Part 1: Transition

- All new members should read the constitution on roles, and look at the general meeting report
- New members should have meeting with predecessors to ensure a smooth transition. E-mails for 2012-2013 members were distributed in an email sent by Mat.

Part 2: Business

1. BGRF

committees include: Foodbank Committee, Financial Assistance Committee,

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## 5. Committee Tasks

- a. <u>Handbook part 2 update</u>: has not been updated since 2009, Aimee has asked if the Graduate education committee could look through the second part of the handbook and see how much needs to be updated. An ad hoc committee could be created if there is too much work
- b. <u>Student nominated speakers</u>: the seminar committee should email students about setting up meetings with the student nominated speakers.
- The selection criteria for the grad student dinner with student nominated speaker has changed. The new selection criteria will allow students in that specific research area to have priority.
- c. <u>SOBGS website</u>: the outreach committee should help update the website, and make it more interactive. A meeting with Vicky Lightfoot to get set up with the website should be arranged.
- Changes to the website could include the new SOBGS photo, past minutes of meetings and the details for the next social event. A recent publication area could be added and kept current, and could also include recent dissertations and milestones reached by students in the department.
- d. <u>Alcohol at events</u>: a drop in attendance has been noted, possibly due to lack of alcohol at SOBGS events. Social committee should look into having alcohol at events, or looking into how to increase attendance at dry events.
- e. <u>Bioformal</u>: Sub-committees for bioformal should be formed, as well as a possible fundraising sub-committee. Social committee is already looking into possible venues, and planning fundraising events. A call for volunteer bakers for bake sales has been issued; anyone who wishes to contribute baked goods should contact a member of the social committee.
- 9. Schedule and Budget
  - Monthly SOBGS meetings will be held for the 2013-2014 year. Meeting times will be determined each month via doodle polls to reflect changing availabilities

Projected budget is available online in the Annual General meeting minutes
5 seats are available at the SOGS meetings, and these should be filled as much as possible.