

Meeting Minutes:

1) Welcome & Introductions

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| a. Evelyn (English) | f. Brissa (Art History) |
| b. Mike (Physics) | g. Jordan (Anthropology) |
| c. Jennifer (Geography) | h. Leia (English) |
| d. Angela (English) | i. Lucien (English) |
| e. Zeinab (Computer Sciences) | |

2) Intro to Executive Board Positions with Q&A

a. **GSFF President shall:**

- i. Represent GSFF to the general body of the Graduate Student Government (GSG) of the University of Denver
- ii. Encourage the growth and the University-wide participation of GSFF
- iii. Promote opportunities for interdisciplinary dialogue among all graduate students across divisions of the Graduate Schools of the Four Faculties
- iv. Work with the Office of Graduate Studies to promote graduate students
- v. Post meeting agendas three days prior to a GSFF meeting
- vi. Create a transition report at the conclusion of the term of office to be handed down to the newly elected President
- vii. Preside over all meetings; is responsible for the operations of this body
- viii. Time Commitment: Monthly 1 h meeting with GSG + about an hour of additional work/month; GSFF Meetings. Total: 5-8 h/month

b. **GSFF Vice President shall:**

- i. Schedule a meeting place for all GSFF meetings and send out meeting reminders
- ii. Maintain and update the GSFF website
- iii. Oversee committees
- iv. Assume the duties of the President in their absence
- v. Time Commitment: Minimal outside of GSFF Meetings

c. **GSFF Director of Communications shall:**

- i. Post minutes from all meetings to GSFF website, no later than 3 days after a GSFF meeting
- ii. Assist the Vice President in the maintenance of the GSFF website
- iii. Work with the Executive Board to create any communications necessary for promotion of GSFF sponsored events
- iv. Build and cultivate a working relationship with the GSG Director of Communications
 1. Attend at least 2 Graduate Student Government (GSG) meetings a quarter.
- v. Time Commitment: 4h/month including GSFF meetings and composing minutes to send to all members and post on DU GSFF website

d. **GSFF Director of Finance shall:**

- i. Develop and administer the GSFF budget

- ii. Track student submissions
 - iii. Is chair of the Appropriations committee
 - iv. Generate a budget report at the end of each quarter
 - v. Time Commitment: 2-3h/quarter outside of meeting times
 - e. General Notes about the Board:
 - i. No previous experience needed
 - f. Nominations:
 - i. If you want to run, send an email to any of the current board with your interest in one or more of the roles!
 - ii. You can nominate yourself or a peer
 - g. Election Day- Wednesday 5/26 from 2-4pm**
 - i. All applicants will give a brief statement of why they are interested in certain roles (usually 1-2 minutes-informal)
 - ii. Vote for positions
 - iii. Results are announced during the final meeting
- 3) Future Business
- a. Final Funding Meeting--Wednesday 5/26 from 2-4pm
 - i. 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 Wednesday, May 26th.
 - ii. Use this link to upload applications:
https://drive.google.com/drive/folders/1HvI3eyaL2yCgaio8ZDyJJr9_nXyZ1Ibe?usp=sharing
 - iii. Find template here: <https://portfolio.du.edu/gsff/page/104611>
 - 1. We will hold elections for the 2021-2022 Executive Board during Meeting #4. Please consider running for the Executive Board.
 - As always, reach out with any and all questions, and to share your self- or peer-nominations.

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. Just a reminder, here is the meeting time for our Final Funding Meeting of the Spring Quarter:
 - a. GSFF Final Funding Meeting: Wednesday 5/26, 2–4pm**

3. 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!
4. 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.

Please let us know if you have any questions. We are here to help!

- * 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)