**Graduate Student Association - Meeting Agenda**

**08-16-18 (3 pm - 4pm)**

**Group photos (4 pm - 4:30 pm)**

1. **Reminders**:
	* GSA officers:
		1. Share GSA bio sketch and picture with MS

Including older officers by noon tomorrow (8/17/2018).

* + 1. Please respond to the doodle poll. Next meeting – Sept 4th – 7th
	+ Brianyell: send meeting minutes to Tres – upload to website.
1. **GSBS Orientation**:
	* August 20th (Monday) 12-1pm ACB220, please accept the invite from Tracy.
	* Attendance is mandatory for all the GSA officers.
	* Tour – 3 students have volunteered, shared the info with Tracy.
	* Can we sell t-shirts and sweatshirts during orientation? If yes, let students know in advance so that they can bring cash.
	* GSBS mentor-mentee:
		1. 9 mentor-mentee pairs
		2. Last meeting we decided on no coffee breaks because last year all students didn’t come and weren’t talking about school related topics. However, we will reinstate coffee breaks and maybe snacks too. Maybe we can talk to Dr. Schneider to see if he can help pay for snacks. (Pam will ask him)
		3. Pam & Kirstin:
			1. When do we introduce the mentees to their mentors? Lunch time 12:00pm
			2. Please send a reminder email to all mentors to be there for lunch.
			3. Who will lead the mentor-mentee program? Riccay Elizondo
2. **GSA mandatory meeting:**
	* Sept 10th (Monday) 12-1pm
	* Sarah: food, room, arrange clean-up, send invite to students & ask about dietary restrictions.

1C110A or B, Boxed sandwich lunches. Invoice already sent in for clean- up. Sarah will send email around Aug. 28th for mandatory GSA meeting. Pam will have the email list updated by then so that it includes new students and excludes older students.

Dietary restrictions: halal option for Muslims, vegan, vegetarian, gluten free, other (please specify). Monica talk to Tres to see if he can add the option.

* + Agenda overview:
		1. **12:00 – 12:20pm:** Welcome
			1. Speakers: Dr. Schneider, Sara Neil from Employee benefit Office and Pam Johnson.

All will be in attendance. Pam can talk about leave (holiday days).

* + - 1. Time per speaker: No more than 7 minutes.
		1. **12:20 – 12:45 pm**: GSA Business (share ~3 slides with Monica by the next GSA meeting)
			1. Introduce GSA officers - MS
			2. Student Research Week - Riccay & Whitni
			3. Travel Requirements - Caitlyn since you’re treasurer. Monica will share info from previous years.
			4. Volunteering events - Tim
			5. Fundraising events - Stephany
			6. Social events - Brianyell
			7. Journal Club - Sarah
			8. Cultural diversity - Elham can probably talk about the international students F fund visa (what to avoid, job requirements (pay)). Also provide ICC officer for ttuhsc information (share this info with the new international students i.e. website or link)
			9. Time per speaker: No more than 3-4 minutes (Less if possible).
			10. Remind the student to fill out the GSA survey to let us know their travel needs, preference for graduate school activities.
		2. **12:45 – 12:55pm:** Forms (printed in the GSBS office)
			1. GSBS agreement form - Pam/Kirstin
			2. GSA survey – travel requirements, activities students might be interested in (Monica/Tres). Can we have this survey online instead of the paper survey? Tres can possibly help out with this. Can this be sent to students well before the meeting so that they can do the survey ahead of time? Maybe send along with invite. Results can be printed as soon as everyone finishes with the survey.

Include volunteer section- (who will like to volunteer for … events)

Food not bomb maybe??

* + 1. **12:55 – 1 pm:** Raffle Time!
			1. Ticket roll and 3 prizes – Kirstin (all ready to go!)
1. **Journal Club**
	* Room reservation, Sign-up sheet, arrange clean-up.
	* Food list (working on getting updated health inspections, etc.)
	* Few ideas: Friends-giving or cultural potluck. (group presentations… 2 to count as credit or 1 individual presentation) Thanksgiving potluck. Dr. Schneider will have a diversity potluck in the spring??
2. **Fundraising events:**
	* Any updates: Caitlyn & Stephany? (jackets, shirts, bake sale same location scheduled for Sept 27 and 28th 11- 1pm. Currently working on meetings with a couple of restaurants (chick fil-A and Bahama Bucks). Come up with 2 sign-up sheets for those who wish to bring goods and for those who’d like to volunteer for the bake sale.
	* Photos (headshot)
	* Valentines gram
	* Haunted house, Halloween photos, reuse harry potter décor
	* We need volunteers from both officers and students. Maybe include a section in the survey about who will be interested?
	* Volunteer at the fair. Pay $500 a shift. 8 people per shift. Sept. 20-ish
3. **Volunteering events:**
	* Bake sale (September)- 27th and 28th (will send two sign- up sheets: 1 for goods and 1 for volunteers)
	* American Diabetes Association Walk (Sept 22nd 8:30am-10:30am)
	* American Heart Association – Saturday, October 13th
	* Haven animal shelter - October
	* Children Home of Lubbock (October)
	* Science spectrum (October/ November) – bubble fest, spooky science – contact Satina Whalen.
	* Other ideas?
4. **Student Research Week:**
	* Dates: 3rd week of March, **March 19th- 22nd**
	* SRW Banquet – March 21st at Mackenzie-Merket alumni center
	* Two Speakers: Polly Matzinger and Marvin Whiteley
	* MS: Cash bar and donation forms – documents are ready.
	* Banquet Theme: World of travel. (photo booth symptoms, occupation cards, questions at each table, board game pandemic (look up game)
	* MS & Brianyell: Start working on floor plans, decorations, music, photographer.
5. **Social Events:**
	* GSBS picnic, Movie nights, Hiking trips.
	* Trapped, Altitude park.
6. **Senators:** any updates?
7. **Other:**
	* Terra Cycle <https://www.terracycle.com/en-US>
		1. GSBS students involved in eco-friendly services. Place bins around the 5th floor and drop off for cash. Maybe let Pam know so that she can make the drop.
		2. sign up as an organization and possibly get money back from recycled goods.
		3. Maybe add more bins for those specific items in the halls?
	* Question for Pam: Do we have any funds for travel scholarships? There are no carry over funds. SGA give us a start up fund but we use most of these funds for travel. Hopefully budget will be known by the first week in September.
	* Update: GSA Org Sync is going through software update. Will have access from 9.1.18.
	* IPE – David
	* Food not bomb- volunteers to cook and serve food to the less fortunate. Duties include- Packaging food and delivering to the park. Elham will talk to the guy to see if the organization can pay for the food. This will have to be during the weekend. Monica include this into the survey.
	* SRW theme ideas: Politics and science ideas, women in science, big bang theory theme