GSS Executive Board Meeting Minutes  
Monday, December 2, 2019

Attending: William Cecere, Elizabeth Mannshardt, Wendy Martinez, Tara Murphy, Jennifer Parker, Jenny Thompson, Michael Yang

Regrets: Michael Davern, Jeffery Gonzalez, Jenny Guarino, Michael Messner, Marilyn Seastrom

Next GSS Board Meeting: TBD. Welcome Jenny as Chair 2020!

1. **Budget**
   a. Contributions
      i. Westat and NORC have given contributions to GSS in 2019, and will be recognized in the December newsletter
      ii. RTI responded to Michael Yang saying they would look into it
      iii. No responses from others
      iv. Michael Yang will follow-up with organizations
   b. October bank fee
      i. “Contributions were submitted to GSS during October (this is line item 4900 in the financial statement). The $2.84 is the allocation charged to the section for the transaction/bank fees our bank charges to ASA.” Per Rick Peterson at ASA

2. **JSM agendas**
   a. Upcoming dates
      i. Topic contributed session submissions open Nov. 12 – Dec. 10
   b. Michael Yang sending out reminders to section members regarding current submission periods open
   c. One Topic Contributed Session to remain open for the student paper competition winners?
      i. Last year SRMS used one of their sessions, so either SSS or GSS should host in 2020
      ii. Will will check with SRMS to see if they know the rotation schedule
      iii. Michael Yang will volunteer with Will to judge the student paper competition submissions
   d. GSS Roundtable
      i. If at all possible, avoid conflict with the executive committee meeting
   e. Data Challenge
      i. Wendy is ready to send out the announcement regarding the 2020 Data Challenge Expo
         1. Elizabeth will include this announcement in the December newsletter

3. **2020 Elections**
   a. Candidates sent to ASA. Thanks to everyone for help and input.
   b. One more candidate needed for JSM program chair-elect (can’t have an unopposed election)
      i. Which candidate(s) saved for future years may be good to run this year? Ideally someone who has attended JSM in years prior and/or has been involved with GSS.
      ii. Send Elizabeth and Jenny T name(s) ASAP. Once they have a candidate they will let the board know.
4. **Section questionnaire**
   a. **Due Dec 31:** [https://community.amstat.org/councilofsections/annualreport](https://community.amstat.org/councilofsections/annualreport)
      i. Filling out the questionnaire is mandatory for each and every Section.
      ii. The responses from this questionnaire are compiled and shared with the Council of Sections (COS) at JSM. If there’s one section that writes in-depth about a particular outreach, they may be asked to provide more detail to share with the COS.
      iii. It is useful for individual sections to track what was done in a given year.
   b. Elizabeth completed the form and Jenny T provided her comments. This draft was sent around with the meeting agenda (‘Annual Report GSS 2019v0 from Jenny.docx’)
      i. Elizabeth pulled a lot of the information from the GSS website.
      ii. Any further comments please share with Elizabeth and Jenny T. within the next week

5. **Newsletter:** Winter – Aim is early Dec, pre-holiday
   a. Elizabeth sent out draft newsletter to board
   b. Newsletter includes:
      i. GSS 2019 sponsors
      ii. Award winners pictures; Data Expo winners
      iii. Virtual Workshop recap and advertisement for 2020
      iv. Mentoring recap
      v. SAP recap
      vi. ICES VI reminder
      vii. Award competitions / student competition
      viii. JSM 2020 preview and deadlines
      ix. Charter updates voting announcement
         1. Jennifer Parker will share with Elizabeth the list of proposed changes to be posted early next year on the website

6. **Website**
   a. Very much need additional board member to work on website
      i. Elizabeth proposed the Publications Chair and Secretary/Treasurer to lead the charge in updating the website throughout the year
         1. This language has been added to the proposed charter changes
         2. Secretary/Treasurer would upload materials from the Board meetings
         3. Other board members would update activities/events they were spearheading
         4. Publications Chair would take the lead to keep the website updated
      ii. Jack in ASA is the new contact for website concerns and uploading new documents
         1. There used to be a webmaster through ASA but that position has been dissolved
      iii. All board members should be able to edit the website by seeing a side bar on the GSS webpage to Edit and Update the website
         1. If this is not seen when logged in, access has not been granted to make updates
   b. Jenny T will bring this up with the 2020 board members in early 2020 while bringing up charter updates
      i. **For 2020 Board Members** - Let Tara know if you do not have access to update the GSS website. Tara will email Rick and Jack in ASA to request access for anyone who does not have access to make updates. She will also ensure Elizabeth keeps her access as past-Chair.
   c. Can track views, usage, etc. to help see where members’ interests lie. Also helps determine when and in response to what (newsletter, email, registration info, etc) members are accessing the website
7. **COS**
   a. Jennifer Parker made the Charter updates; draft document was shared with meeting agenda
   b. It was designed to be streamlined so there’s more flexibility moving forward
   c. Jennifer will make a list of the major updates (e.g., Hatch Act language) for Elizabeth to share on the website and for the section voting in March/April 2020
   d. Any other updates, let Jennifer Parker know. She will submit in the next couple weeks.

8. **Award Committees**
   a. Jenny T will bring this up in February 2020 to determine 2020 structure
      i. Elizabeth will share her template and background documents she has with Jenny

9. **Webinar/Virtual Workshop**
   a. Updates
      i. High attendance across the board and audiences have stayed through the full event
      ii. Three more sessions scheduled in 2020
         1. Unsure about future sessions beyond that

10. **Member Outreach**
    a. Monthly GSS-provided article in Amstat news
       i. Nov 30 (Jan issue): GSS Mentoring Roundtable article - submitted
       ii. Dec 30 (Feb issue): Virtual workshop: 2019 recap and 2020 advertising (Jenny T)
          1. The VW article could be saved to do a final recap in April. Dec 30 could be SAWP recap (article already written in newsletter). Shows the wide geographical range for attendees
       iii. Jan 30 (Mar issue): ICES or Mentoring advertisement 2020
    b. [https://www.significancemagazine.com/616](https://www.significancemagazine.com/616) - new recommended reading section
       i. Ideas from board; Ideas from members

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**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 Cecere, Westat – Program Chair Elect 2020