Public Affairs Student Association

Sunday, September 12, 2021

7:00 PM

[Zoom Link](https://osu.zoom.us/j/99977468873?pwd=VEdiSFRiaFFvanBqcXJuR0Z5UnhGZz09)

* Welcome - Meeting started at 7:04 PM EST
* Open Forum
  + This is the time for anyone who is not part of PASA leadership to speak
  + All PASA Meetings area welcome to attend PASA meetings to stay up to date on what’s going on in PASA and the Glenn College at large.
* E-Board Introductions & Updates
  + President – Casey Rife
    - Introductions
    - PASA Communications
      * GroupMe – Please send me phone numbers
      * Microsoft Teams – Everyone should be added
        + Intro/Tutorial – Carynne
        + Calendar will sync with OSU email calendar
        + Posts will be a place to send message and reply. Make sure notifications are set to your preference
        + Documents are live
        + To-do list tabs can be added to assign tasks throughout the year
      * Using Microsoft Forms and Qualtrics is also free through OSU and helpful for collecting data
    - Committee Updates
      * Glenn committee seats that need appointment
        + Glenn DEI Committee (designated to PASA DEI Committee Chair)
        + Faculty and Staff Committee
        + Technology Committee
        + Wellness and Mental Health Committee
        + Send Casey email with interest in Glen Committees
      * Presidents Meeting (monthly meeting with presidents of Glenn Student Organizations (PAMSO, ICMA, IGNITE, CLC))
        + New Glenn website launching mid-October

Events calendar

* + - * + [New PASA website](http://org.osu.edu/pasa)

Send me a headshot/photo for the site

* + - Helpful Glenn Staff to Know
    - Casey will reach out to everyone to talk about their roles and answer any questions.
  + Vice President – Haley Foster
  + Treasurer – Carynne Jarrell
    - Glenn DEI Committee Report
      * Setting goals around the year, including:
        + recruiting diverse students
        + recruiting diverse faculty/staff
        + partnerships with the Kirwan Institute on Race and Ethnicity
    - Budget Committee Report
      * Has completed online training for treasurer
      * Has not meeting yet, as of Sept. 12
  + Secretary – Irene Lewis
    - Committee Report template will be added to Teams (Files > Action Items
    - IG: Highlighting PASA Leadership Team
      * @pasa\_osu on Instagram & Twitter
  + External Affairs Coordinator – Samantha Degen
* Committee Chair Updates
  + Note: Reports are due to Secretary no later than 8 p.m. on the Friday before the meeting
  + Service – Tobias Engel
  + Social – Nikolas Merten
  + Diversity, Equity, and Inclusion – n/a
  + Professional Development – n/a
  + Gala – n/a
  + Let Casey know if you know anyone who might be good at or interested in one of the positions above. Rolling applications [here](https://org.osu.edu/pasa/pasa-applications/).
* Program Representative Updates
  + MPA – Jack Lutat
  + MPA-DC – Paige Shoemaker DeMio
  + MPAL – Joey Eringman
  + Ph.D. – Ken Poland
  + MA – n/a (Let Casey know if you know anyone who might be interested)
* Committee Chair Expectations
  + Update/provide reports to Secretary using template
  + Hold Monthly Meetings with your committee
    - Please add meetings to Teams Calendar to avoid overbooking
  + Request funds well in advance of an event
    - $2000 Budget through Glenn College.
  + Event planning
    - Work with my committee to plan 1-2 events for PASA each semester
  + Work with my committee to attend PASA events and other events within the Glenn College (PAMSO, ICMA, IGNITE, CLC)
  + Plan events for an upcoming month about 3 weeks in advance
  + Meet with committee once per month
* Establishing Committees
  + Committee member interest form will go out soon
  + Recruit friends to join your committee
  + They do not have to attend our monthly meeting
* Program Representative Expectations
  + Communicate with your constituents/colleagues
  + Note any questions/needs/concerns from members of your program
  + Attend PASA events and other events within the Glenn College (PAMSO, ICMA, IGNITE, CLC)
* Breakout Rooms/Mentors
  + Discuss any goals you have for your position!
  + Room 1:
    - President: Casey
    - Vice President: Haley
    - External Affairs Coordinator: Sam
    - MPA-DC: Paige
    - MPAL: Joey
  + Room 2
    - Treasurer: Carynne
    - Secretary: Irene
    - Service: Tobias
    - Social: Nikolas
    - MPA: Jack
    - PhD: Ken
  + Take Aways
    - Many people are taking intentional steps to connect different cohorts and build community while being COVID-conscious
* Questions?
  + Does the budget allocate funds specifically by committee?
    - Budget is not ready formally, but Carynne is willing to answer questions regarding funding for the year.
      * Funds have historically gone mostly to the Gala. Last year, the Gala was virtual and less expensive.
      * Not sure if funds are allocated specifically for each committee
      * We can cross that bridge as people begin planning events
* Meeting adjourned at 7:56 PM EST
* Next Meeting: Sunday, October 3rd at 7pm
* Reminders: Please send Casey (419-619-5199 or rife.307) your phone # for GroupMe and a photo for our website!