

# Steering Committee Meeting Minutes

December 15, 2023 – 12:30 PM – 1:30 PM Eastern

## In attendance

Aakanksha Singhvi, Steering Committee advisor  
Abhinava Mishra, Career Development co-chair  
Balint Kacsoh, GSA Engagement staff  
David Peede, Multimedia co-chair  
Hassan Bukhari, Multimedia co-chair  
Jessica M. Vélez, GSA Engagement staff  
Jillian Freese, Accessibility co-chair  
Julio Molina Pineda, Policy and Advocacy co-chair  
Jordan Ward, Steering Committee advisor  
Pravrutha Raman, Accessibility co-chair  
Uyen Linh Ho, Community and Membership Engagement co-chair

## In absence

Caroline Aragón, Communication and Outreach co-chair  
Jadson C. Santos, Career Development co-chair  
Jessie MacAlpine, Communication and Outreach co-chair  
Shreyasi Mukherjee, Policy and Advocacy co-chair  
Walid Mawass, Community and Membership Engagement co-chair

## Agenda Items

- 1) Administrative updates
  - a) Outgoing Steering Committee members and advisors need confirmation. Who will be leaving the program or stepping down as a co-chair to be a member for a third term.
- 2) New ECLP Advisor Guidelines
  - a) New guidelines are to be put in place to have advisors that will have a more active role in subcommittees.
  - b) Engagement will step back from monthly meetings and rely on check-ins
- 3) ECLP Advisor invitations status

- a) Advisors have been invited to an interview. Engagement staff will conduct screening and assign each potential advisor.
- 4) Report to the Board updates
  - a) The Board update on ECLP projects was well received.
    - i) The Board would love to have more direct information about ECLP initiatives.
  - b) Members brainstorm ideas for how to more directly connect GSA Board to ECLP initiatives
    - i) Have an “open house” each month for Board members to join the Steering Committee meeting
    - ii) Potentially include Board member(s) in ECLP onboarding?
- 5) ECLP Invitee List review and approval by cochairs.
  - a) Invitations to the ECLP will be sent directly after today’s meeting
- 6) Subcommittee cochairs need to confirm representatives remaining for 3rd year:
- 7) Deliverables to develop
  - a) General advising relationship building guidance
  - b) Subcommittee-specific task: please reach out to your advisors directly to discuss potential topics or specific advice to focus on
  - c) Engagement staff will develop list of suggested topics for each month
    - i) Possible topics include:
      - (1) Asking advisors for guidance on how to approach advice
      - (2) Ask advisors on structure development as a program manager
      - (3) Additional monthly topics/subjects to focus on
- 8) ECLP Advisor Onboarding
  - a) Include call to action: reach out to co-chairs to discuss monthly schedule of topics
  - b) Reach out to subcommittee members to touch base on progress in program/career and ask what topic(s) they would like to hear more information about.

## Action Items

Action Item	Owners	Deadlines	Status
Review ECLP Applications for subcommittee	Subcommittee co-chairs	November 15 <sup>th</sup> , 2023	Complete
Confirm members staying on for additional year	Subcommittee co-chairs	January 5 <sup>th</sup> , 2024	In Progress

Reach out to subcommittee members about topic interests	Subcommittee co-chairs	January 5 <sup>th</sup> , 2024	In Progress
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