UO SACNAS (Society for Advancement of Chicanos/Hispanics and Native American in Science)
Executive Board Meeting
3 members in attendance
25 October 2017

Start: 11:10 AM
End: 11:50 PM

Minutes:

I. Funding
   a. Chemistry department is willing to supply some funds to UO SACNAS chapter

II. Trivia game for next meeting
   a. Blinded by Science
   b. Should be arriving within the next 5-7 days

III. Try Teaching and Outreach Fair
   a. Thursday, 10 AM – 1 PM
      i. Shift times
         1. Jim 10-11:30 AM
         2. Sam 10-10:30 AM, 12-1 PM
         3. Madi 11:30 AM-1 PM
   b. Table setup
      i. Information provided by Bryan Rebar
      ii. Banner is ready
   c. Signup sheet available for new Sacnistas
   d. Pictures from 2017 Diversity in STEM Conference will be printed and displayed
   e. Jim will bring fact sheet about SACNAS for display

IV. UO SACNAS role in outreach
   a. Pair with existing organizations
      i. Mad Ducks
         1. Mainly students from Chemistry, but looking to expand to other disciplines
            a. UO SACNAS members could write and develop modules for Mad Ducks
         2. Started by Pluth, Boettcher, and Nazin
         3. Focuses on encouraging scientific thinking in middle school students by teaching ideas/inquiry-based learning
      ii. Women in Graduate Science
   b. SAIL
      i. Geared toward high school students from local area
      ii. Summer program taught by grad students that provides in-lab experiments for students (similar to Gen. Chem. setting)
V. Potential involvement from Master’s Internship
   a. Speak to SACNAS undergrad students about industry opportunities
   b. Give undergraduate students an opportunity to learn about career choices outside of academia

VI. List of professional development (PD) ideas
   a. Email etiquette
   b. Approaching prof.s about research
   c. CV/resume building
   d. Interview skills
   e. Cover letters (industry, academia)
   f. Internships
   g. Applying to grad school
   h. Elevator talks
   i. Presenting posters
   j. PowerPoint presentations
   k. IDP/5 yr plan
   l. Scholarship/funding sources
      i. Distribute compiled list of fellowships/scholarships

VII. Charity outreach/involvement
   a. Regular attendees
   b. Fundraisers for local organizations
   c. Assistance funds for farm-workers
      i. Similar to OSU’s CAMP
         1. Program for migrant working families
   d. Fundraiser ideas
      i. Bowling night
      ii. Professional clothing drive
      iii. ACS Relay-for-Life
      iv. Native plant sale

VIII. Building strength in internal leadership
   a. Officer retreats
      i. Plan events
      ii. Build community

IX. Meeting logistics
   a. PPP
      i. Planned
      ii. Productive
      iii. “Ph”un (fun)
   b. Frequency
      i. 2x per month
         1. One officer/executive meeting
         2. One community/social event
X. Running for executive positions
  a. Name
  b. 3-5 sentences explaining interest/qualifications
  c. Potential platforms for voting
     i. SurveyMonkey
        1. Anonymous poll
     ii. Google Polls
  d. Positions needed
     i. President
        1. Responsible party
        2. Regular programming
        3. Organizes events/room needs
        4. Performs or delegates tasks and speakers
     ii. Secretary
        1. Records attendance
        2. Takes notes
        3. Records/uploads meeting minutes
        4. Sends minutes to email list
     iii. Treasurer
        1. Collects money
        2. Writes reports for money used from other sources
           a. Thank you documents for use of money from funders
        3. Controls financial accounts
        4. Fill out request/handling forms
        5. Arrange any financial needs
     iv. VP?
        1. Take over any extra duties
  e. Elections
     i. Date
        1. Release poll Week 10
           a. Email link
        2. Open for three days
     ii. Drop-by meeting
  f. Eligibility
     i. Can become UO SACNAS member if attendee of next meeting
     ii. Future...
        1. Only members can run
        2. Elections for 2018-2019 officers in May