**Council of Biomedical Graduate Students**

**6/21/2018 Meeting Minutes**

**Location: HEB 233**

**Start Time: 5:01 pm**

**Present:**

Cara DeAngelis, President

Joshua Breidenbach, Vice President

Sayani Bhattacharjee, Secretary

Amit Chougule, Treasurer

Deepti Gurung, Publicist

Cory Howard, CAB Track Representative

Jagaree Das, MMI Track Representative

Chrysan Mohammed, MoMe Track Representative

Kelsey Murphy, NND Track Representative

Robin Su, MD/PhD Representative

Rajan Paudel, BRIM/BIPG Track Representative

Robyn Gandy, Assistant Dean (for Dr. Kandace Williams)

Dr. Jyl Matson, Faculty Advisor

**I. Call to Order**

1. Introductions- Great attendance!
2. Expectations- All CBGS members should to be punctual for the meetings. No more than 2 meetings can be missed in a year (Inform Cara if you cannot make it to a meeting). Also, do not forget to Cc CBGS while sending emails on behalf of the council.

**II. Old Business**

1. CBGS email account access- We are still waiting to hear back from IT regarding access for the new members.
2. Photos for website- Deepti will get in touch with Amit and update the photos of the current council members on the CBGS website.
3. Contact person for incoming international students
	1. Amit and Sayani- will send out relevant information to the new international students.

**III. New Business**

1. Contact information- Phone numbers of most new members recorded.
2. Representatives – secretary information and student lists- Try to find out who our secretaries are and send the list to Cara.
3. Website
4. Summer events:
	1. Student Orientation- Meet and greet the new students and give them our contact information, in case they need our help with anything.
	2. Fall Kickoff
	3. CBGS welcome picnic- A tentative schedule for the orientations was brought by Robyn, which will be sent out to the incoming students by the end of next week. Thus, a date for the welcome picnic had to be picked on this meeting itself, and was decided to be 30th August, from 5pm to 7pm, on the campus with pizza and games.

Since the attendance was low last year, we decided to keep the welcome picnic on the campus, on a weekday, to make sure most students turn up for it. Further details will be discussed on the next meeting.

1. Fall events:
	1. Career Forum
		1. Plan- Try to plan as early as possible to get the speakers who we want.
		2. Potential speakers- Suggestions are welcome!
		3. Potential dates
		4. Joint forum with Pharmacy
2. Spring Events:
	1. 2018 Graduate Research Forum – March 14-16
		1. Guest speaker – Dr. Janet Iwasa from University of Utah
			1. March 12th-14th, 2019 (Tuesday – Thursday)
			2. First woman speaker we’ve had for GRF

Since this year’s speaker will not be talking about a track specific topic, we are expecting better attendance.

* + 1. Location
1. Other
	1. Social events: Fall event, Christmas
	2. Recycling- A committee will be formed with the members willing to take initiative for this.
	3. Fundraising activity – raffle baskets, t-shirts
	4. 2020 GRF guest speaker- We have to start deciding upon the speaker for 2020 from the next month and have a decision made by December.
	5. Proposed budget- The budget for the last year was $5,000, of which $4,000 was received from GSA. We are yet to contact GSA for this year’s budget and Amit has to talk with Dr. Williams’ secretary.
	6. Extra-
		1. A campus tour has to be accommodated in the orientation schedule for incoming students.
		2. The lab coat ceremony has to be put on the faculty calendar to get better attendance from the faculty this year.
		3. Students should be notified when their photos will be taken.

Next Meeting Date: Thursday, July 19th, 2018 at 5pm.

**IV. Adjournment**

**End Time: 5:21 pm**