

# Steering Meeting Minutes

April 22, 2021 - 3-4 p.m. EDT

## In attendance

### **GSA Staff:**

Jessica Velez  
Rachel Fairbank  
Tracey DePellegrin  
Erin Suderman

### **ECLP Co-chairs:**

Balint Kacsoh  
Gosia Gazda  
Katherine Maniates  
Angel Cisneros  
Seyma Katrinli  
Kaushal Kumar Bhati  
Madhumala Sadanandappa  
Karyn Onyeneho  
Molly Matty

### **Other:**

Jordan Ward - committee advisor  
Gavin Rice - ECS Board Representative  
Oindrila De - Accessibility affinity group lead

## Agenda Items

1. Partnership with Genes2Genomes (Rachel)
  - a. G2G would like more material from the ECLP
  - b. Contacts: Rachel Fairbank and/or Cristy Gelling
    - i. Documentation of process will be coming soon
    - ii. Contact at the beginning of project for help deciding scope
  - c. Benefits: Excellent visibility within the society and promotion by GSA Communications
  
2. GSA Administrative Updates (Jessica)
  - a. Steering ECLP Zoom Account
    - i. Now set up for closed captioning
      1. Sign in to the ECLP Steering Zoom account and start a meeting to play with this feature

2. [Directions on how to set up closed captioning](#)
  - a. Let Jessica know if you have any questions or issues!
3. **Disabled automatically** for all recurring meetings
  - a. Can enable as needed (see instructions in document)
- ii. **Now upgraded for meetings up to 500 participants**
  1. Can be used for all ECLP workshops etc. moving forward
  2. When scheduling on the account, please invite [engagement@genetics-gsa.org](mailto:engagement@genetics-gsa.org)
- iii. **[GSA Code of Conduct](#) must be mentioned and shown on a slide for all events.**
  1. Career Development has excellent conduct statements!
  2. [A Code of Conduct slide is available in the Shared Resources folder](#)
    - a. Created and approved by GSA Communications
- b. Weekly updates to GSA
  - i. Please send a weekly summary by email of subcommittee activities and updates to Jessica, Rachel, and Erin ([jvelez@genetics-gsa.org](mailto:jvelez@genetics-gsa.org), [rfairbank@genetics-gsa.org](mailto:rfairbank@genetics-gsa.org), [esuderman@genetics-gsa.org](mailto:esuderman@genetics-gsa.org) )
    1. Keeps GSA informed of each subcommittee's projects and status
    2. Highlights and challenges
    3. Lets us know if we need to promote any activities
      - a. Example: our recent Hill Day!
- c. Surveys
  - i. An overhaul of program surveys will be done in the coming months
    1. language consistency, question formatting, intention of the survey, etc. all under review.
    2. elucidate the kinds of actionable information you want to glean
    3. **Action item:** schedule a dedicated call for discussion OR add discussion to next Steering Meeting
  - ii. General Survey Updates
    1. **Add to workflow:** assign all surveys to Communications (Cristy and Jacqueline), Tracey DePellegrin, and Sarah Bay (Demographic information) for final review and approval in the [Requests Smartsheet](#)
      - a. Goal: consistent language and questions across GSA surveys
  - iii. Suggested survey questions from Karyn Onyeneho, reviewed by GSA Communications (still in progress as of 2021-4-22):
    1. The ECLP provides an inclusive environment.
    2. The ECLP invites opportunities for promoting diversity, equity, and inclusion.
    3. The ECLP provides resources related to diversity, equity, and inclusion that have been beneficial to me.

- a. I wonder if there are apparent discussions and resources to get benefited from while being in ECLP program. If being new to the program I am not aware of, this part should get highlighted well. (Kaushal)
    - 4. The ECLP creates an environment of involvement, respect, and connection.
    - 5. Diversity, equity, and inclusion are among ECLP's stated values and/or priority areas.
    - 6. **Question: which survey(s) should we target these to?**
      - a. Suggested for the [Advisor Feedback Survey](#)
      - b. Jessica: concerned that these are not appropriate for the advisor survey, can we plan to include these in ECLP member surveys instead?
        - i. Karyn: approved to have these questions entered into ECLP-facing surveys such as the check-ins and exit interviews
3. GSA Board Meetings Set Up (Jessica)
  - a. Proposed Workflow
    - i. Gather topics of interest from ECLP members at each subcommittee meeting
      - 1. **Action item:** Create document for list, ready for the Board Meeting in June. Send to Jordan as they come in
    - ii. Once list is finalized send to GSA Board members (via Jordan Ward) so they can sign up for topics they would like to discuss. Do this before May's GSA Board Meeting.
    - iii. Have ECLP members sign up for topics
    - iv. Arrange meetings (Engagement staff will handle this)
    - v. Host meetings through Engagement or Steering Zoom accounts
    - vi. Would it be helpful to have a cap on the number of people in each meeting, 8-10? (Gavin)
  - b. Frequency: one meeting per month? Multiple meetings in a single month (since separate topics)?
4. ECLP Exit Survey Analysis Discussion (5-10 min)
  - a. Questions? Concerns? Suggestions?
  - b. Note: the turnover in GSA staff over the past 2 years is likely the cause of many of the negative feedback
5. Proposal regarding GSA Membership Fees for ECLP Members (Katie)
  - a. Proposal Lead: Katie Maniates
  - b. Issue: pay to volunteer?
  - c. Topics to consider:
    - i. What is the cost of membership for each member?

- ii. What is the value provided **to** members who are part of this program? Does the membership fee cover this value?
        - 1. Program intention: training and learning program, with the opportunity to participate in mentorship activities and lots of projects at no additional cost
      - iii. Do any PIs typically pay membership fees for some members?
        - 1. Institutions?
        - 2. Etc.
    - d. Ideas/discussion:
      - i. Our idea was to give "one year of membership" for anyone who completes two years of service as an ECLP member. Or maybe conference registration (MAM)
      - ii. Survey: ask current ECLP members how they are paying - institution/lab/self-pay (Gosia)
      - iii. Hardship waivers are available from GSA (Tracey)
      - iv. Possible fundraising or grants for this program (Jessica)
      - v. **Action item:** follow up meeting & proposal. Create working group (Molly, Madhu, Katie, Gosia, Kaushal all interested)
6. Professional Development and Training (5 min)
  - a. **Brainstorming: what topics/workshops would you like to see?**
    - i. Example: Project Management Software training
    - ii. Gosia: How to manage and motivate team members
    - iii. Molly: Writing teaching and/or diversity statements
    - iv. CV to resume workshop (for academia → industry transition)
    - v. Writing Lab Code of Conduct / Lab Management
    - vi. **Action Item:** Create brainstorming document
7. ECS Weekly Newsletter Updates (Angel and Karyn)
  - a. Karyn to be new manager of ECS Newsletter
  - b. Proposal:
    - i. Reorganize volunteers for resources writing
    - ii. Inviting other co-chairs to COS co-chair meetings for newsletter updates
  - c. Repeating pattern of committee members to make sure everyone has an opportunity to share their voice!
  - d. Feel free to tap Rachel for dealing with writer's block or other edits!
  - e. **Action item:** pull data on how many people receive the newsletter, open rate, demographic information. Angel to add to Requests Smartsheet
8. Advisors Status for all subcommittees (Jessica)
  - a. Survey posted to Twitter and LinkedIn
  - b. Request posted in NPRScicomms
  - c. Emailed Maddie Sofia of NPR
  - d. Pending (does anyone have contact information for these?):

- i. Speaking of Science
- ii. Ologies
- iii. NIH Podcast
- iv. From Molly: <https://www.notesbyniba.org/>

9. To consider: Conference Programming (Moved to May agenda)

## Action Items

Action Item	Owners	Deadlines	Status
Create brainstorming document for GSA Board meeting topics	Erin Suderman	ASAP	Complete
Create brainstorming document for professional development ideas	Erin Suderman	ASAP	Complete
Create GSA Board meeting topic schedule prior to June board meeting. Jordan Ward to distribute to GSA Board members.	Erin Suderman	May 13	
ECS Newsletter data -pull # who receive newsletter, open rate, demographics	Jessica Velez	By next Steering meeting	-completed for May 23. Will continue to be pulled after each newsletter.
ECLP proposal for GSA membership fee waiver	Katie Maniates		-working group being formed, proposal to be drafted and shared with Steering committee