

BiGCoW Meeting Minutes – Thursday, Sept 8th, 2011

- This meeting was primarily to discuss the plans for the upcoming Biology Graduate Orientation session occurring on Friday, Sept 16th 2011.

Academic Coordinators (Sarah Wallace and Amanda Xuereb(absent))

- During the orientation session, Sarah & Amanda will be presenting the new Moodle account where biology graduate students can write in forums and communicate with one another.
- The presentation should only require ~5 minutes.

Social coordinators (Celia Symons and Laura Doubleday)

- Suggestions for enticing biology graduates to attend the Biology Orientation session?
 - Mentioning the free BBQ that BiGCoW is hosting afterwards may be a good incentive.
- The BBQ will be held this year at Andy Wongs residence north of Princess Street.
 - People can be encouraged to walk in groups from the Grad Club to Andy's home so that they are able to find it.
 - 125 burgers have been ordered, which is a decrease from the 150 purchased last year. Last year there were leftovers. Veggie burgers will also be available.
 - The Biology Department donated \$150 for the BBQ event, which will help to purchase the burgers and condiments.
 - Volunteers will be needed to help set up for the event and pick up the burgers on Friday morning.
 - Volunteers will also be needed to help clean up and perform a bottle run on Saturday morning. Laura will send out an email to request volunteers.
 - Faculty and post-docs have been invited to the BBQ, there are currently 2 RSVP's from them so far.
- Coffee Time will start again next week and should be mentioned to all BioGrads
 - Last year, Heather paid for much of Coffee Time. The \$0.50 to join Coffee Time is currently not enough to be self-sustainable.
 - To reduce costs of purchasing snacks, they may offer a sign-up sheet at Coffee-time where people can volunteer to create snacks for a future week.
 - Suggestion that whomever makes treats may have free coffee that day.
 - Suggestion that it may be that people are giving themselves more than one cup of coffee for the \$0.50 donation and this is costing money.
 - The social coordinators requested \$20 for the initial set-up costs for Coffee Time
 - Unanimous yes. (8/8)
 - Coffee Time will remain \$0.50 this Fall semester, to see whether having a sign-up sheet for treats will reduce the cost of the weekly event.
 - Work BEE is this Saturday. Stephen Lougheed is requesting volunteers to help paint benches at Elbow Lake in exchange for a BBQ lunch.