

GSSA Meeting

[2018-08-30] – [LBC 202]

I. Call to Order: **6:30pm**

II. Approval of Minutes: **minutes approved**

III. Guest Speakers: **none**

IV. Officer Reports

I. President – Ted Sawyer (esawyer1@tulane.edu)

A. Welcome to GSSA

B. Representative Training Document

Sarah sent a copy of a training document to everyone. Both old and new reps, please review the document.

C. Roberts Rules of Order

Robertsrules.com

D. Funding Analytics

GSSA Overview:

- **GSSA is an affiliate organization under GAPSA. Exactly 10% of fees go to undergrad student government, while 9% goes to GAPSA, and 81% to GSSA.**
- **Last year, 78% of funding was spent by departments for travel, speakers and events. GSSA itself spent 22%.**

Committees:

- **All reps must sit on at least one other committee.**
- **Need 3 additional GAPSA reps.**
 - **Volunteers: Sabrina Kragness (CMB), Hannah Aziz (Chemistry), Zainab Lateefi (Econ.)**
- **SLA Graduate Studies Committee**
 - **Hayley Woodward (Latin Am. Studies), Adriana Obiols (Latin Am. Studies),**
- **During the September 20th meeting the remaining positions will be filled for committees.**

E. Versatile PhD

I. Request \$1000

- **Helps grad students interested in non-academic careers**
- **The funding provides the subscription. Currently we have approximately 100 Tulane users.**

Motion to fund at \$1000, 37 approve, 0 oppose, 0 abstain

Grad Student open house September 13th at the library

II. Vice President - Evan Wells (ewells4@tulane.edu)

A. New Sober Event Monitor Training form - <https://orgsync.com/97835/forms/328126>

I. Must fill it out per event – please fill it out and shoot me an email with your name and contact info (phone number). The contact person is Evan Wells, and when they ask for assigned station, just put “at a table within the event room”

- **Orgsync form now available for training. It take approx. 20 minutes total**
- **Would like to use events committee to help Evan achieve the necessary number of sober event monitors**

B. Fall and Spring Trivia – 9/27, 10/18, 12/6, 2/7, 3/21, 4/18

I. \$1,000 request each event (\$6000 total)

Motion to fund Bruno’s trivia for \$1000 per event, \$6000 total - 37 approve, 0 oppose, 0 abstain

C. 3 Minute Thesis

I. \$500 request

- **First workshop for preparing 3-minute thesis is next week (includes other job related coaching)**

Motion to fund 3 Minute Thesis at \$500- 37 approve, 0 oppose, 0 abstain

D. Fall Welcome Back Reception – early October

I. \$2000 request

- **Spring Welcome back reception – cheese and wine. First weekend in February.**

Motion to increase budget to \$2500 - 37 approve, 0 oppose, 0 abstain

Motion to fund at \$2500- 37 approve, 0 oppose, 0 abstain

Treasurer – Brianne Sullivan (bsulliv7@tulane.edu)

E. Office hours: Monday 4:45-5:45 in the SOC, Friday 9-10 on the 6th floor of the JBJ. Please email me beforehand to let me know you will be dropping packets off.

F. Fall 2018 Travel Funding Recap

I. Funded GSSA students at 80%, OGPS only received \$100 each

G. Funding forms presentation

Travel Funding:

- **Turn in travel packet within 2 weeks of the end of your conference.**
- **Forms will be turned into 200 Gibson. Three copies needed total: one original, one copy to give, one copy to keep.**
- **Receipts need to be taped onto plain white paper. Also provide a badge when attending conferences.**
- **GSSA will only fund travel and cost of attendance.**

Event Funding:

- **Fill out form on orgsync and then place a request through GSSA on google drive (4 days before meeting).**
- **Event will be approved at the meeting. For reimbursements turn forms into Brie (not Jennifer).**
- **An attendee list needed for events, while an attendee list and minutes are needed for a meeting.**
- **Remember, GSSA does not fund alcohol.**

Speaker Funding:

- **The speaker must fill out a contract. For an honorarium have them fill out a W9 or a W8 for international speakers. (All details on GSSA website).**

Bree will be sending a pdf with example forms.

H. Downtown events

- **More GSSA events are needed downtown. If anyone is interested in increasing this, contact Brie.**

I. When submitting travel requests, please ensure that you are using the American date format

J. Reminder: all forms having to do with funding are due within 2 weeks of the end of the event.

K. Currently we have **\$48,296.63** in the bank for events

L. We have **\$9,773.34** for speakers

M. Thus, **\$58,067.97** total

N. Event Request

Department	Event Title	Date	Amount Requested	Expense	Expected Attendance	Per person
Ecology & Evolutionary Biology - GSSA	September Meeting	9/5/2018	\$250.00	Food	15	\$16.67
Neuroscience - GSSA	DUNK Meeting	9/14/2018	\$50.00	Coffee and Doughnuts	30 (Grad students, Faculty, non-affiliates welcome)	\$1.67
Neuroscience - GSSA	DUNK Meeting	10/26/2018	\$50.00	Coffee and Doughnuts	30	\$1.67
Neuroscience - GSSA	DUNK Meeting	11/16/2018	\$50.00	Coffee and Doughnuts	30	\$1.67
Neuroscience - GSSA	DUNK Meeting	12/7/2018	\$50.00	Coffee and Doughnuts	30	\$1.67
Cell & Molecular	CMB - ATCG Business	9/13/2018	\$150.00	food and non-alcoholic	15	\$10.00

Biology GSSA	- Meeting				beverages from Rouses		
Physics GSSA	- WiSE Fellowships and Funding Workshop	9/24/2018	\$150.00		Large finger sandwiches, brownies, lemonade and water from Olive Blue	30	\$5.00
Physics GSSA	- WiSE yoga	9/22/2018	\$25.00		Small snacks (granola bars, iced tea)	20	\$1.25
Economics GSSA	- Graduate Economics Student Monthly Meeting	9/21/2018	\$120.00		Pizza	25	\$4.80
Economics GSSA	- Graduate Economics Student Monthly Meaning	10/19/2018	\$120.00		Pizza, soft drinks	25	\$4.80
Economics GSSA	- Graduate Economics Student Monthly Meeting	11/30/2018	\$120.00		Pizza, soft drinks	25	\$4.80
French & Italian - GSSA	Grad Student Speaker Reception	10/4/2018	\$250.00		Catering food and soft drinks from Rouses	40	\$6.25
		Total w/o events over \$250	\$1,385.00				
Chemical & Biomolecular Engineering - GSSA	CBE Bogue Chitto Tubing Trip	9/15/2018	\$640.00		Chartered transportation costs through Tulane Shuttle and Transportation	29 (Grad students and plus 1s)	\$22.07
Total	\$2,025.00	Total w/o events over \$250	\$1,385.00				
CBE Budget: Tubing Trip							

Item	Description	Price				
Tulane Chartered Transportation	Chartered transportation for 29 people; at \$80 per hour for 8 hours.	\$640				

Motion to vote as a slate on events less than \$250- 37 approve, 0 oppose, 0 abstain

Motion to approve events as a slate on events less than \$250- 37 approve, 0 oppose, 0 abstain

Motion to approve the Bogue Chitto CBE Tubing Trip for over \$640- 37 approve, 0 oppose, 0 abstain

O. Speaker Requests

Requestor's Department	Speaker Full Legal Name	Event Start Date	Honorarium	Travel	Lodging
French & Italian	Jennifer Tsien	10/4/2018	\$200	\$500	\$0

Motion to approve speaker at \$700- 37 approve, 0 oppose, 0 abstain

III. Secretary – Sarah Khalil (skhalil@tulane.edu) Proxy: Christen Steele

A. Email me (Sarah) new reps and their emails and who they're replacing

I. If you're not on the website, I don't know that you are a rep!

<http://www.tulane.edu/~gssa/representatives.html>

II. If you're not getting emails, sign up for the listserv

If you are a representative, you need to be added to the GSSA Representative LISTSERV, please send an email to LISTSERV@listserv.tulane.edu from the email address you want to use with the line "SUBSCRIBE GSSA-L Your Name (Your Dept/Program)" in the body of your message (no quotes).

An example body message would be: SUBSCRIBE GSSA-L Green Wave (Oceanography Department)

B. Train new reps! Website, Rep training document, Travel packets, etc.

V. New Business

None

VI. Old Business

None

VII. Announcements

None

VIII. Adjournment

Meeting adjourns at 7:20pm