Neag Graduate Student Association Meeting Minutes

Meeting Date: 11/20/14
In Attendance: Sarah Newton (Vice President), Danielle Bousquet (Secretary), Susan Langley (Technology Chair)
Meeting Convened: 10:28am

1. NGSA Officer Bios for the NGSA Website
   The officer bios for the NGSA website need to be updated. If you haven’t already, please check ngsa.education.uconn.edu to see if your bio is up to date. If it is not, please send your picture, name, department, preferred email, and a summary of interests to Susan at susan.langley@uconn.edu as soon as possible.
   ACTION: Officers will get their bios updated!

2. CFO – WE ARE IN NEED!
   Craig Marroquin has stepped down from this position, so we need to find another CFO. This is an especially urgent matter, as all of our GSS funding will be in jeopardy if we don’t find someone to attend one of the CFO trainings, and there are only two left – on 12/4 and 12/5. If you know anyone who might be willing to fill this role, please ask them.

3. Winter Coffee Break
   Typically held during the last week of class: Thursday, December 4
   ACTION: Sarah will work on getting Gentry 144 or lobby area.
   ACTION: Sarah will purchase flavored creamers.
   ACTION: Susan will create flyer.
   ACTION: Danielle/Susan, Sarah, Betsy?, 330? - Flyers will be posted on office doors.
   ACTION: Lindsey will post about the coffee break to appropriate listservs.
   ACTION: Susan will post about the coffee break to Neag News.
   ACTION: Sarah will check with Christine North and Carol Cadmin about Neag-swag for drawings.

4. Fall Travel Awards
   • Budget for Fall Travel Awards: $1260-$1680
     o Total Dean’s Office funds = $10,000
     o 90% of Dean’s Office budget to be used for travel awards (including officers);
     o 10% for events
     o $4800 will be spent on officer awards
     o Approximately 30-40% allocated for Fall, 60-70% for Spring
   • Following last year’s precedent:
     o Set dollar amount for each award
     o Travel awards can be earned once per academic year, regardless of semester
     o Awardees can receive up to the amount of the award, as long as they provide the required documentation, which supports the identified costs in the form of zero-balance receipts
   • 11 applicants, not including officers, each awarded $125
   ACTION: Sarah allocates $1375 for Fall Travel Awards.
5. Constitution modifications – meeting needed

The constitution needs to be updated in order to avoid miscommunications and confusion.

- Meeting can wait until next semester.
- Changes should not be retroactive, as no board should be allowed to benefit from changing the constitution.
- Some proposed changes/additions:
  - (Add) Travel awards can be earned once per academic year, regardless of semester
  - (Add) Awardees can receive up to the amount of the award, as long as they provide the required documentation, which supports the identified costs in the form of zero-balance receipts
  - (Add) Changes to the constitution cannot be retroactive except in extreme circumstances.
  - (Remove) Biweekly meeting requirement
  - (Remove) Specific amounts for officer awards
  - (Add) Procedure for replacing an officer who left.

**ACTION:** Sarah will send some proposed changes.

**ACTION:** Danielle will find or create a modifiable copy of the constitution.

**ACTION:** Danielle will create a Google Doc with the constitution so all officers can comment and make changes.

6. Next meeting

**ACTION:** Sarah will speak to Lindsey regarding rules for the new CFO and changes to the constitution.

If the new CFO requires a vote from the officers, then a *short* meeting might be required so that we can get the new person in to their training to avoid losing our funding. Otherwise, our next meeting will be the week after final exams.

**ACTION:** Sarah will send a doodle poll to find the best time for us to meet.

**Meeting adjourned:** 11:44am