**Wednesday, August 9th, 2017**

**Present:** Deepthi Varghese, Vignesh Vasu, Harshul Khanna, Ngoc Chau Vy, Graham O’Toole

**Meeting began 5:36 pm, Up and Atom Cafe**

**I. President**

1. Tier II Executive Trainings
   1. GSS will coordinate the announcement, location and timing of the Tier II organizations executive board members’ trainings. The goal here is so that the trainings can be catered toward the graduate population and so that staff, not undergrads, will be giving the training. Dates, times and locations currently available are the following:
      1. August 16, 1 - 5 pm, SU 304-B
      2. August 28, 9 am - 3 pm, SU 304, B
   2. *After confirming exact training times with Deepthi, Chau will send out an email by COB tomorrow detailing time and location to all grad students so that organizations have sufficient time to plan for the trainings.*
2. Tier II Treasurer Trainings
   1. Same concept as above, except for fiscally related and financing topics specifically pertinent to Tier II organizations governed by GSS.
   2. Communication to Tier II organizations need to be clear that this is to be done IN ADDITION TO the SABO finance training as they are mutually exclusive.
   3. *Vignesh and/or Deepthi will complete any bookings required for the trainings. We may need a room in chemistry for the second session before the first GSS senate meeting.0*
3. Update on the ESTI Travel Scholarship – We are still waiting on the higher ups to make things official.
4. Update on the CT UPass
   1. This CT UPass is a bus transport program operated by a company different from WRTD and is geared towards connecting Storrs to Hartford to open up the commuting capabilities for all UConn students.
   2. The State budget was not confirmed before announcing this program and no official word on this program has been communicated in writing (by email).
5. Changes in the Graduate School
   1. Victoria Blodgett has left the university to take up a Dean position at Dartmouth. Rowena Granger is another key role in the Grad School that is on extended leave. In other words, there are little to no staff available for reference in nuanced processes, such as submission Plan of Study or Proposal paperwork.
   2. In order to avoid confusion, many of these responsibilities will be given to/directed to the Registrar’s office. This transition is under way and is expected to “complete” in the next few weeks.
6. Speakers for Senate Meeting – As a result of the changes mentioned in the last few bullets, we would like to replace the first speaker, Jim Wohl, with Dean Kent Holsinger.
7. Assistant Dean Search Committee
   1. The committee is searching for a replacement for Victoria Blodgett. It is led by Dean Kent Holsinger, staff, faculty members, and graduate student representatives.
   2. The search is scheduled to start in the next couple weeks.
   3. Chau has volunteered to be the graduate student representative for the Natural Sciences.
8. Changes in the Short Term Loan Process
   1. There is a motion to move towards the use of an online form to facilitate the application process.
   2. There is currently no explicit mention on the number of extensions that can be granted, meaning that an unlimited number of extensions is hypothetically possible.
   3. The E-Board is to review the loan process document and send Deepthi our suggestions and feedback for revisions. *Deepthi will email this document to the E-Board.*
9. Apportionment
   1. The current status of apportionment of senators per department may not be correct and the by-laws explaining the way apportionment is determined is ambiguous.
   2. *Graham will review the by-laws and respective departments’ populations to double check the current apportionment.*
   3. *Deepthi got a list of GSOs from an alternative source and will share it with Graham and Chau.*
   4. *Graham and Chau will create a list of emails and make a first contact to all 2017-18 GSS senators before the start of the semester.*
10. Campus Wide Graduate Student Symposium
    1. The Graduate School, Kent, Tony and Deepthi discussed the possibility of organizing a campus wide research symposium with no limitations with regards to topic or type of research.
    2. The symposium will have themes that can be creatively and broadly applied to all fields of study, ranging from humanities to the sciences.
    3. One concern is identifying a prize or prizes that will motivate graduate students to respond and participate in this symposium.
    4. Another related question is how will the prize(s) be awarded and how the presentations will be judged.
    5. The date and location for this symposium is March 8th in the Student Union Ballroom and a couple other 3rd floor rooms in the Union.
11. Executive and GSS Senate Meeting Dates
    1. Executive meeting dates for spring ‘18 semester will be held on the following weeks. Time and day of the week will be determined via a Doodle poll once all executive board has their spring classes and work schedules finalized.
       1. January 17
       2. January 31
       3. February 28
       4. March 21
       5. April 11
    2. GSS senate meetings will be held on Wednesday nights at 7 pm on the following dates.
       1. January 24
       2. February 7
       3. March 7
       4. March 28
       5. April 18
    3. Ross has already applied for the room reservations. We are awaiting a response from facilities.
12. External Committee
    1. There are more committees than are listed on the website.
    2. *Deepthi will send out a spreadsheet to summarize and update these.*
13. Graduate Student Orientation
    1. Everyone has submitted their availability (or lackthereof) for the graduate student orientation on August 22nd. Please show up for the times you volunteered for.
    2. The GSS BBQ is on the same day starting at 4:30 pm. *E-Board members need to arrive at 2 pm to help Alexis set up.*
    3. The giveaway items, e.g. the Husky printed picnic mats, have arrived and are in the GSS office. They are awesome!
    4. While our spending was under budget, there will be a change of $200 to allocate for trash removal, which will make us exactly at budget.
14. Travel Reimbursement Requirements
    1. Deepthi recently met with Kimberly Miller regarding the travel reiumbursement requirements. Kim suggested that each travel event needs to first be approved in advance by the senate.
    2. The E-Board believes this is neither practical nor feasible as the senate only meets once per month during the semester and not at all during the summer. The E-Board instead suggests that each officer may have the freedom to utilize up to the amount allotted based on the duration of their service as specified, voted upon and approved in last years’ senate meetings and respective minutes. *For the purpose of having a second reference voting and approval document to be included in the reiumbursement submission paperwork, the travel reimbursement amounts for each officer will be reiterated and reaffirmed during the first senate meeting.*

**II. Vice President**

1. Inventory
   1. Our current storage solution for GSS inventory is to keep everything in the office, which is not sustainable or practical.
   2. The proposed solution is to rent out a storage space from Mansfield Storage Space. The cost is $50/month plus some taxes and fees.
   3. In order to have sufficient funds for this, our operations budget will need to be re-partitioned (up to 20%) and approved by the senate*. This will also be brought up during the first senate meeting.*
2. Coffee Hour with Ross – We just need to submit a budget for this to Kim and it will be approved.
3. By-Law and Constitution Amendments
   1. Graham is just about done with updates to the by-laws document and will send it to the rest of the E-Board for review by the end of the week.
   2. The Constitution will need to be updated within this academic year as it has not been updated for a number of years.

**III. Parliamentarian -** Same as Item C. for Vice President

**IV. Communications Director**

1. Deepthi gave Chau a list of items to revise on the website including updates on the E-Board, committee members and upcoming events. These have been completed.
2. Chau is working with Kent on the technical requirements to fix the main page as it is technically formatted differently than the other pages. The main page updates should be completed by the end of the week.
3. The new by-laws and official documents will be updated once they are reviewed and approved by the E-Board.

**V. Treasurer**

1. Pending Items
   1. In an informal meeting between Deepthi and Vignesh, there were a number of action items that were to be completed by Harshul by a specified time.
   2. The quarterly bill was one of them as it is over a month and half overdue.
   3. In addition, over twenty reimbursements are several months overdue.
2. Harshul gave an informal resignation and will follow with a written one.

**Meeting adjourned – 7:09 pm**