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In attendance: Jessica, Sean, Cam, Elah, Ying, Andrea, Shelly, Simona, Anisha

1. Elections

a. Treasurer

- i. Andrea is willing, if necessary, to serve as treasurer
- ii. However, for now, co-chairs Jessica and Simona will manage the finances without a treasurer

b. Promotions

- i. Sean volunteered
- ii. Vote: Yes, in favour / No, not in favour
 1. Result: 100% voted 'Yes'

c. Secretary & 2nd Undergrad representative

- i. Tanya (not present) volunteered by email
 1. No vote held for time being
- ii. Duties of secretary will be carried out on a rotating basis

2. Projects

a. Energy

- i. Shelly has been brainstorming re: reducing light usage in RW and ESC
 1. Suggests a competition, with the winning lab being the one that has lowest unnecessary late night light usage.
 2. Prize for winning lab? Lab meal (as a gift certificate)?
 3. ACTION: Jessica will contact Locke about privacy issue re: monitoring lab light usage, and if late night security patrols could be asked for help.
 4. ACTION: Shelly will create a tentative timeline for the competition
 5. ACTION: Anisha will coordinate with Shelly re: promotions poster (possibly with re-used seminar posters?)
- ii. Elah has been investigating the energy usage of fume hoods in ESC
 1. ACTION: Elah will contact Demitrious re: the type of fume hoods used in ESC (i.e., are they variable flow?)

b. Paper

- i. Greta (not present) has been leading the paper reduction project
- ii. Sean and Anisha have been talking with Courtney about type and price of paper purchased in ESC
 1. Courtney is alternating buying 30% and 100% recycled paper, in order to fit within budgetary constraints.
 2. Department, not labs, pay for paper usage, and apparently paper usage is up (though the reason is not currently known)

