

**Minutes of  
Geology Graduate Student Association  
09/05/2017**

1. Call to Order:
  - a. Joe Tulenko, club president, called the meeting to order at 11:05 am in Cooke 435
2. Attendance: Tayler Schweigel, Avy Schweinsberg, Alia Lesnek, Allison Cluett, Kirstie Haynie, Becca Kiekhaefer, Kailey DiemKaye, Meg Corcoran, Claudia Fletcher, Davide Bana, Carolyn Roberts, Erik Orantes, Joe Tulenko, Erin Schuster, Hadarou Sare, and Jenny Cramer
3. First meeting remarks:
  - a. Joe gave an overview about the GGSA and what it does (outreach events, tutorials, winter party, happy hours, student events/trips, swag campaigns, etc.)
  - b. New graduate student orientation –Joe read the GSA handout aloud, see attachment to minutes (note the funding opportunities listed)
4. Officer and Representative Elections– Joe gave a brief description of each position before elections were held:
  - a. Carolyn Roberts unanimously voted in as Vice President
  - b. Becca Kiekhaefer unanimously voted in as Treasurer
  - c. Claudia Fletcher unanimously voted in as Secretary
  - d. Meg Corcoran unanimously voted in as GSA Senator
  - e. Allison Cluett and Erik Orantes unanimously voted in as Alternate Senators
  - f. Kirstie Haynie unanimously voted in as Webmaster
  - g. Alia Lesnek unanimously voted in as Faculty liaison
  - h. Joe Tulenko unanimously voted in as GAAB representative
  - i. Andrew Harp unanimously voted in as Grievance Pool
  - j. Dave Hyman unanimously voted in as Geohazards representative
  - k. Tayler Schweigel (Fall 2017) and Claudia Fletcher (Spring 2018) unanimously voted in as BAPG representatives
5. Committees: Committee Chairs were chosen (some committee members were also determined)
  - a. Outreach: Carolyn Roberts & Meg Corcoran
  - b. Tutorials: Dave Hyman & Carolyn Roberts (Tayler as a committee member)
  - c. Activities: Tom Glose (Alia as a committee member)
  - d. Winter Party: Avy Schweinsberg and Tom Glose (Carolyn as a committee member)
  - e. GLY SWAG: Meg Corcoran & Erin Schuster
6. New Business/ Upcoming Events:
  - a. Volunteers are needed to help with take down after the department picnic on Friday, 9/15 – email Sharon to coordinate ([shassett@buffalo.edu](mailto:shassett@buffalo.edu)).
  - b. The BAPG September meeting will be on Wednesday, 9/20 at 5:30 PM [Location: Ilio DiPaulo's 3785 South Park Avenue Blasdell NY 14219]. The talk will be about the Springville Dam Restoration presentation. Everyone should go! Event link: <http://www.bapg.org/event-2644476> <<--go here to register!
  - c. Sustainable Living Fair (free) on Wednesday, 9/27, in the Student Union from 10AM-2PM. Event link: <https://calendar.buffalo.edu/event/sustainable-living-fair--pride-of-ny-2017/>
  - d. Penn Dixie's 20<sup>th</sup> Annual WNY Earth Science Day, Saturday, 10/07 [9AM-4PM] – First outreach event of the semester! We need 40 volunteer hours to receive additional funding from GSA. Members who volunteered at the meeting = Carrie, Joe, Erik, Kirstie, Becca, Meg, Claudia, and Tayler. See [carolynr@buffalo.edu](mailto:carolynr@buffalo.edu) email sent on 9/5 for event details.
  - e. Started thinking about club trips for the semester: Activities committee will propose ideas at next meeting (Tom and Joe are Brainstorming).

- f. Hurricane outreach/relief ideas to be discussed at next meeting (will know about impacts from Irma...). Hurricane Harvey Relief Fund, local to Houston:  
<https://ghcf.org/hurricane-relief/>  
Donating the funds gained from the 10/7 volunteer hours was proposed; Carolyn will ask GSA about the donation process. There is an anticipated demand for blood donations, especially if you are type-O, as many blood drives in south Texas had to be cancelled. If you are able to donate, please do.  
Erik mentioned that his old employer is paying people to go down and assist with disaster relief. Please email him at [erikoran@buffalo.edu](mailto:erikoran@buffalo.edu) if you are interested.
  - g. Writing workshops: we will start having a writing session for grads once-a-month. Joe proposed to have this be a Tutorials activity, we all agreed. Additional info will be provided at the next meeting.
  - h. **A motion to encumber \$40 for meeting refreshments** for the school year was made by Joe, Alia seconded the motion, the motion passed unanimously.
  - i. Newly elected Webmaster, Kirstie, would like students to send her any/all links to put on the club website. If you've got something cool you want to go on the website (upcoming meetings, outdoor events, campus events, writing resources, informative YouTube videos, etc.), send the link(s) along with a brief description to [klhaynie@buffalo.edu](mailto:klhaynie@buffalo.edu)
7. Future Meetings:
- a. Meeting times for the Fall 2017 Semester were discussed, and Joe proposed to have them at 9am on Tuesdays. We will hold the **next meeting on 9/19 in Cooke 435 at 9am.**

Respectfully Submitted,

Carolyn Roberts  
Interim GGSA Secretary

## New Graduate Student Orientation Session: For Department Officers

Congratulations on being elected to your department executive board. As part of your responsibilities as a club officer, a short orientation must be held in your department for new (and any interested) graduate students. This orientation will highlight the following opportunities and services available through the GSA, as well as distinguish between a departmental GSA club and the GSA as an organization. This orientation is to be held by September 30th. The attached sign-in sheet is to be returned to the GSA office by that date or your club budget will be frozen until completion of the orientation. Any questions related to the following topics should be directed to the GSA Treasurer at: [gsa-treasurer@buffalo.edu](mailto:gsa-treasurer@buffalo.edu).

### 1. Department GSA organization vs. Graduate Student Association

Department GSA organizations are a branch of the Graduate student Association (GSA). They are allotted money based on size of the program and receive money from the Graduate Student Association budget, derived from student fees.

### 2. Funding Opportunities - All of these funding opportunities have deadlines; be aware of these deadlines and plan ahead. Deadlines can be found on the GSA website.

Outside of the money your departmental organization is allotted from the GSA, there are additional funding opportunities available to all graduate students, clubs, and departments. These funds include:

#### a. Conference Funding

##### i. For Presenting\*

1. Master's - \$350
2. PhD - \$550

##### ii. For Attending\*- \$200 regardless of program

\*Note that the maximum amount to receive for any individual student throughout their graduate career is \$350 for Master's or \$550 for PhD.

#### b. Mark Diamond Research Fund (MDRF) – Get money to complete thesis or dissertation research:

- i. Master's - \$1,500
- ii. MFA - \$2,000
- iii. PhD - \$3,000
- iv. \$4,500 lifetime maximum

#### c. Scholarly Publication

- i. Up to \$1,500 to fund the creation of a journal or other publication.

#### d. Symposia Funding

- i. Up to \$1,400 to hold event to highlight graduate student work – including poster sessions and invitation of speakers.

#### e. Special Activities Funding

- i. Up to \$1,200 to plan and sponsor any event that interests and serves to benefit a large and diverse graduate student population.
- ii. Any individual or group is eligible to submit a proposal to the GSA.

#### f. Interdepartmental Activities Funding

- i. Up to \$750 to promote interdepartmental social and academic activities.
- ii. Any group of two or more departmental clubs is eligible to submit a proposal to the GSA.

#### g. Community Outreach Funding

- i. Any club is eligible to organize a community service project, most often with a non-profit organization, consisting of at least five (5) graduate students from their department and 40 hours of total volunteer service.
- ii. Upon completion of the project, the club will have its budget for that year increased by \$250.

### 3. Events

The GSA hosts monthly events. These events are either free, or available at a significantly reduced price. These events include, but are not limited to:

- a. Java Junction – Free Coffee and doughnuts for graduate students at the GSA office (310 Student Union) – first Friday of every month.
- b. Seasonal parties and festivals – Jingle Jangle Jam and Mardi Gras
- c. Sports Games – Sabres, Bills, Bisons, Bandits
- d. Miscellaneous activities – Moondance Cruise, Wine/Beer Tastings, Musicals and Concerts.
- e. Distinguished Speaker Series- free tickets at the SBI Ticket Office (221 Student Union)

### 4. Editorial Assistance Service

The GSA offers free editorial services to all graduate students who pay the mandatory student fee.

- a. Offered Services
  - i. Copyediting for graduate student projects
- b. Applicable Projects
  - i. theses/dissertations; articles for publication
- c. Timelines
  - i. ~2-3 weeks for completion – PLAN AHEAD
  - ii. Contact office or see website for questions related to this service

### 5. Contacts and information resources

- a. Website – [www.gsa.buffalo.edu](http://www.gsa.buffalo.edu)
- b. Phone – 716-645-2960
- c. Fax – 716-645-7333
- d. Email
  - i. Office Managers
    1. Gena Zimmerman – [gmz@buffalo.edu](mailto:gmz@buffalo.edu)
    2. Stephanie George – [slfrank@buffalo.edu](mailto:slfrank@buffalo.edu)
  - ii. Executive Board
    1. Tanja Aho, President – [gsa-president@buffalo.edu](mailto:gsa-president@buffalo.edu)
    2. Amy Miu, Vice President – [gsa-vicepresident@buffalo.edu](mailto:gsa-vicepresident@buffalo.edu)
    3. Anastasia Stepanova, Treasurer – [gsa-treasurer@buffalo.edu](mailto:gsa-treasurer@buffalo.edu)
  - iii. Activities/Programming Coordinators – [gsa-programming@buffalo.edu](mailto:gsa-programming@buffalo.edu)
  - iv. Editorial Assistance – [gsa-editorial@buffalo.edu](mailto:gsa-editorial@buffalo.edu)
  - v. Mark Diamond Research Fund – [gsa-mdrf@buffalo.edu](mailto:gsa-mdrf@buffalo.edu)
  - vi. Webmaster – [gsa-webmaster@buffalo.edu](mailto:gsa-webmaster@buffalo.edu)



# GRADUATE STUDENT ASSOCIATION

University at Buffalo *The State University of New York*

310 Student Union, Box 602100, Buffalo, NY 14260-2100

South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)

(716) 645-2960, Fax: (716) 645-7333,

[www.gsa.buffalo.edu](http://www.gsa.buffalo.edu)

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## MEMORANDUM

TO: GSA Club President/Treasurer

FROM: Graduate Student Association Executive Committee

RE: Election of 2017-2018 GSA Senators and Alternates

DATE: August 1, 2017

Every graduate department and club (granted voting privileges) may be represented in the GSA Senate. For proper representation, the graduate students in each department/club should conduct an election of Senators and Alternates.

Enclosed are the forms and information needed for proper election:

1. Senate Election Verification Form
2. Copy of GSA By-Laws on "Election of Senators," Article I, Section 3, A - C

Elections for Senators are to be held in the fall semester as per the GSA Constitution. After elections are held, please complete the Senate Election Verification Form and return it to the GSA office **by October 2, 2017**. Failure to do so will result in a frozen budget until the form is received. Please note that the first GSA Senate meeting for the Fall semester will be September 6, 2017 at 6:30 p.m. in Room 330 Student Union, North Campus. If your club has not yet held elections for new Senators and Alternates and submitted the Senate Election Verification Form by 12:00pm (noon) on this meeting date, then last year's club Senators and Alternates will be the only ones able to sign-in with voting privileges. Fall semester elections of Senators and Alternates supersede any previous elections of Senators and Alternates during the Spring and Summer of 2017.

Replacement of Senators and Alternates due to vacant seats can occur at any time during the year. Nonetheless, regular and annual elections are to be conducted in the Fall regardless of time of replacement.

The new executive administration of the GSA is developing its agenda around the consistent attendance of elected Senators. The more continuity a club can provide the easier it will be to conduct business at our monthly Senate meetings.

It is strongly recommended that club officer elections be conducted in the fall for the whole academic year. A mid-year change in elected officers and senators has, in past experience, created difficulties for the continuity of the club's administration.

The new GSA administration is here to serve the needs of your club. By maintaining a consistent senator and officer roster, communication will be facilitated, resulting in a timesaving and professional experience.

Send the Senate Election Verification form to 310 Student Union as soon as elections have been held. If you have any questions, please call 645-2960 or email [gsa-president@buffalo.edu](mailto:gsa-president@buffalo.edu).

Enclosures



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## MEMORANDUM

TO: ALL Club Presidents and Treasurers

FROM: Graduate Student Association

RE: **MANDATORY** Officer Training Meeting

DATE: August 1, 2017

Congratulations on your election as club officers. You are the people entrusted and accountable for managing your club's funds properly and, as such, have a great deal of responsibility. The GSA will be able to help you with any questions, concerns or problems you might experience throughout the year. We are also interested in ensuring that clubs are able to make the most of their budgets and avoid fiscal problems.

In order to ensure that all club officers understand the system of encumbrances, reimbursements, special funding requests, etc., the GSA Executive Committee sets up a series of special meetings for GSA club officers.

These meetings will review GSA club policies and guidelines, and will outline your duties as officers. Please be advised that your **attendance at one of these meetings is MANDATORY** for club Presidents and Treasurers. Your other club officers and club members are welcome, but this is a meeting *for you*. If you fail to attend, your club's budget for the year will be frozen.

Each meeting will be about an hour and a half. Choose the meeting with the most convenient date and time from the following list:

Sept. 18	(Monday)	12:00 p.m. – 330 Student Union, North Campus
Oct. 18	(Wednesday)	10:00 a.m. – 330 Student Union, North Campus
Oct. 19	(Thursday)	7:00 p.m. – 105 Harriman Hall, South Campus
Oct. 20	(Friday)	4:00 p.m. – 330 Student Union, North Campus

We look forward to meeting with you. Should you have any questions, please feel free to direct them to me at the GSA office (645-2960).