

Chemistry Graduate Caucus
Meeting Minutes
11:53 a.m., 3 October 2011

In Attendance:

Reagan Belan (President), Shira Halperin (VP/GSS rep), Brandy Kinhead (Treasurer), Stanley Chang (Secretary), Michael Jones (DGSC rep), Ryan Roberts (TSSU rep), Venugopal Rao Challa (TSSU rep), Kyle Greenway (TSSU rep), Graeme Suppes (TSSU rep), Danielle Wilson (Social Coordinator), Alisa Paterson (Social Coordinator), Rachel Ashley (Social Coordinator), Jarod Moore (Grad Info Coordinator/Sports rep), Hope Fan (Sports rep).

Guests:

Cassandra Hayes, Chad Warford.

1. Grad Info Coordination

- Chad Warford will find the old emailing list for Jarod Moore to update for the 2011-12 year.

2. TSSU Social

- Kyle Greenway brought to the attention of the Caucus that there will be a social (\$10 per person) at SFU Downtown location. Bargaining issues will also be discussed at this event.

3. DGSC Representative

- Michael Jones will remain the sole DGSC representative. Kyle Greenway will be filled in on detailed decisions and meeting minutes.
- Michael Jones brought up two main issues to be discussed at next DGSC meeting:
 - M.Sc. switching to Ph.D. procedure is currently unclear. The Caucus needs to find proper procedures and requirements (both coursework and additional transfer meetings) from Lynn Wood. These outlined procedures need to be posted either on the Chemistry Department's website, Caucus website, or Caucus wiki page.
 - Certain emailing lists are currently outdated or redundant, and will need to be fixed so as to avoid spamming/duplicate emails. It was suggested that certain information can be posted on the Department's or Caucus' website.
- Kyle Greenway also brought to the attention of the Caucus that the procedures and notices for departmental oral/poster competition need to be clearer. Possible solution would be to update current emailing list, ask Lynn Wood to better advertise the event and to remind the general population of important deadlines.

4. Fundraising Ideas

- SFU Chemistry polo shirts
 - Quote for 50 shirts = ~\$15/shirt
 - Logo (Chemistry orca logo) will be embroidered
 - Purchase method will be by pre-orders
 - Possible sale date: November to help raise funds for Winter Gala/Christmas Party/Holiday Celebration
- Beaker mugs
 - Brandy Kinhead will look into buying/selling beaker mugs for the current term.
- 50/50 tickets – will need to obtain gaming license.

5. Upcoming Socials

- All social representatives will need to obtain a Serving-It-Right License.
- Halloween Social:
 - Potential date: Friday, October 28 @ 4-8 p.m.
 - Location: ChemBio Lounge
 - Reagan Belan will email procedures to Alisa Paterson and Danielle Wilson. The primary items will be to book the location and obtain insurance for event. Alisa Paterson will be the primary contact for these documents.

6. Winter Gala/Christmas Party/Holiday Celebration

- Need to choose politically correct title for advertisement.
- Several options:
 - Outside catering for event on campus – will need to find out if this is allowed.
 - Off campus event, for instance, at the Mountain Shadow or elsewhere in Vancouver.
 - Hold event on campus (i.e. the DAC or Club Ilia) and the Caucus subsidizes a higher amount than past years.
- Tentative date: Monday, December 5 or Tuesday, December 6. Will need to make sure there is no conflict with a Canucks game.
- This event will also be advertised to the Chemistry Undergraduate Caucus.

7. Reimbursements

- Brandy Kinhead motioned for the reimbursement of Serving-It-Right licenses obtained by Alisa Paterson and Danielle Wilson from the Chemistry Graduate Caucus' GSS Trust Account in the amount of \$35.00 per person. Reagan Belan seconded the motion.
 - Votes: For = 12, Against = 0, Absent = 4. *Motion carried.*

8. Next Meeting

- Tuesday, October 11 @ 11 a.m. in the MBB 8000-level lounge.

Meeting concluded at 1:00 p.m.