**Council of Biomedical Graduate Students**

**12/20/2017 Meeting Agenda**

**Location: HEB 233**

**Start Time: 5.05pm**

**Present**

Gayatri Subramanian, President

Cara DeAngelis, Vice-President

Cory Howard, Treasurer

Amit Sopan Chougule, Risk Manager

Yuqi Zhang, CAB Track Representative

Joshua Breidenbach, MMI Track Representative

Fatimah Khalaf, MOME Track Representative

Joseph Lee, NND Track Representative

Sarah Galla, MD/PhD Representative

Cole White, BRIM/BIPG Representative

Jyl Matson, Faculty Advisor

**I. Call to Order**

**II. Old Business**

1. Fundraising: **Fatimah**
	1. Invested: $70
	2. Raised:$210 ; Profit ($140)
	3. Notes: Too much preparation for a one-day event, set up tables for more than one day that way people know where to come back, also choose something simpler
	4. Fatimah holding on to funds to be used for GRF directly.

**III. New Business**

1. **2018 GRF:**
	1. Drew 12 participants for Oral presentation: Saad, Jess, Cara P, Amit, Tupa, Augustus, Iyad, Yuqi, Cory, Jin, Kelsey, Darren
	2. In touch with Dr. Thomas Hornyak for travel reservations - on going
	3. **GRF Responsibilities**:
		1. Conducting Oral presentation: Cara, Fatimah and Josh
		2. Tables, Poster stands etc: Cara, Joe, Cole
		3. Publicity: JCCTR, Dean’s newsletter, UT News, emails and flyers - Sarah
		4. Food: Coffee and Juice for Day 1, Food for Days 1 and 2 – Amit
		5. Food setup: Picking up: Sarah, Sayani can help
		6. RSVP email and presentation for IISC display: Yuqi
		7. Abstract Booklet: Jin and Cory: 30 copies printed, upload on
		8. Additional funding sources: Syngene and Qiagen: Fatimah, BioBasic: Gayatri
	4. GSA presentation – January – Gayatri and Cara
	5. Room reservation done
2. 2019 GRF speaker–Dr. Janet Iwasa from University of Utah

- confirmed!!!

- Plan to include simulation center tour for her visit

Next Meeting – January 17th 2018

**IV. Adjournment**

**End Time: 5.21 pm**