

GSA Delegate Assembly Meeting Minutes
April 30, 2020
1:30pm-2:30pm
Zoom

Minutes prepared by Cerena Lee with meeting chaired by Cerena Lee.

Call to Order: 1:33pm

Members in Attendance

- **Cerena Lee (Internal Vice President)**
- **Shayna Bennett (Treasurer)**
- **Phoebe Coy (Applied Mathematics Delegate)**
- **Shannon Proksch (Cognitive Sciences Delegate)**
- **Albert DiBenedetto (Physics Delegate)**
- **Houa Vang (Sociology Delegate)**

EC Meeting Updates (Cerena)

Summary of EC Meeting and call for questions (none were asked).

Planning digital hangouts for your department (Phoebe)

Encourage delegates to plan digital hangouts for the department (some ideas):

- Weekly coffee hour on Wednesday (regularly scheduled zoom meeting)
- Casual Friday nights (talk and hangout)
- Maybe using google meets in the future (because zoom can have security issues and the browser isn't as great)
- Albert has advice about zoom bombing, and making sure to password protect your meetings

Advise other people to host parties for their department!

Delegate Handbook + Advice for the new DA (Shayna/Shannon)

(Note from presenters: If we have time, it would be great to work on making this handbook together during the meeting!! Any further details on the document can be finalized after the meeting)

- Shayna mentioned that the open GSA meeting that she has been working on creating a treasurer handbook so that the transition to the next officer is easier. This is also being done with another position (Alex, the EVP).
- It would be good for the Delegate assembly to do something similar for the delegates so the incoming delegates will know what to do the next academic year.

- Shayna sent an editable google doc with the same content and template as the treasurer to work off of. The letterhead in this is temporary and will be improved once everything is done. Currently this google doc is meant to be a scratchpad.
- Shannon added another google doc for the DA as a guideline/handbook.
- The point of this portion is also to make the DA as functional as it could possibly be.

To make the handbooks more efficient:

- The EC, DA, and open GSA meetings should all have a first meeting prior to official meetings meant as training to understand how GSA works, read the constitution, bylaws and handbooks.
- We should physically print them out (handbooks) instead of directing people to an obscure link on the GSA website.

Shayna's questions for the delegates (and some other questions/topics in this thread):

- To help people become more involved was to be part of different committees. This is not a requirement of DA members. Would it be worth encouraging this?
 - o Phoebe thinks yes, but it would be better if the academic affairs officer reaches out first. Have the AA officer come to the first meeting and introduce themselves (everyone likes this idea).
- What do you want to see from the IVP?
 - o Training the DA before semester begins (EC should meet before DA if this is the case).
 - o IVP should send out emails with more important communication details than just the minutes.
- Should we change the bylaws to reflect this or not?
 - o The bylaws are sometimes vague, for example like with IVP training delegates or sending important emails are not included. The consensus however, is to keep the bylaws the same, but specify these roles more concisely in the handbooks. This way, the handbooks can change over time to fit the current officers and delegates without needing to constantly change the bylaws.

Albert mentioned the old internal VP recommended slack, and that was what some of people were using for communicating some of these issues and for communication in general between delegates and EC, but what are the thoughts of this? Especially because things can get lost in the shuffle in emails.

- Shannon thinks it may be easier not to have an extra line of communication. Check your email at a routine time. The slack messages may be more annoying because you might be getting things that are annoying to you and not relevant. You can isolate GSA in your emails (Phoebe mentioned this in agreement)
- Perhaps instead of using slack, we can create better forms of structuring our emails so the DA feels more comfortable reaching out. This can be covered in the handbook or in training.

- A great idea for issues that a current delegation didn't have time to resolve by the end of their term is to include a section in the handbook for "future improvements". This section will contain the unfinished business the current delegation needs to improve upon that people learned the hard way did not work, but also did not have the time to change. This allows the current delegation to give some advice to the future delegation for efficiency.

IVP communication about EC Minutes

- The IVP should make sure all minutes from the EC from the communications officer is delivered to all the delegates before the next EC meeting. This has never been an issue this year, but can be in the future.

Phoebe mentions *attending DA meetings should be a priority*

- IVP should reach out to delegates to make sure they come
 - IVP can try to contact people who miss ANY meeting and check in
 - DA meetings are important because voting happens often
 - Should the DA always attend general meetings?
 - To make it a requirement may not be feasible (Albert)
 - Yeah, also when we have them in physical meeting rooms, it's difficult to have EVERYONE show up (Phoebe)
 - DA should be encouraged to go, but not required

Back to Shayna, with last questions:

- Thoughts of having the delegate and EC meetings always be at the same time every month (like the first Thursday)
 - Shannon says "I think so, always at the same time every month or just SET UP ALL the meetings in the beginning of the semester"
 - Schedule all of the meetings before the semester starts (so you already have them in your calendar). Phoebe likes this. Albert says, what if it is set up at the beginning of every month instead of the whole semester?
 - Final consensus is that it's best to have a doodle poll or something similar in the beginning of the semester and plan out every meeting that can fit with most people's schedules for the rest of the semester. This way, we can ensure most people will show up because they will have these meetings pre-planned.
- Treasurer question:
 - Thoughts for changing the structure for the GSO and sponsoring.
 - Currently the process is to have the DA go over the rubric, assign points and make a score, that the treasurer assesses and decides what to do based on the score.
 - Shayna says this is not an optional method and suggest maybe the DA should use the rubric as a guideline but actually make the monetary value decisions.

- The rubric ALONE (the current method) means no one would have to make a non-impartial decision, while the DA method may be bias but could be more fitting for more situations.
- Phoebe is open to making changes to the rubric, rather than having the DA selecting every time. Keep the system, change the rubric. People agree.

Albert asks is this our last official DA meeting?

- YES! Officially ☺
- Everyone was fantastic!
- We should meet once more around May 14th ish as a transition meeting with the new officers and delegates.

Meeting adjourned at 2:31pm