

## Meeting Minutes

Presentation by Jared Lenos

- Duties of Pres
  
- Duties of Finance
  - Communications - will add link for website to opt-out of
  - stationaries will be supplied by main office
    - supplies for CEGSA lounge: ask Liz Bevan
      - e.g. detergents, etc
  - need to prepare financial reports by apr. 30 to who???????????
  - come to department for financial support for visiting scholar
  - need to get key to CEGSA office for tracking resources and file cabinet
    - we organize bbq and orientation, but MAIN OFFICE PAYS FOR ALL THE FOOD/DRINKS.
      - up to \$800 per year
      - 2x orientation (fall/winter) - ask judy
        - orientation is run by assoc. chair of studies (CEGSA will MC)
        - CEGSA will host snack time after lunch
      - 1x BBQ and meet the profs(where faculty is invited)
        - play soccer
      - 1x Christmas on Dec. 14 (w/ main office)
        - oeudrve this year (flexible)
  - Contact Rose Vogt for accounting software, etc?
    - limit grads to view bi-yearly/yearly reports
  
- Duties of Communnications
  - will need to update website
  - lots of changes
  - will help main office
- Duties of Academic
  - Yuning Li will be new chair of grad studies
- Duties of External/social events
- Duties of Internal
  - Check the mailbox
- Duties of MEng
  - rep MEng in meetings
  - prepare brochure
  - introduce self and send to Judy for email filtering
- Duties of social coordinators
  - less strict

Bank Account

- req. 2 ppl to sign