

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
Małgorzata 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.
 3. Director (4 vacancies): 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

Action Item	Owners	Deadlines	Status
GSA Board/ECLP Meetings	Jessica Velez	ASAP	-GSA admin priority to move forward and begin scheduling meetings -Polly Poll created and posted to ECLP Slack channel -GSA admin will review poll results and send finalized list to Jordan by Wednesday May 26
Professional Development Trainings for ECLP	Jessica Velez	Next steering meeting	-GSA admin will review topics and follow-up on potential

			trainings -
Conference Programming	Jessica Velez Subcommittee co-chairs and event organizers	Next steering meeting	-Co-chairs will discuss their involvement and report back to Jessica