

## September 2015 CHBE Graduate Club Meeting

Time and Date: 5:00PM-6:00PM, Monday November 9th, 2015

Location: Graduate Lounge

Attendees: Jun, Fuhar, Bill, Daniel, Majid, Frank, Anupama, Carmen, Sonal, Robby, Vasilii

Regrets: Roza

Guests: Marlene, Naoko

Meeting minutes:

Items:	Discussion:	Personnel and further action.
Graduate student Christmas Party planning	There were discussions on all planning aspects and opinions from Naoko and Marlene were invited to help increase faculty engagement in the same.	
Discussion Updates:		
Type of event	Different types of groups and engagement levels were considered : Grad & Faculty/Family/Sit down dinner/lunch/Cocktail arrangement	There was a majority consensus on a dinner arrangement with family if feasible and incorporating both elements of social and grad/faculty engagement. Considering prior planning by Jun and ease of execution, a Christmas lunch event was agreed on.
Event outline	Questions pertaining to making it a networking event as against an all social-event considering faculty participation were addressed.	The consensus was that in order to improve faculty engagement with the club, this will be organised as a social event with encouraging networking and discussion among faculty and students.
Financial discussion	Jun: The department has set aside a budget of \$2000-3000. Should all members chip in \$5 to have a raffle or other gifts?  There is an initial expectation of at least 80 people attending.	All members agreed that the holiday menu from SJC looked fairly elaborate in terms of price offered. All in all it would be a cost of \$5 per head and there was an-all agreement.

<p>Party planning sub-committees</p>	<p>The Holiday Special Menu vs Regular menu from St John's College (SJC) was presented by Jun for review.</p> <p>Poster design, FB event creation, tickets, sign-up and Faculty invitation coordination</p> <p>Games and decoration</p> <p>Music</p> <p>Moderator</p> <p>Potential performers</p>	<p>Jun : Possibly meeting up sooner than 7<sup>th</sup> December to finalise responsibilities of all volunteers</p> <p>Carmen and Anupama</p> <p>Vasiliy</p> <p>Daniel</p> <p>Vasiliy, Rob, Bill, Carmen</p>
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Next meeting:

December 7<sup>th</sup>, 2015 (5 pm)