



**Biology Graduate Caucus Meeting Minutes**  
**Special Executive Meeting**  
**Friday March 30<sup>th</sup>, 2006, 12:35 pm**

**In attendance:** Theingi Aung, Erica Jeffery, Dawn Cooper, Lina Perez, Mel Hart, Raul Ursic, Clea Moray, Keith Tierney.

1. Ratify the new TSSU rep

- Melanie Hart has taken over Paul Mages as the department's TSSU rep.

Motion to ratify Mel Hart as the new TSSU rep by Erica Jeffery, seconded by Dawn Cooper.	Carried
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2. Claim the expenses incurred during Steve Stearns' visit.

- The following was spent during Steve Stearns' visit:

<b>Expense</b>	<b>Paid by</b>	<b>Amount</b>
Lunch trays	Lina Perez	\$96.58
Sushi	Dawn Cooper	\$117.10
Clipboard	Dawn Cooper	\$9.32
Parking	Jeff Joy	\$10.75
Jacket	Keith Tierney	\$66.61
<b>Total</b>		<b>\$289.61</b>

Motion to claim the presented expenses by Clea Moray, seconded by Dawn Cooper.	Carried
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3. Discussion of annual BBQ

- It was suggested that we use the annual BBQ as a fundraiser like last year. The BBQ was suggested to be held during lunch mid-April, in around 2 weeks, before the major start of the summer field season. It was suggested that we approach Matthias Schuetz this year for food, and to get veggie dogs as well. We will plan for maybe 30-40 people. Nicole Tunbridge will be contacted, since she was unable to make it to the meeting due to class.

4. Succession

- Many of the people in the steering committee and rep positions will be leaving sometime this year. Thus the following positions will likely be open by the summer:
  - President
  - Treasurer
  - Forum rep
  - Webmaster
  - Scholarship rep (1)
  - Social Coordinator
- The following positions will be open sometime later this year and will need to be filled by possibly the start of the 2008 spring semester:
  - Secretary
  - At-Large

- GIC rep
- Keith will send out an e-mail calling for elections in April.

5. Adjournment

Motion to adjourn by Raul Ursic, seconded by Mel Hart.	Carried
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