

GSFF Fall Quarter 2nd Meeting
Thursday, October 7, 2021

Meeting Minutes

1. Welcome and Introductions
 - a. Vanessa Taylor (Anthropology)
 - b. Caroline Conroy (English)
 - c. Jasmine Saucedo (English)
 - d. Sarah Davis (English)
 - e. Mike Roos (Physics)
 - f. Sophie Lewis (Music)
 - g. Zeinab Abdalla (Computer Science)
 - h. Angela Gattuso (English)
 - i. Grishma Neupane (Economics)
 - j. Leia Lynn (English)
2. Hands-on Application Review
 - a. Found errors/missing information
 - i. Type of activity not circled
 - ii. Provide email address (rather than physical mailing address) under “PioneerWeb mailing address”
 - iii. GSA (Graduate Student Association) gives department rather than GSFF; GSFF is your GSA
 - iv. Missing director/advisor signature and signature date
 - v. Total on expense log is rounded up, needs to list exact dollar amount
3. Winter and Spring Quarter Meeting Modalities
 - a. Discussing modality for subsequent quarters with representatives present at this meeting
 - b. Options are to meet in person, stay on Zoom, or mixed modality
 - i. Past in-person meetings have varied in terms of where they’re at on campus; generally in-person means a meeting room on campus
 - c. Today’s discussion about future modalities is not definitive; just a polling so that the executive board can get a feel for representatives’ opinions and preferences
 - d. Poll shows no preference or mixed modality
4. Future business and reminders
 - a. Departments without representatives
 - i. Electrical Engineering and Religious Studies
 - b. Department emails
 - i. If you’ve not done so already, be sure to extend a welcome email to your department sharing basic information about GSFF and the fall funding application deadline (Friday, October 29th)
5. General Q&A
 - a. Funding blocks/periods
 - b. Funding for activities/events that take place over school breaks
 - c. Amount of money available for funding this academic year, where that money comes from

- d. What constitutes “other venue(s)” that can receive funding and that are not professional academic conferences (under “Type of Activity”)
- e. Whether every representative for a department needs to be listed on the funding application under “GSA Representative Names”
- f. Whether to include additional funding on application if applicant does not know if they have/will receive that funding
- g. Whether mailing address needs to be included if applicant does not have direct deposit set-up
- h. Clarification that applicants are applying for funding *after* the conference/activity has taken place

Meeting days/times for the rest of fall quarter (Zoom links and agendas will be emailed roughly one week before the meetings):

- GSFF meeting #3: Tuesday 10/19, 5pm (week 6)
- GSFF meeting #4 (final funding meeting): Friday, 11/5, 9am (week 8)

Please note:

1. For your department to be eligible for funding for the fall quarter, you must have a representative present for at least two of our four meetings per quarter.
 - a. Please see the meeting schedule on the GSFF Portfolio page, on the right, under “GSFF Events.”
 - b. If you, the GSFF representative, cannot make a meeting, you may send another member of your department in your place.
2. We currently do not have GSFF representation from the Electrical Engineering or Religious Studies departments. If you know of anyone from these departments who would be interested in being a GSFF rep, please let us know. We want to make sure all departments are represented!
3. If you are no longer a part of GSFF and/or don't want to receive these emails anymore, please let me know and I will remove you from the email list.

Any questions? Contact any member of the GSFF Executive Board:

Emily Abellon, President (emily.abellon@du.edu)

Leia Lynn, Vice President (leia.lynn@du.edu)

Mike Roos, Director of Finance (mike.roos@du.edu)

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