

Communication Graduate Student Association Minutes of the Officers Meeting held October 21, 2003.

Call to Order

The meeting was called to order at 12:05pm in the third floor lounge area of Baldy Hall.

Attendance

Present: Jennie Hwang, Hao-Ting Lu (Tina), Brenda Battleson, Amber (Rogalski) Reinhart.
Excused: Ruiyun Xi (Rhea) and Heather Marshall.

Approval of Old Minutes

The minutes from the meeting of October 16, 2003 were unanimously approved.

Old Business

Amber and Jennie completed the requisition paperwork needed to have funds encumbered by GSA in support of the planned mixer at Bennigan's Grill and Tavern on October 29, 2003. Brenda supplied a copy of the October 16, 2003 minutes to be included with the requisition.

Also included was a copy of the brochure supplied by the restaurant reflecting the food and beverage prices. The estimated funding request was \$300.00.

Amber reminded the officers that the bill would have to be paid by someone, who would then be reimbursed by GSA. Jennie offered to pay the bill and Amber stated that GSA would reimburse her within approximately 2 weeks.

Annette posted the party announcement to the comgrad listserv and also to the faculty listserv early Tuesday morning (October 21, 2003.) Tina mentioned that she had made an announcement in one of her classes while Jennie agreed to make announcements throughout the coming week.

Brenda is completing a paper flyer that will be placed in the mailroom folders of each graduate student in communications. The flyer will be completed Thursday and distributed later that day or the next.

New Business

Amber informed us that her surname has changed to Reinhart as is reflected above.

Motions

There were no motions.

Approval/Denial of Motions

There were no motions

Adjournment

The meeting adjourned at 12:25 pm.

Respectfully submitted,

Brenda L. Battleson,
Secretary