



GRC Committee
Meeting Agenda
October 18, 2017
10:00A.M.-11:00A.M.

GRC Chair: Scott Riley II

Members: Morgan B., Eleanor B., Ging S., Dawn G., Hope, Ethan H., Alex R., Eyal K.

Attendance: Morgan, Dawn, Hope, Ethan, Alex: all Excused

I. Call to order/Roll Call: Ging, Eleanor, Scott, Eyal, Dawn

II. Old Business: Task lists from previous week.

A. Committee picture *Everyone
we'll see in the future*

B. T-Shirts- *Scott*
200 shirts (multiple colors/sizes) = 1400\$, polos = 27\$
Too expensive, not best for advertising (people have lots of shirts), incentive for people to come early (1st 50 get shirts, exclusivity), incentive to stay (give away at lunch), wait for wanted swag list (see what is the most cost-effective use of swag fund), committee should have shirts (so people can ask questions), T-shirt day is most popular grad day, always 'sell' entire stock, have a lot of low-cost swag (e.g. buttons, stickers, pens) and some 'prized' swag (e.g. shirt), raffle was successful. Look at tiered swag after survey: low-tier for everyone, high-tier for raffle.

Cost?: pens, highlighter, tabs, phone sleeve/clip
Raffle: mugs, bags, shirts, other clothing items, misc (fidget, stressball)

C. Google Survey for students: (e-mail from Morgan to Scott)
If reaction to swag Q is low, pull back. Survey approved. Should we give swag to incentivize survey? Last survey was well-received without incentives. Added a question to survey (1st Q). Survey approved w/condition of revision. Put on GSA website (then grad school web and other places)

D. Alumni list: *Eleanor*
Meeting next week (Friday)

E. Guide book app started: Alex
Password/email updated, email Alex for it if you want access

F. Rough outline for workshops: Eyal +Eleanor+ Scott
Abstract room (10/30): Engineering room 021A - no food, could hinder attendance (only space available). Could offer food afterwards (grab-and-go or chat) or before in the GSA office (could use tickets). See if OGSL staff is fine with it. Then confirm pizza from Glenmore. Expedite so adverts can be sent tomorrow. 10 pizzas + salad (veggie, meat) cost? (keep under 150\$), water and tea/2L bottles. Total run-time 12-13.30

G. Itinerary completed: (if not) (e-mail from Morgan to Scott)
On drive. Breakfast starts later on 2nd, finishes 1h later. Wait for survey to confirm. Double-check time period GRC rooms are reserved (we also have library). 2nd version preferred.

H. Minutes on website along with website functionality: Eyal Alex Scott
Talk to Deanna

I. In one week (10/25/2017), iNet advertising for GRC *Ging and Dawn*
For next meeting

J. Separate form for 3MT Scott: *get task list*
Expectations in general, nothing concrete. Schedule meeting to figure out what is expected from us.

K. Video presentations (advertising, gear-up to GRC) (iNet)
Need response on cost, then decide on add-ons

L. Including 15m talks somehow (itinerary) - "macrotalks"
Macrotalks out, don't fit itinerary

M. Rename topics, put in abstract form *Ging*
Approved. Will be sent out Thursday. Dawn - Find out window for reservation, Email Ging. If changes need to be made, work with Eleanor. Plug in session times to topics on form.

N. Promise Collab on Conference skills Workshops (think of faculty presenter)
Everyone
Do next week

O. Save-the-Date Google Calendar
Needs to be done by end of November.

P. Workplan

Complete abstract-workshop tab - Eyal

III. New Business

A. Task List for Next Week

IV. Adjournment