**Council of Biomedical Graduate Students**

**6/18/2016 Minutes**

**Location: HEB 233**

**Start Time: 8.02 am**

**Present:**

Jessica Saul-McBeth, President

Jeffrey Xie, Vice President

Gayatri Subramanian, Secretary

Jin Chen, Treasurer

Saad Moledina, Risk Assessment Officer

Tupa Basuroy, CAB Representative

Amit Chougule, MOME Representative

Eric Starr, NND Representative

Erin Semple, MD/PhD Representative

Oluwatomisin Atolagbe, BRIM/BIPG Representative

Dherya Bahl, Pharmacy Representative

Faculty Advisors: Dr. Jennifer Hill, Dr. Kandace Williams

**I. Call to Order**

 1. Introductions

 2. Expectations:

1. Attend as many meetings as you can
2. Inform Jess if you cannot attend

**II. Old Business**

1. CBGS email account access:
	1. Email access for new members pending
	2. Awaiting response from IT
2. Representatives – secretary information and student lists:
	1. Representatives to prepare email list, once they have access
	2. Gayatri to continue send emails to 2015-2016 first years, till new students arrive
	3. Tomi to prepare an updated list of BRIM and BIPG students

**III. New Business**

1. Contact person for incoming international students:
	* 1. Saad and Jin
2. Website:
	* 1. New Council information and pictures updated. Thank you Saad!
		2. Need to update that Travel Funds have been cancelled
		3. Jeff to start a CBGS Facebook Page
3. Summer Events
	1. International Student Assistant/Fellowship Workshop Monday August 8th
		1. 8:30-10:00am, location TBD, UT Health Science Campus
		2. International student volunteer: Saad, Jin, Gayatri
	2. Student Orientation – August 15th:
		1. 8:30-11:15am, location TBD, UT Health Science Campus
	3. Campus Tour – August 15th:
		1. 12 pm, after student orientation
		2. Possible Pizza lunch
		3. To cover:
* Cafeteria
* Collier Building: for Orientation
* Departments
* Facilities Support
* Morse Center
* Mulford Library and basement – for access card and ID
* Tunnel
	1. Lab Coat Ceremony – **Confirm Date**:
		1. Jess to speak to incoming students
		2. Council members to attend to show their support
	2. Fall Kickoff – August 18th -19th:
		1. Set up August 18th in Collier 1000 AB for registration
		2. Student Resource Fair August 19th – 10:30am (set up)-2:00pm, Mulford Garden Café: **Pick up Table Setup and CBGS goodies from Dr. Williams**
		3. **See attached Sign-Up sheet**
	3. CBGS Welcome Picnic - August 20th (Saturday):
		1. Location: Maumee Bay Park
		2. **Need to make a reservation**
		3. Potluck style, Potluck sign up to be on Facebook page
		4. Volunteer Drivers required
		5. Meet new students outside HEB
1. Fall events
	1. Career Forum
		1. Potential speakers:
			* + Nicole Carr (Bioinformatics) – Ann Arbor
				+ To come up with names as well as go back to last year’s list
		2. Potential dates: October
		3. Joint forum:
			1. Kyle McIntosh, Pharmaceutical Sciences Graduate Student Council
				* Last year’s budget was $750
				* Will get back with ideas from their council
			2. Dr. Williams suggested that we have 2 speakers for Biomedical Sciences and 2 speakers for Pharmaceutical Sciences
			3. Last year: CBGS budget was $1100 and 49 students attended
			4. Budget: for travel and honorarium
2. Spring Events
	1. Graduate Research Forum – March 21-23
		1. Guest speaker – Dr. Andras Nagy
		2. Location: **IISc Atrium: Needs to be reserved immediately**
		3. **Funding: GSA, raise money ourselves?**
3. Travel Funds:
	* 1. Student Travel Funds cancelled
4. Other
	1. Social events
		1. Sandpiper Cruise: for Spring 2017; to be a ticketed event
	2. 2018 GRF guest speakers
		1. To come up with speaker names in 2 weeks.
		2. Ideal to have a speaker with varied research interests
		3. Google Doc to be prepared and council members vote
	3. Proposed budget:
		1. Limited, plan events accordingly
		2. Dr. Williams suggested we raise the money: Eg: Bake sale
	4. Constitution/bylaws
		1. To keep looking through and suggest amendments
	5. Student Discounts cancelled at Cafeteria (Four Seasons Bistro)
		1. Dr. Williams to follow up
	6. Student Parking: continues to be $125 per semester

Next Meeting – July 21st, 2016

**IV. Adjournment**

**End Time: 9.03 am**