

URI GSA Executive Board Meeting

Date: 07.26.2024, 4:00 pm – 6:09 pm

Location: Graduate Village, C331

Members in Attendance: (Executive Council)

Karolina Wojcik	President
Quinn Tucker	Vice President
Mariam Oladepo had to leave early	Treasurer
Showrov Rahman	Webmaster
Marianne Otoo	GAU Liaison
Evans Boateng-Boakye	Social Media Manager/Event Coordinator Assistant
Evelyn Mensah	Secretary

Member in Absence:

Waqar Alam

Event Coordinator

Asta Habtemichael

Past President

Call to Order

The GSA's first executive meeting for the Fall Semester convened in person on July 26, 2024, beginning at 4:05 p.m.

Approval of Minutes

- **Meeting Minutes (05.01.2024):** Unanimously approved. Motioned by Showrov, seconded by Quinn and Marianne.
- **Executive Retreat Minutes (06.27.2024):** Unanimously approved. Motioned by Mariam, seconded by Quinn.

Old Business

- **Karolina (5 min)**
 - **Withum - Nonprofit Filing Status (Federal):** Discussion on updating Articles of Incorporation.
 - **Key Points:**
 - Withum was hired to maintain the association's nonprofit status.
 - Federal requests involve adding new text to the articles of incorporation.
 - Legality of an e-board vote to adopt language under review.
 - Awaiting Cara's response.

New Business

- **New Graduate Student Luncheon (September 3rd):**
 - **Key Points:**
 - Introduction of GSA to new students.
 - Presenters: Karolina and Quinn.
 - Showrov suggested providing printed cards for student questions.
 - Expected attendance: ~250 students.
 - Setup details and table arrangements to be discussed with the Graduate School.
- **TMD New Graduate Student Orientation (August 26th, 1:45 p.m.):**
 - Held online. Invitations to be sent out by Karolina.
- **Honorary Degree Conferral Committee (October 11th):**
 - Karolina will join. Details on other committees to follow.
- **Memorial Union Room 128A Cleanup:**
 - Office cleanup suggested. Proposed schedule to be determined.

Announcements

- **Treasurer - Mariam Oladepo (3 min):**
 - **General Accounting and Balances:** Documents ready for filing taxes. Withum bill pending.
 - **Reimbursements:** Four requests discussed, proposal for updating funding request process from email to Google form.
- **Web Master - Showrov Rahman (3 min):**
 - **Student Group Registrations and Requests:** Coordinate the drafting and implementation of Google forms to ensure transparency and efficiency.
- **Social Media Manager - Evans (3 min):**
 - **New Graduate Student Luncheon Promotion:** Email communication to new graduate students planned.
 - **Promotion Strategy:** Emphasized engagement with students on social media platforms like Facebook, Instagram, and LinkedIn and outlined a comprehensive strategy for engaging the graduate student population.
 - **Event Promotion:** Suggested flyers with QR codes for events.
- **GAU Liaison - Marianne (3 min):**
 - **GAU Updates:** Ongoing salary negotiations, need for graduate student involvement in GAU. Discussed the importance of GAU promotions within GSA channels.
- **Vice President - Quinn (5 min):**
 - **Luncheon and Senator Recruitment:** Focus on recruiting more Senate members and setting up committees.
 - **Guidebook Proposal:** Need for a guide outlining procedures, executive powers, and GSA programs.

Tasks and Responsibilities

- **Karolina:** Address pending requests from Withum. Coordinate with Quinn on Senate matters. Liaise with the Graduate School regarding all open matters.
- **Quinn:** Organize and recruit senators during the new graduate student luncheon. Assist with the setup of GSA tables and promotional materials.
- **Mariam:** Manage the payment of the Withum bill. Improve the reimbursement process for students. Ensure transparency and timeliness in handling student funding requests.
- **Showrov:** Create centralized forms for handling reimbursements. Update the website to include a page for funding requests and registration forms.
- **Evans:** Promote the new graduate student luncheon and other GSA events. Engage students through social media and email campaigns. Collaborate with Marianne on joint events with GAU. Collect student emails and social media handles for effective communication.
- **Marianne:** Coordinate efforts with GAU. Assist in updating GSA promotional materials to work in conjunction with GAU.
- **Evelyn:** Request a new list of students for the 2024-2025 academic year. Send out a Google form to gather social media handles from students.

Next Meeting

- **Date:** August 2024
- **Time:** To be determined
- **Location:** To be determined

Adjournment

Showrov motioned to adjourn the meeting. Quinn and Marianne seconded. The meeting ended at 6:09 p.m.