

EGSA @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Engineering Graduate Students Association	Meeting Date:	10/05/2009
Meeting Location:	BH 2438	Meeting Time:	7:10pm
Meeting Called by:	Angela Chang	Meeting Duration:	0:50
Meeting Notes prepared by:	Neil Tilley	Meeting Notes Date:	10/05/2009
Next Meeting Date	10/12/2009 4:00pm		
Invitees	Not attending		
- Alex Afanasyev, Webmaster - Angela Chang, President - Charndeeep Grewal - Events Coordinator - Nataly Chen, VP Internal - Neil Tilley, Secretary - Xuan Luo - Lounge Officer	- Anuradha Biswas - Community Outreach - Chuong Nguyen, TEC Director - Joel Jamias - Alumni Relations - Linda Wang - Careers Director - Marcia Ferreira, Sustainability Coordinator - Nick Widman, Treasurer - Richard Zhu, VP External		

2. Meeting Summary

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3. Discussion Item: EGSA Lounge

Discussion:
Access Codes to lounge
Decision:
Different engineering departments with different access codes, in part @ request of Dean

Action	Action Item	Responsibility	Due
1	Separate access codes to be made available	Xuan	10/19

4. Discussion Item: Town Hall Meeting

Discussion:			
Date of Town Hall Mtg Necessary quorum (30) to approve proposed EGSA budget and confirm candidate for treasurer			
Decision:			
Meeting scheduled for Friday 9 October 12 Noon Treasurer's office to be filled at meeting and duties laid out Lunch menu: beverages (storage locker), empanadas (chk/veg) & pizza (chs,pepp,veg,supreme) for delivery 11:45-12:00			
Action	Action Item	Responsibility	Due
1	Reserve mtg location	Angela	10/6
2	Contact previous EGSA treasurer and EEA	Nataly	10/6
3	Order lunch menu	Charn	10/8
4	Restock storage locker of beverages by Costco run	Charn/Angela	10/11

5. Discussion Item: Fall Social

Discussion:			
Date of fall social Gathering volunteers			
Decision:			

Social scheduled for Wednesday 14 October 5pm-7pm Call for 2 shifts of volunteers: set-up 4-6pm, tear-down 6-8pm Alex to be volunteer coordinator, goto person, and Reply-to for volunteers' questions Publicity flier to include invitation to join EGSA Facebook group			
Action	Action Item	Responsibility	Due
1	Inquire about sponsorship for socials from External Affairs	Angela	
2	Ask Yili frmr Events coord on procedure to reimburse volunteers on Bruincard	Nataly	10/6
3	Check Eng IV patio availability and reserve	Charn	10/6
4	Craft Fall Social invitation e-mail + call for volunteers	Charn	10/7
5	Update publicity flier	Charn	10/11
6	Print and post up fliers	Nataly	10/12
7	Draft 2nd call for volunteers to broadcast	Charn	10/12
8	Create check-in/check-out list for volunteers who help out, deliver to Nataly	Alex	10/13

6. Discussion Item: Public Displays

Discussion:			
Status of the EGSA web site EGSA Display board (across from SEAS Cafe)			
Decision:			
Web site events page to reflect activities plans for Fall Qtr Need to check that EGSA email addresses on file properly link to current officers EGSA display board to be updated before Town Hall mtg			
Action	Action Item	Responsibility	Due
1	Update web site events listed	Alex	DONE
2	Verify '09-'10 officers do receive EGSA emails, confirm with Nataly when done	Alex	10/6 Info needed
3	Marcia to be asked to handle re-layout of display-board	Nataly	10/6
4	Inquire who to ask to ensure http://egsa.seas.ucla.edu redirects to EGSA site	Alex	10/6

7. Discussion Item: Miscellaneous

Discussion:

After fall Social Status of EGSA lounge Oversight person for UCLA -- Bill Gooden (UCLA Extension College)			
Decision:			
Cabinet Meeting scheduled for Monday, 12 October 4pm			
Action	Action Item	Responsibility	Due
1	Get volunteers to drive empty kegs back to brewery	Charn	10/15
2	Ask Olmo frmr President about installed ceiling camera in lounge	Xuan	10/6