

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	06/04/2014
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:	06/25/14
Next Meeting Date:	Wednesday, June 4th from 5 - 6 PM		

Attending	Not Attending
Nancy Tseng, graduate director	Amy Wang, social chair
Bahar Fata, commission member	Tina Phan, commission member
Shu Zhang, secretary	Penny Wang, outreach chair
Michelle Myers, publicity chair	
Stephanie Delgado, networking chair	
Valerie Runge, historian	
Najva Akbari, membership chair	
Gabriela Bran, vice graduate director	
Joyce Meng, networking co-chair & historian co-chair	

2. Meeting Summary

Item	Item No
Publicity	3

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Item	Item No
Position changing in next year	4
Life lesson panel (Pro & con)	5
Previous GradSWE Events	6
New events for next academic year	7

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	10/1/14

4. Discussion Item: Position changing in next year

Discussion

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Position changing:

Joyce Meng: Networking co-chair & Historian co-chair

Need person for social, because Amy Wang will not stay for next year.

Barhar wants to take more work, social or treasure?

Gabby is available to exchange the position if anyone wants.

Other people are satisfied with their position.

Decision

Finalize the position before the first week in Fall quarter.

Nancy and Shu will arrange the first meeting at the beginning of Fall quarter.

Action	Action Item	Responsibility	Due
1	Tina need reply about position changing	Tina	10/1/14
2	Set up the next meeting time	All	9/22/14

5. Discussion Item: Life lesson panel (Pro & con)

Discussion

Pro: Topic is interesting

Con: Low attendance, too much food left over

What we can improve for next time:

Offer life lessen Panel specific topics for women issues next year.

Tea Group discussion can be adopted.

Co-operate with SWE and let undergraduates participate

Relationships related questions in the first life lessen, but the title or the topic should be changed to attract the more people, especially the men.

Do more advertisement to let people know the event.

Collect the interesting questions that GradSWE member want to discuss, then decide the topic and title for the life lessen panel.

Send reminder email to the people who register the event, some people might forget they have registered on the day.

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Order the food based on the RSVP number(or 30 people).			
Decision			
Send email to member to collect the question.			
Action	Action Item	Responsibility	Due
1	Create the questionnaire	Stephanie	6/11/14
2	Send email to members collect the question	Shu	6/14/14

6. Discussion Item: Previous GradSWE Events

Discussion			
<p>Wine & Cheese Social Event Con: running out the food and drinking so quickly. Possible reasons: Timing? It is dinner time Over hundred people participate is more than we expected. Valerie suggested to store some extra food in SWE office as backup, for example the crackers and wines.</p> <p>Funding: 2000 per quarter from SWE, others from eGSA. Next year we need treasure to find way get funding, maybe have funding still from eGSA</p> <p>To clarify the HOLSER of the events, use pictures or slides as background during the event.</p> <p>Empower day Reimburse Gaby for buying the prize.</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	Reimburse Gaby for buying the prize	Nancy	07/01/14

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7. New events for next academic year

Discussion			
<p>Tours or Hiking: Have a hiking in Summer section. Like Boat tour in Long beach May offer 1-2 tours every quarter since the students are really interested and would like to participate.</p> <p>JPL tour in Sep. Qualcomm tour Valerie will ask the person to have a contact</p> <p>Desalination Plants: Michelle will confirm with Racheal</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	The place for tour or hiking	Gaby	10/1/14
2	Michelle will confirm with Racheal	Michelle	9/22/14
3	Get contact with Qualcomm	Valerie	9/22/14
4	Find information for Summer tour in Long beach	Nancy	7/1/14