

GradSWE @ UCLA Meeting Minutes

1. Meeting Information

Project Name:	Graduate Society of Women Engineers (GradSWE)	Meeting Date:	11/03/2014
Meeting Location:	BH 4725	Meeting Time:	11:00 AM
Meeting Called by:	Nancy T.	Meeting End:	12:00 PM
Meeting Notes prepared by:	Shu Z.	Meeting Notes Date:	11/11/2014
Next Meeting Date:	Monday, November 19th from 11 - 12 AM		

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

2. Meeting Summary

Item	Item No
Publicity	3
Panels	4
Sandia National Laboratory Tour	5
Wine & Cheese Social	6
Chemistry Dept Group	7

3. Discussion Item: Publicity

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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			
Add the AD to weekly email.			
Action	Action Item	Responsibility	Due
1			

4. Discussion Item: Panels

Discussion			
<p>Panels (Joyce & Stephanie) Broad topic (same as first Life Lessons) with the same intimate setting as the second Life Lessons</p> <p>Aim 6 panelists Gaby will talk to Northrop person & professor's wife Do survey at the end for feedback Gift for panelists with thank you card</p> <p>Women's Graduate Student Association Meeting (11/13, 6 - 7 pm)</p>			
Decision			
Action	Action Item	Responsibility	Due

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1	Talk to Northrop person & professor's wife	Gaby	11/20/14
2	Please start thinking about next quarter's panel	Joyce & Stephanie	11/20/14

5. Discussion Item: Sandia National Laboratory Tour

Discussion			
<p>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).</p>			
Decision			
N/A			
Action	Action Item	Responsibility	Due
1	purchase snacks (keep receipts); will give to Kelly	Gaby	11/11/14

6. Discussion Item: Wine & Cheese Social

Discussion

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Wine & Cheese Social (11/20, 6 - 8 PM) — aim for 100 people
Need to book room (CS room) - Nancy
Need to purchase sparkling cider
Valerie / maybe Gaby or Stephanie - will check if have Costco membership. If not, Shu & Nancy can go.
Stephanie -
BevMo - 4 Bota boxes & 5 sparkling ciders
Nancy -
Trader Joes - pastries

What we have now:

6 Bota Boxes

European Cookies (big tin) from Costco

1 Holiday Treasures

(https://docs.google.com/document/d/1LXhHFfoE_eVuBhJJEPKEVGJAaUU3GFbyJc_kPjOlwpA/edit)

What we need:

Stephanie - BevMo. 4 more Bota boxes (white wine) & 5 sparkling ciders

Shu - Costco. (stick around ~\$100 or less. If you get < \$50, then you can get reimbursed faster via cash)

Cheese

Crackers

Pastrami / other ready to go lunch meats

Fruit bowl (need to purchase the day before)

Make sure to keep receipts and fill out reimbursement "BASIC" form (see previous e-mail)!

Decision

N/A

Action	Action Item	Responsibility	Due
1	Purchase Food from Costco.	Shu	11/20/14
2	Purchase wine and sparkling ciders	Stephanie	11/20/14
3	Order holiday treasure	Nancy	11/20/14
4	Book the room	Nancy	11/20/14

7. Discussion Item: Chemistry Dept Group

Discussion

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Chemistry Dept Group (Gaby's meeting last Friday)

Outreach events

Nov 8 - bring community college students to UCLA and have lab tours, student panels, lunch. Get them excited about STEM and transferring to a four year university. Most students are just chemists, so they are reaching out to GradSWE to collaborate and represent engineering UCLA students

Anybody can attend?

Feb (Sat morning about 4-5 hrs) -

Lab tours - need to keep max for students to 10; ~40 people for engineering; ~40 people for chemistry; rotations

Start asking advisors if can tour labs

Panel volunteers

Figure out after get date.

Gaby will get actual date.

Will go to the next meeting for Feb

The group gave more advice on how to get \$\$

Another event idea - bring community college students at UCLA and do workshops for them. Train community college students so that the students can go out into their community for outreach events

Need help to do this event

Can also go with the community college students and be "supervisor" for the outreach event

Decision

N/A

Action	Action Item	Responsibility	Due
1	Get funding for outreach events	Kelly	11/11/14
2	Email Rajani to see if get list of members that have transferred	Nancy	11/11/14