

Graduate Student Association  
Northwestern University  
Officer Meeting  
2 October 2009

#### **Present**

Louise Edwards, Secretary  
Eric Berns, Treasurer  
Roxanne Atienza, Advocacy Chair  
Kate Newbold, Social Chair  
Paula Tallman, Service Chair  
Sara Armstrong, Communications Officer  
Bryan Law, KSA President

#### **Absent**

Patrick Ryan, President  
Alex Spokoynyy, Operations Chair

#### **Action Items**

Everyone

- Email PowerPoint slides to Louise by the end of the day, Monday, October 5, for the GSA general meeting on Thursday, October 8.
- Review Community Building Grants and email feedback to Patrick, Kate, and Roxy.

Louise

- Submit request to Eric for tax exempt form for GSA general meeting catering.
- Order pizza for GSA general meeting.
- Check to see if we need a special password to use the smart equipment for the GSA general meeting in Tech LR4 (M113).
- Compile slides for GSA general meeting PowerPoint slideshow.
- Prepare and post signs in Tech for the GSA general meeting next Thursday, October 8.

Patrick

- Set agenda for GSA General Meeting on October 8.
- Revise and submit Community Building Grant for Graduate Student Panel by October 15.

Kate

- Revise and submit Community Building Grant for 5K by October 15.
- Check to see how best to handle ticket payment for tailgate. Eric might be able to help.
- Follow up with Dave who coordinates the tailgate for KSA to confirm space and other plans. Get a head-count for food (including GSA and KSA attendees). Also secure a volunteer.
- Follow up with Melissa Ulan, VP Social and Cultural for KSA about joint happy hour.

Roxy

- Revise and submit Community Building Grant with GWAN Moms by October 15.
- Finalize details regarding Fairy Tale Trail with Women's Club of Evanston. Secure volunteers and make dinner reservations.

Paula

- Follow up with Jade about the upcoming Blood Drive.
- Contact Aisling Owens, BWAH President of KSA, about opportunities for service partnership.

Eric

- Finalize details for the fall financial seminar to announce at GSA general meeting.
- Check the password in Tech LR4 (M113) to see if we can access the smart equipment.
- Draft reimbursement guidelines for GSA officers to be posted on our website.

Alex

- Post information about the GSA general meeting on the website.
- Delete all outdated and/or irrelevant information from the website.

## Agenda

### 1. Upcoming Meetings and Events

- GSA Fall General Meeting, Thursday, October 8, 5:30-6:30 PM, Tech LR4 (M113)
- GSA Officer Meeting, Friday, October 16, 10:30-11:30 AM, Norris
- Fairy Tale Trail with Women's Club of Evanston, Friday, October 23, 5:15-7:15 PM
- GSA-KSA Tailgate, Saturday, October 24, 9:00 AM

### 2. GSA and KSA

- Bryan Law, KSA President, joined us for the first part of the meeting and provided a brief overview of how student government works in the MBA program at Kellogg. They have over 200 students involved in the various committees. They have a relatively large social budget and host lots of events during the year. He is interested in expanding KSA outreach to different programs within Kellogg and with the other graduate schools (TGS, Medical, Law, Medill) to increase interaction between graduate students.

### 3. Social

- Tailgate
  - KSA would like to partner with GSA for the football tailgate on October 24. GSA will provide food and KSA will provide drinks. Kate will follow up with Dave who is coordinating this for KSA.
  - 25 students have signed up with GSA to participate, so we will be able to get a discounted group rate for tickets. Students must register by October 10 to get a ticket for the discounted price of \$20. Kate and Eric will check to see how best to handle payment for the tickets.
  - Kate was encouraged to use the SPAC parking lot for the tailgating space, but we all agreed that it is better to be closer to the stadium. Bryan said that KSA usually buys a couple of parking spaces from alumni for their tailgating event.
  - Kate will need at least one volunteer to help that day. Louise, Sara, and Paula have conflicts. The tailgate will start around 9:00 AM (kickoff is at 11:00 AM).
- Happy Hour
  - MBA students regularly attend an unofficial happy hour on Tuesday evenings because they don't have class on Wednesday. This would be a good night to promote a joint happy hour between GSA and KSA. Pete Miller's would be a good option. The event should not be scheduled right before midterms. Kate would like to negotiate a drink special with the bar. She will follow up with Melissa Ulan, VP Social and Culture for KSA.
  - Bryan noted that their program has weekly Friday Socials from 5:00-7:00 PM and mentioned this might be another opportunity to host a joint happy hour.

- Bears Game Watch
    - Kate suggested that Thursday, November 12, might be the best date for this event since the Bears often play over the weekend.
  - John Legend
    - Discounted tickets are being offered for \$17. Sara will include this announcement in the GSA email.
  - 5K/10K
    - Kate has circulated a draft of the Community Building Grant proposal. Please email any feedback to her within the next week. She would also like feedback on the proposed budget from Eric.
    - TGS has given us \$3,800 in support of the event. The CBG should ask for any necessary support beyond this. Eric noted that these financial transactions will work differently because the money will not be transferred to the GSA SOFO account.
    - Kate suggested this might be another opportunity to partner with KSA.
    - Eric shared the message from Penny Warren that it is important that we remember to invite TGS Dean to join in the run. Louise suggested that a partnership with Kellogg could include an invitation to its Dean to participate as well.
    - Note too that this event works best when the run is held within campus limits.
  - Intramural Sports
    - Kate shared that we just missed the deadline for fall registration, but that we can organize teams for winter sports (basketball and hockey).
    - She would like to include a “feeler” in an upcoming email to see who might be interested. Alex should also post an updated link on the GSA website.
    - Most teams are department based, but organizing a cross-disciplinary team would be a good opportunity for graduate students from different departments to meet each other.
    - It costs \$40 (cash) to register a team. When you pay the deposit you also pick a playing time, and the earlier you do this the better.
    - There are three different kinds of teams: co-rec (men and women); white (men); and purple (women).
  - Apparel
    - Kate collected sizes for t-shirts and hoodies. Louise will check our locker for additional t-shirts from the previous year.
4. Service
- KSA
    - KSA has several service opportunities organized by Business with a Heart (BWAH): Kellogg Cares; Charity Auction Ball (January); Halloween fundraiser for the homeless. BWAH is in the process of rethinking how they approach community service.
    - Paula will follow up with Aisling Owens, BWAH President, to find out more about partnering opportunities.
  - Blood Drive
    - Paula will meet with Jade and forward the information to Sara about the upcoming blood drive. Sara will promote the event in this or the next email.
  - Community Building Grant: Graduate Student Panel
    - Please email feedback to Patrick before the general meeting on October 8.
  - Halloween Fairy Tale Trail with Women’s Club of Evanston

- The event is scheduled for Friday, October 23. Roxy is coordinating this event because Paula will be out of town that weekend. The Women's Club provides costumes and snacks for its volunteers. They coordinate volunteers in two-hour shifts. Roxy thinks the shift will last from 5:15-7:15 PM. She would like to take the NU volunteers to dinner at Carmen's Pizza afterwards. What is the budget for this?

#### 5. Advocacy

- Community Building Grant in partnership with GWAN
  - Roxy drafted the grant proposal and circulated it to Sara and GWAN moms, Kristin and Brooke, for feedback. She will revise this for submission by the October 15 deadline.
  - Bryan noted that Kellogg has two clubs that support partners (Joint Ventures) and families. He also said that WBA does a good job of interfacing with other graduate schools.
- GLC Graduate Student Survey
  - This will be sent to students at the end of November. Based on the feedback from the survey, Roxy will make decisions regarding future advocacy plans for health care and transportation.
- Seabury Seminary Space
  - Patrick sent a letter to Dean Wachtel from the GSA requesting space for graduate student use. He has not yet received a reply.

#### 6. Communications

- Sara will send out the next GSA email by the end of the day today or first thing tomorrow. Please send any email blurbs to her before the end of the day today.
- Sara will forward our email to Bryan so that he can share them with the 8 section representatives for each of the classes at Kellogg.

#### 7. Operations

- The website still needs to be updated! Remove all outdate or irrelevant information. Add an announcement about the upcoming GSA general meeting.
- Do we have a separate GSA Google calendar? Who has access to this? Again, this needs to be updated on the website because no events are currently listed.

#### 8. Treasury

- Details regarding the fall financial seminar will be available by the fall general meeting.
- Eric and Patrick attended SOFO training. Eric will draft a "how to" form for GSA officers on our website. In the meantime, make note of the following requirements:
  - SOFO will NOT reimburse for alcohol, tobacco, or alcohol related items.
  - SOFO will NOT reimburse for IL state tax (but they will reimburse for other tax if you order something online or if you eat AT a restaurant).
  - To obtain a tax exempt form from Eric or Patrick, officers must **email Eric at least once week in advance with the date of the event and the name of the vendor**. Eric will submit a request to SOFO and get the form to you before the event.
  - You must submit **an original, itemized receipt within 90 days of the purchase** for reimbursement. It should have the name, phone number, and address on it as well (you can write in the additional vendor info if necessary). The purchase must be paid in full

and have a zero balance (i.e. you cannot submit for reimbursement for something that has not yet been paid).

- Submit your requests for reimbursement to Eric. He will submit it to SOFO and you can be reimbursed within 2-3 days (having the check mailed to you will take 2-3 weeks).
- If you don't want to spend your own money and then submit for reimbursement, you can request a check advance for up to \$500 (or if the amount is larger, in groups of checks). Eric has to reconcile this within one month.
- If reimbursement is less than \$30, you will be reimbursed with petty cash.
- You can use a SOFO chart string for charges internal to Northwestern. Do not give this chart string number to outside vendors.