



GPSA Staff Meeting Notes

Date:

Assigned Tasks	
President Tasks	1. Working on the Policy Manual. 2. Updating job descriptions. 3. Asking Ryan and IT to see how much people open our emails. To help spread the news of our events and services. 4. Setting up new events. 5. Working with the SUB to set up our orientation. 6. Sending an email to all of the departments for orientation presentations. CCing everyone on it. 7. Scheduling new events.
Council Chair Tasks	1. Trying to get more people to come to council. 2. Creating a finance handbook.
Chief of Staff Tasks	1. Scheduling interviews. 2. Helping plan events. 3. Sending out an emails to create new events.
Admin Tasks	1. Cleaning supplies closet. 2. Setting up one on ones. 3. Creating a need to know list and sharing with the team.
Grants Tasks	1. Application review process. 2. Creating changes for the grants code.
PR and Development Tasks	1. Send out jobs information to PNMGC. 2. Making Newsletter smaller so we don't have to scroll a tone of pages. Something like PNMGC newsletter.

Additional Notes:

Marisa will be back Next Week Wednesday through Friday.

Team to send out suggestions for community agreements.

Grants:

Pres: Anything you need help with?

Grants Director: For students to discuss what are the challenges and things that the grants need to be improved on?



President suggestion: Possibly getting rid of having to do grant workshops, more accessible workshops, creating these to be more accessible to everyone. Solutions to common problems of accessibility.

Kaya suggestion: Creating a PowerPoint or study guide and a comprehensive quiz.

President suggestion: Should we have these in different languages? Possibly pairing with accessibility resource center.

President having another meeting discussing grants and accessibility for students. Hour to an hour and a half meeting in the next week to discuss this further.

Grants Director: Wanting to Amend the grant code to give more room for more students.

Newsletter:

How can we get our newsletter to every graduate student. Access to newsletter.

Suggestions:

- Possibly creating things that don't look like spam.
 - Contact GEO, PNMGC, AISS, and other different departments to share our information.
- Advertisements.

Information for Newsletter to be due the Tuesday before the Wednesday it comes out.

PR suggestion:

Orientation at the beginning of the semester, with food. Come meet GPSA event.

- Sending out flyers to different departments.
- Pizza and Lawn Games.
- Hosting the 2d week of school.
- Two orientations for main campus and north campus.

Coming up with new events:

- Scheduling alumni events.

Future Meetings:

- Monday works for team for future meetings at 10.
- Next meeting 27th at 10.
- Will decide the next school year.

Other Announcements:

- Franklin will be out starting July 5th out for two weeks.