**GSO Executive Committee Meeting Notes**

**July 10, 2020, 11:30 – 12:30 am**

Identifying the structure of GSO and meetings:

* Creation of a transition packet for the following years
* Jasmine will send meeting notes to Sean who will then send it to the Facebook page to keep students in the loop
* How often do we want to meet? Once a month unless something is pertinent, such as recruitment weekend and if there is another shut down. During the meetings, each person has 5 minutes to provide updates and then questions and discussion at the end.
* We will plan to use Teams as a mode of communication in addition to email

Programming priorities:

* Creating a social event for incoming students
	+ Outdoor event. Go to Carolina North Forest for a hike. Groups of 5 to keep it small.
	+ Can also do a Zoom event. Maybe send a recipe to make drinks
	+ Maybe do multiple meetings (do something early and then a little later)
	+ Maybe send a small care package, tell students about discounts
	+ Puzzle boxes for zoom meeting get together
	+ Google docs for programming ideas
* Establishing a list of non-negotiables – things that we absolutely want to see regarding diversity and inclusion (good to have at the next Dean dinner which is July 22). We will create a Team’s page to add on ideas
* Student feedback on returning to campus
	+ Google surveys but anonymous. Loop in the division representatives to enforce feedback

Individual roles:

* Talisa, VP: Second to the president but have her own projects to move forward with and step in whenever Ava cannot. Grant writing for funding
* Isabella, Treasurer: Managing and keeping track of budget. Organize T-Shirt fundraiser again and coordinate with community outreach chair for fundraisers and sponsoring events. Can also help will grant writing for funding
* Sean, Communications chair: Get students more aware of GSO and events. Participate with podcast
* Jessica, Community Outreach: reaching out the UNC community and research triangle. Focus on those who are disproportionally affected by the pandemic.
* Mairead, Social chair: work with Sean to get the word out regarding events, emphasizing cross-divisional engagement, carefully plan social events during COVID
* Jasmine, Secretary: Note taking, making sure that the agenda is finalized, support the board in any way possible. Passion projects, such as grant writing for funding.

Update from Operations Return Committee

* Every PI needs to have scheduled in person meetings with all students to meet the policy for in person instruction, especially for those with an F1 visa