**GEA Officers’ Meeting Minutes**

**6pm, Wednesday, March 28, 2012**

Attendees: Beth, Ted, Jackie, Caitlin, Megan, Alyssa, Rachel

**I. New Business:**

1. Funding meeting: Caitlin and about 12 people attended and wrote up notes which were distributed by listserv; James and Shannon are being advocates for graduate students, so the dept. is on our side, including brainstorming ways to get around the system; the deadline for the gradjunct appointments will be extended due to email malfunctions; possibly only 2 positions available to use as TA lines.
2. Resources for Teaching Portfolios: Some members proposed approaching Eli with this query; there may be online resources available that Dr. Salazar is currently compiling; possibly the GEA should ask people who were last in practicum for advice and resources posted on the course Blackboard.
3. Incoming Students: Jackie agreed to schedule potential graduate student visits; emphasize to department that we need to have a particular time, more notice (a week), and email contact information. Jackie will distribute a call for volunteers on the listserv.
4. Gradgrams: Jackie (inspired by Beth) proposes a small fundraising program that places gift type support bags in graduate student mailboxes. Jackie will compile, price, and distribute.

**II. Old Business:**

1. Speaker.
	1. Transportation: Dan volunteers to pick SSF up from Doubletree and bring to Temple around 12 on Thursday
	2. Publicity: Caitlin works on printing fliers to distribute; Jackie distributes the flier and to Penn’s Latitudes listserv
	3. Lunch: Will be around noon and be for the members who attended graduate reading groups, about 12 people; Priya suggested lunch from Jimmy Johns;
		* We will be billing this to Priya and the NIF. Budget: $75
	4. Reception: Wine and snacks need to be purchased by Beth and Megan. Caitlin will check to see if Shannon Miller has any wine. Will check into wine glasses at CHAT.
	5. Set-up and Break-down: We will help set up and break down. Jackie has a key to CHAT just in case we need to close down.
	6. Dinner: We will have dinner at Georgios on Pine, a BYOB; Ted proposes Dan M., Jon G., Jackie P. and Leslie A. to attend along with some faculty from Penn (Jed Esty; Paul St Amour) and James Salazar and Priya; to act as a networking opportunity. Break down for cost should be around $75 for lunch and $225 for dinner.
2. Abstracts Workshop. Planned for Thursday 3/29 at 2 pm.
3. Alyssa, Treehouse books event: aiming for Monday, April 16. Sounds like the date will work. There should be at least 5 job representatives; Changes to MFA requirements include possibly a take home exam and reducing manuscript credits from 6 to 3.
4. Caitlin: Venuti’s books has net $30 so far. There are excess funds in budget in case we go over the SSF money.
5. Rachel: FYW database is pending!
6. Happy Hour: Possible date on April 13th
7. Keys 1006: Will revisit issue after funding issues have been resolved.
8. Fall plans: Concerns about mentorship program
9. Next Meeting:Open meeting on April 25th at the Draught Horse from 5-6pm.