

## AGSIP Exec Meeting Feb 10<sup>th</sup>, 2017

**Attendance:** Laura, Alison, Kalee, Alexandra, Stephanie, Caitlyn

**Regrets:** Robyn, Geoff, Erika

**Agenda:** Open House, Area/Grad Rep Updates, Safe Space Workshop, Other

### 1) Open House

- This is our last Exec meeting until the Open House (due to reading week)
- **Action Items:**
  - Social Committee:
    - need to send out emails to current and new students inviting them to our events (before reading week + reminder email the week after)
    - book reservation at Toucan and set up sign up sheet for the potluck
  - Laura and Kalee
    - email area reps to remind them to please attend the open house, or remind them at the area rep meeting
    - invite faculty to the potluck at the next departmental meeting
      - also ask faculty if they are doing lab/area dinners or not, so we know if we need to plan something
    - Kalee - look into finding the missing area hats (BBCS and Social)
    - Laura - pick up cutlery
  - spruce up the bulletin board in the lounge
    - have contact info for AGSIP members, updates, etc.

### 2) Area/Grad Rep Updates

- Laura and Kalee met with Grad reps to help open up communication
  - Grad reps are going to send out email reminder before the grad meetings to see if students have anything they want to bring up
  - they will also disseminate the meeting minutes
    - will likely take the form of a monthly AGSIP newsletter so students are not bombarded with a lot of extra emails
- Area rep meeting to be held this week or next, to address similar plans

### 3) Safe Space Workshop

- date confirmed: Feb 27, 5-7pm
  - location TBA, room will be booked once we have a better idea about attendance numbers
- Laura will send out RSVP email and reminder
- AGSIP will provide pizza dinner for attendees

#### **4) Other:**

- brief discussion about possible end of semester/summer events including:
  - wine and cheese
  - some event with faculty (maybe soccer baseball bbq)
  - writing retreat/team building
  - workshop on how to properly submit research ethics