

Communication Graduate Student Association—Executive Committee Meeting
Minutes
Wednesday, October 15, 2008

Attendees: Shivali Goudar, James Steele, Kristen Willet, Megan Tucker, and Kelly Schoeninger. Bobby Kruger participated via speakerphone.

Finances

Chevy and Kristen attended the Student Accounts Finance Meeting.

Some of the guidelines for GMU Student Account:

We can only request PO's or have checks cut for the exact amount 2 weeks in advance.

Travel can be reimbursed, but only for exact costs.

No other reimbursements can be made i.e. cannot reimburse ourselves for items purchased.

Essentially GMU student accounts are a "big hot mess" therefore we will be opening a subsidiary account at Sun Trust bank for our dues and reimbursement purposes.

Since we are opening a Sun Trust account, we will have to write into our constitution that the outgoing Treasure and incoming Treasure will have to go to the bank to change the signatory each time this officer position changes hands.

Sister Organization Name: Northern Virginia Communication Society OR Northern Virginia Communication Development. Kristen will have this set up in time for the happy hour so that people can write checks to pay for dues.

Chevy and Kristen will continue to review GMU's accounts policy to see how we can best utilize our student account.

Halloween Happy Hour

Thursday, October 30, 2008

Brion's Grill—Fairfax, VA

5:30 to 7:30 PM

Kristen will create a flyer to distribute to professors and to the listserve by October 17.

Megan is going to place an order for finger food for the happy hour. We agreed not to order food for more than 20 people. We will use officers' dues to cover this cost.

Beverages will be for purchase by attendees.

We will have a few minutes of "business" at the happy hour to update people on dues and how to become an active member of CGSA.

Message Board

Megan is going to create a message board for the graduate student lounge so we can post items about CGSA.

Survey Results

Megan passed out the survey results. We had 8 people complete the survey a summary is below:

Monday between 4:30 and 7 PM is the best time for meetings

Developing Research and Submitting Conference papers is the top workshop

A holiday party was well received

Email is the preferred form of communication