



Date: Wednesday July 29th, 2026

Assigned Tasks	
President Tasks	1. Send out emails to other departments for us to present at their orientations. 2. Working on orientation slide deck. 3. Give Council Chair access to the orientation excel sheet. 4. Send an email out to HSC to request if we can share the information about the HSC grant.
Council Chair Tasks	1. Send out emails to other departments for us to present at their orientations.
Chief of Staff Tasks	1. Send out emails to other departments for us to present at their orientations.
Admin Tasks	1. Show team where panic buttons are. 2. Remind everyone of where the rendezvous point is.
Grants Tasks	1. Send GPSA President your school schedule. 2. Present on zoom the GPSA orientation
PR and Development Tasks	1. Send GPSA President your school schedule. 2. Present at a orientation in August. 3. Take a look at the orientation slide deck once President is finished with it. 4. Create a flyer for our Club 89 event.

Other Notes:

Office hours:

- Make sure you are letting us know if you are going to be late or out.
- Marisa will be out for a little bit due to orientations.
- Please be transparent with your office hours.

Expectations for Events:

- Sign up for three days for welcome back week

- President would like for PR to work with NCL for North campus events.
- GPSA club 89 event:
 - Wanting for departments to table
 - PNMGC
 - El Centro
- Take a look at the holiday celebrations email.
- Thinking about GPSA orientation, end of August or in September.
- Looking for the next semester of club 89 collaborations and event ideas.
- We have our Health Fair Event, Lobos y Lowriders, and Club 89 event with El Centro coming up in October and September.

Storage Cleanup:

- Storage Cleanup on August 5th.
- If everyone can please help out with this.
- We will start at 9:30 am.

Community agreements:

- We will send out our community agreements.
- Would like to make this into two posters and hang these up on our door and another one near Admin desk.
- Let's move forward as a team!
- When going to speak with people or going to meetings, lets stick to the buddy system and take at least one person with us for support.
- Thinking team should take an active shooter training.
- Discussed our rendezvous point is.

Office Policy Manual:

- Adding emergency instruction into the office policy manual.
- Adding position descriptions and other things you do in it as well.
 - Roles, responsibilities, and how we put together events.
- Including community agreements.

Officer and Staff Updates:

- President:
 - Schedule will change once Fall semester starts.
 - President will be out starting September 20th and will be out in February, for conferences.

- Council Chair:
 - Finance committee bylaws updated on members.
 - She is emailing finance applicants for their positions.
 - Might be out the week of August 11th.
- Chief of Staff:
 - Will be out Thursday July 30th.
- Grants Director:
 - Grant notices have been sent out.
 - Might be able to have provisions for SRG.
 - Grants Committee meeting next Thursday from 3-5pm.
 - Might need to submit an IR for food.
 - Working on semester reports.
 - Preparing for the fall.
 - Awards won't be processed until Karl returns.
- PR Director:
 - Pushing for each of us to attend events and workshops.
- Admin:
 - Will be out Thursday July 30th back August 5th.
 - Out August 17th-19th.
 - IRs need to be done four weeks in advanced in order to be processed on time.
 - SGAO isn't taking paper copies anymore.

Announcements:

- Admin:
 - Amazon purchases with IRs need to be done four weeks in advance.
- Admin:
 - When sending out things that need to go out on the listserv to admin, send the dates when these need to go out and provide reminders.
 - As well as send any important wording, links, and flyers for events to be sent out.
- President:
 - Send out class schedules to President.
- Grants Director:
 - HSC grant deadline is August 7th.
 - If we can reach out to HSC to further share the information.