**Graduate Student Association - Meeting Minutes**

* + 1. **(3:30 pm – 4:30 pm)**
1. **SRW:**
	* Any updates on speaker? Will ask Riccay and Whitni in the next SRW meeting. We’ll also ask for a final “wait” date before sending out SRW forms.
	* Banquet decorations: Brianyell any updates? Brianyell will share list with Lubbock students. Riccay, Ksenjia, and Whitni already signed up to bring decor. Will put together a final list and prices.
	* Invitation: will be sent out via email mid-Dec. (speaker). Print invitations.
	* Silent auction forms: mid-Dec (SRW logo, title) Keep current logo and send out next Monday
	* Donations letters: email or mail? mid-Dec (speaker, title)
	* Cash Bar: request approved. Yaaayyy! Pam please send signed form to Monica.
	* Music: make a playlist
	* Photographer: Contact Neil Hickle? Monica notify Sam Prien, the head judge or let Riccay and Whitni know to contact him.
	* Pam: Any GSBS staff to help with RSVP and silent auction? Valia maybe. Tres will have to run the report.
	* Room for SRW banquet decorations & silent auction: IMM 5B197
2. **Senators:**
	* Updates. Senate Bill about class room support? If anything else is left over from the fall proposal, save it for spring. Spring proposal- emergency classroom changes/ techlink for example, not all Sakai videos are available online. All passed bills will be open to the public once it officially goes through.
	* Health Care benefits to graduate students
		1. Compare stipend and other benefits provided to students at other universities (mid-Dec) Stephany will be meeting with Dr. Schneider on Thursday, December 13th
3. **Travel scholarships:**
	* Any updates:
		1. Chipotle: Nov 5th, amount received? $159.00
		2. T-shirt/ jackets fundraising: ends this Thursday (12/13/18)
			1. Fundraising credit to Caitlyn, Stephany, Sarah, Josue.
	* Summary: No. of students interested in applying for travel scholarship this year: 14 (11+3)
		1. Jessica, Victoria, Kelsie have been given the $500 travel scholarship each. A couple of students will not be able to travel because they didn’t attend 50% or more journal clubs.
		2. Minimum amount to be raised: $7750
		3. Status on fulfilling travel requirements? (JC attendance & presentation, Fundraising, volunteering credit)
	* Increase requirements to 3 fundraising credits and 3 volunteering credit.
	* Fund raising for spring? – Bake Sale (Feb/March)
	* Total Funds:
		1. SGA account: $6,040.13 – ($ 1500) = $ 4540.13
		2. GSA funds raised = $1964.74 + **Chipotle $159.00**
		3. These funds will be used until August 31st 2019?

When do we report to Pam Prosser about the funds used?

August 1st ??

Report should include: what the funds were used for and why there’s money left over, if any.

In case some students are travelling after report date, just say that a certain amount of students are traveling after report date.

Small amounts can roll over but large amounts may be a problem.

Just in case some people don’t travel and there’s more money left, we can create more scholarships such as more SRW banquet scholarships.

1. **Journal Club:**
	* Spring schedule.
	* Food for one JC from SGA account. ($7 per person) GSA meeting not JC, maybe during elections in April 2019. We should do elections before or after SGA elections. Before will be better so that the new students can attend the SGA meeting.
	* GSBS potluck – January. (any restaurants for ordering food?) Sarah can work with Valia on this.
2. **Other:**
	* Stephany: donation for women & child care, any updates?
	* Procedure to increase stipend for GSA officers. $750 to all GSA officers. Who will approve this? (maybe all students)

This amendment will have to be put into the bi- laws in the constitution. Pam will ask Schneider if this is okay.