

Steering Meeting Minutes

September 15, 2022 at 3 PM Eastern

In attendance

GSA Staff

Balint Kacsoh
Jessica M. Vélez
Matthew Benusa

Advisors

Aakanksha Singhvi
Jordan Ward

Co-chairs

David Peede
Jadson Carlos dos Santos
Jillian Freese
Julio Molina Pineda
Madhumala Sadanandappa
Uyen Linh Ho

ECS Representatives to the Board

In absence

GSA Staff

Advisors

Co-chairs

Caroline Aragón
Jiae Lee
Kaushal K Bhati
Lita Bozler (on hiatus)
Mubaraq Opoola

Oindrila De
Riley Kellermeyer

ECS Representatives to the Board

Jacob Ortega

Agenda Items

1. Matthew Benusa: Postdoc Appreciation Week next week! (23 postdocs in ECLP)
 - a. Contact: mbenusa@genetics-gsa.org
 - b. GSA social media takeover
 - i. One day with a few tweets or posts on an Instagram story (or both)
 1. Tuesday or Wednesday are best days for engagement
 - ii. 1-2 hours commitment
 - iii. Formats? Open to what the postdoc wants to look like
 1. Day in the life?
 2. Good / bad / and what research being worked on
 - c. Shoutouts of our ECLP postdocs
 - i. GSA engagement will reach out to check on status of members in case there has been changes—will post on ECLP Slack
2. Round Table: 1 positive from the past month
3. Subcommittee monthly meeting updates:
 - a. Add an Advisor Discussion section for your meetings
 - i. Gives all ECLP representatives a chance to discuss topics, issues, and receive feedback from an advisor outside of the subcommittee's goals
 - ii. Has been implemented in Communication and Outreach and Community and Membership Engagement
 - iii. **No notes taken during these to make everyone feel comfortable to openly discuss topics.** This also has created a closer feeling between advisors and the committees.
4. Seminar and workshop updates
 - a. Registration Integration into the GSA Web Portal
 - i. GSA aim: Fall 2022
 1. See conferences, seminars and a large calendar of events upcoming
 2. One portal so registration becomes more streamline. Individual registration no longer needed
 3. If registration declines, we will revisit approach and change as needed
 - b. American Sign Language interpreter services through [Interpreter-Now](#) available upon request of registrants
 - i. This will be part of the registration process—ie someone requires this additional help

- ii. Due to high demand of ASL interpreters we will not request unless needed
 - iii. Need at least **1 week notice** to secure interpreters
 - c. Timeframe for organizing seminars
 - i. Moving forward, please give GSA Communications at least 2 weeks lead time
 - ii. This will give GSA Communications more time to advertise events across all platforms—tweets, linked in, instagram, weekly ENews, facebook, etc
 - d. Seminar emails
 - i. One-off emails to encourage registration for these events (instead of just GSA eNews or ECS Weekly)
 - 1. Normally send 3-4 business days prior to the event
 - 2. Call to action for one particular event
 - e. *Suggestions*
 - i. Having an events calendar on the ECLP website and/or generic calendar of events
 - ii. In the eNews: make the events more visible/separate from the rest of the list
- 5. ECLP Postdoc Representative to the Board
 - a. Please encourage your postdoc members to apply!
 - b. Please consider applying if you are a postdoc!
 - i. Questions asked during the meeting to provide perspective from postdoc view and ECLP view point
 - ii. Good opportunity to see how society system works, to make difference to the board's views
 - iii. Representative makes recommendations to the board on what do to/things to change and implement
 - c. Graduate student representative is already in place
- 6. Co-chair Q&A
 - a. David Peede is a new co-chair of the Multimedia subcommittee
 - b. How to engage members of a committee with compassion? How to best maintain active participation within and between committees?
 - i. Assign tasks directly to certain people –make it opt out instead of opt in
 - ii. Breakdown large tasks into smaller tasks—”by this date I need X. This date I need Y”
 - iii. Reach out to individual member directly
 - iv. Engaging members generally: reaching out and getting to know individual details about the members; implementing virtual games
 - v. If members are not engaged, you can enact the unresponsive members protocol
 - 1. Reach out to Engagement staff if you need us to help!
- 7. Topic-Based Advisor Discussion
 - a. What topic would you like to discuss?
 - i. Continuation of co-chair topic

8. Onboarding ideas
 - a. Use the Spotlight Interview as a task for all new ECLP representatives
 - b. Blog post workshop with deliverable post
 - i. Work with Vincent? (for initial blog posts)
 - ii. Potentially tie into writing workshop
 - c. New member mixers
 - d. Buddy system within subcommittee OR program

Action Items

Action Item	Owners	Deadlines	Status
Notify postdoc and postdoc equivalent members of ECS Representative to the Board position opening	Steering Committee Engagement staff	Fall 2022	In progress
Review suggested ECLP engagement improvements and implement if appropriate	Engagement staff	January 2023	In progress