

OPA Meeting – November 5, 2012

- 1) Peers and Beers Reminders: Siba and Michelle inquired with Debra about the possibility of automatically generating a reminder email. If this is not possible, the host of Peers and Beers will email Siba to send a reminder if one hasn't been sent out by noon of that day.
- 2) Final Poster Session Expenses:
 - a. OSU Catering bill for food was \$893.85 (debited from OPA account)
 - b. Bill for wine was \$377
 - c. Total bill: \$1271.00
 - Want to get credit from food bill for \$23 so that this amount can be charged to vendor (with the #377 bill for wine)
 - Wanted to transfer departmental donations from Grad School Excellence Fund to OPA account, but this is not likely possible. Siba and Michelle talked to Debra and we can use the Foundation account to reimburse expenses (can't use as an index for direct billing), and spending is more flexible than an OSU account (can purchase alcohol with Foundation account)
 - GRD account is empty and currently in the red (~ -\$160)
- 3) OPA Office: Siba and Michelle will get keys for OPA office, request key slips from Nagwa (Brenda's assistant) in Kerr, 3rd floor. Get everyone to drop off communal OPA supplies to the office.
- 4) PR position recruitment: Julie will add description of position to bylaws. Rebecca will ask Barb to add a request to the OPP newsletters
- 5) Welcoming committee: Michelle needs to integrate current content and identify gaps; she will pass it along to Rebecca for next revision, who will then pass it to other committee members for input; Guillermo will work on the final version and integrating links into powerpoint and final pdf; welcoming committee will include Siba in future correspondence
- 6) Planning for future: Start thinking about recruiting new board members and organizing for spring events
- 7) COMPASS event: Rebecca attended a happy hour event with COMPASS (an organization that helps scientists communicate better to the public and to policy-makers) aimed at getting scientists to communicate better with journalists. Can do communication trainings for ~20 people; minimum of half-day event; probably more expensive than we can afford (on the order of thousands of dollars). Rebecca talked to Mary Sandleman about coordinating with grad students to possibly do a joint event.
- 8) OPA merchandise: Create t-shirts and mugs to generate revenue? Julie will work on some designs and look into prices.
- 9) Accounting: Siba will meet with David Haim individually to go through the accounting.