

Graduate Professional Student Committee

December 2nd, 2019 - Agenda

Time: 1:00 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 | Present |
| Michelle Castro | mimcast@fiu.edu | Present |
| SGA Internal Affairs | SGAinternal@fiu.edu | Absent |
| SGA Speaker | sgaspeaker@fiu.edu | Absent |
| Galina Bogatova | gboga002@fiu.edu | Present virtually |
| Huston Ochoa | huston8a@icloud.com | Absent |
| Christian Perez | cmiperez@fiu.edu | Absent |

For this meeting we will address the following points:

1. GSAW (Mar 30 - Apr 3)

○ Timeline:

■ 03/30 - Poster presentation

1. Room setup
2. Need estimate for cost of frames, white boards, food, and giveaways
3. Angelica ask UGS if they are willing to cost of cover poster prints
4. Food by Enticing Food Company (Angel)

Commented [1]: Include this in the things to ask UGS next meeting

■ 03/31 -

■ 04/01 -

■ 04/02 - Social

■ 04/03 - Provost Awards

○ Location of the social:

■ College of Business Complex for \$_____ (may be free) fits up to 292

■ Ocean Bank Arena \$1500 and needs to be covered

■ Chillli's inside + outside capacity is 203

■ Patricia and Phillip Frost Art Museum (Angelica)

1. It is available for April 2nd, Carmen Carpio needs to check with her supervisor about the after hours event
2. It cost around \$3000 to rent the whole first floor and terrace that fits 200 with 20 cocktail tables, 6 regular tables with linens, security service, staff, & custodial fees.
3. In order to bring in alcohol to the premises, we need a licensed bartender, drinks from Vicky's bakery will not be able to be brought into premises
4. We can see it after 3:30 pm today

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Assigned to Shahnawaz Rafi

○ Social entertainment:

■ HeartBEATS

■ Need a contract (Teresa will ask Silvana about paying FIU students for the performance)

■ Use Panther NOW for finding musicians

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Assigned to Shahnawaz Rafi

○ Giveaways:

■ Airpods (Michelle will check)

- Stickers (Michaela will come up with sticker ideas)
- Poster tubes with sticker for all poster presenters (Angelica will email Michelle with dimensions for bulk) (100-200)
- Umbrellas (Blue and Gold) for students and judges (100-200) (Angel Algarin)
- Bags
- T-shirts (Maryam will check the inventory)
- Put in the purchase request by friday
- Poster Awards:
 - 1st place -
 - 2nd place -
 - 3rd place -
 - For winners: youtube video (ask research office) - photo release forms
 - Print out thank you letters/ certificate for volunteering for judges
- Catering:
 - Use preferred list
 - They need to drop off workman's comp, insurance, etc.
- Funds available for GSAW: \$19,000
- Dates for the call for abstract: Jan 17
- Abstract submission deadlines:

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Commented [5]: assign to +amonc002@fiu.edu
Assigned to Angelica Moncada

Commented [6]: Assign to +aalga016@fiu.edu
Assigned to Angel Algarin

Open discussion:

1. Budget (Angel):
 - Fall: 13,902 left from the fall
 - Need to get people to apply
 - Create a virtual and physical flyer for advertising for travel
2. Create another GradSkeller late January or early February
 - a. Tell Dr Kos to see if they can hold the town hall meeting with UGS. Email Dr. Kos
3. Teresa will send us the list of the authorizations that are pending due to the travel liaison.
4. Email/call all students in white on Excel file from Teresa.

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Assigned to Angel Algarin

Commented [9]: assign to +tamador@fiu.edu
Assigned to tamador@fiu.edu

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Assigned to Angel Algarin

Unfinished business:

- Roles and responsibilities of each member for GSAW:

- Rafi:
- Maryam:
- Angelica:
- Angel:
- Marko:

2. Emergency fund for students using a&s funds (Galina)
3. Discuss if we want to change GPSC to include more graduate students
4. Offering funding to GAB for an event. Email them?

Meeting adjourned at 2:30 PM

Next Meeting: 01/06/2020