

# GradSWE @ UCLA Meeting Minutes

## 1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	09/29/2014
Meeting Location:	eGSA Lounge	Meeting Time:	11:00 AM
Meeting Called by:	Nancy T.	Meeting End:	12:00 PM
Meeting Notes prepared by:	Shu Z.	Meeting Notes Date:	09/30/14
<b>Next Meeting Date:</b>	<b>Wednesday, October 15th from 6 - 7 PM</b>		

Attending	Not Attending
Nancy Tseng, graduate director	Michelle Myers, publicity chair
Joyce Meng, networking co-chair & historian co-chair	Najva Akbari, membership chair
Shu Zhang, secretary	
Stephanie Delgado, networking chair	
Valerie Runge, historian	
Gabriela Bran, vice graduate director	

## 2. Meeting Summary

Item	Item No
Publicity	3
Position changing in next year	4
Funding for 2014-2015 events	5
Sandia National Laboratory Tour	6

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Item	Item No
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: <a href="http://tiny.cc/GradSWETshirt">http://tiny.cc/GradSWETshirt</a></p> <p>\$10 for National SWE Members            \$12 for Others</p> <p>Sizes Available: Youth XL, Adult S/M/L</p> <p>E-mail <a href="mailto:graduate.swe.ucla@gmail.com">graduate.swe.ucla@gmail.com</a> for more info!            *Must be able to pick up t-shirts at UCLA.</p>			
Decision			
Add the AD to weekly email.			
Action	Action Item	Responsibility	Due
1	Post the AD to SWE website.	Shu	10/1/14

## 4. Discussion Item: Position changing in next year

Discussion			
<p>Position changing:            Joyce Meng: Networking co-chair &amp; Historian co-chair            Need person for social, because Barhar was pregnant may not stay for the next year.            Other people are satisfied with their position.            People who are interested in the president of GradSWE can talk to Nancy, since Nancy will graduate by the end of 2015.</p>			
Decision			

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Finalize the position before the first week in Fall quarter.

Action	Action Item	Responsibility	Due
1	Michelle needs to reply the position changing	Michelle	10/15/14
2	Book meeting room for next committee meeting	Gaby	9/30/14

## 5. Discussion Item: Funding for 2014-2015 events

### Discussion

eGSA will offer \$2500 to GradSWE. SWE president also promised to offer funding to support the GradSWE, but we have to co-work with the undergraduates in SWE.

Search the other opportunity from Company. Gaby will go the conference to ask around with people from the company to ask money.

### Decision

Find more ways to have funding.

Action	Action Item	Responsibility	Due
1	Explore funds from company	Gaby	10/15/14
2	Talk to SWE president about the money	Nancy	10/15/14

## 6. Discussion Item: Sandia National Laboratory Tour

### Discussion

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Sandia National Laboratories is operated and managed by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation. It is a contractor for the U.S. Department of Energy's National Nuclear Security Administration (NNSA) and supports numerous federal, state, and local government agencies, companies, and organizations. Sandia's research is at the forefront of innovation and has significant potential impact. It focuses mainly on nuclear weapons, defense systems & assessments, energy & climate, and international/homeland/nuclear security. Join GradSWE on this unique opportunity to tour the Livermore Campus of Sandia National Laboratories on Veteran's Day Holiday (Monday, November 10 - Tuesday November 11).

A downpayment of \$11.54 will be used to hold your spot. The total cost of the tour is estimated to be about \$50 and covers:

- Drive from & to the Livermore area on Monday, November 10.
- 1 night hotel. Hotel will be shared with maximum of 4 other people unless you are willing to pay more.
- Lunch during the tour & snacks/water for the road.
- Final cost will be announced two weeks before and must be made before traveling to Livermore.
- Drivers do not need to pay and will be reimbursed \$11.54 after coming back to LA.

Depending on attendee interest, the cost of the tour may decrease. Please also note that GradSWE is covering more than half the cost per attendee to travel up to Livermore! In addition, if attendees are interested and time permits, a sightseeing event (e.g. hiking) in Livermore may also be done. Each attendee will be allowed 1 guest.

When: Monday, November 10 - Tuesday, November 11 (departing from Eng IV)  
Where: Livermore, CA

Eventbrite Link:

<https://www.eventbrite.com/e/sandia-national-laboratories-tour-tickets-12715300807>

Could combine a Hiking tour with Sandia tour in Livermore.

Gaby provided a cheaper carpool option: 84 dollars per day for 8 people.

The Sandia tour's maximum people is 20.

Decision

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N/A			
Action	Action Item	Responsibility	Due
1	Double check with that staff that whether international students can participate the tour.	Nancy	10/15/14

## 7. New events for next academic year

Discussion			
<p>Hiking (Week 8&amp;9): Need more Hiking events in the Fall quarter. People are really like the hiking events. It is a good opportunity to advertise the GradSWE to other students especially for males.</p> <p>The grad application workshop: guiding undergraduates to apply for the grad school</p> <p>Time will be on every Tuesday, 5 - 6 PM till the week before Thanksgiving (Nov.21st). This workshop will be offered only for the fall quarter. Valerie suggested forming several small groups and keeping the group member in touch.</p> <p>Wine &amp; cheese(Week 7): The date should be determined soon: Maybe Thursday, 11/20 6 - 8 PM (week before Thanksgiving holiday). Somebody please help to book the same BH room on 4th floor as last time.</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	The place for tour or hiking	Gaby	10/15/14
2	Set up the template for email list.	Nancy	10/20/14
3	Confirm the event time	All	10/15/14