

GSA Executive Board Meeting
October 31, 2007
Campus Life Board Room

Present: Franklin Soares – *President (via conference call)*
Jacinta Avery – *VP University Park Campus*
Jason Ingraio - *VP Biscayne Bay & Pines*
Ann Marie Hibbert – *Secretary (Recording)*
Hanh Lai - *Treasurer*
Roseline Telfort - *GSO Liaison*
Jennifer Fransen - *Marketing Chair (UP)*
Kamila Kasprzycka - *Marketing Chair (BBC)*
Cara Whittaker - *Office Administrator*
Allison Foster - *Asst. Director Campus Life*

The meeting was called to order at 1:19PM by the President.

Office Administrator Position

- Cara reported that four (4) persons have been interviewed for the Officer Administrator position. One will start training on Monday, November 5 and the other will start in the spring when Cara leaves. By hiring 2 persons, the aim is to have full coverage in the office, either 9:00AM-5:00PM or 10:00AM-4:00PM daily based on the class schedule of the new hires. These extended hours should allow us to better serve the needs of the graduate student body. Cara will be training the appointee starting on November 5 who in turn will be responsible for training the other appointee. Officers are to drop by the office to meet the new employees.

Webinar

- Jason reported that the report for the Webinar held on October 29 has not been submitted as yet.

General Meeting

- Franklin reported that he thought the last general meeting went very well. The only improvement he believes is necessary is to have the coordinator there on time. It is mandatory that all officers provide a report for each general meeting.
- Hanh suggested that the GSO roll call be at the beginning of the meeting.
- It was suggested that the Agenda be made available on “mini” sheets of paper but after a discussion it was decided that it would be more eco-friendly if we arranged to have a projector and screen so that the Agenda can be viewed during the course of the meeting.

Name Tags

- Franklin informed all officers that name tags are now available and should be worn to all GSA events so that we can be clearly identified.

Fall Family Festival

- Jacinta reported that the turnout was good. Most of the children were from the children’s center. She indicated that the general belief was that the turnout would have been even better if the event was advertised further in advance. The parents were very appreciative

and the event went very well. An improvement would be to include more activities the next time around. Franklin added that he had received positive feedback about the event.

Networking Event

- Franklin reported that there was a very low turnout at the Networking event that was held recently. Alison added that 2 students from BBC had arrived late and could not find the location for the event. She has the names of these 2 students and they should be awarded points for their attendance.

Future GSA Events

- Franklin stressed that more support is needed for future GSA events. Alison opened a discussion on what needed to be done to ensure that all future events are successful. She stressed the fact that even though the number and nature of the events that are being planned are quite amazing, they require more co-ordination and execution. It was suggested that we may either need to have a team for each event or we may need to cancel some of the planned events. Hanh suggested that it may be difficult to co-ordinate far in advance based on individual schedules that are subject to change on short notice. However, we should assign individuals before. Franklin suggested that we may need to enlist the GSOs and award points for working on these events.
- Jacinta reiterated that she had issued a list of all the upcoming events and she expected officers to be more involved. However, she accepted responsibility for the lapse in coordination that occurred recently.

Writing for Publication Workshop

- Jacinta inquired whether or not we should cancel the next event which is the “Writing for Publication Workshop” scheduled for November 5. Ann Marie volunteered to be in charge of this event. She will be assisted by Jennifer and Hanh. Jacinta will forward the plans and progress report for this event to the execution team.

Gradskellars

- Franklin asked for officers to volunteer to help with coordinating the next Gradskellar on November 15, 2007. This will be the new *Modus Operandi* for future events. Jennifer and Hanh volunteered to be in charge of this Gradskellar. Roseline suggested that we need to book both the inside and terrace area of Gracie’s for future Gradskellars. Franklin will ensure that this arrangement is put in place.

New GSOs

- Roseline indicated that 2 new GSOs have joined the GSA for a total of 28 GSOs currently. These 2 new GSOs will be recognized immediately but will not receive any funding until the start of the Spring semester due to their registration after the extended deadline. It was decided that as a policy, new GSOs will not receive funding retroactively. However if the new GSOs have additional events they will receive funding from Special Allocation.

GSA Website

- Franklin reminded officers who have photos from GSA events to submit them so that the website can be updated. It was also discussed and decided that a digital camera will be purchased for the GSA so that photos can be taken at ALL GSA events and the website updated on a frequent basis. Jason indicated that during Nora’s leave of absence he will be assisting with the updating of the website.

Feedback on Performance

- Franklin suggested that we may need to do a survey to gain consensus on the preferred times for GSA events. It was decided that based on the fact that the events being planned occurred at different times this should allow most individuals to participate in at least some of the events.
- Franklin further added that we should have an evaluation of each event and also an overall evaluation of the performance of the Executive Board at the end of the term of office. He will be contacting individuals in the next couple of days to finalize an evaluation team. Jason suggested that this effort may require only 1 or 2 persons rather than a larger team. Jason and Kamila will be coordinating the evaluation of each event.

Conference Funding

- Hanh suggested that individuals approved for funding during the Spring and Summer Semester of the previous academic year need to have a cut-off for receiving their reward. It was decided that an email will be sent out to the awardees from Spring '07 indicating a date after which their awards will not be honored.

Publix Purchase Orders

- Franklin asked whether or not the Publix issue has been resolved. Alison responded in the negative and suggested that we may want to consider other vendors such as Winn Dixie.

The meeting adjourned at 02:27PM. The next Executive Board Meeting is on November 7 at 1:00PM

Respectfully Submitted by,

Ann Marie Hibbert