



EGSA @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Engineering Graduate Students Association	Meeting Date:	05/04/2011
Meeting Location:	EGSA Lounge	Meeting Time:	12:00pm
Meeting Called by:	Marcia F.	Meeting End:	12:30pm
Meeting Notes prepared by:	Daniel G./Marcia F.	Meeting Notes Date:	05/04/2011
Next Meeting Date:	TBD		

Attending	Not attending
<ul style="list-style-type: none"> - Meghdi B., VP External - Keith S., Sustainability Director - David C., Treasurer - Daniel G., Events Coordinator - Alexander A., IT Director 	<ul style="list-style-type: none"> - Marcia F., VP Internal - Vanessa T., President - Tom L., Lounge Officer - Divya S., Secretary

2. Meeting Summary

Item	Item No
Approvals	3
Spring Social	4

3. Discussion Item: Approvals

Item No	Description	Motion / Second	Approval
1	Approval of reimbursement to Keith S. (\$142.02) for purchase of decoration items for EGSA Social	Alex/Daniel	Approved

4. Discussion Item: Spring Social

Discussion:

Food order for social, volunteers, party city run, sound mixer

Decision:

Meg will deliver the food at around 3:30pm. Alex and Daniel will help the unload.

All officers (besides Meg) said they are available for Set up (@4pm) through Clean Up done by 8pm.

Volunteers are set and will arrive at 4:10pm for set up. Officers please be sure to keep them occupied.

Tom will install the sound system

Vanessa and Meg will have the playlist.

Tom and Alex will handle the beer kegs return.

Marcia, Daniel, Ravi and Xinda are handling the Ice at 12:50pm tomorrow

All food orders and deliveries have been confirmed.