1. **Call to Order:** By VP Alaa Salim at 5.20 PM.
2. **Attandees:** Alaa Selim, Maham Liaqat, Gaurav Gupta, Leo Gold, Noah Kravets and Karen Bresciano
3. **Status Reports from Executive Committee**
4. President-Alaa Selim
	* N/A
5. Vice President-Alaa Selim
	* He is attending the university senate in place of president.
	* Various fellowships were discussed in the meeting, Alaa raised the question about GE fellowship. Unfortunately, the fellowship has been discontinued.
	* Some of the fellowship department can directly propose a student and you can get up to 5000 $ for the first year.
	* Alaa was reached out by Michelle in SEC. They reached out about the representation of GSS. Bryan has agreed to represent in the capacity of a Graduate student. For the second chair GSS president is the representative, Alaa has a schedule conflict and would like to have a proxy for the meeting. Proxy can be the e-board or a senator.
	* Karen asks about more clarification on the matter; Alaa clarified that he could go for some meetings, but he will need a proxy ion the month of March. He said he will be available for the next meeting, but he still needs the proxy.
	* Karen clarified that Leo can be eligible if GSS put their names in front. He wasn’t eligible in the past because he was not one of the three senators put forward by the GSS.
	* Alaa mentioned that Bryan is still eligible according to the bylaws, as pointed out by the Michell.
	* Alaa suggested to have another meeting between him, Michell and Karen to have a clear understanding of eligibility.
	* Another representative from GSS is needed for President council for sexual violence and harassment. It’s 2 meeting per week. The timing is not fixed yest, one meeting has already been done and there’s only one meeting left for the semester.
	* Maham showed the interest in this representation.
	* Alaa have approved the payrolls for the administrative assistant.
6. Treasurer- Maham Liaqat
	* SASFAC meeting have been done where she has presented the GSS budget.
	* For the financial inquiry the report will be sending next week before the next senate meeting. The chair to the report have requested a closed session with senaste.
	* The access to PR link have been provided to all tier-II organization.
	* Now she has been working for the budget on the upcoming fiscal year.
7. Activities Director-Leo Gold
	* The event notification is out for feb 19th.
	* For the catering final announcement received on the Friday hence the announcement was late.
	* Already 236 RSVP’s have been received and its close to the full capacity.
	* Maham asked for the cost of budget. Leo mentioned that he will send it out soon.
	* For next senate meeting we will be getting Genset wraps for the catering.
8. Communications Director-Gaurav Gupta
	* Presidential Committee for Sexual Harassment: The announcement has already been sent out.
	* February 19th Event: The announcement was sent out.
	* GSS Community Service Award: The announcement was made.
	* Website Update: The latest list of senators received from Noah was updated on the website.
	* Gaurav put forward his idea of distributing the award for the community service. There was a detailed discussion on previous year nomination and how the money should be used.
	* Some members felt that there wasn’t enough context available to proceed with decisions on last year’s nominations and. Motion to table the discussion was made by Noah seconded by Gaurav.
		1. Aye:4
		2. Nye:0
		3. Abstain:1
		4. Motion passes anonymously.
	* Since the motion’s purpose was to defer the discussion of last year’s award budget to the next meeting, and no additional motions were made after, no awards (this year or last) were officially voted on. As a result, both awards will need to be discussed at the next executive board meeting
9. Parliamentarian-Noah Kravets
	* Have Constitution Vote Feb meeting (vote)
	* BYLAW update discussion Feb meeting (no vote)
	* Financial Policy update discussion Feb meeting (no vote)
	* Comm-director to find alternate for beginning of meetings this semester.
	* I will have a fast issues forum discussion on Parliamentary Procedures.
	* Also, next meeting will be a long one with what is on agenda to get through, but it is important we get through them and meet for as long as we need.
	* Potentially ask Senators to give alternate emails at least an hour via email to Parliamentarian.
10. **Old Business-**
	1. Follow up on bills, stipend payments, catering for next GSS meetings.
		1. PR needs to be filled to get them paid.
		2. Maham mentioned that she will be filling the PR next day as it’s the billing cycle.
	2. Follow up on coffee hours of GSS scheduling.
		1. Noah is working on coffee hour, the Thursday one got canceled because Leo is not available.
		2. He is looking for different rooms for the event and get sorted this.
		3. He will be taking over on coffee hours as it low investment and high reward event for GSS.
11. **New Business-**
* Representative for the Budget Hearing Session.
	+ Maham is the representative for budget hearing session.
* Representative for the President Council.
	+ Discussed in VP report.
* Meeting Alternate for Communications Director.
	+ For the first 20 or so minutes other e-board members will help to take the minutes. Whoever is free in the senate meeting can help with the minutes.
* Meeting minutes structure for GSS meetings
	+ Gaurav Discussed to have a structure to the meeting minutes as there are many side talks in the senate which is hard to record. Karen mentioned that this is not the transcript and hence not everything is needed to be in the minutes. The motions are the most important thing and the discussion related to the motion should be precise.
* Notice time for sending any GSS announcements.
	+ Gaurav put forward that at least 24-36 should be given if someone wants to make a announcement to whole grad community.
* GSS Constitution Vote for next GSS general meeting.
* Bylaws Update Discussion.
* Motion to Compensate the Vice President for his role acting as GSS-president.
	+ Made by Maham seconded by Gaurav, all ayes, no nyes and no abstain. motion passes anonymously.

**V. Final Thoughts/Adjournment:** Motion to adjourn the meeting made by Maham seconded by Gaurav. Motion passes anonymously. Meeting adjourns at 6.57PM.