

Biological Sciences Graduate Caucus Meeting Agenda
November 20th, 2013 – 3:30 to 4:30 PM, 7000 level lounge



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In Attendance: Jen Scholefield (Chair), Emily Helmer (Secretary), Matt Hepp (Events Committee Officer), Annie Ellison (Events Committee Officer), Sarah Thomsen (DGSC Rep), Lindsay Davidson (Scholarship Committee Rep), Amanda Kissel (Member at Large), Grant Olson, Mike Hrabar (GSS Rep), Chris Mull (Associate Chair), Janie Dubman (Treasurer), Marinde Out (International Students' Rep), Paul MacDonald, Adam Blake, Jayme Lewthwaite, Marlene Wagner (Events Committee Officer), Antonia Musso (TSSU Steward), Tim Forrester (TSSU Steward), Lindsay Button, Karen Lo

Absent: Catherine Scott (TSSU Steward), Mohamed Sherifdeen (TSSU Steward), Kyle Artelle (Scholarship Committee Rep, Jesse Taylor (GSS Rep), Mike Beakes (DGSC Rep), Nathan Derstine, David Hope (Webmaster), Rowan Treblico (Faculty Mole),

1. Welcome

- a. Attendance
- b. Meeting called to order at 4:33 by Jen.
- c. Additions to Agenda
 - i. Halloween event recap
 1. Event was a success, Club Ilia and Renaissance contributed prizes for free.
 2. Claims have gone through, budget was adequate.
 - ii. Grad calendar -Dave Hope
 1. Email Dave if you have an event coming up that may be of interest to grads and it can be added to the calendar. Calendar will be sent out to all grads soon.
 - iii. Grad Hosted speaker Funding & Budget – Janie
 1. No funding updates, but budget will be approximated from last years event. \$1000 for speaker fee last year is not applicable this year but all other costs will be similar. Budget includes \$500 for travel, \$300 for hotel, \$50 per diem for meals (\$100 total for two days), \$200 for taxies/ transport/renting car or carpool, and \$40 for speaker gift (overall total ~\$1200). Need to add on a lunch and post talk drinks etc.
 2. Last year, lunch was catered by Natures Garden (sandwiches etc.) and Club Ilia.
 3. Check seminar budget if department can contribute.
 4. Need to verify that IRMACS is booked, possibly talk to REM about not having booking conflicts.

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5. Decide what to do second day with speaker (Mark). Possibilities include grad symposium, booking him for Wednesday afternoon, or an additional seminar on whaling as a lead in event.
- iv. Documentary screening - Marlene, Janie & Marinde
 1. Will be screening “Black Fish” this semester, about orcas in captivity (85min). Will have either two people on panel or a discussion without panel. Screening will be on December 1st or 5th.
- v. Grad Student Symposium
 1. Posters are being printed for BISC department.
 2. We need 2-3 people to help organize something like message boxes in pub from last year that integrates labs together.
 - a. Mix labs up, have them do a project, find common ground in research, make a poster out of different labs and research etc.
 - b. One concern is making symposium too silly, may be nice to have something more formal to have different labs communicate.
 - c. Positive things from last year include little time investment and bringing different labs together.
 - d. Anyone interested in volunteering are encouraged. Marlene, Marinde, and Karen volunteer. Any suggestions for symposium should be emailed to them.
- vi. Winterfest – Jen and Chris
 1. End of semester party, time for grad students, staff and professors get together and celebrate. December the 13th, ~ 3:00pm.
 2. Different labs can volunteer to perform a skits etc. If you need a projector for your skit, get one from the office.
 3. Three possible themes will be voted on include Darwin Awards, Nightmare before Winterfest, and Nerdy Noel. Poll will be sent out to vote on themes.
 4. Paul volunteers to be Santa. Lindsay, Grant, Amanda, and Marinde volunteer to decorate. Antonia volunteers to make up poster with the theme.
 5. We need judges, suggestions to contact Felix, Elizabeth, Tammy, Nicole, Dave Carmean and any other another staff members.

Motion to reimburse Antonia Musso up to \$150 for Winterfest prizes from the Biological Sciences Graduate Caucus Core Account.

Moved by: Jen Scholefield

Seconded by: Lindsay Davidson

Decision: motion carries unanimously 1 abstention (Antonia Musso)

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- d. Motion to approve minutes from last month's meeting Minutes

Motion to approve minutes from the October 16th, 2013 Biological Sciences Graduate Caucus meeting.

Moved by: Jen Scholefield

Seconded: Emily Helmer

Decision: **motion carries unanimously**

2. Treasury update

1. Current BISC grad caucus balances:
 - i. Core Account: \$1867.42
 - ii. Trust Account: \$1307.70

3. Committee updates

1. DGSC
 - i. Committee would like feedback on what to do to accelerate completion times of grad student, specifically a requirement to encourage meeting in the second semester.
 - ii. Feedback is wanted on how grads feel about equal gender representation on grad student committees. Please send feedback to Mike Beakes or Sarah Thomsen, in terms of specific questions so they can update the survey.
2. DSC
 - i. Masters NSERC applications and travel award due dates are coming up (Dec 2nd).
3. GSS – absent
 - i. \$400 is still owed, however Jesse can't propose the motion on our behalf and needs a GSS rep from a different caucus to propose the motion.
4. TSSU
 - i. Students are encouraged to take the survey
 - ii. A general meeting will be held in Surrey tomorrow, beverages and food provided.
5. Faculty Mole – absent

4. Adjournment

Motion to adjourn October 16th, 2013 meeting of the Biological Sciences Graduate Student Caucus at 5:26pm.

Moved by: Chris Mull

Seconded by: Janie Dubman

Decision: **motion carries unanimously**