**Council of Biomedical Graduate Students**

**1/19/2017 Meeting Minutes**

**Location:** HEB 233

**Start Time:** 8.02 am

**Present:**

Jessica Saul-McBeth, President

Jeffrey Xie, Vice President

Gayatri Subramanian, Secretary

Cara DeAngelis, MMI Representative

Erin Semple, NND and MD/PhD Representative

Oluwatomisin Atolagbe, BRIM/BIPG Representative

Christopher Coakley, First Year Representative

Sarah Galla (MOME track)

**Faculty Advisors:** Dr. Kandace Williams, Dr. Jyl Matson

**I. Call to Order**

**II. Old Business**

1. 2016 Graduate Research Forum – March 22-23
   1. Dr. Nagy itinerary
   2. Registration and abstract submission updates
      1. 21 posters
      2. 12 Oral presentations – Email for accepted slots sent by Jess
      3. Reminders for 1st years and other students
      4. Pharmacy students – Gayatri to get in touch with Neha
   3. Responsibilities
      1. People in charge of food (dinner upon arrival, lunch day 2, lunch day 2, food for buffet before keynote speech): Saad, Jin
      2. Judges – oral and poster: Jess, Jeff
         1. (need judging sheets, notepad, pens)
         2. To recruit faculty from other tracks
      3. Nagy’s itinerary – Jess and Jeff
         1. Flying first class
         2. Limo and Hotel: Jeff
         3. Dinner with council: March 22nd
         4. Lunch with speaker : Email to be sent out to students in February
      4. Booklet for schedule: Gayatri, Erin
      5. Coordinating with Toledo workers for set up: Cara;   
         Marianne Pohlman can help ( Michelle Abrogast to step in during Marianne’s absence)
      6. Asking for funds from GSA: Jess, Jeff, Amit - done
      7. Publicity: Erin, Gayatri, Tomi
         1. Flyers with updated location
         2. JCCTR
         3. UT news/Blade
      8. Gift: Jess
   4. Am I missing something?
      1. Not missing anything yet
      2. Council to provide input
2. Spring/summer social events: To plan after GRF

**Next meeting-** February 16th, 2017

**IV. Adjournment**

**End Time:** 8.50 am