

GSO Executive Meeting Minutes

February 15, 2018

HSSW Room 104

Members Present:

Naomi Reid – (VIA Phone) Graduate Student Organization Co-Chair / Educational Review Committee Representative

Stephanie Luczak – Graduate Student Organization Co-Chair / Educational Review Committee Representative

Bree'ana Johnson- Graduate Student Organization Treasurer

Jennifer Lassman – Graduate Student Organization Secretary

Milagros Marrero-Johnson (VIA Phone)- Director of Student and Academic Services / GSO Advisor

I.) Call to Order

- a. Meeting was called to order on February 15, 2018 at 6:15pm

II.) GSO Social

- a. Date: March, 23rd
- b. Location: City Steam
- c. Event will be held after Spring Break to allow for ample time for promoting

III.) Graduation Banquet 4/27

- a. Date: April 27th
- b. Location: Taste Buds
- c. Expenditure forms being completed still in the works, still working DJ
- d. Flyer for event is posted on facebook,
 - i. Stephanie will send save the date to OSAS
- e. A flyer will go out early March to begin gauging interests,
 - i. Tickets will be available one month in advance
 - ii. Tickets available only to graduate students, no plus ones permitted
- f. Milagros asked about status of DJ vendor forms

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- i. Naomi sent vendor forms to DJ, still to be completed. GSO chairs will follow up with DJ
- g. Milagros noted that the process for new vendors has changed and will send information to Iris to ensure the DJ has correct forms

IV.) Food order for next Steering Committee meeting

- a. Expenditure form submitted through New Park pizza
 - i. Total amount: \$66.97 including tip
- b. Co-Chairs will talk to Natalie about delivery and tax exemption

V.) Recently Open Positions

a. Secretary Position

- i. Secretary position: designated for first year students
 - 1. Looking for replacement for remainder of Spring semester
 - 2. Discussed having Natalie of OSAS assist with taking of the minutes. Milagros will follow-up.

b. Administration Chair

- i. Naomi will talk to Nelson about filling in as Admin Chair for the remaining Steering Committee Meetings
 - 1. Milagros noted that funds cannot be used without replacing chair

c. IGFP Chair

- i. Executive members will reach out to IGFP students
 - 1. Will continue advertising for position for next year
 - 2. Deadline for interest groups passed -
 - a. Stephanie will check on the limit of interest groups
 - b. Milagros is meeting with a student see students availability to become Group Work Chair

VI.) Treasurer Updates

a. Expenditure Forms:

- i. Casework Brunch:
 - 1. Date: March 23rd
 - 2. Vendor request submitted for Panera and Stop and Shop
- ii. Spring Social:
 - 1. Date: March 23rd, Location: City Steam

b. Other Updates

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- i. Bree'anna stressed the importance of groups submitting expenditure forms by due dates or at the closest Steering Committee Meeting
- ii. Waiting to hear from SAMI about vendor numbers
 - 1. SAMI's budget cannot be updated until vendor numbers are processed
 - 2. Jenevieve will follow up with Iris

VII.) Additional questions, comments, concerns

- a. Exec committee will continue to advertise for the GSO Constitution Vote
- b. Meeting will be held in March to discuss GSO positions for next year
 - i. Co- Chairs will create an invite for interested members
 - ii. Bree'anna interested in Co-Chair position for next year, will discuss further with Milagros
- c. Secretary Minutes from the previous Steering Committee Meeting will be sent to Sylvie and Bruce

VIII.) Adjournment

- a. Meeting was adjourned at 6:50pm

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