

GSO EC Meeting Minutes

*Prepared by Secretary/Treasurer Andrew Seredinski
July 29, 2016*

Meeting called to order at 10:03am.

In attendance:

President: Ron Malone

Vice President: Justin Raybern

Secretary-Treasurer: Andrew Serendinski

Rising 2nd Year Class Representative: Connor Awe

Rising 3rd Year Class Representative: Mike Eggleston

Rising 5th Year Class Representative: Jiani Huang

Rising 6th Year Class Representative: Forrest Friesen

Unable to attend:

Rising 4th Year Class Representative: Agheal Abed Zedah

1. Administrative Matters

DGS Meeting: On **August 2**, Ron, Justin, and Andrew will be meeting with new DGS Dr. Teitworth to discuss the concerns of students within the department. Members of the EC should contact one of them if they are interested in attending or have a topic of concern.

Grads calendar: Members of the EC as well as appointed officers such as the social chair will be given editing permission of the grads calendar. Class representatives will contact students in their year about its existence.

Durham Tips Google Doc: This Google document with tips for people new to the Triangle area will be made available for editing by all graduate students and will be printed out and supplied to the incoming first-years during orientation.

2. Orientation

Tea Time: On **August 18 at 1pm** there will be a Tea Time. Forrest will acquire the supplies needed. During this time, there will be a short introduction of the GSO and its function for the benefit of the incoming first year students. Ron will take care of organizing first year elections. The DGS will be offered a space for introduction at Tea Time. Following Tea Time, volunteers will guild first years to the Duke Card office.

3. Proposed Budget and Projects

The proposed GSO budget is summarized as follows.

2016-2017

	Fall	Spring	Total
Tea Time	\$250	\$250	\$500
Colloq. Lunch	\$250	\$250	\$500
GSS	\$900	\$900	\$1,800
Mentor/Mentee	\$300	\$300	\$600
Other	\$350	\$350	\$700
Cookies	\$50	\$50	\$100
T-Shirts	\$800	\$0	\$800
	\$2,900	\$2,100	\$5,000

T-Shirts: Mike will organize a contest to design departmental T-Shirts. There is approximately \$400 available from past T-Shirt sales.

Mentor/Mentees: Justin will coordinate the Mentor/Mentee program and assignments will be made by Tea Time on August 18th. Rather than individually organized lunches between pairings, the program will focus on early contact and then a meal with all mentors and mentees.

Reimbursements: Andrew will confirm with Nancy Morgans the procedure for purchasing and reimbursement. Receipts must be kept, copied, and emailed to Andrew. Nancy Morgans will be given the original receipt.

Oak Ridge National Lab Tour: Justin will determine how the Reading Days trip to ORNL was funded and organized in the past with the intent of restarting it this year.

Administrative Manager Questions: Ron will communicate with Randy Best and possibly set up a meeting to address questions about: improving the furnishings of the graduate student lounge, ways of cooling first-year offices, and the possibility of a GSO P-Card. Connor will determine what is needed for the grad lounge.

5. Committee and Position Appointments

GPSC Representative: Mike

Social Chair: Ron will ask candidates

Campout: Matt Meers (pending acceptance)

To be discussed at next GSO EC meeting: Ombudspersons (1-2), Election commissioner (1), GSS (2), Colloquium (2), Curriculum (2), Computing (1), News/web (1), Recruitment/Integration (1)

6. Next Meeting

The next meeting will be scheduled by Doodle Poll before August 18th.

Meeting adjourned at 11:17am.