

Friday October 2, 2009 5:05 PM

## First MEAS executive board meeting:

Attendance: Joe Zambon, Ashlee Lillis, Rebecca Pirtle-Levy, Katie Pierson

### The Website

- MEAS calendar will be updated within Google
- Joe is working on setting it up like a database, so that all that is needed is to fill out a form and information will appear on the website
- On the main page there could be a news story, upcoming events and headlines for the department
- Student Section: e-mail address, advisor, degree, program, office location, research interest and website link
  - Perhaps name highlighted with a link to go to another place with CV and photos, another GSA profile with picture
  - If pictures are on the main page with the list, we will take the picture to make sure they are uniform
- Susan Jane Curtis is the MEAS department representative who will give us access to the directory, 100 megabyte limit. Apparently we have already used 88%, Joe is going to investigate
- \$4 for an outside web server such as godaddy.com
- Ashlee will be in charge of student survey
- Joe says that we should be online next week- for administrative things we will need to wait a week, until after the NSF site visit
- Photos section: GSA events only, to limit the amount
- Forum- there is a chat section, people will need to sign up (Joe will give them approval), happy hour section for suggestions for next month's happy hour venue
- Should the constitution be on the website?
- Section for the travel request forms and surplus forms
- Links to grant information—something that doesn't need to be updated often
- Before we get ahead of ourselves we should do easy things first, the most important to the students ( will figure this out due to Ashlee's survey)
- Current goals of the board members on the website, initiatives that we can cross off
- Doing things that get more people involved
- Website as a way to improve communication
- This website would be used as a recruitment tool for the department, right now it will be held on the unity server- can we buy more space? (Joe will talk to Janowitz)

### Happy Hour

- Open it up to faculty and staff and students
- We need use of a faculty, student e-mail list
- GSA hosts but everyone is invited

## Grad Lounge

- Space committee is 4 members- can we get a grad student on the committee?
- Frederick Semazzi the head- need a paragraph as to why a grad student office is important
- Janowitz has a list of grad student offices—do you know of any space within the building, or what part of the building we can use?
- Lounge with table- for possible meetings
- Nice recruitment tool

## Student Survey

- Ashlee
- Survey monkey (most interested to least interested)
- Forum will also have a section for further input

## Constitution

- Changing election of officers into September—provision for special elections in April
- If needed elect new position in May-still organize start of semester events
- Meetings- once a month “at the convenience of the GSA”—perhaps for the executive board
- Quorum- we need to define-bring to general meeting to change constitution
- 1 general meeting a semester- minimum

Meeting adjourned at 5:50 PM for Happy Hour