GSSA Assembly Meeting
[2021-8-26] -- in person! Stibbs Hall in LBC (203)

I. Call to Order 6:03 pm

II. Approval of Minutes and Adoption of Agenda approved as read

III. Guest Speaker: Jennifer O'Brien-Brown, GSSA Advisor & Assistant Director of OGPS

   A. OGPS -- Office of Graduate and Professional Studies
      1. GSSA = biggest group ogps serves
      2. Associate Provost Michael Cunningham is also a point person.
      3. OGPS Location: Jones Hall Suite 308D
      4. jobrien2@tulane.edu

   B. Events --
      1. Keep an eye out for emails for updates to any policies regarding social distancing and maximum persons numbers for events.

   C. GSSA/OPGS Travel Reimbursements = “How to get your money”
      1. International travel = still must be pre-approved by the provost office & must be purchased through Concur (Tulane travel system)
      2. Domestic Travel = does not require pre-approval
      3. Changes coming to how reimbursements are processed, so stay tuned for new procedures
         a) For detail on current procedures, please see attached powerpoint; Brief:
            (1) Student fills out reimbursement forms and emails them to representative; “never use anything other than your home address” or you won’t get your check!
               (a) Single pdf; “Last Name_First Initial_Fall 2021”
            (2) Representative confirms all forms are filled correctly and all paperwork is scanned/attached;
            (3) Representative forwards the email to Jennifer O'Brien-Brown

IV. Officer Reports
   A. President - Paolo Suating (president.gssa@tulane.edu)
      1. Welcome to GSSA (see attached ppt)
         a) = Graduate Students Studies Association (SLA & SEE)
b) Main function = represent students to administration, but most famous for being source of money for event and travel funding.

c) Attendance by reps: required to meet a quorum to vote on any measures, receive funding, etc.
   (1) 2 missed meetings (missing = no reps) leads to a warning; 3 missed meetings = not in good standing => NO MONEY!

d) Money for the year = $118,908
   (1) See attached ppt for detailed breakdown of GSSA spending

e) Rules of order. Brief =
   (1) Motion to vote; 2nd
   (2) Discussion on a motion;
   (3) voice votes in favor or against a motion; can call for a counted vote if needed.

2. Meeting schedule TBA pending room approval
   a) TBA! b/c originally scheduled for fall break. Oops!

3. Request to fund 3MT (OGPS): $500
   a) Tuesday, November 16th
   b) Apply! See attached flyer.
   c) $300 for winner; $200 for people’s choice award
   d) Motion to fund, 2nded; yeses have it! FUNDED.

4. Request to fund Versatile PhD (OGPS): $1500
   a) https://versatilephd.com/
   b) Motion to table this discussion until next meeting; 2nded, yeses have it
      (1) Decision deferred until next month
   c) Motion to request OGPS to argue for versatilephd

B. Vice President - Anika Tabassum (vp.gssa@tulane.edu)
   1. Fall welcome reception
      - Fund request $4000
      - A tentative schedule is the last week of September 2021
      - Need event monitors at least 2

Q/A

1. Who is this for? All graduate students in SLA & SSE!
2. What will be served? Wine and cheese, small snacks, fruits, sandwiches. It will be ordered through Olive Blue.
3. Where will it be held? How will we attend to covid restrictions? LBC Qatar Ballroom has the space, as
4. What happens if we don’t spend all $4000? The money moves to a reserve account.

Motion to fund the fall welcome event for $4000. 2nded. Yeses have it. FUNDED!

2. New event committee meeting
   - Previous event team reps are welcome to join
   - New members/reps for the event team
   - Start planning events for the whole semester

Get in touch with Anika to be a part of the events committee!

3. Trivia is back (first Trivia for Fall in September)
   - Tentative Venue: Cooter Brown’s Tavern
   - Tentative date: September 23 or 30th
   - Fund request $1500

Q/A
1. What does the budget cover? Food & drink, gifts, shirts.
2. Is there an attendance cap? At the moment, there is not a cap. More information will be provided. Vaccination card or negative test will be required. Historically, the number did not exceed 100.

Motion to fund trivia for $1500. 2nded. Yeses have it. FUNDED!

Thinking ahead toward end-of-the-year events -- crawfish boil usually costs around $15000-$20000

C. Treasurer - Nirasha Thilakaratne (treasurer.gssa@tulane.edu)
   Travel requests has been finalized and can apply for next semester
   Submit event requests - No event requests for now

One can find directions to submit event or travel funding requests under “Funding” here: https://gssa.tulane.edu/

To get funding for events = 3 weeks ahead of time for events or 6 weeks ahead for speakers + fill out GSSA google form the Sunday before next meeting.

Q/A
1. How does funding get processed?
   a. Event = by the assembly
b. Travel = in a private meeting between the president and Jennifer O’Brien-Brown

D. Secretary - Alyssa Walker (secretary.gssa@tulane.edu)
   1. Representative duties
      a) Review your duties! Where do you find them? The website!
      b) Do your constituents have questions? Send them to the website!
      c) www.gssa.tulane.edu
   2. Website
      a) Constitutions/by-laws -- review these! Check out your departments; does it need to be updated?
      b) Minutes & Attendance updated here; questions about what happened in a meeting? Go to “GSSA Documents”!

V. New Business

A. Constitutional amendments: Chemistry Graduate Student Association (CGSA)
   
   No questions on the revisions. Motion, 2nded, yeses have it.

B. Admission of new SSE department to GSSA Assembly: River-Coastal Science and Engineering Graduate Student Association (RCSEGSA)
   
   No person from RCSE at the meeting (can’t be penalized b/c not part of GSSA)
   
   Motion to table this to next meeting; 2nded; yeses have it.

C. GAPSA Senator Report
   
   = Graduate and Professional Students Association
   
   Senator Kamiya Stewart -- the next meeting is September 7th. She’ll send out an email with details.

D. Graduate Council Report
   
   Nada

E. SLA Graduate Studies Committee Report
No representative as of yet; Email Paolo if you are interested!

F. OISS Liaison Report

= Office of International Students and Scholars

No representative as of yet; Email Paolo if you are interested!

VI. Old Business

VII. Announcements
   A. Call to fill Standing Committees
   B. Call for SSE and SLA representatives

VIII. Adjournment 7:19 pm