

CEGSAC 2023-2024 Meeting Minutes

CEGSAC Meeting

01/12/2024

Location: HAMP G212 and Teams

Time: 8 AM EST

Overview:

Purpose: the objective of the meeting is to introduce new officers, make sure they understand the tasks for the new semester and find ways to engage more students.

Agenda with Notes:

- *Introduction of new officers*
- *Communication protocol*
- *Upcoming Events*
 - Professional Development Committee:
 - Research Bytes | \$200 | Date - Feb 15?
 - Joint event with CESAC
 - 10-15 minute presentation about different research facilities and ongoing Civil research?
 - Emerging Leaders | \$970 | Date - Week of March 25
 - Reach out to faculty for nominations
 - Participation from CE
 - CE Symposium | \$100 + \$3000| Date - April 19
 - Finalize email template and reach out to companies
 - Coordinate a networking event the day before with CCO
 - Coordinate a resume workshop
 - Finalize email template and reach out to companies
 - Sports, Health, and Wellness Committee:
 - Basketball Game | \$120 | Date - Jan 21
 - Purchase 12 tickets ideally today in person
 - Ice Skating Event | \$550 | Date - Feb 2
 - Expected turnout around 70 people (\$3 per skates)
 - Free for CE grads
 - Venue is booked, but not yet paid for (\$250 for the night)
 - Food - cookies, hot cocoa, etc. (~\$50)
 - March Madness Bracket | \$150 | Date -
 - Money for bracket winner prizes (~\$50)
 - Also funds for a potential watch party
 - Bowling | \$250 | Date -

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- Yoga/Zumba | \$100 | Date - End sem
- Intramural teams or weekly sports | \$150 |
- Cultural and Outreach Committee:
 - Food Pantry Volunteering | | Date - Jan 27 (Sat)
 - ACE Purdue (Tue or Sun) or Food Finders Food Bank Fresh Market (Tue-Sat)
 - Potentially buy a meal for volunteers
 - Spring Festival | \$300 | Date - Feb 9 (Fri)
 - Diversity and Inclusion Panel | \$200 | Date - Mar 1 (Fri)
 - Same panel as last year?
 - Spring Picnic | \$200 | Date - April 6 (Sat)
 - CE Town Hall | | Date - Feb 21 (Wed)
- *Treasurer / Funding update*
- *Office of Public Relations*
 - Update website | Date - Jan 17th (us)
 - “CEGSAC New Student Manual” has old link on our website
 - Basketball event flier
 - Ice skating event date
 - Completed Executive Board meeting minutes
 - New officer Bios | Date - Jan 12th (ASAP)
 - Add descriptions & pics to 2023 events | Date -
 - LinkedIn + Insta updates + TV | Date -
 - Identify and link other CE grad organizations. | Date -
 - Sale of merchandise- need approval | Date -
 - Newsletter | Date -
 - Sample in the Google Drive
 - + Other updates
- *General*
 - CGSAC will have a new office to store any supplies and a display board for advertisements- what supplies do we want?
 - Water boiler
 - Update Constitution
 - Add Office of Public Relations
 - Meeting with all CE Student Organizations
- *PGSG Activities? / PGSG Senator inputs*

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- Jose attends monthly meetings and votes on CE behalf
- Ask Jose for reports regarding meetings

- *Questions or expectations?*

- *Next meeting date / time*
 - January 26th at 8:00AM

Action Items:

1. **All officers** make sure to use the Purdue tax exempt form with purchases.
2. **All officers** remember activity planning form through BOSO.
3. **All officers** brainstorm ideas on how to engage more incoming students.
4. **All officers** when sending emails to the CEGSAC list, make sure to BCC Dr. Abraham and Jenny Ricksy and cegsac@purdue.edu for our records.
5. **All officers** update "Calendar of CEGSAC Events" in shared Google Drive.
6. **All officers** any purchase over \$100, reach out to Myriam and get the credit card.
7. **Myriam Sarment** and **Sean Dankoski** work to submit the PGSG grant application due Jan 17th.
8. **PDC** finalize email template and email companies regarding the CE symposium.
9. **PDC** reach out to CESAC president regarding Research Bytes.-Myriam
10. **PDC** look at coordinating a networking event.
11. **PDC** arrange a resume workshop preferably before the civil career fair.
12. **SHW** purchase 12 tickets today for the women's basketball vs. IU game on January 21st.
13. **SHW** send out email regarding basketball game interest, first come first serve.
14. **SHW** print out waivers for ice skating event.
15. **SHW** give Myriam update about weekly sports and intramurals today.
16. **Myriam Sarment** determine if we should invite all participants to enroll in BOSO.
17. **CCO** reach out to Food Finders Food Bank to gather information about volunteering.
18. **CCO** reach out to desired panel for Diversity and Inclusion Panel and finalize date.
19. **CCO** coordinate CEGSAC group attending January Engineering Meet & Eat letter writing service project.
20. **Myriam** introduce PR team to Brad over email.
21. **OPR** send an email to Brad with updated officer bios by 1/17.
22. **Kaitlyn** reach out to Jose for updates on the PGSG senate meetings.

Participants:

- Myriam

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- Deepak
- Kaitlyn
- Sean
- Myles
- Luis
- Aseem
- Prajjwal
- Prathyusha
- Mithun
- Gopal