

EGSA @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Engineering Graduate Students Association	Meeting Date:	10/16/2009
Meeting Location:	BH 2438	Meeting Time:	4:30pm
Meeting Called by:	Angela Chang	Meeting Duration:	0:30
Meeting Notes prepared by:	Neil Tilley	Meeting Notes Date:	10/20/2009
Next Meeting Date	10/23/2009 4:00pm		
Invitees	Not attending		
<ul style="list-style-type: none"> - Alex Afanasyev, Webmaster - Angela Chang, President - Anuradha Biswas - Community Outreach - Charndeeep Grewal - Events Coordinator - Marcia Ferreira, Sustainability Coordinator - Nataly Chen, VP Internal - Neil Tilley, Secretary - Nick Widman, Treasurer - Richard Zhu, VP External 	<ul style="list-style-type: none"> - Chuong Nguyen, TEC Director - Joel Jamias - Alumni Relations - Linda Wang - Careers Director - Xuan Luo - Lounge Officer 		

2. Meeting Summary

Item	Item No
EGSA Structure	3
Fall Social	4

3. Discussion Item: EGSA structure

Discussion:
Organizational structure for '09-'10
Decision:
Meeting times agreed to be Fridays at 4pm. EGSA signatories selected to be Angela, Charn, Nataly, Richard.

Agreement to adhere to GSA fiscal requirements: 1) personal expense reimbursement requisitions (1 per person, not per event) accompanied by EGSA meeting notes indicating expense approval; 2) GSA purchase orders available with a two-week cap; 3) cash advances available according to set guidelines.

Action	Action Item	Responsibility	Due
1	Contact '08-'09 EGSA treasurer and learn duties of EGSA treasurer's position.	Nick	10/19
2	Draft officer bio's and send to Alex to post up.	all officers	10/22
3	Send reminder to write up bio's.	Neil	10/21
4	Complete registration paperwork for GSA Fiscal and Forum responsibilities.	Nataly	10/23
5	Check links to GSA on EGSA web site.	Alex	10/23

4. Discussion Item: Fall Social

Discussion:			
Date of fall social Scope and budget			
Decision:			
Social scheduled for Friday 30 October 6pm-8pm. Smaller budget: \$3,000, up to \$2,000 on food, \$1,000 misc (frisbee, games, laser tag, jazz combo [Music Dept]). Considering an open invitation, possibly physics + CS collaboration. Halloween theme suggested. Back-up venues if inclement weather: Eng V 2101.			
Action	Action Item	Responsibility	Due
1	Get a quote on food/chicken	Charn	10/23

	trays from Ralphs or similar		
2	Check location availability	Charm	10/23