

Board of Directors Meeting
September 2, 2026
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.
- Motions and seconds can be made in the chat.
 - Please be sure to include your club name for the record.
- Approval of April 2nd meeting minutes

3. Announcements

- 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 23rd, March 26th and June 25th
 - 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 Editor, Ian Blyth
 - gsa-editorial@buffalo.edu
 - Submit papers for free copy editing online at <https://ubwp.buffalo.edu/gsa/>
 - Programming Coordinator
 - TBD (gsa-programming@buffalo.edu)
 - Professional Staff
 - Director of Operations, Stephanie George (slfrank@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)

- 2026-2027 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 4th - North Campus Java Junction and Resource Fair, 10:30am – 1:30pm in 145 Student Union
 - 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 11th - 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 14th - 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 25th - Forest Lawn Cemetery Walking Tour, 4:00pm (show by 3:45pm)
 - Tickets on sale now for \$5 each. 1 per UB ID.
 - Limited quantity available. First come, first served.
- October 2nd – Distinguished Speaker Series presents Andrew Ross Sorkin, 7:00pm
 - Free tickets available as of today. 1 per UB ID.
 - Limited quantity available. First come, first served.
- October 5th - Discount Explore Buffalo Vouchers Available
 - \$20 each. 1 per UB ID.
 - Limited quantity available. First come, first served.

Announcements (continued)

- **Programming**

- October 5th – More Discount AMC Movie Tickets Available
- October 10th – Buffalo Sabres Hockey Game vs. Utah Mammoth, 7:00pm
 - Tickets on sale September 14th for \$15 each. 1 per UB ID.
 - Limited quantity available. First come, first served.
- October 17th – Fall Fun at Becker Farms
 - Tickets on sale September 14th for \$10 each. 1 per UB ID.
 - Limited quantity available. First come, first served.
- October 23rd – Forest Lawn Cemetery Trolley Tour
 - Tickets on sale September 21st for \$5 each. 1 per UB ID.
 - Limited quantity available. First come, first served.
- October 27th – ***Alicia Keys' Hell's Kitchen*** at Shea's Performing Arts Center, 7:30pm
 - Tickets on sale September 28th for \$20 each. 2 per UB ID.
 - Limited quantity available. First come, first served.
- October 31st – BPO- Hauntingly Halloween, 7:30pm
 - Tickets on sale September 28th for \$5 each. 1 per UB ID.
 - Limited quantity available. First come, first served.
- **And much more Coming Soon!**

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)

- FSA Board of Directors – Call for Volunteer
- 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.
- New Research Flyer Repository page on the GSA website

Report of the President (continued)

- UB Guardian App:

<https://www.buffalo.edu/ubit/services/ub-guardian.html>

Explore Features



Inbox

Check for UB Alerts in your Inbox.



Other Resources

Quickly telephone the National Suicide Prevention Lifeline and more.



Safety Timer

Notify selected people when you leave for a destination, and set a time by which you expect to arrive.



Online Resources

Fill out an anonymous sexual assault or witness report if you see crime on campus, or visit the UB Alert page.



Chat with UPD

Text chat with the University Police Department.



Emergency Call

Call University Police 24/7 with a tap.

Report of the President (continued)

- Advocacy
 - Recap of Grad School meeting this morning
 - Please let us know if you have any issues with UB that you would like raised to upper administration
 - Email: gsa-president@buffalo.edu
- COAL
 - Grant applications coming soon (hopefully by September 7th)! 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.
 - Application Deadline: September 28th
- Beware of Phishing Emails!
 - I will not ask you for any gift cards 😊

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

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
 - Special Activity, Symposia, Scholarly Publication, Interdepartmental Activity, and Community Outreach
- Funding Account Balances

Funding Account Balances

	Beginning Annual Balance	Allocated (recommended this month)	Remaining Annual Balance
Special Activity	\$11,500.00	\$0.00	\$11,500.00
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	\$1,500.00	\$0.00	\$1,500.00

Conference Funding

	Applications	Amount
Requested: August September	23 17	\$13,887.70 \$8,069.00
Approved: August September	21 (2 withdrawn) 17	\$12,747.70 \$8,069.00

Beginning Balance	Remaining Balance
\$225,000.00	\$204,183.30

7. Old Business

8. New Business

- Call for Committee Members
- Club Recognition
- Funding Requests

Call for Committee Members

- Finance Committee (need 7 Members and 2 Alternates)
 1. Sarbajit “Sam” Basu (Electrical Engineering)
 2. Rob Bing (Biomedical Engineering)
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - Alt 1.
 - Alt 2.
- Approval of Members

Call for Committee Members

- Services Committee
 1. Sophia Olsinski (Sociology & Criminology)
 2. Vi Trinh (Learning & Instruction)
 3. Tahlia Richards (Archaeology)
 - 4.
 - 5.
- Approval of Members

Call for Election Committee Members

- Election Committee (need 5 Members)
 1. Devaleena Kalita (Chemistry)
 2. Sarbajit “Sam” Basu (Electrical Engineering)
 - 3.
 - 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.

