

Graduate Student Relations Committee

February 10, 2014

6-7:30 PM

Reinhardt Alumnae House

- I. Call to Order 6:20 PM
 - a. Lynda Campfield
 - b. Jennifer Lin
 - c. Carly Perera
 - d. LaTasha Warmasley

- II. Spring 2014 Event
 - a. Budget: \$1000 +
 - b. Board of Governors suggested for us to collaborate more with OSA.
 - i. "Collaborate" = \$
 - ii. Group has decided OSA already provides drinks, snacks, and labor for prep work which is sufficient.
 - c. Name of event: Group decided to keep the same name for recognition – Ice Cream Social
 - d. Feedback from the group regarding Ice Cream Social 2013
 - i. Positives
 - 1. Well attended
 - 2. Varied food options
 - ii. Negatives
 - 1. Way too much ice cream left over - attendees ate more food than ice cream and only requested 1 scoop
 - 2. Scooping was difficult – was hard, then melted and messy
 - 3. Ran out of chicken – Order more? Pieces too big?
 - iii. Group Decisions for Ice Cream Social 2014
 - 1. Buy less ice cream (cut order to less than half compared to last year)
 - 2. Buy ice cream bars instead of cartons
 - 3. Plan for more food, particularly finger food, cut small
 - 4. Provide additional dessert options since we are reducing amount of ice cream
 - e. Menu
 - i. Ice Cream – Lynda to check Costco ice cream bar options
 - ii. Food
 - 1. Wingstop – 100 wings for \$100
 - 2. Horizon Café – offers salads and sandwiches
 - a. LaTasha to get a price quote
 - 3. Costco – sandwiches, vegetable/hummus platters
 - a. Lynda to get a menu from Costco
 - 4. Lynda to make a salad for vegetarians
 - 5. 2 Costco sheetcakes for dessert
 - 6. LaTasha to ask OSA for chips/salsa
 - iii. Beverages

1. LaTasha to ask OSA for non-alcoholic beverages, wine, and beer (if necessary, funds for alcohol will come out of our budget)
- f. Date
 - i. Anytime in April
 - ii. Preference for the week of 4/14
 - iii. 4/21 or 4/24 as backup date options
 - g. Raffle
 - i. 40 remaining Graduate Student Survival Kits to go to the first 40 attendees
 - ii. Three \$15 food vouchers for Bon Appetite
 - iii. Two Mills T-shirts at \$15/each
 1. Buy day of event to take advantage of sales
 2. Keep receipts with t-shirts so winners can exchange for correct size
 3. Pre-pay and get a gift certificate from the bookstore so students can choose color and size and pickup after event (is this an option?)
 - h. Performance – Agreed we would have 6 different performances from each of the graduate programs (Music, English, Media, Education, and Dance) which can be a poetry reading, a musical piece, a dance piece etc. LaTasha will MC event. Group has contact with the following:
 - i. Music – Cindy Biteman (Jen)
 - ii. English – Place for Writers (LaTasha)
 - iii. Media – Email media teachers
 - iv. Education (Lillian)
 - v. Dance – Cindy Biteman
 - i. Theme – Spring Carnival
 - i. Big wheel to raffle off prizes
 - ii. Pinata
 - iii. Henna? Face painting?
 - iv. Balloon animals
 - j. Marketing
 - i. Mention the Graduate Student Survival Kit
 - ii. Use the following keywords: “free food,” “ice cream social,” “raffle prizes,” “games,” “hula hoop,” “piñata”
 - iii. Publicize on Student News (Travia)
 - k. Timeline
 - i. Send all invites to departments for performance by end of February
 - ii. Confirm all performances by end of March
- III. Action Items to complete before next meeting:
- a. LaTasha
 - Send the following to OSA
 1. Proposed date – Week of 4/14, 4/21 or 4/24
 2. Event materials – music, chairs, sound, mic, and audiovisual equipment, hoola hoops, frisbees, other stuff along with Carnival theme(?)
 3. Food – Chips/salsa, Non - alcoholic beverages, alcoholic beverages (beer and wine) and ice
 - Reach out to Kirsten Saxton and Cynthia (I don't remember why?)
 - Bring event flyer to next meeting

- Reach out to Decoudreaux for Fall 2014 event
- b. Jen
 - Review registration slips from our past event for possible contacts for the performance
 - Reach out to Cindy Biteman (sp?) for the music/dance department
- c. Lillian
 - Reach out to Education department
- d. Lynda
 - Get food menu/price list from Costco