

EGSA at UCLA Meeting Agenda / Minutes

1. Meeting Information

Project Name:	Engineering Graduate Student Association	Meeting Date:	4/14/2009
Meeting Location:	BH 2438	Meeting Time:	12:00
Meeting Called by:	Olmo Maldonado	Meeting Duration:	12:59
Meeting Notes prepared by:	Olmo Maldonado	Meeting Notes Date:	4/14
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 - Shane Markstrum, Lounge Officer 		<ul style="list-style-type: none"> - Vanessa Thulsiraj, Secretary - Christine Lee, Sustainability Coordinator - Patrick Sislian, TEC Director - 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:

- Meet and Greet
- BJs lunch boxes
- Send email to Volunteers
- 1st Town Hall on 4/21 at 12pm
- Using Univ. Catering
- (80) @ \$4.25 = \$340.00

Action	Action Item	Responsibility	Due
1	Town Hall: Reserve Room (EV 2101)	Yili	Done
2	Send email to students for Town Hall	Olmo	4/20
3	Talk to Catering	Christine	Done
4	Email Dept. Chairs that they nominate	Olmo	4/14
5	Send to previous volunteers	Yili	4/14
6	Get history of Dean's from Sept to Now.	Sean	4/14

4. Discussion Item: Bulletin Board

Discussion:

- 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	Done
2	Add to bulletin board	Erica	4/15

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	Done
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	Done
10	Treasurer's Guide	Sean	4/19
11	Sustainability Content for Site	Christine	4/15
12	Community Service Content for Site	Vanessa	Done
13	TEC Content for Site	Patrick	4/15
14	Update Site	Olmo	4/15
15	Resources: HSSEAS Poster Service	Erica	4/19

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	Done

7. Discussion Item: Lounge Renovations

Discussion:			
<ul style="list-style-type: none"> - Provide a coffee maker in lounge - Power outage: Sunday, April 26th - Lounge improvements: cleaning, Wii games, power strips 			
Decision:			
<ul style="list-style-type: none"> - Phone: Get rid of it! - Rechargeables: batteries, and SD card for games (\$71.78) + new games worth \$60.00. - 2 power strips (\$15) = \$30.00 			
Action	Action Item	Responsibility	Due
1	Mount logo	Shane	Done
2	Discontinue lounge phone service	Olmo	4/15
3	Send power outage email	Olmo	4/24

8. Discussion Item: Sustainability

Discussion:			
<ul style="list-style-type: none"> - Student Water Keepers in Action - Update on program and current progress 			
Decision:			
<ul style="list-style-type: none"> - 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	Approve purchase of lounge supplies \$132	Sean / Erica	Approved
2	Approve for meet and greet purchases \$200	Olmo / Yili	Approved
3	Approve \$500 for Town hall box lunches + waters	Sean / Erica	Approved
4	Approve power strips \$30.00	Yili / Olmo	Approved