CEGSAC Meeting   **03/18/2024**

Location: HAMP 1113 and Teams
Time: 8 AM EST

Overview:
Purpose: the objective of the meeting is to briefly update on the past events and review what is coming in the next week. Ask for help where needed and make sure everyone is participating.

Agenda with Notes:
- *Upcoming Events*
  - Sports, Health, and Wellness Committee:
    - March Madness
      - Sent out!
      - WATCH PARTY - Purdue basketball (sweet 16 - third round)
        - Next week Thursday or Friday
      - Preparation
        - Myriam bought 3 prizes
          - Tumbler, thermos, lanyard
    - Discussed updates about weekly sports after meeting ended
      - Weekly bowling - starting 28th Feb
        - CEGSAC - all bowling on April 3rd
        - Eboard - bowling? May 4th
    - Yoga
      - APF submission before April 9th
    - Event Ideas?

  - Professional Development Committee:
    - Emerging Leaders | $1300 | Date - April 1st
      - Lisa - 2022 Transportation Engineering Graduate
      - Schedule
        - Arriving Sunday night
        - Monday morning 8:30-9:30 Breakfast at Another broken egg w/ Eboard
        - 9:30-10:15 meeting with research group
        - 10:15-11 room setup
        - 11-12 lecture in HAMP 2107
        - 12-2 box lunch in wood commons
        - 2-2:30 break

- ■ 4pm departure
  - ○ Would like her advisor to attend the meals
  - ○ CEGSAC Volunteers needed for meals and tours
  - ○ Updates

- CE Symposium | $3000 | Date - April 19
  - ○ Info sessions
    - ■ All rooms have been booked
    - ■ company responses?
    - ■ One has confirmed & offered to provide food
    - ■ Schedule confirmed with companies
      - ● They like the info session better than career fair style
  - ○ Parking passes - waiting for more companies to get them
  - ○ Poster printing
  - ○ Networking workshop with CCO
    - ■ Thursday 4/18 - 4:30-5:15
    - ■ One company presents 5:20-5:35
    - ■ Another company presents 5:40-6pm
  - ○ Merch - Need to prepare purchase order for mugs and shirts
    - ■ Order date - end of this week
    - ■ Prajjwal had ideas on design?

  - ○ <u>Cultural and Outreach Committee</u>:
    - ● Spring Picnic | $200 | Date - April 21 (Sun)

- *Treasurer / Funding update*
  - ○ Send receipts as purchases are made
  - ○ follow up with Jenny on fund?

- *Office of Public Relations*
  - ● Add descriptions & pics to 2024 events | Date - Ongoing
    - ○ Newsletter, Emerging leader, March Madness
  - ● Linkedin + Insta updates + TV | Date - Ongoing
  - ● Identify and link other CE grad organizations. | Date - Ongoing
  - ● CEGSAC email
  - ● Newsletter | Date - TODAY 11AM
    - ○ Updates made
    - ○ Send preview email to Myriam and Deepak
    - ○ Send real email to Jenny & Dr. Abraham, other CE Faculty, CE Grads, CE Postdocs

- ○ Publish to CEGSAC website

- *General*

  Are we all available April 3rd to attend bowling?
  - ○ Purdue Day of Giving April 24th

- *PGSG Activities? / PGSG Senator input*

- *Questions or expectations?*

- *Next meeting date / time*
  - ○ April 15th

Action Items:
1. **All officers** make sure to use the Purdue tax exempt form with purchases.
2. **All officers** remember activity planning form (APF) through BOSO.
3. **All officers** brainstorm ideas on how to engage more incoming students.
4. **All officers** when sending emails to the CEGSAC list, make sure to BCC Dr. Abraham and Jenny Ricksy and cegsac@purdue.edu for our records.
5. **All officers** include "CEGSAC" in email subject and body.
6. **All officers** to update "Calendar of CEGSAC Events" in shared Google Drive.
7. **All officers** remember for any purchase over $100, reach out to Myriam and get the credit card.
8. **All officers** make sure CEGSAC purchases are separate transactions from personal.
9. **All officers** make sure to email Sean receipts ASAP and that receipts give general credit card info e.g. Visa XXXXXXX1234.
10. **PDC** to contact Heather regarding getting participating companies parking passes for the CE Symposium.
11. **PDC** to coordinate a networking event with CCO.

12. **PDC** to look at how to print student posters for CE Symposium.
13. **PDC** to finalize the CE Symposium schedule.
14. **CCO** to organize the Spring Picnic.
15. **OPR** to continue updating our website and social media with events.

Tasks Complete from Previous Action Items
1. **SHW** to prepare to run an online March Madness bracket.

3. **PDC** to prepare a schedule for Emerging Leaders.
4. **PDC** to confirm with companies about interest in date, time, and event format preferences for information sessions around the CE Symposium.
5. **PDC** to decide on CE Symposium merchandise and look at a t-shirt design.
6. **PDC** to send out an interest form for the CE Symposium to graduate students this week.
7. **OPR** to specifically upload Town Hall and Diversity Panel Q&A documents.
8. **OPR** to finish the newsletter, send it to the board to review.
9. **OPR** to set up an interview with a professor for the next newsletter.

Participants:

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