

EGSA at UCLA Meeting Agenda / Minutes

1. Meeting Information

Project Name:	Engineering Graduate Student Association	Meeting Date:	4/7/2009
Meeting Location:	BH 2438	Meeting Time:	12:00 pm
Meeting Called by:	Olmo Maldonado	Meeting Duration:	66 min
Meeting Notes prepared by:	Olmo Maldonado	Meeting Notes Date:	4/7/2009
Next Meeting Date	4/14/2009		
Invitees		Absents	
<ul style="list-style-type: none"> - Erica Shim, VP Internal - Sean Zhang, Treasurer - Yili Huo, Events Coordinator - Olmo Maldonado, President - Vanessa Thulsiraj, Secretary - Shane Markstrum, Lounge Officer - Christine Lee, Sustainability Coordinator - Patrick Sislian, TEC Director 		<ul style="list-style-type: none"> - Jamal Madni, Public Information 	

2. Meeting Agenda

Item No	Item	Planned Duration
3	EGSA	
4	Bulletin Board	
5	Website	
6	Community Outreach	
7	Lounge Renovations	
8	Sustainability	
9	Approvals	

3. Discussion Item: EGSA

Discussion:			
<ul style="list-style-type: none"> - TEC - Updates - Involvement in officer recruitment? - Meet and Greet Preparation - Date move? Thursday? - 1st Town Hall (Start nomination, voting), Preparation - Date? - Univ. Catering? 			
Decision:			
<ul style="list-style-type: none"> - Meet and Greet - Next Thursday, 12pm, required to RSVP - Email Dept. Chairs that they nominate - 1st Town Hall on 4/21 at 12pm - Using Univ. Catering - Christine will check options and send to the group 			
Action	Action Item	Responsibility	Due
1	Send email to Lori	Olmo	Done
2	Send email to students	Yili	Done
3	RSVP Form	Olmo	Done
4	Town Hall: Reserve Room (EV 2101)	Yili	4/15
5	Send email to students for Town Hall	Olmo	4/20
6	Talk to Catering	Christine	4/15

4. Discussion Item: Bulletin Board

Discussion:			
<ul style="list-style-type: none"> - Still need pictures of Shane, TEC, Challenge Course - Meet and Greet Advertisement 			
Decision:			
<ul style="list-style-type: none"> - Need to put up calendar and EGSA flyers - Put RSVP link in advertisement 			
Action	Action Item	Responsibility	Due
1	Email Vanessa Shane picture	Olmo	4/7
2			

5. Discussion Item: Website

Discussion:			
<ul style="list-style-type: none"> - Needs update - About - Officers - Advertisements - Missing - Community Outreach - Sustainability Efforts - TEC - Officer Guides - VPE 			
Decision:			
<ul style="list-style-type: none"> - All officers will contribute a "guide" for their position - Web site needs advertisements 			
Action	Action Item	Responsibility	Due
1	President's Guide	Olmo	4/10
2	VPI's Guide	Erica	4/10
3	Secretary's Guide	Vanessa	4/10
4	Event Coordinator's Guide	Yili	4/10
5	Community Outreach Director's Guide	Vanessa	4/10
6	Sustainability Director's Guide	Christine	4/10
7	Webmaster's Guide	Olmo	4/10
8	Lounge Officer's Guide	Shane	4/10
9	TEC Director's Guide	Patrick	4/10
10	Treasurer's Guide	Sean	4/10
11	Sustainability Content for Site	Christine	4/15

12	Community Service Content for Site	Vanessa	4/15
13	TEC Content for Site	Patrick	4/15
14	Update Site	Olmo	4/15

6. Discussion Item: Community Service

Discussion:			
<ul style="list-style-type: none"> - Ali McDonal: Webster Middle School - Volunteer possibilities: After school tutoring, in-class presentations, project mentor - Iridescent Learning: http://iridescentlearning.org/ - Volunteer to teach science and engineering concepts in classroom - 4 hour training program and one teaching session in April 			
Decision:			
- Put content on the web site			
Action	Action Item	Responsibility	Due
1	Send Olmo an email for volunteers	Vanessa	4/7

7. Discussion Item: Lounge Renovations

Discussion:			
- Provide a coffee maker in lounge			
Decision:			
<ul style="list-style-type: none"> - Need back plate to mount log - Phone: Get rid of it! 			
Action	Action Item	Responsibility	Due
1	Mount backplate	Shane	4/10
2	Discontinue lounge phone service	Olmo	4/15

8. Discussion Item: Sustainability

Discussion:			
<ul style="list-style-type: none"> - Student Water Keepers in Action - Update on program and current progress 			
Decision:			

- 4/15, *4/20, 4/29, *5/4: 9am-12pm, includes transportation
 * Ballona Wetland Field Trips, other are school days
 - 5/29 Poster presentation at CENS, BH4760

Action	Action Item	Responsibility	Due
1	Site content for Student Water Keepers in Action	Christine	4/15

9. Discussion Item: List of Approvals

Item No	Description	Motion / Second	Approval
1			
2			
3			
4			
5			
6			
7			