

## GSFF Spring Quarter 2nd Meeting

Thursday, April 20th, 2023

### Meeting Minutes

#### Introductions

1. Samia Anderson (English)
2. Gabrielle Welsh (Biology)
3. Tommy Dainko (Music)
4. Lili Houston (Physics)
5. Delaney McDonagh (Psychology)

#### Upcoming Meeting Dates

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

#### Reminders

1. Send out emails to your departments introducing yourself if you haven't already!
2. Representatives must attend two meetings to be eligible for funding.
  - a. Representative must be at final funding meeting to be eligible for funding.
3. It is okay to have one representative per department; you can review your own application if you are the only rep in your department.
4. **Send any applications to Gabrielle by 5/17**
5. Summer conferences will be a part of funding for next fall!
6. If you are graduating, try to find a replacement rep from your department and bring them to a meeting to introduce them into the structure.

#### Application Refresher

1. You can review your own application if you are the only rep in your department.
2. The GSA is GSFF.
3. Must include original receipts.
  - Must have student's name and the credit card attached to it.
4. GSPDG is approved through GSFF.
  - We give up to \$500, and GSPDG gives up to \$700.
  - GSPDG is a bit more competitive, but you can get up to \$1,200.
  - Encourage people to apply to GSPDG.
  - You need a current CV/Resume and a justification statement for GSPDG part of application, and the student has to have been a presenter at the conference.
5. We don't fund food and stipends/tuition, but we do cover:
  - Registration & membership fees
  - Fuel & transport
  - Posters/printing, lodging, any other approved expenses for which you can provide receipts.
  - Total must be to the cents.
    - Cannot round total cost up or down.
6. Warn students that they do need a signature from an advisor or graduate director on their application.
7. Must have proof of purchase
  - Student's name must be linked to cards they are purchasing things with.
8. Must have proof of presentation

- This could be a screenshot of the program page they are on with their name/presentation highlighted or an email confirming they are a presenter at the conference.

#### Executive Board Position Overview

1. President
  1. Attends 2 Graduate Student Government meetings monthly
  2. Creates the meeting schedule with VP
  3. Officiates GSFF meetings
  4. Initiates prep meeting and communicates with the rest of the executive board
2. Vice President
  1. Assists president with meeting material, prep, and organization
  2. Creates the meeting schedule with President
  3. Reserves meeting spaces (main function)
  4. Helps maintain and update the portfolio page
  5. Attends the prep meeting with rest of executive board
3. Director of Finance
  1. Maintains budget and contact with OGE
  2. Completes budget report at the end of the quarter
  3. Submits completed applications to OGE
  4. Attends prep meeting with rest of executive board
4. Director of Communications
  1. Maintains communications between board and reps (meeting agendas, minutes, reminders, questions, etc.)
  2. Assists in maintenance and updating of Portfolio page
  3. Attends prep meeting with rest of executive board.

Please consider running for any of these roles at the end of the quarter as we need a full board to continue receiving funding! It is a good line on a CV. Let us know if you have any further questions about the board positions.

#### GSG Updates:

1. Voting on graduate student fee increase.
  - Make sure your department saw the email about the fee increase, and let us know if you have any questions or feedback about the fee increase.

#### Future Business

1. Let Gabrielle know about any departmental concerns that she can bring before GSG
2. We will hold 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!