May 8 2018

GSA Officer Transition Meeting

Summary list of things to follow up on:

- Next GSA mobile café on Thursday May 17?
- Talk to TGI folks to see when they want to have the summer TGIs (3 total?).
- There may be an end-of-May rush to finish off the rest of this year’s budget by some ephemeral date that is the end of the fiscal year, stay tuned.
- Decide by August if we still want to be responsible for cleanup at the Holiday party and communicate our decision to whomever needs to know.
- Reiterate to every student that there always need to be two separate transactions at Food Lion, one for alcohol (to be reimbursed) and one for food (with PO or maybe someday a card). Students should be the only ones allowed to make these purchases.
- Need the get Nadya to transfer ownership of the Google Drive shared folder(s) to new presidents

Other things to consider:

- When new students arrive we will have to add them to Tribelink.
- Send out a GSA digest in addition to the all-hands meeting, more frequent (monthly?).
- Idea for limiting “left-over” funds – more than two travel grants? Those are the most competitive.
- When new facilities building is done, remind Linda that we would love to have the garage near Clayton as a gym/studio space.
- Do we want to up the Tribelink service hour requirement from 1 hour to 2 hours?

Overall minutes: a summary of the last year’s big-ticket issues:

1. The budget doubled (from $5000 to $10000)
   a. Some issues have been smoothed over as to how Linda would like us to spend the extra funds (non-alcoholic events)
   b. PDC as an example of a group whose funding expanded
   c. Be proactive with the subcommittees/subgroups, ask to see what events are coming up. If any subgroup needs funds, they should go to the GSA before going to Linda to make sure we are all on the same page.
   d. Budget has to be ready very early and plans will change, especially those of subcommittees whose leadership changes, so revisit it as new people cycle in.
   e. Try to limit having lots of funds leftover (possibly add a travel grant).

2. Counseling
   a. There will eventually be a survey for students
b. Linda et al. need more than just the numbers. When survey goes out, encourage people to write qualitative remarks, testimonials. Also encourage responses from people who have not even used Dr. Owens’s services but feel the program is of great value.
c. Possibility of being a biweekly service instead of weekly.
d. GSA offer to support funding may not make a difference, but we tried.

3. “Grads” listserv vs. google email listserv
   a. Note that Linda is on the “Grads” listserv. Tell new students this when they get here.
   b. New google list was made for fun/party events – we can use that instead. It links to the W&M email system so no one is left out and no one has to download anything.
   c. Lydia and Amanda have been added as owners/managers of the new list, Tricia is off the new list.

4. A home
   a. GSA will eventually have part of Clayton house
   b. Put supplies in part of Clayton House for TGIs, etc.
   c. Use of garage where safety is now as a gym and/or yoga studio space. Remember this as new building is being finished up someday in the distant future.
   d. TGIs can be held behind Clayton and/or behind Davis Hall once people move into Davis in two weeks (end of May)

5. Tribelink and Website(s)
   a. Thanks Tricia for adding everybody. Now we only have to add new students.
   b. Track service hours – current minimum to apply for GSA grants is 1 hour per year, maybe up this to 2 hours per year.
   c. When someone is a planner or in a leadership position for any event, they only have to enter 1 hour because we know they did a lot more than that.
   d. When we send out reminders to add hours to Tribelink, include a link to the site and instructions in the email itself.
   e. Gail put a lot of information on the GSA website, let’s keep doing this.
   f. Maybe not post events on the website
   g. Definitely be more active on the Facebook page, take more pictures of things we do and events we host, more people than just Lydia and/or journal club
   h. Add mental health resources to GSA website

6. More in-depth discussion of the budget
   a. Even if some subcommittees have spent more money recently, it has not yet “hit the books” according to Dan.
   b. Estimate: $3000 left total ($4000 currently recorded as left over)
   c. End of fiscal year is an ever-changing date, different for every point of contact
d. Keep in mind a Piano for Sowers House  
e. There may have to be a spending spree in late May in order to use up all our $  

7. Post-doc symposium this Thursday May 10  
a. Yay!  

8. Holiday Party Cleanup  
a. This has been less than ideal in years past. If we do not need the money, we should think hard about whether or not to participate in the future. Make a decision by August.  
b. Yes, the vending machine proceeds fund the entire Holiday Party!  

9. GSA digest  
a. Suggested in addition to all-hands meetings  
b. In the past this has just been Tricia sending out reminders, but we could do a more official one.  
c. Frequency? Format? Thoughts?  

10. Food Lion is now a PO, no more Farm Fresh and no more card  
a. Thanks Dan for taking one for the team  
b. It is still on the same account as before, but bring the PO and go to Food Lion.  
c. This process is fairly easy according to Vaskar and others.  
d. ALWAYS separate transactions for alcohol and food. Food is tax-free and purchased using the PO. Alcohol goes on your personal card/cash and you get reimbursed.  
e. “We don’t have a card…yet” – Carol Birch  
f. Cindy would prefer POs to be used for everything, but don’t worry (?)  
g. Anything that can be ordered on Amazon or through Carol, please do it!!  
h. We don’t pay for any event that not all graduate students can be invited to.  

11. Google Drive  
a. Most used items are minutes and budget  
b. Nadya is currently the owner of the whole thing and this needs to be switched (thanks Amanda for thinking of this)  

12. GSA café  
a. Yes let’s continue doing this? Thirsty-third-Thursdays.  
b. The next one would be May 17, next week (Iced coffee?)  
c. Lydia still point person? Do you need help?  

Thanks everybody, looking forward to working with you!