Officer Meeting Agenda

6 February 2021, 4:00 - 5:00 PM EDT

Zoom Link, Password: 1885

Attendance   (4:00 PM)

Position	Name	Here? (Yes)
President	Marianne	Yes
Vice President	Megan	Yes
Grad Vice President	Kelly	Yes
Secretary	William	Yes
Treasurer	Eric	Yes
EVP	Arjun	Yes
EVP	Judy	Yes
Service Coordinator	Kritika	Yes
Campus Outreach	Atishay	No
Activities	Dion	Yes
PD	Ranadeep	Yes
K12	Erik	Yes
K12	Simon	Yes
Chapter Development	Kate	Yes
Publicity	Maxwell	Yes
Historian	Matthew	
Membership	Abby	yes
Advisor	Kyle	yes
Advisor	Benson	yes
Advisor	DFM	:all_hail_gp:
Advisor	Ike	Yes

Advisor	Eshita	
Advisor	Angelo	
Advisor	Kominsky	
Advisor	Adam	Definitely late
Advisor	Pritpaul	mostly

Updates   (4:05 PM)

Executive Team

President (Marianne)

I. Key Accomplishments:
    A. Budget approval just happened!
II. Roadblocks:
III. Next Steps:
    A. Officer Bonding event - does Friday or Saturday work better?
        1. Looks like it will be Saturday
        2. Expect another google form to figure out times later tonight!
        3. Will be inviting chairs -- please encourage them to come!
    B. Slack me if you want a poll during meetings (probably not this one)

Vice President (Megan)

I. Key Accomplishments:
    A. Finished Electee Packet!
        1. Please check it out, to make sure I spelt your names correctly, all info is up to date, etc.
        2. Kritika: Events team and Chapter team office hours: the people are on the wrong teams
            a) Megan: Kelly told me about that, I've fixed it
        3. Megan: Mac people check the hyperlinks (specifically MS Paint one)
    B. Updated First Gen slides
    C. Posted electee questionnaire! S.O. to Kyle and Angelo
II. Roadblocks:
    A. Website doesn't allow hyperlinks and is generally confusing (there's a reason I'm not CS)
        1. Ranadeep: The website uses Markdown syntax, so you can create hyperlinks by typing this format on the page:
[This text inside the brackets is the display text](www.the-text-in-the-parenthesis-is-the.link)
Preview markdown in this editor.

2. Megan: Wild, but it worked!
III. Next Steps:
    A. Finish last minute prep for First Gen

Grad Vice President (Kelly)
I. Key Accomplishments:
    A. Finished grad electee [packet](#)
    B. Worked out interview scheduling troubles, made Zoom meetings
II. Roadblocks:
    A. Is there any recourse for grad students who emailed me saying they are eligible to join, but are not on our eligible candidate list?
        1. Email Kyle and he will double check the spreadsheet, requirements
        2. Ike: if they are super convinced we can reach out to the Registrar's Office
III. Next Steps:
    A. Prep for First Gen

Secretary (William)
I. Key Accomplishments:
    A. Office hours and contact info are finalized (check the email I sent out for details)
II. Roadblocks:
III. Next Steps:
    A. Wrap up undergrad eligibility report
    B. Checking in electees at First Gen

Treasurer (Eric)
I. Key Accomplishments:
    A. Presented [budget](#), AB approved
II. Roadblocks:
III. Next Steps:
    A. Officers: Test out reimbursement form and slack me for feedback: tbpmi.ga/expenses
        1. Improvement suggestions are highly appreciated!
    B. Audit F19, W20, F20 expenses

External Vice Presidents (Arjun & Judy)
I. Key Accomplishments:
    A. All Leaders and Honors committees made, mostly confirmed
    B. Started meeting with ECRC about career fair
II. Roadblocks:
    A. First Year Student Award?
        1. Decided to extend deadline for Rice/FYSA because very few applicants so far
        2. Remind Kyle
III. Next Steps:
    A. Send out interview signups to students (will do later today)

B. Share interview materials with committee members
C. Get feedback/suggestions about career fair
    1. Work w/ PD to hold a career fair/networking discussion event

Events Team

Service Coordinator (Kritika)

I. Key Accomplishments: met with most project leads, added more events + asynchronous events to the website, started paperwork to get in-person events approved by the university
II. Roadblocks: could use another project lead or two for Zooniverse (we have some joint events planned with other clubs and some for just TBP)
III. Next Steps: will recruit project leads based on attendance of first Zooniverse event

Professional Development (Ranadeep)

I. Key Accomplishments:
    A. Met with Judy, the PD Chair this semester, in a one-on-one
    B. Drafted plan for mock interview sessions (see Next Steps)
II. Roadblocks:
    A. Still looking for a speaker for the TBP/SWE seminar. Will be reaching out to alumni this week.
III. Next Steps:
    A. Mock interviews (the gist):
        1. Attendees will break up into groups of two; one attendee will be an interviewer and the other, an interviewee. They will interview each other for ~25 minutes and then swap roles.
        2. A couple approaches:
            a) Synchronous: One event where I lead a quick discussion on interviewing and then students break off into breakout rooms
            b) Asynchronous: We set up shifts of 2 (with no designated times) and students decide when to meet. They follow a written guide and fill out a form after they're done, commenting briefly on their experiences.
            c) Kritika: suggestion for asynchronous: for the Smithsonian event the project leads are recording their presentation for the synchronous event and making it available for the asynchronous folks, might be useful here too
    B. Marianne: executive team leadership training event had some "mock interviews," can talk more about this

Campus Outreach (Atishay)

I. Key Accomplishments:
    A. Scheduled Virtual Game Night events, worked with Publicity Officer to add them to CoE calendar
    B. Reached out to AAPS, other school districts for AP tutoring

   C. Heard back from NCSI - they are too busy this semester to organize the events themselves
     1. If we can come up with 2-3 speakers, they would be willing to help organize NCSI events with us
      a) This probably won't happen - I'm still struggling with getting MLK Luncheon speakers on board

 II. Roadblocks:
   A. Still need to find MLK Luncheon speakers
     1. Tried inviting another person to speak, but none of the invitees have responded to my emails

 III. Next Steps:
   A. Work on getting MLK Luncheon speakers
   B. Finish up logistics for the first virtual game night tournament (this Friday!)
     1. Also - working on compiling a document for volunteers outlining said logistics. Need to distribute this soon

K-12 Outreach (Erik & Simon)

 I. Key Accomplishments:
   A. Reached out to several school districts to promote AP Tutoring along with Campus Outreach Online League *(together, we are the Outreach Quadruplets)*
     1. Made the form (tbpmi.ga/AP) and a poster that asks high school students to sign up for our tutoring service
   B. MindSET Powerhouse beginning work on promotional materials and beta testing events
   C. TBP Code Snippets
     1. Check it out if you ever need to automatically process a Google Form submission or mass-send an email.

 II. Roadblocks:
 III. Next Steps:
   A. Start asking people to become major fair panelists
     1. Looking to finish gather.town space in ~2 weeks
   B. Recruit more AP tutors
   C. Work on AP tutoring prep materials for CS and Calc
   D. Still need to get MBD, CSD on BSA and TBP sites

Activities (Dion)

 I. Key Accomplishments:
   A. Had 1-on-1 with Marianne
   B. Set up a tentative social events schedule
 II. Roadblocks:
 III. Next Steps:
   A. Add social events to the tbp website
   B. Set up a meeting with the banquet chairs soon

C. Prep saturday (2/13) escape room! (Officer bonding)

Chapter Team

Chapter Development (Kate)
I. Key Accomplishments:
   A. NI1 was this week
   B. Have discussed possibility of an alumni event with benson and kyle
II. Roadblocks:
III. Next Steps:
   A. Have a list of names for alumni who may be interested in helping to organize an alumni event
   B. Condense notes from NI1 into a summary of the most common points - I will share this at the next officer meeting and send specific points to any relevant officers
   C. Currently working with DEI chairs to figure out what their plans are for this semester

Membership (Abby)
I. Key Accomplishments:
   A. Got a few transfer students set up who already elected
   B. Very busy week so not many:(
II. Roadblocks:
III. Next Steps:
   A. Getting TBPals advertised and start sign ups
   B. Marianne will share update on budget with respect to TBPals

Publicity (Maxwell)
I. Key Accomplishments:
   A. Sent out weekly announcements!
   B. Published euchre tournament, jeopardy, and family feud events to COE calendar
   C. Connected with Angela to finalize a publicity plan for AP Tutoring
   D. Semester photo/video contest is LIVE!!!
II. Roadblocks:
III. Next Steps:
   A. Send out weekly announcements!
   B. Finalize a publicity plan for AP Tutoring with Angela

Historian (Matthew)
I. Key Accomplishments: Cornerstone #2 released
II. Roadblocks: I'm unsure how many people are reading to it/engaging with it
III. Next Steps:
   A. Increased publicity
      1. linking them in newsletters, displaying them before meetings, etc.
   B. Interview more people about their involvement

1. If anyone here wants to write something for the upcoming cornerstone, lemme know

Advisors
I.   Open tasks:
    A. First Year Student Award application for EVPs
    B. Update by-laws with ad-hoc committees and electee requirements
    C. TBP on transcripts- code to gather data
    D. Add pronouns to website profiles

Points for Discussion   (4:40 PM)

I.   Presentation of Climate Survey responses (Kritika)
    A. Presentation can be found at TBP shared drive > 6 Collaborations > DEI > DEI Climate assessment
    B. Given to everyone at First Actives (about 90 respondents)
    C. Valid concerns brought up, reach out to DEI committee if you would like to look into relevant concerns and address them
    D. Members are generally happy with TBP culture, inclusion and involvement
    E. COVID times vs non-COVID times
        1. People less satisfied, much less connected during COVID
        2. Common concerns
            a) Better accommodation of time zones
            b) Hard to connect to people
            c) Event sign ups filling up too fast
    F. Benson: It is important to get a head count for pre-covid/post-covid attendees who filled out this form. Additionally, for folks who said that they didn't know who to reach out to for info, did they provide any more information about that? Those are systematic things that we can address if they are systematic.
        1. Kritika: No
    G. Would suggest having these kind of surveys a couple times every semester
    H. Cultural, language issues → a significant portion of respondents expressed concerns
        1. Pritpaul: might be people just flying through the survey and selecting "agree"
        2. Benson: agree with Pritpaul, might be something to consider → having these surveys at the end of the meeting may incentivize non genuine responses
        3. Megan: we've had debates over situations where electees have had significantly different cultural views (on electee interviews, etc.) so
    I. Benson: interested in seeing where we stand relative to the general student population at the College of Engineering → we can reach out to specific university resources to refine our survey and gain this information (ISR)
        1. This survey is certainly a good impetus to move forward on these concerns, but would like to further refine it

J. Megan: in response to not including electee names/photos during actives meetings, I am generally in support of trying to do that, but I was under the impression its required for us to list at least their names

K. Additional comments

    1. More opportunities for service hours

    2. Pictures and names should not be included in electee evaluation/discussion → see Megan's comment above

        a) Pritpaul: relevant to evaluation process

        b) Benson: having the picture encourages additional dialogue → people will recognize them, etc.

        c) To reiterate, these are things to be aware of, not necessarily recommendations that we act on them

    3. Gap between undergrads and grads

        a) For officer positions, stress vs effort info from past cornerstones → will help clarify misconceptions about position responsibilities

L. Kate: in support of adding pronoun info to member profiles

    1. Benson: suggest having discussion about other changes to the profiles so we can make comprehensive changes instead of piecemeal

        a) Current time zones

    2. Marianne: birthday month?

        a) Website could send happy birthday messages?! (would be fun)

    3. Maxwell: officer corps could contribute to normalizing use of pronouns

        a) During meetings, Arjun: slack names

II. (Arjun) Would it be appropriate to discuss improvements to Career Fair at New Initiatives?

    A. Kate: I think that would be a great NI topic. Let's talk about this offline this week.

    B. DFM: There's almost nothing I'd consider "off-topic" at NI. Definitely talk it over w/ Kate.

        1. DFM: Maybe discuss other fundraising ideas at NI as well as CF.

    C. Benson: CF is biggest source of funding for our chapter ^

Open Floor   (5:08 PM)

Benson: "where are you" option on your website profile → update it!
Useful info for timezone stuff, also nice to know.
Have in weekly announcements!

Affirmations on the website → under TBPlayground
Aim for one a week? Email will be sent to the person in question.

Motion to adjourn → seconded, adjourned

Ranadeep: In the future you may want to use Qualtrics for the survey. There are some features that can help keep answers anonymous despite free response answers that may reveal identities.

^ @kate can you pass this info along to the DEI committee?

Tabled Topics
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