

GPSS Executive Committee Meeting- 15 August 2015

Meeting called to order at 5:10 p.m. by meeting chair Alex Bolton

Members Present:

GPSS President Alex Bolton
 GPSS Vice President Monica Cortes-Viharo
 GPSS Vice President Brian Taubeneck
 GPSS Treasurer Kerstin Hudon
 GPSS Secretary Soh Yeun (Elloise) Kim
 Executive Senator Evan Firth
 Executive Senator Yasmeen Hussain
 Executive Senator Colin Bateson
 Executive Senator Joseph Telegan
 Executive Senator Brian Tracey
 WSA Executive Director Elissa Goss

Approval of Agenda:

Alex: 5:10, I call the meeting to order. Could I get a motion to approve the agenda. (Brian VP: So moved) Any second? (Elloise: Seconded.) Any oppose? Approval of minutes for July meeting?

Yasmeen: I hear that someone else is visiting.

Approval of Minutes:

Alex: It is true. It will be under Brian VP's report. Now we are up for approval of the minutes. I hope everyone had a chance to take a look at them. Do I have a motion to approve the meeting from our July meeting?

Yasmeen: I move to approve the minutes.

Alex: Any second?

Joseph: I was going to say that no, as I actually didn't get the chance to read them. Why don't you go ahead and approve them and just make a note and say that I will review them?

Alex: You can choose to abstain.

Brian VP: I will second.

Alex: Any oppose? Abstention?

Joseph: I abstain.

Alex: Thank you Joseph. The minutes has been approved. Okay, let's do the review of department allocation. Kerstin, take it away.

Departmental Funding Allocation

Kerstin: Last spring, the Finance and Budget Committee at their final hearing wanted to award a total of \$500 to Department of Statistics for funding their retreat. However, based on F&B guidelines, we were only able to award them \$350 official at the meeting, and we will need to get an executive approval to award the additional \$150. I can tell you that their proposal is very good. I would be happy to reward them the full amount. And also we have enough money in our

budget to award them full amount. At this point of time, I will motion to approve to fund Statistics Department the departmental allocation at a sum of \$500.

Yasmeen: Are they a pretty small department?

Kerstin: They are a moderate size department. They have about 30 people. (Yasmeen: Oh, so it's right under that cap.) Right. It's right under that cap.

Joseph: Are we considering anybody else from this year's allocation?

Kerstin: No, this is carried over from last year because somebody forgot to bring it to the exec meeting last time. So, we essentially have \$500 left, and they were the last presentation. We wanted to give them the full amount, but based on our guidelines we weren't able to.

Yasmeen: Move to increase the funding to \$500.

Elloise: I second.

Alex: Any opposed? All those in favors? All in favors.

Kerstin: Alright, Statistics Department will be funded in \$500.

Husky Sunrise Planning

Alex: Alright. Husky Sunrise discussion. I think this is going to be a team effort. Lots of people involved and lots of cooks in the kitchen. But that's a good thing. I will start with what I am focusing on and working on regarding Sunrise - funding. I have been in communication with the Provost's office. I drew up a memo explaining one, and it's actually larger than Husky Sunrise. Last year we received roughly \$30,000 in all fund from the Provost and that is for all our events. I am giving the context on how that came to be, what we spent the money on, and how the event went. Kirsten put together a budget from me showing what we spent the money on last year and gave some insight on some of the attendance as well. I will be meeting with the Provost next week to hopefully secure all the funding. A little bit of history that I came across while doing this: traditionally GPSS has gone around to lots of different departments to get money for events. And it's actually Ana Mari's idea to why the Provost doesn't just give us one lump sum. But it saves us time, it's easier for them to see what are we doing and what are getting, and I think that makes things better and easier for everybody. Two years ago had been \$20,000 and then we got \$10,000 last year from Husky Sunrise. It seemed the event was successful enough and they want to see it continues to grow. They will be willing and interested in continuing that funding. In my memo to the Provost, I did request the full amount of \$30,000 to support our programming for this year.

Yasmeen: How likely is that we will be funded?

Alex: I feel pretty good. I know for sure that we will get enough to do what we need to do. But based on some conversations and email exchanges, and looking back the history, we should be fine there. I am not going to make any promises for sure. But we will have enough money to have Husky Sunrise. But I think things went well enough last year so that it should make a very strong argument that the \$30,000 was a good investment for graduate students last year.

Monica: I've been meeting with people about the planning portion. We just came from a meeting with Sarah Greg from the Office of Ceremony because the plan is that, like last year, we are going to use tents, chairs, and tables left over from the picnic. And I met with Bay Laurel,

because I think the first thing we need to do is probably to solidify what the menu is going to be because that is our largest cost and get them those numbers ASAP. I've just emailed everyone, but I don't know if everyone saw it. Two proposals for the breakfast menus. One with bacon and egg. And one a continental breakfast just to get people some idea of the cost. I guess the way we can go is that we can go cheaper, or we can go more extravagant but maybe more limit. One option that we seem to be interested in doing is maybe in our advertisement saying that we are guaranteeing breakfast for only the first 500 people who show up. So, if we run out of food, which we did last year, people are warned.

Kerstin: It prevents us from growing too much. But, it also doesn't force us to do RSVP and ticketing, which we would need to do otherwise to try to limit the event. I mean, first come first served seems that it would work. Especially it's such a large number that even people come from the tail of the event will be okay.

Monica: And the President's Picnic does charge. They charge \$40 ahead for that. There's the idea that we can charge something small if we want or not, but just have some perimeter

Joe: Is there any possibility for just charging for people beyond the first grouping of people who are guaranteed?

Kerstin: No, because then we still run into issues with ordering food, and we have to count individuals. If we anticipate attendance at 500 and plan food for 500 but say that if you are addition to that, we are going to charge you \$5 ahead, that's even harder to do, because we have no idea how many more people are coming and we are paying a fixed cost when it may be too many extra meals or too little.

Brian VP: If people want this, they would come early. They see that the minimum 500 number, and they will come for it. Also people can just show up, and if they see the food is gone, they will know. They will probably be more okay with that, saying, "Yes, I came a little late, so there are the consequences." They will understand.

Elloise: It might be a good tip for people to come earlier next year. The big success with Husky Sunrise last year really pushed our events throughout the year. It attracted lots of people to attend our events afterwards.

Monica: So, if we go with the more extravagant menu, which is basically the same menu we did last year, do we want to limit to the 500 or do we want to have some cushion? (Alex: I think we want to talk about what number we want to do first.) Yes, it seems that we are all in agreement to stay with the menu that we had last year with the bacon and mimosas?

Alex: Anyone has any opinion on that? Do people feel comfortable with that?

Yasmeen: I am just not sure the amount for fruit trays for the first option versus the second. (Alex: It's about \$11 versus \$14.)

Monica: Yes, it's about \$14,000 for the first option for everything. (Alex: This is for 700 people, too)

Yasmeen: I think I should try to explain myself. So, the fruit trays, the 15 fruit trays at 140 piece is \$2,100, but the continental fruit and pastries are per person. So that's interesting that it's per person for the continental breakfast versus bulk fruit trays without. Normally, you just double the number of fruit trays and getting pastries trays and it ends up being cheaper. I don't know why they have worked up the numbers that way. Does that make sense?

Kerstin: I think it's because the menu you were talking about has per person pricing, whereas the other one the fruit and the pastries are the main component of the breakfast.

Monica: Yes, the fruit trays were add-ons for anyone who is uncomfortable with non-vegetarian food. They have bacons and some other options, though. The total cost for the original menu is about \$14,000 for 700 people without buying champagne or orange juice. But it does come with coffee and tea. The other one for 700 people is about \$11,000, but it comes with orange juice. That's where we are at.

Alex: So, I think the discussion is going to become on numbers. We had a capacity at 500 last year. We had about 560 Husky card swiped, you said. (Kerstin: Yes.) Our team's general consensus is that it was more around 700 people just because not everyone got swiped their Husky card. 500 somewhere does seem to make sense. The other thing that I think we have to remember is that we got a little bit of extra help last year like things that we weren't charged last year, because people want to try to make sure to see the event. They gave the best chance they could to see the event be successful for the first year. Now it's like: you guys have plenty, so you guys are going to cover what you are paying now. We are going to have the last bulk no matter what we do. So, we need to be aware of that. But then, there is the discussion we had, and Sarah as well brought this up, with the Dean of Grad School about potentially investing more in Husky Sunrise to make sure it's a successful event. In that context, we probably don't want to, at least, in my mind, do a lower grade breakfast. Also we need to up the number from 500. 500 is probably too low if they are talking about building on the success and continue to grow it. The same number is probably not going to do it. I do want to be so, because all the discussions on how successful Husky Sunrise was were partially due to capacity at 500, and it went up to almost 700. That puts us in the mentality of that. If we get a capacity at 800 and get a 750, technically we grow, but I don't know if we would feel as happy about it, because we are below capacity. So, I want to make sure we have lower expectations again so that we can overshoot it.

Elloise: I really like Kerstin's idea that having an advertisement that says the first 500 would be guaranteed to have a breakfast. And then we can prepare more depending on how much we can afford and how much more we'd like spend. With our budget, we can prepare meals at least for 500 or 600 people.

Alex: I would like to do more than 500, just because of the conversation and the context of everything. I think at least 550 or 600.

Kerstin: I would say 600.

Monica: So in our advertisement we are saying 600. (Kerstin: And in our order we are saying 600.)

Yasmeen: The only other thing I want to say is that the way that the beverages were done last time is walking around with trays. So this time, it seems that there are actual bars. So, you can go up there and actually get orange juice or mimosas.

Monica: That was a suggestion from Bay Laurel - they want to make sure that nobody is underage. Because a bartender would know it looking at wristband and be more diligent. But also it slows people down. But, we don't want any liability issue, because I think then people can just grab what they want.

Yasmeen: I think it also equalizes the playing field. (Alex: Yes, because everyone has to go up to get 'a' beverage.) Except for the coffee and tea. (Alex: Which is another line. Anyone who wants to get a cold beverage has to get in line.) Any one. That was it.

Monica: If we go with what we are going with, it's \$14,000, and we would still need to buy orange juice. (Alex: It would be less than 14, because we are doing 600.) Yes, 600. And we'd go get orange juice and champagne separately. And the rental for champagne flutes. Another thing that we can do if we want to cut cost somewhere, I suggest to go with plastic compostable cups. And I think Bay Laurel said it would be a very minimal charge, if at all. .

Alex: Anybody has a strong opinion on that?

Elloise: The fancier, the better, but I get it.

Alex: Like if we'd like to do a toast with it, how bad would it be? I think that's what I want to know.

Yasmeen. Not bad at all. I think people are totally used to that. I think it would be less fancy, but I don't think that's a bad thing.

Monica: She is charging us for china. Though we are able to waive that cost last year, this year they are charging us for china. So, we could forego china and do with paper and plastic. Or we could keep the china and only go with plastic for mimosas. Or, we could go all out with china and glassware. So there's a couple different ideas on how we can spend our money, and how fancy we'd like to go.

Elloise: What would be the cost for glassware?

Yasmeen: It looks like that china costs a dollar per person.

Monica: Yes, but I don't think that's for champagne flutes. Didn't last year you have to get champagne flute from another . . . (Kerstin: Yes, champagne flutes were separated.) Yes. So, these are cups for coffee, water, and juice, plates and that kind of things. This doesn't include champagne flutes.

Joseph: I am just going to give a personal vote for utility. I think we are calling the event Husky Sunrise, which implies informality. I think we should strive to have the best food and drink as opposed to worrying about the china and as such.

Kerstin: I would say that bacon seems a big deal to me. Actually I don't like bacon that much. But we were talking about that bacon would attract more attendance than the china. If I had to trade bacon or glassware, I swear I would pick bacon.

Alex: What would drive people coming?

Yasmeen: So, there would be no fee for cups and plate if we don't do china and glassware?

Monica: Umm, I can double check, but I think it's very minimal. (Elloise: it would not be as much as \$700.) Yes.

Yasmeen: \$700 seems a very small portion of the total charge.

Monica: It's a small portion, but also that \$700 can cover champagne and orange juice.

Alex: The other thing is that we had too much orange juice last year.

Yasmeen: I think it was because people who just wanted orange juice had to go and specifically ask for it. So, they ran out of champagne and still had a lot of orange juice, but stopped serving it completely. So, I think the actual bartending would be good.

Kerstin: I think regardless of that, I don't think a glass champagne flute is a good idea. I think they are a hazard. I think it's a less safe management practice than having plastic champagne glasses. You are outside and the surface isn't even, and even if a china plate falls to the ground, it's probably going to be fine. But campaign flues can easily be broken and stepped on. (Alex: Are you sure you are not in the law school? *laughs*)

Elloise: It might be great if we can go more green. Compostable plastic, maybe?

Alex: I think all their stuff has to be compostable. (Monica: Yes, I think that's the contract they had with the University.)

Monica: So, are we moving to the more expensive menu with all compostable paper and plastic or just for glasses? (Alex: Do you have any idea on how sturdy the plates are?) They are the same plates we had last year, so I am assuming...I can ask for a sampling and bring it in.

Alex: Do people feel okay with that?

Monica: If we are leaning in that direction for all compostable, I can get a sampling. They will charge us for paper and so on, it won't be significant.

Joseph: I am in favor of all compostable stuffs and not in favor of going with china.

Yasmeen: But if you get the samples and they are crap, you can change your mind.

Monica: Yes, that is true. Because we are doing a heftier breakfast, meaning that it needs to hold potato and eggs. So are we wrapping this up? At least for this portion? The main things we are agreeing upon are: the same menu we had last year for 600 people, all plastic and paper, bartenders, and advertising that says guaranteed breakfast for the first 600. (All: It sounds great.) I will move forward with that. Thank you.

Kerstin: We also talked about moving the spirit stuff to the beginning, like the marching bands and Harry the Husky right there at the top. A shorter speaker list continuing to have the resource fair. And we are also much more in contact with the Office of Ceremony. We are going to put all our instructions for a set up in the manual, so it's like we are being included in the Office of Ceremony Welcome event. So, it should be a lot less work on our end. Also we will follow Doug's lead and camp out.

Monica: Yes, that's it. We will need security. Do you need anyone for the camp out?

Yasmeen: Do we need volunteers? If so, should we make that call soon? I don't know how soon we will need volunteers or if you would need volunteers at all.

Kerstin: So our entire staff, everybody we hired, knows that they have to work that day. At least the people Eloise and I hire so far know that they have to work that day; that's part of their employment. So, that would give us at least 6 volunteer plus all of us. We can also ask the ASUW people to come. I know Christina and Jack helped out last year. So, I would say it is something to get started on but probably could wait until the beginning of September.

Monica: And I am assuming we can reach out to former senators who will probably be coming back. (Kerstin: Former senators, friends, basically whoever.) Because I guess another I want to make sure is that not only do we have volunteers checking in and giving them the wristbands, but it would be nice to have some people hanging around so that if people are coming in through any other forms of entrance other than the official one. (Alex: Bouncers) Yes, but more

nicely dressed, like yourself. You know what I mean. Because I came in from the side, too. I think I came in where the carters were. I could have just not swiped my card, but luckily I knew what to do. But I am concerned about undergrads and under 21s.

Yasmeen: What time is it starting? Can it start later? I remember it was super early last year.
(Alex: Yes, it was 8:30 last year)

Alex: We got there at 7:30. People started to trickle in around 8:00. And then we told people the event would begin from 8:30. We had people starting talking around 9:00. Any strong opinions?

Monica: I am not a morning person at all. But I do believe that the earlier the better- only for those people who have to go to their orientation.

Alex: Do we have any idea on what time is other departmental orientations?

Elloise: The first orientation of the day would be Anthropology Department at 9:30. And the second one will be at 11:15, which is History.

Alex: So, ideally we will be done at 11:00, I guess? We could do 9:00-11:00 if we want. I mean 8:30 classes were never popular anyway. That's the other thing, though - we had 700 people showing up at 8:30 in the morning. That's something to be proud of. (Monica: The power of bacon and mimosas.)

Brian VP: Evans School has some picture taking things for all students. The majority of people I saw at Husky Sunrise went to the Husky Sunrise, and then went to the picture taking.

Alex: So, having it later would ruin that opportunity?

Brian VP: Not really. (Alex: What time is the picture thing?) It was from 9:00-11:00. I mean, how much later are we thinking? Like 9:00? (Alex: Yes. 8:30 or 9:00 is basically the option.) I think as long as the speaker part is shorter - that's the key. Because people don't feel impolite to leave. If I can come eat a little bit, talk to the Deans and with a couple students, I'd just leave, not waiting for the speakers to stop talking. I'd just leave, thinking that's fine and it wouldn't look impolite.

Monica: Another thing I want to do is that I would like to have a program at the table, so people know what's happening. Because I do feel like there was an issue like people were trying to mingle and talk, but there was a speaker, so we'll do our conversation end, like you don't know what was happening when. You could say that 8:30 is when the resources fair portion comes, and then we can say 9:00 is where the speakers start.

Kerstin: So, doors open at 8:30; the program begins at 9:00-9:20. So, that way you are catching the earliest people to be able to eat before the program, and the people we will be getting at 9 might be just coming right before or after the program, and they can get food afterwards.

Monica: Or if they come at 9, they can get food, stay for the program, and after the program that's when they do their mingling and resource tables run. What do you think about that?

Yasmeen: I think if breakfast doesn't start until later, I think people wouldn't...

Monica: No, I think we are saying that breakfast will start when the doors open. But the program won't start until 9:00.

Alex: Don't forget we are doing only guaranteeing the first 600, too.

Monica: Will there be microphones? (Alex: Yes.) Oh, because I felt like it was hard to hear. (Alex: The acoustic were not great, and I don't think that they got cranked up high enough.) Okay. So I like that. Doors open at 8:30, programs starts at 9:00, and then we can say here are different speakers. And then at the end we can say stay for the resource fair.

Kerstin: And so 8-9. That's when you have Harry the Husky there, and the marching band. They are all super loud. And they finish, and then people come on and talk. And resources fair and wrapping up the event by 10:30. (Monica: Yes, I like it.)

Monica: Also, I like the idea of having their program begins at 9:00. So if we shush them at 9, they would be expecting it.

Alex: Okay, just kind of to recap to make sure we are all on the same page and everybody feels comfortable. So, we will go with the similar breakfast we had last year with eggs, potatoes, and bacon. We will also have mimosas and orange juice, as well as tea, coffee, water, and fruit trays. In a potential cost saving measures, we'd use compostable champagne flutes and paper plates. Also we will have a hard cap this year. Last year we had a max of 500 but ended up paying for 600 and something. So, we will have a hard cap at 600, and have the poster saying that only the first 600 guaranteed breakfast.

Brian VP: Do we know if there's going to be a lot more people there this year?

Alex: There's a potential. My mentality on this - I feel like a lot of the perception of success was because we had a capacity of 500 and it went that capacity. Frankly I rather do a number that seems very doable and overdo it again, just to try to build on that success. Because I would rather shoot for 600 and get 700 than shoot for 800 and get 750. Because last year people feel like it was a well-attended event. It was a weird event psychology thing.

Evan: A lot of participants commented on the fact that we were over-capacity as a positive thing.

Alex: Ideally 600 will fill up quickly and feel a bit bad, but feel pretty good as that we've done a darn good job that we can guarantee 600 moving forward and hopefully incrementally grow and meet that.

Kerstin: We are at half an hour for this agenda.

Alex: Any other thing? Do people feel good? Basically, a lot people will be working on this. If you have any comments, feel free to check in with us.

Monica: I will confirm with the Bay Laurel: order and check out the quality of the compostable. So at least that will be done. And then I will put together some wording for the invitation to go out. Maybe I will just send it to you two to look at. Kerstin: You and I can work together on putting together the venue document.) Yes, thank you.

Alex: According to the Ceremony Office, our spending the night is probably better than hiring some security.

Monica: Last year they left a lot of cupcakes because I guess they do a lot of these fancy cupcakes, so they left those there.

Alex: Ok, so are we good here? Good. So I am going to go off the agenda real quick here to introduce our guest Elissa Goss, Executive Director of the Washington Student Association. They had their retreat last weekend that Brian VP attended. Would you want to sit in for a while to see what we are working on or do you want to go ahead?

Lisa: It's up to you all. I can wait. I plan to be here for the whole time.

Alex: Technically we should probably move along because we have so many things to talk about. So, I just wanted to double check to make sure it's not a huge inconveniences for you.

Brian Tr: I have a question - when is the Husky Sunrise?

Alex: It is Monday September 28th. So the school officially starts on Monday, Sep. 30th.

Monica: Doors open for Sunrise at 8:30. So it's like 8:30-10:30. But you will need to be there for prep at 7:30.

Alex: We will need help setting up, getting ready, during it, and afterward. It was really fun. Good chance to meet people, too.

Yasmeen: Do we have specific on when people come? What if people came very early or if they come in 10:30? I am just concerned by ending it short.

Alex: I can tell you when I came back at 10:30, it thinned out considerably. When I left around 9:30, it felt like it was almost full already, and at 10:30 it was very sparse.

Succession Planning

Alex: Continue on the next, our succession planning, because one of our friends here at the table will be leaving us. We have been lucky to have that person over the summer, but we talked a little bit about this in the July meeting. I just wanted to touch base again. So what we came to consensus on the July meeting was that we decided to wait until the fall. So I want people to think about who they think might be a good exec senator and potentially recruit a person that they might think would be a good fit. And logistically, we will probably want to have an official announcement at the first meeting about the vacancy, and have the election at the second meeting if everyone is okay with that.

Joseph: Point of information - Alex, could you please try to talk a little bit louder?

Alex: Did you hear the part about succession planning?

Joseph: Yes, I heard that, and then when you were going into logistical stuffs, that was when it got unclear.

Alex: Logistically we would like to announce it at the first meeting and have election at the second meeting. So, if you have anybody that you would like to recruit, feel free to recruit someone who might be interested.

Elloise: Is Eddie considered one of the people that we can contact?

Alex: You can recruit Eddie if you want. I talked to him and it might be harder than I had thought. But we will see on this. Any other comment on that? Cool. We will get right back on our schedule.

Retreat Planning & Summer Availability

Alex: We talked a little bit about this at our July meeting. I think it's going to be easier with everybody, which is awesome. We need to find availability between the week after Labor Day and Husky Sunrise. It's going to be a weekday. Let me open up a calendar so we can go through and see. Let's go around the table and say what day we are available.

Elloise: Can I ask how many hours would it be?

Alex: Panning on doing it for an all day, maybe?

Kerstin: You said between Husky Sunrise and Labor Day.

Alex: The other way around.

Kerstin: I can start. I have nothing from the 10th through the 17th.

Yasmeen: I may not be able to make the 14th.

Elloise: The 14th is the only day that I can be free all day long because I will be teaching until September 18th. I will teach Tuesday through Friday until September 18th while, Monday would be my off day. If the retreat has to be any other day than Monday, I will be available in the afternoons during all weekdays.

Alex: So you can do the 7th?

Kerstin: We are doing the 10th- 17th.

Yasmeen: The 7th is Labor Day. So you can do the 14th?

Elloise: Yes. On other days, I am available in the afternoons after 12:30.

Alex: What about the week of 24th? Do people think that's too close to the school year?

Evan: I can't do the 14th, 15th, 22nd

Yasmeen: Alright, I will put that on the board.

Kerstin: Brilliant.

Monica: So you are saying 10th through 17th. Does the 10th not work for everybody? How about the 10th after 12:30?

Brian VP: Like 9-5. Is that what you mean by a whole day?

Evan: Two afternoons? Is that too complex?

Alex: Maybe 12:30 to 7:00.

Elloise: If you'd like to begin by having a lunch, you may start earlier like at 11:30.

Alex: As far as weekdays from the 10th to the 17th. Yasmeen can't do the 14th.

Monica & Evan: I can't do 14th & 15th.

Monica: The 16th is a Wednesday. We can do that.

Yasmeen: Elloise is not free on the 10th unless it is the afternoon.

Colin: I will be gone the 10th through the 14th.

Yasmeen: Is there a reason why the 18th can't be?

Brian Tr: I will be free in the afternoon on the 10th, but not free on Tuesdays and Wednesdays.

Evan: 14th and 15th are for planning TA and RA conference, as 17th 18th for the TA/RA conference. I only have to do 14th & 15th.

Yasmeen: But don't you [Monica] have to do it, too? Brian Tracey, this might be a bad time to ask, but will you be here for the fall? Because I heard rumors that you will be gone.

Brian Tr: Yes. I will be here.

Yasmeen: So, it looks like there's no days.

Colin: Maybe, in the afternoon, we can do that on the 11th.

Joseph: I am pretty good those days, just hoping it's earlier. 10th and 11th are better than 17th and 18th.

Yasmeen: The 11th doesn't sound bad.

Brian VP: So, it looks like 11th and 18th.

Alex: The 11th and the 18th are our top spots.

Yasmeen: So what day are we doing?

Alex: Let's do the 11th. Meeting on campus at 12:30 - 6:00.

Monica: Maybe we can go to the President's gala, too.

Kerstin: We do have money for this retreat? Do you want early dinner or lunch?

Alex: Let's do lunch.

Monica: How about the UW Club?

Alex: If we do lunch, we need to do it before 11:00. We have to check with Rene on that because there's some weird things with the quorum stuffs.

Meeting Location Discussion:

Yasmeen: A question on the rest of the meetings until fall. Will HUB close early? (Alex: This will be finals week, so the HUB will start closing early.) Seems we all are getting started pretty late. Can we move it to somewhere else? Because we spent so much time last year to go and grab people.

Alex: The HUB closes at 5:30, which is why we do the meeting at 5:00. But if we want to do the remaining of the meetings here, we can do 4:30. It has to be a common open public place, because it is a public meeting.

Yasmeen: But the problem is that people cannot come in. They literally are locked out.

Alex: I think it's okay as long as it's open when the meeting starts.

Yasmeen: Can we meet at the library?

Alex: I don't think they are opened. They just close as early as the HUB.

Kerstin: Elloise, can you look into it with Demi?

Elloise: Sure. I will check room availability with Demi.

Yasmeen: I feel good starting at 4:30 if we start it on time. That will be okay for me justifying leaving early. We started 10 minutes late today. Last time it was 20 minutes late.

Alex: I will talk to Rene and see what our options are.

Celebration Planning - Director of Minority Affairs Leaving UW

Alex: Next. I'll hand it over to Brian Tr. He wants to talk about celebration planning for Dr. Sheila. She has been the VP of Minority Affairs for a long time. She got her Ph.D. here and has been an administrative for quite a while. And now she is the Interim President for Seattle College which used to be the community college.

Brian Tr: So, I wanted to know if we are involving. UW has an event in October for Dr. Sheila in October. So, I was thinking whether or not we want to be a part of that planning process for the celebration.

Alex: Great question. I think it would make a lot of sense for us to be present and get involved in some way. I am not sure what the best avenue for that would be. Is there anything they need help with?

Brian VP: Do they have a planning committee or anything?

Brian Tr: I will ask about that tonight and get back to you on that.

Alex: If it's late enough, another thing we can consider is doing a resolution to thank her for her service while she was here. It's a nice symbolic thing that we can do at the event.

Evan: If their planning people want our participation and outreach, that would be a good thing for us to offer to.

Brian Tr: Yes, I will reach out tonight.

Alex: Sounds good, Brian.

Exec Senator Report:

Alex: Who wants to go first?

Yasmeen: I can go first - I have nothing to report.

Brian Tr: Diversity Council is working on the blueprint. A couple of weeks back on the 30th. So, right now we are working on the draft because they are supposed to have the draft by now.

Alex: How often do you meet?

Brian Tr: Once a quarter at the very least. This summer we had two sessions just because we are working on the blueprint.

Brian VP: I am sorry - what is the blueprint?

Brian Tr: The diversity blueprint is about a set of goals to achieve by 2020. We had one before. (Brian VP: Is this about how to recruit students?) It's about how to make the campus more diverse and inclusive. They had one for 2014, and now they look at the results. So, basically a set of goals to achieve by 2020. And that's all I have to report on that now. Once the blueprint is finished, it will go to the UW webpage.

Evan: I recently got my master. (All: big claps for Evan.) I am on the slightly awkward stage on slightly changing my project and argue that I still deserve to be here to go on toward my PhD. So if you are wondering why I am taking like 4 days to reply to any average emails, it's because I am working on my master for a good solid month, and now I am working for another solid month to stay as a PhD. I am going to be facilitating two sessions at the TA/RA conferences. I will be facilitating in part of being in RA. And that would be a great place to plug GPSS. It would be interesting to see how much GPSS is being talked there, since it is a good resource. So

that's what I will be speaking about. And that makes me remember about the orientation - potentially plugging in GPSS. So I was wondering where we are on that. (Alex: Yes, Elloise is on that.) Kerstin's email went out to talk about SAF, Travel Grant, and F&B. If you have any question, if you want to hear what it's like to be on those committees, you can ask me.

Kerstin: As Evan said, I sent out the email to ask people to be on my financial committees because those do need to be started in the beginning of October. I have been working diligently with F&B Director for ASUW, and we are streamlining our forms and our applications process for special allocations, so it's more uniformed between GPSS and ASUW. Our summer travel grant program was definitely a hit. We allocated all of our findings to 7 different recipients. And all of our paperwork has gone through. But I did notice that for some reason – Treasurer's email isn't getting some faculty recommendations - I had two cases now where student said their faculty sent it. And I find that concerning, so I am considering moving the application to Google Drive rather than email, or just move the entire application process to Catalyst. I've hired my budget specialist. Some of you might know him - his name is Mac- and he was the last year's SAF chair. He's going to run for SAF chair this year again, but he is very excited to be working in our office and getting to see more on micro level how university administration function because he is very used to having a lot of autonomy as a chair and not used to dealing with the system.

Yasmeen: Isn't that conflict of interests?

Kerstin: We checked with Rene and Lincoln, and they all said it's not. (Alex: It's definitely not conflict of our interest *laughs*) ASUW and GPSS appoint most of the members, and Mac also says that he can abstain from voting on GPSS related matters.

Evan: What are some of the duties he will be performing?

Kerstin: He will help track spendings, which is another piece of my announcement. He will help handle a lot of the paperwork for the grants and we have some new found freedom in the treasury department to do stuffs, because programing is no longer on our plate. So basically, he will be doing what Eli did last year, but with a more wiggling room.

We also hire a new RSO advisor. His name is Patrick. He is coming off from UW-Tacoma. I think he is going to do a great job. I got to sit on the hiring committee. Later this summer, the HUB will be hiring a Director of Veterans Affairs to go with the Veteran Center that SAF approved last year. And they will also be hiring a new counselor position for the D center.

The last thing I want to go over is expense tracking this year. I thought it would be nice to have active budget, so we will have a more up to date picture throughout the year on how much we spend and how much we allocate toward something, and keep it real time. I want all of your opinion on this. I was going to make this sheet on which you will write your name, the budget number you are using, the event applicable, and date, and what you are going to buy and its estimated cost. And just dropping these in the box would allow me to keep a more updated idea

of how much we are spending and I can follow it through my desktop, and that might makes it easier instead of having to copy me on every email and keeping all the receipts. Since this is a really quick 2-minute thing you can fill out. It would be extremely helpful if we can keep track of spending.

Alex: Can we do electronic form? Or maybe there's a format for an email.

Kerstin: Yes, we can do that. Maybe we can just have a subject line on what needs to be in it.

Colin: I am pretty sure you can put together the Google form. (Alex: Catalyst might also be helpful.)

Kerstin: if I make that catalyst from, you would use it as long as it is not hard numbers.

Monica: Also, I don't know if we will learn these. But I don't know my budget number. So in that Google Doc, maybe you can have a dropdown of budget number.

Kerstin: Sure. My last update. I am working with the Student Technology Fee committee to get two new computers for the VP office. I am trying it instead of buying a laptop - work out something with STF where we can do a quarter-long loan. Because that way we don't have to update our technology every a couple of years. We will just be relying on STF updating their technology.

Brian VP: So, the computers has to be desktops, or they can't be just laptop?

Kerstin: I was thinking of buying a desk top for the office only because I think desktop has more longevity than laptops do.

Evan: Tech loan program?

Kerstin: Like a month-long loan program that's technically house under STF?

Yasmeen: It's not. You don't have to talk to STF about it. You just talk to someone else in loaning.

Monica: I will go next. I am working with Core program on a workshop. They want to do a workshop for international student called "Communication for International Graduate Students." We have already booked a free room here. But we do have to pay \$23 because we may pay for snacks, so I need to know what budget number we will use for that. We already have a date and I will be sending all that to you soon. I will be the speaker, but it will be through the Core program. (Elloise: The Core program also has the resource table time. GPSS will have a booth there as well. By the way, there are multiple events through the Core program.) So I have been working with Zee Un on that.

For Husky Sunrise, I met with Bay Laurel, and Office of Ceremony people. I have a meeting with Ben Moet from Graduate School. I am meeting with him next week just to see how we can work together. I am also on that steering committee- Husky 100- the new recognition program where they want to identify top outstanding students. We are committed to at least 40 of them would be graduate students. I was in a meeting on that yesterday and today.

Alex: Who is running that?

Monica: Shawn Ferris. He is from Residential Life. And I think that's it. And I need to hire people.

Elloise: First of all, we have two new staff - thankfully, Cynthia Chang has come back. She is the Director of Communications. Her title has changed. And if you have not met Demi Boe yet, she is our new Office Manager. She will be in the office on Tuesdays and Wednesdays during the summer from around 9:30 to 2:30. She is an incoming MS student in HCDC. She used to be history major at UW.

Yasmeen: Will the office hours be posted on the doors? So if you come by and the office is close, you will know when to come back.

Kerstin: They are already on the door. They have been on the door all summer.

Elloise: I would like to note that we had so many brilliant candidates and it was very hard to pick the final one. Kerstin helped me with the interviews. It was such a competitive selection. For the Information Specialist position, we are getting a lot of applications. The application will be closed on August 30th and the interview will probably happen in the first week of September. So, by the beginning of the fall quarter, we will certainly have an Information Specialist.

The second thing I would like to report is about orientations. So far 32 programs have confirmed that they would like to have GPSS in their orientation. Half of them also want UWPD, so I am contacting UWPD to coordinate the co-sessions. It's going well. I am trying to schedule the orientations not to be overlapped with each other, but some days there are as many as 8. I might try to be at many orientations as possible, but it would be impossible for me to do all of them. It might be great if you can help. So, I will contact you soon about the programs that you may be able to help to speak.

Yasmeen: Are there any program that hasn't confirmed that we are part of speaking at? Who were the programs that have not responded or confirmed?

Elloise: Drama School hasn't confirmed yet. Law school, not yet. (Evan: Oceanography is usually on top of it.) Yes. Mechanical Engineering hasn't contacted me yet, either. And I think other programs are good by far. Biology will be on Sep. 16th.

Monica: So if we go and bug our people, what should we say? Should we ask what date and time they would like us to be there?

Alex: Just want to make sure GPSS is present.

Elloise: And like how many minutes they would like to have us to talk, and what kind of talk they might want us to have, and how useful we could be for their new students.

Alex: And push Husky Sunrise.

Elloise: So, Cynthia and I will work on to prepare the poster and social network ad for the next couple of weeks. (Yasmeen: Are there any pamphlets, too?) Yes. So the pamphlets and the presentation material will be another thing that I will work on. (Monica: So, some talking points?) Yes. Those material will be given to a speaker for their use. However, that material will only be used as a guideline for the speaker may know better what would be useful for their new cohorts. They can totally customize what they would like to introduce about GPSS.

Kerstin: Last year we gave out comment cards at our orientations to get people's name and their email addresses, and what they would be interested in hearing more about. Was that useful? Should we do that again?

Yasmeen: Did you get useful comments?

Evan: I sent back a lot. People took their time filling them out, and I think I even at one point didn't have time to collect them, so I ended up collecting them again a week later because the GPA was so happy.

Yasmeen: Did we use them?

Alex: Who would know that? Kerstin?

Kerstin: I have no idea. To my knowledge, we used them especially when we got the all graduate and professional student senate listserv.

Alex: I remember there were some useful recruiting for certain positions. Like people indicated their interest in a few positions, so we were able to use that as a recruiting tool.

Kerstin: So perhaps we can modify it and pass them out. Instead of like - oh I am interested in events and programing. We could talk about all the exec liaisons positions and pass them out, and say please fill them out if you think you would like to be an exec liaison. That way we are not typing up cards for everybody.

Monica: I think it might be helpful to have something to tell where they can see what the executive liaisons are.

Kerstin: So we can do categories - we can do institution review boards, financial committee, technology, sciences, and categorize those.

Alex: Who would use them now? I'd like to make sure we respect everybody's time and we would use them. Who is the office wants to use that no? Maybe Monica and I would use it for appointments, I guess? Is there anybody else that could use them?

Yasmeen: If it's suggestion for activities, then it would go to event planners. I don't remember who is handling activities now. (Monica: me)

Elloise: Four major things I would like to highlight during our short time given for a presentation are: what GPSS does, ways of getting involved like senators and executive liaisons, events that we provide over the years, and funding opportunities.

Alex: No, Just Husky Sunrise. Like this is GPSS and this is the event to kick off your year.

Monica: I agree with that in terms of messaging, If there's too much, people don't remember a lot. So we could kind of push Husky Sunrise and say if you are interested in being on a committee, come to Husky Sunrise. (Alex: I mean we are going to have a table at Husky Sunrise.) We could have a table there with the list of committees and stuffs. I like the idea of what is GPSS, come to Husky Sunrise and learn more. We have resources there. And if there's some sort of postcard with Cynthia's beautiful design on it that says go here for more information to be on a committee, and then we can leave that behind.

Alex: Hopefully we can also have Husky Sunrise poster ready to be put up. I am not sure when the orientation starts. But if possible we should have the poster ready.

Elloise: I am going to send an email to GPA to remind them of things like that having their senators for their program matters and we have events for their students. But some GPA never respond.

Colin: But after the Husky Sunrise, you can skip the GPAs.

Alex: Or even at the orientations.

Yasmeen: One of the things is that at our department, we don't decide on who our new senators is until after the retreat, which is the weekend right before the school starts. So that might be why people aren't responding. Because people are still coming back in.

Monica: Yes. I know we elect our senator after the orientation. But I like the idea of getting them in people's head. Maybe saying - do you know who your senator was last year? Or do you know your department gets two senators? And it's your right. You should have representation.

Kerstin: But if we are collecting paper instead of thinking it as a mailing list, we should think of it as - I want to get involved with one of these things instead of just a broad thing. Because the only issue about having a booth at Husky Sunrise, which I think is an excellent idea, is that a couple of the orientations is after Husky Sunrise. And for those we will need something.

Elloise: Half of the orientations will happen *after* the Husky Sunrise. Unfortunately. 10 or 9 on Monday to begin with.

Evan: One of the things I did at the orientation last year is to do interactively where people at the orientation got to decide what their priorities would be for GPSS, and what they would like to see GPSS striving for and advocating for. So that may also be a good use of time to allow them.

Yasmeen: I like the idea, but these people have been at the university for a zero year.

Evan: it's important to approach that I know you haven't had time to experience this, but you are included in the population that we represent now. We get input quite often from older senators.

Elloise: I have one last thing to report - there was an email asking whether we'd want to participate in the RSO orientation this year, which will happen on Sep. 30th from 10:30-3:00, which is two days after Husky Sunrise.

Alex: It's the first day of school. From what I heard for last year- because it was so overwhelmingly focused on undergraduate, we didn't get a whole lot. But for grad students who swing by, it will be good to let them know that there's something for grad students, too.

Elloise: So, do we want a table at that fair?

Yasmeen: Does it cost money?

Elloise: No. But it costs many hours and efforts of ours.

Alex: Any strong opinion?

Yasmeen: I think it would be really valuable for GPSS to be there, but I definitely can't commit to the whole day. I can commit for an hour.

Elloise: If I split the hours with a few people, we can do it.

Yasmeen: But I think it would be good to have us there. We are an RSO, and we are a really big RSO.

Monica: When is it again? I can do 10 am.

Elloise: Wednesday, September 30, 10am-3pm

Monica: I can probably do 10:00-11:00.

Yasmeen: I will do 11:00-12:00.

Elloise: If you know your schedule on September 30th between 12:00- 3:00 and can be there for an hour, let me know.

Kerstin: It's on red square.

Colin: I can do 1-2.

Elloise: Only two more hours are open. 12-1 and 2-3. I will sign up myself for 12 to 1. Any other people?

Alex: Or, we can leave early. OK,

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Lisa: Hi everybody, I am the new Exec Director of WSA. I guess that you all are familiar with what we do. Great. I am new with the position - I have only been here for about 10 and a half months. Originally I am from Texas, but I have been in the Northwest for about 6 years. My background is on policy. I am really excited to be in this new role because I think of graduate students often - people sometime focus only on undergrads.

Some quick updates. This coming year our VP of legislative affair will be also a grad student - that might be of interest to you. He is currently doing his MBA at WSU, Vancouver. So, that would bring a bit more of the seamless infusion around graduate issues as well as undergrad issues in state legislative reports. And our VP for Federal Affairs. I know he is also really passionate about graduate issues as well. So, I am looking forward to hear more about your legislative agenda. And I will be down in Olympia full time. Some other things that we are working on is that we have a new VP of University Affairs. So something that we are really going to be looking at this year is to make sure our legislative policy reflect that. So that's news. You will be hearing more and more about.

I want to invite you all this Friday- it's kind of a last minute thing. We are meeting with the representative at his community organizer's office at SLU at 5 to land a fall event with students at UW to specifically look at how he can as a state representative represent UW and University District and do more around representing student interests, including housing, transportation,

and of course tuition, etc. Tomorrow from 5-7 at the office. I will send an email to Brian VP. So if you want to be part of the planning, you are more than welcome to come. And if you are not free, that's okay, because there will be like a big fall event that everyone knows about. Also I just want to offer myself - you can talk to Brian VP to get to me but feel free to contact me for 1-on-1s. My email is ed@wsa.org. Because this year we don't have an Organizing Director - normally he will be the person that comes to campus. But this year it's going to be me. Luckily I will be here in Seattle. So visiting campus is a lot easier. If you have any questions, just let me know

Brian VP: I started off with meeting with state relations. We had a good talk about debriefing the session, talking about strategy. The short session is classically about the legislature creating studies on issues that they will then get money for in the following year. So that's kind of the strategy rather than trying to get money. On the legislature fund, I am sure most of you are aware of that the Washington Supreme Court has a final legislature on the hearing decision. They are fining them \$100,000 a day. I did talk to a former legislative liaison at the WSA retreat this weekend. He claimed that he had a conversation with a representative who indicated the legislative liaison is probably just going to eat the fine and wait until January to get back in session and not do a special session. So that will come out to about \$24 million. They actually gave me a free ticket to the national conference for state legislature, which was held in Seattle at the convention center two weeks ago. That was an interesting event. The exhibitors, and there were a lot of trade association and non-profits. I went to a couple of panels which were pretty much like - here is a report you can find online, we will talk the exec summary. And that was fine too. But the main thing was just to get to meet people. It was also a good practice for me to introduce myself to legislators. I had conversations with lots of representatives.

At the WSA retreat we discussed the legislative agenda again, but more importantly we went over the priorities for WSA. It was really cool and we pushed the grad student issues, so that's the main priorities we came up this year. Not just legislative-wise, but in general. A couple other priorities is studying the state grant, because that was cut in the final budget, and still trying to push the textbooks reform. We are trying to push to get certain courses have a percentage of their books. And a couple of deep dives on legislative stuffs. The key note speaker had incredibly weak answers on some of the questions on grad students. It illustrated some of the challenges communicating grad student values.

Lastly, one of the committees didn't have anyone committed to it, so I just put myself on that. It was the intellectual committee, so the WSA is kind of looking at that. Who was the senator that's serving on that? Anyway, we had that presentation on that. I will help connect them. That's it for me.

Alex: Presidential Search Committee recently released a presidential leadership profile. So if people want that, I can forward that to everybody. It's about what we are looking for in general and briefing for recruiting for potential candidates. That whole process is moving along. I had a Regent meeting that went well. I also involved in the Alumni Association. Also with the bookstore as well. That's the main stuffs.

I am wrapping up my internship in Olympia. I will be done by next Wednesday. So my first day after that I will be meeting with the Provost begging for money so we can continue with the programing. I will be around more and you will see me more. Any questions?

Meeting Adjourn:

Alex: Motion to adjourn

Evan: So moved.

Brian Tr: Seconded

Alex: The meeting adjourned.