



EGSA @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Engineering Graduate Students Association	Meeting Date:	10/05/2011
Meeting Location:	CSD Grad Lounge	Meeting Time:	12:30pm
Meeting Called by:	Vanessa T.	Meeting End:	02:00pm
Meeting Notes prepared by:	Ravi Ranganathan	Meeting Notes Date:	10/05/2011
Next Meeting Date:	10/12/2011		

Attending	Not attending
<ul style="list-style-type: none"> - Caroline Mini, VP External - Mary T., VP Internal - Daniel G., Blood Donation Director - Vanessa T., President - Ravi R., Secretary - Mavis W., Treasurer - Manuela G, Community Outreach Director - Alexander A., IT Director - Xinda L., Events Coordinator - Muhammad Barik, Potential Appointed Officer 	<ul style="list-style-type: none"> - Tom L., Lounge Officer

2. Meeting Summary

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3. Discussion Item: Approvals

Item No	Description	Motion / Second	Approval
1	Amount for food order for Resume Workshop, Total: \$192.50	Mavis/Caroline	Approved
2	Amount for food order for Internship Panel Event, Total: \$208.78	Mavis/Vanessa	Approved
3	Reimbursement for IM sponsorship costs. Total:\$300	Vanessa/Mary	Approved
4	Appointment of Muhammad Barik of CEE as Sustainability Officer	Entire Board	Approved

4. Discussion Item: Resume Workshop

Discussion:
Organization details for upcoming Resume Workshop on Oct, 10 th 2011. The food menu and order size, finalizing of rooms and advertising of the event and updates regarding the speaker for the event.
Decision:
Vanessa and Caroline will be attending officers to oversee the event and aid with the organizing.

5. Discussion Item: Internship Panel Event

Discussion:												
Details regarding event organization, panelists and food.												
Decision:												
The event will be attended and managed by Mary, Mavis and Ravi												
<table border="1"> <thead> <tr> <th>Action</th> <th>Action Item</th> <th>Responsibility</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Email invitation to William Herrera from HSSEAS</td> <td>Mary T.</td> <td>10/08/2011</td> </tr> <tr> <td>2</td> <td>Finalize Panelists and Work Out discussion topics and specifics</td> <td>Ravi R.</td> <td>10/08/2011</td> </tr> </tbody> </table>	Action	Action Item	Responsibility	Due	1	Email invitation to William Herrera from HSSEAS	Mary T.	10/08/2011	2	Finalize Panelists and Work Out discussion topics and specifics	Ravi R.	10/08/2011
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2	Finalize Panelists and Work Out discussion topics and specifics	Ravi R.	10/08/2011									

6. Discussion Item: Fall Social

Discussion:
Details regarding Food, Alcohol and Volunteers
Decision:
The menu, potential vendors, event budget etc. were discussed.

Action	Action Item	Responsibility	Due
1	Talk to Dave from Alehouse and figure out new arrangements for the Beer.	Xinda	10/10/2011
2	Figure out alternative vendor and food.	Ravi	10/10/2011
3	Flyers and Advertising for the event	Mary	10/15/2011
4	Music arrangements	Mary, Mavis	10/15/2011
5	Numbers for Food Order	Entire Board	10/15/2011
6	Management of Volunteers	Mavis	-

7. Discussion Item: Dean's Meeting

Discussion:			
Meeting of the board with HSSEAS Dean on the 14 th October 2011			
Decision:			
The slides and content to be presented.			
Action	Action Item	Responsibility	Due
1	Changes to slides from Townhall	Mary	10/10/2011
2	Photos to be included	Manuela	10/10/2011
3	Slides for workshops	Mary / Ravi	10/10/2011
4	Budget Breakdown and Updates	Mavis	10/12/2011

8. Discussion Item: Lounge

Discussion:			
Current issues in the Lounge			
Action	Action Item	Responsibility	Due
1	Fixing of Internet Issues	Alex	10/07/2011
2	Temperature Issues	Tom	10/10/2011
3	Ensure Tom is on the mailing list	Alex	10/07/2011
4	Security Camera Purchase and Installation	Tom	10/20/2011

9. Discussion Item: GSA Forum

Discussion:			
Officers representing EGSA at the GSA Forum on 12 th October			
Decision:			

Caroline, Mavis and Mary Theresa will be in attendance.

10. Discussion Item: Apple Picking Event

Discussion:			
Updates regarding event organization.			
Decision:			
Departure time was decided to be 9AM and location for Carpooling was decided to be between Boelter Hall and E-IV. 4 officers confirmed attendance of the event.			
Action	Action Item	Responsibility	Due
1	Contact farms about event feasibility	Vanessa	10/09/2011
2	Send out Email regarding event	Mary	10/10/2011

11. Discussion Item: IM Updates

Discussion:			
Updates regarding Intramurals, number of registered teams etc.			
Decision:			

12. Discussion Item: Officer Appointment

Discussion:			
Appointment of Muhammad Barik as Sustainability Officer, presently a second year PhD. Student from CEE and serving on the GSA sustainability committee.			
Decision:			
The decision to appoint Muhammad Barik as the sustainability officer for the year 2011-2012 was approved unanimously by all attending the meeting.			
Action	Action Item	Responsibility	Due
1	Creation of email account and configure access to online resources	Alex	10/12/2011