GSA Council Meeting Minutes

Date: February 3, 2026

Time: 7:00 PM – 8:10 PM

Location: Zoom Meeting

Facilitator: GSA Executive Committee

Recorder: ___Oludotun (Dotun) Ibikunle_____

1. Attendance

Present: Representatives from each GSO (attendance sheet completed)

Absent: _____N/A_____

2. Call to Order

The meeting was called to order at 7:00 PM by the GSA Executive Committee.

7:00-7:05- Welcome current and new GSO E-board

3. Recap Council Meeting Deliverables & Expectations

- Fill out the Attendance sheet.
- A representative from each GSO is required to attend each monthly council meeting
- Be prompt - show up on time
- GSA will share broad updates on activities, initiatives, events, and procedures
- Occasional voting on substantive issues
- GSOs are encouraged to speak up
  - GSA wants to know what your concerns are! The best way for us to serve you is to communicate with us.
- Council meets first Tuesday of every Month at 7 PM (ends usually at 8 PM)
- Special meetings by Exec. Committee if anything urgent comes up
- Open to all Constituents, which means all graduate students
- Incase of a delegate attending, all information discussed here should must be

communicated to the President and Treasurer.

4. Reimbursement Rules

- Event needs to be advertised at least two weeks in advance on GetInvolved
- **MUST** have the GSA logo
- **MUST** mention that it is a GSA sponsored event
- No disbursement without signed contract and invoice/receipt
- Reimbursements capped at actual costs.
- Unused allocations are reverted to the GSA at the end of the year.
- All the events must be submitted to the GSA event submission form on Teams to get **reimbursed.**
- It is NOT mandatory to advertise in the GSA's newsletter, however, the Microsoft Teams Form for event advertisements is mandatory for reimbursements. It helps the Business Manager get all the information at one glance.
- You have to submit to the Microsoft Teams Form right after you create your getInvolved at least 2 weeks before the event.
- Any other organization outside of GSO's who would like to advertise in our weekly newsletter, please email the communication text and flyer to vpep@gsa.rutgers.edu for review and inclusion.

5. If your GSO may need more funds to hold the event

- Collaborate with other GSOs for events
- Request co-sponsorship with GSA if the event would be of interest to all graduate students (case-by-case basis)
  - Email ec@gsa.rutgers.edu to discuss
- Strongly encouraged attempts to forge collaborations with departments, units, offices, etc.

6. Important Information

GSA EBoard Pre-Approval is required for
  - **Events requiring honoraria**
  - **Conferences**
  - **Off-campus events**
  - **Prizes and giveaways**

Email ec@gsa.rutgers.edu and help@gsa.rutgers.edu for preapproval

- ❏ **Please don't leave personal items: bags, laptops or phones unattended - even while charging. (Graduate Student Lounge)**

- ❏ **BE DILIGENT AND KEEP ITEMS WITHIN SIGHT OR TAKE THEM WITH YOU.**
- ❏ **Please convey this information to the constituents**

Graduate Student Lounge Reservation

- This form is available on the microsoft teams channel as well
  https://forms.office.com/pages/responsepage.aspx?id=IystuTVNcEST_2mspmMv_oxrKrUU6DRLh6RziIKq2C1UQUJZN0xEMDVXWlJSWjNTRFlDMDFMQlNJOSQlQCN0PWcu&route=shorturl

Voting to increase funding from $15 per person to $20 with a 30/day limit is in!

Proposal being voted on:

The current limit is **$15 per person** for meals. Two potential adjustments are under consideration:

- ● **Option 1:** Increase to **$18 per person**
- ● **Option 2:** Increase to **$20 per person**, *with a maximum daily cap of $30 per attendee*
- ● **Option 3:** Keep the limit at **$15 per person**

Proposed Amendment to Funding Guidelines
What would this look like

- ● Finance trainings would be asynchronous and online through the summer.
- ● Funding and SABO access would occur within the first week of the semester.
- ● Pros:
  - ○ Old GSO eboard is still around to help with transition and can help with funding and recognition applications.
  - ○ No pre-approvals for beginning of semester events.
  - ○ You are still able to change who will have SABO access anytime you would like.

Honorarium Policy

- **Do not mention an honoraria to your speaker until your application is approved.** If the speaker requires a certain amount of money to talk, it is a speaker's fee and will be dealt with as such.

   Reasonable Honorarium list:
- In person on a panel:
    - A split of a maximum of $800.
    - $200 maximum per person, GSO is able to determine distribution of honorarium.
- In person keynote speech and group dinner
    - A maximum of $500 for one day
    - A maximum of $750 for multiple days
    - Exception is if this person was awarded any from the list https://research.mit.edu/research-development/prestigious-prizes-and-awards. In this case they may receive up to $1000.
- In person keynote speech
    - A maximum of $300
    - Exception is if this person was awarded any from the list https://research.mit.edu/research-development/prestigious-prizes-and-awards. In this case they may receive up to $1000.
- Remote panelist:
    - A split of a maximum of $400
    - $100 maximum per person, GSO is able to determine distribution of honorarium.
- Remote keynote speech
    - A maximum of $250
    - Exception is if this person was awarded any from the list https://research.mit.edu/research-development/prestigious-prizes-and-awards. In this case they may receive up to

7. Other Announcements

- Spring Finance training will be released by the next week and will be online/asynchronous. **Mandatory for all Treasurers and Presidents.**
- We are working on a wiki for the Microsoft Teams to assist with planning.

8. Upcoming events

- **<mark>GSA Coffee & Breakfast:</mark>** Wednesday February 3rd, 2026
- **<mark>GSA Game Night:</mark>** Thursday February 7th, 2026

9. <mark>Adjournment</mark>

The meeting adjourned at 8:10 PM.

Next meeting: Tuesday, March 3, 2026 at 7:00 PM
Via zoom