**Council of Biomedical Graduate Students**

**2/16/2017 Meeting Minutes**

**Location:** HEB 233

**Start Time:** 8.02 am

**Present:**

Jessica Saul-McBeth, President

Jeffrey Xie, Vice President

Cara DeAngelis, MMI Representative

Erin Semple, NND and MD/PhD Representative

Oluwatomisin Atolagbe, BRIM/BIPG Representative

Tupa Basuroy, Cancer/Bio Rep

Dherya Bahl, Pharm rep

Amit Chougule, Mome rep

Saad Moledine, MMI rep

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

**I. Call to Order**

**II. Old Business**

1. 2017 Graduate Research Forum – March 22-23
	1. Registration and abstract submission updates
		1. Unanimous decision that 2 late abstracts will not be eligible for prize
	2. Responsibilities
		1. People in charge of food (dinner upon arrival, lunch day 2, lunch day 2, food for buffet before keynote speech): still need someone to pick up snacks from Walmart for the keynote speech. Saad contacted mi hacienda and grape leaf for lunch (same price as last year)
		2. Judges – oral and poster: Jess, Jeff - done
			1. (need judging sheets, notepad, pens)
		3. Nagy’s itinerary – Jess and Jeff
			1. Flying first class
			2. Limo and Hotel: Jeff
			3. Dinner with council: March 22nd – sign up sheet for dinner sent around.
			4. Lunch with speaker : Email to be sent out to students in February
			5. Dr. Nagy’s flight is moved up – invite to poster session day 1, maybe tour sim center? Will meet up JT during gap in day 2.
		4. Booklet for schedule: Gayatri, Erin
			1. 1-4 pm – oral presentations on March 22nd, 1200 IISC. Room 1217 for final poster session; Room 1200 for final oral presentation on March 23rd.
		5. Coordinating with Toledo workers for set up: Cara;
		Marianne Pohlman can help ( Michelle Abrogast to step in during Marianne’s absence). Saad will confirm reservation of tables for keynote reception. Erin will get pins from MD/PhD room
		6. Asking for funds from GSA: Jess, Jeff, Amit - done
		7. Publicity: Erin, Gayatri, Tomi
			1. Flyers with updated location – done? Jess will send to Erin. Reps need to put up flyers
			2. JCCTR
			3. UT news/Blade
			4. Amit will organize ppt presentation in the lobby of the Sim center which shows schedule
		8. Gift: Jess
	3. Check responsibilities
2. Spring/summer social events: To plan after GRF

**Next meeting-** March, 2017

**IV. Adjournment**

**End Time:** 8.50 am