**10-22-14 GSA EXEC MEETING**

**ATTENDANCE:** Thom, Elizabeth, Paul, Alecia, Brian, Leigh Ann, Adam

**APPROVE 10-6-14 NOTES:** Alecia had a few changes. Budget update-$3.00 for spring- needs to be $3k!--- all in favor, motion carried, notes approved

**REVIEW TRAVEL GRANT DOCS:**

**APPLICATION:** Application will need to state 3.0 GPA requirement- currently says good standing. Clarify the Director Signature line- change to Graduate Program Director and remove line for signature for Faculty Sponsor. Added something about providing a cover letter. *Elizabeth is making these changes.*

**GUIDELINES:** Tom, Tonya, Elizabeth, and Roxanne reviewed this document. We need to check grades to make sure Exec members are eligible. Perhaps a 3.0 Cumulative GPAs. For incoming students it will be accepted for review. Jan or Brian will check the requirements. ALSO- need to clear up statement about "Application must be submitted BEFORE travel date." Put under applications process. Add that you must have proof after your travel (receipts, documentation, etc.) to receive reimbursement. Notification of award request change- add approximately one month after your submission you should hear from the GSA about your submission. Add a reason to the requests we give to Roxanne if we deny the requests. We should specify that meals and incidentals are not covered, only conference costs, travel, and lodging costs. Maybe add simple bullet points to the website. *Thom is making these corrections.*

**RUBRIC:** Might help us decide easily how to "score" the applications. We will have a draft to review next meeting. The changes to the guidelines should help also. *Elizabeth will get this together for us.*

**REVIEW GRANT REQUESTS:** There are 3 requests- all previously submitted.
1. Need proof of registration. Return to applicant. 2. Need hotel receipt and conference registration proof. 3. Same issues. *** *Talk to Tonya and Alecia about previewing the travel grants BEFORE the meetings. Leigh Ann can help.* 3. Another application without proof of registration. We need a receipt. Also lodging receipt.

**DECIDE ON 3MT AWARD FUNDING:** 1 competition is happening in Cullowhee this fall. There are 11 competitors. Prizes for fall 2014 are: 1st- Travel to National (New Orleans) Prize Package- $500 travel grant (from travel grant funds), plus $500 more for expenses. 2nd prize is $100, and People’s Choice is $100. In spring the 1st place prize is $200, 2nd- $100, Peoples’ Choice- $100. *Let Roxanne know these decisions for the budget.*

**NEED TO VOTE ON ALECIA’S POSITION.** ALSO WANT A PRESIDENT ELECT. MOTION TO ELECT ALECIA AS VP OF FINANCE, ACCEPTED NOMINATION, Moved and approved.

**ESTABLISH GOALS FOR 2014-15:** Ran out of time. Suggestions on the agenda.

**REVIEW STRATEGIC PLAN/ AGENDA FOR NOV. 4 MEETING / CONSTITUTION CHANGES** Ran out of time...***Next meeting November 3 (exec) and 12th (general)
* ALSO: Elizabeth, Brian, and Leigh Ann will review the Strategic Plan.