**Council of Biomedical Graduate Students**

**2/11/2019 Meeting Minutes**

**Location: HEB 233**

**Start Time: 5pm**

**Present:**

Cara DeAngelis, President

Joshua Breidenbach, Vice President

Sayani Bhattacharjee, Secretary

Amit Chougule, Treasurer

Deepti Gurung, Publicist

Cory Howard, CAB Track Representative

Briana Zellner, MMI Track Representative

Chrysan Mohammed, MoMe Track Representative

Kelsey Murphy, NND Track Representative

Rajan Paudel, BRIM/BIPG Track Representative

Mackenzie Abel, First Year Representative

Dr. Kandace Williams, Faculty Advisor

**I. Call to Order**

**II. Old Business**

1. **GRF Responsibilities:**
	* 1. Conducting Oral presentation: Bri, Josh, Sayani, Chrysan; we need to discuss the particulars of how it should be done.
		2. Poster stands etc: Robin and Rajan will help with trifolds
		3. Helping set up poster judges with rules and clipboards – Mackenzie
		4. Publicity: JCCTR, Dean’s newsletter, UT News, emails and flyers – Kelsey and Cara; we need to email Dr. Cooper’s assistant.
		5. Signs with directions to Mulford cafe for hallways – Josh
		6. Food: Coffee and Juice for Day 1, Food for Days 1 and 2 – Amit, Saad said he’ll help
		7. Food setup: Picking up: Sayani
		8. RSVP email for lunch: Cara
		9. Abstract Booklet: Cory and Deepti: 30 copies printed
		10. Gift: Cara
		11. Judges – Josh and Cara – 17 judges so far
			+ **need to ask for finalist judges still!** We decided to ask Dr. McInerney from Pharmacy.
		12. **Check out screens in Mulford library and if they’re suitable for oral presentations**
		13. Travel: arrangements made – though may still need to set up limo service and **reserve hotel room;** Need to talk to Michelle about it.
		14. Additional funding sources: ? Need to ask departments
2. **2020 GRF speaker** – Dr. Nahum Sonenberg

- confirmed

- send out email in March

1. **Costs of 2018-2019 CBGS Year**
	1. We need to gather all the expenses we’ve had and put in excel sheet
		1. Amit

**III. New Business**

1. **GSA Funding**
	1. We got the full $4,513.60 requested!
	2. Next year need to ask departments for financial help before going to GSA
2. **Dean’s Award for Mentoring:**
* The council decided to nominate Dr. Sanchez.
1. **Valentine’s gifts**
	1. We prepared Valentine’s Day cards, attached candies with them and stuck them on respective lab doors. Great initiative, Chrysan!

Next Meeting –March 18th 2019

**IV. Adjournment**

**End Time: 5:25 pm**