**BGSA Meeting Agenda – June 3rd, 2019. 5 pm, BST 1495**

1. Graduate Studies Office Report
	1. FY20 budget has not been approved yet, will update at July meeting
	2. Have selected candidate for Career Exploration position – will make offer this week with planned start date of June 17 and hope to introduce at July meeting
2. VP of Records Report (Becca)
	1. May Minutes
		1. Shelby suggested changes that were sent out in another email
		2. Jason pointed out we forgot to add the name change of Housekeeping Committee to the Logistics Committee
		3. Passed
3. President’s Report (Shelby)
	1. Mentoring/buddy program for incoming first years?
		1. Joyce suggested that the new hire could help coordinate some aspects of this
		2. Want to have the BGSA be in charge of planning this program to help place incoming students in groups
		3. Current first years come up with plan for what they want this buddy program to do
	2. Hillman Academy point person needed
		1. Will need to send emails to ask for volunteers for various presentations and mentoring
4. VP of Finance Report (Azia)
	1. Account balances
		1. End of FY19 – so get reimbursements in by June 7th if possible!
	2. Discuss proposed budget
		1. Budget is much tighter than previous years
		2. Focus more on the big events every couple of months and only plan a couple events in between the annual events with high attendance
		3. Try to get GPSG funding for the symposium to help with costs for our most expensive events
			1. In the future, look for ways to cut some costs for this event
		4. Try to aim for $1000 rollover to account for lag in between FY deposits
5. Chair of Finance Committee (Meghan)
	1. June’s winners
		1. Nikki Naim and Azia Evans
	2. Have an extra $250 award being transferred from Grad Office that was originally an honorarium for a speaker who decided to give it to us instead
		1. Will use it for a third award the next time there is five or more applicants in one month
		2. In the future, when we have zero applicants for a month, we will vote on awarding a third $250 for a future month with more applicants than normal
6. VP of University Relations Report (Sam)
	1. Make sure to announce upcoming events at these meetings
	2. Would like to enforce having some sort of proof of events to make sure their funding to other groups is being used
		1. Newsletter helps with this
7. 2019 Symposium (Oyin, Song-My)
	1. October 2 with Dr. Diane Jorkasky
	2. Committees meeting report
		1. Will receive emails in coming months about abstracts and nominations for awards
	3. Using online scheduler to keep everyone on task
8. VP of Communications Report (Ryan)
	1. Newsletter in June
		1. Need a couple more blurbs about events
		2. Send him pictures for past events
		3. Will send final draft to Shelby to double check for errors
		4. Need people to vote for student spotlight
	2. Start PittBGSA Instagram
		1. Help with recruiting? Show potential students more of what we do
		2. Way to share photos easily and help with GPSG asking for proof of event
	3. If possible, people should aim to add students to BGSA facebook events to promote advertising
		1. Share event if you want as well
		2. People tend to go if they know other students and friends are going
9. VP of Programming Report (Mondraya and Nicole)
	1. Past Events
		1. Spring Social at Kingfly Spirits
			1. Great turnout and people stayed to hangout after official end of event
	2. Upcoming events
		1. Professional
			1. Career Seminar Series – June, July, August
				1. Katy Wack VP of Development at Western Oncolytics, Inc. – July 24
				2. Stephen Yoder CEO of Biotech Company (no PhD, but BSc in Mol Bio and law school)
				3. Gregory Frank Director of Infectious Disease Policy at the Biotechnology Innovation Organization – August 15
				4. Working on coordinating dates, will be in S100 and small dinner for several students afterwards
				5. Budget for dinner - $250 Katy ($35 fixed menu at Porch)
				6. Budget for Greg Frank to travel, have dinner ($250 for Greg), will figure out travel budget later
			2. Loft Shopping Event – June 9th 7-8:30pm
				1. Will be 25% discount
	3. Future Events
		1. Professional
			1. Illustrator Intermediate Level Workshop?
		2. Social
			1. Orientation Picnic at Veterans Pavilion – Wed August 21; working on spreadsheet
				1. Ryan, Shelby, Corinne, and Haley will coordinate
			2. Board game get together in June or July?
10. Outreach Committee (Mondraya)
	1. Need new person to run – will send email
11. New business
	1. $250 / dinner passed
12. Adjourn