

**Graduate Professional Student Committee**

February 10, 2020 - Agenda

Time: 12:45 pm

Location: SGA Conference Room

Invitation sent to:

Name	Email	Attendance
Maryam Rafieifar	mrafi007@fiu.edu	Present
Angel Algarin	aalga016@fiu.edu	Present
Shahnawaz Rafi	srafi004@fiu.edu	Present
Michaela Mills	mmill185@med.fiu.edu	Present
Marko Nikitovic	sbasga@fiu.edu	Present
Angelica Moncada	amonc002@fiu.edu	Present
Teresa Amador	tamador@fiu.edu	Absent
Michelle Castro	mimcast@fiu.edu	Absent
SGA Internal Affairs	SGAinternal@fiu.edu	Absent
SGA Speaker	sgaspeaker@fiu.edu	Absent
Christian Perez	cmiperez@fiu.edu	Absent

For this meeting we will address the following points:

1. GSAW

a. Maryam's meeting with GC event manager:

- i. room setup
- ii. exact size of the partitions: Maryam will email her to confirm
- iii. They will charge for each table cloth \$10 each

b. Rafi's GSAW items:

- i. Food order review (Some items we selected are adequate as per the Chili's Manager)
- ii. Chef dish rental from (GC Events)
- iii. Sound system (rental from GL) - free
- iv. Musician/DJ
- v. Finalizing the performers (2 hours/3 hours??)

1. Jazz Band Quote

<b>Carol's Jazz Combo</b>		
<u>Elements</u>	<u>Cost</u>	
Singer	\$ 100.00	
Piano	\$ 100.00	
Drums	\$ 100.00	
Bass	\$ 100.00	
Guitar	\$ 100.00	
Alto Sax	\$ 100.00	
<b>Total Price of Musicians:</b>	<b>\$ 600.00</b>	
Hours	3	2
<b>Total Price of Musicians:</b>	<b>\$ 1,800.00</b>	<b>\$ 1,200.00</b>
Insurance	\$ 60.00	\$ 60.00
PA	\$ 40.00	\$ 40.00
<b>GRAND TOTAL</b>	<b>\$ 1,900.00</b>	<b>\$ 1,300.00</b>

2. Jazzy Jeff (in the list given to Rafi) charges \$100 for the hour

3. Decided no performers

- vi. Abstract review (Are we going to do it as per our expertise or Random?  
Need to make sure our own submission goes to a third person outside of GPSC to avoid possible conflict of interest.

1. Maryam explains review process (email)

2. Need two people to volunteer: Maryam and Angelica (might need to ask a GAB member)

3. Can we grant access to all reviewers to do at their own time with a deadline?
  - a. Access to the drive
4. Angelica needs to send out an email to Claudia to forward GAB with instructions on how to review abstracts and asking them to help us with additional GSAW events.
- c. Angel: Updates from JP (publications) on giveaways
  - i. Flyer changes from symposium to graduate social
  - ii. Umbrellas order are placed
  - iii. Michelle sent an email - tell her the brand and amount in Amazon for the 120 poster tubes
- d. Contact/Remind Dr. Kos and CC Dr. Webster and Claudia about the date for the Town hall/pre-GSAW event
- e. Angelica: Asking Honors college undergrads to volunteers at poster sessions?
  - i. Email honor college for volunteers
- f. Ask catering menu for Vickys for breakfast during poster presentation

Meeting adjourned at 1:25 PM