SSW Graduate Student Organization
Executive Committee Meeting
July 2, 2018
1:30 to 4:00 p.m.
Panera Bread Hartford, CT

Members Present:

Milagros Marrero-Johnson - Director of Student and Academic Services / GSO Advisor
Bree’Ana Johnson - Graduate Student Organization Co-Chair
Laura Salerni - Graduate Student Organization Co-Chair
Nary Rath - Graduate Student Organization Treasurer
Melissa Crossley – Graduate Student Organization Secretary
Edna Comer – Associate Dean of the School of Social Work

Call to Order:

I. Meeting was called to order at 1:53 p.m. by Bree’Ana Johnson
II. Review of existing GSO expenditures of events that still need to take place
   a. Executive Meeting | $75
   b. Interest Meeting | $60 | Potential order from Blind Pig 2-3 pies
   c. Student Advising | Only 1 half the total of $400, exactly $200
   d. GSO Mixer | $1,500 after Convocation
   e. Leadership Meeting | $200
III. Review of current GSO Leadership interest and commitment
   a. 2nd Interest Meeting for 18-19 school year will be held Tuesday, July 24th at 5:00-6:30 p.m.
   b. Discussed reaching out to Natalie to send out reminders for Interest Meeting one week in advance to date.
   c. As of today only 7 individuals have RSVP.
   d. Representative were given for PRIDE, OBSWS, Students for Social Justice, and DSO
   e. LASO and SAMI are still open for representatives
   f. Milagros discussed speaking to PRIDE students on topics of needs and understanding the history of the organization and SSW community related to the GLBTQI community
IV. GSO Governance and other documents
   a. Interest Group Application & Process
      • Only matriculated students can send in an Interest Group application, meaning incoming 1st year, returning, and doctoral students can create and organization under the GSO umbrella.
      • Interest group forms deadline for each semester are October 1st and February 1st.
      • Milagros states, “Unless there is continued leadership the group will remain active with current student, returning student, or incoming student, otherwise it will be discontinued.
      • Executive team agreed that the 3 interest groups from last year that are currently not active should be removed and left open for new opportunities.
      • All new interest group should find a way to follow the budget form and to be prepared to plan ahead.
      • Edits on Interest Group Application were agreed upon by executive team and will be finalized by Milagros.
   b. Review of By-Laws and voting process
      • The By-Laws is a working document that has the organization positons, their roles, and responsibilities.
      • “2 day notice if there needs to be a cancellation of an event”- needs to be added into By-Laws.
      • Submit final copy of By-Laws to Milagros before the start of the school.
      • Add leaders must attend at least 2 GSO events to support other leaders in their effort.
   c. Review of Constitution and voting process
      • Melissa will contact individual from Storrs, information on request will be provided via email from Milagros.
      • Constitution has not been approved by student body
      • Voting on Constitution will be open September 13th-27th
   d. Review of UConn Hartford Event Services manual
      • At this time event services can continue to cover the space cost for GSO events
      • Accessibility accommodations must be provided 1 week in advance to leader coordinating the event
      • Request must be submitted to IT for event tickets
• Milagros will look into minor procedures and protocol from UConn Storrs since Students for Social Justice, works with minors.

V. Operational Updates
   a. Define roles for management of social media
      • Secretary will be maintaining Social Media platforms for GSO
      • Instagram and Facebook activity will be done once every week throughout school year.
      • Events, motivational content, student perspectives, interactive post, global issues awareness, and photos will be upload on these platforms
      • Instagram page will need to be created prior to sending out flyers
      • Photo from 1st interest meeting needs to be posted on platforms
      • Flyers are sent through Natalie
      • Need vote for Treasurer and Secretary hours and wages
         - Increase hours to 10 hours a month each and pay from $10.71 to $13.71
   b. Use of GSO emails and saving documents to Q drive
      • Executive team must set up and access the GSO emails and Q drive
      • Secretary will create separate folders for Executive and Steering Agendas

VI. GSO Mixer
   a. Status of event reservation space and food
      • Haven’t heard back from event registration coordinator in regards to event
      • Send email to Kim of Event Services about event
   b. Send invite July 7th and RSVP August 10th
      • Send flyer both via email and personal mailbox on July 13th
      • Incoming class is 169 students
   c. Develop goal for event and agenda
      • GSO leader will be giving an introduction
      • Members will walk around to converse and network with community
   d. Ordering of UConn SSW paraphernalia
      • Reach out to Renee of Presto Print for budget
         - Budget $400-$600
      • Only current inventory can be used for GSO mixer, must look in closet to see what is available for giveaways.
      • Bree’Ana will create cart for paraphernalia for future events
e. Email current GSO leaders to ask for volunteers and share event info and their roles of the day
   - Suggested to have more formal networking techniques, such as, personal phone calls, and campaigning
   - Stay in budget of $1500, perceived to only require $80-$100
f. GSO co-chairs will do welcome at Convocation
   - 5 min space will be given to GSO Chairs
   - Must be there at 11:15 a.m.

VII. GSO Leadership Training scheduled for August 13th, time TBA, location TBA
a. Phone Call with Andre Santiago, Senior Program Director, Leadership Greater Hartford @ 2:30 p.m. to discuss leadership training
   - Time 9:00 – 3:00 p.m.
   - Location TBA | Andre will get back to us in regards to location
   - Members where introduced to Andre Santiago
   - Mission of Leadership training was said to establish professional boundaries, collaborative, and team building amongst members. Also, teaching others and understanding organization structure at UConn School of Social Work.
   - Milagros and Andre will meet to further discuss agenda for training.

VIII. Open House for MSW Program – Saturday, November 17th 11 a.m. to 1 p.m.
a. Role of GSO
   - CCC Room in Hartford Public Library
   - GSO will be given a table
   - 3-4 people at table
   - 2 hour event
   - Members must discuss how GSO wants to be represented

IX. Status of schedule of executive and steering committee meetings for fall (time, date, location)
a. Executive Meeting | Dates: 9/4/18, 10/9/18, 10/30/18, 11/27/18 | Time: 1:30-2:30 p.m.
b. Steering Meeting | Dates: 9/18/18, 10/23/18, 11/13/18, 12/4/18 | Time: 1:30-3:00 p.m.
c. Location: Secretary will request space in Room 216, Title “GSO (Executive/Steering) Committee Meetings with (agenda)”
d. Steering meetings are open to all
e. No food for 1st Steering meeting since no expenditure was approved
f. Topics that need to be discussed at Steering meeting
• All vouchers, flyers, purchase orders, and preliminary invoices must be handed in a month in advance
• Emphasis on how proactive members must be in completing obligations
• Events are to be hosted on Tuesdays and Thursdays
• 1 person from executive team must be present at each event

X. Status of Fall GSO activities
   a. Purchase Order forms can be completed for events
   b. October 4th and 5th Social Event
      - Central Location | Bowl-O-Rama in Newington
   c. Bree’Ana must speak to Silvee
   d. RSVP by current date
   e. Discuss whether “party packages” is an option
   f. Community Service
      • Fall
         - Participate in walks that are currently established
         - Create expenditure for T-shirts, preferably blue
         - Make sure we are not taxed
      • Spring
         - Interval House
         - Fundraiser on Awareness on Domestic Violence
         - Contact Facilitators

XI. Additional questions, concerns, or recommendations
   a. Discuss how Field hours can be used when attending a meeting or event, depending on approval from supervisor of Field placements
   b. Edna Comer, Associate Dean of the School of Social work arrived approximately at 2:50 p.m. for observation and inform committee on administrative questions
   c. Secretary needs to send reminder to Milagros in regards to create a waiver for photos and videos that will potential be put on Social Media platforms
   d. Leaders must advance in technology to help organization to run more sufficiently
   e. Timesheets are to be approved from either Advisor or Co-Chairs and then brought to Bruce
   f. There will be a training at UConn Storrs on Sunday August 26th from 10:00- 4:00 p.m.
   g. GSO Leadership/Training will be held on August 13th from 10:00- 3:00 p.m.
      - GSO Executive Meeting will hold a meeting after training to quickly review agenda items, Location TBA
Adjournment:

Meeting adjourned at 3:38 p.m.

Signatures:

Melissa Crossley, GSO Secretary

Milagros Marrero-Johnson
GSO Advisor

July 11, 2018
Date

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