

EGSA at UCLA Meeting Agenda / Minutes

1. Meeting Information

Project Name:	Engineering Graduate Student Association	Meeting Date:	3/3/2009
Meeting Location :	BH 2438	Meeting Time:	12:15pm
Meeting Called by:	Olmo Maldonado	Meeting Duration:	1:09pm
Meeting Notes prepared by:	Olmo Maldonado	Meeting Notes Date:	
Next Meeting Date	2/24/09		
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 		<ul style="list-style-type: none"> - Christine Lee, Sustainability Coordinator - Jamal Madni, Public Information - Shane Markstrum, Lounge Officer - Patrick Sislian, TEC Director - Keith Mayoral, Webmaster 	

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"> - Recap of CIA Infosession - Officer Dinner - Presenting a 3-5min slideshow to Prospective Students (3/6) - Next Tech Forum Meeting: 3/10 10:30 AM-11:30 AM in Rice Room - Recap on Calendar Communism 			
Decision:			
<ul style="list-style-type: none"> - recite notes on CIA - Officer Dinner Attentively 3/11, 7pm 			
Action Item No	Action Item	Responsibility	Target Date
1	Presentation for Prospective Students	Olmo	3/4/2009
2			

4. Discussion Item: Incoming Students Social

Discussion:			
<ul style="list-style-type: none"> - EGSA Incoming students social will be held 5-7pm Eng IV 2nd floor patio - Library Alehouse banner <ul style="list-style-type: none"> - Approximate cost 120 dollars - Dean fund <ul style="list-style-type: none"> - \$2,500 - EGSA will add \$500 from our budget <ul style="list-style-type: none"> - Reduce quantity: 2 slices per person, ask volunteers to monitor what people take - Purchases <ul style="list-style-type: none"> - Snacks, plates and ice 			
Decision:			
<ul style="list-style-type: none"> -Purchase only pizza from Dominos, no empanadas - Determine amount of items to purchase for next two socials 			
Action Item No	Action Item	Responsibility	Target Date
1	Ice Purchase	Yili	3/5/2009
2	Volunteer Request	Yili	3/5/2009
3	Social Email (students and staff)	Olmo	DONE
4	Social Flyer	Yili	3/5/2009
5	Transfer dean money	Sean	3/5/2009
6	Banner Purchase	Erica	3/3/2009
7	Smart and final run	Matt	3/5/2009

5. Discussion Item: Community Outreach

Discussion:

<ul style="list-style-type: none"> - Webster Middle School, Judge in Science Fair - Judges will score posters and interview teams on March 6, 2009 from 1-3pm - Update on Engineering Science Corps: Online Tutoring Program <ul style="list-style-type: none"> - Several classes are interested in joining from Mayfield HS and Will Rogers Middle School - Introduce a Girl to Engineering Day: Scott is looking for Volunteers to talk on panel Mechanical and Chemical Eng still need to be represented (March 7th 8:30 am- 2 pm) - Presentation on Outreach Project (David) 			
Decision:			
Action Item No	Action Item	Responsibility	Target Date
1	Send Erica an email about Eng. Day	Vanessa	3/3/2009

5. Discussion Item: Lounge Renovations

Discussion:			
<ul style="list-style-type: none"> - Purchase small baskets to store controllers and blankets - Provide a coffee maker in lounge - Pay phone bill, or discontinue phone service 			
Decision:			
-Need back plate to mount logo			
Action Item No	Action Item	Responsibility	Target Date
1	Purchase Security Camera	Shane	
2	Contact Maintenance to fix internet service		
3	Send Shane an email about changing code	Olmo	DONE
4	Mount EGSA logo	Eica	3/6/2009

6. Discussion Item: Bulletin Board

Discussion:			
- Still need pictures of Shane, TEC, Challenge Course			
Decision:			
Action Item No	Action Item	Responsibility	Target Date
1	Decorate EGSA Bulletin Board by SEAS cafe	Vanessa	3/6/09

7. Discussion Item: Sustainability

Discussion:			
- Student Water Keepers in Action -Update on program and current progress			
Decision:			
Action Item No	Action Item	Responsibility	Target Date
1			

8. Discussion Item: Committees

Discussion:			
<ul style="list-style-type: none"> - Update on Graduate Writing Center Oversight Committee (GWCO) meeting - 2 meeting every quate - Updates from other committee meetings 			
Decision:			
Action Item No	Action Item	Responsibility	Target Date
1			

9. Discussion Item: List of Approvals

Item No	Description	Motion / Second	Approval
1	Alehouse banner \$180	Matt/Yili	Done
2	Pizza snacks volunteers ice (\$2400) (\$300) (\$200) (\$100)	Matt/Yili	Done

