

<b>Event (GRAD LOUNGE):</b> <b>Logistics and Responsibilities for</b> <b>Christmas Lunch Party</b>	<b>Date (YYMMDD):</b> 161207 <b>Time (24:00):</b> 1700-1820 <b>Transcriptionist:</b> kcwliew
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**MEETING MINUTES (notes in BLUE)**

<b>Attendance (RED for missing):</b>		
<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Preferred CEGSA email</u></b>
President:	*Manuel Tejada	<mtejeda@uwaterloo.ca>
VP Finance:	Zach Cano	<zpcano@uwaterloo.ca>
VP External:	*Parri Adeli	<parvin.adeli@gmail.com>
VP Internal:	*Manan Dosi	<mdosi@uwaterloo.ca>
MEng Rep.:	*Yue Han	<y97han@uwaterloo.ca>
VP Academic:	*Omar Khan	<o35khan@uwaterloo.ca>
VP Social:	*Dilara Yilman	<dilarayilman@gmail.com>
Health & Safety Rep.:	*Kelvin Liew	<kcwliew@uwaterloo.ca>
<b>GSA Rep.:</b>	<b>Aswin Muthu</b>	<b>&lt;amuthu@uwaterloo.ca&gt;</b>
Social Coordinators:	<b>Archisman Ray</b>	<b>&lt;archismanray22@gmail.com&gt;</b>
	*Navid Bizmark	<navidbizmark@gmail.com>
	*Eduardo Ramírez Montiel	<e2ramirez@uwaterloo.ca>
	*Abdul Ghannoum	<arghanno@uwaterloo.ca>
	*Kiana Amini	<k3amini@uwaterloo.ca>
<b>Meeting Head (person who called the meeting; starts and concludes meeting):</b>		
Manuel Tejada, President		
<b>Objective of Meeting (purpose of meeting):</b>		
-finalization and summary of Dec. 14th Christmas Lunch Party		
<b>Itinerary (schedule of meeting):</b>		
1700-1710 <b>Mingle and dinner</b>		
1710-1715 <b>WELCOME from president</b>		
1715-1730 <b>Review and status update on previous deliverables</b>		
<b>President:</b>	December 14th, Christmas Lunch Party update ~2 weeks + rental inventory	
<b>H&amp;S Rep.:</b>	Room security	
<b>VP Acad.:</b>	Academic headshot + annual chemical engineering graduate poster seminar	
<b>Social Co.:</b>	<del>Exam stress-relieve event</del> + volunteering	

Created: 161121  
 Approved: 161201  
 Reviewed: 161213

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**Christmas Lunch Party**

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**1. December 14th, Christmas Lunch Party: setup and takedown only 5-10 volunteers, potluck desserts, backup as servers, second floor, CEGSA music and performance, 5\$ tickets (1 food, 1 raffle) + raffle + food bank, 30\$ x3 gifts (Zach and Dilara)**

-table setup day before at 1700, Dec. 13th meeting at the atrium lobby

-~10 people from CEGSA

-DJ service (Christmas list through YouTube) → Omar, Navid

-AV equipment provided by department

-live music: 1 person, piano keyboard provided by department

-raffle: Liz; CEGSA 100\$ budget → Parri to get gifts via UW store (25\$ each)

-servers: TBD

-next meeting: conclusion

**2. Video surveillance for grad lounge under review**

-no surveillance, legal issues

**3. Academic and professional headshot events**

-annual best paper event, present paper/work with certificate and money

-teaching award for department with certificate and money

**4. Consider annual chemical engineering graduate student poster seminar event**

**5. Exam stress relieve event: sports, games, outdoor events (next meeting)**

**6. Volunteering opportunities 2017**

**7. Rental inventory for grad lounge items (next meeting)**

**8. TA allocation**

-Manan on TA, software optimizes: parameters: prof and student preferences, income difference

-difficult for new students without TA and underperforming TA

-there are no TA evals from students

-veto rights with profs

1730-1750

**December 14th, Christmas Lunch Party**

-ticket sales and raffles responsibility

-confirm who from CEGSA will purchase raffle prizes and whether the chem eng department will help fund this

-music and entertainment, artist placement

-ensure logistics and roles are clear

-time and place

1740-1750

**Commitments/liabilities and upcoming events**

-fridge cleaning and general lounge cleaning schedule

-DWE 3523C

-Liz alcohol wipe, buy supplies

New ideas for social events

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-free movie night tickets → advertise on FB, google poll (Manuel)

1750-1805

**Any internal issues and notices from meetings**

-budget for term: VP Finances (Zach)

-+600-700\$/term GSA

-3000\$ balance

-department sometimes sponsors % of event

-can spend 1000\$ per term till 2019 Spring, thus CEGSA can subsidize more or

make more events free

-legal liability waiver → GSA

1805-1815

**Closing from meeting head(s)**

1815-1820

Meeting head(s) sign-off on meeting minutes with transcriptionist

All deliverables sign-off with respective person

\*Transcriptionist emails/uploads meeting minutes to all attendees (internal); within 24h

**References (any documents or references to previous items):**

**Conclusions/Summary (changes, suggestions, etc.):**

**1. December 14th, Christmas Lunch Party: backup as servers, 5\$ tickets (1 food, 1 raffle) + food bank**

-setup on Dec. 13th @ 1700, E6 atrium lobby → ~10 volunteers (assume takedown as well)

-DJ service → Omar, Navid (AV equipment provided by department)

-live music: 1 person (piano keyboard provided by department)

-raffle: Liz; CEGSA 100\$ budget → Parri to get gifts via UW store (25\$ each)

-servers: TBD

**2. Grad Lounge kitchen and fridge**

-cleaning schedule complete, fridge cleaning, signage, supplies → Kelvin

-new equipment: microwave, toaster oven, table + chairs, countertop repair

**3. Academic development and advancement**

-annual best paper event, present paper/work with certificate and money

-teaching award for department with certificate and money

-industrial seminars, contact (Boxin Zhao) → Manuel

-professional headshot events to follow → Parvin and Omar

**4. VP Finance on term budget**

-1000\$ for the term until Spring 2019

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-free movie events, more subsidized event participation

**5. Volunteering and participation opportunities 2017**

-sports, games, outdoor events (think for next meeting)

-get GSA direction on legal waivers → Dilara

**7. Rental inventory for grad lounge items**

-create inventory → Manuel

**8. TA allocation**

-software optimizes: parameters: prof, student preferences, income difference → Manan

-difficult to obtain first TA

-no TA evals from students, marks not considered

**Deliverables for Next Meeting/Responsibilities (list item with person responsible):**

See above

**NEXT MEETING (to be decided at end of meeting in RED):**

**In the New Year (2017)**

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