Steering Meeting Minutes
June 17, 2021, 3 - 4pm EDT

In attendance

GSA Staff:
Jessica Velez
Erin Suderman

ECLP Co-chairs:
Kaushal Bhati
Gosia Gazda
Katherine Maniates
Balint Kacsoh
Seyma Katrinli
Angel Fernando Cisneros
Karyn Onyeneho
Madhumala Sadanandappa
Jiae Lee

Other:
Oindrila De
Jordan Ward (Steering Advisor)
Gavin Rice (ECS Board Representative)

Agenda Items

1. GSA Board Meetings Updates
   a. Updates from GSA Board of Directors responses
      i. High response from all!
   b. Scheduling process
      i. Propose specific day / time between August - October for GSA Board of Director sign-up
      ii. Topic will depend on PI availability
      iii. Proposing Thursdays at 1pm EDT
          1. (Jordan) set a time and see who can make it
          2. (Katie) later in the afternoon is more helpful
          3. (Jessica) Schedule on the Thursdays at 3pm EDT on non-Steering committee meetings
          4. (Gosia) Is it a concern that it will be every week?
5. (Jessica) possibly record the calls for sharing within ECLP/PMI. Jessica will confirm with BoD if this is possible. Will start with time and day and see if it works with BoD.

c. Anticipated meeting starts: Fall 2021 (August - October)

d. **Action item**: Jessica and Erin will begin the scheduling for Thursdays at 3pm EDT

2. **Surveys**
   a. **Advisor Survey Results (so far)**
      i. The above link is permanent - you can check the results any time
      ii. Members can contact Engagement for the full information as needed
      iii. Update on Multimedia: Nele Haelterman has indicated interest in advising Multimedia. The multimedia subcommittee will discuss.
      iv. **Action item**: Erin will download CVs and create a Google Drive folder
   
   b. **ECLP Mid-Year Check In Survey**
      i. Encourage your subcommittees to fill this out!
      ii. **Action item**: co-chairs continue to ping committee members to fill out.
      iii. **Action item**: Find and share survey link

3. **New Accessibility Subcommittee Proposal**
   a. Oindrila De
   b. Currently group of 10 people from all subcommittees
   c. Professional training to be an active ally
   d. Group meets bi-monthly to discuss relevant topics and tools. Build ideas and actionable steps for the ECLP.
      i. Closed captioning turned on at all meetings within ECLP. This push was used for the full Worm21 meeting!
      ii. Ask for special accommodations in programming and applications
      iii. **Action item**: Add this language to all ECLP protocols and procedures
   e. Group communicates through Oindrila at ECLP Steering and liaisons within subcommittee
   f. The group would like to form a full subcommittee within the ECLP
   g. Search for advisors
      i. **Action item**: Jessica to add the search to the current advisor survey

4. **Professional Development Conference Programming**
   a. **ECLP-led workshops**:
      i. Early Career Leadership Program Welcome and Conference Success (Community and Membership Engagement)
      ii. Getting Involved in GSA's Early Career Professional Development Programs (Community and Membership Engagement)
      iii. Career Exploration Panel (Career Development)
      iv. Science Communication Workshop (Communication and Outreach)
      v. Accessibility Workshop (in development)
      vi. Hill Day (Policy and Advocacy)
   
   b. (Madhu) Can we approach these a bit more collaboratively between subcommittees?
5. Administrative
   a. Worm21:
      i. June 18th: Engagement Professional Development programming
      ii. June 21-24: Worm21 scientific programming
      iii. Rachel will serve as the primary ECLP contact during this time.
      iv. Submit administrative requests through the Requests Smartsheet
   b. Calendar Invites Protocol now available (Erin)
      i. Engagement effort to standardize procedures in the fall
         1. Folder can be found here and will be available in the Roles & Resources Smartsheet
      ii. Calendar invites must be sent for all meetings moving forward, both internal and external
      iii. These should be sent directly from a calendar client such as Outlook or Gmail
         1. Engagement can send on your behalf if needed by submitting a request
      iv. Action item: create infographic to help orient through all the files
      v. Other ideas:
         1. Streamline multiple folders
   c. Accessibility in ECLP Events - Oindrila De
      i. Committee meetings
      ii. Workshop Accommodations