**BGSA Meeting Agenda – November 4th, 2019. 5 pm, BST 1495**

1. Graduate Studies Office Report
	1. Hosting elevator pitch workshop-sent out an email last week (survey coming soon, so keep an eye out)
	2. “Temporary Denise” is Amanda
2. VP of Records Report (Corinne)
	1. October Minutes- no changes/comments, so minutes are approved
3. President’s Report (Sam)
	1. Pitt Logo Branding (Need to find vendor *first* and then look into legal stuff)
	2. Microgrants
		1. Departments may offer money for certain events (PD events, especially)
		2. Try to apply for these twice a year (save our $$)
4. VP of Finance Report (Haley)
	1. Account balances- all good in the hood (GPSG money came in)
	2. SORC Funding
	3. Meeting with Joyce
	4. Check for PICC
	5. We need to write up a paragraph on how travel grant *reimbursements* work
5. Chair of Finance Committee (Angela)
	1. October’s winners
		1. Congrats Allison Welp (PMI) and Meghan Mooring (CMP)!
6. VP of University Relations Report (Sam)
	1. GPSG events
		1. AAU Climate Survey- Pitt has work to do with reporting Title-9, complaints, etc.
			1. We are looking into “incident reports” which is less formal than current policies in place at the SOM
			2. GPSG is pushing advocacy and awareness
		2. SAGE- Political Advocacy Group
			1. Go to the hill and lobby for federal funding for research
			2. Want to get involved? Be on the lookout for emails from us
7. Symposium 2019-2020 (Sam)
	1. Speaker
		1. On the lookout for speakers- have reached out to PMI and MGDB
	2. SOPs (Standard Operating Procedure)
		1. We are updating now
8. VP of Communications Report (Nicole K.)
	1. Squarespace Website- more user-friendly and looks better, but have to pay for it
		1. Headshots for Program Reps- send to Nicole ASAP
	2. Look into starting an Instagram
		1. Send people to the Facebook and website first
9. VP of Programming Report (Nicole M.)
	1. Before ticket sales for any event- ask Haley for a bank code
	2. Past Events
		1. Soergels Apple Picking- complicated organizing
			1. 9 people got tickets (next year- start earlier and make sure people know ticket situations before arriving)
			2. Need to set a limit for carpooling-at least 4 people in a car (so we don’t pay everyone)
	3. Upcoming events
		1. Professional
			1. Head shots ($300 for 1.5 hours for lady from 4th river)- early spring?
				1. Have a plan by early February
				2. Microgrant for this?
			2. Professional Clothing Event (this is free)
				1. Start reaching out to Loft, Banana Republic, and Express
				2. Event sometime in early December
			3. Careers in Data Science event
				1. Seemed very popular
				2. PD event a few times a year for non-science related careers
		2. Social
	4. Future Events
		1. Professional
			1. Comprehensive Exam Prep Event
				1. Ask upperclassmen how to prepare for comps
				2. Break it up by program/when comps are normally held
				3. Aim for early February for the first one, August for the other one
			2. Illustrator Course
				1. Ben sent the contact info
				2. Beginner, Intermediate, Advanced series
			3. Grad Student Experience Panel
				1. Panel of students with non-traditional grad school experiences
				2. Send out a google form about your grad school experience
				3. Add to buddy program event?
			4. Mental health awareness
		2. Social
			1. End of First Semester Happy Hour- Angela/Corinne have budget from last year
				1. Mario’s is a free venue- they have small appetizers
				2. Coordinate with PMI first years
10. Outreach Committee (Keeley)
	1. Hillman Academy had a lot of volunteers
11. New business- Budget Approvals
	1. Squarespace budget ($108)- APPROVED
	2. End of Semester HH ($900)- APPROVED
12. Adjourn

DECEMBER MEETING IS A POTLUCK!