Attendance
Motion to begin meeting. Seconded and commenced at 7:03 EST.

Agenda

1) Approval of January Minutes
   a) Motion to approve minutes. Seconded. Approved.

2) Approval of Agenda
   a) Minor edits made.
   b) Motion to approve by Madhan. Seconded and approved.

3) President’s Report - Brad
   a) NAB Update
      i) Updated the NAB on active items since last speaking with them.
      ii) Informed them of topics of current outreach that has been in discussion: recruitment and retention, etc.
      iii) NAB suggested us to have partnerships with better content/etc.; however, not our priority at the moment because we have great content! Also suggested not needing to provide more tangible partnerships with benefits for current/future members. Thoughts?
         (1) Discussion about having our materials available/ member-specific material from Mike. Needing to work on creating more tangible benefits.
         (2) Vinnie discusses thoughts on supporting Brad’s comments on this topic. Also discussed that our tangible benefits should be beneficial in several ways.
         (3) Maybe send out an email to members regarding services others would like to see? Will discuss in Outreach section about possible survey.
   b) NDA for Lauren
i) This is ready to go and to send to Lauren and will be sent out to rest of board to see. They are asking essentially of a personal assessment she writes to let us know what she works on and how long it will take her to work on specific projects.

ii) Who will she touch base with for her specific projects?
   (1) She will begin working on starting to clean up all of the files we have and as that develops come up with ideas for future work. She will work closely with Fang and Brad and then take part into our monthly meetings.
   (2) Recommendation from Kris to make her reports available to membership.

c) Reconciliation Update
   i) We needed to add another cosigner on contract and if we need to reallocate more money for Alabama refilling.
   ii) Dave Zook has reached out to Stan Hall about contract. If we haven’t heard back soon, we will follow up with them ASAP (within the week).

4) Vice President’s Report - Fang
   a) NatCon
      i) Due date for bidding document is on March 2nd. Carnegie Mellon and UNT (final stage of application) will have applications. We have also reached out to UCF.
      ii) If bids are all in and complete, then we should work on confirming by the end of March to get planning started and before new exec officers get started.

5) Finance Update - Paul
   a) Finance Update
      i) Please look at sent finance update for year/month for specific details.
   b) WRC budget approval
      i) Motion to approve budget by Gwen. Seconded by Vinnie. Budget and registration fee schedule passes.
      ii) To execute contract between host and NAGPS accordingly.
   c) LAD budget approval
      i) 24 tickets sold, hope for 60-80 tickets sold. More tickets to be bought in the near future. Significantly behind on booking rooms but will hopefully change soon. We really need all hands on deck to help achieve the room block.
      ii) No cost on beverages, no snacks included. Coffee and tea included with room rental. Approx. $4455 but needs to be further voted on for additional funds. Not including AV technology and wifi (unless attendees are staying at the hotel) due to substantial increase in costs. Needs to be discussed further with speakers if that is needed.
      iii) We are voting for expenses we know we will be paying for LAD as of right now.
iv) Motion to approve budget for LAD ($4455) with the contingency fee of $545. Seconded motion by Gwen. Budget passes.

6) Legislative Update - Mike
   a) LAD Update - Mike
      i) Registration (Kendall)
         (1) List of registered schools requested for follow-up
             (a) 24 tickets sold to date
             (b) U Arkansas, Arizona, NAU, Lehigh, Virginia Tech, U Penn, Maine, NCSU, ASU, and MIT registered by this point for prior LADs but not yet for this LAD. Mike will receive list from Vinnie and Paul.
         (2) Outreach efforts (Vinnie)
      ii) Hotel bookings
          (1) Confusion email sent about how big the hotel block is. Originally our block is 70 hotel rooms. 10-25-25-10 for each night (original break down). The contract is 80% of rooms needed. (2) Last update with Westin has 26 room nights booked.
          (3) Email those who have registered to remind them to book hotel rooms.
      iii) Communications (Diane & Kristofferson)
          (1) Google drive folder for communications has been created and filled with important info for sharing. Information will be shared on all of our social media platforms.
          (2) Request from Brad to send out maximum number of emails for LAD advertisement and that our focus needs to be on LAD.
      iv) Speakers
          (1) Still in need of people for our staffer panel. If you know of anyone that would be great for this, let Mike know! In need of several speakers for the event. If you would like to help Mike find appropriate speakers, reach out.

b) Legislative Letters to go out tomorrow
   i) Please review and give feedback ASAP so we can send these out in the morning.

c) CEF membership renewal (Fang & Paul)
   i) Paul is pulling together 2019 numbers for first section that Mike has asked about. We need to fill out the paperwork for this membership renewal.
   ii) Letter was sent on behalf of assistants to UK so they can send several people to LAD. Brad and Mike will follow up.
   iii) If you need to nudge admin for travel, let Brad know so that he can write a letter to be sent to administration.

7) Comm Update - Diane
   a) Regional Communication
i) If any assistance is needed to promote regional conferences, please let her know.

b) Southeast Legislative Affairs
   i) A person reached out to fill this position and would like some help with logistics.

8) Admin Update - Kendall

9) Outreach Update - Vinnie
   a) OC Meeting for February was early today at 5:30 PM Eastern
      i) minutes: <https://docs.google.com/document/d/1rZJy21zQXTqVc2U3T_oAqmxm-1f2U31FQ2R1nFRQjA>
      ii) 2 deadlines set
           (1) Packets: set for beginning of LAD
           (2) transition documents: Before the next meeting there will be transition documents for outreach directors
      iii) Website discussion
           (1) Concern about access to the website to edit regional pages
           (2) Create a form that regional boards could fill out to update information- Kendall and Kris will work on
           (3) Work on creating regional facebook pages

10) External Update - Kris
   a) AGIA Partnership Proposal
      i) Revenue Projections (Auto Policy only)
      ii) Sample Agreement
      iii) Product Offerings & Projections
           (1) Desire to include an opt-out for mailing list.
   b) Smylen
      i) Dental referral platform, offer services at reduced rates.
      ii) Limited to NW region.
   c) TRMS
   d) GPSAW
      i) Requires members to highlight benefits of GPSAW during specified week.

11) Advocacy Update - Gwen
   a) SJ Update
      i) Focused on LAD planning and programming.
   b) Police actions @ UC Santa Cruz & UC Irvine
      i) Letter to Chancellor of Santa Cruz, issue stems from cost of living in CA.
   c) Check in with Syracuse
      i) NotAgainSU campaign - use of slurs, students of color are being punished
   d) Proposal for webinar series
i) Spread resources to member schools, recruitment tool, webinar to discuss issues to grad school, moderated discussion, potential topics: gender equity task force, grad food pantry, unionization

12) International Student Concerns Update - Madhan
   a) ISC Committee
      i) Each director is given the option of forming discrete committees.
         Potentially there is enough interest to segment out the International Student Concerns committee.
   b) Following the legislations
   c) Working with people to initiate international student committee

13) Employment Concerns - Alex

14) NE Update - Ben(Zach)
    a) UMass Lowell
    b) The regional conference has received abstract proposals. Expecting groups from both member and non-member schools.

15) SE Update -

16) MW Update - Paulina

17) SC Update - Jesse

18) W Update - Will

19) Board Check In

20) New Business
    a) Stance on NAGPS funding for attending conferences - must be contributing directly to the conference: involved in presenting, facilitating
    b) Reasonable expectations upon us as volunteers.

21) Open Floor

22) Adjourn