Student Development Working Group Executive Board Meeting
Wednesday, December 1, 2021 at 9:00 AM EST

Action Items

NEXT MEETING: Dec. 1st 9-10AM EST 3-4PM

All:
1.) Create Google Doc: Come up with goals and vision for each committee before next meeting
2.) Chair plays around with and comes with feedback to next meeting
3.) Set Dates for all meetings this year

Darwin:
1.) Create Poll for next meeting
2.) Ask Mariah about photos
3.) Create Google Spreadsheet with interested parties
4.) Ask Mariah about banner for email

Morgan:
1.) Draft Template for how to run Town Hall Meetings
    a.) Format (45 minutes)
        i.)   Catch up from host chapter
   30 minutes of concerns/issues from that Chapter, open floor style
    ○ Draft email about Town Hall to Mariah about Student Chapter advisors
   Should we send to them on our own or does Mariah do that?

Brittany:
1.) Talk with Audrey about Communications Committee
    a.) Art and photography committee
    b.) Member Spotlight

Audrey:
1.) Written agreement between SDWG and ECPWG to set aside $ for Trail Blazer grant
2.) Need written confirmation about structure of Trail Blazer grant and where the funding is coming from
    a.) Is it just us or are we combining funding?
    b.) Confirm where it is coming from and if a joint initiative get a written agreement
3.) Ask Jessica about BioBlitz

Call to Order: 9:20AM EST

Roll Call and Approval of Minutes
- Darwin Mayhew (Chair)
- Audrey Boraski (Secretary)
- Morgan Register (Chair-Elect)

Approval of Meeting Minutes
- Vote to Approve Oct 21st, Oct 24th, Nov 3rd, and Nov 19th Meeting Minutes
- Past Minutes Approved by all

Chair Report
- Goals for December
  - Start gathering folks for committees
    - Tap into contacts
    - Create Google Spreadsheet with interested parties
  - Start pushing to get more social media outreach (open a photo submission sight)
    - Create a place to gather photos and art for media
      - Creator, credit, medium
    - Idea: 1 leader of accounts, asks others to check on when can not
  - Reach out directly to student chapter leadership to increase engagement

- International Joint Committee Update
  - Joint symposium
    - 2-3 hours talking about engagement with students for next conference
    - Morgan's Student Chapter Blueprint about starting a chapter
      - Update and include the map Laken made
        - Contact information
        - Last year's BioBlitz results
  - Chair-elect and Secretary/Treasurer position opens soon

Officer and Committee Reports
- Chair-elect (Morgan, update Student Chapter BluePrint Committee)

- Treasurer (Brittany, update Communication and Arts Committee)

- Secretary (Audrey, update ECP joint committee and Trailblazer grant)
  - Liaison
  - Written agreement between SDWG and ECPWG to set aside $ for Trail Blazer grant
  - Need written confirmation about structure of Trail Blazer grant and where the funding is coming from
    - Is it just us or are we combining funding?
    - Confirm where it is coming from and if a joint initiative get a written agreement

Old Business
- Town Hall style meetings and better communication
  - Hesitant to start now
  - Revisit idea and try to roll out in Feb.
  - Incorporate into Communications and Arts Committee or all of us?
  - Monthly or Bimonthly Zoom Meetings
  - Draft email about Town Hall to Mariah about Student Chapter advisors
    - Should we send to them on our own or does Mariah do that?
  - Try to get some majority of Student Chapters to run it
    - E.g. X College runs it, the board takes notes and we attend if available

  - Goal
    - Listening to the voice of students chapters, issues they are facing and where are they succeeding

  - Draft Template for how to run Town Hall Meetings
    - Format (45 minutes)
      - Catch up from host chapter
      - 30 minutes of concerns/issues from that Chapter, open floor style

- Getting Committees off the ground
  - Engagement and participants spreadsheet

- Interactive Student Chapter Contact map
  - Need to figure out how Laken made
  - What more do we want to include?
    - art

- BioBlitz Planning (maybe we need a committee for this?)
  - Ask previous Chairs how they went about BioBlitz

- Banner for our emails
  - Design
  - Logo folder
  - Email Mariah specifically what she needs

- Student Geared benefits
  - Policy?
  - Gamification
    - Allow students to participate and be involved
      - Get a benefit out of it later

New Business
- Gearing up for committees
  - Best way to keep track of folks
  - How often should they meet?
  - How would we best communicate with everyone and work in parallel

- Submission spot for art
  - Call on Social Media
- Learning how to use the "We did it platform"
  - <mark>Chair plays around with and comes with feedback to next meeting</mark>

- Slack and Discord

For the Good of the Order

Adjournment:
Ending meeting formality:
Board member 1: "I make a motion to end the meeting" Morgan
Board member 2: "I second" Audrey
Chair: "All those in favor" Darwin
Board members: "Aye"
Chair: "All those opposed"
"..."
Chair: "Abstentions"
"..."
Chair: "Meeting adjourned at XX:XX"

Meeting Adjourned: 10:37AM EST
Minutes Approved: