# Engineering Graduate Student Organization

# Meeting Agenda

## November 14, 2018

## 5:00 PM

Type of Meeting: Full Officer Meeting

Meeting Facilitator: Kevin Mohsenian

Invitees: EGSO Officers, EGSO Committee members, GWEN (Anna)

1. Call to order
2. Approval of minutes from last meeting
3. Old business

* Travel Grants – any discussion needed?

1. Position Reports

* President – Kevin
* GPSG – situation fixed!
  + Met with GPSG president and got on the same page. It seems like they have opened their perspective about collaboration from the board members on their message!
* Graduate Student work areas opened!
  + **New Grad Study Lounge in Hillman**: to access, send your 2P number on the following link -<https://www.library.pitt.edu/graduate-study-room>
  + **New PhD dissertation writing space in Hillman**: to apply -- <https://www.library.pitt.edu/get-phd-carrel>
* Annual Survey – delayed to beginning of spring semester, worried we won’t get a high participation at the end of the semester.
* Newsletter: we are looking for someone who is interested in taking the lead with this project for a December issue. If interested, please email me or EGSO.
* Unionization – EGSO remains neutral but wants to inform students about pros and cons (both union and university perspectives). Email me or EGSO if you have any questions or concerns. May plan to host perspective events in Spring.
* Thank you to everyone! Yinz are doing a FANTASTIC job!
* Remaining Full Officer Meetings for Fall scheduled: **12/12**
  + Will be sending poll to establish spring semester schedule before the next Full Officer meeting (early December)
* Vice President – Stephanie
* Secretary – Erica
* Proposal in December and I am very behind for that, so will be limited in what I’m able to for EGSO until January
* Make sure emails you want me to send have all the information I need
* Try to send me emails at least a day before you need them to be sent, and I’ll get to them as soon as I can
* Sent email lists and phone number lists, let me know if you have questions
* As always, open to feedback on emails
* Organized the Event Coordinator Google Drive
* SWE reached out for collaboration with the Women in STEM conference again – Stephanie volunteered
* Dean’s Council
* Dean’s office wants to do a “town hall” early next semester. I put my name on the list for help organizing on behalf of EGSO so we wouldn’t get left out, but I would like someone else to actually be on the committee if anyone is willing (I don’t have the time).
* NSBE is doing their usual Study-a-thon, said they always need grad students to help, especially TA’s for the relevant classes. Maybe Yusuf could reach out to them and see how we can help?
* ESC has an “Unwind Your Mind” event on 12/8 that Jack said grad students are also welcome at
* Treasurer – Adam
* EGSO SORC Account Rolling Total - $50,720.85
* EGSO PNC Account Rolling Total - $5,856.80
* Fall Allocated Funds - $16,459.23
* Fall Budgeted Funds - $20,160.00
* Fall Spent Funds - $12,710.14
* Event Funds that have not been used yet: $8,150

Engineering Day of Service  
Panel Discussion - Academia  
Hiking trip  
Panel Discussion - Industry  
Panel Discussion - Alumni dinner  
International Friendsgiving  
Improv  
End of semester Happy Hour  
Running Club Allocation  
Travel Grants Allocation

* Addition of Mentorship Mixer to the Budget
* Mentorship Budget - Discussion
* Swag Budget - Discussion  
    
  Check for EWB - University of Pittsburgh" with Engineers Without Borders in the memo line.
* We have the check… is it for $110?
  + Do a disbursement instead
* cost of check is $1.50
* To give check to EGSO -> “EGSO” is the name you put on the check…
* Online Account details are being sent to the 106 SORC office. We can reset them from there.
* Includes username and password
* Security Questions is also reset
* Communications Officer – Haley F. (absent)
* Website Updates:
* EGSO Google Calendar: both the EGSO Promoted Events and EGSO Event Coordinator calendars have been linked, so when events are planned we can add all the information & Eventbrite links to one place and it’ll automatically update! (Reminder to try to use the calendars)
* I’ve been uploading flyers/Instagrams/Facebook events/etc—PLEASE let me know if I seem to be missing things, I’m still new to this!
* Swag
* What is our budget for new EGSO swag? This will determine quality and quantity of items? (Vote)
* Water bottles: based on previous EGSO officer conversations, I have priced out a variety of personalized water bottle options (see attached, with examples of more options on the second page). If we decide water bottles, and water bottle type, I can make pretty much any option happen within the budget.
* Sweatshirts: I have received several quote options for crewnecks, zip-ups, quarter-zips, etc if we have a need or room for this type of swag
* Any other suggestions are welcome!!
* Ongoing projects
* Working on also syncing the DPCD calendar to the website so those events will also auto-populate
* Snapchat/More Promos: right now I’m working on getting the Instagram in a good posting routine with hashtags that are more searchable. Should I add Insta-stories? sort of like a Snapchat story but through an already established account
* Event Coordinators – Lisa and Tejal
* Halloween party was well attended: ~30 people (survey showed that people really enjoyed it)
* SciPhD was also well attended: ~30 people (survey showed that people really enjoyed it)
* Surveys from Eventbrite are going to people’s spam
* Events in process of being planned:
  + International Friendsgiving potluck & trivia night
    - Friday Nov 16 (5-8pm)
  + Improv for science communication (academic event) –BMES will host but EGSO will open it up to everyone
    - Tuesday Dec 4 (6-8pm) AND Thursday Dec 6 (6-8pm)
  + End of semester happy hour at the Porch
    - What date?
      * Dec. 7th is last day of classes
      * Dec. 14th is ChemE Christmas party, and an event at the Porch for CEE
* Will start planning spring events next month!
  + First few events for the month planned first, then will have full list to vote on at the first meeting
* Representative for International Students – Srinath
* Friendsgiving Potluck & Trivia Night (see document)
* Ordered food for 20 people (23 RSVP currently)
* A few games planned
* Chinese, Indian, Italian, and US – type food
* Apparently for the ChemE lounge, they wouldn’t get a ping pong table because they didn’t want the ping pong balls flying around
* Professional Development Officer - Piyusha
* SciPhD went well. There were a lot logistic hiccups because we had to go through SORC. Lisa might elaborate on them, and she has been compiling it all in a document for future use. A lot of people liked the event but I personally thought that one whole day was a lot and not all of it was necessary. If we want to do it in the future we can potentially just do half a day with the modules that everyone liked. It will also be much cheaper that way.
* Mentorship mixer went well, Trevor did a fantastic job organizing it. About 40 people have signed up for the program. We will followup with guidelines for mentoring groups meetups etc. soon. Discussion: Budget for mentorship program.
* The women's networking event went really well. There was a lot of enthusiasm about EGSO activities. GWEN wants to collaborate more with EGSO and we should approach them for co-sponsoring/hosting mutually beneficial events.
* Outreach Coordinator – Yusuf
* Email from GPSG from PR Committee, wanted as a contact for messages
* Checking in about EWB check status – in the works
* Asked about mentoring program through the science center, if anyone had signed up
* Ask them if anyone signed up
* Flo said they’d heard about that before, but didn’t pursue because of large commitment
* EGSO GSA Representative – Haley G.
* **Travel Grants**: IE and ECE have been sent out! (MEMS and CEE to be sent out ASAP), BioE & ChemE ?
* BioE sending out on Friday
* ChemE approved matching funds, no travel grants in the Fall
* Note: Biomechanics people (some others) can’t apply for any of these grants before their conference due to timing
* Creating general timeline guideline so GSA Reps can know exactly how to start in the fall. Such as, what information they need to get from their department and by when.
* **Other GSA Updates:**  
  MEMS: Great progress, moving forward after speaking at faculty meeting yesterday, over 60 responses on the interest survey (68)! Had a mixer instead of seminar last week and over 50 people attended! Next event?
* CEE: Had Halloween movie night, trying to plan another department event before the end of the semester – 20 attendees
* ECE: Continue advertising through EGSO because email distribution is a bit contentious; new Grad org (OSA) trying to be started, want that leader to be the ECE GSA Professional Development person!

1. New business

* Vote for Mentorship Program budget (excel spreadsheet)
* Total, Spring: $885
* $300/semester event, $585/mentor lunches
* Adam: 3 panel discussions will happen in the spring
* Mary may be receptive to funding us for this because she is very passionate about mentorship, especially if it takes off and more people participate
* Flo: EGSO fund for the first semester, and bring results to Mary to ask for funding
* Meet with Mary before vote, but people are generally in support of the program
* Vote for Swag and Swag budget
* Online vote, everyone needs a little water, include picture as well as price for 100 total (unit price) – don’t let the price impact too much, just as far as value is concerned
* Yusuf will cherish his
* We may also get pens as well
* End of semester happy hour date
* Get availability for the dates in the weeks of Dec. 6/7 and 13/14, get a few and then vote on that

1. Discussions

* Discretionary funds rules with vote
* Michelle: Unsure whether discretionary funds should be used for travel grants, it’s not really detracting from others. However, smaller departments must use it for events so it’s not really discretionary in the first place.
* Flo: Both ChemE and BioE are in the same boat with the discretionary funds. Think a good way to do it would be to add travel grants. For subsidizing more events, not sure whether there’s enough participation for all of the funds to be used.
* Kevin: e.g. SciPhD could’ve been free for ChemE/BioE, but sees the point of the use for travel grants and the value of those
* Mohamed: No problem with them using the money for travel grants, but why are they getting it in the first place? Thoughts were mentioned to use the money on items such as board games, etc. that the other departments can share.
* Flo: It would almost be a hassle to spend the money. Seems to the department that they don’t need the money they’re giving them if they use the $200.
* Kevin: It’s *discretionary*, but not *allocated*. Money should be helpful to get more people involved. Incentive to think of creative ways to get people involved using this money.
* Stephanie: Take it to an extreme: all can use for travel grants, then other GSA reps might just say forget using this for travel grants and let’s just use it for travel grants. Always people who aren’t coming to events, so the $200 could be used to find that group.
* Adam: Push was for flexibility, spirit is more important than the letter. It’s their money, and if their use will boost EGSO involvement in any way then that could be helpful.
* Flo: Great points, and realistically you’ll never reach everyone. ChemE believes that travel grants will be the largest return on investment from them. Believes that in the future, maybe only do this for smaller GSA’s.
* Motion: Kevin moves that discretionary funds be used for travel grants. 4 in favor, 5 opposed, 1 abstained
* Rephrase: Flo moves that BioE and ChemE GSA’s can use discretionary funds to supplement their travel grant budget for this year. Erica seconded. 8 in favor, 4 opposed, 0 abstained

1. Adjournment