

Steering Meeting Minutes

March 11, 2021 | 3-4 p.m. EST

In attendance

GSA Staff:

Rachel Fairfield

Jessica Velez

Erin Suderman

ECLP co-chairs:

Angel Cisneros

Balint Kacsoh

Gosia

Jiae Lee

Katherine Maniates

Madhumala Sadanandappa

Karyn Onyeneho

Seyma Katrinli

ECS Board Representatives:

Gavin Rice

Agenda Items

1. Dr. Jordan Ward (GSA Board Member) joining as a Steering Committee advisor
 - a. Introduction meeting: Tuesday the 16th at 4:30 pm EDT
 - b. **Action item: We will need to reschedule our monthly meetings to accommodate Dr Ward**
 - Erin will follow-up with scheduling after Tuesday's meeting
 - c. Jessica has shared CV to #co-chairs_steering_committee
2. Follow Up: [Affinity/Advocacy Group for Scientists with Disabilities](#)
 - a. Oindrila De (member, Career Development) will lead
 - b. Call for volunteers sheet can be found [here](#)
 - c. Updates
 - Karyn & Adelita both directly involved in the group and will report back to Steering
 - First meeting has not been scheduled. Waiting for final volunteer sign-ups.
3. Follow Up: Public-Facing Minutes Expectations
 - a. Confirmed with GSA that only Steering committee minutes will be posted publicly

Erin drafted Minutes template document

1. February Minutes
2. Uploaded to Steering Committee site
4. Zoom update and tutorial by Jessica
 - a. How to set-up recurring meetings
 - b. How to disable waiting rooms
 - c. Microsoft Outlook Zoom extension
 - d. Issues with multiple Zoom links for meetings

Action item: GSA staff to review calendar invitations
5. Follow up: ECLP Surveys
 - a. ECLP Exit Surveys

Sent Monday 2021-3-1
Link will allow everyone to see responses

Action item: a full report will be prepared this Spring
 - b. Entrance ECLP Surveys

Any additional feedback or comments?

Action time: surveys to be sent beginning of April(Jessica)
 - c. Advisor Feedback Surveys

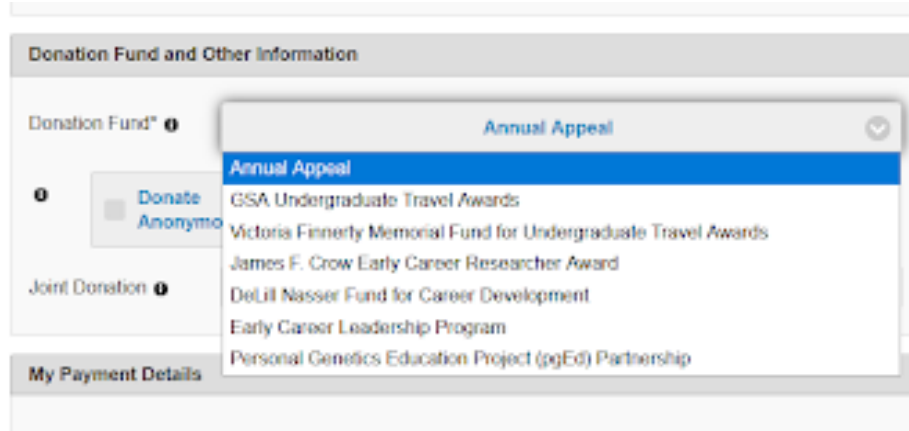
Any additional feedback or comments?
To be sent as soon as approved

Action item: Jessica to get approval from GSA Communications and will send to advisors
6. Follow up: Advisors
 - a. **Action items: add new advisors**

Survey included in GSA eNews and ECS Newsletters last month
Sent to current advisors to distribute
Still needed:

 1. Multimedia (2)
 2. Community & Membership (1 - *in progress*)
 3. Policy (1)
 4. Steering Committee
 - b. **Action item:** reach out to NIH Podcast, NPR SciComm, Speaking of Science (Carla Garnet), Ologies by Allie Ward for Multimedia
7. Follow up: Guidelines Review - approve/make changes by next Steering Committee meeting
 - a. General Early Career Leadership Program Guidelines + Expectations
 - b. ECLP Co-Chair Guidelines + Expectations
 - c. Slack Guidelines
 - d. **Action item:** Jessica will give a final review
8. ECLP Fundraising (Reminder from September 2020 meeting)

- a. We're an option on the GSA donations page!



- b. Part of intro OR end of workshops and events
Only if the organizers are comfortable doing so - not required!
 Cristy will need to approve of the language but this is fine to do at the beginning or end of an ECLP event
1. Example language toward the bottom of the ECLP page:
<https://genetics-gsa.org/career-development/early-career-leadership/>
- c. Approved language: "Want to empower early career scientists? Help us maintain this valuable program by donating today."
- d. Balint: Could the ECLP get approved for a percentage of the shop?
 Potentially design logo from the ECLP?
Action item: add to next month's agenda, prepare new project proposal.
9. Dros21 Conference Dates:
- a. Engagement programming: March 16-19
 - b. Overall conference: March 16-April 1
 - c. Engagement Staff will have **limited availability** during this time
 Use the Requests Smartsheet!
 Let us all know if anything urgent comes up
 Erin & Rachel will be available for immediate needs
10. Feedback and Requests for GSA

Action Items

Action Item	Owners	Deadlines	Status
ECLP Fundraising: design contest and use in online shop sales	Balint Jessica	-Next meeting	-Add to next month's meeting agenda -Prepare proposal
Guidelines Review	Jessica	-next meeting	-resolving comments -assigning to GSA

			Communications for review
Program advisors still needed	Jessica	-ASAP	-efforts to advertise for advisors will be continued -Expand search -Prioritize Multimedia
ECLP Exit Surveys	Jessica	-following March 31, 2021	-Final data to be shared with Steering Committee -GSA Engagement to assemble report
Steering meetings	Jessica Erin	-by next meeting	-New meeting time needs to be decided -GSA program staff to review duplicate meeting links