**Council of Biomedical Graduate Students**

**11/17/2016 Meeting Minutes**

**Location:** HEB 233

**Start Time:** 8:00am

**Present:**

Jessica Saul-McBeth, President

Jeffrey Xie, Vice President

Jin Chen, Treasurer

Saad Moledina, Risk Assessment Officer

Cara DeAngelis, MMI Representative

Amit Chougule, MOME Representative

Oluwatomisin Atolagbe, BRIM/BIPG Representative

Christopher Coakley, First Year Representative

**Faculty Advisors:** Dr. Jyl Matson

I. Call to Order

II. Old Business

1. 2017 Graduate Research Forum – March 21-23
2. Dr. Nagy has been contacted about flights
	1. Itinerary pending they are going through travel agent
3. Informational email about GRF will be sent this week
4. Email with all instructions will be sent on 11/28 (Monday)
5. Registration and abstract submission open 12/2/16
	1. Created form with google for abstract submission and general signup
	2. **Gayatri** will track submissions
	3. **Faculty judges need to be narrowed down**
6. Request for funding –will submit request to GSA and defend request at December meeting
	1. **GSA Meeting: 12/7; 6pm** on Health Science Campus
	2. **Jess, Jeff and Amit** to represent us
7. **Erin and Cara** update for baskets – date, baskets, etc.
	1. Between 12/5 to 12/19
	2. Drawing on 12/9
	3. Need to get table
	4. With lottery: cookie basket, coffee and candy stocking
	5. Contact Amanda Bryant-Fredrich
8. Website
	1. Update pictures and put up information about GRF 2017
		1. Flyer for Saad to put up on website: **Jin**

III. New Business

1. Social events for fall/winter
	* + 1. Set date for holiday party: 12/16/2016
			2. Reserve Room for 6 pm
			3. Send emails and request RSVP: 2 weeks before party
			4. Need flyers
			5. Purchase: cups, plates, movie

Next meeting- **December 13th, 2016**

IV. Adjournment; **End Time:** 8.30 am