

GSFF Spring Quarter 1st Meeting

Monday, April 3, 2023

Meeting Minutes

Introductions

1. Gabrielle Welsh (Biology)
2. Samia Anderson (English)
3. Sarah Davis (English)
4. Tommy Dainko (Music)
5. Patrick Lucas (Art & Art History)
6. Jecca Bowen (Geography—subbing for Annie Kowalski)
7. Andrew Rogers (Anthropology)
8. Vanessa Taylor (Anthropology)
9. Mariam Ramadan (Media, Film, & Journalism)

Upcoming Meeting Dates

- 2nd Meeting: Thursday, April 20th at 1pm, AAC 301
- 3rd Meeting: Monday, May 1st at 2pm, AAC 301
- 4th Meeting: Thursday, May 18th 1-3pm, AAC 301

Portfolio Page Refresher

1. Funding period dates for applications this quarter: **Feb. 22, 2023--May 15, 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 **\$7,315.34** across 18 applications (3 attendees, 15 presenters)
 - b. Last quarter's disbursement of approx. \$5500
 - c. Currently sitting on a bank of approx. \$30k
 - d. Still applying the 70% & \$500 coverage per application

GSFF Funding Process Updates

1. GSFF:
 - a. Up to 3 applications per AY
 - b. Can get up to \$500 reimbursed for presenters, \$400 for attendees
2. GSPDG:
 - a. Can get up to \$1200 reimbursed total (\$500 from GSFF + \$700 from GSPDG)
 - b. Can only apply once per AY
 - c. CV & justification statement (no longer need faculty letter of support)
 - d. **Must be a presenter**
3. 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

- i. E.g., cannot be professor's card
 - d. Accounts must match to the penny
 - e. Include actual signatures, not just printed names
 - f. Try to bundle forms into one pdf
 - g. Write "GSFF" in GSA category
4. Departmental Eligibility:
- a. Representatives must attend at least 2 meetings per quarter, including the final funding meeting
 - b. Feel free to send a substitute representative if you are unable to make a meeting

Future Business

1. Let Gabrielle know about any departmental concerns that she can bring before GSG
2. If you are graduating/giving up your position, try to think about who you might bring on to replace you
 - a. It is helpful to bring them to a meeting or two so they can learn the ropes
3. We will be holding elections at the end of the quarter
 - a. Start thinking about whether you'd like to run
 - b. We can't get funding if all positions aren't filled!