

Steering Committee Meeting Minutes

November 15, 2023 – 12:30 PM – 1:30 PM Eastern

In attendance

Aakanksha Singhvi, Steering Committee advisor
Balint Kacsoh, GSA Engagement staff
David Peede, Multimedia co-chair
Hassan Bukhari, Multimedia co-chair
Jessica Vélez, GSA Engagement staff
Jessie MacAlpine, Communication and Outreach co-chair
Jillian Freese, Accessibility co-chair
Julio Molina Pineda, Policy and Advocacy co-chair
Shreyasi Mukherjee, Policy and Advocacy co-chair
Uyen Linh Ho, Community and Membership Engagement co-chair

In absence

Abhinava Mishra, Career Development co-chair
Caroline Aragón, Communication and Outreach co-chair
Jadson C. Santos, Career Development co-chair
Jordan Ward, Steering Committee advisor
Pravrutha Raman, Accessibility co-chair
Walid Mawass, Community and Membership Engagement co-chair

Agenda Items

1. Administrative updates
 - a. Steering Committee Board of Directors Report
 - i. Please review and add comments or suggested information by close of business **Monday, November 20th**
 - b. 2024 ECS Weekly Schedule open for sign-ups
 - i. The ECLP needs sign-ups for early 2024 from continuing members

- c. Communications Department Form request
 - i. This is a new process for webinars, workshops, podcasts, etc., to request advertising and feedback from communications
 - d. 2023 ECLP Survey is open
 - i. The survey needs at least 55 responses for a robust response. Please encourage members to take the survey.
2. ECLP applications
- a. Suggestions on application process from cochairs
 - i. Some applicants had interest in accessibility but did not rank highly. Perhaps these applicants can be liaisons to the accessibility subcommittee if they are on a different subcommittee.
 - ii. Perhaps not use excel but have a different type of meeting document to prevent formatting issues.
 - 1. The solution can be to export a pdf document instead.
 - b. Revisiting the co-chair selection role. The following are potential suggestions from co-chairs.
 - i. Could be beneficial to select existing members (however, this could lead to continuity issues)
 - ii. One year appointment with an option for a second year as a possible alternative.
 - iii. Takes a while to get used to and identify what the role is for the new co-chair. A one-year appointment may not be long enough to get used to your standing/to not overshadow the other co-chair/etc.
 - iv. At the end of your first year, you can apply to be a co-chair. If you get accepted, you stay on for two additional years (3 years total). This co-chair onboarding is only open to existing members.
 - 1. Alternative-interview for co-chair after 3 months on the committee rather than immediately. Push co-chair appointment to the end of the first quarter. By the end of March, we would then know who is going into a particular role.
 - v. Changing labels to chair and vice chair?
 - 1. Chair, vice chair, past chair
 - vi. With increased leaders, we may need to increase the cohort size to not over represent the leadership role
3. Confirm interview list with co-chairs

ECLP Process	Date
ECLP Application Open	August 16, 2023

ECLP Application Close	October 18, 2023
Applications sent to Steering Committee for Review	October 23, 2023
Application Reviews Due at November Steering Committee Meeting	November 15, 2023
First and Second Interviews (for co-chairs)	November 15 - December 15, 2023
Acceptance/Non-acceptance Notifications Sent	December 18, 2023

Action Items

Action Item	Owners	Deadlines	Status
First and Second Interviews (for co-chairs), November 15 - December 15, 2023	Co-chairs	November 15 - December 15, 2023	Ongoing