

Steering Meeting Minutes

February 18, 2021, 3-4pm EST

In attendance

GSA Staff:

Jessica Velez
Erin Suderman
Rachel Fairbank

ECLP Co-chairs:

Małgorzata (Gosia) Gazda
Molly Matty
Katherine Maniates
Balint Kacsoh
Seyma Katrinli
Kaushal Kumar Bhati
Madhumala Sadanandappa
Karyn Onyeneho
Jiae Lee
Angel Cisneros-Caballero

ECLP Member:

Oindrila De

Early Career Scientist Board Representative

Gavin Rice

Agenda Items

1. Introductions
2. Steering Committee Purpose
 - a. <https://genetics-gsa.org/committee/ecs-steering-committee-v2/>
 - b. “The Steering Committee is composed of the co-chairs of each subcommittee. They meet with the GSA Executive Director and members of the Board of Directors to discuss the direction of the [Early Career Leadership Program](#), as well as share resources and establish collaborative projects between the subcommittees. The Steering Committee provides guidance to the Leadership Program subcommittees and facilitates projects, events, and proposals.”
 - c. Meetings: 2nd Thursday of the month at 3 PM EST/EDT

- d. Move the bulk of the program management to the Steering Committee and allow them to interface with GSA staff
- e. Jessica/Rachel/Erin will support these efforts. We'll stay in a supportive role.
- f. Let Jessica know if there is any issue with the current meeting time
- 3. Affinity/Advocacy Group for Scientists with Disabilities (10 min)
 - a. Oindrila De
 - b. Purpose: make everything that the ECLP does accessible.
 - c. <https://docs.google.com/document/d/1Hdyvpf2d6gK5nfevsx5XbUnyGs6yXvGhecFinrSa1OU/edit>
 - i. **Action items:**
 1. Suggestions and feedback
 2. Advertise and promote to subcommittees
 3. Timeframe: ASAP
 4. Oindrila De: primary contact
 5. Ask for liaisons from each subcommittee
 6. Co-chairs:
 - a. Advertise to teams in general Slack channels
 - b. Add to meeting agendas if coming up
 - c. Notify Jessica/Oindrila if ideas or comments which want to discuss next month
- 4. Proposals Workflow
 - a. Molly Matty proposed workflow
 - b. <https://docs.google.com/document/d/1sUkjool-17UKOqt2lttz6MmQe71Gm6tBYWrf6a4rlvE/edit>
 - c. Committees share ongoing programs with new members
 - i. Prepared or updated annually
 - ii. Introduction to timeframes and workflows for ongoing programs
 - d. Framework to submit new project ideas
 - i. Approval from subcommittees
 - ii. Reviewed by Steering committee
 - iii. Review by GSA Engagement
 - iv. Approval by Tracey Depellegrin
- 5. Public-Facing Minutes Expectations
 - a. Steering Committee only
 - i. Will work with Rachel and Erin to determine format
 - ii. **Action item:** Create template document
- 6. ECLP Zoom Link and Purpose
 - a. ECLP Zoom Account
 - i. Username: steeringeclp@genetics-gsa.org
 - ii. Password: GSA_eclp!1
 - b. Meetings Updates
 - i. Switch all subcommittee meetings to ECLP Zoom account
 - ii. Co-chairs host through this account
 - c. Please add engagement@genetics-gsa.org to each meeting!

- i. Add Jessica, Rachel and/or Erin as needed
 - d. **Action item:** Jessica to cancel all meetings through engagement@genetics-gsa.org calendar
- 7. Admin Duties for ECLP transferring to Erin Suderman (5 min)
 - a. Jessica Velez as backup
 - b. Jessica will organize Steering Committee calls and agendas
- 8. Website Update Requests (5 min)
 - a. Does everyone have access?
 - i. <https://app.smartsheet.com/sheets/GhvRfFR4rCwcjC6WxXHPWqrgf5RqfxMG6hvfcXh1?view=grid>
 - ii. All co-chairs confirmed access
 - b. How to submit a website update request
 - i. New co-chairs go through with 2nd-year co-chairs and let Erin or Jessica know if there are any questions
 - c. Co-chairs - make sure your subcommittee team information is up to date! Links to each subcommittee at the bottom of this page:
 - i. <https://genetics-gsa.org/career-development/early-career-leadership/>
 - d. Erin or Jessica will submit to have Steering Committee information updated
- 9. Smartsheet Requests
 - a. Jessica will hold training and is happy to sit and work through Smartsheet one on one if you or any of your team would like!
 - b. <https://app.smartsheet.com/sheets/wjWpjgGj4QmJ8Qwp8HvVc7v6xvWMhj7H5jqMJG1?view=grid>
 - i. Please let your teams know to use this for all requests unless it is something small (hey could you check on...etc.). Examples include reviewing documents, setting up access, creating Zoom invites, pulling reports, etc.
 - ii. For all writing/editing/article requests, please assign to **Rachel Fairbank**.
 - iii. For all admin tasks, including invites, Zoom calls, reports pulling, access, etc., please assign to **Erin Suderman**.
 - iv. For IT Tasks, assign to **Jessica Velez**.
 - v. For social media postings, assign to **Cristy Gelling and Jacqueline Trebochi**.
 - vi. For Diversity and Inclusion questions and initiatives, assign to **Sarah Bay**.
 - vii. For all ECLP requests between members (again only if larger tasks!), assign to the appropriate ECLP member(s). Examples include requesting a transcript be processed by the Multimedia Subcommittee.
 - viii. For anything you're not sure about, assign to **Jessica Velez** and I will funnel accordingly!
- 10. Entrance and Exit interviews for ECLP Members
 - a. Proposed:
 - i. Subcommittee-specific survey with option for meeting if the surveyed wants to
 - 1. Realistic time commitment

- 2. Anonymized feedback UNLESS meeting requested
 - 3. Option to communicate through co-chairs/Steering Committee
 - b. Involvement of subcommittee advisors
 - c. Timeframe: 2 months in (following 2 committee meetings)
 - d. **Action time:** survey in April
 - i. Surveys done in Google and editable/viewable by co-chairs
11. Advisors
- a. Any subcommittee in need of a 2nd advisor?
 - b. Roles and expectations - co-chairs to communicate
 - c. **Action items:** add new advisors
 - i. Multimedia (2)
 - ii. Community & Membership (1)
 - iii. Policy (1)
12. Guidelines Review - approve/make changes by next Steering Committee meeting
- a. Member guidelines
 - i. <https://docs.google.com/document/d/1SCA1tgdL65Wtz62LxLkBtzQtzfrX0HtW6mP4eKdx60/edit#heading=h.859a3jr76j50>
 - b. Co-chair guidelines
 - i. https://docs.google.com/document/d/1dLDQ3Vkd7JvthKbh2o_aR-Wut9rkNuuV11P8nMWRhT8/edit

Action Items

Action Item	Owners	Deadlines	Status
Accessibility and Disability Affinity Group	Oindrila De	ASAP	-Co-chairs to advertise and promote to subcommittees -Liaisons to be selected from each subcommittee
Public facing minutes template	Erin Suderman	ASAP	Created: https://docs.google.com/document/d/1fPYtMDeZ1HqjloWXJlirIF-K4oC7rx1L9d_GXvY5Mt8/edit?usp=sharing
Update all ECLP	Jessica Velez	ASAP	-all previous

meetings to new Zoom account			meetings cancelled and rescheduled in new account
Website updates	Jessica Velez Erin Suderman	ASAP	-updates requested -continue to check on status
Entrance and Exit Interviews	Jessica Velez	April	-survey drafts under review https://docs.google.com/forms/d/1UKxbNK-g1RbnDSTGV5-mksphjzECNIQGB46ZEfM113o/edit https://docs.google.com/forms/d/1kWUD1naFN6K9pW_vneJbHiPfwsa0rZWdUhxcrJh0ktA/edit
New advisors	Jessica Velez	ASAP	-call for advisors added to eNews
Review guidelines	All members	By next meeting	- https://docs.google.com/document/d/1SCA1tgdL65Wtz62LxLkBtzQtzfrX0HtW6mP4eKdx60/edit#heading=h.859a3jr76j50 - https://docs.google.com/document/d/1dLDQ3Vkd7JvthKbh2o_aR-Wut9rknUuV11P8nMWRhT8/edit