

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