

CEGSAC Executive Board Meeting

October 7th, 2024

1- Secretary:

- a. The minutes of the meeting should be shared with Dr. Abraham right after the meeting.
- b. Keep the meeting attendance: From the meeting starting today, we will keep the attendance of the meeting.

2- PD updates

- a. Resume workshop (post-event report): A decent number of people [30-40 people] were present in the meeting. We also find that people for other concentration also attended the meeting. People brought their resumes to the CCO presenter and asked questions about their resumes. Overall, the turnout for the event was good and participation met our expectations. President suggested to keep the summary document as like previous years for future events.
- b. Mentorship program: The email for mentorship program was sent last week. Till now, a total of fourteen people (9 mentors and 5 mentees) signed up for the event. The PD team will send a reminder for the event so that they find more people as mentees and mentors, especially if any other mentees sign up.
- c. PD held their internal meeting on Monday to update their event activities.

3- CCO updates:

- a. Two potential co-chairs will join this week: In CCO, two potential co-chairs will join this week. President has already talked to one of them and confirmed that she will join the team.
- b. Picnic: Our next cultural potluck/fall picnic will be on Saturday.
- c. Next event: Corn Maze. Existing CEGSAC members will help to arrange the Corn Maze event. After that the CCO team will take the lead of the events. By that time, they will help to organize the event successfully.

4- SHW updates

- a. Once again, the committee needs to work on their communication skills.
 - i. The president asked SHW chair to be more responsive so that SHW events can be organized successfully.
 - ii. Let's discuss the reasons: Sorting out the APF for the events. It has been finalized.
 - b. Space reservation & schedule:
 - i. The SHW needs to decide on the workload. They got 14 responses for the sports events at CoRec. As a next step, the SHW team will ask the participants which time is preferable for them. Based on their preference, they will select the time and day of the week for the event so that it increases the participation of the respondents. In addition, one of the SHW team members is currently working on the dates and finalizing the schedules and flyers. APF for the volleyball events should be finalized as early as possible so that all the reservations can be made by next week.
 - ii. SHW should reach out to other organizations to collaborate with their sports events. This is necessary if the number of participants is higher for CEGSAC. More prompt response and help from the SHW events.
- 5- Message from treasurer for reimbursement: When each committee is submitting its cost, they should provide it completely so that it contains price of each item instead of total cost. For BOSO reimbursement, he needs to submit each individual cost. The treasurer should update the resource grant that CEGSAC is currently working on.
- 6- OPR updates:
- a. Newsletter: Edwin presented the newsletter before the CEGSAC members. The OPR needs upcoming events from each team so that they can send the newsletter as soon as possible. The OPR team should send this newsletter to Dr. Abraham and get her feedback before circulation or posting.

Participants:

1. Hosein
2. Justin
3. Mithun
4. Myles
5. David
6. Edwin
7. Acoble
8. Jake
9. Prathyusha