**SPESS GSA Meeting Minutes 9-13-2022**

Discussion Topics:

* Collection of dues
  + Rajat: venmo, zelle, cash are all options for collecting dues for the campus federal account
  + Can be done at the first meeting, Rajat will have a slide for it
* Reassigning positions
  + Rajat: it may be difficult to have presidential and VP election and get them up to speed with what we have been working on. Suggestion: reassign our positions so that the election will be for two other positions. Proposed positions:
    - President – Brayden
    - Vice President – Flavia
    - Treasurer – Rajat
    - Outreach Coordinator OR Secretary – Kris
    - Hold election for the other two
    - Get Kris consent
  + Flavia, Kris, and Brayden will come up with position descriptions for those to be up for election as well as protocol of what was and can be done in those positions
* Welcome meeting planning
  + Brayden: update
    - Walsh has been caught up, Stout has agreed to spread the word to faculty and has agreed for department to pay for food and drinks at meeting. Still waiting for response from Labonte about using seminar hour on 23rd.
    - About ½ of GSA has filled out survey. Will continue to fill the master contact list.
    - Sandra is looking into business cards
  + Objectives to complete for welcome meeting
    - Flavia:
      * Make flyer invite for general members (reach out to Jennifer Blanchard jenblanchard@lsu.edu for help if needed. She has offered her help with things like this.)
      * Make flyer for personal faculty invite containing time, location, food to be served, attendees
      * Make social media coordinator description for presentation in meeting
      * Make social media protocol to transition the next social media coordinator
    - Rajat:
      * Make the dues collection slide containing all payment methods and addresses/info to send payment
      * Order 6-8 pizzas for meeting
      * Make ASA Conference slide with all relevant details and how to register, bring resources if necessary
      * Begin planning tailgate/social event with Kris
    - Kris:
      * Continue work on outreach meetings, reach out if you need content
      * Recruit a HORT professor (possibly new faculty) to make an introduction and short talk at the meeting about the research he is involved in
      * Present tailgate/social event ideas at meeting
    - Brayden:
      * Request Dr. Roberto Neto to make introduction and talk at the meeting (possibly through Flavia or Maria)
      * Request Dr. Shiratsuchi to make introduction and talk at the meeting
      * IF the above to do not respond, contact Dr. Tubana
      * Make meeting presentation slides
      * Call for jambalaya
      * Get drinks, plates, bowls, utensils
      * Make sign in sheet
      * Send invites to Stout, Sandra, Professors, Post-docs, Students
      * Make sheet and slide for classes currently enrolled to make groups
      * Make a list of conferences to be attended slide
      * Make feedback slide
      * Make meeting Agenda
      * Make position description and protocol
  + Meeting slides

1. Welcome, introductions (board), sign in sheet to be passed around
2. Pay dues and different ways to do so – Rajat
3. Group communication platform discussion – Flavia
4. Positions available/election – Flavia, Kris, Brayden
5. Classes we are currently taking with sheet to be passed around – Brayden
6. Available conferences – Brayden
7. Business cards – Brayden
8. ASA Conference – Rajat
9. Future plans/possible tailgate
10. Intro from professor 1: AGRO
11. Intro from professor 2: HORT
12. Thank you/food/meet and greet in hallway in front of office