Graduate Student Association
Minutes, 11 February 2015

Attendance:
Elizabeth Nissly, Brian Kloeppe1, Paul Farmer, Thom West, Sabrina Teeter, Adam Ray

Review January 28th Meeting:
- Everyone thought the meeting went well and was fruitful.
- Dean Fenton has offered to return to attend another GSA meeting.
- All questions/concerns that were not addressed at the meeting can be sent to Elizabeth Nissly at ejnissly@wcu.edu and she will contact either Mimi or Elizabeth Frazier.

Budget:
- Remaining funds= $813.36
- We cannot donate to Relay for Life because the funds have to be used to support all graduate students at WCU.
- Decided to spend remaining funds on t-shirt orders for Fall Orientation
- Elizabeth is going to ask Roxane about source of funding for GSA and who to talk to about increasing the GSA budget so that we can fund additional travel grant requests
- Money to fund student organizations comes out of student fees

Future Meetings:
- Parking is possible theme for Feb 18th meeting
- Brian will find out who is in charge of parking fees and allocation and contact them about meeting with the GSA during the next full meeting
- Someone suggested that we bring up the idea of establishing a shuttle that runs between the Biltmore and Cullowhee campuses. Brian pointed out that there would probably not be enough interested students to justify expenses like insurance, vehicle maintenance, etc...
- Discussed possibility of cutting back on number for Aramark Coffee Break service but decided to wait to see how many people come during the Feb meeting

2015-2016 Executive Committee Nominations:
- Secretary= Sabrina Teeter
- Treasurer= Thom West
- Vice-President= Paul Farmer, Josh Anderson
- Will vote at Feb 18th meeting.
- There can be more than one Vice-President if each VP is in charge of a specific topic such as finance, planning, etc...

Archiving GSA Documents
Elizabeth will save GSA documents on OrgSync so that future committee has access
Paul suggested using OneDrive instead since the University is switching over to that program. Brian pointed out that we would have to wait since not all of the computers/accounts have been converted yet.

**Executive Committee Member Responsibilities:**

- We discussed the responsibilities and expectations of GSA executive committee members and what steps should be taken when someone fails to uphold the requirements of their position.
- Constitution needs to be reviewed again and we need to finalize changes, especially the by-laws. This document must be finalized and approved before the end of the semester, preferably within the next month.
- The by-laws need to be separated from the Constitution and edited so that the expectations and responsibilities for each GSA position are made clear. (we also need to clarify program representative expectations)
- Two suggestions for expectations: Officers must attend each meeting of the GSA, both full and executive. Officers must maintain regular communication with President and all members of executive committee (we need to make a phone/email list).
- Beginning next semester, the executive committee will review each person’s performance in order to decide whether changes need to be made. The review will take place at the beginning of December so that, if necessary, positions can be vacated and filled before the spring semester begins.
- We agreed that some positions should be appointed instead of elected. Appointed positions would include Events Coordinator, Social Media Coordinator, Technology Coordinator, and any other positions the core executive committee (President, Vice-Presidents, Treasurer, and Secretary) votes to appoint.

**Elizabeth’s Notes:**

**TO DO:** (all 2015-2016 prep items are listed as Adam's responsibility but, of course, whoever is elected on Feb 18th will be expected to help)

- Review and edit Constitution- ALL
- Review and edit Bylaws- ALL
- Update files and membership on OrgSync- Elizabeth/Leigh Ann
- Finish planning Leadership Academy- Elizabeth
- Create GSA contact list- Elizabeth
- Fix email account problems- Elizabeth
- Talk to Roxane about GSA involvement in Symposium- Elizabeth
- Inquire about/secure additional funding or increased budget- Tonya
- Order shirts for orientation- Tonya
• Talk to Roxane about plans for fall orientation - Adam
• Develop list of program reps for next year - Adam/Brian
• Set 2015-16 meeting schedule - Adam
• Continue planning April meeting with Provost - Adam/Sabrina
• Advertise Alumni Speaker Series - Thom/Paul
• Finalize plans for March meeting - ? Volunteers?