

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	04/23/2014
Meeting Location:	eGSA Lounge	Meeting Time:	5:00 PM
Meeting Called by:	Nancy T.	Meeting End:	6:00 PM
Meeting Notes prepared by:	Shu Z.	Meeting Notes Date:	04/23/14
<b>Next Meeting Date:</b>	<b>Wednesday, May 7th from 5 - 6 PM</b>		

Attending	Not Attending
Nancy Tseng, graduate director	Amy Wang, Chair
Bahar Fata, commission member	Gabriela Bran, vice graduate director
Shu Zhang, secretary	Tina Phan, commission member
Michelle Myers, publicity chair	Penny Wang, outreach chair
Stephanie Delgado, networking chair	Najva Akbari, membership chair
Valerie Runge, Historian	

## 2. Meeting Summary

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Item	Item No
Professional-Grad Mentoring Program?	8

## 3. Discussion Item: New Committee Members/Next Year

Discussion			
<p>Valerie Runge (outreach chair) have joined the GradSWE Committee.</p> <p>Next year's committee:            Bahar - Definitely will be available for Fall and maybe Winter            Michelle - Available Fall &amp; Winter            Stephanie, Gaby, Tina, Shu, and Nancy - Available the whole year.</p>			
Decision			
Valerie needs send a headshot to Michelle.			
Action	Action Item	Responsibility	Due
1	Headshot	Valerie	5/1/14
2	Update website	Michelle	5/7/14

## 4. Discussion Item: Publicity

Discussion			
<p>Nancy will post the information about the GradSWEshirts, other committees spread to the public, such as facebook,twitter etc.</p> <p>GradSWE shirts - \$10 for SWE member; \$12 for non-SWE member</p>			
Decision			
Nancy - give Bahar \$5 change for the Banquet and Shirt			

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Action	Action Item	Responsibility	Due
1	\$5 change for Bahar	Nancy	5/7/14

## 5. Discussion Item: EmpowHER Day

Discussion
<p>AWiSE is holding an EmpowHER STEM Day on Tues, May 27 (CNSI), where 85 middle school girls from around Los Angeles will come to UCLA and learn about science &amp; 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: 9:00 - 10:00 am &amp; 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> <p>Nancy talked with Prof. Jay about the Cat Poop experiment. Procedure:</p> <ol style="list-style-type: none"><li>1. Add only a FEW grams of cat poop per 200 mL and shake. This makes a very WEAK sludge. If the sludge is any stronger, the experiment will not work.</li><li>2. Split the sludge into four different conditions: (a) ionic + pH effects, (b) ionic effects, (c) pH effects, and (d) control. (a) and (b) will have 50% sea water. (c) and (d) will have pure water. (a) and (c) will have 4 pellets of NaOH.</li></ol>
Decision

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

85 girls will be present, 10 girls per rotation —> determine how much material is needed

Materials needed:

Cat Poop

- Cat poop-Ask around who has a cat to collect the poop a week before the event
- NaOH
- Mason Jars (dollar store)
- Sea water
- DI water

Boat competition (2 girls per boat)

- Aluminum foil-from Costco
- Pennies- 2 dollars
- Bucket (eGSA)
- Water
- Prize — gifts to represent the “engineering and UCLA” with UCLA sticker item, like a keychain or decoration

Action	Action Item	Responsibility	Due
1	Figure out schedule	All	5/01/14
2	Ask around who has a cat or cats to collect the cat poop	All	5/20/14
3	Ask AWiSE to purchase materials	Gaby	5/01/14

## 6. Discussion Item: Upcoming GradSWE Events

Discussion

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

-Tina has Hawaiian leis for us to wear

-Committee pairs going: Bahar—husband ; Najva—Tina ; Shu—Nancy

-Food choices:

Five Cheese Tortellini Pomodoro

Poached Maine Lobster Ravioli

Maple Leaf Farms Duck Confit Normande

-Theme: “Aloha” or colorful cocktail attire

MS & PhD Career Conference (May 1)

eGSA need volunteers to help out the food & bar serving. Volunteer will get \$15 gift card.

Wine & Cheese social:

Social vendor list: Diddy Riese cookies or Corner bakery

From Corner Bakery:

Take-A-Break Basket: Cinnamon Creme Cake, sweet crisps, savory harvest crisps, pretzel toasts, brownie bites, cookie bites, dried fruit and nuts, grapes and strawberries.

Large 16-20 people (\$65)

We can have Dean’s office order 2 or 3 (?) of these. How does that sound? Since this has dried fruit, grapes, and strawberries, I feel we don’t need fruit from CostCo.

Also, Corner Bakery has an item called “Truffle Hot Chocolate” for \$43 (large box).

Maybe we can also order some coffee? Let Nancy know what you think for the drinks!

Company Site Tours:

SCE (April 25)

SpaceX

Desalination Plant

## Decision

All committee members think about going to the SWE-UCLA Banquet (Deadline is April 21 to fill out the form)

Action	Action Item	Responsibility	Due
1	Banquet preparing. Tina will provide leis and possible her apt to get ready	Tina	4/26/14
2	Purchase cheese, crackers, deli meat or anything else needed from Costco	Bahar & Michelle	5/14/14

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3	Purchase wine & sparkling cider from BevMo. If need some place to store, ask Nancy to store in eGSA storage room	Stephanie	5/14/14
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## 7. Discussion Item: Previous GradSWE Events

Discussion			
<p><u>DIY Girls Open Lab (April 5)</u></p> <ul style="list-style-type: none"> <li>About 20-30 underrepresented elementary-middle school students (one 2-year old girl!)</li> <li>3 volunteers from UCLA; total had 6 people helping the kids</li> <li>Taught "Art Bot" and "Squishy Circuits" to the kids</li> </ul> <p><u>Grad-Undergrad Social (April 15)</u></p> <p><u>Alaina Levine (April 16)</u></p> <p><u>Qualcomm Info session &amp; DIY Girls on campus (April 17)</u></p> <p><u>Hyperion Tour (April 22)</u></p>			
Decision			
Remember items to improve next general meeting.			
Action	Action Item	Responsibility	Due
1	N/A		

## 8. Discussion Item: Professional-Grad Mentoring Program?

Discussion
<p>Najva met a Chemical Engineering professional who switched to Associate Editor for Science Translational Journal. She's based on Washington, DC &amp; at this journal, all the editors are women. GradSWE could start a long-distance mentoring program with her and with other company professionals for graduate students OR we could find funding to have her come to UCLA and speak to graduate students.</p>

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Stephanie's advisor would like to hold an event on campus for campus life and ask for the help from SWE (undergraduates and graduates).

Decision

N/A

Action	Action Item	Responsibility	Due
1	N/A		