

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	05/07/2014
Meeting Location:	Eng IV 57-124	Meeting Time:	5:00 PM
Meeting Called by:	Nancy T.	Meeting End:	6:00 PM
Meeting Notes prepared by:	Shu Z.	Meeting Notes Date:	05/07/14
Next Meeting Date:	Wednesday, May 15th from 5 - 6 PM		

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

2. Meeting Summary

Item	Item No
Publicity	3
EmpowHER Day	4
Upcoming GradSWE Events	5

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Item	Item No
Previous GradSWE Events	6
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3. Discussion Item: Publicity

Discussion			
<p>Nancy will post the information about the GradSWEshirts, other committees spread to the public, such as facebook, twitter etc. Get your own GradSWE T-shirt!!! Design: http://tiny.cc/GradSWETshirt</p> <p>\$10 for National SWE Members \$12 for Others</p> <p>Sizes Available: Youth XL, Adult S/M/L</p> <p>E-mail graduate.swe.ucla@gmail.com for more info! *Must be able to pick up t-shirts at UCLA.</p>			
Decision			
Michelle will add the AD to the website			
Action	Action Item	Responsibility	Due
1	Post the AD to SWE website.	Michelle	5/14/14

4. Discussion Item: EmpowHER Day

Discussion

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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 & 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.

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 & 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.

Nancy talked with Prof. Jay about the Cat Poop experiment. Procedure:

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.
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.

Decision

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

9:00-10:00 am - Bahar Nancy

10:30-11:30am - Najva, Valerie, Machele, Nancy

Stephanie and Shu were backup persons.

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 Michelle ask Prof, Jay for the cat poop
- NaOH- Mahendra Lab
- 100 mL bottles (dollar store)-Mahendra Lab
- Sea water
- DI water

Boat competition (2 girls per boat)

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

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Will have practice session next meeting, May 15th.

Action	Action Item	Responsibility	Due
1	Figure out schedule	All	5/14/14
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	5/14/14
4	Rehearsal	All	5/15/14

5. Discussion Item: Upcoming GradSWE Events

Discussion

1. Wine & Cheese social (May 15th, 2014):

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!

Deluxe Assorted Goodies Tray comes with Brownies, Chocolate Covered Strawberries and Assorted Cookies.

Coffee; Wine

Cheese/Crackers/Deli Meat

Need Sparkling Cider

Flyers-make the Flyers,

Najva will post flyers on Eng IV and send to her department,

Valerie will post it to Boelter Hall

Stephanie will ask the professor

External Affairs Office - Beer Mug \$20.14

2. Hiking (May 10) Gabby

Bring Snacks and Water to grab water from Nancy Office and buy snacks in Ralphs'.

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Email Gabby to send out the schedule before Saturday.

3. DIY Girls Mother/Daughter Event (May 10)

Stephanie will go and can buy snacks, then gives receipt to Nancy.

4. Vernal Gala- Grad Social

Thursday, May 29th, 6:30-10:30 PM; Dress to Impress

W Hotel - Westwood - Whiskey Blue Lounge

eGSA and OSA/SPIE cordially invites all engineering grad students to The Vernal Gala- Grad Social. Come meet other classy grad students for a fun and relaxing night at the W hotel in Westwood! Dress to impress and bring your friends! RSVP required.

To RSVP: Bring your \$5 holding deposit to 53-145 Engineering IV, 12:30-

1:30PM every week day (May 12 - 28th). Jacky Chan will be there to collect them. For questions regarding RSVP deposit contact Jacky at j4cky.ch4n@gmail.com. The first 75 people to RSVP and pay the \$5 deposit will get a free drink/food ticket at the event worth up to \$15. Last day to RSVP: Wednesday May 28th by 1:30 PM

For general or event related questions contact mrinal.neil.rath@bruinegsa.org

Stephanie went to the event last time, felt it was fun, but the food and wine are shabby, hoping it will be better this time. Don't have to be dressed up.

5. eGSA social event (May 8)

Come and grab food. It will begin at 5 pm,

6. Company Site Tours:

SpaceX will hold on Fall quarter

Desalination Plant

Decision

Start to prepare everything needed for the Wine & Cheese Social next week.

Action	Action Item	Responsibility	Due
1	Email the all Hiking tour details	Gaby	5/9/14
2	Purchase cheese, crackers, deli meat or anything else needed from Costco	Bahar & Michelle	5/14/14
3	Bring drinks to the social event (10 bottles: 6 for eGSA social, 4 for Wine and cheese social). If need some place to store, ask Nancy to store in eGSA storage room	Stephanie	5/14/14

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6. Discussion Item: Previous GradSWE Events

Discussion			
<p><u>DIY Girls Open Lab (April 5)</u> About 20-30 underrepresented elementary-middle school students (one 2-year old girl!)</p> <p>3 volunteers from UCLA; total had 6 people helping the kids</p> <p>Taught “Art Bot” and “Squishy Circuits” to the kids</p> <p><u>SCE Tour (April 25) - Power courses (EE)</u> 6 people participated</p> <p>The company expected the UCLA to offer Power classes for undergraduates.</p> <p>Maybe Najva can talk to EE Town hall.</p> <p><u>SWE Annual Banquet (April 26)</u> Nancy, Bahar, Tina and Shu went to the Banquet. Congratulations to Nancy get award and scholarship. The SWE director review the events were held in the past year, and announced new board members.</p> <p><u>Cisco Infosession (May 1)</u> Michelle went to the event.</p> <p><u>MS & PhD Career Conference (May 1)</u> Nancy and Valerie went to the conference, Valerie got more valuable suggestions for the interviews. For example, talking something precisely and go straight.</p>			
Decision			
Remember items to improve next general meeting.			
Action	Action Item	Responsibility	Due
1	N/A		

7. 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 & at this journal, all the editors are women. GradSWE could start a long-distance mentoring program with</p>			

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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.

Life Lesson : 6-8 pm

Lara Dolocek would attend the panel. Nancy will email her to confirm.

Everyone who will go to help set up the tables

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	Email Lara Dolocek to confirm the attendance	Nancy	5/14/14