

In attendance: Olivier Arnoult, Cheryl Campo, Brent Crenshaw, Tamara Fulton, Qiongyu Guo, Mohit Gupta, Alex Jamieson, Patrick Mather, Timothy Marsh, Pritesh Patel

OLD/ONGOING BUSINESS

- Cheryl will continue to look into the possibility of affiliating the MSO with ACS.
 - Patrick Mather suggested we talk with Professors Rowan and Weder and/or go directly to the PMSE or POLY divisions of ACS with our request.
- Incoming graduate student welcome will be held on Wednesday Aug 24
 - Olivier will explain departmental service requirements.
 - Timothy will explain required courses.
 - Brent will explain the qualifying examinations.
 - Cheryl will summarize the purpose of the MSO.
- Pritesh presented an update to the website.
 - Newsletter submission page should include a description of expectations for submissions.
 - Submissions will be emailed for now.
 - Department Resources should include
 - Departmental service records
 - Faculty/Staff/Student phone directory
 - CV's of students about to graduate
 - Cultural organizations
 - List of stockrooms (chemistry, physics, biomedical, electrical) as well as machine shop and fabrication labs
 - Procedure for filing grievances
 - Thumbnails will be created for picture pages to reduce load times.
 - Join Us will be changed to Get Involved to more accurately reflect its purpose.
 - Olivier will be handling registration with the GSS between September 1st and 30th.
 - Will include application for as much as \$250
 - Members will need to be chosen to sit on the GSS.
 - These members should receive credit as a departmental duty.
 - We now have a bank account with Bank One.
 - Currently Cheryl Campo, Jun Won, and Tamara Fulton are signers.
 - The account (business) will need to be renewed annually in order to avoid fees; this type of account is necessary in order to have our organization's name on the checks.
 - The title for the newsletter will be "Poly Post-Its: News That Sticks" as decided by votes cast via email and a sheet placed in the student lounge.
 - Olivier stated that the departmental duties listed on the departmental website were now clearer. Service options include:
 - Teaching Assistant
 - Graduate Student Senate Officer
 - Macromolecular Student Organization Officer
 - Cookie-time preparer
 - Happy hour organizer
 - Macrotalkies organizer

- Volunteers to organize other social activities
- Other jobs available from Tamara
- Newsletter Discussion
 - It was decided that there should be a short sociable bio on each of the current MSO officers in the first month's newsletter. All officers should email a bio (< 100 words) to Tamara before the end of next week. Cheryl will prepare a brief description of what the MSO is about.
 - Submission deadline for the newsletter will be the 1st of each month.
 - Publication will be on the 15th of each month.
 - Qiongyu will provide a recipe for the first newsletter.

NEW BUSINESS

- Fall picnic will be on Sept. 23 at Squire Valleyview Farm.
 - Cheryl will organize preparations for the picnic.
- Seminar Series
 - Cheryl stated that we received many responses from professors willing to speak in our Fall seminar series.
 - First seminar will be from a post-doc, Dan Knapton, preferably on Wed Sept 14 at around 5:30 PM.
 - Second seminar may include Mather, Jamieson, and Weder to be scheduled in mid October.
 - Third seminar may include James Anderson and Roger Marchant from pathology and BME, respectively, to be scheduled in early to mid November.
 - Fourth seminar will be by Massood Tahib-Azar to be scheduled in early late November/early December.
 - Schiraldi and Litt will most likely be the first speakers in our Spring seminar series in order to transition from academic to industrial employment talks.
- It was suggested that to facilitate communication between MSO and department faculty, we should invite faculty to the MSO meeting at least once per semester.
- Minutes of the meeting should be submitted by the secretary within 1 week of each meeting.
- Secretary should also be responsible for sending email reminders about MSO meetings to students both 1 week and 1 day before each meeting.

OFFICERS' REPORTS

- Olivier raised the question of maintaining semester fees at the current numbers (\$10/grad student, \$15/post-doc, \$20/faculty); the committee agreed that they should stay the same.
- Next meeting is scheduled for September 8th at noon.
- Meeting adjourned.