

The background features a large, faint, light-colored outline of the state of Alaska. The outline is centered and serves as a backdrop for the meeting information text.

Board of Directors Meeting
September 3, 2025
6:30pm

1. Call to Order



2. Approval of Minutes

- Please remember that meeting guests and most Special Interest club representatives are non-voting Board members and should not participate in voting polls.
- Approval of April 2nd meeting minutes

3. Announcements

- Graduate Professional Development Office (GPD)
 - Monisha Afrooz
 - Graduate Professional Development supports both master's and PhD students at every stage of their graduate journey. Whether you are exploring funding opportunities, preparing for your next career move, or seeking resources for mental wellness, we provide guidance and tools to help you succeed.
 - Explore all we offer here:
<https://www.buffalo.edu/grad/beyond/professional-development.html>

Announcements (continued)

- GSA Staff Introductions:
 - Mark Diamond Research Fund (MDRF)
 - Director, Courtney Doxbeck (gsa-mdrf@buffalo.edu)
 - Grant applications are fully online
 - Three grant cycles per year:
 - Deadlines are October 24th, March 27th and June 26th
 - Graduate Student Grant Amounts:
 - Doctoral: \$5,000
 - Master's and MFA: \$3,000
 - Lifetime max of \$8,000
 - Editorial Assistance
 - Managing Editor, Samantha Greenwood
 - Hourly Editors, Caitlin James and Janie McGlohon
 - gsa-editorial@buffalo.edu
 - Submit papers for free copy editing online at <https://ubwp.buffalo.edu/gsa/>
 - Programming Coordinator
 - BreAnna Rice (gsa-programming@buffalo.edu)
 - Professional Staff
 - Director of Operations, Stephanie George (sifrank@buffalo.edu)
 - Assistant Director of Operations, Diane Staly (dstaly@buffalo.edu)

Announcements (continued)

- GSA Staff work partly remotely
 - Open Office Walk-In Hours are Wednesdays and Thursdays from 8:30am to 11:30am
 - All other meetings will be done by appointment only.
 - Please email gsa-feedback@buffalo.edu to schedule an in-person or Zoom appointment, or call 645-2960 and if staff is available, they will assist you.
 - Business Hours are Monday to Friday 8:30am to 4:30pm, closed for lunch daily 1:00 to 2:00pm.
 - Please note that there is no staff in the North Campus office on Tuesdays, and staff are fully remote on Fridays.

Announcements (continued)

- 2025-2026 Board Meeting Schedule was distributed with the Agenda and in the meeting packet
- Required Board of Director Training
 - A link was sent out with the club activation packets so that everyone can complete the online training before the next Board meeting. Instructions are also available on the GSA website.
 - Please submit Certificates of Completion to Diane at dstaly@buffalo.edu.
 - If you have trouble downloading the certificate, please email info@boardstrong.org and include a copy of your quiz results (with a score of 100%)
 - Q&A Session will be led by GSA's Legal Counsel, Josh Lippes, at the October meeting to review the information and answer any questions.

Announcements (continued)

- **Programming**

- September 5th - North Campus Java Junction, 11:00am – 1:00pm in 145C&D Student Union
 - Free Tim Horton's coffee, tea, and donuts for graduate students
- September 8th- Discount AMC Movie Tickets Available
 - \$5 each. 1 per UB ID.
 - Reserve online and pick up at the UB Ticket Office in 221 Student Union.
- September 12th- South Campus Java Junction and Graduate Student Resource Fair, 11:00am – 1:00pm in 105 Harriman Hall
 - Come meet with representatives from various on-campus offices and organizations that offer events, services and support for graduate students
 - Free Tim Horton's coffee, tea, and donuts for graduate students
- September 19th, North Campus Resource Fair, 11:00am – 2:00pm in 145 Student Union
 - Come find out about the on campus resources available for graduate students.
 - Free snacks and giveaways in 145 Student Union.
 - Limited quantity available. First come, first served.
- October 11, ***The Notebook*** at Shea's Performing Arts Center, 7:30pm
 - Tickets on sale September 8th for \$25 each. 2 per UB ID.
 - Limited quantity available. First come, first served.
 - **ANNOUNCEMENT- Those who purchase tickets for *The Notebook* will NOT be eligible to purchase tickets for *Wicked* in November**
- November 21st - ***Wicked*** at Shea's Performing Arts Center, 7:30pm
 - Tickets on sale October 27th for \$25 each. 2 per UB ID.
 - Limited quantity available. First come, first served.
 - **ANNOUNCEMENT- Those who purchase tickets for *The Notebook* will NOT be eligible to purchase tickets for *Wicked* in November**
- **Coming Soon!**
 - Mindfulness Mondays
 - Buffalo Bills Football Game – January 4th vs. the Jets (final regular season home game at Highmark Stadium!)
 - Becker Farms Fall Fest
 - And much more!

4. Report of the President

- Whistleblower Policy and Conflict of Interest Policy were included with the meeting packet.
 - Verification of receipt of these policies by all Board members will need to be received by the October Board meeting. We will email acknowledgement forms out with the next meeting Agenda.
 - Please make sure to share the policies with your newly elected Board members!

Report of the President (continued)

- GSA Survey
 - Questions about programming, food insecurity, AI use, etc. Please fill it out to help us tailor programming and advocate to upper admin
- International Student Committee
 - Looking for students to weigh in on their experiences at UB. Email gsa-president@buffalo.edu or gsa-vicepresident@buffalo.edu if you are interested.
- AI Town Halls/Round Tables
 - The University is putting these together over the coming year to address AI use in the classroom from student and faculty perspectives. If you're interested in participating, email gsa-president@buffalo.edu

Report of the President (continued)

- UB Guardian App
- Advocacy
 - Next meeting with the Grad School is 9/16, so let us know if you have concerns by 9/11
- COAL
 - Grant applications coming soon! Consider applying if you would like to propose hosting a new event or program that impacts a large number of students, or substantially expand an existing one.

5. Report of the Vice President

UBLinked

- Please make sure that you update the roles of your club officers appropriately on UBLinked so that they will be able to submit event requests in order to plan events and so that they can re-register your club
- University-wide re-registration deadline for all clubs is October 15th
 - If this is not completed on time, your budget will be frozen by the University (not GSA) for the entire year!

Report of the Vice President (continued)

- Mandatory Officer Training for all club Presidents and Treasurers
 - Officers should review all of the required materials and then must pass a quiz.
 - Passed Quiz Results must be received from all club Presidents and Treasurers by the September 30th paperwork deadline or club funds will be frozen.

Report of the Vice President (continued)

- Please remember that GSA is only given very limited access to the University's master listserv of graduate students.
 - It is the responsibility of club representatives to forward GSA emails to your constituent listservs (i.e. the weekly GSA Newsletter that goes out on Tuesdays)
 - We only send the Newsletter to the master graduate student listserv on the first Tuesday of each month
 - It is also the Board members' job to report back the information presented at these meetings to your club members.

Report of the Vice President (continued)

- No Individual Club By Laws
 - Template rules and policies for clubs and organizations
- Club Quorum
 - Minimum number of people needed at a meeting to conduct business, or for elections to be deemed valid
 - NY State Non-profit Law Requirement
 - 18 members or more: 10 members
 - 17 members or fewer: 50% of members + 1
 - We cannot accept online polls
 - Meetings can be conducted in person and/or on Zoom, but any votes have to be held with quorum present at the time of the vote

Report of the Vice President (continued)

- Hiring Second Programming Coordinator
 - Increased Programming Needs
 - With expanding student interests, needs, and expectations, GSA aims to significantly increase the number and types of programs offered by the end of the Spring 2026 semester to practice responsible and impactful use of student activity fees.
 - Budget Sustainability
 - GSA has sufficient funds and has received E-board and lawful confirmation that using a portion of the budget for an additional coordinator role is sustainable.
 - Distinct Perspectives
 - The current programming coordinator brings strengths in specific areas. A second coordinator should complement, not duplicate, this role. The second programming coordinator will conceptualize, plan, and execute new events.
 - Collaborative Division of Labor
 - Dividing duties between coordinators (e.g., South vs. North campus, social vs. professional, recurring vs. new programming) would ensure stronger project management and reduce burnout. The new programming coordinator will assist the administration of the currently planned events.

6. Report of the Treasurer

- There are funding opportunities that more people can and should be taking advantage of and we are here to help you navigate those opportunities
- Funding Account Balances

Funding Account Balances

	Beginning Annual Balance	Allocated (recommended this month)	Remaining Annual Balance
Special Activity	\$10,000.00	\$0.00	\$10,000.00
Interdepartmental Activity	\$3,000.00	\$0.00	\$3,000.00
Symposium	\$10,000.00	\$0.00	\$10,000.00
Scholarly Publication	\$6,000.00	\$0.00	\$6,000.00
Community Outreach	\$3,000.00	\$0.00	\$3,000.00

Conference Funding

	Applications	Amount
Requested:		
August	18	\$10,727.36
September	17	\$6,950.00
Approved:		
August	18	\$10,727.36
September	17	\$6,950.00

Beginning Balance	Remaining Balance
\$225,000.00	\$207,322.64

7. Old Business

8. New Business

- Call for Committee Members
- Club Recognition
- Funding Requests

Call for Committee Members

- Finance Committee (need 1 Member and 2 Alternates)
 1. Millicent Odinakachukwu Ngwu (Sociology)
 2. Eli Didier (English)
 3. Om Desai (Chemical & Biological Engineering)
 4. Sarbajit Basu (Electrical Engineering)
 5. Bhanu Teja Dunna (Management)
 6. Arshjit Singh (Management)
 7. Abhijeet Kadam (Industrial & Systems Engineering)
 8. Hosam Yousef (Mechanical & Aerospace Engineering)
 - 9.
 - Alt 1.
 - Alt 2.
- Approval of Members

Call for Committee Members

- Services Committee (Filled)
 1. Sherika Caliste (Psychology)
 2. Dan Kulesza (Communication)
 3. Sophia Olsinski (Sociology & Criminology)
 4. Tanvi Dixit (Biotechnology)
 5. Vi Trinh (Learning & Instruction)
- Approval of Members

Call for Election Committee Members

- Election Committee (need 5 Members)
 1. Devaleena Kalita (Chemistry)
 2. Faithwin Gbadamosi (Geography)
 3. Aloysius Mwanje Senono (Information Science)
 - 4.
 - 5.
- Approval of Members
- Approval of Election Committee Chair will take place at the October Board meeting, once chosen by the committee members.

Call for Ethics Officer

- Call for Volunteer
 - Should be an independent member (a Board member- not an Alternate- who is not an officer or employee of GSA, or an officer for a GSA club)
- Approval of Ethics Officer

Club Recognition

- No Clubs are up for recognition this month

Funding Requests

- No funding requests were received this month

9. Roll Call and Adjournment

- Don't leave just yet! We need a motion and a vote to approve adjournment.

