

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	02/07/14
Meeting Location:	eGSA Lounge	Meeting Time:	1:10 pm
Meeting Called by:	Nancy T.	Meeting End:	1:50 pm
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	02/15/14
Next Meeting Date:	Friday, Feb. 21, 1-2 pm		

Attending	Not Attending
Nancy Tseng, graduate director	Kristine Mayle, commission member
Gabriela Bran, vice graduate director	Michelle Myers, publicity chair
Bahar Fata, commission member	Amy Wang, social chair
Stephanie Delgado, commission member	Tina Phan, commission member
Najva Akbari, membership chair	Amy Zimmer-Faust, commission member

2. Meeting Summary

Item	Item No
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Finals Week Events	10
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3. Discussion Item: Approvals

Item No	Description	Motion/Second	Approval
1	N/A		

4. Discussion Item: Head shots

Discussion			
Publicity Chair from SWE Undergrad will dedicate a portion of the SWE bulletin board outside of SeasCafe to GradSWE. She had posted the "About Us" section on the bulletin board, but it would be better to have officer photos and an event list.			
Decision			
All committee members need to e-mail Nancy their head shots.			
Action	Action Item	Responsibility	Due
1	E-mail Nancy head shots	All	2/21/14

5. Discussion Item: GradSWE Committee Email

Discussion			
Nancy contacted SEASnet to setup a group e-mail account for GradSWE. However, the instructions were very confusing.			
Decision			
Nancy figured out how to setup the SEASnet e-mail account. For now, when responding, hit "reply all"			
Action	Action Item	Responsibility	Due
1	N/A		

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6. Discussion Item: Publicity

Discussion			
<p>GradSWE now has enough committee members recruited and should focus more on publicity. Publicity will include:</p> <ul style="list-style-type: none">A. Class announcements (grad/undergrad classes) - Can ask SWE Undergrad or other undergrads to make announcements in their grad classes.B. Flyers in SeasCafeC. GradSWE shirts - SWE President has agreed that GradSWE can make their own t-shirts and sell the extra shirts bought.D. eGSA Winter Social - make flyers to pass out to everyone when signing inE. Matthew meeting - Gaby met with Matthew (publicity for UCLA Engineering) who will post a story about GradSWE on the website, which is linked to the TV bulletin boards, and on the UCLA Engineering newsletter. He will also advertise to alumni.F. Take photos of events - don't forget!G. Bulletin board - see Item 4			
Decision			
<p>B. Stephanie will figure out whether GradSWE can post in CNSI</p> <p>C. Nancy will create a draft shirt design and send it to everyone. On the front side, have GradSWE spelled out (similar to the website) and on the back side, have our logo; dark green t-shirt?</p>			
Action	Action Item	Responsibility	Due
1	Determine whether GradSWE can post flyers in CNSI	Stephanie	2/21/14
2	Make draft t-shirt design	Nancy	2/21/14

7. Discussion Item: AWiSE Events

Discussion

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AWiSE is holding an EmpowHER STEM Day on Tues, May 13, where 60-120 girls from around Los Angeles will come to UCLA and learn about science & engineering. GradSWE will be given the Engineering table and will probably need to come up with activities. AWiSE may also need help in other areas as well but more details are still to come.

E-mail sent by AWiSE: For our first EMPOWHER STEM DAY this Spring, we plan to bring approximately sixty middle school girls to UCLA, where they will be involved in hands-on activities run by graduate students from different science programs. We hope that exposing these girls to different STEM fields will get them excited about science!

We are looking for volunteers from all fields of science (especially physics, chemistry, mathematics, astronomy and engineering), who would be interested in helping organize these hands-on activities! The girls will rotate through all the different stations, so you will be hosting a short 10-15 min interactive activity to 4 different groups of girls.

Some examples of activities that we will be doing with our biology volunteers include a DNA extraction from cheek cells or a brain evolution station where we point out differences between various animal brains. We are currently applying for funding, mostly for buses and lunches for the girls, but we could also ask for funding for some supplies if you have a specific demo/activity in mind.

Decision

Bahar - can ask Perry about BEAM projects

Can use some ideas from Wow! It's Engineering Day (SWE-UCLA event)

In addition to this event, GradSWE will publicize two other panel sessions AWiSE is holding. The series is entitled "Beyond Your PhD"

Action	Action Item	Responsibility	Due
1	Ask Perry - BEAM	Bahar	2/21/14
2	Publicize AWiSE Events	Nancy	2/21/14

8. Discussion Item: Responses: SWE Webinar Showing

Discussion

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Nancy held a SWE Webinar showing on Wed., Feb 5 from 12-1pm in Boelter 4275. About 10 people showed up, including officers. It was difficult to listen to the speaker who also repeated herself quite a bit during the webinar (watched “Silencing Your Inner Critic”). Food from Noah’s Bagel was good and there were some leftover dessert and coffee.

Decision

An attendee suggested to make SWE Webinar into a “movie night” event where GradSWE shows a more interesting professional development video like a TED talk.

Action	Action Item	Responsibility	Due
1	N/A		

9. Discussion Item: Wine & Cheese Social

Discussion

GradSWE will hold the Wine & Cheese social in the eGSA lounge on Thursday, Feb. 13 from 6 - 8 pm.

Next social can add chocolate or can have another event called “Celebrate Chocolate”

Decision

Bahar - purchase cheese, cracker, and fruit from Costco and will get reimbursed by the MAE Dept with Gaby’s help.

Gaby - will check to see if cheese & fruit can be stored in her boyfriend’s fridge.

Nancy - check whether SWE has clear cups; paper products; will purchase Bota wine boxes and get reimbursed through eGSA

ID will be checked and can mark individuals off with a stamp or marker.

Publicity - Gaby will make a flyer saying something like “Come enjoy cheese, cracker, fruit, and drinks at the GradSWE Social!” and will have a cartoon wine bottle.

Action	Action Item	Responsibility	Due
1	See Above	All	2/13/14

10. Discussion Item: Finals Week Events

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Discussion			
Nancy met with Amy Wang last week who had some great ideas about finals week events. These include booking a study area and serving healthy snacks in the room and yoga de-stress event.			
Decision			
Amy will determine whether her yoga instructor would be available to teach a yoga de-stress class during finals week.			
Action	Action Item	Responsibility	Due
1	Talk to yoga instructor	Amy	2/21/14

11. Discussion Item: Future Company Site Tours

Discussion			
Nancy is still continuing to handle the company site tour list. A. JPL tour date has been scheduled B. Hyperion treatment plant - tour will be scheduled after more interest is raised C. Intel - suggested by a grad student D. Edwards Life Sciences - suggested by a grad student E. Medtronic - suggested by a grad student			
Decision			
Action	Action Item	Responsibility	Due
1	N/A		