Board Meeting Minutes  
Monday, April 7, 2003

In Attendance:
Rachel Cohen  
Larry Porter  
Kelli Henson  
Jenine Ziemann

• Picnic Wrap-up  
  o Yea! Good job everyone!  
  o Pictures are being posted on the website ASAP. Group photo is up on SPSA bulletin board.

• Leadership Meeting with Dr. Curtis  
  o Monday April 21, 1 p.m. EDU 161  
  o Discuss general leadership strategies pertaining to running a small organization, including recruitment, voting, etc.

• Mission Statement/  
  o Brainstorming for general ideas to be included in mission statement led to the following major themes:
    ▪ Bridge between cohorts  
    ▪ Social interaction  
    ▪ Professional development  
    ▪ Representation to faculty, other graduate programs, and university
  o Rachel will draft mission statement for approval at General Meeting next week.  
  o After approving, mission statement will be posted on the SPSA bulletin board.

• Bylaws  
  o Will develop following meeting with Dr. Curtis.  
  o Everyone will look for examples of bylaws for small organizations to model ours after.  
  o Things to consider including:
    ▪ Membership definition  
    ▪ Officer/committee definitions  
    ▪ Goals/activities  
    ▪ Important dates and deadlines (e.g., budget)

• Labels on Bulletin Board  
  o Done! 😊

• Communication  
  o Make sure to tell each other when problems arise... keep lines of communication open amongst all officers.
• **Deadlines and Goals for Officers**
  o Need to set completion deadlines and make note of officers’ responsibilities so that we all know when things are due. From now on, when one of us volunteers to do something, it will be recorded by Jenine or Rachel on a To-Do list, which will appear at the end of all meeting minutes as a record of our goals for upcoming meetings, events, etc. (see end of minutes)

• **Outreach Update: Erin (from Rachel)**
  o Erin has established contacts in the GSPO, GAU, and Clinical Psychology departments. More information will be available from Erin at the General Meeting next week.

• **Secretary Update: Jenine**
  o Will email board meeting minutes from now on.
  o Newsletter suggestions, since a NASP-focused edition is probably not necessary anymore (given cancellations):
    - President’s statement Rachel
    - NASP: Through a Student’s Eyes (Larry)
    - Treasury Update (Kelli)
    - Faculty Highlight: Kelly Powell-Smith (Jenine)
    - Student Highlights (Jenine and others)
      - Student Accomplishments
      - Personal Updates
      - Outside Activities
    - Internship (Jenine)
      - Where are current students going?
      - Hints/tips from current/past interns
      - Professional development activity tentatively planning for Fall

• **Treasury Update: Kelli**
  o Need copy of current budget from Rachel.
    - Current balance:
      • Travel: $492 (can transfer more $ from food in 30 days for addition summer functions)
      • Food: $82
  o Budget was due in January (due on the 4th Friday of every January)
    - The earliest we can submit a budget now is in the July session of the Budget Review Committee. Kelli will fill out a Budget Interim Request in June
      • No travel $$ will be awarded for the 2003-2004 year
      • A 25% deduction will be taken off the top of the budget due to late submission.
  o Kelli and Rachel will send thank-you note to David Armstrong in Student Government Business Office for his help in addressing our budget situation.
  o Kelli has to redo the online training this week, and will take the food receipt to the Student Gov’t office.
• **Social Committee Update: Kelli and Rachel**
  o Still have money in the budget → summer social function?
  o IDEAS:
    ▪ **Student Research Banquet** (Social/professional development)
      ▪ Opportunity for students who didn’t present at NASP to still present their research. Pay students as speakers? Tell them they can put this on their vita!
        ▪ Kelli will look into the possibility of paying students with our left-over budget.
      ▪ Showcase students who proposed/defended their thesis/dissertation within the last year.
      ▪ Tentatively schedule for week of 5/12
      ▪ Need to check schedules of 1st-3rd years
    ▪ **Summer Party** (social)
      ▪ Farewell party for interns, graduates
      ▪ “Remember when?,” read excerpts from application essays
      ▪ Tentatively schedule for June 27th.

• **Vice President Update: Larry**
  o Nothing to update. 😊
  o Larry will remind 1st years about meeting in his next class with them!
  o Remember not to take on too much!!

**Yea SPSA!**

*Keep up the good work!*
# To-Do List

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>By When</th>
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</thead>
<tbody>
<tr>
<td>Everyone</td>
<td>Set date for next board meeting</td>
<td>General meeting 4/14</td>
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<tr>
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<td>Look for examples of bylaws</td>
<td>Next board meeting</td>
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<tr>
<td>Rachel</td>
<td>Draft mission statement</td>
<td>General meeting 4/14</td>
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<td>Write President’s Message for newsletter</td>
<td>General meeting 4/14</td>
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<td>Look into 1st through 3rd year class schedule for planning summer events</td>
<td>Next board meeting</td>
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<td>Print out info from GPSO for travel funds on how to obtain conference reimbursement $$</td>
<td>General meeting 4/14</td>
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<tr>
<td>Kelli and Rachel</td>
<td>Thank you note for David Armstrong</td>
<td>ASAP</td>
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<tr>
<td>Kelli</td>
<td>Write Treasury Report for newsletter</td>
<td>General meeting 4/14</td>
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<td>Redo online training</td>
<td>General meeting 4/14</td>
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<td>Take receipt to Stu. Gov’t office</td>
<td>ASAP</td>
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<td></td>
<td>Look into $$ for banquet</td>
<td>General meeting 4/14</td>
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<tr>
<td></td>
<td>• Can we pay students?</td>
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<td></td>
<td>• How much can we pay a speaker?</td>
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<td></td>
<td>• How much can we budget for food per attendee for a banquet?</td>
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<tr>
<td>Larry</td>
<td>Write NASP Student Perspective piece for newsletter</td>
<td>General meeting 4/14</td>
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<tr>
<td>Jenine</td>
<td>Send Rachel General Meeting Flyer</td>
<td>DONE already!</td>
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<td></td>
<td>Email board minutes to officers</td>
<td>Day of board meeting</td>
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