

**Participants:** Maziyar Jalaal, Ramin Khoie, Shalaleh Rismani, Chandan Sejekan, Graham Hendra, AJung Moon

## **Agenda**

1. Boat cruise update
2. GKE discussion
3. Website update
4. Moving the room

## **Minutes**

### **1. Boat cruise update**

It is a large boat that can accommodate ~300 people.

The will put to DJ stations in the patio and also in the eating air.

The food includes meat and vegetarian options.

We can subsidize 120 people. We cannot subsidize the tickets after that point. After 120 tickets we can get the full price from people.

Ticket selling policy: The executives are the only people who will be able to sell the tickets. If they sell a ticket the executive are responsible to get the money.

Each person can have 1 guest.

The tickets will be sold to graduate students and post doc that are in MECH.

We need to find a photographer.

### **To do:**

*Create a facebook event. [Shalaleh]*

*Create a poster. [Maziyar]*

*Design tickets. [Maziyar]*

*Print tickets. [Chandan]*

*Fill out the event planning template. [Chandan and Shalaleh]*

*Find 2 DJs. There is a good chance that we can get volunteers. [Ramin and Mazi]*

*To pay deposit and invoice dept [Ramin]*

### **2. GKE Discussion**

There was a survey that was run last year and there was a report that was written last year.

This report has not really been published formally on any online platform. Few people including Dr. Green and also some other grad advisors have had access to report. However, nothing has been done about it by the department.

AJung Moon -

There are some simple actions that the department can take which they have not had a chance to do so. Proposed to post a blog for the department using the data from the survey.

The board agreed that we would publish the result and more firmly ask for changes.

**To do:**

1. *To publish the data from study. [Maziyar]*
2. *To send an email to Sheldon. [Maziyar]*

**3. Website**

There was no discussion on the website.

Shalaleh has received the photos from last years boat cruise for the website.

The rest of the tasks are highlighted on the To Do List.

**4. Moving the room**

Maziyar and Ramin moved the equipment from the MEGA storage room. The new room is Rusty Hut 107. The exec have no access to the old MEGA storage room which was located in the second floor of CEME. All the exec will have access to Rusty hut sometime within this week.