

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

Action Item	Owners	Deadlines	Status
Send Updated Steering Committee Meeting Calendar Invite	Jessica Vélez	Immediate	Completed
Include Co-Chair Question and Answer session in future agendas	Jessica Vélez		Added to future agenda template