

GSFF Spring Quarter 1st Meeting
Wednesday, April 14th, 2021

Meeting Minutes

1. Welcome & Introductions
 - a. Evelyn Hampton (English)
 - b. Angela Gattuso (English)
 - c. Kelsie Hunnicutt (Biology)
 - d. Mariah Barnes (Math)
 - e. Chris Gunderson (Psychology)
 - f. Zeinab Abdalla (Computer Science)
 - g. Emily Abellon (Communications)
 - h. Shannon Powers (Psychology)
 - i. Jordan Bennett (Anthropology)
 - j. Lucien Darjeun Meadows (English)
 - k. Leia Lynn (English)
2. GSFF Portfolio Page
 - a. You can view the GSFF Portfolio page here: <http://portfolio.du.edu/gsff>
 - i. Here you can find our representatives' contact information, funding guidelines, application forms, meeting notes, and frequently asked questions.
3. GSFF Funding Process
 - a. Sources of Funding (See attached PowerPoint for more details)
 - i. GSFF
 1. A grant up to 75% or \$300 (presenters) or \$250 (attendees), whichever is less.
 - a. This increased funding is applicable for Spring 2021.
 2. This is your Graduate Student Association (GSA).
 3. For Spring 2021, funding eligibility runs from 2/22-5/21
 4. Application Process
 - a. Common Application
 - b. Expenses Sheet
 - c. All original receipts
 - d. Copy of presentation listing in program/ Proof of Merit
4. Future Business
 - a. Reach out to your department to share the new, temporary funding percentage increase to 75% and the funding application deadline. We suggest making the deadline Monday, May 21st, that way you will have time to review the applications prior to our final meeting of the quarter on Thursday, May 26th.
 - i. Find template here: <https://portfolio.du.edu/gsff/page/104611>
 - b. We will hold elections for the 2021-2022 Executive Board during Meeting #4. Please consider running for the Executive Board.

Please note:

1. **For your department to be eligible for funding for the Spring 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. That said, **this first meeting is particularly important and valuable for representatives to attend!**
 - a. We'll be discussing the funding application and guidelines, with opportunity to dialogue and ask questions, to help you best prepare to help students in your department submit effective, and complete funding applications.
3. Just a reminder, here are the Meeting times for the rest of the Spring Quarter:
 - GSFF Meeting #2: Thursday 4/29, 9am
 - GSFF Meeting #3: Thursday 5/13, 9am
 - GSFF Meeting #4: Wednesday 5/26, 2–4pm
 1. ****Meeting #4 provided an incorrect day of week previously.**
Please note the last meeting will occur on that Wednesday
4. We currently do not have GSFF representation from International and Intercultural Communication or the Religious Studies departments. If you know of anyone from those departments that would be interested in being a GSFF rep, please let us know. We want to make sure all departments are represented!
5. 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:

- * Lucien, President (Lucien.meadows@du.edu)
- * Evelyn Hampton, Vice President (Evelyn.hampton@du.edu)
- * Leia Lynn, Director of Finance (Leia.lynn@du.edu)
- * Jordan Bennett, Director of Communications (Jordan.bennett@du.edu)