

Graduate Student Council
Executive Board Meeting
Date: November 4th, 2024
In-Person: Manokin Room

Called to order at 2:10pm by President Abigail Isaacson

MINUTES

I. 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

II. Executive Board Member Updates

A. President – Abigail Isaacson

i. IRB Workshop

- 1. November 12th (Abbey Isaacson attending) and December 2nd (Abbey Murphy and Kennedy Corley attending)
 - a. Dr. Griffin will be hosting this event through the Graduate School
 - b. Virtual Webinars at 6PM
- 2. To-Do list
 - a. Abbey Isaacson will creating/collecting Zoom link
 - b. Kennedy Corley will make the RSVP Link
 - i. RSVP
 - 1. Name
 - 2. Date of Session
 - 3. Other information
 - 4. Questions box
 - ii. Gather questions and send to Abbey the night prior to the event
 - c. Jenna Estok will be creating social media content
 - i. Flyer – IRB Writing Workshop

ii. Thesis Workshop

- 1. November 14th (Abbey Isaacson) and December 4th (Jenna Estock)
 - a. Virtual Webinars at 6PM
 - b. Hosted by Dr. Margaret
- 2. To-Do List
 - a. Abbey Isaacson will creating/collecting Zoom link

- b. Jenna Estok – Marketing
- c. Kennedy Corley will make the RSVP Link
 - i. RSVP
 - 1. Name
 - 2. Date of Session
 - 3. Other information
 - 4. Questions box
 - ii. Gather questions and send to Abbey the night prior to the event
- iii. Graduate Information 101
 - 1. November 13th at 6:30PM (Abbey Isaacson and Gabby Grigsby will be attending) - Room TBD
 - 2. Meeting with SUMA and SGA on 11/5 at 4:30PM on Zoom to discuss collaboration
 - 3. To-Do List
 - a. Abbey Isaacson will reach out to some graduate students personally
 - b. Abbey Isaacson will be collecting materials and creating PowerPoint
 - c. Jenna create a flyer for Graduate Student Panel
 - d. Kennedy Corley will create an RSVP for Potential Panel individuals – Simplified
 - i. Preferred Name
 - ii. SU Email
 - iii. Program
 - iv. GA Position
 - v. Submit a headshot if possible
 - e. Gabby will send email to Jessica to send out to all Graduate Students to serve on the Panel
 - f. Danielle Jensen – Order sent to Catering on 10/31
 - i. \$70 – Service Order uploaded to Teams
 - iv. Finals Weeks Study Session – Abbey will figure out dates
 - v. Winter Retreat TBD
- B. Vice President – Abbey Murphy
- C. Chief of Staff – Gabriella Grigsby
 - i. Email sent to GSC Assembly Members – Ask them to attend the November 18th Executive Board Meeting
 - ii. Next meeting we will review some questions to ask and write down expectations
- D. Treasurer – Danielle Jensen

- E. Coordinator of Public Relations – Jenna Estok
- F. Coordinator of Social Events and Outreach – Kennedy Corley
 - i. Destress Event – December 10th at 5PM-6PM (TBD)
 - 1. Giveaway items, relaxation techniques, activity
 - 2. To Do
 - a. Dani Jenson will create a purchase list
 - b. Gabby will check which rooms are available
 - c. Jenna – marketing

III. Current Initiatives

IV. Long-term Initiatives

V. Questions

VI. Actions Items

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

Meeting adjourned at ___pm by President Abigail Isaacson