

10-17-18 Minutes

Attendance: Sara Nasab, Randy Villegas, Rachel Neuman

Roles within GradLab

1. Lead Adviser:

- a. Supervises projects and chairs meetings.
- b. Creates the agenda for each meeting.
- c. Fills in duties that others cannot perform (when necessary).
- d. Point-of-contact between GSA & GSC (when necessary).

2. Treasurer:

- a. Involved with the project budget.
- b. Advises GradLab with expenditures.
- c. For projects: Ensures that the budget requested is acceptable. Completes purchase orders per project.

3. Co-adviser(?)/Webmaster/Secretary:

- a. Updates the website: application process, directions.
 - i. Opens and closes application window.
- b. Takes minutes at each meeting.

4. Marketing:

- a. Works with each project to guide them in creating a flyer (when necessary) and outreach to other departments/audiences to advertise their event. [Make sure to follow campus standards. Distribute accordingly -- be in charge of taking them down by the expiration date.](#)
- b. In charge of GradLab email communications (cc's everyone on Gradlab).
- c. Giving Day
 - i. Attends Giving Day workshop
 - ii. Plans the logistics of daily Giving Day events
 - iii. Requests volunteers for the event

Rubric for Projects (Scale: 0 Low -3 High)

1. Uniqueness of project. Does this project/event already exist on campus? If so, how is this version unique from those existing?
2. [Openness and Inclusivity](#). Who do they hope to attend?
 - a. Graduate students?
 - b. Certain departments?
 - c. Certain identities?
 - d. Here -- if we do approve of the project, we can work on adding to their outreach with suggestions to contact others on campus.
 - e. [Suggestion: Should we suggest to open to more graduate students? How inclusive is it to other communities?](#)
 - f. [To put in the language: Number of people? How inclusive? "If you have less than 5 people..., you can qualify for this amount of funding. Part of the form?"](#)

3. Sense of community. (Write a description here) **EX:** Projects that are too large can run into being less familial. This smaller group of an expected attendance of 10-12 people meeting biweekly will create a sense of community throughout the year.
4. Organization. Does the event already look well-organized and planned?
 - a. +3 = Spoken to sponsors (if necessary), a venue has been considered, budget is well thought-out, the schedule for the project is set.
 - b. +2 = Needs finalization on one of the above items.
 - c. +1 = Event is feasible, but will need to discuss logistics. Not yet feasible.
5. Predicted attendance/impact (+1 bonus point)
 - a. Impact on graduate student population.
6. Budget or co-sponsorship?
7. Take into consideration: Experience with events on campus? CruzBuy?
8. For a certain amount of money (> \$1500): We need sponsorship support -- campus-affiliated organization, staff, administration, faculty, or student organization.
9. Do you have a CruzBuy account? *Note this is not a requirement.

Limit: \$2000 per project

Maximum number of projects to be voted on (6?). Approve three with an honorable mention (in case one of the projects falls through). **Task: Create this rubric.**

Process after approval: **Task: Create a flow chart and place on website.**

1. First contact: Adviser emails the requester of project.
 - a. Requests a more detailed budget (Similar to what Rachel did with the first three projects).
 - b. Requests the venue and date in mind.
 - c. Establishes him/her/themselves as the point-of-contact with introductions to other members of the group.
2. Treasurer:
 - a. Reviews the budget. Makes necessary adjustments and/or suggestions.
 - b. Once agreed with a majority approval by the treasurer and requester (with oversight by the adviser and Rachel), the treasurer creates a P.O. with directions on use (and FOAPAL).
 - c. Ensures that requester needs to be a CruzBuy requestor. **Task: To create documentation for the process.**
3. Adviser: Once dates and P.O. are set, asks requester for an advertisement. **Task: To create a sample flyer for reference (Marketing).**
4. Marketing: When flyer is submitted, marketing approves. Then, sends to advertising sources (GSA, GSC, and possibly to on-campus graduate advisors). **Multiple times: GradLab server -- GSC will only advertise if it's hosted here. Put on the UCSC Events Calendar.**
5. Before event: Adviser gives them a final checklist.
 - a. Attendance sheet.
 - b. Photos taken.

- c. Event host.
 - d. Clean-up.
6. After event:
- a. Adviser -- contacts requester for photos and attendance.
 - i. "Would your group be willing to help us on Giving Day?"
 - b. As a group: Did the event meet expectations?
 - i. How many people attended?
 - ii. Was the event a success?
 - c. Webmaster/Marketing: Publishes photo on website. Creates future advertisements of GradLab based on photos.

Compensation per officer:

Randy: GradLab isn't a committee. So, do we ask funding like a committee or event funding?

How many hours == \$100? (6 hours or three meetings?)

Plan: Ask from the GSA and GSC (\$100 each) and dip into GradLab (\$100 each)

GSA: \$600 per year

GSC: \$600 per year

GradLab: \$1200 per year

Rebranding

1. GradLab ⇒ GradCentral
2. New logo should be developed ⇒ Role should be given to Marketing/Webmaster