



GPSS Vice President of Finance Quarterly Report Fall 2022 (Written on 4 Jan 2023 by Van Mai)

Personnel & Hiring

- In Fall Quarter, I have worked with the President and Executive Committee to recruit and appoint GPSS representatives at SAF (Jose M Pena), STF (Charles Burge, Aaron Armstrong) and CSF (Neha Chinwalla and Lauren French). We also recruited a Budget Director (Sean Lin) to help me with the work at GPSS. Sean has been tremendously helpful in managing Travel Grants Application and helped me coordinate with students and HUB accounting. In the upcoming quarters, I will work with Sean to prepare the budget for FY2024 and manage matters related to F&B Committee.
- In the Winter Quarter, we plan to recruit more people to SAF and STF. Due to personal matter, Aaron resigned from STF so we will find another person to replace him. We have received interests from 2 candidates for positions at SAF and STF. I will nominate these 2 new candidates for appointments at SAF and STF in our next executive meeting on 11 Jan.

Committees in

- **Travel Grants Committee:** As of 9 Dec, we already awarded the Travel Grants (award value of \$200-\$500 / student) to 24 students. Of which, we have processed payment to 19 students with a total value of \$7000. (i.e. 28% of the total budget of Travel Grants, which is \$25,000 per year). We also updated the forms and review process to improve efficiency within the Travel Grants Committee. More information about the Travel Grants Committee's activities can be found in the Travel Grants report ([LINK](#)). We have bi-monthly meetings among Committee members to review applications and discuss relevant matters regarding the overall policy of Travel Grants.
I also would like to take this opportunity to share my appreciation to Kaylin Ellioff, who has been a volunteer at the Travel Grants Committee in the last 2 years. Despite her busy schedule at UW Pharmacology, she has been selflessly spending time reviewing hundreds of applications and helping ensure our application review is objective and unbiased.
- **F&B Committee:** F&B Committee mission is to advertise and allocate Departmental and Special Allocation grants throughout the academic year as well as to make a recommendation for the GPSS Budget for the coming fiscal year during the Winter and Spring Quarters. In Fall Quarter, we had a meeting on 21 Oct to introduce Committee members. From Jan onwards, the F&B Committee will spend time reviewing Special Allocations (4 applications received so far) and proposed GPSS budget for FY2024. Please refer to the F&B Training and meeting agenda document ([LINK](#)) to have a better understanding of our F&B Committee activities in FY2023.
- **SAF:** I was a voting member in the Services & Activities Fee (SAF) committee. In the Fall Quarter, there are only 2 SAF meetings on 18 Nov and 2 Dec. We reviewed the template for requested budgets for FY2024 ([LINK](#)) as well as discussing other logistic matters which will assist SAF operations from Jan 2023 onwards.
- **STF:** I was a member of the Student Technology Fee (STF) committee. In the Fall quarter, we have met 3 times on 21 Nov, 28 Nov and 5 Dec to review and vote on STF Annual Funding Plan ([LINK](#)), STF bylaws ([LINK](#)), Proposal and Process Award Policy ([LINK](#)). These policies will be effective for the funding review process of STF in FY2023.
- **Executive Committee:** We have bi-weekly meetings to discuss important matters to GPSS.

Activities in pipeline for Winter and Spring Quarter



- To work with the Executive Committee, F&B Committee, Senate to prepare budget request for FY2024. We plan to submit budget request to SAF by 27 Feb.
- To work with the Travel Grant Committee and F&B Committee to review applications for our different funding: Travel Grants, Special Allocations, Departmental Allocations.
- To promote GPSS funding via different channels (blog posts, social media, emails) to increase awareness about our funding. In addition to that, I also would like to work on a Hall of Fame section on our GPSS website to show recognition for the contributions of our volunteers (e.g. [Kaylin Elliuff](#)). By doing this, I hope that we can raise awareness about GPSS activities and attract more participation from students.