**Council of Biomedical Graduate Students**

**1/19/2017 Meeting Minutes**

**Location:** HEB 233

**Start Time:** 8.02 am

**Present:**

Jessica Saul-McBeth, President

Jeffrey Xie, Vice President

Gayatri Subramanian, Secretary

Cara DeAngelis, MMI Representative

Erin Semple, NND and MD/PhD Representative

Oluwatomisin Atolagbe, BRIM/BIPG Representative

Christopher Coakley, First Year Representative

Sarah Galla (MOME track)

**Faculty Advisors:** Dr. Kandace Williams, Dr. Jyl Matson

**I. Call to Order**

**II. Old Business**

1. 2016 Graduate Research Forum – March 22-23
	1. Dr. Nagy itinerary
	2. Registration and abstract submission updates
		1. 21 posters
		2. 12 Oral presentations – Email for accepted slots sent by Jess
		3. Reminders for 1st years and other students
		4. Pharmacy students – Gayatri to get in touch with Neha
	3. Responsibilities
		1. People in charge of food (dinner upon arrival, lunch day 2, lunch day 2, food for buffet before keynote speech): Saad, Jin
		2. Judges – oral and poster: Jess, Jeff
			1. (need judging sheets, notepad, pens)
			2. To recruit faculty from other tracks
		3. Nagy’s itinerary – Jess and Jeff
			1. Flying first class
			2. Limo and Hotel: Jeff
			3. Dinner with council: March 22nd
			4. Lunch with speaker : Email to be sent out to students in February
		4. Booklet for schedule: Gayatri, Erin
		5. Coordinating with Toledo workers for set up: Cara;
		Marianne Pohlman can help ( Michelle Abrogast to step in during Marianne’s absence)
		6. Asking for funds from GSA: Jess, Jeff, Amit - done
		7. Publicity: Erin, Gayatri, Tomi
			1. Flyers with updated location
			2. JCCTR
			3. UT news/Blade
		8. Gift: Jess
	4. Am I missing something?
		1. Not missing anything yet
		2. Council to provide input
2. Spring/summer social events: To plan after GRF

**Next meeting-** February 16th, 2017

**IV. Adjournment**

**End Time:** 8.50 am