**GPSA Executive Board**

**Meeting Minutes**

**10/14/21**

**Call to order:**

**Approval of Agenda:**

**Review of Last Senate Meeting (Let’s do a SWOT analysis!) Strengths, Weaknesses, Opportunities, Threats/Targets:**

* Senate Meeting- Background noise and Cough
* Freeze the excel sheet after the voting
* Katie offered to help with the Excel sheet
* Encourage the Senator to have sense of kindness and compassion
* Start the senate meeting with community guideline- how to talk to each other, assume people are doing their best. Put a slide.
* GPSA to work on interpersonal relationship
* Behnaz shares her experience with a senator- complain about managing the meeting better. Suggested for general training.

Strengths

* Create a comfortable relation with the Executive board.
* Vocal senate
* Voting in the last senate proved that we an active body.
* The order and material matched shared was important- reflects everything is on track.
* International Program Office was very helpful
* Voting shows the senate body is engaged in the process.
* 10-mins breakout
* Next meeting Cougar and Mental Health
* Marwa proposed one in-person meeting in this semester

Weakness

* Appear as a strong and unified executive board
* Enforce the “we” element in people
* Language, cultural difference etc. should be kept in mind.
* Keep an eye on the burnout of the executive board

**Office Assistants: have you all been connected to get the assistance you need?**

* Let Reanne know if you need assistance
* Already getting assistance for making Presence forms.

**Marwa reviews budget tracking with us**

* Discusses about the budget tracking sheet
* Each account comes with the account number
* Each committee fill in purchasing details and the top column automatically changes (total)- not to be altered there
* Link the signed form in the excel sheet (last edited one that is signed)
* Try to cover as much details as possible in each column.
* Marwa prefers to have the links on Teams.
* Add columns if needed

**Website access to President and University Affairs (others?) to directly edit**

* Reanne and Katie would like to edit directly
* Arian already has an access
* Transition Document for Committee of Communication says the Chairs of the committee can edit their own page.
* Those who does not want to go through the training, Chair of Communication will continue to edit the page

**Update on Vacant Positions; LAC looking into co-chairs**

* Two of the active members have agreed to co-chair the committee of Legislative Affairs
* More details need to be discussed with TaMisha

**Update on Constituent Directory**

* Challenges to get the senators connected
* Some senators are not who to send the update to
* Some departments do not have graduate student listers
* Reanne is collecting information from each department to find out the best possible way to connect to the students

**Committee Chair Brief Summaries (30 minutes)**

**Please share ~3-minute report of what your committees' main projects is right now, what is going well, and what barriers you are working through.**

**Travel Grants**

**Awards and Scholarships**

**Communications**

* Suggested breakout rooms in one of the coming senate meetings on the basis on committee assignment

**Budget**

* YMCA flyer help distribute as much as possible.
* Get the maximum benefit

**University Affairs**

**PD**

* Had only one person in the break-out room
* Check who all the still part of the current senate

**Programming**

**Internal Affairs**

**Legislative Affairs**

**Announcements/Open Forum**

**Adjournment**