

GSFF Spring Quarter 3rd Meeting

Monday, May 1st, 2023

Meeting Minutes

Introductions

1. Samia Anderson (English)
2. Gabrielle Welsh (Biology)
3. Tommy Dainko (Music)
4. Sarah Davis (English)
5. Casey Schlortt (Math)
6. Erin Lammott (Geography)
7. Alex Volkova (Chemistry)
8. Lili Houston (Physics)

Upcoming Meeting Dates

- **4th Meeting: Thursday, May 18th 1-3pm, AAC 301**

Reminders

1. Send out emails to your reminder them of deadline!
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. **Send any applications to Gabrielle by 5/17**
4. Summer conferences will be a part of funding for next fall.
5. Make sure to have applicants available during final funding meeting (1pm 5/18)
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.
7. Representative must attend 2 meetings to be eligible for funding.
 - a. Specifically, representative must be at final meeting to be eligible for funding.
8. **Please nominate yourselves for elections.**
 - a. **We cannot get funding if all board positions are not filled.**

Frequent Issues on GSSF Application

1. Forgetting signatures or signing instead of printing, especially advisors.
2. Receipts without relevant information (card number, actual charge of transaction).
3. Card and payment not tied to applicant's name.
4. Splitting costs not clearly indicated.
 - o Include letter from the person with whom you split costs.
5. Personal information (email, phone number) not completely filled out.
6. No proof of merit for presenters.
 - o 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.

7. Cover page not completed.
 - Please fill out before submitting to the board

GSG Updates:

1. Let Gabrielle know about any concerns in your departments that you would like raised before GSG.
2. Voting on grad student fee increase to \$4.
 - a. Inform Gabrielle of any relevant departmental concerns regarding this.

Funding Meeting Plan

1. Bring laptop if attending in person.
2. Send applications to Gabrielle by 12pm on 5/17
3. Have a way to get in touch with applicants during final funding meeting.
4. A Drive link will be shared with representatives.
 1. Look for proof of receipts, receipts all adding up, signatures included.
 2. Three reps will review each application, and comments will be made.
 1. Add your name to the cover page as Reviewer 1, Reviewer 2, etc.