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!