

# CEGSAC 2023-2024 Meeting Minutes

**CEGSAC Meeting**

**01/26/2024**

**Location:** HAMP

**Time:** 8 AM EST

## **Overview:**

*Purpose:* the objective of the meeting is to get updates on past and upcoming events, recall the budget, ask for help from anyone and find ways to engage more students.

## **Agenda with Notes:**

- *Meetings*
  - Send out a When2meet or group poll to change morning meetings
- *Upcoming Events and Updates from Previous*
  - Professional Development Committee:
    - Research Bytes | \$200 | Date - February 15
      - Prepare to email to students today for interest
    - Emerging Leaders | \$970 | Date - Week of March 25
      - When will the board vote - this weekend
      - What is the proposed itinerary
      - Only 2 candidate nominations with follow-up email
        - Potentially look at last years nomination list
        - Myles, ask Dr. Abraham to directly send an email to faculty and inquire about flying in a candidate once we choose a top candidate
    - CE Symposium | \$3000| Date - April 19
      - Coordinate a networking event the day before with CCO
        - Ideally April 18th around company networking sessions (Wood Commons)
      - 7 companies registered → send additional follow-up email
        - Potentially look at employer days companies
        - Ask for Road School company list
      - Desired venue for lunch (Wood Commons) and for posters an atrium (Forney or Armstrong)
    - Other: potential arrangement with ITE to tour Subaru before March & scrap resume workshop
  - Sports, Health, and Wellness Committee:
    - Basketball Game | \$120 | Date - Jan 21
      - Send ticket receipts to Sean
      - Success - 24 tickets purchased and used

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- Ice Skating Event | \$550 | Date - Feb 2
  - Submitted event on BoilerLink → follow up email
  - Completed form and flyer → send email today
  - Venue is booked, and paid for (\$250 for the night)
  - Food purchased - cookies, buy hot cocoa, etc. (~\$50)
- March Madness Bracket | \$150 | Date -
- Bowling | \$250 | Date - TBD
  - Look at potential times and dates
- Yoga/Zumba | \$100 | Date - End sem
- Intramural teams or weekly sports | \$150 |
  - Spring teams are already booked for next 5 weeks
  - Visit co-rec and ask when they have availability to book
  - Create a form to inquire what weekly sports student want organized
- Cultural and Outreach Committee:
  - Food Pantry Volunteering | ~\$40 | Date - Jan 26 (Fri)
    - 5 volunteers - 2:45 PM today
    - Volunteers getting Subway
  - Spring Festival | \$300 | Date - Feb 10 (Sat)
    - 2:00 PM - 4:00 PM
    - Use the budget to provide snacks and games
    - Plan on approximately 20 participants
    - Print and post flyers
    - Reserve Wood Commons approximately 1:00 PM - 5:00 PM
  - Diversity and Inclusion Panel | \$200 | Date - Mar 1 (Fri)
    - Send email to last years panel next week
  - Spring Picnic | \$200 | Date - April 6 (Sat)
  - CE Town Hall | | Date - Feb 21 (Wed)
    - Send out emails to students by next week
    - Booked room
    - 4:30 PM - 6:00 PM
- *Treasurer / Funding update*
  - Make sure to email Sean receipts ASAP and that receipts give general credit card info e.g. Visa XXXXXXXX1234
  - Look at getting access to CE card account - check with Stacy
- *Office of Public Relations*
  - Update website | Date -
    - Added responsibilities and updated members

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- Updated constitution
- Updated new events and moved old events to past category
- Add descriptions & pics to 2023 events                      Date -
  - Will upload pictures from basketball game
- LinkedIn + Insta updates + TV                                      Date -
  - Make sure OPR knows when event registration closes
  - Send ice skating flyer
- Identify and link other CE grad organizations.              Date -
  - Website aren't updated with current officers
- Newsletter    Date -
  - Sample in the Google Drive
  - Showcases past and future events
  - At least 2 this semester
- + Other updates
  
- *General*
  - CEGSAC will have a new office
    - Myriam sent Dr. Abraham furniture ideas
    - Room 1248
  - Update Constitution
    - Add Office of Public Relations - Completed
  - Meeting with all CE Student Organizations Updates
  - Lunch with prospective new faculty **Tuesdays, Feb 6th 11-12:30. Need 4-5 students**
    - Only a couple officers available
  
- *PGSG Activities? / PGSG Senator inputs*
  - Jose attends monthly meetings and votes on CE behalf
  - Ask Jose for reports regarding meetings
    - Nothing to note
  
- *GSAC updates?*
  
- *Questions or expectations?*
  
- *Next meeting date / time*
  - TBD

## Action Items:

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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](mailto:cegsac@purdue.edu) for our records.
5. **All officers** to update "Calendar of CEGSAC Events" in shared Google Drive.
6. **All officers** remember for any purchase over \$100, reach out to Myriam and get the credit card.
7. **All officers** check their schedules to attend the lunch with prospective new faculty on Tuesday, February 6th from 11:00 AM to 12:30 PM.
8. **PDC** to send out an email to students today for Research Bytes participation.
9. **PDC** to review prior Emerging Leaders nomination lists and send potential candidates in CEGSAC E-Board group chat for voting.
10. **PDC** to ask Dr. Abraham to email regarding Emerging Leaders for nominations from faculty and/or the department sponsoring flying in a candidate of the board's choice.
11. **PDC** to look at coordinating a networking event and reaching out to COO about April 18th.
12. **PDC** to work on recruiting more companies for the CE Symposium, potentially from the Employer Day and Road School company lists.
13. **PDC** to work on reserving the Forney or Armstrong atrium for the CE Symposium.
14. **PDC** to discuss with ITE, and possibly other student organizations, about a potential tour of Subaru before March.
15. **SHW** to provide Sean with combined receipts for the basketball game tickets, ice skating food, and ice skating hot cocoa purchases, once all bought.
16. **SHW** to send out the ice skating information to students today.
17. **SHW** to print out safety waivers for ice skating event.
18. **SHW** to look at potential dates and times for a bowling event.
19. **SHW** to provide Myriam with an update about weekly sports and intramurals today and ask the Co-Rec for their earliest booking availability.
20. **CCO** to reserve Wood Commons for the Spring Festival event.
21. **CCO** to look at purchasing board games or activities for the Spring Festival.
22. **CCO** to reach out to the desired panel for Diversity and Inclusion Panel and finalizes the date.
23. **CCO** to send out an email to students by next week regarding the CE Town Hall.
24. **OPR** to continue updating our website and social media with events.
25. **Sean** to look at getting access to the CE card account.
26. **Myriam** to continue coordinating with Dr. Abraham regarding CEGSAC office furniture
27. **Kaitlyn** to send out a When2meet or survey and reschedule bi-weekly meetings.

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## Tasks Complete from Previous Action Items

1. **Myriam** introduced the PR team to Brad over email.
2. **OPR** sent an email to Brad with updated officer bios.
3. **Myriam Sarment** and **Sean Dankoski** submitted the PGSG grant application due Jan 17th.
4. **PDC** finalized the email template and sent initial email to companies regarding the CE symposium.
5. **Myriam** reached out to CESAC president regarding Research Bytes, waiting for the final date.
6. **Gopal** purchased 20 tickets and **Myriam** purchased 4 tickets for the women's basketball vs. IU game on January 21st.
7. **SHW** successfully completed the basketball game event.
8. **Myriam Sarment** determined that we should not invite all participants to enroll in BOSO, only E-Board members.
9. **CCO** successfully set up the Food Finders Food Bank volunteer event for today.
10. **CCO** no longer needed to coordinate the E-Board attending the January Engineering Meet & Eat letter writing service project, as it was canceled.

## Participants:

- Myriam - President
- Deepak - Vice President
- Sean - Treasurer
- Kaitlyn - Secretary
- Luis - PDC
- Myles - PDC
- Apoorv - SHW
- Gopal - SHW
- Aseem - CCO
- Prathyusha - OPR
- Prajjwal - OPR
- Jose - Senator