

**SSW Graduate Student Organization  
Executive Committee Meeting  
July 2, 2018  
1:30 to 4:00 p.m.  
Panera Bread Hartford, CT**

**Members Present:**

**Milagros Marrero-Johnson** - Director of Student and Academic Services / GSO Advisor

**Bree'Ana Johnson** - Graduate Student Organization Co-Chair

**Laura Salerni** - Graduate Student Organization Co-Chair

**Nary Rath** - Graduate Student Organization Treasurer

**Melissa Crossley** – Graduate Student Organization Secretary

**Edna Comer** – Associate Dean of the School of Social Work

**Call to Order:**

- I. Meeting was called to order at 1:53 p.m. by Bree'Ana Johnson
- II. Review of existing GSO expenditures of events that still need to take place
  - a. Executive Meeting | \$75
  - b. Interest Meeting | \$60 | Potential order from Blind Pig 2-3 pies
  - c. Student Advising | Only 1 half the total of \$400, exactly \$200
  - d. GSO Mixer | \$1,500 after Convocation
  - e. Leadership Meeting | \$200
- III. Review of current GSO Leadership interest and commitment
  - a. 2<sup>nd</sup> Interest Meeting for 18-19 school year will be held Tuesday, July 24<sup>th</sup> at 5:00-6:30p.m.
  - b. Discussed reaching out to Natalie to send out reminders for Interest Meeting one week in advance to date.
  - c. As of today only 7 individuals have RSVP.
  - d. Representative were given for PRIDE, OBSWS, Students for Social Justice, and DSO
  - e. LASO and SAMI are still open for representatives
  - f. Milagros discussed speaking to PRIDE students on topics of needs and understanding the history of the organization and SSW community related to the GLBTQI community

#### IV. GSO Governance and other documents

##### a. Interest Group Application & Process |

- Only matriculated students can send in an Interest Group application, meaning incoming 1<sup>st</sup> year, returning, and doctoral students can create and organization under the GSO umbrella.
- Interest group forms deadline for each semester are October 1<sup>st</sup> and February 1<sup>st</sup>.
- Milagros states, "Unless there is continued leadership the group will remain active with current student, returning student, or incoming student, otherwise it will be discontinued.
- Executive team agreed that the 3 interest groups from last year that are currently not active should be removed and left open for new opportunities.
- All new interest group should find a way to follow the budget form and to be prepared to plan ahead.
- Edits on Interest Group Application were agreed upon by executive team and will be finalized by Milagros.

##### b. Review of By-Laws and voting process

- The By- Laws is a working document that has the organization positons, their roles, and responsibilities.
- "2 day notice if there needs to be a cancellation of an event"- needs to be added into By-Laws.
- Submit final copy of By-Laws to Milagros before the start of the school.
- Add leaders must attend at least 2 GSO events to support other leaders in their effort.

##### c. Review of Constitution and voting process

- Melissa will contact individual from Storrs, information on request will be provided via email from Milagros.
- Constitution has not been approved by student body
- Voting on Constitution will be open September 13<sup>th</sup>-27<sup>th</sup>

##### d. Review of UConn Hartford Event Services manual

- At this time event services can continue to cover the space cost for GSO events
- Accessibility accommodations must be provided 1 week in advance to leader coordinating the event
- Request must be submitted to IT for event tickets

- Milagros will look into minor procedures and protocol from UConn Storrs since Students for Social Justice, works with minors.

## V. Operational Updates

- a. Define roles for management of social media
  - Secretary will be maintaining Social Media platforms for GSO
  - Instagram and Facebook activity will be done once every week throughout school year.
  - Events, motivational content, student perspectives, interactive post, global issues awareness, and photos will be upload on these platforms
  - Instagram page will need to be created prior to sending out flyers
  - Photo from 1<sup>st</sup> interest meeting needs to be posted on platforms
  - Flyers are sent through Natalie
  - Need vote for Treasurer and Secretary hours and wages
    - Increase hours to 10 hours a month each and pay from \$10.71 to \$13.71
- b. Use of GSO emails and saving documents to Q drive
  - Executive team must set up and access the GSO emails and Q drive
  - Secretary will create separate folders for Executive and Steering Agendas

## VI. GSO Mixer

- a. Status of event reservation space and food
  - Haven't heard back from event registration coordinator in regards to event
  - Send email to Kim of Event Services about event
- b. Send invite July 7<sup>th</sup> and RSVP August 10<sup>th</sup>
  - Send flyer both via email and personal mailbox on July 13<sup>th</sup>
  - Incoming class is 169 students
- c. Develop goal for event and agenda
  - GSO leader will be giving an introduction
  - Members will walk around to converse and network with community
- d. Ordering of UConn SSW paraphernalia
  - Reach out to Renee of Presto Print for budget
    - Budget \$400-\$600
  - Only current inventory can be used for GSO mixer, must look in closet to see what is available for giveaways.
  - Bree'Ana will create cart for paraphernalia for future events

- e. Email current GSO leaders to ask for volunteers and share event info and their roles of the day
    - Suggested to have more formal networking techniques, such as, personal phone calls, and campaigning
    - Stay in budget of \$1500, perceived to only require \$80-\$100
  - f. GSO co-chairs will do welcome at Convocation
    - 5 min space will be given to GSO Chairs
    - Must be there at 11:15 a.m.
- VII. GSO Leadership Training scheduled for August 13<sup>th</sup>, time TBA, location TBA
- a. Phone Call with Andre Santiago, Senior Program Director, Leadership Greater Hartford @ 2:30 p.m. to discuss leadership training
    - Time 9:00 – 3:00 p.m.
    - Location TBA | Andre will get back to us in regards to location
    - Members were introduced to Andre Santiago
    - Mission of Leadership training was said to establish professional boundaries, collaborative, and team building amongst members. Also, teaching others and understanding organization structure at UConn School of Social Work.
    - Milagros and Andre will meet to further discuss agenda for training.
- VIII. Open House for MSW Program – Saturday, November 17<sup>th</sup> 11 a.m. to 1 p.m.
- a. Role of GSO
    - CCC Room in Hartford Public Library
    - GSO will be given a table
    - 3-4 people at table
    - 2 hour event
    - Members must discuss how GSO wants to be represented
- IX. Status of schedule of executive and steering committee meetings for fall (time, date, location)
- a. Executive Meeting | Dates: 9/4/18, 10/9/18, 10/30/18, 11/27/18 | Time: 1:30- 2:30 p.m.
  - b. Steering Meeting | Dates: 9/18/18, 10/23/18, 11/13/18, 12/4/18 | Time: 1:30- 3:00 p.m.
  - c. Location: Secretary will request space in Room 216, Title “GSO (Executive/Steering) Committee Meetings with (agenda)”
  - d. Steering meetings are open to all
  - e. No food for 1<sup>st</sup> Steering meeting since no expenditure was approved
  - f. Topics that need to be discussed at Steering meeting

- All vouchers, flyers, purchase orders, and preliminary invoices must be handed in a month in advance
  - Emphasis on how proactive members must be in completing obligations
  - Events are to be hosted on Tuesdays and Thursdays
  - 1 person from executive team must be present at each event
- X. Status of Fall GSO activities
- a. Purchase Order forms can be completed for events
  - b. October 4<sup>th</sup> and 5<sup>th</sup> Social Event
    - Central Location | Bowl-O-Rama in Newington
  - c. Bree'Ana must speak to Silvee
  - d. RSVP by current date
  - e. Discuss whether "party packages" is an option
  - f. Community Service
    - Fall
      - Participate in walks that are currently established
      - Create expenditure for T-shirts, preferably blue
      - Make sure we are not taxed
    - Spring
      - Interval House
      - Fundraiser on Awareness on Domestic Violence
      - Contact Facilitators
- XI. Additional questions, concerns, or recommendations
- a. Discuss how Field hours can be used when attending a meeting or event, depending on approval from supervisor of Field placements
  - b. Edna Comer, Associate Dean of the School of Social work arrived approximately at 2:50 p.m. for observation and inform committee on administrative questions
  - c. Secretary needs to send reminder to Milagros in regards to create a waiver for photos and videos that will potential be put on Social Media platforms
  - d. Leaders must advance in technology to help organization to run more sufficiently
  - e. Timesheets are to be approved from either Advisor or Co-Chairs and then brought to Bruce
  - f. There will be a training at UConn Storrs on Sunday August 26<sup>th</sup> from 10:00- 4:00 p.m.
  - g. GSO Leadership/Training will be held on August 13<sup>th</sup> from 10:00- 3:00 p.m.
    - GSO Executive Meeting will hold a meeting after training to quickly review agenda items, Location TBA

**Adjournment:**

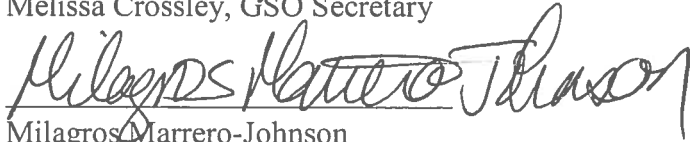
Meeting adjourned at 3:38 p.m.

**Signatures:**



Melissa Crossley, GSO Secretary

July 11, 2018  
Date



Milagros Marrero-Johnson

July 11, 2018  
Date

GSO Advisor