



Davidson School of
Chemical Engineering



Meeting Minutes – Chemical Engineering Graduate Student Organization (GSO)

July 30, 2024, 10:30 AM – 11:30 AM

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

Attendees:

Sarah Gustafson – President

Anurag Ramesh

Zachary Beickman

Esra Ulgey

Sameera Vellore

Samantha Jernigan

Isaac Timmer

Bev Johnson – Staff Advisor

Katherine Young

Wei-Ling Huang

Dr. John Morgan – Faculty Advisor

Excused:

Zachary Hillman

ChE GSO Meeting Agenda, 7/30/2024

Symposium

Planning Updates:

1. Keynote Speaker:
 - a. Dr. Hariprasad J. Subramani
 - b. Received bio (and picture) and abstract
 - c. Need to procure gift
2. Oral Presentations

- a. Sign up sheet is [here](#) - 14 signed up
- b. Abstract/resume template to be sent out after first deadline
- i. Do we have all abstracts/resumes? - yes!
- 3. Poster Presentations
 - a. Sign up sheet is [here](#) - 41 signed up
 - b. **Lots of missing information**
- i. Send email for poster information - hard deadline August 5th, otherwise poster is removed**
- c. Two poster sessions - 20/21 each
- i. Split research areas and amounts group/individual posters
- ii. Judges - sent a follow-up email last week, only 7 have signed up so far, 10 total
 - 1. Sending another follow-up email, include deadline (Sent an email last week with a deadline of 31st July)
 - 2. Reach out to post-docs in your research group?
 - 3. Signed up so far - Dr. Hebner, Dr. Schultz, Dr. Bernal Sanghyun Ahn, Suman Debnath, Viswanath Pasumarthi, Junkai Xie, zhao826@purdue.edu, Aishwarya Menon, Hansol Wee
 - 4. Judging - currently 22 individual posters, 7 blank. If we have 29 posters judged, each session 15/5 judges and 14/4 judges - should be able to get each judged 3x if they are 5 min each?
- 4. Industrial Representatives:
 - d. Returning Companies (<https://cvent.me/35B9I7>):
 - i. Lei Zhang from ExxonMobil**
 - ii. Patrick Stenger from Procter & Gamble**
 - iii. Saurin Rawal from Eli Lilly & Co**
 - iv. Hari from Chevron**
 - v. Ryan Ellis from Abbvie**
- vi. Two verbal confirmations from Corteva (Rick Ray and Jeremy Arvay)
 - d. New Companies (<https://purdue.ca1.qualtrics.com/>):
- vii. One verbal confirmation
 - 4. Venues
 - a. Last year - 14 presenters, 34 posters, 10 representatives, 6 companies, 14 GSO members
 - b. This year - 14 presenters, 41 posters, x representatives, 14 GSO members
 - c. Mixer - Ripple and Co - same menu as colloquium? Scale for #?
 - i. PDF of colloquium menu, Outpost menu that night
 - d. Dinner - RatPack booked for dinner - Outpost, same as last year - only beer/wine
- i. Outpost menus from last year

Assignments

1. Send email this week reminding information for posters due ASAP (8/5 hard deadline, after that, poster is removed) (Bev)
2. Have both poster sessions assigned (mix of research areas and equal amounts group/individual posters) (next week)
3. Industrial representative emails - send Mon/Tues, hard deadline Wed
4. Follow up with Marissa, money to the account (Sarah G.)
5. Final venue food quotes (Bev)
6. Verify 5 min poster presentation/judging times with Dr. Morgan
7. Look at judging timelines with 6-8 min judging and discuss next week (Sarah G.)

Upcoming Symposium Tasks:

- Emails requesting bios from presenters (Bev)
- Next week (after verifying poster presentation ~1-3 min, 5 min judging) send email to poster presenters explaining? 8 min judging?
- Parking - department has parking passes, administrative office assigns
- Review budget with new Ripple quote as well as correct Outpost quote - Bev has updated budget she will send
- Follow up industry emails by August 6th (ideally August 5th) saying final call
- Make a "map" document where everything is (Sarah G.)
 - ~week before symposium
 - Include info for parking passes/interview rooms for Friday
- Symposium booklet - a group to help put it together - ~week before
- Proctor information - putting together proctor folders, judging cards for oral presentations - ~week before
 - Please check schedule in the gso drive, under Symposium 2024.
- Judging clipboards - list of posters for each judge, judging cards/papers, ~week before
- Name tags for everyone involved with symposium (presenters, etc.)
- ~2 weeks before, send email assigning 5 judges to first poster session, 4 to second
- 1 day before, send reminder email to 9 judges about poster session

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-JvFhifr82LjsiZE4pdrT8Rej9FNcyA0uR_7o4o/edit?usp=sharing

- Co-Curricular (Megha):
 - N/A
- Communications (Samantha):
 - GSO Poster is posted
- First Year Representatives (Sameera and Isaac):
 - chmegrad@purdue.edu
 - We are almost done with the Mentor-Mentee list and will send it out this week.
- Outreach (Zachary):
 - Requested event form to schedule in Ideal Logic
 - Approved last night
- Safety (Wei-Ling):
 - N/A
- Social Chair (Sarah F.):
 - APF for august coffee social will be sent out soon! (first week of school?)
 - Do I need an apf for the block party? Friday before classes
 - Figured out multiple people who live at launch. Planning to include trivia to help the room mingle
 - Esra - Savoie group contact at Launch - he said yes (wow)
 - Catherine said she could be our contact at Launch
- Sports (Ashu):
 - Fall semester schedule:

Saturday, August 24, 2024	3-5pm	Basketball	Corec	\$	30.00
Saturday, September 7, 2024	4-6pm	Indoor Volleyball	Corec	\$	20.00
Thursday, September 12, 2024	6-8pm	Soccer	Corec	\$	20.00
Saturday, September 28, 2024	7-10pm	Bowling	PMU	\$	100.00
Saturday, November 9, 2024	4-6pm	Esports Event	PMU	\$	30.00
Saturday, November 16, 2024	4-6pm	Table tennis	Corec	\$	20.00

- **All APFS submitted and approved (waiting for room reservation confirmations)**
 - Will complete posters and send them out to Sarah G and Samantha
- Student Advocacy (Anurag):
 - Scheduled emails
 - Anonymous survey form created.
 - Published live link
- Sustainability (Esra):
 - Deadline extended emails have been set up to send tomorrow
 - 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):

- First senate meeting is the first week of September
- 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.):
 - Please send me posters from all events/a list of all events, as I will be sending the monthly email out Wednesday (already drafted, just waiting for posters)
 - Cc Samantha! She will add to social media, and print for bulletin boards
 - GSAC meeting Thursday
 - 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 BOSO to clarify expectations
- 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)