

GSC Meeting – 28th September 2016

Present: Danielle, Anupama, Carmen, Julia, Sonal, Haoqi, Angelica, Jun

Agenda:

1. Professional development seminar debrief (# of registrations, # of attendees, what went well, how do we improve the participation) (Anupama/Julia 5-7 mins)

2. Second seminar of the term on presentation skills. (how the programing is going, and when can we have it, when can we start advertising it etc) (Dan 5-7min)

3. Option of integrating one of the professional development seminars into the first day of researchday! thoughts/thumbs? (Anupama/ Julia update us on Jacqui's availability on Thu Jan 26th in the afternoon, title and content of the seminar? 5min)

4. Oct social events:

Marzieh: Please find a second person to help Ata on coffee breaks (if we still don't have another volunteer)

Julia: Please confirm with Lori if she is going to advertise weekly coffee breaks through academic year and if not we need to send those email Fri mornings.

Halloween: as decided in our last meeting we are going to have this event as a special coffee break on Fri Oct 28th, 3pm. tentative plan: pumpkin carving and pizza? door decoration? money?

Carmen/Marzieh please start advertising this (5 posters + email announcement for the event by Oct 10th. (5-7 min)

Diwali: another special coffee break with Indian sweets on Fri Nov 4th, 3pm. needs to be advertised as potluck by mid Oct (5 posters + Email announcement). Sonal/Anupama can you please give us a rough amount of money we will need to buy the sweets and decorations? (5-7 min)

5. Foosbal table? Ordered? Updates? Old one? (Vasilii 2min)

Vasilii please follow up with GSS regarding the event reimbursement.

6. Researchday keynotes? everyone voted? decide/ who to contact them (Peter/Danielle?) timeline for receiving a reply otherwise contact other candidates? (5 min)

Danielle: please follow up with UGs, they were supposed to get back to us by now. Regarding the venue for their industry night and cost/task divisions.

7. Angelica, please fill the GSS affidavit [form](#) (remember to print it out), and send it back to me/Danielle.

8. If anyone needs to get reimbursed by us (for coffee breaks, hike and other events) please fill out the highlighted sections of the attached spreadsheet with your employee ID (not your student ID) and send it back to me/Danielle along with the original receipts.

Julia and Anupama: The 1st Professional workshop was well received and we had over 30 participants, a very diverse group of APSc students. We have received feedback from the event organisers – they liked the organization and career services is interested in continuing to work with us.

Danielle: Dan's event should be postponed to next term as it has not materialised until now and Jaqui is interested in conducting a 3MT coaching session this semester and this can be our potential next event for this term meeting our targets. (an executive decision has been made at this point – the council concurs). Dan will be informed of this decision and asked for an opinion as to how to proceed from this point and is he willing to host it next term potentially after 3MT heats and before the main event.

Carmen: The budget for Halloween has been set to \$300. Pumpkin carving is being done but door décor and baking competition will not be done this year. Venue TBD

Anupama and Sonal: The Diwali event is going to be done a week before Halloween, Oct.21, tentatively at 4pm. It will be a snacking/potluck event. The budget can be a bit extended to \$130. We will be making and getting some decorations and will use some volunteers to pick up snacks on the same day of the event.

Angelica: Filled out the affidavit form and will submit it to GSS.

Christmas Lunch/dinner: Koerner's catering is cheap – \$16.95 per person. Based on last year's feedback there is also a discussion on if we can a dinner/family event where staff/students can get their kids. We can also charge staff \$5-10.

Research Day keynotes: The votes were not very conclusive with Dr. Susan and Dr. Michael with some votes. Danielle and Roza will meet up with Dr. Peter to consult with him and see if he can potentially contact these speakers or have some other suggestions.

Undergrad industry night: It will a part of Research Day and undergrad reps need to be contacted for organizing it with us.