Date: Wednesday, February 3, 2016
Time: 2pm EST

Action Items:
1) Julia plans to scan website info from convocation to put in FGSA folder (done)
2) Krista plans to add everyone to the google doc folder (done)
3) Everyone: sign up for committees! (done)
4) Coordinate with APS Committee on Membership to make sure our questions are asked in the upcoming survey (done)
5) Figure out what the international student affairs committee is supposed to do (done)
6) Travel award committee needs to meet, get started, and talk about the statistics (done)
7) Add new positions to the website (Anashe, Lucas) (done)
8) Get more info about CAM17 (done)

Attendance: Krista, Cathleen, Julia, Hannah, Val, Ruth, Josh, Lucas, Anashe, Andrea, Nick, Danielle

Regrets: Joyprokash

Agenda:

1. Welcome to new members and introductions
   a. Chair: Krista Freeman
   b. Past-Chair: Valerie Gray
   c. Chair-Elect: Nick Weingartner
   d. Secretary: Hannah Clevenson
   e. Treasurer: Ruth Barrera
   f. Councilor: Julia Gonski
   g. International Student Affairs Officer: Joyprokash Chakrabartty
   h. Member-at-Large: Josh Einstein
   i. Member-at-Large: Danielle Schaper
   j. Member-at-Large: Cathleen Fry
   k. Member-at-Large: Andrea Welsh
   l. CCPD Ex-Officio Officer: Anashe Bandari
   m. Science and Human Rights Student Delegate: Lucas Hackl

2. Note: all officers must be APS members. Check your current standing!

3. General description of what we do all year

4. Brief report from attendees of APS Leadership Convocation
   a. Julia and Ruth attended
b. good networking, other groups are interested in working with grad students

c. Congressional visit days
   i. ask 1: thanks for supporting research
   ii. ask 2: american research investment fund
   iii. ask 3: National academies research study on child poverty and effect on science education

5. Committees
   a. Program Committee (Chaired by Nick) 6+ total
      i. Current members: Danielle Schaper, Josh Einstein, Julia Gonski
      ii. People who are interested in joining: Lucas, Anashe, Andrea
         1. Also have two non-officers who want to get involved. This is typically a good place to incorporate them
      iii. Responsibilities: sessions at March & April meeting, CAM 2017
   b. Travel Award Committee (Chaired by Josh) 4+ total
      i. Current members:
      ii. People who are interested in joining: Cathleen, Krista, Andrea, Lucas, Danielle(maybe), Nick
      iii. Responsibilities: reviewing application materials and making decisions, working closely with treasurer, create smoother reimbursement process
   c. Nominating Committee (Chaired by Valerie)
      i. Current members:
      ii. People who are interested in joining: Nick, Krista
      iii. Responsibilities: advertising open positions, getting people to apply
   d. International Student Affairs Committee (Chaired by Joyprokash)
      i. We need more info on this--not sure what it should be
      ii. Current members:
      iii. People who are interested in joining:
      iv. Responsibilities: increase engagement with international students

6. Roles to be filled (2 year terms)
   a. Newsletter Editor (could be a team!)
      i. People who are interested: Danielle Schaper, Krista, Nick, Andrea, Julia
   b. Webmaster
      i. Website: Hannah
      ii. Facebook/LinkedIn: Nick
   c. Potential new roles:
      i. APS Bridge liaison
         1. supporting minority students with grad school
         2. People who are interested: Anashe
      ii. APS IMPact liaison
         1. help industrial physicists with networking with students
         2. People who are interested:
7. Recap of last year
   a. Travel Award statistics
      i. Need a multi-year compilation
      ii. Should this be public information?
   b. CAM 2015
   c. March meeting
      i. Three speakers on collaboration
         1. culture of collaboration at NASA
         2. collaborations with bio/chem have enabled physics research
         3. international collaboration
   d. April Meeting
      i. Scales of collaboration
         1. Small collaboration (20-30) at Livermore
         2. Larger international collaborations (like huge telescopes)
         3. CERN
   e. Budget
      i. treasurer is in contact with APS director of finance

8. Goals for this year
   a. Pull off March and April Meetings
      i. Social events
         1. Co-host events with other groups
      ii. Graduate student presentation awards?
      iii. Julia: possible advertise at April FGSA session
           http://www.particlebites.com/
   b. Get the website fixed
      i. List Anashe and Lucas and their roles
      ii. Update travel award site
      iii. ??
   c. Membership Drive? (program committee?)
   d. Career Webinars
      i. Anashe should be our go-between
   e. Promoting science communication/blogging
   f. Overhaul travel award reimbursement process
   g. FGSA exec committee documentation location
      i. Will give access to google docs to all officers
   h. Environment survey
      i. Committee started for doing next year - There is another planed big
         survey coming out this year from the Committee on Membership which
         also is for students. This will cause survey fatigue, and lessen our
         responses.
      ii. Rather than doing our own survey let’s make sure our concerns are
          addressed in this big APS one.
9. Miscellaneous
   a. Letterhead
      i. Word version
      ii. Latex Version: Emailed out to everyone. pdf example and zip file with all needed files