigan
Dalton Yu

Excused:

Ashutosh Bhadouria
Anurag Ramesh

ChE GSO Meeting Agenda, 6/4/2024

Symposium

Planning Updates:

1. Symposium: August 15 - 16 for interviews
 - a. Mixer - Night of Wed., August 14
 - b. Symposium/Awards Dinner - All day Thurs., August 15
 - c. Interviews - All day Friday, August 16
 - i. Book conference rooms for interviews

2. Symposium attendance/logistics:

d. In Person - Currently allowed as stated by the Protect Purdue Pledge

i. Visitor Guidelines

1. "Student Organizations may host visitors for events such as meetings and competitions. All events must be pre-approved through Student Activities and Organizations and compliant with all state, county and Protect Purdue Guidelines. The organization is required to ensure visitors are fully aware and completely adhere to these guidelines. Any documented non-compliance may result in event cancellation, restrictions on the organization's ability to host future events, and individual/organizational conduct charges. Organizations must be aware that changing conditions may require modifications or cancellation of events with limited notice."

ii. Event Guidelines

1. "Student organizations must have their event plan approved by the Office of the Vice Provost for Student Life, which will ensure the student event is safely conducted and complies with those guidelines. Activity approval starts through Student Activities and Organizations (SAO) by submitting an Activity Planning Form located on BoilerLink."

3. Keynote Speaker:

e. **Need to obtain a speaker still!**

i. Followed up with Dr. Hariprasad J. Subramani; waiting for a response

1. In a week, if still haven't heard back, look into other options

4. Reserve atrium, G124, B124, G140

f. Already reserved

5. Industrial Rep attendance cost determination

g. \$500 / rep

g. \$350 /additional rep

g. Free/New company reps

i. Last year, according to the GSO Agenda, we did a flat rate of 550\$ for representatives to attend. This was so that we could get 4% rate (minimum \$300) commission to Conferences as opposed to 12.5% rate (minimum \$300), and accommodate for increased pricing/inflation (hence the increase from \$500)

ii. I have started emailing Mercedes, so hopefully we can get the link live in 2-3 weeks!

1. Follow up, goal to have link by next week (Sarah G.)

6. Send email requesting industrial contacts to PIs and current students
 - j. Angelique updating list
 - i. Follow up with Angelique (Zach)
 - j. Last year of students graduating/what companies they're at (Bev)

7. Task assignments (**View GSO Spreadsheet**)

Job	This Year	Last Year	Responsibilities
Judging Coordinator	Sameera	Ted	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, Katherine, Ashu	Bev, Isaac, Mitchell	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	Megha	Tyler	Contact professors and students to request poster submissions (early July, deadline 25th?), make up poster stand layout, setup and tear down
Publications Coordinator A	Samantha	Austin	Create brochure, resume book, and soft copy of all publications for industrial rep packets (Bev did resume and abstract book - send to one person, make sure correct template used, etc.)
Publications Coordinator B	Sarah G./Sarah F./Hillman	Jiselle/Sarah/Begum	Create abstract book and Cover Page, put books together near Symposium
Industrial Liaison Head	Zach	Angelique	Form team of industrial liaisons to invite industrial reps to the symposium by email/phone and invitation (sent save the date last year) (send interest

			poll instead of link, so we can send emails sooner)
Industrial Liaisons	Anurag, Esra, Isaac, Wei-Ling	Zachary, Marisa, Esra, Catherine	Help contact industrial reps (several non-GSO officers may also participate in this role)
Industrial Packet Coordinator	Hillman	Sarah	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	Dalton	Juan	Setup catering service and venues for mixer (Wednesday night) and banquet (Thursday night), setup refreshments for the day of symposium (coffee breaks) (recommend to start <i>as soon as possible</i>) (venues we used last year were good - recommend starting there - potentially limit bar Wed to beer/wine)
Website Supervisor	Conferences	Conferences	Update website with details on symposium
President	Sarah	Jiselle	Contact conferences

Assignments

1. Please refer to the GSO spreadsheet for the suggested timeline of your roles' responsibilities
2. Contact prospective venues for Wednesday/Thursday evening events (Outpost/Lafayette Brewing Co) (could also try Ripple for mixer, RatPack next day? Or both at Ripple?) (Dalton/Bev)
3. Get in contact with industrial liaison team (Zach)
4. Update industrial contact list (can get help from previous year people, Industrial Advisory Council) (Sarah G. and Zach)
5. 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 (Bev/Robin) (completed)
6. Update website with current officers/assigned role, symposium/event dates, contact info, online registration/link to conferences page (Samantha)
7. Book conference rooms for interviews (Bev/Robin)

8. Send save the date email (Zach, Anurag, Esra, Isaac, Wei-Ling)
9. Find the slide Jiselle updated for this year's symposium dates (Sarah G.)

Upcoming Symposium Tasks:

- Send out resume submission email with deadline (7/15) (Bev, Katherine, Ashu)
 - (This is the deadline they used last year)
 - First send for presenting, then sent for resume
- Email faculty and students requesting poster submissions, including all details and the deadline for submission (7/15?) (Megha)
 - Last year it looks like we sent the call for posters July 5 (a bit late?) - posters were supposed to be finalized by Aug 7, printed by Aug 11
 - Mid-June, send call for posters (to faculty and students), deadline first week of July, July 3rd? (no title, just if you're presenting) - July 20th deadline for titles/printing list of posters - get list of who is presenting to start figuring out layout and resumes needed
 - Deadline for posters should not be that far after email asking for posters
 - Week before, send reminder
 - Tyler used spreadsheet with drop-down selection etc.
 - Cap at 30? - max of like 35 (check last year)
 - For future years (or this year?) - two sessions? Poster session
- Create invitation (include keynote speaker, hotel information, registration info, deadline for registration) and check with president for approval (Sarah F.) TBD
 - Last year, formal deadline for industrial reps end of July, actual deadline August 7th. Same policy this year
- Send email asking for speakers - (Isaac Wheeler last year) - Send next week - deadline July 3rd for count (Katherine)
- Create brochure and check with president for approval (Samantha) (deadline: when we know venue information)
 - All published material should go through Sarah G. and/or Bev prior to release

Officer Updates

- Vice President/Treasurer (Zach):
 - Meet to discuss symposium budget (& this year)
 - Start Budget for the 2024-2025 year GSO events
Prep PPT with: (1) historical spending metrics for each officer for reference/guidance for this year's budget, (2) receipt do's and don't's for BOSO reimbursements, and (3) general info.
 - Initial email for industry reps
- Co-Curricular (Megha):
 - Update
 - Any suggestions
- Communications (Samantha):
 - Update officers on the website 7
 - Send Headshot and Bio and Preferred Pronouns to Samantha
Check <https://engineering.purdue.edu/~gso/about/> for previous examples!
 - Announce new officers on social media
Start publicizing symposium once we start accepting industrial reps/have a website
- First Year Representatives (Sameera and Isaac):
 - Get email list for incoming graduate students from Bev
 - Email list being finalized
 - What'sApp group set up and ready
 - Update the first year booklet
 - Gone through the material, found old Boiler key links and updated with new DuoMobile information
This should go out in early June since there is a housing shortage and first years should be informed as soon as possible
- Outreach (Zachary):
 - Will contact those interested when Fall is closer
- Safety (Wei-Ling):
 - N/A
- Social Chair (Sarah F.):
 - Going over social chair budget
 - Social Chair Master List: <https://docs.google.com/presentation/d/1U-r8sXeYIXkHfeITWLDm7Y16O6-2GGzbqatQwzUtr-Q/edit?usp=sharing>
 - APF
 - I will get a gso key from valley
 - Food certifications?
 - Block party?

- Sports (Ashu):
 - Created a [budget](#) for summer+fall
 - Emailed corec peeps for IM info
 - Need a shared google calender to confirm dates
- Student Advocacy (Anurag):
 - N/A
- Sustainability (Esra):
 - Order mugs - 47 students - should be ordered **this summer** so that they can be distributed in the fall
 - Also ask Bev actually how many students are coming? - order 50
 - Design of the mugs?????
 - Ask Bev?
- PGSG (Katherine):
 - Does not meet until Fall
- Diversity, Equity, and Inclusion (Dalton):
 - Encourage GSO Officers and Grad Students for seminars to bring in their mugs!
 - DCC - Diversity Culture Club - Montgomery? and Dave Corti
- President (Sarah G.):
 - Look at making Google Calendar
 - Please make sure you have access to gso drive as soon as possible
 - I emailed ECN for Hillman access
 - Monthly email updates from GSO will begin soon (opinions - June or July? Maybe once we have events planned - so July?)
 - Will include link to anonymous submission in the next email (need to get new link)
 - All club leader contact information (currently just book club)
 - No events to announce currently
- Staff Advisor (Bev):
 - Online orientation for students
 - Plan First Year Picnic
First Year Reps plan
- Faculty Advisor (Dr. Morgan):

Action Items:

1. Work on symposium upcoming deadlines (see above)
2. Meet with prior officer in your role (if you haven't already)
3. Communications: Upload meeting minutes
4. Let Sarah G. know about upcoming events for Summer (Date, time, and event)
5. For event-planning roles, draft plan for all summer events and present next week