



Davidson School of
Chemical Engineering



Meeting Minutes – Chemical Engineering Graduate Student Organization (GSO)

June Tuesday 11, 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

Anurag Ramesh
Zachary Hillman
Megha Das
Esra Ulgey
Dalton Yu
Samantha Jernigan

Excused:

Sarah Finch
Wei-Ling Huang
Sameera Vellore

Dr. John Morgan – Faculty Advisor
Ashutosh Bhadouria

ChE GSO Meeting Agenda, 6/11/2024

Symposium

Planning Updates:

1. Keynote Speaker:
 - a. Dr. Hariprasad J. Subramani confirmed - we have a keynote speaker!

2. Company Registration Links for Symposium

- a. Registration Site (RETURNING companies)
 - i. <https://cvent.me/35B9I7>
 - b. Qualtrics Survey - what we used for new companies last year.
 - i. Same thing this year

3. Oral Presentations

- a. Send email asking for speakers - Send this week - deadline July 3rd for count (Katherine)

4. Poster Presentations

- a. Timeline?

5. Industrial contact list

- a. Contact list - 146 companies on list
- b. Look at getting contact list from graduated students 2/3/4 years ago (Bev, Zach, Sarah G.?) and reach out to them

6. Venues

- a. Mixer - Ripple and Co - same menu as colloquium (scale for 75 - Check when have industrial reps list)
- b. Dinner - RatPack booked for dinner - Outpost, same as last year - only beer/wine

Assignments

1. Please refer to the GSO spreadsheet for the suggested timeline of your roles' responsibilities
2. Create budget for Dr. Kim - send and get approved (Sarah G.)
3. Create qualtrics survey for new companies (Sarah G.)
4. Send industrial emails (including link) between Monday and Wednesday next week, hard deadline Thursday (6/20) (Zach, Anurag, Esra, Isaac, Wei-Ling)
5. Update industrial contact list (looking at recent grads, 2/3/4 years ago) (Bev, Zach, Sarah G.)
 - a. Intel
 - b. CookPlease reach out with any contacts you know from your research groups (recent grads, etc.) (Everyone)
6. Update website with contact info, online registration/link to conferences page (Samantha)
7. Find the slide Jiselle updated for this year's symposium dates (Sarah G.)
8. Send email requesting poster submissions (7/3) (no title required) (Megha)
9. Send save the date to faculty (Bev)

Upcoming Symposium Tasks:

- Send out abstract and resume submission email with deadline (7/19 deadline, 7/26 for stragglers) (Bev, Katherine, Ashu)
 - Send this to only those who are presenting
- Email faculty and students requesting poster submissions, including all details and the deadline for submission (Megha)
 - Mid-June, send call for posters (to faculty and students), deadline first week of July 3rd (no title, just if you're presenting) - July 19th 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.
- 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
- 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
- Book room in Union for Keynote speaker (Robin, Sarah G.)

Officer Updates

- Vice President/Treasurer (Zach):
 - Meet to discuss symposium budget (& this year)
 - Start Budget for the 2024-2025 year GSO events
 - Initial email for industry reps→save the date was drafted but based on talking with Sarah and we got the registration link, I am redrafting and sending the registration link out next week for reps by **NEXT THURSDAY**
- Co-Curricular (Megha):
 - Update
 - Any suggestions
- Communications (Samantha):
 - Check Bios!
 - GSO Poster
 - Put Pride Friendship bracelet event on social media
 - Print Flyers

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
 - Begun on trainings and paperwork
- Safety (Wei-Ling):
 - N/A
- Social Chair (Sarah F.):
 - Sent out first social event
 - Talked with tyler about block party still awaiting someone who lives at launch
- Sports (Ashu):
 - Created a [budget](#) for summer+fall
 - Emailed corec peeps for IM info
 - - no response yet, will bug them
 - Need a shared google calender to confirm dates
 - Started APFs for events (need to just confirm dates once we have calender^^)

- 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/or google group
 - 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 (I'm thinking 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
 - Meeting with Jiselle to look at APF side of things etc.
- 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)