BGSO Meeting Minutes

February 7, 2017

**Officers in Attendance**

Matt Trentman, Mark Hawk, Rachel Oidtman, Sage Davis, Victoria Makuru, Janice Love, Ben Gombash, Elvin Morales

**Members in Attendance**

Chissa Rivaldi, Felicity Newton, Amanda Yamasaki

**Point of discussion:**

**Officer Info Session:**

Amanda and Felicity are here to hear about the different BGSO officer positions

President duties

* manage projects of BGSO
* Represent BGSO to the ND administration
* Schedule meetings
* email club members about meetings
* Chair/run meetings efficiently
* Previously, the president attended faculty meetings, we may be shifting that duty to the vice president

President Personal Reflections

* The position is challenging but rewarding

Vice president

* This position does not have any specific duties
* We want to set it up so that they attend faculty meetings
* The content of faculty meetings varies, the BGSO rep does not get a vote, but they can speak during the question and answer or open forum. It is sometimes useful, and you can see the political inner workings of the department.

Secretary

* The secretary takes meeting minutes, distributes those minutes, and should be know the constitution

Treasurer

* Manages accounts, we have multiple accounts
* Manages t-shirts
	+ Orders new shirts
	+ collects funds from sales of t-shirts
	+ restocks t-shirts in the main office
* Reimbursements

Recruitment Chair

* attends faculty recruitment committee meetings
* Is expected to know a lot about what happened at the previous recruitment
	+ “Did people like this?”
* The recruitment chairs work closely with Laurie (and now Bridget) to organize various events
* The recruitment chairs do not organize the Friday night faculty dinner
* The rest of the weekend is organized by the recruitment chairs
* They organize volunteers, pick ups, and drop offs
* The faculty chair is appointed every year for one year, this person can change
* The meetings for the recruitment committee are sporadic, you must be flexible

GSU Representative/Professional Development Chair

* Attend GSU meetings, represent BGSO at these meetings, report what happens back to BGSO
* You have a lot of opportunities to get involved with committees and know about what is happening on campus
* The GSU rep has opportunities to be involved with the university as a whole

Web master

* The web master updates the website
* This involves updating the calendar for people’s thesis defenses
* Posting meeting minutes
* Post pictures from events

Outreach Chair

* This position is customizable to personal interests
* Mauna did a lot of community outreach and charity/volunteering events
* The Science Alive event has been a part of this position consistently

Activities Chair

* Plans events
* Ice skating has been an annual event
* We have done bowling, high ropes courses, and a brewery tour
* Anything that fits within the budget and the restrictions
* You essentially plan events, ask people if they’re feasible, and then do them

**Upcoming Professional Development Event Opportunity**

* Elvin has been in contact with the CFO of BenchSide
* BenchSide would like to sponsor an event where they talk about entrepreneurship opportunities
* The event would be a Q and A discussion styled event, focusing on going from graduate school to a start up
* BenchSide would provide pizza
* Many of our professional development events are focused on academia,
* BenchSide is not necessarily recruiting, but they want to promote the idea of entrepreneurship
* BenchSide is great for antibodies
* This is an example of a non-academic career path
* This would be sometime after February 20th
* Do we want to send out a survey to assess interest in this event?

**BGSO Co-hosting A 4K for Cancer table**

* Elvin has a friend who is running the 4K for Cancer, this requires a bone marrow drive on the ND campus
* This is something that BGSO could be involved in, the department is biology, and there are medical researchers
* You cannot get a table in LaFortune without being a member of an SAO organization
* This is associated with the Altman Cancer Fund for Young Adults
* They will provide all of the materials
* Folks who want to register need to swab their cheeks for DNA, and then put it into an envelope
* All that BGSO would be providing is the SAO request, the table, and some people to staff the table
* This would need to be in a location with a lot of foot traffic
* The event needs to happen before the end of March
* We could request space and provide a table
* Chissa has all of the tables, apparently
* A person can have their DNA added to the registry, so that if they are a match, they can be contacted and asked about donation, they are not required to donate if they register
* This is separate from organ donation
* Are there limits for international students? Not that we are aware of
* The collection is easy, and then we send it off
* This would be a charity event
* There is a cap of 50 people. Can we somehow increase that?
* We may be able to request more supplies or provide or own supplies
* We could do this during the opening of March Madness (a basketball based sporting event). That is on March 14, well, the “first round.” This is during spring break, which may be problematic.
* We need to determine the exact deadline
* LaFortune is preferable due to the high foot traffic, we could notify the Bio grad students, EIGH, and maybe GSU and other organizations

**Health Services Feedback Opportunity**

* There is an opportunity to provide feedback on experiences with health services
* They would like to know what we want
* There is an input session from 4:00 p.m. to 5:00 p.m. on Tuesday February 6th
* We will send the biology graduate students an email about this

**Elections**

Can someone run for more than one position?

* We had planned on them only accepting a single nomination
* That may result in us turning away interested folks if everyone wants the same positon
* If we do a ranking based vote system, we could have people run for multiple positions without difficulty
* We could also have a series of time separated elections (vote for president between 8:00 and 10:00, vice president from 10:00 to 12:00)
* The numbered ballot may be easier

Elvin moves to implement a numbered/ranked voting system and allow people to run for multiple positions

* The motion was seconded by Janice
* The voting took place
	+ In favor = 8
	+ Opposed = 0
	+ Abstain = 0

Can ECK Institute for Global Health students run for positions?

* They are part of the department, but, they are only hear for a year, and would never be able to serve a full term

**Discussion of Potential Constitution Changes**

There was a draft presented to the board of potential constitution changes. After having a long working meeting discussing the document, it was decided that we would use Google Docs to create a working document that the entire board could edit

Graduate Student Union Representative

* Our elections happen on a different schedule than GSU elections, so our representative changes mid-term, which may be difficult for them.
* Our current GSU rep and a previous GSU rep did not have difficulties in dealing with this
* We just need to make sure that we contact GSU so that they can update their rosters
* The GSU representative seems to have a lighter work load than the rest, to the point where our current GSU rep thinks that the position is unnecessary
* GSU requires us to have an elected GSU rep
* Should we designate another board member as the GSU rep?
	+ Secretary?
	+ Professional Development Chair
		- GSU gives them access to resources that will be useful for Prof. Dev. activities
		- Let’s go with Prof. development chair being the GSU rep
* The meetings tend to run for up to 2 hours
* Should the GSU rep always be a board member? The original constitution says that this is optional
* Does the GSU rep need to always attend BGSO meetings, or only when they have news to report from the GSU?

Recruitment Chair

* There should always be two recruitment chair
* The two recruitment chairs should not be from the same focus area
* Recruitment chair should be a mandatory/always there position, not an optional one
* How do we gather feedback for recruitment? It has happened in the past.
* We sometimes go by word of mouth. Do we want to do a survey?
* Each year we have events in the beginning of the fall semester that are cosponsored by the recruitment chairs and the activity chairs, should this be mentioned in the constitution

Total Number of Officers

* The original constitution says that we can have up to 12 officers
* These officers do not always need a position according to the old constitution, someone can simply be an officer

Treasurer

* Should the t-shirt and concession stand duties associated with the treasurer position be mentioned in the constitution?
* Should the treasurer and another board member (the president?) co-sponsor “major fundraising events”
* We do not want to require a concession stand because it must be applied for
* We may want to start setting up an annual budget
* We traditionally leave $1,000.00 for the incoming exec board
* Can we remove the “advisor” from dispersement of funds, they are not usually involved
* Do we want to vote on all funds related issues? Yes, yes we do

Vice president

* This position has no duties in the old constitution
* We want to give them duties associated with being a liaison between the BGSO and the department, including attending faculty meetings
* Chris O’Brien can put the VP on the emailing list about these meetings

Life Sciences Symposium Chair

* They select a committee of grad students from the represented focus area
* They select 2 of 3 faculty advisors, the third being the DGS
* The committee will ID different researchers and faculty members to bring to Notre Dame to present at the symposium and manage the symposium’s budget
* This position involves coordinating flights, entertainment, etc. for visitors
* The next symposium’s committee head wil be elected, there may be two active at once (a current symposium chair and a future symposium chair)
* The position is focus dependent (only a member of an appropriate focus area can hold the chair positon)
* Do we want the DGS to appoint the LSSC?
* The foundation that we applied for funds from for the first symposium may not be a source of funds for the second, why ask for money for a second when we have not yet held the first?
* Should the symposium be every other year, with the department retreat being in the off year?
* Does that limit the benefit, most students will only see one symposium for their focus area
* Should this be a position? We do not seem to have a lot of the details for this worked out?
* Should we hold off on formalizing this position until after we have had a symposium?

Outreach Chair

* Do we want to formalize the tie between this position and the Science Alive event? Yes, we should

Professional Development Chair

* This position seems appropriate for BGSO because professional development is an aim of the BGSO
* They could schedule and plan professional development events
* They could work with other university organizations that deal with professional development and job searches
* Maybe this could be built into the GSU rep position?
* There would be access to university resources at GSU meetings
* The professional development chair can be in charge of working with alumni
* They could be heavily involved in the alumni workshop

Web Master

* Should the BGSO display case be a joint President/Web master effort?
* Those fish

Advisor

* The advisor technically has a one year term