Reminders/Follow-up:
Chairs: Schedule individual committee meetings, prepare budget proposals, ? for grad survey
Executive Board: meeting next week Wed. 5 pm.
Lewis G: email on Faculty Governance Graduate Rep positions, email summary list of events

Agenda:

1. Intro/Orientation
   a. General responsibilities

2. Committee Formation
   a. Social (Cat F.): FUN events (alcohol and non-), TGs
      i. Doug meeting with Laura Crandall about the bar
      ii. Tom B: investigating bar supplies, maybe invest in our own
   b. Prof. Dev (Whit M.): packets, panels, workshops, disseminate information to grad students, various topics, Spotlight on Research
   c. Speaker (Scott S.): 2 main speakers, student speaker series
   d. Int. (Michelle M.): International Night, International Student Rights Panel
   e. Proposed communications committee (Jesse)?
      i. Responsibilities: publicize events, maintain website
      ii. Communications liaison maybe, a go-to for info from each committee
      iii. Chairs responsibility to get info to Jesse, and will be web administrators
      iv. Document for how to publicize events: (Whitney M and Abbie L)
      v. Also a page to advertise student achievements, publishing or capstones – office locations
      1. Google calendar (Andrea W)
      vi. Maybe not a committee, see how it goes
      *might need communications meeting, if not committee, in the future

3. Faculty Governance Graduate Reps
   a. Multiple committees to join, Lewis G will send out information in an email.
   b. Sending out email with more details

4. Budget
   a. Hand out of last year’s planned and actual spending
      i. $1-2,000 extra unallocated funds
         1. Allocate based on committee proposals
         2. Tom (motion), none opposed
            a. Chairs submit committee budget proposal (Whit M)
ii. Give all outstanding receipts and gift cards to Jen

iii. Grants and Awards Committee (Unofficial)
   1. RIN, Travel, Awards
   2. Keep track of timeline and protocol

5. Extra Business
   a. Get rid of old website (Jesse)
   b. Committees check out pages, send Jesse more info to post
   c. Post PhD comic movie screening at SU?
      i. Maybe on calendar, not on page
   d. Consolidation of grants list
      i. Whitney M will send to Jesse

6. New Committee Meetings
   a. Organize independent committee meetings
   b. What questions do you want to include on the graduate student survey
      i. Survey Monkey, unlimited # of ?s
      ii. Send out copy of last year’s survey (questions and answers)
   c. Lewis will send out list summarizing events of the past

7. Executive Board meeting next Wednesday
   a. All committee chairs, president, vp, treasurer, secretary

Attendance:

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