

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	04/01/14
Meeting Location:	Bombshelter	Meeting Time:	1:00 PM
Meeting Called by:	Nancy T.	Meeting End:	2:20 PM
Meeting Notes prepared by:	Nancy T.	Meeting Notes Date:	04/01/14
Next Meeting Date:	TBD		

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

2. Meeting Summary

Item	Item No
Approvals	3
Publicity	4
EmpowHER Day	5
Next Quarter Events	6
Future Company Site Tours	7
Committee Treat	8

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3. Discussion Item: Approvals

Item No	Description	Motion/Second	Approval
1	N/A		

4. Discussion Item: Publicity

Discussion			
<ul style="list-style-type: none">• Matthew - took a group photo of committee members attending wearing GradSWE shirts! We can pick 1 out of 3 photos he will e-mail to us, and he will use this for advertising GradSWE in an alumni magazine & newsletter, as well as on the TV screens.• Website - Stephanie took her headshot today.• GradSWE shirts - \$5 ea for committee members only. \$15 for SWE members and \$17 for non-members			
Decision			
Action	Action Item	Responsibility	Due
1	Upload headshot to website	Stephanie	ASAP

5. Discussion Item: EmpowHER Day

Discussion			
<p>AWiSE is holding an EmpowHER STEM Day on Tues, May 27, where 90 middle school 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.</p> <p>Gaby attended the AWiSE meeting and discussed doing Cat Poop and Boat Competition during EmpowHER Day. AWiSE plans to have 2 sections: 9:30 - 10:30 am & 10:30 - 11:30 am. The girls will be split into two groups and will rotate through each station (20 min per station), so not all the girls will be able to do all the stations.</p>			
Decision			

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Determine whether committee members can be present on EmpowHER Day (Tuesday morning, May 27)

Determine how much cat poop is needed

Action	Action Item	Responsibility	Due
1	Figure out schedule	All	4/15/14
2	Ask AWiSE how many girls will go through one station	Gaby	4/15/14

6. Discussion Item: SWE Events

Discussion

APRIL 26 SWE-UCLA Banquet (2 committee members for \$15 OR \$20 ea)

DIY Girls Open Lab (Sat, April 5 - 12:30-4:30 PM - Pacoima Library)

Gaby & Michelle will let Nancy know whether they can attend

Alaina Levine:

Those attending will need to provide information:

Dinner 6:30 - 8:00 pm

- First name
- Last name
- Email
- Department
- UCLA Affiliation (Grad Student etc...)
- Any questions you would like the speaker to address during this dinner?

GradSWE General Meeting (38-138 Eng IV Wed, April 2)

- Michelle can help setup 5:30 pm (will meet at office)
- Gaby & Tina - 5:30
- Bahar - maybe at 5:30
- Steph - No for setup
- Food - Veggie Grill for 30 people via Labite.com
- Wear GradSWE shirts!
- Bring sign-in computer
- Use Gaby's computer

Decision

See above

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Action	Action Item	Responsibility	Due
1	Give Nancy info if attending Alaina Levine Dinner	Nancy	ASAP
2	Order food	Nancy	ASAP