

# CEGSAC 2023-2024 Meeting Minutes

**CEGSAC Meeting**

**03/04/2024**

**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:
    - March Madness
      - Dates - TBD
      - Preparation
        - Myriam bought 3 prizes
    - Discussed updates about weekly sports after meeting ended
      - Weekly bowling - starting 28th Feb
        - CEGSAC officers bowling on April 3rd?
      - TREC Bookings - 06 Mar / 27 Mar / 10 Apr
        - Who is going? sign up genius? - TBD
  - Professional Development Committee:
    - Emerging Leaders | \$1300 | Date - April 1st
      - Lisa - 2022 Transportation Engineering Graduate
      - Schedule - TBD
        - Breakfast ~ 8:30 AM
      - Would like her advisor to attend the meals
      - CEGSAC Volunteers needed for meals and tours
      - Rooms Booked - HAMP 2102- 11am presentation and Wood Commons reception
    - CE Symposium | \$3000 | Date - April 19
      - Info sessions
        - Two companies Thursday night
        - Eleven companies, two per room Friday morning
          - Look at re-distributing companies over rooms and times, concerns over few students attending and not meeting enough companies

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- Potentially one or two rooms of ~10-15 minute info sessions with another room for networking
    - Confirm with companies - dates, times, event organization preference
  - Parking passes - TBD
  - Look at how to print student posters - TBD
  - Merch - Need to prepare purchase order for mugs and shirts
    - Look at t-shirt design, cannot use Purdue logo or copyrighted images
    - Some old mugs and t-shirts in the CEGSAC office
  - Send out interest form to graduate students this week
    - Possibly ask for poster title and t-shirt size
  - Booked classrooms for info and networking sessions
  - Coordinate networking workshop with CCO on April 18th
    - Booked Wood Commons for the event
    - 4:30 PM - 5:45 PM
- Cultural and Outreach Committee:
  - Diversity and Inclusion Panel | \$100 | Date - Feb 29 (Thu)
    - Completed
  - Spring Picnic | \$200 | Date - April 6 (Sat)
- *Treasurer / Funding update*
  - Send receipts as purchases are made
- *Office of Public Relations*
  - Add descriptions & pics to 2024 events | Date - Ongoing
    - Town Hall and Diversity Panel Question & Answer Documents
  - LinkedIn + Insta updates + TV | Date - Ongoing
  - Identify and link other CE grad organizations. | Date - Ongoing
  - CEGSAC email
  - Newsletter | Date -
    - Draft completed - requesting board approval
    - Would like an interview with a professor for the next newsletter (end of semester)
- *General*
  - Next CEGSAC elections
    - Who will want to continue from the current E-Board?
    - Who will be around this summer?

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- Are we all available April 3rd to attend bowling?
- Week of April 15th or April 22nd
  - Idea: after the end of march madness we will need to give prizes to the top three winners. This can be a general member meeting where we have elections too?
- Purdue Day of Giving April 24th
- Subaru plant tour March 4th at 11:00 AM
  - CEGSAC, ITE, and BSAC
  - 1.5 hour tour plus transportation
- *PGSG Activities? / PGSG Senator input*
- *Questions or expectations?*
- *Next meeting date / time*
  - March 18th

## 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](mailto: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 coordinate TREC bookings and activities.
12. **PDC** to prepare a schedule for Emerging Leaders.
13. **PDC** to confirm with companies about interest in date, time, and event format preferences for information sessions around the CE Symposium.
14. **PDC** to contact Heather regarding getting participating companies parking passes for the CE Symposium.
15. **PDC** to coordinate a networking event with CCO.

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16. **PDC** to decide on CE Symposium merchandise and look at a t-shirt design.
17. **PDC** to look at how to print student posters for CE Symposium.
18. **PDC** to send out an interest form for the CE Symposium to graduate students this week.
19. **PDC** to finalize the CE Symposium schedule.
20. **CCO** to organize the Spring Picnic.
21. **OPR** to continue updating our website and social media with events.
22. **OPR** to specifically upload Town Hall and Diversity Panel Q&A documents.
23. **OPR** to finish the newsletter, send it to the board to review.
24. **OPR** to set up an interview with a professor for the next newsletter.

### Tasks Complete from Previous Action Items

1. **SHW** to create a sign up for weekly bowling.
2. **SHW** to create a weekly sports group chat.
3. **PDC** and **Myriam** to check that Lisa has been reimbursed for Emerging Leaders.
4. **PDC** to send **Sean** the receipts for Research Bytes.
5. **CCO** to coordinate with Dr. Abraham and Jenny regarding inviting TAs to the Diversity event.
6. **OPR** to advertise PGSG grant survey.
7. **Sean** and **Myriam** to coordinate transferring CE Department funds to CEGSAC account.

### Participants:

- Myriam
- Deepak
- Kaitlyn
- Sean
- Luis
- Myles
- Prajjwal
- Prathyusha
- Jose (online)