

Minute of GGSO meeting - February 1, 2012.

Meeting time: 4:30pm – 5:30pm

Meeting place: SCA- coffee break room

Meeting participants:

Judy McIlrath: GGSO advisor

Catie Carter: President of GGSO for the year 2012

Ophelia George: Vice President of GGSO for the year 2012

Jacob Richardson: Treasurer of GGSO for the year 2012

Henok Kiflu: Secretary of GGSO for the year 2012

Lee Boop: GGSO member

Meeting Agenda

1. Approval of meeting minutes from January 12, 2012
2. Discussion on existing activities
 - Officer transition
 - 2012 – 2013 Budget
 - Website
 - Coffee hours
 - Resume – writing workshop
 - Other activities
3. New February activities
 - Valentine's day potluck
 - USF engineering expo
 - Annual GAS banquet
 - Next GAS board meeting
 - Future meeting dates

Approval of meeting minutes from January 12, 2012

Participants have gone through the meeting note from January, 2012 and have approved it. It was also agreed to start next meeting by discussing and approving past meeting minutes. Meeting notes will be

posted on blackboard after approval. The secretary will prepare meeting summary after each meeting and will email it to all members within a day or two after each meeting.

Officer transition

Discussion was made on relevant issues brought by past and newly elected GGSO officers. Past GGSO officers have passed all the necessary information to the new officers. Accordingly, GGSO treasurer (Jacob Richardson) will discuss with Dr. Peter Harries on issues related to notarizing him to run the bank account. GGSO president (Catie Carter) will take care of the necessary office and paper work so that she will be able to make purchase order in the absence of the GGSO treasurer. Participants are also informed that Judy McIlrath will be the only GGSO advisor in accordance with the new student government regulations.

2012 - 2013 budget

Discussion was made on the 2012 -2013 budget prepared by the GGSO treasurer and vice president. The budget has already been submitted to the student government upon agreement reached by all GGSO officers.

Other existing activities

Brief discussions were made on existing GGSO activities. Jacob Richardson has already updated the GGSO website and has given guidance to GGSO officers on how to edit activities calendar. Three types of calendars for GGSO dates, funding deadlines and conference dates are included on the website.

Catie Carter has informed the participants that she did not yet get a response from the person expected to give the Resume – Writing workshop. Catie Carter will follow up on this and will discuss with Lee Boop to include other recruiters in the workshop.

GGSO officers have also a flicker account now and they can post photo directly to GGSO website. There is a limit of 200 photos so we have to follow up and remove old pictures. Lee Boop has also suggested that including a photo slide show on the GGSO website will communicate our GGSO activities more effectively.

Ophelia George has informed the participants that there are a lot of unsold GGSO calendars. Officers will try to sell the calendars during Coffee hours, at GAS banquet, or personally by asking colleagues. Catie Carter will publicize the calendars through email and flyers. It was also suggested that we should target our future GGSO fundraising activities towards the broader USF community.

Valentine's Day potluck

Valentine's Day potluck will be held on Monday, February 13, 2012 during GGSO coffee hours. Catie Carter will prepare balloon and flyers.

USF Engineering Expo

USF engineering expo will be held on February 17 or February 18. It will be between 9am – 4pm. GGSO will display the AS1 seismometer. Volunteers are needed to cover 1hr slot at the display. There will be free t-shirt and free food ticket for volunteers. It was suggested to raise this idea to GGSO members during coffee hours and also use email and flyers to ask for volunteers.

Annual GAS banquet

The annual GAS banquet will be held on February 18, 2012 at 6pm in the USF Alumni center. GGSO will have a table to sell calendars and nalgens. The printing cost for each calendar is around \$5.5 and it was agreed to reduce the selling price to \$8 -\$10.

Next meeting

GGSO meetings will be held on the first Wednesday of each month and there will be an optional secondary meeting on the third Wednesday of each month at 1pm. The optional meeting is for graduate students who want to practice and get feedback on their presentation before going to conferences.

Jacob Richardson, Ophelia George and Henok Kiflu will not attend the March meeting because they will be out of town but will communicate with the GGSO president before leaving town.

GGSO officers are also invited to the next GAS board meeting which will be held on February 9th from 6 – 7pm.