



## URI GSA Executive Board Meeting Minutes

**Date:** November 15, 2024

**Time:** 5:07-6:30 pm

**Location:** Zoom

### Members in Attendance: (Executive Council)

Karolina Wojcik	President
Quinn Tucker	Vice President
Mariam Oladepo	Treasurer
Evelyn Mensah	Secretary
Marianne Otoo	GAU Liaison
Evans Boatengboakye	Social Media Manager/Event Coordinator Assistant

### Members in Absence

Asta Habtimachael	Past President
Waqar Alam	Event Coordinator
Showrov Rahman	Webmaster

### Call to Order

President Karolina Wojcik called the meeting to order at 5:07 PM.

### Approval of Minutes

The October 18, 2024, meeting minutes were approved unanimously without amendments. Motioned by Quinn Tucker and seconded by Mariam Oladepo.

### Reports

#### President (Karolina Wojcik):

1. **Federal Nonprofit Status:**

- Karolina and Cara finalized discussions with Withum, which filed IRS Forms 1024 and 990 to secure federal nonprofit status by the November 15, 2024, deadline.
  - Withum invoiced \$3,640 for services rendered. The next IRS Form 990 is due by either May 15, 2025, or November 15, 2025, if an extension is filed.
2. **State Filings:**
    - Annual state tax forms and a 990 filing are required. Karolina proposed that Mariam and the Budget and Finance Committee review the submitted documents to determine whether these filings could be completed internally.
  3. **Budget Update:**
    - A reimbursement request of \$88,674.71 was submitted to the Controller's Office on November 3rd, 2024.
    - Discussion arose about the timing of senator remuneration payouts.
  4. **Graduate Student Conference:**
    - Karolina discussed the challenges of sustaining the annual conference and proposed creating a permanent "Graduate Student Conference Liaison" role. The team agreed to revisit this proposal in the spring semester.
  5. **Webmaster Updates:**
    - Behtom Adeli was appointed as the new Webmaster, with onboarding and training to commence shortly.
    - The obsolete Graduate Student Conference website will be redirected to the GSA website, where a new conference page will be built.
  6. **Other Updates:**
    - Karolina confirmed that Markeisha Miner and Maggie Bernish would present at the November 22 Senate meeting and highlighted ongoing discussions with GAU leadership.

**Vice President (Quinn Tucker):**

1. **Senate Meeting Procedures:**
  - Updates on procedural changes, including concise 2-minute reports and open discussion time, were shared.
  - Recruitment strategies were discussed for departments currently unrepresented in the Senate. Outreach will commence in December to ensure new senators are onboarded by January.
2. **Spring Senate Meetings:**
  - Proposed holding meetings on the last Friday of each month, consistent with the fall semester schedule. Quinn will handle room reservations.
3. **Senator Remuneration:**
  - Plans were made to distribute remuneration checks at the November 22 Senate meeting, contingent upon receipt of the reimbursement funds.

## **Social Media Manager (Evans Boateng-Boakye):**

### **1. Accessibility Task Force:**

- Proposed that GSA develop disability-focused policies and interventions, with a recommendation to include these policies in the GSA Constitution and Bylaws.
- Suggested one- or two-year task force member terms, with Quinn recommending one year for continuity.
- Agreed to refer these proposals to the Constitution and Bylaws Committee, with Evans presenting them at the next Senate meeting.

## **Treasurer (Mariam Oladepo):**

### **1. Budget Management:**

- Awaiting reimbursement of the \$88,674.71 budget request.
- Advised committees to limit spending until funds are received, with exceptions for pre-approved events or purchases.

## **GAU Liaison (Marianne Otoo):**

### **1. GAU Updates:**

- Announced the GAU General Membership Meeting on November 21, 2024, which will address contract negotiations and the establishment of a Racial and Social Justice Committee.

### **2. GSA-GAU Communication:**

- Expressed concerns about being excluded from correspondence between GSA and GAU. Requested better coordination moving forward.

## **Action Items and Preparation for Senate Meeting (November 22, 2024):**

- 1. Food Order:** Mariam will handle the food order.
- 2. Remuneration Payments:** Quinn and Mariam to prepare checks for in-person distribution.
- 3. Senate Recruitment:** Outreach to unrepresented departments will begin in December.
- 4. Abstract Submission Form:** Develop a Google Form for the Graduate Student Conference Committee to be embedded on the GSA website.

## **Discussion**

### **1. Winter Break Guidelines:**

- Senators will remain in contact with Executive Board members as needed.
- Preparation for spring sessions was encouraged, with informal mid-break meetings suggested for committee updates.

## **Adjournment**

The meeting was adjourned at 6:30 PM following a motion by Mariam Oladepo, seconded by Evans Boateng-Boakye.