

## **GSFF Meeting #1 8 October 2020**

### **Take Away's and To-Do's:**

- One rep from each major should send out the "GSFF Quarterly Introduction Template" tailored with each of your reps' names.
  - It would be wise to set the Funding Application deadline as Monday, November 2nd to ensure all application requirements are met prior to the last funding meeting
- The attached PowerPoint is a walkthrough of the Application Process (and is also on the GSFF page)
- A question came up about Summer funding and which academic year it would apply to. After looking at the guidelines, this is what we came up with:
  - If someone applies in the summer, they can only do so IF they have not already applied 3 times in the Fall-Winter-Spring cycle. If they have already applied 3 times, though, they can roll that summer application over to fall.

### **Meeting Minutes**

1. Welcome & Introductions
  - a. If you were made into an action figure, what object/accessory would you come with?
    - i. Lucien's answer is Bicycle
    - ii. Other examples include a cat, cup a tea, water bottle, flint, and several others fun responses
  - b. Recording the meeting for those who couldn't attend
2. Fall 2020 Funding Updates
  - a. Leia (Director of Finance)
    - i. We will have Fall funding!
      1. Possibly less than previous quarters, but final amount not confirmed yet.
      2. Graduate Student Professional Development Grant (GSPDG) funding won't be available until Spring 2021
        - a. This makes our application process easier!
3. GSFF Portfolio Page
  - a. Evelyn (VP) walked us through the Portfolio Page
    - i. Funding Guidelines
      1. Applications, reminders/tips, overview
    - ii. Email templates
      1. To send to introduce yourself and Quarterly Reminder Template
    - iii. GSFF Representatives
      1. All current members and Executive Board
    - iv. Meetings Archive
      1. Contains meeting notes if you miss a meeting
4. GSFF Funding Process
  - a. Lucien went through a PowerPoint of the Funding Process

- i. Can view PowerPoint (attached) and via the included recording
- ii. Conference deadline for this quarter is end of week 7, October 30<sup>th</sup>
  - 1. Starts the beginning of Week 8 of the previous quarter
- iii. Application deadline is: Week 8 meeting on Nov 6<sup>th</sup>**
  - 1. Recommended departmental deadline for Monday, Nov. 2<sup>nd</sup>
    - a. This allows for representatives to review applications prior to final meeting

5. Future Business

- a. Future Meetings
  - i. Meeting #2 (week 6): 10am on Thursday, 10/22
  - ii. Meeting #3 (week 7): 2pm on Friday, 10/30
  - iii. Meeting #3 (week 8): 2pm on Friday, 11/6
    - \*\*\*A rep from each department must attend two meetings this fall quarter!
- b. Each rep should reach out to their department to introduce themselves and inform them of the funding process!

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

- \* Lucien, President ([Lucien.meadows@du.edu](mailto:Lucien.meadows@du.edu))
- \* Evelyn Hampton, Vice President ([Evelyn.hampton@du.edu](mailto:Evelyn.hampton@du.edu))
- \* Leia Lynn, Director of Finance ([Leia.lynn@du.edu](mailto:Leia.lynn@du.edu))
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