

GSA Officer's Meeting Meeting Agenda – May 8, 2007

Present: Dave, Kate, Harold, Megan, Tom, Laura, Alaina Baker (visitor), Ashi

1.) Introductions

a. Contact Information

- We need addresses (home/campus) for reimbursements and it would also be helpful if we have a phone number to try to reach you at. If you didn't get it to me at the meeting, please log in to the gmail account (see below) and enter your information under "Contacts" (or email Laura).

2.) Election Data

a. Voter Turnout

- According to Megan and Ashi, Matt hadn't heard as of Monday.

b. Comments/Ideas for next year

- Ashi and Megan talked to a number of people who were unable to vote. The problem apparently arose from a discrepancy between the people who should be able to vote and those people having NetIDs. How many people were excluded? What can be done to improve TGS list/NetID system? This problem needs to be corrected before the U-Pass survey is sent out (currently planned for June).

- Kate and Harold will talk to Bill (TGS IT guy) about it

3.) Transitions

a. Equipment, Data, Passwords, etc.

- GSA Website and GLC Website Passwords need to be changed.

- Locker (when accessing it, you get the key from the front desk)

- Matt (Operations Chair) needs to talk to Center Manager to change access (usually 2 people with access).

b. New/Old Officer's Dinner - Tuesday May 15th 6:30 PM at Lupita's 700 Main St. (off of the Purple Main Stop)

- following the dinner, there will be a meeting for the new officers to have a (shorter) discussion about this year's goals and plans for the townhall meeting. Also, we will vote for Vice-President (see below).

4.) Service Project - José wants to hold one either May 12th or May 19th

a. Did anyone get back to him?

- Ashi asked for details, which we haven't received. Tom will email José for details and possible listserv announcement.

5.) Ashi's Agenda

a. Budget

- nothing right now.

b. Officer's Guide

- Tom needs to send Listserv section; Megan needs to send financial seminar section; Laura type up Locker/Items List section

- Laura will create an Officer's Guide document on Google docs to be completed by the officers.

c. Discussion on Tax Tips Doc (and New Requirements for Listserv Emails)

- In March Ashi sent out "How Ashi Does His Taxes", written by Ashi in such a way as to avoid liability (he spoke with tax professionals). He saw this as a void that needs to be filled and based on the fact that GSA had provided tax resources in previous years, he decided it wasn't necessary to discuss the document with the officers. Discussion about the document seemed concerned with Ashi's qualifications to write such a document and whether it would be of more harm than help. Megan has seen TGS' Tax tips website and suggested that perhaps this would be an appropriate alternate. Other suggestions included putting links to the IRS website and other tax tips websites (including TGS') on the GSA website and talking to

professional tax personnel during the off-season (Megan has the name of a graduate student who we should contact).

6.) New Officer's Retreat

a. Possible Dates

- Because we will be able to meet before the next Town Hall Meeting, we need to hold a shorter brainstorming session. It was decided that the new officers will meet at Megan's apartment (address to follow) after the Old/New Officer's Dinner. Dessert will be served (Megan, do you want help with dessert?)

- We'll probably also have a longer 1/2 work, 1/2 fun Officer's Retreat. A few of the officers had a hard time foreseeing a weekend that would work, so meeting on a Friday was suggested. It was also noted that Dave will be gone for the summer starting June 2nd. (Are there problems with Megan acting as a stand-in treasurer? Budget needs to be done over the summer (for submission in June or July)).

- June 2nd was suggested, Laura will create a document on Google documents to try to work out a day that might work.

b. Possible Locations?

- Bruce emailed Hotel Orrington for us to find out if we could get a conference room

c. Possible Post-Planning Fun

- Dinner afterwards, maybe a BBQ?

7.) northwestern.gsa@gmail.com

a. Password: (Northw3st3rn)

b. Listserv

- Tom will transfer ownership to the new email address and remove other addresses. In order to facilitate compiling entries for the listserv, Tom (or who ever posts the first entry) will create a document under Google docs for each week's listserv.

c. Calendar Feature

- GSA-related events will be entered under the Calendar feature, which will help with putting together the listserv and planning/coordinating events (anyone can enter relevant events)

d. Google Documents

- We'll be using this account to post minutes, agendas, the Officer's Guide, a copy of the Constitution and other shared documents.

8.) Vice President

a. Think about Nominations?

- One of the officers will serve as VP (includes additional responsibilities including going to GLC meetings and working on the GLC annual report). Because of the extra work load, it was decided that individuals should nominate themselves. Kate nominated herself for VP. Other nominations can be sent to Megan or Laura.

b. Vote When?

- Post-Officer's Dinner Meeting (at Megan's)

9.) Town Hall Meeting (talk about at post-officer's dinner)

a. May 22nd with Andrew Wachtel (Dean)

b. Discuss quality of life issues

10.) TGS Contacts - Introduce new officers to TGS

11.) Notes on the Locker (to be added to the Officer's Guide)

- We need to use it a few times per year or we lose it (we could potentially get an office or mailbox under similar requirements) and we need to have 2 people with access.

12.) Gift Certificates

- Ashi spoke with Penny (who talked to Simon) and TGS will be paying for the gift certificates. Also, following up on a previous discussion, TGS is willing to separate GLC and GSA budgets. It was noted that if the GLC budget includes the Dept. Reps program, we'll have to include it in the budget proposal.

13.) Community Building Grant (Newsletter and Dept. Reps)

- Kate posted it on Google Docs and will revise the budget.

14.) BBQ

- Date? Unknown, but it doesn't appear that we can make it happen in June.
- BBQ with Date TBA will appear on listserv

15.) University Administration Guide

- email Peter to ask for additional List (Laura)

16.) Next listserv will be sent out on Wednesday and include:

- Townhall Meeting Correction
- Health Insurance Forum
- Graduate Women Across Northwestern
- Searle Center Announcement
- Election Results
- Summer BBQ - TBA

17.) Health Insurance Forum

- Chris Johnson said he'd buy pizza, so Kate/Megan will follow up
- We need to *STRONGLY* encourage people to come. It's a big deal to have these 3 people in the same room willing to discuss these issues, so we NEED people to come. Please talk the event up and put up posters.

Action Items:

Kate: Talk to Bill about election; talk to Chris about pizza; change GSA & GLC website passwords; Community Building Grant

Harold: Talk to Bill about election

Tom: Listserv on Wednesday; email Matt re: election results; email Jose about service project; transfer listserv ownership

Laura: post minutes; email Peter for administration; type up Locker/Items List; post needed Officer's guide on Google Docs;

Matt: talk to Norris center manager to change access to locker

Megan: email TGS to introduce new GSA Officers; contact Chris about pizza; email Econ U-Pass person about Health Forum; find out from Bruce about Hotel Orrington for Officer's Retreat; (decide if you want help with dessert for New Officer's Meeting after the dinner)

Everyone: put up posters for health forum; encourage people to go to health forum; tell people there will be pizza at the health forum!; think about whether or not YOU want to be GSA vice-president