

<b>Event (GRAD LOUNGE):</b>  <b>General Meeting</b>	<b>Date (YY-MM-DD): 19-11-26</b>  <b>Time (24:00): 16:00 – 17:00</b>  <b>Transcriptionist: Tyler Or</b>
---	---

**MEETING MINUTES:**

*Attendance (RED for Absent):*

Position	Name	Preferred CEGSA E-mail
President	Lukas	<a href="mailto:l6bauman@uwaterloo.ca">l6bauman@uwaterloo.ca</a>
VP Finance	Caleb	<a href="mailto:caleb.etienne.seward@uwaterloo.ca">caleb.etienne.seward@uwaterloo.ca</a>
VP Communications & Events	Sanjay	<a href="mailto:sk2mural@uwaterloo.ca">sk2mural@uwaterloo.ca</a>
VP Academic	Minghui	<a href="mailto:m349liu@uwaterloo.ca">m349liu@uwaterloo.ca</a>
VP Internal	Tyler	<a href="mailto:tyler.or@uwaterloo.ca">tyler.or@uwaterloo.ca</a>
VP External	Sarah	<a href="mailto:sw4chan@uwaterloo.ca">sw4chan@uwaterloo.ca</a>
Health & Safety Rep.		
M. Eng. Rep.		
GSA Rep.	Cyrus	<a href="mailto:cyrus.fiori@uwaterloo.ca">cyrus.fiori@uwaterloo.ca</a>

*Meeting Head (member who called the meeting; starts and concludes the meeting):*

Storm Gourley

Nov. 26, 2019 – 4:05 – 5:05 pm

*Purpose of the Meeting:*

Christmas party planning

*Itinerary:*

**Prepared By:** Tyler Or

**Reviewed:**

**Approved:**

#### Discussion for Christmas event:

- Raffle draw will be done by scanning Watcard – therefore only students can win prize (post-docs considered staff)
  - Tyler to speak to Starbucks, Tim Hortons, Second Cup, etc. to get free coffee bag
  - Tyler and Storm to speak to department about acquiring novelty beakers (stuffed with candy and/or chocolate) from glass blower
  - Jared to package or wrap gifts
  - Sarah and Caleb to check UW store on stuffed geese (x5? If \$10 or less), Waterloo shirt/sweater/hoodie/scarf
  - Need to reach out to potential students or staff to play some live music during event – CEGSA to look into thank-you gifts; email sent by Friday
  - Sanjay will also assemble playlist for event
  - Need 10 (max) volunteers to help with setup and teardown – will be given free meal ticket; email request will be sent on Friday
  - December 12, 3 pm – setup preparation
  - December 13, 9 am – (event day) setup starts at 9 am, teardown starts at 1:30 pm
  - Need to set up schedule for fridge cleaning – notice will be sent out one month in advance where everything will be cleared
  - Event volunteering for CEGSA events will be assigned by Lukas
  - Microwave – one commercial model fixed
  - Future correspondence will be done on Slack (likely starting next year)
- Event Discussion

#### Social:

- Movie nights – poor turnout last year, little social interaction
- Rent out Grad House for trivia or karaoke – however external events usually have poor turnout
- Pin-up arcade bar – good turnout
- LinkedIn headshots – well received, Lukas can use own camera so event can run for free
- Collaborations with other grad student societies for events e.g. WIN
- Games Night – important but expensive due to cost of pizza; aim for one per term, can potentially skip summer term due to low number of incoming grads
- Music Bingo – can potentially host in grad house

#### Academic:

- Student-run department conference
- Partnership with Canadian Society for Chemical Engineering – training seminar/workshop series
- Lecture series – alumni, professionals, and training