

**NAGPS Board of Directors Meeting**

**Sunday, 22 March 2020**

**7:00pm EST/4:00pm PST**

**Present:** President- Brad Sommer; Vice President- Fang Zhang; Director of Finance- Paul Welfer; Director of Communications- Diane Lieu; Director of Legislative Affairs- Mike Ford ; Director of Outreach- Vinnie Amato; Director of External Affairs- Kristofferson Kulmer; Director of Employment Concerns- Alex Seto; Director of International Student Concerns- Madhan Arulanandam ; Director of Social Justice Concerns- Gwen Chodur; Western Regional Director- Will Carrasco; Midwest Regional Director- Paulina Alatriste; Northeast Regional Director-Benjamin Lane

**Absent:** Director of Administration-Kendall Scarlett;; Southeast Regional Director-VACANT; Southcentral Regional Director- VACANT

[**Attendance**](https://docs.google.com/spreadsheets/d/1hBMm0fQRqfEzJ5RkKZ2tnDI3L1aEOpAk6IFmN_2zd_4/edit?usp=sharing):

**Agenda**:

1. Approval of [February Minutes](https://docs.google.com/document/d/1pKe6nREEdCSb4xNCnR_0zu-ihB9bPlvNN4Xq_BF5zxo/edit)
   1. Motion to approve. Seconded and approved by all.
2. Approval of Agenda
   1. Vinnie motioned to approve. Seconded by Gwen.
3. President’s Report - Brad
   1. LAD-Cancellation Update
      1. Westin Agreement
         1. Westin agreed to terms. They will keep the downpayment and apply that to credit for future events. They have waived all other costs for room rental, etc.
      2. Credit
         1. Use downpayment ($4500) for credit for future events, most likely for Fall LAD whenever that may be.
         2. Do we have to do anything procedurally to move that cost to Fall LAD or can it sit as it is? Paul says that it hits Spring LAD based on charges incurred (cash basis).
      3. Membership Refunds
         1. All have been refunded at this point! Thanks to Paul and other for hard work! This needed to be done before Eventbrite fees kicked in.
   2. SW Hall Update
      1. Finally got back to us with an updated contract. No extra cost for Alabama filing. A contract has been signed and they will help us with filing our taxes and gaining our 501c back.
      2. Brad spent several instances trying to communicate and finally got clarification of the confusion that occurred with the extra costs for Alabama refiling. We should be ok going forward now.
4. Upcoming Board Projects
   1. Digital LAD - Gwen
      1. Gwen has done a little brainstorming on this based on time differences, etc. This will be a topic of discussion tomorrow during the LCC. She will probably be asking a few of us for help. Suggests putting the primers permanently online for help with outreach and information sharing.
      2. She has been in contact with several people this week and there is potential for movement on other important bills.
      3. After LCC call tomorrow, work on making a subforce for developing online LAD and moving forward with advocacy.
      4. Kendall- Double check to make sure these are active on the website
   2. Digital NERC - Benjamin
      1. NE has gone to a digital conference. We would like to replicate successes to have other successful regional conferences.
      2. MIT external affairs board decided they wanted to continue with the business meeting but didn't want to put in a lot of effort into the presentations aspect.
      3. NE is only going to restricted to the business meeting and further discussion needs to happen regarding votes, etc. Further discussion of creating packets similar to LAD for distribution. We need to work on member-to-member sharing of info, not just top-down info.
   3. Digital RCs - Vinnie
      1. The area he has been focusing on is trying to find a way to reach out to SE and SC regions to bring out people.
      2. Brad’s Idea: Work on developing business meetings for each of the regions and reach out to legacy members for institutional knowledge that would be beneficial.
      3. Paulina has not had a further discussion with Hossein about possibly putting the regional conference online.
   4. Strategic Plan, Bylaws, Elections Comm - Brad
      1. We have sent out emails regarding these throughout the past few months. Brad encourages us to reach out to people that would be good for these committees.
   5. Membership Feedback - Kendall, Vinnie, Diane
      1. Formal Membership Survey
         1. The timeline would be flexible
         2. Go and look in old files (Google Drive) for the membership survey.
         3. Is this a national campus climate survey and/or is this asking members about what they expect from us? What is our purpose?
            1. NAGPS has previously done a complete survey several years ago and this was of extreme value to our members and partners. We can work on doing this again. Possibly probe our membership to get a comprehensive survey.
         4. Brad’s Idea: Work on getting ideas of what people like/don’t like/want from NAGPS from membership schools and then broaden the scope.
         5. Paul: We have seen that relying on dues, investments, partnerships, and registration fees is not stable in any given year. Survey data can benefit the membership, academia, and public policy. This value-add may help NAGPS evolve to a more sustainable business model.
         6. People Interested in helping with this: Kendall, Vinnie, Brad, Gwen, Kristofferson, Fang, Diane
5. COVID-19 and Graduate-Professional Students
   1. Social Media feedback from members? - Kristofferson and Diane
      1. They have a list of tweets that will start being sent out tomorrow.
   2. TA Layoffs - Gwen, Vinnie, Ellie
      1. There are schools that are considering TA Layoffs or have laid off students.
      2. Kristofferson received a call to see what support NAGPS could give for those TA’s being laid off. Once he receives an email from his contact, he will forward it to the board for review. Asking for a letter to be sent to the administration of several graduate schools.
   3. Federal Loan Interest - Gwen, Vinnie, and Ellie
      1. Paul shared an article about this in slack.
      2. The Department of Education has stated that you can get a forbearance with minimal efforts by contacting the company giving the loan. Trump has stated that federal loan payments can be put on hold.
      3. There is a percentage of senators that are trying to propose more student loan relief. We should be more aggressive for asking for student loan forgiveness.
      4. We will work on emailing the membership in the near future about this.
   4. Impact on International Students - Madhan
      1. International students can seek employment after graduation. They have to apply to USCIS in order to do this and this usually takes up to 90 days. There are sources that this 90-days may be prolonged. Students must find a job within 90 days after graduation along with the possibility of the USCIS not being able to process the application in time.
      2. We are proposing to extend the 90 day grace period to 180 days and formed an international student concerns committee. A statement has been developed to send to membership. This is imperative for many international students both current students and recent graduates.
      3. [Statement](https://docs.google.com/document/d/1MCM87tsqtAz46F2sTfQp4KNT2aHjn-UZDlo7_6YDgbY/edit?usp=sharing) on coronavirus impact on international students
      4. Motion to set a clock for 3 minutes per item by Paul. Seconded by Fang.
6. Vice President’s Report - Fang
   1. NatCon [Bids](https://docs.google.com/document/d/1td2skaTH7AXujAmMJXSrMopIx5BO7rGa7o_1I0WIv2k/edit?usp=sharing)
      1. As of right now, we have two bids and those are linked in the agenda for review. Due to the last two weeks of chaos, we have not sent out a form to the membership for comments on bids.
      2. We will have another meeting as a board on the national conference bids.
   2. Call for Leadership - DoLA updates
      1. The position has been opened up and advertised. This position will stay open until April.
7. Finance Report - Paul
   1. Refer to reports submitted under separate cover
   2. During the month, the following is the financial condition of the Association. (Figures reported as of Feb’20 EOM\* unless otherwise indicated.)
      1. Total expenses: $697.47 MTD, $1,233.77 YTD.
      2. Total revenue: $261.67 MTD, $414.03 YTD.
      3. Assets: $150,433.84 (including Endowment, Old National Bank, PNC and Paypal. \*Note: Endowment reported as of 2/29/20).
      4. Liabilities: $0.00 (including Capital One credit card).
      5. Net Balance: $150,433.84.
      6. The Association is cash flow negative YTD. Feb’20 MTD is cash flow negative. Interest and fees accrued on debt is $0.00 YTD.
      7. Endowment dividend income is $47.49 YTD. Capital gains reinvested is $0.00. Endowment fees are $536.30 YTD. Endowment rate of return is -5.49% YTD.
   3. Jan’20 Individual Membership Dues (R1.1) and PayPal balance restated.
   4. Corporate and Tax Filing
      1. IRS website indicates that the 501(c)(3) status of the Association was revoked on 5/15/19 and revocation posted on 8/4/19. Timely tax filing and reinstating 501(c)(3) status must be a top priority of the Association. Received and executed contract with SW Hall on 3/16/20.
      2. Office of Attorney General for the District of Columbia notified NAGPS of audit concerns via letter dated 9/27/19. Per NAB recommendation, referred matter to SW Hall for resolution.
   5. Reconciliation
      1. Ongoing reconciliation of unauthorized expenses identifies 2017 Director of Finance/2018 President’s personal charges not related to official business of NAGPS. Any personal charges incurred must be repaid immediately. NAGPS accounts cannot be used for personal transactions. No further payments received since last demand letter sent in attempt to recover assets.
      2. Further review of account reconciliation is advised. NAGPS financial statements need to be restated for the years under review. A complete review by an independent third party or forensic accountant along with NAGPS membership oversight is recommended.
   6. Purchased general liability insurance policy with Hiscox Inc. on 3/6/20.
   7. Finance and Fundraising Committee reviewed Northeast Regional Conference budget. Regional conferences are canceled or adjusting to virtual format due to COVID-19. Order refunds issued for regional conference registrations.
   8. Per Executive Committee vote on 3/11/20, Spring 2020 LAD canceled with Westin Crystal City due to COVID-19. Negotiated cancelation terms with Westin Crystal City to apply Spring 2020 LAD deposit to Fall 2020 LAD with no further damages due. Order refunds issued for Spring 2020 LAD registrations.
   9. Finance and Fundraising Committee is reviewing bank account and cash management options.
   10. All officers are reminded to submit monthly FLASH reports including anticipated expenses and revenue by the 20th of each month.
8. Communication Report - Diane
   1. [Comm Schedule](https://docs.google.com/document/d/184jqdojEZErpG4TisZVRfFoqVIDELa-Dw4HpavslKvQ/edit)
   2. Comm Notes:
      1. email about NatCon for members to get feedback on bids
      2. email to send out for committees- hoping to have more productive conversations for committee meetings
      3. general email (Wednesday)
         1. about COVID-19 responses with link to board email for updates on campuses
         2. LAD updates
   3. email about impact on international students (tomorrow-monday)
   4. email about monthly meeting minutes and finance reports (end of the month)
9. Administration Update - Kendall
   1. Please turn in/upload the Feb board report as soon as you can (NAGPS Board of Directors Team Drive 2020 → Monthly Board Reports → February 2020).
10. DoLA Update - Ellie
    1. Three One-Pagers are ready- will work with Kendall to make sure these are up on website and available for membership
    2. LL is ready- send to Kris and Diane for distribution
11. Outreach Update - Vinnie
    1. Ohio University membership / follow up
    2. March OC Meeting happened 3/23 at 5:30 PM Eastern - see minutes here <<https://docs.google.com/document/d/1qWivKOogVWOP_JICyQyAbKbvpieBFJ6DePOXMqHD0mc/edit?userstoinvite=w-outreach@nagps.org&ts=5e77db98&actionButton=1>
12. External Update - Kris
    1. LeverEdge
       1. We started a partnership with them last year. We were supposed to discuss at LAD; however, we are working on other ways to promote this.
    2. AGIA: Getting feedback from members
    3. Smylen
       1. A company that is in NYC and offers reduced rates of dental services. Customers usually see 50-60% of normal procedures. They reached out to us and thought we would have a good partnership. Kris is working with them on what a potential partnership would be like.
    4. NatCon Sponsors
       1. As soon as we know the NatCon hosts, we can work on recruiting sponsors. It is easier for us to do this with set dates and information to provide.
13. Advocacy Chair and Social Justice Update - Gwen
    1. [Hechinger Report Article about impacts of COVID-19 on Grad Students](https://www.pbs.org/newshour/education/student-scientists-athletes-and-artists-miss-opportunities-when-learning-moves-online)
       1. The impact on graduate students is the main focus of this article. Gwen connected him with several people quoted and spoke with Jon Marcus about issues.
    2. [COVID-19 considerations for grad students](https://docs.google.com/document/d/1yHBSkPPMnp5rhz6e2L9HS4PXB13dHDXuixulFHrf5_4/edit?usp=sharing)
       1. ?audience? - potentially as a template for member schools to edit?
       2. Gwen has begun working on a google doc for others to edit. Others can add in information about grad student issues. Thinking about how these closures impact students that may have a specific timeline (maybe of concern for international students)
14. Employment Concerns Update - Alex
15. International Student Concerns Update - Madhan
    1. See above on COVID-19 impact
    2. ISC Committee has been reestablished
16. NE Update - Benjamin
17. MW Update - Paulina
    1. Purdue will discuss regional conference this week and Paulina will get back to us with any updates.
18. W Update - Will
    1. Western Regional Conference went well!
    2. WRC revenue $700.
19. SE Update - N/A
20. SC Update - N/A
21. New Business
    1. COVID-19 Impact on member GSO operations and elections - Paul
       1. Has anyone heard about the impact of GSO operations from COVID-19?
          1. Work on developing something to share to their GSO’s for the end of the year meetings.
          2. Gwen: GSA is looking into giving small grants for student parents and having meetings via Zoom. We will have to audit votes.
          3. Alex: GSA will use WebEx for calls and will roll the money over to next year.
          4. Vinnie: ASU has gone full online. GSO meetings will be held online over Zoom. Very successful in procedural measures for members.
          5. Develop a committee to get more info about how schools are dealing with their GSO’s during the COVID-19 epidemic. Brad suggests we should reach out to members to say that we are here as a resource if needed during this time.
       2. Discussion of moving ex-comm call on Easter Sunday to following Sunday. Brad will fix it on the [calendar](https://docs.google.com/document/d/1A5YzcbtAr0-kmSrqfoGN_wZGCmTrJWdLiygtAZit6do/edit)!
22. Open Floor
    1. Impact of COVID-19 on lab work and graduation timelines?
    2. Consider donating PPE to hospitals
23. Adjourn
    1. The meeting is adjourned at 9:04 EST.