

EGSA at UCLA Meeting Agenda / Minutes

1. Meeting Information

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| Project Name: | Engineering Graduate Student Association | Meeting Date: | 12/4/2008 |
| Meeting Location : | BH 2438 | Meeting Time: | 10:00 am |
| Meeting Called by: | Olmo Maldonado | Meeting Duration: | 1 hour |
| Meeting Notes prepared by: | Olmo Maldonado | Meeting Notes Date: | 12/4/2008 |
| Next Meeting Date | TBD | | |
| Invitees | | Absents | |
| <ul style="list-style-type: none"> - Olmo Maldonado, President - Matt Beaumontt, VP External - Michael Kahn, VP Internal - Sean Zhang, Treasurer - Yili Huo, Events Coordinator - Jamal Madni, Public Information - Patrick Sislian, TEC Director - Keith Mayoral, Webmaster - Shane Markstrum, Lounge Officer | | <ul style="list-style-type: none"> - Erica Shim, Secretary - Christine Lee, Sustainability Coordinator - Vanessa Thulsiraj, Community Outreach Director | |

2. Meeting Agenda

| Item No | Item | Planned Duration |
|---------|-------------------|------------------|
| 1 | EGSA TEC | |
| 2 | Meetings | |
| 3 | Website | |
| 4 | Lounge Renovation | |
| 5 | EGSA logo | |
| 6 | Events | |
| 7 | Others | |
| 8 | Approvals | |

3. Discussion Item: EGSA TEC

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| Discussion: |
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| <ul style="list-style-type: none"> - Synergy - Communication - Involvement - Performance - Goals | | | |
|---|-------------|----------------|-------------|
| Decision: | | | |
| - | | | |
| Action Item No | Action Item | Responsibility | Target Date |
| 1 | | | |

3. Discussion Item: EGSA

| Discussion: | | | |
|--|---------------------|----------------|-------------|
| <ul style="list-style-type: none"> - Jamal Madni and new Event Ideas - Challenge Course participation - Contact Practices | | | |
| Decision: | | | |
| - | | | |
| Action Item No | Action Item | Responsibility | Target Date |
| 1 | Business Cards | Erica | 11/24/2008 |
| 2 | Lounge Logo Etching | Erica | |

4. Discussion Item: Meetings

| Discussion: | | | |
|---|-------------|----------------|-------------|
| <ul style="list-style-type: none"> - Salvador Rivas, Lori Noonan, Mitchell Suarez (CCC: Competitiveness Crisis Council) <ul style="list-style-type: none"> > Notes taken - Nancy (CS Dept) and Ellen Stolzenberg (UCLA Higher Education Research Institute) <ul style="list-style-type: none"> > Surveys - Carol Trigg (Bruinview) <ul style="list-style-type: none"> > Resume DB | | | |
| Decision: | | | |
| - | | | |
| Action Item No | Action Item | Responsibility | Target Date |
| 1 | | | |

5. Discussion Item: Website

| Discussion: | | | |
|--|-------------------------------------|----------------|-------------|
| - Job opportunities feature/section > Bruinview Corporate Account | | | |
| Decision: | | | |
| - | | | |
| Action Item No | Action Item | Responsibility | Target Date |
| 1 | Alex Man in SEASNET | Olmo & Keith | |
| 2 | Embed galleries for each submission | Keith | 11/20/2008 |

6. Discussion Item: Lounge Renovations

| Discussion: | | | |
|--|--|------------------------|-------------|
| - Study area survey | | | |
| Decision: | | | |
| - Survey Questionnaire: do you have anything to donate (posters, art)? | | | |
| Action Item No | Action Item | Responsibility | Target Date |
| 1 | Printer research | Shane | |
| 2 | Vending Machine | Shane | |
| 3 | Purchase Security Camera | Shane | |
| 4 | Mass email survey with per department code | Shane | 11/17/2008 |
| 5 | Create a proposal for the dean | Shane | |
| 6 | Find poster that represents dept | Olmo, Matt, Mike, Yili | |
| 7 | Meet with Julie Austin | Olmo, Shane, Yili | |
| 8 | Play with Shane's Survey | Everyone | 11/20/2008 |

8. Discussion Item: Events

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| Discussion: | | | |
| - EGSA Socials Document > Enhancement: Flyer Location | | | |
| - EGSA Calendar > Consolidate, consolidate, consolidate | | | |
| Decision: | | | |
| - | | | |
| - | | | |

| Action Item No | Action Item | Responsibility | Target Date |
|----------------|--------------------------------------|----------------|-------------|
| 1 | Send catalina pictures to Keith | Erica | 11/13/2008 |
| 2 | Check on SGA for Empanadas Req Proc. | Sean | |

8. Discussion Item: Others

| Discussion: | | | |
|-----------------------|-------------|----------------|-------------|
| - EGSA Bulletin Board | | | |
| Decision: | | | |
| - | | | |
| Action Item No | Action Item | Responsibility | Target Date |
| 1 | | | |

9. Discussion Item: List of Approvals

| Item No | Description | Motion / Second | Approval |
|---------|--|-----------------|----------|
| 1 | Approve Summer Retreat Costs: (quick summary) Parking fee 48.00 Gas, 26.08 Catalina express, 465.50 Groceries for breakfast, 53.47 Dinner, 270.14 Hotel, 420.00 Lunch, 141.16 TOTAL 1424.35 | Keith / Matt | Approved |
| 2 | Bulletin Board Renovation Supplies ~ \$250.00 | Yili / Mike | Approved |

