**RGSA Meeting Minutes – January 13, 2014 | 12:00 – 1:00**

**Present:** Sarah Pears (SP), Christine Peterson (CP), Clare Crosby (CC), Jeff O’Donnell (JO), Sam Parker (SPA), Bess Perry

**Executive Meeting Schedule**
SP – Proposed changing Exec. Meeting date and time to Tuesday’s at 10:30 to 11:30 (still in Aiken 103). All agreed. Thus, meetings will be held on: January 28th, Feb 11th and 25th, March 11th and 25th, and April 8th and 22nd.

**Last Semester Wrap Up**
SP is looking into securing an RGSA locker for storing event-related supplies. SPA – Fall mini-grants are all set. We haven’t heard anything from recipients, so things should be fine.

**Grad Student / Undergraduate Intern Fair**
SP – The grad student / undergraduate intern fair has been scheduled for Tuesday, February 18th around 5:30. An e-mail to grad students will go out soon re: this is your opportunity to recruit undergrads and we will need brief a write up of the job description. SPA asked if the fair would only be open to Rubenstein students. SP – We could open it up to Plant and Soil Science, Geology, and other departments depending on the RSENR grad response. If only a handful of people express an interest, we could open it up to other departments. Job write-ups will be due by February 3rd. RGSA will send a “save the date” e-mail on January 27th. Cookies and snacks will be provided if we have the budget.

**Spring Semester Calendar**
Grads can look forward to the following events: Com-PIE-tition, social hours, RGSA election and the End-of-Semester BBQ. The Com-PIE-tition has been tentatively scheduled for Monday, March 31st from 11:30 to 1:00 in Aiken 311 (Backup date April 7th). A possible date for the BBQ is Saturday, May 3rd at Oakledge Park starting at 1:00 (pending our ability to reserve the pavilion).

SP and others discussed the RGSA Exec. Officer election process timeline: Open up nominations April 1st, and keep open for one week. Check with nominees by April 11th. Open up voting the April 14th through April 25th. Announce new officers on April 30th. Official handoff on May 3rd.

**Social Hours**
Seminar is on Tuesday this semester, so Thursday or Friday will be the day for social hours. First social hour (informal) will be next Friday, January 24th at Three Needs (4 p.m. Duff Hour). We are looking to doing a breakfast social (coffee and breakfast treats) in Aiken, possibly on a Tuesday morning. CP will talk to Philip re: faculty meeting schedule, so we can pick a date when faculty can attend. Possible locations for regular social hours: One Pepper, Winooski (Mule Bar? Wine Bar?), someplace new in Burlington? Tentative dates for March and April social hours: 3/20 and 4/17 (Winooski).
**Mini-Grants**
Mini-grants will be due February 7th. Exec. Committee will review applications at the February 11th meeting and send notification to applicants February 14th. SPA – Only 3 of 5 mini-grants were funded last semester. This semester should we give a range of $200 to $400 dollars? All agreed we should increase the maximum award to $400, subject to the number of applications received (e.g. if 7 applications are received and accepted all would receive $200).

**Other Business**
SP - Check in with Christopher Clement about Dean Search and see if he can attend our next meeting. CP – Will send out another e-mail to grads re: the mentoring program. CP – GSS is putting together a GSS ice skating event at Leddy Arena. Details will be forthcoming. JO – Grad student office supplies will be distributed to carrels in Aiken. The staplers will be labeled. SP and CP will send RGSA Holiday party photos to JO for the newsletter.