

**Biological Sciences Graduate Caucus Meeting Minutes (draft until approved)
November 16, 2011 – 3:30 to 4:30 PM, 7000 Level Graduate Student Lounge**



BISC Graduate Caucus

December 7, 2011 – 3:30 to 4:30 PM

In Attendance: Jeanette Bruce (Chair), Natascia Tamborello (Associate Chair), Elly Knight (Secretary), Jennifer Linton (Treasurer), Sacha O'Regan, (Events Committee Officer), Sherri Elwell (Member at Large), Erfan Vafaie (Webmaster), Rob Greenland (GSS Rep), Cassandra Carroll (Faculty Mole), Erica Jeffery (DGSC Rep), Matt Huntley, Franz Simon, Lindsey Button, Stephanie Green, Brett Favaro, Juliana Yeung, Carmen Sarnowski, Jesse Taylor, Jennifer Sunday, Noel Swain.

Absent: Nicole Gerbrandt (Events Committee Officer), Marlene Wagner (Events Committee Officer), Chris Mull (International Students' Rep), Samantha Franks (Scholarship Committee Rep), Doug Braun (Scholarship Committee Rep).

1. Welcome

- The meeting was called to order by Jeanette at 3:30
- Additions to agenda:
 - Minutes from previous meeting

2. Minutes from Previous Meeting

Motion to approve the minutes from the November 16, 2011 BISC grad caucus meeting.

Moved by: Jeanette Bruce

Seconded by: Jenny Linton

Decision: **motion carries unanimously**

3. Holiday Party – Jeanette

- Nicole has acquired door prizes. First drink ticket will be door prize ticket.
- 2 judges confirmed: Felix Braden & David green. Should ask Steve Halpern.
- Santa: Dom Wagner
- a. *Confirm volunteers*
 - Decorators: Jenny & Sherri. Anytime after 1:30
 - Clean up: anyone who is around
 - Bartenders: Jenn, Elly, Natascia. Brian Medford will be running the bar primarily. Don't forget your Serving It Right certificate.
- b. *Entertainment format*
 - Same as last year: perform, snarky comments, door prizes. Repeat.
 - No winners.
 - Only 2 groups signed up to perform so far.
 - Performers should email Jeanette some snarky comments.
 - Equipment: all arranged.

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4. Grad-hosted Speaker

a. *Confirm planning committee* - Jeanette

- Nicole Gerbrandt is hosting Daniel Pauly.
- Sherri, Sach, Marlene & Jeanette will be on the planning committee.

b. *Discuss budget & venue(s)* – Jenny

- 2 options:
 - a. Halpern (135 fee + requirement for uni catering - \$660 + 100 ppl max)
 - b. AQ lecture hall: smaller than images. Could bring in our own food (\$250). Room 3181.
 - Jenn: option through SFSS. Room in Maggie Benson where you can take the walls out of 3 rooms to make one. 100 person capacity.
- Overall budget: \$2000. Hard-pressed to find enough things to spend money on with AQ option.

c. *Other planning items*

- Social afterwards: GSS lounge. Can book for free after 4:30. About same size as bio-physics, but nicer. Liquor license advantages. Make sure to send reminders that the social is not in the bio-physics lounge.
- Icebreakers: bingo game, coffee break for mingling opportunity.
- Prizes for symposium presentations. Will buy this year: \$50, 75 & 100 gift certificates from Club Ilia for top 3 presentations. Also had chocolate bars to throw to the audience. Should advertise the prizes & Dr. Pauly's attendance as a judge to elicit high quality performances. Other potential judges include: Marlene, Daniel, Barb, Felix
- Gift options for Dr. Pauly:
 - Could get our new logo on embossed on a glass or travel mug.
 - Gift certificate to an ocean-wise restaurant or something
 - Maybe check out the Bookstore for something SFU.
 - Probably don't need to set a limit as there is room in the budget.
- Lunch with Dr. Pauly on the Thursday before the seminar.
 - Budget: \$150
 - Options: Sandwiches, Himalayan Peak, DAC buffet.
 - Limit to 10 people, can up if there's extra interested folks. First come first serve. Should send out an interest email 2 weeks prior to the date so we can arrange restaurant reservations.
 - There will still be a post-seminar Club Ilia social.

5. Committee Updates

a. **DGSC** – Erica

- Joel & Erica put an MSc completion time survey together. Coming soon!
- According to Annual Progress Reports, some students are falling short of the \$18000 funding/year required. \$9000 – \$11000 supposed to be provided by the students' supervisors and the department should make up the rest. The discrepancy could occur because students are TAing 4 unit shifts. DGSC is considering changing

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minimum supervisor contribution to \$9500.

- b. **TSSU** – no new updates
- c. **Faculty Mole** – Brett
 - Thanks for the projector from Felix. The fluorescence is excellent for cell biologists!
- d. **GSS** – Rob
 - We're in a joint services agreement with SFSS. We give them \$ to run a bunch of services (women's centre etc.). They locked them out, we had no input despite consultation agreement. We voted to cut ourselves out. Will be renegotiating a joint services agreement with SFSS to continue funding services such as the women's centre, but want to have more control in the new agreement. Conversely, the undergrads think we should be funding the pub & copy centre too. GSS disagrees.
- e. **Scholarship Committee** – No new updates

6. Adjournment

Motion to end this December 7th meeting of the Biological Sciences Graduate Caucus at 4:22.

Moved by: Jeanette

Seconded by: Brett

Decision: **motion carries unanimously**