



GRADUATE STUDENT ASSOCIATION
University of Rhode Island

URI GSA Executive Officer's Transition Mini-Retreat

Date: 06/27/2024, 5:00 p.m. – 7:05 p.m.

Location: Mews Tavern, 456 Main St, Wakefield, RI 02879

Members in Attendance of the outgoing Executive Council:

Asta Habtemichael	President
Karolina Wojcik	Vice-President
Helani Singhapurage	Secretary
Obed Baah Amoah	Treasurer
Showrov Rahman	Webmaster
Joseph Owusu-Sarfo	GAU Liaison

Members in Attendance of the incoming Executive Council:

Karolina Wojcik	President
Quinn Tucker	Vice-President
Evelyn Mensah	Secretary
Mariam Oladepo	Treasurer
Showrov Rahman	Webmaster
Marianne Naana Otoo	GAU Liaison
Muhammad Waqar Alam	Event Coordinator
Evans Boateng-Boakye	Social Media Manager
Asta Habtemichael	Past President

[1] President (Asta): Call to order at 5:30pm

- Addressed the outgoing and incoming officers. Commended outgoing officers for their dedication and hard work. Appreciated the initiation and commitment of the incoming officers.
- Summarized the outlined plan for transition that went into effect in early May by connecting each officer role and culminating in this final meeting.
- President went around the table confirming with each role holder if transition plans were executed as anticipated and the transfer of pending cases. All officer role transitions were being taken care of as planned except the social media manager role which has some communication challenges due to summer travels.
- Outlined the final procedures left in terms of transferring fiscal responsibility and bank account signatory roles. All signatories were at the bank earlier in the day to start the transitional paperwork. Outgoing treasurer will provide three-month bank statements and pending checks and spendings, then close the account ledger for the year and transfer all responsibilities to the incoming treasurer. This will completely be done in the first week of July.
- Discussed with the incoming treasurer and president on fiscally responsible spending and accountability as well as the mechanisms of replenishing GSA manage bank accounts from the URI controllers officer account.

[2] Incoming president (Karolina):

- Commended outgoing president's dedication, hard work, and quality of leadership in the various roles during the academic year, while affirming his continued service and contribution as the incoming past-president.
- Initiated the transition of the executive board and requested the webmaster to create a communication channel for the new executive board.

[3] Discussion notes



- The group commemorated the transition of office from the outgoing officers to the newly elected incoming officers, then followed social engagement to exchange experiences and insights.
- During this event the current outgoing officers appreciated the outgoing president's dedication to the GSA.
- Each outgoing officer shared their experiences and tips to the incoming officers.
- Karolina and Asta shared some information with the incoming social media manager.
- Since there was no event coordinator in the outgoing executive board, and as Karolina and Helani handled the events of GSA during this vacant period for the position, they shared their experiences with the incoming event coordinator.
- Adjourned at 7:05 p.m.

Helani Singhapurage, Secretary
06/27/2024