

## EGSA at UCLA Meeting Agenda / Minutes

### 1. Meeting Information

Project Name:	Engineering Graduate Student Association	Meeting Date:	2/24/09
Meeting Location :	BH 2438	Meeting Time:	12:13pm
Meeting Called by:	Olmo Maldonado	Meeting Duration:	1:21 pm
Meeting Notes prepared by:	Vanessa Thulsiraj	Meeting Notes Date:	
Next Meeting Date	3/3/09		
Invitees		Absents	
<ul style="list-style-type: none"> <li>- Olmo Maldonado, President</li> <li>- Matt Beaumontt, VP External</li> <li>- Erica Shim, VP Internal</li> <li>- Sean Zhang, Treasurer</li> <li>- Yili Huo, Events Coordinator</li> <li>- Vanessa Thulsiraj, Secretary</li> <li>- Christine Lee, Sustainability Coordinator</li> <li>- Jamal Madni, Public Information</li> </ul>		<ul style="list-style-type: none"> <li>- Shane Markstrum, Lounge Officer</li> <li>- Patrick Sislian, TEC Director</li> <li>- Keith Mayoral, Webmaster</li> </ul>	

### 2. Meeting Agenda

Item No	Item	Planned Duration
3	EGSA	
4	Engr. Tech Forum (4/23)	
4	Community Outreach	
5	Lounge Renovation	
6	Bulletin Board	
7	Sustainability	
8	Approvals	

### 3. Discussion Item: EGSA

Discussion:			
<ul style="list-style-type: none"> <li>- Recap of GSA Professional Mixer               <ul style="list-style-type: none"> <li>- Attendance: Approximately 500 students, mostly outside of engineering</li> <li>- Used professional bartender (cost \$300), alcohol purchased outside of Alehouse (\$400)                   <ul style="list-style-type: none"> <li>- Food ran out quickly, but Dominos delivery service was good (\$8/pizza)</li> </ul> </li> </ul> </li> <li>- Recap of Challenge Course               <ul style="list-style-type: none"> <li>- Went well, everyone had fun</li> </ul> </li> <li>- CIA Infosession               <ul style="list-style-type: none"> <li>- Suggest at least top three officers attend</li> <li>- Feb 25 Eng V 12pm</li> </ul> </li> <li>- UCLA Engineering Technology Forum (April 23rd)               <ul style="list-style-type: none"> <li>- Deadline to submit abstracts is March 23rd, prizes for top winners</li> <li>- First time for EGSA to be involved, they need about 10 volunteers</li> <li>- Might have problems with lack of space</li> <li>- Determine what tasks we will help with from task list</li> </ul> </li> <li>- Round robin, assign people to update EGSA calendar</li> </ul>			
Decision:			
<ul style="list-style-type: none"> <li>- Events Calendar</li> </ul> M: Yili T: Vanessa W: Christine R: Matt F: Sean S: Erica U: Olmo			
Action Item No	Action Item	Responsibility	Target Date
1	Order service for chain to secure speakers	Yili	Done

### 4. Discussion Item: Incoming Students Social

Discussion:			
<ul style="list-style-type: none"> <li>- Inventory               <ul style="list-style-type: none"> <li>- Problems with items found missing</li> <li>- Need to purchase snack items</li> </ul> </li> <li>- Sustainability: trash</li> <li>- New UCLA Catering Student Menu</li> <li>- Call for band</li> <li>- Library Alehouse banner               <ul style="list-style-type: none"> <li>- Still need to hear back</li> </ul> </li> <li>- Dean fund               <ul style="list-style-type: none"> <li>- Waiting to hear from the Dean</li> </ul> </li> </ul>			
Decision:			
<ul style="list-style-type: none"> <li>- Order snacks from Shain because no one has Costco card</li> <li>- Order pizza through Dominos not UCLA catering, ask for plates and napkins</li> <li>- Engineering VI patio is reserved</li> <li>- Wait for next social to call for bands</li> </ul>			

Action Item No	Action Item	Responsibility	Target Date
1	Visit Shain	Yili, Olmo	2/27/09
2	Order pizza and empanadas	Yili, Olmo	3/2/09
3	Contact facilities about recycling bins	Christine	2/27/09
4	Update old advertisement	Yili, Olmo	2/27/0
	Contact career center for card it system	Erica	2/27/09

## 5. Discussion Item: Community Outreach

Discussion:			
<ul style="list-style-type: none"> <li>- Presentation on Outreach Project (David)</li> <li>- Existing student group, Project Brainstorm, can serve as a model</li> <li>- Brain awareness week (next week): targets middle schools</li> <li>- Bring students to UCLA as a field trip</li> <li>- Bring real live brains to classrooms to get students interested in science</li> <li>- This group provides units (192) for participating undergrads to serve as TAs and organize events, this is a pass no pass course</li> <li>- Other option is teaching sessions offered in spring, NSF proposals also have outreach component</li> <li>- This model is coordinated by grads, but executed by undergraduates</li> <li>- Class syllabus need to register in fall, possible GSA funding</li> <li>- Formulate and execute program by January 2010</li> <li>- Center for community learning: Need a course syllabus and faculty sponsor</li> <li>- Update on Engineering Science Corps: Online Tutoring Program <ul style="list-style-type: none"> <li>- 9 prospective classes are interested in joining (Mayfield HS and Will Rogers Middle School)</li> <li>- Introduce a Girl to Engineering Day: Scott is looking for Volunteers to talk on panel and give lab tours (March 7th 8:30 am- 2 pm)</li> </ul> </li> </ul>			
Decision:			
Action Item No	Action Item	Responsibility	Target Date
1			

## 5. Discussion Item: Lounge Renovations

Discussion:			
<ul style="list-style-type: none"> <li>- Purchase small baskets to store controllers and blankets</li> <li>- Provide a coffee maker in lounge</li> <li>- Pay phone bill, or discontinue phone service</li> </ul>			
Decision:			
<ul style="list-style-type: none"> <li>- Store at least one bottle of Windex and paper towels in lounge</li> <li>- Start "used batteries" jar so that old batteries can be collected and recycled</li> </ul>			
Action Item No	Action Item	Responsibility	Target Date

1	Purchase Security Camera	Shane	
2	Contact Maintenance to fix internet service		
3			

## 6. Discussion Item: Bulletin Board

Discussion:			
- Ways to change board design to make it suitable for long term use			
Decision:			
<ul style="list-style-type: none"> <li>- Change "Board" to "Officers"</li> <li>- Change "Social Activities" to "Activities"</li> <li>- Change border to just "Engineering Graduate Student Association" instead of using logo</li> <li>- Include title and UCLA logo on Bulletin Boards</li> </ul>			
Action Item No	Action Item	Responsibility	Target Date
1	Decorate EGSA Lounge Bulletin Board	Vanessa, Christine, Olmo, Yili	Done
2	Decorate EGSA Bulletin Board by SEAS	Vanessa, Olmo	

## 7. Discussion Item: Sustainability

Discussion:			
<ul style="list-style-type: none"> <li>- Student Water Keepers in Action</li> <li>-Update on program and current progress</li> <li>-ESE has already begun their portion of the project</li> <li>-Call Daily Bruin to attend poster session</li> </ul>			
Decision:			
Action Item No	Action Item	Responsibility	Target Date
1			

## 8. Discussion Item: Committees

Discussion:			
<ul style="list-style-type: none"> <li>- Graduate Writing Center Oversight Committee (GWCOG) meeting next Monday March 3 at 5:15pm - 6:30pm</li> <li>- Updates from other committee meetings               <ul style="list-style-type: none"> <li>- Elections Committee (update from David)</li> <li>- Applications will be coming out and will be available in Lounge</li> <li>- All candidates have to reveal their funding sources and expenditures during campaign</li> <li>- All interested candidates in the position or proposed referendums require an application</li> </ul> </li> </ul>			
Decision:			
- Yili will attend the GWCOG meeting, Christine and Olmo can be backup reps			
Action Item No	Action Item	Responsibility	Target Date
1			

## 9. Discussion Item: List of Approvals

Item No	Description	Motion / Second	Approval
1			

