

<b>Event (GRAD LOUNGE):</b>  <b>General Meeting</b>	<b>Date (YY-MM-DD): 18-11-27</b>  <b>Time (24:00): 18:00 – 19:00</b>  <b>Transcriptionist: Jared Roth</b>
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**MEETING MINUTES:**

**Attendance (RED for Absent):**

Position	Name	Preferred CEGSA E-mail
President	Storm Gourley	<swdgourl@edu.uwaterloo.ca>
VP Finance	Deepak Jain	<deepak.jain@uwaterloo.ca>
VP Communications & Events	Lukas Bauman	<l6bauman@uwaterloo.ca>
VP Academic	Tyler Or	<tyler.or@uwaterloo.ca>
VP Internal	Jared Roth	<jhroth@uwaterloo.ca>
VP External	Temitope Aborisade	<taaborisade@uwaterloo.ca>
Health & Safety Rep.	Ayush Mehta	<an2mehta@uwaterloo.ca>
M. Eng. Rep.	Akanksha Shridhar	<akanksha.shridhar@uwaterloo.ca>
GSA Rep.	Prabhjot Kaur Bhogal	<pkbhogal@uwaterloo.ca >

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

Storm Gourley

**Purpose of the Meeting:**

GSA Rep. election, general administration

**Itinerary:**

- GSA Representative election
  - Elected candidate: **Prabhjot Kaur Bhogal**
  - Other candidates will be social coordinators
- Christmas party
  - Scheduled for December 13 from 12:00 to 1:00 in E6
  - \$5 entry but it has a bar
  - Food will be provided, but bring a dessert for the potluck
  - Volunteers required for:
    - December 12 at 3:00: setting up tables

- Deepak volunteers
    - December 12, same time: decorating the atrium
    - December 13 at 10:30: setting up audio equipment
      - Sanjay and Lukas volunteer (also to make a playlist)
    - December 13 at 11:00: moving in food
      - Everyone volunteers
  - Raffle prizes
    - Beaker mug
    - Movie ticket coupons
    - UW ugly Christmas sweater (include receipt)?
    - Starbucks donations
    - Gift basket
    - Department may get more prizes for us
  - Live music
    - In the past, students and staff have played some music
    - Send out an email asking for performers
    - “Thank you” gift for any performers will be considered (C&D \$15 card?)
  - Spread the word!
- CEGSA member required to attend the monthly department meetings
  - VP Academic (Tyler) will be added to the mail list
- Guest speakers and workshops
  - The department is eager to help us set these up
  - Usually the speakers were UW alumni, searched for once or twice a year
    - Department pays for their accommodations and a small gift is given
    - Gives advice to graduates
    - Professors would have knowledge of notable alumni
    - Storm will talk to Nassar
  - LinkedIn headshots
    - Could hire a photographer
  - Seminar conference or poster events
    - Try and get industries to show up to see posters

**Prepared By:** Jared Roth

**Reviewed By:** Storm Gourley

**Approved:** 2018-11-28