GSS Executive Board Meeting Minutes
Friday Nov 1 – 11:00am

Attending: William Cecere, Jeffery Gonzalez, Jenny Guarino, Elizabeth Mannshardt, Wendy Martinez, Tara Murphy, Jennifer Parker, Jenny Thompson

Regrets: Michael Davern, Michael Messner, Marilyn Seastrom, Michael Yang

Next GSS Board Meeting: December 2nd; **Time**: 12pm

1. **Budget**
   a. 2020 budget submitted October 29
   b. Sponsor outreach updates
      i. Michael Y received several responses to his solicitation email, including a few who said they would consider contributing, but he has not received any confirmations yet
         1. Will helped compile a listing for Michael Y but is not involved in the outreach
      ii. GSS received $400 contribution on 10/8/19
         1. Jenny T believes this is from the Census Bureau's Quality Control Group
            a. Tara will check with ASA on this

2. **JSM agendas**
   a. Upcoming dates
      i. Topic contributed session proposals open Nov. 12 – Dec. 10
         1. Michael Y will send an email to GSS to remind members to submit
   b. Will wrote article for AmStat on the student paper competition
      i. Will received quotes from past competition winners to input for article
   c. Will will send out announcement regarding the upcoming student paper contribution to the section

3. **2020 Elections**
   a. Positions:
      i. Secretary/Treasurer
      ii. Program Chair-Elect
      iii. Chair-Elect
      iv. Publications Officer
   b. Draft candidate list at end of agenda; Due to ASA Nov 15
      i. Two non-federal employees currently running for Secretary/Treasurer
         1. One is a contractor but board does not believe they are subjected to the Hatch Act
         2. Lyndsay Shand was open to other positions if there is more interest from others for the Secretary/Treasurer position
      ii. Will will reach out to Carol Crawford to see if she would be interested in the Chair-elect position
         1. She is not currently listed in the GSS membership so may need to confirm membership or join the section in order to run
   c. Solicit input from section members
      i. Elizabeth will send an email today to members to ask if anyone is interested in an open position they should let the board know and the board will consider their interest

4. **ASA Strategic Initiatives / Leader HUB (email from 10/3)**

a. Deadline for Strategic Initiatives applications for funding Dec. 6 (Strategic Initiative Grant Application Information webpage)
   i. No GSS initiatives to put forward at this time
   ii. GSS should consider this for future initiatives in the upcoming year(s)
b. **ASA Leader HUB**, where ASA volunteers can find tools & materials all in one convenient location

5. COS

a. Charter updates
   i. Jennifer worked to incorporate items from the previous board meeting as well as from other sections' charters
      1. Vague language gives more flexibility but clarification adds information
   ii. Article IV. OFFICERS
      1. Jennifer added clarifying paragraph regarding officer elected to Chair position will actually serve for five years *(more about this later in the minutes)*
      2. Jennifer will add clarifying sentence regarding the program chair serving two years: as program chair-elect and program chair
      3. "The term of the Representative(s) to the Association's Council of Sections shall be as prescribed in the Charter of the Council of Sections."
         a. If Council of Sections changes their charter, the COS rep may not serve three years.
         b. Move "The terms of all other officers shall be one year." to after this sentence.
   iii. Article VI. EXECUTIVE COMMITTEE
      1. Jennifer added more clarifying information regarding Chair
         a. Wendy was never asked to serve as COPAFS representative. She votes to remove this from the charter as she doesn't believe the GSS is recognized by COPAFS at all.
         b. If the Chair becomes a three year term, two members are dropped from the board.
         c. Most other sections don't have more than three year terms for Chairs.
      2. Jennifer added language regarding program chair serving as representative to the Annual Data Challenge Expo
         a. Wendy feels the person should understand the JSM process and should serve a third year on the GSS executive board
            i. Wendy has a process for doing the challenge and is currently writing it up for her successor
         b. The person could serve as an appointed member but not a voting member on the board, who is expected to participate in all board meetings; they could also serve more than one year as an appointed position. Past Program Chair could also appointment someone in their place who they feel has JSM experience
         c. Jeff provided insight with concern having a mandatory third year. He thinks the appointed role makes the most sense. It's too much work to add to the current program chair's role.
            i. Program chair also coordinates student paper competition with SRMS and SSS
         d. Elizabeth noted adding language in the charter makes the position more defined. If we're not expanding the term of the program chair, then it does not need to go into the charter.
            i. Wendy believes Rick (ASA) mentioned if a person is appointed to the role then language does not have to be included in the charter
         e. As an appointed role, the past program chair could serve as the rep or appoint someone.

            i. Jennifer noted if someone is just appointed, it is additional work to appoint someone and then to ensure they do the work; rather than an elected board member
            ii. Serving as program chair, they have networked with other section program chairs and previous program chairs who may be willing to serve in this role
            iii. Jennifer will add a sentence noting "The Program Chair will appoint the representative to the Annual Data Challenge Expo, who can serve multiple year terms."
    iv. Article VII. NOMINATION AND ELECTION
        1. ASA requires the charter to include language on nominations
            a. Jennifer will check with ASA regarding the language that must be used here
        2. Section Committee on Nominations does not currently exist
            a. Jennifer will rephrase to get rid of committee and instead include flexible language to include more board members soliciting appointments for as many nominations as possible
        3. Jennifer added language regarding the Hatch Act
    v. Charter requirements
        1. Jennifer asked ASA regarding the language used regarding committees
            a. Jennifer thought there should be one board member for Awards to serve the role as starting committees for all of the awards and ensuring nominations are made
                i. Elizabeth put forward the idea of appointing a member (starting with those who do not win the election in 2020) to serve in this capacity for one or multiple years
                1. Jennifer will add this to the charter but won't mention how they will be appointed
    vi. Charter updates
        1. Good idea to have the board every January read the charter to remind board of duties and consider revisions
        2. Current board should make edits to the document Jennifer sent out and reply to her with comments
        3. Jennifer will incorporate comments into a draft and will hold a side meeting with Elizabeth, Jenny T, and anyone else who has interest to solidify changes, especially for the language on standing committees
        4. Once all updates have been incorporated, Jennifer will send a revision to the board prior to the December meeting for confirmation; this will not be a big discussion during the December meeting

6. From Wendy:

a. Data Challenge Expo – What does the board think about inviting a 4th section sponsor it?
    i. Wendy would like to invite the Defense section (SDNS) to be the 4th partner, who would be paired with GSS. SDNS could help with the costs and would support the professional award, along with GSS.
        1. This does not change the charter but will change the agreement for the Expo
        2. There were no objections from the board to invite SDNS

7. Succession Planning

a. To be discussed at December meeting
b. Website coordination
    i. Secretary and Publication positions involvement

c. Writing newsletter
    i. Publications Officer involvement

8. FYI- Member Outreach

a. Monthly GSS-provided article in Amstat news
    i. Oct 31 (Dec issue): Student paper comp – sent in 10/29
    ii. Nov 30 (Jan issue) Virtual workshop: 2019 recap and 2020 advertising?– Jenny T and Elizabeth
    iii. Dec 30 (Feb issue): ICES or Mentoring/ advertisement 2020
    iv. Jan 30 (Mar issue): ICES or Mentoring recap/advertisement 2020

9. Newsletter- Winter; Aim is early Dec, pre-holiday

a. Award winners pictures; Data Expo winners
b. Virtual Workshop recap and advertisement for 2020
c. Mentoring recap
d. SAP / ICES reminders or recap depending on timing
e. Award competitions / student comp
f. Welcoming Jenny T as new chair

2020 GSS Candidates for 2021/2022 Terms

Chair - Elect:

- Simone Gray – CDC (waiting to hear back)
- Jenny T has reached out to others

Secretary/Treasurer

- Yumiko Sugawara - Westat
- Lyndsay Shand - Los Alamos

Publications:

- Zach Seeskin – NORC
- Kathi Irvine - USGS; Past-ENVR Chair

JSM Program Chair-Elect

- Minsun Riddles – Westat (ask if she is interested in different role)
- Other?

Officers

Chair: Elizabeth Mannshardt
Chair-Elect 2019: Jenny Thompson
Past Chair: Marilyn Seastrom
Secretary/Treasurer 2019-2020: Tara Murphy
COS Rep 2019-2021: Jennifer Parker
Program Chair 2019: Jeffery Gonzalez
Program Chair-Elect 2019: Michael Yang
Publications Officer 2018 & 2019: Jenny Guarino
COPAFS: Wendy Martinez
COPAFS: Michael Davern

2020 Elect: Michael Messner, EPA – Chair Elect 2020; William Cerece, Westat – Program Chair Elect 2020