**Council of Biomedical Graduate Students**

**9/16/2016 Meeting Minutes**

**Location**: HEB 233

**Start Time:** 8.05 am

**Present:**

Jessica Saul-McBeth, President

Jeffrey Xie, Vice President

Gayatri Subramanian, Secretary

Saad Moledina, Risk Assessment Officer

Cara DeAngelis, MMI Representative

Erin Semple, MD/PhD Representative

Oluwatomisin Atolagbe, BRIM/BIPG Representative

Dherya Bahl, Pharmacy Representative

Faculty Advisors: Dr. Kandace Williams, Dr. Jyl Matson

I. Call to Order

II. Old Business

1. Career Forum – October 7th 5-7pm
	1. Confirmed speakers
		1. Nicole Carr – recent University of Toledo graduate in bioinformatics now holds job in industry
		2. Dr. Nicole Northrup –technical writer at MMS holdings
		3. Pharmacy pick Duane Mancini - NAMSA
	2. Venue: HEB 110
	3. Catering- Budgeted for $15/person; pricing Grape Leaf; last year we spent approximately $1010 (with gifts included)
	4. Flyers and RSVPs – Neha (Pharmacy); to send out emails Friday (September 30th) before event
	5. Travel Reimbursement and Gifts for Speakers- Marianne works with reimbursements; planning on $20/gift from the gift shop
	6. Volunteers: Dherya. Jin and Tomi
		1. Set-up – ordering food, making sure everything ready in room
		2. Clean-up
2. 2018 GRF guest speaker invitations
	1. Previously invited speakers unavailable
	2. Erin is contacting Dr. Sapolsky – also unavailable

III. New Business

1. New Faculty Advisor:
* Welcome Dr. Matson!
1. Travel reimbursement for students is back!!!
* Thank you Dr. Williams.
* Requirements:
	1. Students must present at the conference
	2. Note from PI and proof of accepted abstract: directed to Marianne Pohlman
	3. Receipts
* Information:
	+ PhD students: $500 per conference, $1000 limit for career
	+ MSc students: $500 for career
1. First year representative position – email sent out on Monday and hoping to hear back by Friday (9/16/16)
2. Cancer biology representative – Tupa unavailable for a few months
3. GSA Representative
	1. Amit and Dherya have applied for posts
4. Pictures from picnic and Lab Coat Ceremony: Saad to upload on website
5. Events:
	1. November: Fundraiser: Bake sale and hot chocolate
	2. December: Holiday Party
	3. Spring: Sandpiper Cruise

Next meeting- October 20th, 2016

IV. Adjournment

End Time: 8.40 am