



Graduate Student Council  
Executive Board Meeting-Weekly  
Date: September 3<sup>rd</sup>, 2024  
Zoom

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Called to order at 9:08pm 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 – Nikki Dayball

II. Executive Board Member Updates

A. President – Abigail Isaacson

i. September Assembly Meeting – 7PM on Zoom on Sunday, September 8th

ii. President Lepre

- 1. Working to set up a meeting
- 2. Grad Night In the Box (GNITB) update and approval – Will verify date
- 3. Parking on campus - Addressing this issue
- 4. Centennial updates and initiatives needed on behalf of the GSC – Will share expectations for us

iii. Jessica

- 1. Website updates have been sent and are now active
- 2. Stipends are sent out in December prior to the end of the semester
- 3. Emails are up and running. Everyone should have access, please let me know if you do not.
- 4. Dogwood Access
- 5. Polos/Shirts: updates to come
- 6. Inventory Updates and Orders

iv. Dr. Griffin

- 1. Meeting on Friday, September 6th
- 2. Discuss Initiatives for GSC
- 3. Position Updates – Will review expectations for every position
- 4. Assembly Topics approval and ideas
- 5. Meeting inquiry and committee updates



B. Vice President – Abbey Murphy

- i. The T-shirts have been inventoried, and I have been in contact with Jessica Scott to order the new ones. I am still waiting to hear back from Jessica about confirmation that the new ones have been ordered, but she knows what we need.
- ii. Office hours – host permission for Zoom link? Can we add our emails to that page so that people can contact us specifically to schedule an appointment (& still CC the general GSC email)? General expectations?
- iii. Partnership with SGA? Talked to VP Murtaza Aqil, he wants to collaborate. Networking night (talk to alum Lindsey Ward)? Bulletin board clean-up? Collaborate with Career Services for resume workshop?
- iv. Ways to recruit more undergraduate students to Graduate School.
- v. Group meeting with Clifton & Jessica? General meet and greet so they can connect faces and names of our team?
- vi. Have we made any progress in selecting events & dates? Reservations?

C. Chief of Staff – Gabriella Grigsby

- i. Received an email from Megan Raymond to schedule headshots.
- ii. Need a general date of when polos will be received. I will then send out a poll to schedule a time with everyone.
- iii. Make sure personal agendas are done before executive meetings

D. Treasurer – Danielle Jensen

- i. We are pretty lax in terms of budget. Budget is indicative of how active we want to be.
- ii. Will be setting a meeting with Jessica to review actual numbers

E. Coordinator of Public Relations – Jenna Estok

- i. No events to push
- ii. Keep updated about upcoming events

F. Coordinator of Social Events and Outreach – Nikki Dayball

- i. Events
  1. Ideas: Virtual bingo/Trivia, campus partnerships (SGA, career services, alumni relations, graduate students, TRIO/CSA), welcome picnic, Post-Graduate Life workshops
  2. What events are we known for?
    - a. Fall/Spring Cookout
  3. Budget for the year/semester?
- ii. Office Hours question
  1. Is there a GSC link that all offers doing virtual appointments can use?

III. Current Initiatives



IV. Long-term Initiatives

V. Questions

VI. Actions Items

Member	Action Item	Target Due Date	Notes
Abigail Isaacson	<ul style="list-style-type: none"> <li>- Collect the above information from Jessica and Clifton. Schedule meeting with Dr. Lepre</li> <li>- Reach out to Anita Brown.</li> </ul>		
Abbey Murphy	N/A		
Gabby Grigsby	<ul style="list-style-type: none"> <li>- Schedule Headshots with Megan Raymond</li> </ul>		
Danielle Jensen	<ul style="list-style-type: none"> <li>- Create an “estimated cost” for inventory and events.</li> <li>- Figure out budget for merchandise through Midatlantic shop.</li> <li>- Look into catering for GNITB.</li> </ul>		
Jenna Estok	<ul style="list-style-type: none"> <li>- GNITB flyer made and ready to post once approved by president’s office.</li> <li>- Assembly meeting flyer to post and attach to email for Nikki</li> <li>- Link tree needs to be updated</li> </ul>		
Nikki Dayball	<ul style="list-style-type: none"> <li>- Create RSVP link for assembly.</li> <li>- Create form for GNITB</li> <li>- Create a template for an email advertising assembly topic and date for upcoming week to send to graduate students</li> <li>- Email SGA for partnership for Halloween/homecoming palooza</li> </ul>		

Meeting adjourned at 9:57PM by President Abigail Isaacson