

EGSA at UCLA Meeting Agenda / Minutes

1. Meeting Information

Project Name:	Engineering Graduate Student Association	Meeting Date:	2/10/09
Meeting Location :	BH 2438	Meeting Time:	12:07
Meeting Called by:	Olmo Maldonado	Meeting Duration:	12:56
Meeting Notes prepared by:	Vanessa Thulsiraj	Meeting Notes Date:	
Next Meeting Date	2/17/09		
Invitees		Absents	
<ul style="list-style-type: none"> - Olmo Maldonado, President - Matt Beaumontt, VP External - Erica Shim, VP Internal - Sean Zhang, Treasurer - Yili Huo, Events Coordinator - Vanessa Thulsiraj, Secretary - Christine Lee, Sustainability Coordinator 		<ul style="list-style-type: none"> - Shane Markstrum, Lounge Officer - Jamal Madni, Public Information - Patrick Sislian, TEC Director - Keith Mayoral, Webmaster 	

2. Meeting Agenda

Item No	Item	Planned Duration
3	GSA Professional Mixer	
4	EGSA	
5	Lounge Renovation	
6	Bulletin Board	
7	Sustainability	
8	Approvals	

3. Discussion Item: GSA Professional Mixer

Discussion:			
<ul style="list-style-type: none"> - Capacity: 350 attendees - Budget: \$2500 - \$1100 for pizza, \$700 for alcohol, \$400 for beverages, \$150 for volunteers, \$150 for cookies and misc. (cups, napkins, plates) - Location: Eng IV 2nd floor patio, reserved from 4-8pm - Volunteers - 4 to 5 needed per shift (2 for food and snacks, 1-2 for entrance, 1 for trash) - Purchase of pizza - cost, providers, deliveries (5pm & 6:30pm) - Purchase alcohol (GSA) - Entrance: use of Career Center (Probably Not) - GSA will borrow EGSA tables, bowls, sound system - Advertisement: GSA will advertise 			
Decision:			
Action Item No	Action Item	Responsibility	Target Date
1	Sit down and organize event with Joy	Yili	Done
2	Reserve Patio	Yili	Done
3	Pizza purchase	Yili	2/17/09
	List of other GSA events for the week	Yili	2/17/09

4. Discussion Item: EGSA

Discussion:			
<ul style="list-style-type: none"> - CIA Infosession (in order of preference) - Wednesday Feb 25th at noon - Tuesday Feb 24 at 5or6pm - Friday Feb 27 at noon - Challenge Course - HSSEAS / EGSA Incoming Students Social (March 6th) - Lead: Yili Huo, Erica - Funded by SEAS - UCLA Engineering Technology Forum (April 23rd) - Round robin, assign people to update EGSA calendar - Get more involved with Faculty 			
Decision:			
<ul style="list-style-type: none"> - CIA Infosession will be held in Eng V 2101, on Feb 25th at noon - Matt will purchase and get reimbursed for Challenge Course 			
Action Item No	Action Item	Responsibility	Target Date
1	Bring and sign paperwork	Matt	2/4/09
2	Order service for chain to secure speakers	Yili	2/17/09
3	Reserve room for CIA event	Olmo	Done

5. Discussion Item: Lounge Renovations

Discussion:			
- Access List was consulted: 1057 students have used access key to enter EGSA Lounge			
Decision:			
Action Item No	Action Item	Responsibility	Target Date
1	Purchase Security Camera	Shane	
2	Email & Meet with SEAS (Orachat)	Olmo	Done
3	Email students about EGSA lounge	Olmo	Done

6. Discussion Item: Bulletin Board

Discussion:			
- Update from Vanessa			
Decision:			
- Print pictures from CVS Photo Center			
Action Item No	Action Item	Responsibility	Target Date
1	Replace Paper Backing, Print Pictures	Vanessa, Christine	2/4/09

7. Discussion Item: Sustainability

Discussion:			
<ul style="list-style-type: none"> - Recycling Bins -Waiting to hear from facilities - Student Water Keepers in Action -Program start date -SINAM: NSF funded project looking for high school students that can work with nanotechnology : Already have started the program for middle/high school students 			
Decision:			
<ul style="list-style-type: none"> - Hold of on buying recycling bins - Start program 1st week of April (after spring break) - SINAM already started high school outreach, they do not need another project 			
Action Item No	Action Item	Responsibility	Target Date
1	Email Christine about SINAM program as a budget source	Erica	DONE

8. Discussion Item: List of Approvals

Item No	Description	Motion / Second	Approval
1	Challenge Course for officers \$200	Matt/ Yili	Done
2			

#. Discussion Item:

Discussion:			
-			
Decision:			
- Item			
Action Item No	Action Item	Responsibility	Target Date
1			

