

CEGSAC 2023-2024 Meeting Minutes

CEGSAC Meeting

02/19/2024

Location: HAMP 1113 and Teams

Time: 8 AM EST

Overview:

Purpose: the objective of the meeting is to briefly update on the past events and review what is coming in the next week. Ask for help where needed and make sure everyone is participating.

Agenda with Notes:

- *Upcoming Events*
 - Sports, Health, and Wellness Committee:
 - Neither committee member attended in person, no notice from Apoorv. Gopal joined online at the end.
 - Discussed updates about weekly sports after meeting ended
 - Weekly bowling - starting 28th Feb
 - TREC Bookings - 06 Mar / 27 Mar / 10 Apr
 - Booked the lanes - Yes | 28th Feb / 20 Mar / 03 Apr
 - Create sign up - to be done by 20th Feb
 - Professional Development Committee:
 - Research Bytes | \$200 | Date - Feb 15
 - 17 attendees
 - Emerging Leaders | \$970 | Date -April 1st
 - Lisa - 2022 Transportation Engineering Graduate
 - Book lecture room - to do
 - Book reception room - to do
 - Check - Myriam will check reimbursement
 - Hotel - Lisa should have a confirmation email
 - CE Symposium | \$3000 | Date - April 19
 - Final tally - 17 companies
 - Info sessions - follow up with companies
 - Parking pass - confirm with companies and email them form
 - Need to contact Heather to know information required
 - Look at how to print student posters
 - Merch - to purchase by March
 - Send out interest form to graduate students early March
 - Coordinate networking workshop with CCO on April 18th
 - Book Wood Commons for the event
 - Coordinate a resume workshop

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- Cultural and Outreach Committee:
 - Spring Festival
 - 25 attendees vs. 41 registered
 - Diversity and Inclusion Panel | \$200 | Date - Feb 29 (Thu)
 - Reached out to 5 potential panelists - heard from 2
 - Reserved room - FRNY
 - Draft flyer with panelists and room info
 - Check if Jenny has a list of TAs
 - Spring Picnic | \$200 | Date - April 6 (Sat)
 - CE Town Hall | | Date - Feb 21 (Wed)
 - 4:30 PM on Wednesday
 - Need to spread the word, get questions via Google Form
 - Shared questions with panelists
- *Treasurer / Funding update*
 - Received PGSG Grant
 - Need Research Bytes receipts
 - Email CE Department about any set aside funds
- *Office of Public Relations*
 - Add descriptions & pics to 2024 events | Date - Ongoing
 - LinkedIn + Insta updates + TV | Date - Ongoing
 - Starting with CE Town Hall
 - Identify and link other CE grad organizations. | Date - Ongoing
 - CGSAC email
 - Newsletter | Date -
 - Draft review
 - Notes: put events in order, edit waving line, update Spring 2024 events, CE Dept News - TRB?, Bowen Info
- *General*
 - Purdue Day of Giving April 24th
 - Subaru plant tour March 4th at 11:00 AM
 - CGSAC, ITE, and BSAC
 - 1.5 hour tour plus transportation
 - Calendar invite sent for prospective student Zoom meetings

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- *PGSG Activities? / PGSG Senator input*
 - Fill out form regarding PGSG grant application feedback
 - Not planning any CEGSAC general body meetings
 - GSAC - ski trip overview and faculty mentorship callouts
- *Questions or expectations?*
- *Next meeting date / time*
 - March 4th

Action Items:

1. **All officers** make sure to use the Purdue tax exempt form with purchases.
2. **All officers** remember activity planning form (APF) 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** include "CEGSAC" in email subject and body.
6. **All officers** to update "Calendar of CEGSAC Events" in shared Google Drive.
7. **All officers** remember for any purchase over \$100, reach out to Myriam and get the credit card.
8. **All officers** make sure CEGSAC purchases are separate transactions from personal.
9. **All officers** make sure to email Sean receipts ASAP and that receipts give general credit card info e.g. Visa XXXXXXXX1234.
10. **SHW** to prepare to run an online March Madness bracket.
11. **SHW** to create a sign up for weekly bowling.
12. **SHW** to create a weekly sports group chat.
13. **PDC** to prepare a schedule and book necessary rooms for Emerging Leaders.
14. **PDC** and **Myriam** to check that Lisa has been reimbursed for Emerging Leaders.
15. **PDC** to inquire about company interest in hosting information sessions around CE Symposium.
16. **PDC** to contact Heather regarding getting participating companies parking passes for the CE Symposium.
17. **PDC** to coordinate a networking event with CCO, potentially April 18th, and book Wood Commons.
18. **PDC** to decide on CE Symposium merchandise.
19. **PDC** to look at how to print student posters for CE Symposium.
20. **PDC** to send out an interest form for the CE Symposium to graduate students in early March.

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21. **PDC** to send **Sean** the receipts for Research Bytes.
22. **CCO** to coordinate with Dr. Abraham and Jenny regarding inviting TAs to the Diversity event.
23. **CCO** to organize the Spring Picnic.
24. **OPR** to continue updating our website and social media with events.
25. **OPR** to advertise PGSG grant survey.
26. **OPR** to finish the newsletter, send it to the board to review.
27. **Sean** and **Myriam** to coordinate transferring CE Department funds to CEGSAC account.

Tasks Complete from Previous Action Items

1. **SHW** to look at potential dates and times for a bowling event at PMU.
2. **SHW** to send out a student interest form for weekly sports.
3. **SHW** to look at booking the Co-Rec for the first week of March.
4. **PDC** to recruit more graduate student presenters for Research Bytes.
5. **PDC** to purchase snacks for Research Bytes and send receipts to Sean.
6. **PDC** to contact Dr. Abraham and Jenny regarding funding for Emerging Leaders.
7. **PDC** and **Myriam** reach out to Lisa about preferred flights for Emerging Leaders.
8. **PDC, Sean, and Myriam** to fill out a BOSO contract to fly out Lisa for Emerging Leaders. Start with an APF in BoilerLink.
9. **PDC** to potentially discuss touring Subaru with ITE and other student organizations.
10. **CCO** to look at purchasing board games or activities for the Spring Festival.
11. **CCO** to purchase snacks from Better World Market for Spring Festival and send itemized receipts to Sean.
12. **CCO** to reach out to the desired panel for Diversity and Inclusion Panel.
13. **CCO** to spread the word about the CE Town Hall.
14. **CCO** to email students with the Google Form to submit questions for the CE Town Hall.
15. **OPR** to continue working on a newsletter draft.
16. **Sean** to look at getting access to the CE card account.
17. **Sean** and **Myriam** reach out to BOSO for a hotel discount code for Emerging Leaders - Union Hotel.
18. **Sean** and **Myriam** to purchase a water kettle.

Participants:

- Myriam
- Deepak
- Kaitlyn

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- Sean
- Luis
- Myles
- Jose (online)
- Global (online)
- Prathyusha
- Prajjwal
- Mithun (30 mins late)