

03-04-19 Agenda/Minutes GradLab

Attendees:

1. Review:
 - a. [Projects approved](#) from last meeting
 - b. [Current budget](#)
 - i. Actual balance (as of [date]): ~\$9600 (pending donations)
 - ii. To request for next round for SFAC applications
 - c. [Website](#)
2. Current status on projects:
 - a. Alumni Asking and Sharing: Currently in the process of connecting to alumni and setting the date for the Friday of Alumni Weekend. Follow-up: Is it necessary to pay honorarium fees?
 - b. CogMAP: Two out of three events completed. P.O.s were processed by Sara.
 - c. Fish Tales: First Friday in May; P.O. processed for rental chairs. Decision was made to pay the graphic artist (flyers), while Melissa/organization will pay the honorarium fees.
 - d. Banana Thugs Softball Team: Bat purchased, and the funds are being transferred to the correct fund/org code (by Paul Scalisi).
 - e. WoC Graduate CommUNITY: The GSC is booked for the lunches ordered from Pacific Thai - March 15 (1-3 pm).
 - f. Opportunities and Challenges for Students Impacted by the Justice System: Follow-up with this event via email
3. Set application window for the spring quarter.
 - a. Send multiple emails (announcement, reminder email)
 - b. Showcase the funded events by GradLab
 - Tuesday, April 2 (first email)
 - Monday, April 8 (reminder email)
 - Friday, April 12 (application deadline)
 - Monday, April 15 (review applications)
4. Rebranding GradLab -- changing the logo.
 - a. Abstract Design
 - b. Brain, lightbulb
 - c. Hire an artist -- inquire quote about logo