



HARVARD GRADUATE COUNCIL

12 GRADUATE & PROFESSIONAL SCHOOLS, ONE HARVARD.

THE HARVARD GRADUATE COUNCIL

The Representative Body for All of Harvard's Graduate and Professional Students

HGC NEW BOARD FIRST OFFICIAL MEETING AGENDA

May 5, 2019, 2:00 pm-3:30 pm

Smith Campus Center - HGC Office, Cambridge MA 02138

Roll Call and Welcome – Chanthia (2:15-2:20)

Roll Call

In attendance: Tracie, Kelly, Melina, Jason, Bryan, Chanthia, Jasmin,
Anna, calling in: Golzar

Introductions – All Elected Members (2:20-2:30)

Introductions all around

Executive Updates – Bryan & Chanthia (2:30-2:50)

General Remarks from President & Vice President

Summary from each of the positions

- Anna thinks form format would be better to be sent mid May
- Jasmin thinks perhaps meeting, Jayson thinks 1-on-1 meetings

Recruitment during the summer, welcome back event (date?), full board retreat

- Meeting when we come back (August), plan retreat earlier than that
- July meeting with Tracie, Bryan, Chanthia to plan retreat: Fall + Spring retreat

Welcome back event - open to the whole school,

- Location: Winthrop park, Queen's Anne (caters to undergrads), Science Center (10,000 > \$5,000) 900 people, Smith Center 300 capacity on 10th floor, perhaps open up the 1st floor (talk to Laurie)
- Timing: Before elections (3rd week of September), 1st week Sept.

Keys

1. Ideas for future HGC meeting speakers

- a. **Tracie will work on the calendar, by next Monday**

Start traditional of starting all meetings on time

Internal Updates & Governance Tracie & Emily (2:50-3:00)

Elections procedure for the Fall: date, procedures, advertising

Recruitment during the summer: **reach out to the student life coordinators**, put into listserv, coordinate with school's elections, summer term starts July 1st

Finance Updates – Kelly & Golzar (3:00-3:10)

General Updates

Budget was approved in the last meeting

Budget for next year: funds from Provost Office, leftover from this year, cost of Only spending:

Welcome back event: \$3600 (last year \$3600 - could have made cheaper)

Summer advertisement: \$700 (last year \$1000 - mistake from Staples)

Send message to Marshall for him to approve: give our first payment in October, second installment in spring (February), total \$33,263 still need to discuss

Left over from this year: 20k (reserved, in case of emergency)

Marshall @ 872 Smith Center

Student Groups: contact also Marshall, send out email with list of USGs (university wide student groups, not under any school), support is Provost office + HGC, he'll open up applications in October, will need to renew or reapply VC student group, make introduction to Marshall, no contact info for each of the groups

Golzar created a googledoc has USG 101, outline for **USG summit** wanted to do last year but did not have chance - try for this year

Events Updates – Tracie (3:10-3:15)

Summer events?

Recruitment at Orientation events at each school + tabling

HGC event planning for 2019-20

Women's conference

Lectures that last

Tracie and Kelly has been in touch with a lot of people, make more professional

Advocacy Updates – Jasmin & Melina (3:15-3:30)

Summary/Update of Advocacy thus far (*Melina*): EAC, google form to collect proposals

Melina update: Universal calendar for all the schools, incorporating

Longwood more, google form for suggestions (was never put onto the actual website - Bryan and Chanthia will follow up)

Goals for the summer + fall (*Jasmin*)

Jasmin: engage with each of the schools, follow-up with Melina's form (send to President or general populace), Indigenous People's Day

Campus Wide Event, contact Natalie Wang (Advocacy)

Information & Communications Updates – Anna (3:00-3:10)

Status of Communications: upkeep of accounts during the summer

Get instagram pw from Anna/Max

Anyone who wants to post, send to Anna

Chair of Communication needs a formatted email, reason for post, graphic with it

- Should give a training to next year's role at retreat

One-on-one meetings with Bryan/Chanthia, or general hang out! Text Bryan!

Tracie will leave July 1st.

Adjourn: Summer Exec Meeting August 5th, 2019 (Welcome Back Event, Retreat)

Next Executive Board Meeting: August/Sept xx, 2019 (Tracie will send by Monday)

Next General Board Meeting: September xx, 2019