

Minutes of the Anthropology Graduate Student Association

Dec.1, 2:00 pm

Graduate Special Events Room, Room 345

Present:

Robban Toleno

Melanie Mintmier

Ana Gonzalez

Paul Christensen

Kelli Swazey

Naomi Furnish

Eric Cunningham

Lucia Lasso de Paulis

Summary of Proceedings and Decisions:

1. Student involvement needed

There is a need for someone to be in charge of the display case in the graduate special events room.

2. Basic organizational structure

Melanie Mintmier commented on the duties of the board. She noted that the main function was to facilitate and streamline student activities, provide logistical support, and if needed, provide resolution to disputes. Attached to the minutes are the responsibilities of the executive board.

3. Next semester goals

a. committees

The committees begin their respective projects as close to the start of the term as possible, especially the Orientation Committee. The Student Symposium Committee has already met once.

b. meetings

Meetings will be held at the same time every month.

c. mission statement

A clear statement of who we are and what we do will be written. Melanie Mintmier will draft a mission statement by February 1, 2006, and seek approval and modifications from the executive board and the general membership of the AGSA.

d. web site

We will officially establish an individual to maintain our website.

e. faculty involvement

We will request faculty involvement.

f. affiliation

We will decide if we would like affiliation with the Graduate Student Organization.

4. Committee heads confirmed

Resolved: the heads of the three committees are as follows:

- 1) Outreach committee: Kelli Swazey
- 2) Student Symposium: Naomi Furnish
- 3) Orientation: Eric Cunningham

5. Photographs needed

Kelli Swazey announced that she and Maggie Bodemer were collecting pictures displaying student fieldwork. They are hoping to choose twelve pictures to frame and display in the lounge at the beginning of the spring semester. They have established an online photo album with photos available for viewing and are hoping for more students to upload their images. Instructions and a password to the site were previously sent to anthropology students via e-mail.

6. Ad hoc committee suggestions

- a. Melanie Mintmier suggested an ad hoc committee be established to oversee lounge improvement in general. This may become a standing committee. In an effort to establish a clear visual presence, an AGSA bulletin board could be incorporated into lounge improvement efforts; pending approval, it could be placed in the wall space immediately outside the lounge.
- b. An ad hoc social committee (to organize post-defense soirees, etc) is also targeted for the spring.

7. Other suggestions

Kelli Swazey commented that there was undergraduate interest in involvement with the Anthropology graduate students. At this point and without volunteers, it is difficult to address this issue. Others commented that AGSA should seek more involvement from Ph.D. students.

6. Next meeting

The next meeting is scheduled for January 12, 2006.

. Addenda:

Executive Board Responsibilities

- Oversee day-to-day operation of AGSA
- Ensure general efficiency and appropriateness of major activities (as they relate to our goals)
- Provide final resolution of issues or tensions as needed

President's Responsibilities

- Meetings
 - Schedule

- Set Agenda
- Preside over
- Keep big-picture tabs on
 - Effectiveness and efficiency of overall structure and systems
 - Our goals
 - Our progress toward those goals
 - Committee and Representative activity
- Resolve any issues or tensions *if Executive Board is unable to reach consensus*
- Serve as official “figure head” as needed

Secretary’s Responsibilities

- Take minutes at meetings
- Make minutes available (for correction and reference) to AGSA members
- Organize and filter correspondence as appropriate
- Send announcements (i.e. meetings) for informative purposes
- Work closely with Web-overseer (i.e. posting PDF minutes, announcements)

Treasurer’s Responsibilities

- Maintain all financial records
- Make expenditures and deposits
- Oversee the money-side of fund-raising activities
- Ensure complete and proper financial paperwork is submitted as appropriate
- Make regular financial reports to the Board and the general assembly