



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

Wei-Ling Huang

Dr. John Morgan – Faculty Advisor

Ashutosh Bhadouria

Anurag Ramesh

Zachary Hillman

Megha Das

Esra Ulgey

Dalton Yu

Samantha Jernigan

Sameera Vellore

ChE GSO Meeting Agenda, 7/9/2024

Symposium

Planning Updates:

1. Keynote Speaker:
 - a. Dr. Hariprasad J. Subramani
 - b. Requested bio (and picture) and abstract
 - c. Need to procure gift
2. Brochure
 - a. Verify schedule and that everything looks right

3. Oral Presentations
 - a. Sign up sheet is [here](#) - 14 signed up
 - b. Abstract/resume template to be sent out after first deadline
 - c. Start schedule planning -
4. Poster Presentations
 - a. Sign up sheet is [here](#) - 41 signed up
 - b. Two poster sessions - 21 each - how do we want to split
- i. Second email requesting titles due 7/19?
- ii. Split research areas and amounts group/individual posters
- iii. Judges - follow up post-docs next week
5. Industrial Representatives:
 - a. Returning Companies (<https://cvent.me/35B9I7>):
 - i. **Lei Zhang from ExxonMobil**
 - ii. **Patrick Stenger from Procter & Gamble**
 - b. New Companies (<https://purdue.ca1.qualtrics.com/>):
 - i. One verbal confirmation
6. Venues
 - a. Mixer - Ripple and Co - same menu as colloquium (scale for 75 - Check when have industrial reps list)
 - i. Menu options next week
 - b. Dinner - RatPack booked for dinner - Outpost, same as last year - only beer/wine
 - i. Menu options/numbers next week
7. Budget

Assignments

1. Update website with online registration/link to conferences page (Samantha)
2. Send abstract/resume request *this week* (7/19 deadline, 7/26 for stragglers) (Bev/Katherine/Ashu)
3. (Likely) send email Monday extending deadline to Friday (July 8th send - July 12th deadline) (Katherine)
4. Send email by 7/12 reminding information for posters due 7/19 (Megha)
5. Follow-up industrial emails 2nd week July (July 8-10) (Zach, Anurag, Esra, Isaac, Wei-Ling) **Due Thursday**
 - a. Keep updating spreadsheet once emails are sent/received
6. Sending email to faculty and post-docs requesting judges for poster session (Sameera) (7/2 or 7/3)
 - a. Goal - 12-20 judges - really push for post-docs
- 7.

Upcoming Symposium Tasks:

- Once deadline (7/3) has passed, we will look at doing numbers for venues - discuss further next week
- Follow up industry emails July 29th and July 30th extending deadline to Aug 9
- Follow up industry emails August 6th saying final call
- Next week - food options and numbers
- By end of July, have both poster sessions assigned (mix of research areas and equal amounts group/individual posters)
- Make a hotel recommendations document? (Sarah G.)
 - ~week before symposium
- Symposium booklet - a group to help put it together
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Officer Updates

- Vice President/Treasurer (Zach):
 - If you have receipts for reimbursements, please send them as PDFs to me, it makes things a lot easier on my end ☺☺
 - If you are running events, please put them here on this spreadsheet to make them easy to track
 - **ADD YOUR EVENTS PLEASE**
 - https://docs.google.com/spreadsheets/d/1MHI1-IvFhifr82LjsiZE4pdrT8Rej9FNcyA0uR_7o4o/edit?usp=sharing
- Co-Curricular (Megha):
 - N/A
- Communications (Samantha):
 - Updating GSO Poster
 - Start publicizing symposium once we start accepting industrial reps/have a website
 - Send to Jason
 - Talk to Bev/Robin - they will give account number
- First Year Representatives (Sameera and Isaac):
chmegrad@purdue.edu
 - Sending Mentor-Mentee program signups tomorrow.
 - Judges for Poster Session - Dr. Bernal, Dr.Schultz and Dr. Hebner has accepted. Only 4 post docs have signed up so far.
- Outreach (Zachary):
 - Will contact those interested when Fall is closer
 - Finished trainings and starting on registration
- 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
 - Esra - Savoie group contact at Launch - he said yes (wow)
- Sports (Ashu):
 - July 13 event approved: Pickett Park Ultimate frisbee (+picnic)
 -
 - July 27 event approved: Badminton @ Corec
 - Sent out two emails to General Motors and Tesla contacts

- Student Advocacy (Anurag):
 - Scheduled emails
 - Anonymous survey form created.
 - Published live link
- Sustainability (Esra):
 - Emails sent to reps, one company wanted to come with multiple people?? They can come as “two” reps, will let them know: cover the registration fees for the first two, \$550 per rep if more
 - Estimated budget for 2024 is available in GSO folder
 - At the end of July: Order mugs - 47 students (order 50?) - should be ordered **this summer** so that they can be distributed in the fall
 - Will decide the design and color and quote
- PGSG (Katherine):
 - N/A
- 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.):
 - Monthly email update sending today
 - Budget
 - Event-planning roles (social, sports, outreach, DEI, sustainability) - plan year of events and create budget for the year as soon as possible
 - We will look at numbers in context of GSO budget and discuss in near future
 - Meeting with SAO this afternoon as we are having some issues
 -
 - Out of town - next two meetings attending via Zoom
- 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)