**NYPTA Student Special Interest Group**
**Web-based Meeting 2 Minutes**
**February 13, 2018**

Present: Bronté Miller, Emily Rubin, Megan Sliski, Brittany Wilbur, Giuseppe Demera, Nichole Whitney, Wren Serafini, Jenna Kantor, Tyler Denn-Thiele, Tracy Sawyer

Absent: Allison Gibbons

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action</th>
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<tbody>
<tr>
<td>Meeting called to Order</td>
<td>9:01pm</td>
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<td><strong>Officer Updates</strong></td>
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<tr>
<td><strong>Old Business</strong></td>
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<tr>
<td>Approval of Minutes from 1/29/18</td>
<td>Approved as written.</td>
<td>APPROVED</td>
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<tr>
<td>Approval of Agenda</td>
<td>Approved as written.</td>
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<td><strong>New Business</strong></td>
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<td>Approval of Code of Conduct</td>
<td><a href="https://drive.google.com/file/d/1n9OiCmSDn6YZ2qRRNXNuPr4nuz4QhvB/view?usp=sharing">https://drive.google.com/file/d/1n9OiCmSDn6YZ2qRRNXNuPr4nuz4QhvB/view?usp=sharing</a></td>
<td>APPROVED</td>
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<td>Goal: establish the culture of our organization, guidelines for how to operate as a team</td>
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<td>President clarified item: “reflect before you direct” as being intentional with communication and instructions</td>
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<td>Approval of Communication Expectations</td>
<td><a href="https://drive.google.com/file/d/1Z8YE-_5C7ohK_f5w7i5Y7PfMPokWwXfl/view?usp=sharing">https://drive.google.com/file/d/1Z8YE-_5C7ohK_f5w7i5Y7PfMPokWwXfl/view?usp=sharing</a></td>
<td>MOTION approved to delay voting</td>
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| **Advocacy Chair**: When to include President on officer communications  
President’s response: Utilize weekly updates. Other than that, use President as a resource for questions, as well as other officers  
Core Ambassador: Clarify between personal social media use and SSIG social media use? |
|---|

**MOTION**: Postpone voting until next meeting to make following corrections:  
- Clarify language of item 1.A, re: social media use, and postpone voting until next meeting.  
- Add language on communication between VP and Nominating Chair.  

**Communications Chair**: proposes future discussion on making a SSIG Facebook Page in addition to SSIG Facebook Group  

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<th><strong>Approval of Strategic Plan</strong></th>
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https://docs.google.com/document/d/1I88Nkn0w7GFQSKk0-TMIAnq3EX5N9J9qWYmua7FONzMw/edit?usp=sharing  
Encompasses major events and goals we want to achieve this year as a board, assembled by President and Vice President based on officer’s comments and suggestions  

**Special Events Chair**: proposes adding a goals towards fundraising  
**Core Ambassador**: proposes adding a strategy to Goal 1, Objective C to reflect using Regional Reps to disseminate monthly Core Ambassador newsletters.  

**MOTION**: Approve Strategic Plan today, and add following addendums at next meeting:  
- Write Goal 4: Fundraise to support SSIG’s endeavors.  
- Add Goal 1, Objective C, Strategy 5: Utilize SSIG Liaisons to distribute monthly Core Ambassador newsletters to schools.  

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**Discussion**: Vice President - What is the best way for Advisory Panel officers to communicate  
Ideas proposed: monthly written updates are less burdensome to everyone, answer questions as needed via various methods  
Advisory Panel should keep Vice President informed  

| **INFORMATIONAL** |
with Regional Reps?

| Discussion: President - In-person meeting date and location | Proposing two dates:  
  - March 18th and 25th (Sundays)  
  Location: SPEAR HQ, NYC | INFORMATIONAL |

| Discussion: Special Events chair - SSIG Annual Conference location, date, and other details. | Special Events Chair: There is a procedure for student mini conclaves, is there a different format for SSIG conference we can use?  
NYPTA Liaison: SSIG does not have the ability to hold a conclave  
President: Clarification, SSIG can hold student events such as an annual conference, as long as it is not a “conclave”?  
NYPTA Liaison: Yes, as long as it does not interfere with conclaves or NYPTA events that are already occurring.  
Special Events Chair: Communication expectations towards NYPTA Liaison?  
NYPTA Liaison: communicate dates and what you are seeking to do with the meeting. Aim for a goal of social/communication vs. education  
Idea to have conference in September, 2 weeks before Sept. 15 mini conference.  
Determine a date within next few weeks. | INFORMATIONAL |

| Discussion: Nominating Chair – Composition of Nominating Committee | Currently Core Ambassador is listed in Procedure Manual as one of Nom Com members, along with Nom Chair and an appointed SSIG Liaison. Concern: CA’s term is June - June, whereas SSIG officers are January- January; this creates inconsistency for Nom Com throughout year  
Decision: Keep Core Ambassador as third member of Nominating Committee, because other officers on Committee create a conflict of interest. | INFORMATIONAL |

| Communications Chair - Should | NYPTA policy for all committees and SIGs to review bylaws and propose changes with motions for winter BOD meeting | INFORMATIONAL |
**Communications Expectations**

**Expected to become part of Procedure Manual?**

**Action steps:**
- President and Vice President: Add goal 4 on fundraising and a strategy relative to core ambassador
- Communications chair: edit communication expectations document to add content about communication to regional reps
- Core Ambassador and Nominating Chair: discuss sometime before next meeting the strategies for getting Nom Com together and bringing the new core ambassador into this process
- Special Events Chair: bring up a discussion in Groupme this month to decide on conference date and details
- Advocacy Chair: figure out proper advocacy communications with president and communications chair
- All officers: set goals in their transition manuals this month and update on the google drive
  - Also Add progress from past few months so that we can pass them alone at the end of the year

**Announcements**
- Nominating Chair: as we have events, please upload photos/videos to google drive for future SSIG promotional video
- President: fill out optional Professional Development Goal Sheets

**Meeting Adjourned**
- 10:38pm

Respectfully submitted by

Megan Sliski, SSIG Secretary