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**

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Owners</th>
<th>Deadlines</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review ECLP Applications for subcommittee</td>
<td>Subcommittee co-chairs</td>
<td>November 15th, 2023</td>
<td>Complete</td>
</tr>
<tr>
<td>Confirm members staying on for additional year</td>
<td>Subcommittee co-chairs</td>
<td>January 5th, 2024</td>
<td>In Progress</td>
</tr>
<tr>
<td>Task</td>
<td>Subcommittee co-chairs</td>
<td>Date</td>
<td>Status</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------</td>
<td>------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Reach out to subcommittee members about topic interests</td>
<td></td>
<td>January 5th, 2024</td>
<td>In Progress</td>
</tr>
</tbody>
</table>