GSS Executive Board Meeting Minutes
Friday, April 3, 2020 – 11am

Attending: Will Cecere, Elizabeth Mannshardt, Mike Messner, Tara Murphy, Jennifer Parker, Jenny Thompson, Michael Yang

Regrets: Jenny Guarino

Next GSS Board Meeting: Friday, May 1st @ 11am

1. Administrative Items
   a. Next scheduled board meeting set for Friday, May 1st at 11am
      i. Tara will not be able to attend – Will will take minutes in her absence
   b. Minutes/Action items from previous meeting
      i. Proposed agenda topics for next meeting
         1. JSM 2020 – potential changes due to COVID-19
            a. How to hold GSS board and section meetings
            b. If cancelled, opportunity to invite more participation into Fall Virtual Practicum
         2. Roger Herriot Award nominations
         3. Virtual Mentoring Program outside of JSM mentoring session
      ii. Action item(s) still pending
         1. Action item: Titles for invited, topic-contributed, and roundtable sessions should be included on the JSM page on the GSS website, as well as time and dates of the section meeting, once the program has been confirmed
         2. Action item: Decide who on GSS board will check website monthly and make updates, as needed
      iii. Minutes were approved and adopted without correction
   c. Coverage for Tara during maternity leave
      i. Action item: Will will take minutes for meetings when Tara is not able to attend
         1. If Will takes minutes, he will circulate to board for comments
      ii. Tara will attempt to keep board up to date with meeting invites/changes
      iii. Tara expects to be on maternity leave from work through July but will attempt to keep up with GSS after May

2. Upcoming awards/nominations
   a. Pat Doyle Award nominations are closed and a winner has been selected
   b. Wray Jackson Smith Scholarship Committee
      i. Previous committee had disbanded completely, so Jenny Guarino has reestablished the committee for 2020
         1. Will volunteered to serve on committee for two years (2020 and 2021)
         2. SSS has a representative to serve on committee for 2020 and another volunteer to be added in 2021 when Jen G. rotates off
      ii. Websites have been updated with new contact information
      iii. There is one very qualified applicant this year
   c. Roger Herriot Award
      i. Joint award with SSS, WSS, GSS, and another section
         1. Action item: Will will check with Eileen (WSS) regarding a WSS selection committee
         2. This award is given out at the annual WSS awards dinner
ii. Jenny tried to contact chair from last year but hasn’t made contact; Rick Peterson
   doesn’t know any other contact for this award
   1. If committee isn’t found/formed, may not have an award made again this year
iii. **Action item:** For May meeting, GSS board should consider nominations for this award
d. COS Award for Outstanding Service
i. 2020 is GSS’s year to select this award recipient
ii. When it’s GSS year to award, should this be a separate award from the Pat Doyle Award,
    which is also given on the basis of service?
   1. Since the COS Award is a bit broader, board agrees different individuals should
      receive each award every three years
   2. GSS board decides winner of the COS Award; whereas, a call for nominations is
      made for the Pat Doyle Award, so there is a difference in selection as well
iii. **Action item:** Jenny will work with Jennifer P. regarding deadlines and nominations
    process
iv. Jenny has a suggestion for a nomination
e. ASA Fellows Committee
i. Jenny gave Mike Davern’s contact information to Mike Messner
   1. **Action item:** Mike Messner will reach out M. Davern to form the committee

3. Advertising for the GSS mentoring session at JSM 2020
   a. Elizabeth sent article to AmStat to be included in GSS Section News advertising this event
      i. Article includes names of mentors and bios, as well as Will’s contact information for
         interested attendees
   b. If JSM is not happening, how much effort should go into advertising for the mentoring
      session? Advertising can begin in May, but names of attendees are needed to ASA by
      beginning of June so they can prepare the tickets and charge GSS appropriately
      i. **Action item:** Will will contact the mentors to let them know we are monitoring ASA’s
         announcements about JSM and we’ll continue advertising this as if JSM is going to
         happen, until otherwise notified
   c. Elizabeth has found in the past it’s hard to reach the newer/younger ASA members who
      would benefit from the mentoring session
      i. **Action item:** Elizabeth will send email to GSS listserv soliciting mentees at some point, if
         necessary

4. GSS mentors/mentees matching outside of the JSM mentoring session
   a. Nothing exists in the section to match up mentors with individual mentees who are students
      in local universities or new career professionals
   b. WSS has a strong mentoring program like this but GSS has a slightly different audience with
      the government professionals and different locales
   c. Could a committee be formed to do virtual mentoring within GSS?
   d. Elizabeth doesn’t think finding mentors would be difficult, but finding mentees is more of a
      challenge
   e. Jenny suggested preparing a survey to send out to the GSS listserv to gather feedback and
      interest
      i. Board can work with ASA to see if there’s any virtual software that can be used in the
         absence of individual access to virtual meeting software
   f. ICSP has mentoring programs for individuals in the federal government statistical agencies
      i. This program can be researched and used as a guide
ii. **Action item:** Jennifer P to find out more about current mentoring activities across federal statistics agencies

g. This will be brought up again in the fall, or after status of JSM mentoring session is confirmed

5. Virtual workshop survey results (or update on status, launch date, etc.)
   a. Results will be included in the AmStat feature article on the virtual workshops with advertising for the Fall Practicum
   b. Donna LaLonde has prepared a survey for attendees
      i. **Action item:** Elizabeth will request Donna send out the survey ASAP and allow recipients of the survey one week to respond
      ii. Feature article can likely get submitted as planned (by Apr 23) if survey goes out ASAP
      iii. The virtual workshop committee will discuss the timeline as it is determined (e.g., if Donna wants to meet with the planning committee prior to sending out the survey), whether to push back the article submission

6. Archiving GSS materials procedures
   a. Tara and Elizabeth received a request from ASA to share section archiving procedures, including link to section archive and description of the section materials archived on the section website
      i. What type of materials does that board think should be archived?
   b. Workshop materials should be archived
      i. SAPW materials from the first workshop (including program and presentations) are already archived on the GSS website
      ii. SAPW materials from the second and third workshops should be included
         1. **Action item:** Jenny will contact BEA committee regarding these materials
      iii. Elizabeth posted the GitHub link to all of the virtual workshop materials that Donna LaLonde prepared on the Virtual Workshop page of the GSS website
   c. Elizabeth has been collecting blog posts from the past couple years and saving them on [https://community.amstat.org/governmentstatisticssection/communications/gssblog](https://community.amstat.org/governmentstatisticssection/communications/gssblog)
   d. **Action item:** November agenda topic (annual topic)
      i. Board to discuss what items on the GSS website should be moved to Archives area of the website
      ii. Secretary can then move the items to Archives
   e. **Action item:** Tara will respond to ASA request once SAPW materials are sought

**Officers**
*Chair:* Jenny Thompson  
*Chair-Elect 2020:* Michael Messner  
*Past Chair:* Elizabeth Mannshardt  
*Secretary/Treasurer 2019-2020:* Tara Murphy  
*COS Rep 2019-2021:* Jennifer Parker  
*Program Chair 2020:* Michael Yang  
*Program Chair-Elect 2020:* Will Cecere  
*Publications Officer 2019-2020:* Jenny Guarino