**August 18 2017**

**Review website**
- Make the intranet website available
- Add GSA program calendar
- Vaskar talk with Chris

**Pie bake**
- Options: Freeze and bake?
- Discuss with Gail

**Travel/Research Grant deadline**
Make it more flexible (longer, overlapping)

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**Separate Grads list serve**
- 2 list serves; business and miscellaneous (parties, etc.)
- Miscellaneous may include non-grads too (post-docs, etc.)
- Set up with Chris Palmer (Dan)

**Field Day**
- Planned date: October 1st?
- Set up the compensation form (Dan)

**Fun times guide**
- Tricia create it; the rest of the execs provide input

**Schedule all hands meeting**
- September 2nd week Wednesday? Check with John Graves about Fisheries Seminar
- Volunteer service logging: Pam create an initial summary document
- Formal form for GSA equipment request (Dan)

**Orientation → TGI followup and anything to add to presentation**
- TiPS training status: still shooting for 8/31
  - Pam discussing with Ann at W&M
- Name game at TGI

**Yard sale status**
- Pricing party done
- Organizers may still need more help

**Silent auction**
Still organized by same three people
Help by one more person (preparation for next year)

Next movie night
May be use the sheet option again
October 13, Friday
Halloween theme (may be Hocus Pocus)
Costumes!!

Day of caring (September 15; 9 AM – 12 PM)
Permission from Gloucester Beach, still need Yorktown confirmation
Kelley discussing with different folks to arrange this
Pam discussed with United Way about setting up the team
Pam email VIMS business about joining the team
Cookout organization (12-2 PM)

Journal club
Tricia discuss with Lydia

TGIs
Discuss with Joey
Prepare and post fall TGI schedule
Email to VIMS business not VIMS misc
Icebreaker activity (name tags?) during the first year TGI

Establish date for weekly meetings
Late afternoons until mid October, then coordinate

Line item budget
Justification statement
Form for student requests