Minutes from the November 19th Meeting of the Graduate English Society at Texas Tech

Old Business:

- The September Meet-and-Greet event went very well. We will plan a similar event for September of 2016 to greet new students and kick off the new academic year.
- Webpage issues:
  - The format of the webpage is still not optimal and not reflecting the changes we have requested. Mark Renario is currently the webmaster, though this position will be shared with Joya Mannan in Spring 2016.
  - Accessing the webpage is overly difficult. As it stands, you must go through three different links to locate the page. It has been suggested that a link be provided on the English homepage, perhaps in the sidebar.
  - Things we would like added to the webpage:
    - "Who to see about.."; flowchart or guide for new students
- The Facebook page is active and Joya, Kerry, Nancy, Iracema and Leah are administrators.

New Business:

- Item 1: Restructuring of governance – It is proposed that the position of Vice President be eliminated and the responsibilities of the position be distributed among other officers.
  - Brandy pointed out that the position of VP might be necessary and advantageous to our search for grant funding, since the group will need to show a strong leadership structure on any applications.
  - A decision was made to retain the VP position, however, new responsibilities will be added to the position to make it less redundant. The responsibilities added are: social media expert and campus liaison.
- Item 2: Call for nominations of officers – It is proposed that nominations of officers for 2016-17 school year be opened at this time and that elections be held in the Spring.
  - The following positions were filled for 2016-17 with no contest:
    - President – Kerry Manzo
    - Vice President – Leah Heilig
    - Secretary – Luke Morgan
    - Historian - Bernadette Russo
  - The position of treasurer will require an election. The candidates nominated for the position are as follows:
    - Iracema Quintero
    - Kate Simonian
- Item 3: Call for creation of committees and nomination of committee chairs – It is proposed that three committees (social, service, and scholarship) be formed in order to assist in organizing GES activities and that nominations be taken to chair these committees.
  - Four committees were created and filled as follows:
    - Social Activities Committee – Iracema Quintero
    - Service Committee – Mary Ann Widerburg
    - Scholarship Committee – Kerry Manzo, Luke Morgan, Samaia Aldubaikhi and Bernadette Russo
Teaching Committee – Mike Lemon and Nancy Dinan

Several ideas for committee activities were floated, including:

- Recruitment day activities
  - The exact nature and timing of these activities will require coordination with Dr. Batra, who is in charge of recruitment this year. Kerry will initiate this discussion with Dr. Batra.
- Formal/Informal mentorship program
- “Big/Little” mentors within GES
- Brown bag or “Pop-in” lunches

- Item 4: Call for creation of grant writer position – It is proposed that a position of grant writer be established and filled to assist the treasurer in the procurement of grants to fund the GES and GES activities.
  - This position has been created and Brandy Bippes was nominated to fill the position.
- Item 5: Call for creation of social media expert position – It is proposed that a position of social media expert be established and filled to assist the secretary and historian in disseminating information about the GES and GES activities via social media platforms.
  - This item was taken care of in the revision of duties of the VP.
- Item 6: Website maintenance – Multiple GES webpages apparently exist. It is proposed that old pages be taken down and a single web page be established. Additionally, suggestions are solicited for ways to make website updates more efficient in order to support GES activities.
  - We will continue to monitor the website and correspond with Joya Mannan and Mark Renario as we work to optimize the site.

The next meeting was tentatively scheduled for January 20th.