

Graduate Student Council
Executive Board Meeting
Date: November 18th, 2024
In-Person: Manokin Room

Called to order at 2:03pm by President Abigail Isaacson

MINUTES

Members in Attendance

- A. President – Abigail Isaacson
- B. Vice President – Abbey Murphy
- C. Chief of Staff – Gabriella Grigsby
- D. Treasurer – Danielle Jensen
- E. Coordinator of Public Relations – Jenna Estok
- F. Coordinator of Social Events and Outreach – Kennedy Corley
- G. Assembly Member - Lydia Lyons

Executive Board Member Updates

- H. President – Abigail Isaacson
 - i. Assembly Member Interviews
 - ii. SUMA x SGA Collab
 - 1. Went well
 - 2. Should try to do something like this again in the Spring, try maybe with other organizations
 - iii. Thesis Webinar
 - 1. Reached out to Dr. Margaret, she should be in good shape
 - 2. Keep Abbey posted about RSVPs
 - iv. IRB Workshop
 - 1. Clifton will create Zoom links
 - 2. Will follow up with him
 - 3. Will attend 11/20 and 11/21
 - 4. If other GSC exec members attend, please check those dates
 - v. Study with GSC
 - 1. Abbey will bring some giveaways and food
 - 2. QR codes for Grad School
 - vi. Attendance Tracking
 - 1. QR codes for tracking attendance in the spring
 - vii. Raffle for December attendees
 - 1. Create little giveaway bundles for study events
 - viii. Winter Retreat:

1. Dates:

2. Time: (3 hrs.) Lunch and Snacks included, Flatts?

3. What to expect: Take the time to plan, prepare, and organize events for the Spring 2025 semester.

- a. President: Creating minuets to share and, keeping track/ sharing tasks as they get done. Assembly PowerPoints, Assist with all tasks. Prepping lunch.
- b. VP: Creating a shared calendar of events and due dates, Assembly PowerPoints, Exec. Board Application Emails
- c. Chief of Staff: Creating email templates, and outlines for website updates,
- d. Treasurer: Creating lists and budgets for all events.
- e. Social Events and Outreach: Reaching out to collaboration and partnerships for events. Surveys to graduate students. Exec. Board Application Promotion/Survey.
- f. Public Relations: Creating social media flyers for events. Creating Surveys to send out after events for feedback. Exec. Board Application Posts & RSVPs.

4. What to bring/How to prepare:

a. Each exec. Member should come to retreat with:

- a. Laptops, iPads, or other devices for collaboration and teamwork.
- b. Chargers
- c. 2/3 Event Ideas
- d. 2/3 Assembly Ideas
- e. 2/3 Promotion Ideas
- f. Tabling Ideas
- g. Items and Order Ideas
- h. Schedules of classes/work/and events for days that you will be unavailable.

I. Vice President – Abbey Murphy

i. Resume Building Workshop

1. Tuesday, February 11 at 4 pm: In person - GSC responsible for snacks
2. Wednesday, February 12 at 5 pm: Zoom, Resume Building workshop

ii. LinkedIn Workshop

1. Tuesday, March 11 at 4 pm: In person - SGA responsible for snacks
2. Wednesday, March 12 at 5 pm: Zoom, LinkedIn workshop

iii. Networking Practice & Prep

1. Tuesday, April 8 time TBD: In Person - Career Services responsible for appetizers
2. Wednesday, April 9 at 5 pm: Zoom, Networking best practices workshop

iv. Senior Send-Off

1. Grads are included in Senior Send-Off festivities
2. We can discuss ways to market this better to grad students, they will create their own marketing materials, and we can post them

J. Chief of Staff – Gabriella Grigsby

K. Treasurer – Danielle Jensen

- i. Destress event – confirmed for December 9th at 6:00pm
- ii. Studying events? Abbey will go to Walmart and get snacks
- iii. Action Item: find out total money spent this semester so far

L. Coordinator of Public Relations – Jenna Estok

- i. Information for Dr. Griffin’s workshop? Abbey will get this from him
- ii. Zoom link for Dr. Margaret’s workshop in Abbey’s files
- iii. Planning for studying event Instagram posts

M. Coordinator of Social Events and Outreach – Kennedy Corley

- i. Kennedy will finish Destress Event flyer for Jenna
- ii. No RSVPs for either workshop yet – will let us know if they come in

- Current Initiatives
- Long-term Initiatives
- Questions
- Actions Items

Member	Action Item	Target Due Date	Notes
Abigail Isaacson			
Abbey Murphy			
Gabby Grigsby			
Danielle Jensen			
Jenna Estok			
Kennedy Corely			

Meeting adjourned at 2:32pm by President Abigail Isaacson

