

Quarter Meeting #2

22 October 2020

Meeting Minutes:

1. Welcome & Introductions
 - a. Attendees: Lucien Darjeun Meadows, Evelyn Hampton, Leia Lynn, Jordan Bennett, Jennifer Murdock, Zeinab Abdalla, Angela Gattuso, Shannon Powers, Callie Cherry
2. Hands-On: Reviewing a GSFF Application
 - a. We went into break out rooms to look at two funding applications, one is correct, the other needs fixing. To view these apps, use this link:
 - i. https://drive.google.com/drive/folders/1X39PzcdYSzouwkqyuKpcte_wJGvRvkzV?usp=sharing
 - b. Issues with Application that needs help:
 - i. Didn't provide Proof of Merit (aka presentation list)
 1. Include Conference Registration receipt
 - a. Include exact conference dates
 - ii. Use DU email
 - iii. PioneerWeb mailing address is wrong
 - iv. Academic Department or Graduate Program (ex: English)
 1. Degree should be the degree seeking (ex: Masters)
 - v. Date of Conference: provide exact dates
 - vi. Roles: don't need to circle all of them, just the necessary ones
 - vii. GSA should be the "GSFF" in the blank
 1. GSA Rep Name--list at least two
 - viii. Total Reimbursement Requested should be full total of all expenses
 - ix. Expense Log should be exact amount down to the penny
 1. Do not round to the nearest dollar
 - x. Splitting Costs
 1. Would be simpler if each person paid for themselves (if possible) or include Venmo payments (payback receipts)
 - a. Especially if you didn't make the initial payments
 - b. Provide an email explanation of splitting costs
 - c. Provide credit card transactions of paybacks
 - xi. Full amount requested from GSA should be the \$766 and change, not just the \$300

Take-Away's and To Do's:

- If this hasn't been done yet, 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
- It would also be beneficial to send out a reminder email to make sure all applications get in on time.

Future Meetings:

- i. Meeting #3 (week 7): 2pm on Friday, 10/30
- ii. Meeting #3 (week 8): 2pm on Friday, 11/6

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)