

September 1, 2015
2 pm – 3 pm
Klaus 1212

GTAAN Executive Board Meeting

Meeting called by: Tim Brown, GTAAN President

Type of meeting: Exec. Board Monthly

Note taker: Christen Steele

Attendees: Tim Brown, Wes Kirkbride, Shannon Dobranski, Lenna Applebee, Tracey Boothe, Terrance Hines, Calla Talman, Stacey Gangloff, Brandon Pottebaum, Christen Steele

Minutes

Agenda items:

1. Review of first meeting last week. How did it go? Feedback? (All)
2. Review of Survey Results (Stacey)
3. Preparation for September GTAAN Meeting (All)
4. GTAAN Website (Wes/Shannon)
5. Communication Follow-up (All)
6. Update on Working with GTAAN Graduate Committee (Wes)
7. Communication Follow-ups (Tim)
8. Miscellaneous Items (All)

Discussion:

- Kickoff Feedback
- Survey Results and Trends
- September Meeting – Food & Logistics
- Website Maintenance
- Communication with partners/stakeholders
- Communication via GTAAN list serve
- Graduate Committee
- Miscellaneous

Conclusions:

- a. **Kickoff Feedback:** Chad Bryant was both informative and a good speaker. Positive takeaways – the ability to hangout and network because of the time allotted for the meeting. Voted to keep the 1.5 hour meetings in case of popular topics; 42 attendees (mixed old & new blood) for the 1st meeting including both Exec boards.

- b. **Survey Results:** Handout from Stacey of trends and feedback received from 24 survey participants. Professional development for advisors, Registration, and Advising Theory were the highest rated topics for future GTAAN meetings. There was one negative response, but many of the items listed have or are being addressed.
- c. **September Meeting & Logistics:** Room is confirmed for Smithgall 117; Discussion about food options as an approved caterer list for Smithgall could open more options concerning both the menu and pricing. Brandon and Lenna will verify options for Exec Board. For the September meeting, we will need a flyer with the RSVP link to get headcount for ordering. Confirmed speakers: Vladimir Oge (Health Promotions), Janice Harewood (Counseling), and Dean Stein (Student Affairs); Terrance suggested the new hire in Integrity and will reach out.
- d. **Website Maintenance:** We have received approval to use the Student Web Developer in LMC for 1-2 hours a week. Wes will be coordinating this with Shannon, Tim & Kim (OIT).; Kim will work with the student developer to give Mercury access for news/events.
- e. **Communication with Partners/Stakeholders:** Tim will email the list of campus partners/stakeholders and the Exec. Board member responsible for communication. Consistent message should get to each about GTAAN and the partnership
- f. **Communication to GTAAN list serve:** Calla and Terrance met to discuss logistics for weekly emails. Required information to be in to Terrance Monday at 5 pm, with Tuesday as a sorting and late acceptance day. Then, weekly emails will go out on Wednesdays. On the bottom of weekly email, add a note asking *"Do you have a friend not receiving these emails?"* Additional discussion on the format and visual appeal of emails – Constant Contact, MailChimp, etc. and the variety of emails on-campus.
- g. **Graduate Committee:** Have initiatives for graduate committee and after meeting Wes will bring back to GTAAN; History (Tim) – marriage of Graduate School and GTAAN has not occurred as graduate advising is separate from undergrad, but an attempt has been made to integrate these advisors.
- h. **Miscellaneous:**
 - i. Gather information from GTAAN body on those individuals attending NACADA State Drive-in at Kennesaw State and/or NACADA Annual Conference in Vegas. GoogleDoc asking for attendees, presenters, and if they wish to connect at the conferences.
 - ii. Next Executive Meeting – October 13th will need to plan for Registration GTAAN meeting. Tim will reach out to Luis Ocasio before the 13th.
 - iii. GTAAN next meeting – public/private transition (Tim)???

Action items	Person responsible	Deadline
✓ Smithgall caterers and menu options	VP Programs	9.11.15
✓ Reach out to Student Integrity for Sept. meeting	VP Communications	9.11.15
✓ Reach out to Luis Ocasio, Registrar for October meeting	Tim	10.13.15
✓ Stakeholders list updated with assigned Exec. member	Tim	9.11.15
✓ Establish a regular advising update/forum	TBD	Sept. Mtg
✓ Plan Social Events (3 per semester)	All	Sept. Exec Mtg.
✓ Website Updates (student assistant)	Wes	Ongoing
✓ Verify historical data on food budget (costs/spending)	Shannon to VP Programs	TBD