GSFF Winter Quarter 1st Meeting

Thursday, January 12, 2023

Meeting Minutes

Introductions

1. Gabrielle Welsh (Biology)
2. Samia Anderson (English)
3. Sarah Davis (English)
4. Tommy Dainko (Music)
5. Annie Kowalski (Geography)
6. Sydney Barofsky (Art & Art History)
7. Patrick Lucas (Art & Art History)
8. Lili Houston (Physics)
9. Gorkem Er (Psychology)
10. Lucien Meadows (English)
11. Alex Volkova (Chemistry & Biochemistry)
12. Vanessa Taylor (anthropology)
13. Madeline Mackey (Media, Film, & Journalism)
14. Mariam Ramadan (Media, Film, & Journalism)

Upcoming Meeting Dates

- 2nd Meeting: Tuesday, January 24th at 12pm
- 3rd Meeting: Monday, February 6th at 2pm
- 4th Meeting: Thursday, February 23rd 12pm

Portfolio Page Refresher

1. Note that resources will need to be relocated by June 2023.
2. Be familiar with where to find information on the Portfolio and share with your department.

Overview of Finances

1. Last quarter
   a. Reimbursed $6,277.40 across 15 presenters and 3 attendees
   b. Currently sitting on a bank of $31k
   c. Still using the 70% & $500 coverage per application
2. We could raise the funding coverage but should be wary of depleting the bank.
3. We cannot retroactively reimburse.
4. If a student is applying for membership involved with a conference, they should apply for reimbursement during the funding period in which the conference occurs, not the period in which they purchased the membership.

GSFF Funding Process Updates

1. Eligibility: You must have been enrolled during the quarter from which you are requesting funding.
2. GSFF:
   a. Up to 3 applications per AY

3. GSPDG:
    a. Can get up to $1200 reimbursed
    b. Can only apply once per AY
    c. Removed necessity for faculty letter of support (still need CV & justification statement).
    d. Seem to have plenty of $$ to distribute
4. Application:
    a. Editable pdf
    b. Cover letter should be filled out by department rep.
    c. Remember that the card and name associated with an expense must match.
    d. Accounts must match to the penny.
    e. Include actual signatures, not just printed names.
    f. Try to bundle forms into one pdf.

Future Business

1. If a department only has one representative, this causes issues with the current requirement for another reviewer from your department to look over each application (ie, a rep can't review their own application).
    a. Suggestion to put it to a vote to change the reviewer requirement to three reviewers from any department, not one from your department and two from outside it.
2. Think about bringing in more reps from your department, especially if you plan to graduate in the spring.
3. Switching Portfolio page to Crimson Connect.
    a. If anyone wants to volunteer to adapt the pages, let Gabrielle know!
    b. DU seems to have good support system for it.