Steering Meeting Minutes
May 20, 2021 | 3-4 p.m. EDT

In attendance

**GSA Staff:**
Rachel Fairfield
Jessica Velez
Erin Suderman
Cristy Gelling
Tracey DePellegrin

**ECLP co-chairs:**
Jordan Ward
Angel Cisneros
Balint Kacsoh
Kaushal Kumar Bhati
Jiae Lee
Katherine Maniates
Madhumala Sadanandappa
Karyn Onyeneho
Seyma Katrinli
Malgorzata Gazda

**Other:**
Gavin Rice - ECS Board Representative
Oindrilla De - Disability & Advocacy Group

**Agenda Items**

1. GSA Staff Change Announcement (Cristy)
   a. Cristy leaving GSA in July
   b. Jacqueline has been promoted to Communications Manager and will take over as main contact for ECLP

2. Round table

3. GSA Board Meeting Recap
   a. In attendance
      i. Gavin Rice - ECS Board Representative
      ii. Jordan Ward - GSA Board Director
      iii. GSA Staff
   b. Summary of Board Meeting (May 17-18)
i. Board excited to move forward with ECLP meetings!

4. Topics Roundup
   a. GSA Board Meetings
      i. **Topic Discussion Document**
      ii. **What topics should we focus on?**
      iii. For consideration: including other groups beyond the GSA Board in the future?
          1. ECLP Advisors?
          2. GSA Committees?
          3. Conference organizer boards
          4. Etc.
      iv. **Next Steps:**
           1. Finalize topic lists
           2. Send list to Board Members and ask to sign up for topics.
              Deadline = Wednesday, May 27
              a. Science Communication & Outreach / media training / community engagement
              b. Publishing as own topic
              c. Grant writing / academic job search
           3. GSA Admin take over scheduling
     v. **Action item:** Continue the enthusiasm following the board meeting! GSA Admin making a priority to confirm list, send to Board of Directors, and begin scheduling

b. Professional Development and Training
   i. **Brainstorming document**
   ii. **What topics/workshops should we focus on?**
      1. **Action item:** Co-chairs poll within their subcommittees
      iii. Next steps: GSA Staff look over, prioritize, and move forward with offering formal trainings

5. To consider: Conference Programming
   a. GSA Engagement putting together proposal for list of portfolio to insert into Engagement programming & future conferences
   b. Past events which will be included again
      i. Hill Day - Policy & Advocacy (virtual & in-person)
   c. Ongoing Events
      i. Early Career Leadership Program Welcome and Conference Success
         1. Can Community and Membership Engagement take charge of organizing this in conjunction with Engagement moving forward?
      ii. Getting Involved in GSA's Early Career Professional Development Programs
         1. Can Community and Membership Engagement take charge of organizing this in conjunction with Engagement moving forward? Would another subcommittee prefer to be in charge?
      iii. Career Development: Career Exploration Panel
1. Do we want this to be a “permanent” Engagement workshop?

d. Potential future events
   i. Science Outreach workshops - Karyn & Angel to discuss
   ii. Podcasting workshop?
   iii. Accessibility workshop - Oindrilla De (how to make things more accessible, panel, etc)

e. **Action item:** Involved subcommittees discuss their involvement and confirm with Jessica to move forward

6. Etc…
   a. Molly Matty looking for more volunteers for #Worm21 Career Exploration Panel, June 18, 2-4pm EDT. Contact Molly if interested.

7. Administrative
   a. [GSA Board Nominations Open](#)
      i. [Current Board of Directors](#)
      ii. Positions needed
         1. Vice-President (1 vacancy): One year as Vice-President (2022); one year as President (2023); and one year as Immediate Past President (2024).
         2. Secretary (1 vacancy): Three-year term, 2022-2024.
      iii. ECLP members may nominate as many people as they want to
      iv. Goal: 1 nominee per subcommittee
      v. Nominations require:
         1. Name
         2. Institution
         3. Optional (but encouraged) 2-3 sentence explanation supporting the nomination.
      vi. If not a current GSA member, nominees must join GSA to be included on the election slate.
   b. Erin Suderman is now performing website update requests for Engagement
      i. Continue to submit through the [Website Update Requests Smartsheet](#)
   c. [GSA Events Calendar](#)
      i. Available to all ECLP membership
      ii. Intention: keep ECLP members informed of GSA events outside of ECLP
         1. May impact task turnaround times
         2. Ensure events do not compete
   d. Meeting Requests
      i. Moving forward, please send calendar invites for all ECLP meetings
         1. Co-chair as well as monthly meetings
         2. Include GSA Engagement
         3. If you need Erin, Rachel, or myself included, send us invites as well
            a. Erin: Administrative tasks
b. Rachel: Science writing, writing/editing, and communication tasks

c. Plan around Erin and Rachel's schedules; list Jessica as optional

ii. Rationale:
   1. Make sure each member's personal calendar reflects their meetings for scheduling purposes with others
   2. Helps to keep Engagement in the loop
   3. Professional development - we will work with you on how to send calendar invites if needed

iii. If you need any help with this, reach out to Erin or Jessica. If you prefer these invites come from the Engagement calendar, submit to Erin Suderman in the Requests Smartsheet

e. CV/Resume Standard Language for ECLP Membership
   i. Rachel Fairbank drafting
   ii. Please review the document and let Rachel know any projects and/or skills we are missing

f. GSA Facebook Events
   i. Incredible success with the Multilingual seminar - over 700 registrants and 200 participants!
   ii. Discussed with Cristy - moving forward we can request events created on the GSA Facebook page
      1. Allows you to share the event with groups/your network
   iii. Submit requests through the Requests Smartsheet

Action Items

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<thead>
<tr>
<th>Action Item</th>
<th>Owners</th>
<th>Deadlines</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>GSA Board/ECLP Meetings</td>
<td>Jessica Velez</td>
<td>ASAP</td>
<td>-GSA admin priority to move forward and begin scheduling meetings</td>
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<td>-Polly Poll created and posted to ECLP Slack channel</td>
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<td>-GSA admin will review poll results and send finalized list to Jordan by Wednesday May 26</td>
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<td>Professional Development Trainings for ECLP</td>
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<td>Next steering meeting</td>
<td>-GSA admin will review topics and follow-up on potential</td>
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<td>Conference Programming</td>
<td>Jessica Velez Subcommittee co-chairs and event organizers</td>
<td>Next steering meeting</td>
<td>-Co-chairs will discuss their involvement and report back to Jessica</td>
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