Steering Committee Meeting Minutes

October 18, 2023 – 12:30 PM – 1:30 PM Eastern

In attendance

Abhinava Mishra, Career Development co-chair
David Peede, Multimedia co-chair
Hassan Bukhari, Multimedia co-chair
Jadson C. Santos, Career Development co-chair
Jessica M. 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

In absence

Aakanksha Singhvi, Steering Committee advisor
Balint Kacsoh, GSA Engagement staff
Caroline Aragón, Communication and Outreach co-chair
Jordan Ward, Steering Committee advisor
Pravrutha Raman, Accessibility co-chair
Uyen Linh Ho, Community and Membership Engagement co-chair
Walid Mawass, Community and Membership Engagement co-chair

Agenda Items

1. Administrative updates
   a. Engagement Staff Availability
      i. Engagement staff traveling, but one member is available at all times.
   b. GSA Communications process update: new process for webinars, workshops, podcasts, etc.
   c. 2023 ECLP Survey is open!
      i. Need at least 55 responses for a robust response
         1. Current total: **13**

d. ECLP applications close today!
    i. Applicants will be sent to co-chairs for review by October 23rd
    ii. Applicant reviews are due by **November 15, 2023**

ECLP Application Process

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

2. Co-Chair and GSA Engagement Q&A
    a. Ongoing concern: Engagement of ECLP representatives decreases over course of year
        i. Suggestions from co-chairs:
            1. Consider SCRUM leader style
                a. SCRUM-assigned representative handles check-ins and project management regarding deadlines
            2. Assign project leads, 1 ongoing member and 1 from new cohort
                a. Pushes engagement of members
            3. Eligibility to attend ECLP training courses tied to ECLP subcommittee attendance/involvement?
                a. Must be active in project(s) and attend meeting(s) as available
    b. Process feedback for Accessibility Subcommittee:
        i. Reinstitute liaisons from other subcommittees
            1. If willing to serve as liaison can attend monthly subcommittee meetings

2. At end of 1st year would transition to new liaison from new cohort
3. Alternate idea: Accessibility Subcommittee members join other subcommittee meetings
4. Engagement staff suggestion:
    a. Consider a web of connectivity between subcommittees
        i. This would need to be discussed on a structural level to determine how this will impact subcommittees

Action Items

Action Item	Owners	Deadlines	Status
Close ECLP Application survey	GSA Engagement staff	October 18, 2023	Complete
Process applications	GSA Engagement staff	October 18th - October 23rd, 2023	In-progress
Distribute ECLP applications to Steering Committee for review	GSA Engagement staff	October 23rd, 2023	Not started
Review ECLP Applications for subcommittee	Subcommittee co-chairs	November 15th, 2023	Not started