

EGSA @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Engineering Graduate Students Association	Meeting Date:	11/04/2009
Meeting Location:	BH 2438	Meeting Time:	4:15pm
Meeting Called by:	Nataly Chen	Meeting Duration:	0:55
Meeting Notes prepared by:	Neil Tilley	Meeting Notes Date:	11/09/2009
Next Meeting Date	not determined		
Attending		Not attending	
<ul style="list-style-type: none"> - Alex Afanasyev, Webmaster - Charndeeep Grewal - Events Coordinator - Marcia Ferreira, Sustainability Coordinator - Nataly Chen, VP Internal - Neil Tilley, Secretary - Nick Widman, Treasurer - Richard Zhu, VP External - Xuan Luo - Lounge Officer 		<ul style="list-style-type: none"> - Angela Chang, President - Anuradha Biswas - Community Outreach - Chuong Nguyen, TEC Director - Joel Jamias - Alumni Relations - Linda Wang - Careers Director 	

2. Meeting Summary

Item	Item No
Event Feedback	3
EGSA	4
Approvals	5

3. Discussion Item: Event Feedback

Discussion:
Fall Social - lessons learned
Decision:
<ul style="list-style-type: none"> Purchases - make Costco trip at least the weekend before event or earlier - consider future social event purchases on EGSA credit card

Food - deliver in two rounds, to spread around - provide plastic tongs for finger foods - buy snack foods in individual packages (not open bowls of snacks) Drink - offer leftover (wine) to last volunteer helpers - place order (beer) with a business that provides delivery Trash - plan ahead, for recycling bins to be available at event (a call to facilities) Future - move on to planning winter quarter schedule, having concluded fall activities			
Action	Action Item	Responsibility	Due
1	Call facilities dept to support sustainability with recycling bin set-up	Marcia	--

4. Discussion Item: EGSA

Discussion:			
EGSA engagement -- level of communication, support of activities/individuals			
Decision:			
Funding engineering intramural teams and sustainability activities supported. Expense receipts due by set deadline. No overspecialized messages to go out. The courseweb based emails are an acceptable communication link, otherwise. EGSA emails remain an opt-out system. No need to build a secondary opt-in email distr.list. Storage space for groups/individuals not our jurisdiction in Eng IV patio storage room, not EGSA responsibility for items lost in lounge room. Board to continue at present size, as it provides alternates in case of absences. Winter activities to be planned at a working-dinner retreat.			
Action	Action Item	Responsibility	Due
1	Contact Olmo for guidelines on storage space	Marcia	--
2	Apprise Angela on this discussion	Charn	--
3	Report on status for supporting engineering intramural teams	Angela	--

5. Discussion Item: Approvals

Item No	Description	Motion / Second	Approval
1	Retreat (9/11 - 9/13) Nataly - ferry, 2 x \$166.25 = \$332.50 Richard - taxi, \$16 Neil - mileage \$35, weekend parking \$28.40, storage locker \$2, taxi rides \$56, recreation \$40 = \$161.40,	Alex / Charn	passed
2	Town Hall (10/12) Charn - lunch \$119.70 + \$110.85 = \$230.55	Charn / Richard	passed
3	Fall Social (10/30) Charn - decorations \$172.25, food order \$1,649.52, ice \$137.81 = \$1,959.58 Volunteers - \$465 Nataly - beverage (wine) \$52.42, snacks/supplies \$382.39 = \$434.81	Marcia / Richard	passed
4	Webhosting (thru '09-10) Alex - webhost \$142.80, domain name \$14.34 = \$157.14	Richard / Marcia	passed