

E-Council Meeting 2
11 Sep 2024
Meeting Minutes
(Camera On)

Attendance: Daniel Douglas, Jessica Burstrem, Aminah Amjad, James Gilmore Jr., Lokesh Gupta Mamidi, Saad Khan, Jennifer Artis, Soham Katkar, Mrunal Jadhav, Naghmeh Akhavan, Yash Soni, Neha Saindane (all members present), (Quorum is Established),

Begin Time: 12:38 PM

End Time: 1:29 PM

Executive Summary:

Action Items:

Motions Taken (Who and what)

UNFINISHED BUSINESS

Approve meeting 1 Minutes

Motion to Table approving the Meeting 1 Minutes until next week.

Vote: 5 Yea 0 Nay

Motion Approved to Table the Approval of the Meeting 1 Minutes

[shared governance committees](#)

Need to assign specific committees, this week. Then we can make assignments to other less critical committees. Research and Creative Achievement Council (the important one!) that needs to be assigned by Thursday. The next cabinet meeting is Monday, 9/16, so we can work then to assign the committees. The cabinet will have to discuss among ourselves who sits on that committee.

To clarify, the Climate Action Steering Committee has several working groups, but the CCASC Advisory Board has requested an Officer of the Executive Council. They want Senators for the five working groups. The CASC requested 3-4 senators, among the five working groups. This could imply that one Senator works on two working groups.

PRIORITY TOPICS FOR DISCUSSION

E council Responsibilities (Aminah) (Timestamp: 12:58)

1. We want cameras on
2. Be active in Chat (even if you can't make it to things)
3. Room Bookings for everything (Fall and Spring) GAAC/Senators Townhalls and Meet and Confer.

- a. Important to schedule in advance, as two separate buildings on campus are closed. Please, all senators need to submit and book Town-Hall dates. Work with James to find rooms as needed & provide dates to Jennifer. Soham- add to agenda to make sure Senators add dates to Town-Halls.
 - b. Please let Dan Douglas know if any group needs to have the website updated.
4. Updates on committee members? And what everyone is doing?
5. Work on Points of Policy with Dan (LC and EoF)? - try to get updates. It must do everything that the Bylaws says it must do. So make sure that both documents are consistent. Goals, expectations, best practices, and how things are run. Make sure it's all according to the Bylaws.
6. Details Needed on the GSA Website - GEARS has its own webpage! Use this to update the website.

GS Fest (Lokesh) - James is still waiting for confirmation of new date. GSFest has all the campus resources that graduate students would be interested in. Based on Lokesh's guest list, the calendar invite to save the date was sent. E-Council people cannot send messages in the Senate group. GSFest → October 16, 4-6 PM at UC Ballroom. GSA members are required to attend to help set up and manage it. GSOs are invited to table at the event. GSOs must register to attend, and if not they will not have a table available for them.

Communications best practices - People are more likely to respond if you give them a deadline. In practice, please make sure an email has more than one day to respond. If an email is sent in the afternoon, consider the next day "Day 1." Count business days and not weekends, Allow time for people to respond. Do not send a reminder within the first day. (If you sent an email at 3:00 pm on Friday and sent a reminder on Monday morning, it is considered rude, as it's considered that only 2-3 business hours have elapsed.) Consider scheduling an email in advance, and ways to maximize the responses that you receive. Be precise in invites for the Subject/Title and times. For important emails, use ACTION REQUIRED in the subject, to let someone know you need a response.

Moving to the next meeting (Old business)

Debrief events since the last meeting

- Pack the RAC?
- Gathering on the Green - 20, or 30th of September?

The meeting adjourned at 1:29 PM. The next meeting will be October 2, 2024.

Other upcoming events

Fri 13 Sep GSA Retreat (times?)

Jessica will be in Croatia Sep 17th-26th for a research-related training workshop

Game Night Palooza (GEARS)

Executive Council Group Norms

- Communicate GSA precedent and decisions AND consider whether change is warranted
- Protect Senate's autonomy AND consider what obligations we can safely externalize (as long as our approval/voice/views are still involved & it's for the betterment of the graduate students)
- Delegate appropriately
- Consider who requires inclusion in your decisions and communications and when
- Commit to managing your own hours
- Respect other people's time AND your own
- Assume good intentions AND acknowledge impacts
- Take judicious risks AND take responsibility for negative consequences
- Active and respectful listening
- Take time to pause and breathe before you react or communicate
- NEW TODAY: Turn on your camera, and be active in the meeting (share your thoughts & availability or lack thereof in chat, etc.)