

01-16-19 Agenda/Minutes GradLab

Attendees: Sara Nasab, Randy Villegas, Rachel Neuman

1. Review CORE STEM mixer.
 - a. Rachel followed up with requesting the attendance and the photos from the events.
 - b. Post-event ideas to apply to other events:
 - i. Funded: \$2600; Used: \$1900
 - ii. Additional funding requests were denied since they were not original asked for in the proposal. Funding should be given for the original intention.
 - iii. CruzBuy: Who should be responsible for creating POs and assisting gradlab applicants?
2. Check-in on our current roles. What should we be going differently? [Minutes 10-17](#)
 - a. Asking members to serve from the Finance Committee. This will pave the way for the future treasurers to aid with GradLab, which has been originally stated in the creation of GradLab.
 - b. The GradLab committee will be in charge of evaluating.
3. Project Funding:
 - a. Small projects: \$300 or less.
 - b. Large projects: no cap (as of yet): \$2500 cap.
 - c. Cap per Year \$8,000
4. Next steps:
 - a. Website down. Rachel emailed SOE Web Master to fix the website.
 - b. Ask for Direct Permission from Jim Moore and Michelle Montemayor to send from the GradLab account.
 - c. Create flyer. Obtain photos & testimonials from CORE STEM. Undergrads to work on the flyer and then review.
 - d. Application Window: Wait until the flyer is created. Open for two weeks.
 - e. Access to Facebook GradLab page (Randy will reach out to Adrienne)
5. To do:
 - a. Create the total budget: Running total of the events.
 - b. GSCGB Call for Nominations. \$100 stipend.
 - c. GSA (Call for representatives at the 1/23 meeting).