Steering Meeting Minutes
February 17th, 2022 | 3 pm Eastern Time

In attendance

GSA Staff:
Jessica Vélez

Advisors
Aakanksha Singhvi

Cochairs:
Balint Kacsoh
Jadson C. Santos
Jillian Freese
John Rojas Pino
Julianna Lita Bozler
Karyn Onyeneho
Oindrila De
Uyen Linh Ho

Notified unable to attend:
Madhumala Sadanandappa
Jiae Lee

ECS Board Representatives
Jacob Ortega
Nicole Torosin

In absence

Notified unable to attend:
Madhumala Sadanandappa
Jiae Lee

Agenda Items

1. Welcome to our new members!
a. Introductions - name, location, research interest, and one positive from the last month

2. Steering Committee meeting scheduling
   i. Jessica is currently working on Fungal meeting preparation. This will lead to delays in Engagement requests.

b. Poll for general weekly availability
   c. Current Majority: Tuesdays 3-4 pm Eastern
      i. Proposed: 3rd Tuesdays at 3 pm Eastern moving forward
      ii. Dr. Singhvi cannot make this time due to meetings.
      iii. Other meeting times, Thursday at 3pm, Wed at 3pm
      iv. Thursdays at 3pm is final time (leaving as is)
         1. Please note: if you cannot make time, please let us know ahead of time

3. Q&A Session for new co-chairs
   a. Points/questions raised:
      i. how to encourage long term sustainability with projects for committee projects?
      ii. Recommendations:
         1. starting early projects with your tenure vs at the end
         2. resources are easier to define as long term
         3. thinking through the full proposal project, time frame of the committee, etc.
         4. examining how much time GSA staff needs as a function of sustainability
      iii. What would you like to know before working on the program? i.e. something I need to know
         1. fostering a community environment
         2. do not overcommit yourself
         3. pairing strengths and weaknesses
         4. managing transitions
      iv. What if you have to do something but are not sure what to do? i.e. acronyms, behind the scenes, jargon; when do you feel prepared/how best to be prepared?
         1. shadowing
         2. building documents to guide
         3. communicate cross committee
         4. communicate with Jessica
      v. How will my performance as co-chair be evaluated? Will we meet between co-chairs of different subcommittees to get feedback?
         1. Reach out to your co-chair for feedback, and to the Steering Committee as well.
         2. Self survey for ECLP as a potential downstream method for self growth for professional development in development by Engagement.
vi. Activities and time commitment. Where to spend time?
   1. Times vary based on projects
   2. 15-20hrs a month for co-chairs
   3. **Recommendation:** dedicate time during Steering Committee meetings to ask questions in the future

4. Topic-Based Advisor Discussion
   a. What topic would you like to discuss?
   b. From the last meeting: who is an “early career scientist?”

### Action Items

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<thead>
<tr>
<th>Action Item</th>
<th>Owners</th>
<th>Deadlines</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Updated Steering Committee Meeting Calendar Invite</td>
<td>Jessica Vélez</td>
<td>Immediate</td>
<td>Completed</td>
</tr>
<tr>
<td>Include Co-Chair Question and Answer session in future agendas</td>
<td>Jessica Vélez</td>
<td></td>
<td>Added to future agenda template</td>
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</tbody>
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