

BiSA Officers' Meeting
Minutes from June 17, 2019

Present:

Kelly Mulholland, Heidi VanEvery, Juniper Lake, Riza Li, Priscilla Hempel, Menolin Sharma, Wenbo Zhao, Adam Pater-Faranda.

All incoming and departing BiSA officers met in the seminar room at DBI to discuss the hand off of assets and responsibilities, important points of contact, and answer specific questions related to BiSA officer duties.

All incoming officers now have full admin access to the following digital assets:

1. the BiSA website <https://sites.udel.edu/cbcb-bisa/>
2. The google group: <https://groups.google.com/a/udel.edu/forum/#!forum/bisa-news>
3. The Google Calendar (accessible via G-Suite)
4. Facebook page and group

The physical asset (Big Blue BiSA Box) is located in Suite 205. It contains the coffee maker, coffee, Tea and associated condiments.

Points of Contact: Dr. Hooper is officially BiSA's faculty advisor (who at times calls on us for various administrative duties). Andrea Trugold works closely with us, she also brings the cookies to seminar. Alok Patel, DBI's Industry Liaison, was suggested as a key resource for coordinating with speakers.

Budget: Incoming BiSA officers are encouraged to spend responsibly

Seminar Speakers: We are not responsible for planning the seminar series; however if there are speakers we would like to invite; our suggestions will be given serious consideration. We are responsible for inviting Seminar speakers to happy hour, at our discretion.

Purchasing: Must be done using a Pro-Card, alcohol is off-limits, all receipts must be itemized

Events: Workshops (1 or 2 per year, could use a seminar slot for this), Happy Hours (~1 per month, with or without speakers) , Social events (0 or 1 per month) -- recommended that we keep in mind a broad set of perspectives, and balance social and professional types of events

Orientation: We must present at the UD orientation, the CIS orientation, and DBI's orientation

Suggested activities: CV / Resume workshop (possibly with Alumni), Prelim-exam study group

Action Items: Riza: Schedule next meeting, Find out application information for INBRE grants.
Kelly: Send out spreadsheet with roles/responsibilities.