



# **International Association of Emergency Managers**

## **Global Student Council**

**Chanpreet (Simran) K. Singh, President**

**Susamma Seeley, Vice President**

**June 2019 – Meeting Minutes**

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### **IAEM Global Student Council Board 2019**

**Immediate Past President:** Cedric J. Andriamady

**President:** Chanpreet (Simran) K. Singh

**Vice-President:** Susamma Seeley

**Secretary:** Antoine B. Richards

**Treasurer:** Steve Hanneman

**General Meeting Date:** June 19, 2019

**General Meeting Time:** 6pm to 8pm Central Standard Time (CST)

**General Meeting Place:** GoToMeeting

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### **Call To Order**

**Call to Order:** President, Chanpreet (Simran) K. Singh, called to order the Board Meeting of the Global Student Council at 6:00 pm CST on June 19, 2019 via GoTo Meeting.

**Present:** Chanpreet (Simran) K. Singh, Susamma Seeley, Steven Hanneman, Antoine B. Richards, Bailey Carney, Cassie Nanoff, Scott Langlens, Taylor Kemp, Ron Clandest, Caller 3

**NOTE:** Caller 3 did not identify. Presence noted for attendance purposes.

**Roll Call:** Completed

**Other Board Councils/Student Region Representatives:** N/A

**IAEM Committees/Caucus:** N/A

**Working Group Members:** N/A



**Note:** Roll call was taken for the IAEM-GSC June 2019 meeting by Secretary, Antoine B. Richards. All members of the executive council were present excluding the Immediate Past President, Cedric J. Andriamady.

**Note:** GSC meetings are recorded for the sole purpose of the Secretary minute reports. They will not be distributed or extend beyond the use of the GSC Secretary.

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### **Confirmation of Previous Meetings**

#### **- Review and Approval of Previous Meeting Minutes -**

**Motion to approve by:** Chanpreet (Simran) K. Singh

**Motion Seconded by:** Susamma Seeley

**Disposition:** All in favor, no opposition, motion passes

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### **GSC Meetings**

#### **Executive Council Meetings**

The IAEM-GSC holds executive council meetings on the second Wednesday of each month as needed.

#### **General Meetings**

General Meetings are open to the public and occur on the third Thursday of each month from 6pm-7pm CST (0000-0100 UTC) on GoTo Meeting. Below is the schedule for upcoming GSC General Meetings.

**July 17<sup>th</sup>, 2019: 6pm to 8pm CST**

**August 21<sup>st</sup>, 2019: 6pm to 8pm CST**

**September 18, 2019: 6pm to 8pm CST**

**October 16, 2019: 6pm to 8pm CST**

#### **Global Student Council Annual Meeting**

The IAEM-GSC Annual Meeting is held each year at the IAEM Annual Conference and EMEX. This year's annual conference will be held **November 15-20, 2019** in **Savannah, Georgia**.



### Working Group Meetings

The IAEM-GSC schedules Working Group meetings as needed for each of our three Working Groups (**SEE WORKING GROUP INFORMATION BELOW**). These are open to the public and are smaller, more engaging, and encourage unique opportunities to get involved with the GSC and IAEM. Joining a working group is an easy process. Simply email [iaemgsc@gmail.com](mailto:iaemgsc@gmail.com) with your working group interest, and your information will be referred to the appropriate working group lead.

### Slack

The IAEM-GSC has also developed a SLACK account to encourage all of our student members to have a space for open interaction, questions, and dialogue while encouraging our global student members to actively be involved with the Global Student Council and to stay-up-date while accommodating for time zone differences. SLACK will be a supplemental platform for our general meetings. SLACK is a **SAFE and FREE** platform for all participations. General meeting updates will be posted in SLACK prior to the General Meeting and Simran and Antoine will be available to answer any questions, comments, or concerns during that 72-hour period. We will upload all of our read-ahead documents, meeting minutes, agendas, and other pertinent information to SLACK for students.

**NOTE:** Simran encourages active use within the SLACK workspace and encourages interaction between student members and the Global Student Council.

**NOTE:** Antoine notes the immense networking potential and robust platform for student and leader interactions for those with questions, concerns, or who just want to interact between slack. Please email [iaemgsc@gmail.com](mailto:iaemgsc@gmail.com) for an invitation to join Slack.

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### **GSC Goals/Objectives/Vision for 2019**

One of the primary goals of the Global Student Council is to increase and sustain connectivity, communication and collaboration. The GSC plans to achieve this goal by:

- Fostering a strong, collaborative relationship with other IAEM councils, regions, and committees
- Revamp of GSC image and branding.



**NOTE:** Simran highlights that the IAEM-GSC is “**With, and for, the Students**” and encourages that students express their wants and needs so we can ensure that the council can help support students and their professional growth and interaction with GSC.

**NOTE:** Susamma provided a synopsis of the Global Student Council role in regards to students. The Global Student Council represents all students globally, and consists of three student regions:

- 1) IAEM-USA
- 2) IAEM-Canada
- 3) IAEM Oceania

All students fall within the Global Student Council, and are a part of each region that their school or chapter falls within. For students that do not fall within one of the three regions, the Global Student Council will serve as a “go-to” council for IAEM needs.

**NOTE:** There were three read-ahead Welcome Letter documents that were sent via email and SLACK for feedback. Susamma notes that although we are still looking at drafts in April and are not ready to disseminate, these letters are part of a long-term plan for the GSC that will establish continual branding. Susamma encourages continued feedback via [iaemgsc@gmail.com](mailto:iaemgsc@gmail.com) and notes that while these letters look similar in language, they are going to three different spaces: student chapter presidents, US leadership members, International leadership, and Committees and Regional Caucuses will be added soon. Simran notes that we want to invite all committees and caucuses to bridge a gap for students while encouraging students to get involved in committees and caucuses.

**UPDATE:** Welcome letters have been confirmed and will be disseminated on Slack in September for student chapter presidents, advisors, and student members commensurate with the start of the 2019-2020 academic year.

- Continued discussion on the changing role of the GSC
- Improved representation within IAEM national organization
  - Development of a new GSC handout with branding and revamp
    - a. Simran to develop a 2019 one-sheet informational page – an update from the 2018 GSC handout
- Additional areas of focus include:
  - Sustained membership
  - Networking and mentorship program
    - a. Simran expressed that Leadership is a collaborative process, and we want to develop a two-way street of mentoring, guiding, advising, and learning from each other.



- b. Start the foundations for a networking and mentorship program
- Increase student chapters nationally and globally
- Direct communication with students, assess their needs and expectations from us, and get more involved with IAEM Student Chapters.
- Collaborate with the Diversity Committee to bring more diversity awareness, involvement within the committees, and work on a specific study/project/research activity.
- Encourage professional student involvement
  - a. Student webinars

Pending upcoming webinar will cover the CEM/AEM process from a professional and student standpoint featuring Sarah Miller, CEM and Joshua Margulies, CEM. Updated information will be provided as it presents. Potential webinar date will be September 2019.
  - b. Student-related tasks throughout the year

Simran discussed the interest to participate in the poster showcase at the IAEM Annual Conference and EMEX. The GSC will submit to the non-competitive poster area with a due date for October 11, 2019. Susamma encourages submittal by the competitive division deadline of April 26, 2019. Follow up meeting of this working group will ensure to discuss the poster sessions. **UPDATE:** The IAEM-GSC poster abstract has been submitted and accepted for the 2019 IAEM Annual Conference and EMEX.

**NOTE:** Simran and Susamma will develop the SOP (Standard Operating Procedure)- an informal document that clarifies who will be doing what (schedule calls, plan EMbark event, write meeting minutes, etc.), and making it easier for future board transition.

**NOTE:** Simran interested in having a GSC booth for the IAEM Annual Conference. There are logistics that should be considered including spacing, and volunteering to man the table throughout the duration of the conference. **UPDATE:** IAEM-GSC opted to not have a booth at this year's annual conference due to logistics noted above.

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### **Invitations for General Meetings**

In efforts to build collaborations with other councils, committees, caucuses, and student chapters, Simran would like to extend invitations to join general meetings to the following:

#### **Regions**

- USA or USA Student Representative
- Canada



- Oceania
  - International
    - **Update:** Correspondence was made to develop a new student chapter in New Zealand. Simran to follow-up with correspondence and assign development to Susamma within the scope of vice-presidency.
    - **Simran has been in contact with Luba**
      - Luba is from New Zealand, and is interested in becoming an active member of IAEM. I have been in contact with her via email and have sent her all the info about GSC and our general meetings. I guided her on how to become an IAEM member and the following steps to be taken, and gave her information about the Oceania leadership and contacts.
      - Update April 2019: Simran has emailed Luba information regarding GSC, meeting times, social media info, how to connect on Slack, inviting her to attend our meetings, connecting via Slack or email, potential collaboration ideas, and if she prefers having an individual/group phone call.  
**UPDATE:** Luba unable to attend meeting but still presents interest in being involved and engaged with starting a chapter in New Zealand.
      - We received an email from Maryanne Muriuki from Kenya
        - She volunteers for the Space Generation Advisory Council, which represents the voices of students and young professionals between the ages of 18-35 years old to the United Nations. She co-leads the Space Technology for Disaster Management (STDM) Project Group.
        - Interested in IAEM and our areas of interest in Emergency Management.
        - Simran emailed her back inviting her to attend our February's general meeting and future meetings to discuss ideas for potential collaborations.
        - Update April 2019: Update April 2019: Simran has emailed Maryanne information regarding GSC, meeting times, social media info, how to connect on Slack, inviting her to attend our meetings, connecting via Slack or email, potential collaboration ideas, and if she prefers having an individual/group phone call.
- All student members
  - Plan to disseminate invitations to general meetings to all student populations
- Diversity Committee



- Mr. Leslie Luke – Leslie has been an integral participant to all GSC meetings over the years. Members of the executive council have joined the newly-formed diversity to assist with missions of the GSC.
- Simran to serve as the GSC liaison to the Diversity Committee
- Emerging Technologies Caucus
- Student Chapter Presidents/Advisors
  - To continue discussion on possible working group, or caucus, of student chapter presidents/advisors
- Additional potential invitees
  - Additional recommendations are open for discussion. Please consider providing input at the general meeting or emailing ideas.
  - **NOTE:** Simran recommends that all of the aforementioned information regarding meetings are delegated to the Student Outreach or Communication working group within the GSC.
  - **NOTE:** A contact list of council leaders, caucus/committee leaders, student chapters, etc. will be developed. Antoine will work to develop an email of list of invitees and serve as a point of contact within the scope of Secretary position. Simran has a 2016 student chapter list of presidents and advisors that requires updating. A list of council, caucus and committee leaders also exists that will require updating.
  - Developed a document called “All Important GSC Email Roster Lists,” with all the current 2019 email contacts, information, and websites for
    - International Council leaderships
    - Regional Council Leaders and Regional Presidents
    - Committee leaders
    - Caucus Leaders
    - Student Chapter Advisors and Presidents, etc.

**NOTE:** Simran will send out an official email to all the council/committee/caucus leaders and student chapter presidents and advisors discussing the new GSC goals and vision for 2019, discussing working groups, involvement, attending meetings, call in information, and attach pertinent information.

**NOTE:** This will be done for May/June, as we finally got the approval on our official GSC welcome message from Dawn.

**NOTE:** Simran sent everyone read-ahead documents (welcome letters to students- short and comprehensive-, welcome letter to student chapter presidents and advisors, and welcome letters to US regional leadership and International Leadership and Committee/Caucus Leadership. Please review the letters and provide your feedback on what we can modify, include, etc.

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### **2019 GSC Working Groups**

**There are currently three (3) working groups:**

**1. 2019 Goals/Objectives/Vision Working Group**

**Lead:** Simran

**Next Meeting:** July 2, 2019 from 6pm-7pm CST

➤ **Simran will develop the official 2019 GSC goals, objectives, and vision.**

- a. Official letters, welcome documents, and draft of goals, objectives and vision to be created and are top priority regarding strategic planning for the year.
- b. Need to have this finished and approved within a couple weeks so can add to all the official emails being sent in May/June.
- c. Present GSC goals, objectives, and vision during the Global Meeting on **April 17<sup>th</sup>, 2019**.
- d. Official letters, welcome documents, and draft of goals, objectives and vision to be created and are top priority in regards to strategic planning for the year.

**UPDATE:** 2019 Goals, Objectives and Vision have been created. Official welcome letters have been drafted, approved, and disseminated with the exception of student chapter presidents and advisors due to leadership changes. Welcome letters will be sent to student chapters and advisors in September of the 2019-2020 academic year when new leadership is in effect. **NOTE:** Simran is finalizing the comprehensive welcome pending edits from the Executive Council.

**NOTE:** Antoine to join the Goals/Objectives/Vision Working Group and assist Simran with working group functions including a list of all councils and emails to be drafted in an excel document and regularly updated. **UPDATE:** Antoine has joined the OGV Working Group and continues to assist in all matters relative to strategic foresight and direction of the IAEM-GSC.

➤ **Annual Report**

- a. Annual report is due prior to the IAEM Annual Conference and EMEX.
- b. Plans to disseminate the annual report at the conference.
- c. Start developing a table of contents
  - a. Welcome letter
  - b. Bios
  - c. Social Media Stats
  - d. Working group info

**NOTE:** 2019 Annual Report- Simran wants to develop a stellar 2019 annual report, highlighting GSC accomplishments, brag page for students, working group committees, 2019





goals/objectives/vision- start working on this packet. This can be part of the 2019 objectives/vision/goals Working Group. Distribute at the conference or digitally publish it, and post link on the 2019 GSC handout. Share with the Global Board. Also add in the 3 page-comprehensive welcome letter.

**NOTE:** Objectives, Goals, Vision Working Group Meeting: Monday, April 27, 2019 from 6:00pm – 6:30 pm (0000-0030 UTC) and will primarily discuss the Poster Showcase.

➤ **IAEM Poster Showcase – GSC Poster**

- a. Simran expressed interest in creation and display of a GSC-related poster for the IAEM Annual Conference. It will be for the non-competitive section.
  - a. Antoine will check the contact and due dates for this
  - b. Send Julie Husk an email asking if Antoine can join the Poster Showcase Working Group

From Susamma:

- On Wednesday, April 3, 2019 at 2pm ET, there will be a webinar to provide tips for success and review the requirements of participants in the Poster Showcase.  
Changes will be made to the webinar notes from last year to include the dimensions of the poster and the time limit of the oral presentation.

**Requested information for GSC to submit a poster.**

**It will be recorded for those who can't make the meeting---we can promote that link**

Antoine and Simran will meet next week (Antoine, please contact Simran to schedule a meeting date for either Monday or Tuesday) to work on submitting the abstract by the 26<sup>th</sup>.

Please send all suggestions for what we can include in the Poster Showcase.

- i. <https://iaemconference.info/2019/wp-content/uploads/sites/6/2019/02/Poster-Showcase-Guidance-2019-Final.pdf>
- ii. <https://iaemconference.info/2019/speakers-2/poster-competition-call-for-abstracts/>

*Also from an email: The Poster Showcase Call for Abstracts is opening up today for students, academics and practitioners to display their research and/or work product through the form of a poster at the IAEM 67th Annual Conference in Savannah.*



*The deadline for Caucuses and Committees to reserve their spot to showcase their great work accomplished by displaying a poster at the conference is October 11th. Again, this year, IAEM will be providing \$100 in reimbursement for printing costs of the poster.*

*The Poster Showcase Working Group, which is a collaborative between the Training and Education and Conference Committees, has developed the attached template for you to use as a guide. Our goal is for you and your members to plug in pertinent information to create a poster, which will be prominently displayed at the conference. The poster template is designed to introduce your leadership, membership and list your respective mission statement, accomplishments and goals for all IAEM members to see and learn more about your work. We also believe this marketing tool has the potential to recruit new members for your caucus and/or committee.*

*We hope you'll take this opportunity to introduce your caucus or committee and market the good work of your members. Please let us know by October 11, 2019, so we can lock in space for you at the conference. All posters will be displayed in a high traffic area in the convention center. All posters must be no larger than 3' X 4' feet so they can fit on the poster board provided.*

Simran has emailed Julie Husk to ask if the GSC deadline for poster submission in April 26<sup>th</sup> or October 11<sup>th</sup>.

**UPDATE:** Abstract submitted and approved by the IAEM. Planning has begun for the design and development of the conference poster.

- b. Simran spoke with Julie regarding deadline dates and this is what she said:  
*If you are developing a poster to highlight the work of the Global Student Council, the deadline is October 11<sup>th</sup> to reserve a spot.*  
*If you are developing a poster on research or findings related to Emergency Management, the deadline is April 26<sup>th</sup>.*

*We will submit an abstract by April 26<sup>th</sup> to reserve our spot and as a placeholder, as per Susamma's suggestion.*



**To talk about poster abstract submission, and be ready to submit by deadline, we will have our next OGV Working Group Meeting on Monday, April 22<sup>nd</sup>, 2019.**

The Poster Showcase will open on March 25<sup>th</sup> and close on April 26, 2019.

Simran and Susamma expressed interested in considering a GSC booth for the conference to help increase visibility and the presence of the GSC to students and professionals. Information on the GSC, including the annual report, are expected to be distributed from the booth pending approval. **UPDATE:** Abstract has been submitted and accepted by the IAEM Poster Showcase Working Group. **Please see plan of action / next steps below.**

**PLAN OF ACTION:** *The OVG Working Group will be convening on August 7, 2019 to begin collaboratively working on poster design / content and drafting of the annual report. Please email [iaemgsc@gmail.com](mailto:iaemgsc@gmail.com) if you would like to assist or join the working group.*

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## **2. Embark Career and Professional Day**

**Lead:** Susamma

**NOTE:** As Vice-President, it's Susamma's responsibility to prepare for Embark Career and Professional Day.

Primary focus on planning for the Sunday before the conference starts. Event will be held on the November 17, 2019. The event wants to extend beyond just students to recent graduates and new professionals.

The event is a four-hour block that must be held within the conference center and food is not allowed. The first hour of the event will be a quick meet & greet/ice breaker, lunch and time to get to know fellow attendees. Afterwards we will walk over to the meeting room where the rest of the program will be continued.

**NOTE:** Providing food requires us to charge for the event and we want the event to be free.

Susamma has obtained a few speakers to speak about practical skills that can be used daily and professionally. The first speaker will speak about the Request Model on Communication skills. Another presentation is tentatively scheduled on the topic of KSA's for filling out applications particularly at the federal level.

*We have two offerings for students looking to get speaking experience centered around a **10 minutes presentation with 5-minute Q&A sessions**. Students will also be requested to participate in **RapidFire Talks**.*

**NOTE:** *Susamma will be opening up call for submissions shortly that will request abstracts. Rapid Fire Talks and student presentations are afforded the opportunity to learn from their*



*research, get feedback, and present at a national conference as well as obtain credit towards CEM Certification.*

- Susamma has one student schedule for a 15 presentation with the other slot still available.
- In between those sessions, we will work on the networking which is pending logistical confirmation.

**NOTE:** *Per Simran: “From experience last year, while only two people signed up, ,multiple people participated in which we save time and spots for in the event.”*

**NOTE:** The bulk of planning for this WG will occur in June, July, and August as we get closer to the conference.

**NOTE:** Council discussed changing the name of “EMbark Student Day” to “EMbark Career and Professional Day” based on results from the 2018 EMbark Student Day Survey. Several students expressed that they may not return to EMbark because they will no longer be students. EMbark aims to focus on students, transitioning students, and early career professionals including recent graduates offering opportunities and professional development.

➤ **Susamma to handle all Embark-related communications**

**NOTE:** Susamma discussed allocating separate student presentation time slots for the EMbark event (different from student EMbark rapid fire talks). Simran suggested developing a deadline for those interested in conducting a separate student presentation so the Embark event can be scheduled accordingly.

➤ **Simran sent Susamma the following**

- a. IAEM GSC Handout 2018 (update for 2019)
- b. 2018 EMbark Student Prep List for the conference
- c. 2018 EMbark Student Survey
- d. 2018 EMbark Rapid Fire Rubric
- e. 2018 Conversation Starter Checklist for the icebreaker
- f. Cost-saving opportunities for students checklist
- g. PowerPoint presentation and conference call submission from 2018

**NOTE: Simran:** Last year we printed the following amount:

- i. Surveys (50)
- ii. Rapid Fire Rubrics (50)
- iii. 5x5 Conversation Starters (2 on each page- 25 pages)
- iv. 3 presentation certificated and pick up 3 certificate folders
- v. EMbark brochures (50); GSC handout flyer (50)



**NOTE:** As the Lead for EMbark Student Day, Susamma will attend the conference committee meetings.

- Conference Committee Meeting calls are on the 1st Friday of every month at 2pm EST, with the exception of the following:
  - a. No meeting in April & July 12th (instead of July 5th)

**UPDATES:** *Now that we are getting closer to the conference, the EMbark Career and Professional Day working group will begin to pick up activity.*

### **POTENTIAL EMBARK SCHEDULE:**

- Networking Lunch
  - EMbark Career and Professional Day – will include professional speakers, 15-minute presentations, RapidFire talks, and opportunities for student growth and development
- NOTE:** Simran opened the floor for any suggestions or ideas that students would like to see at the event with the emphasis on the time and space created for students, recent graduates, and early career professionals who interested in expanding professional development skills.
- NOTE:** Susamma to send out a sign-up sheet in July 2019.
- NOTE:** The bulk of planning for this WG will occur in June, July, and August as we get closer to the conference.
- NOTE:** Council discussed changing the name of “EMbark Student Day” to “EMbark Career and Professional Day” based on results from the 2018 EMbark Student Day Survey. Several students expressed that they may not return to EMbark because they will no longer be students.
- NOTE:** Susamma discussed allocating separate student presentation time slots for the EMbark event (different from student EMbark rapid fire talks). Simran suggested developing a deadline for those interested in conducting a separate student presentation so the Embark event can be scheduled accordingly.
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### **3. Student Outreach and Involvement**

**Lead:** Simran

**Next Meeting:** July 3, 2019 from 7:00-8:00pm CST

- Simran would like to reach out to all the student chapter presidents/advisors and develop a bridge of communication, assess their expectation from us, how the GSC can assist them, and keep students involved and updated with GSC opportunities.



Simran developed an updated 2019 contact list for all leadership

- Developed a document called “All Important GSC Email Roster Lists,” with all the current 2019 email contacts, information, and websites for
  - International Council leaderships
  - Regional Council Leaders and Regional Presidents
  - Committee leaders
  - Caucus Leaders
  - Student Chapter Advisors and Presidents, etc.
- We have created a SLACK workspace to facilitate improved engagement of students and IAEM members.
- We have also increased our social media usage and are developing social media toolkits and ways to encourage highlighting student members and chapters on social media.
- Antoine encourages that each student member or chapter tag @IAEMGSC on their photos and posts on Twitter and Facebook relative to their successes, highlights, and accomplishments so they can be featured on IAEM GSC social media.
- The next outreach and involvement meeting will be held on May 6, 2019 from 6-7pm CST (0000-0100 UTC).
- Simran: Highlighting social media data in our annual report to show how well we are doing and the positive outcome of an active social media presence.
  - The data and analysis of social media
  - Simran will send Antoine an email about Facebook data information.
  - Antoine: we have 292 followers on Twitter
- Simran will create a one page document with all social media login information for just the executive committee.
- Simran developed an account on PDF-ARCHIVE
  - This allows us to upload documents on our Facebook page, LinkedIn page, Twitter, etc. with a link attached.
  - Helps combat the issue of uploading word documents and pdfs on social media
  - Will send everyone the link, username, and password
  - Only post public GSC documents
- Simran will create a short 4 to 5 page word document with just the pertinent information to send out to those interested in joining our GSC working groups
  - GSC info
  - Working group info
  - Meeting times → 1 sepearate page
- Antoine: University of Albany has reached out to us
  - Antoine has told them to tag GSC in their pics



- We will still use GO-TO Meeting by IAEM and have Slack as secondary option, especially for international outreach and collaboration
  - Discussion of the importance of AEM/CEM mentorship for our student members.
    - Develop a way to enhance mentorship, guidance, and networking for students
    - GSC can conduct a joint webinar with JSU, with Sarah Miller and Josh Margulies as presenters.
      - Sarah Miller has a lot of experience
      - Josh just completed his and can provide the student experience
      - Whitney Henson
    - **Potential Date: October 15 – 19, 2019**
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#### Discussion of working group members:

- Members of the council discussed inclusion of non-students into GSC working groups to help facilitate achievement of working group goals. Non-students would include current IAEM members from caucuses, councils, and committees, or those with a vested interest in working group goals and objectives. Non-student involvement within GSC working groups would be mentorship roles to student working group members.
- Working group will disseminate an email letter of interest to help recruit student and non-student members into working group.
- Our language will reflect that our activities are for students, recent graduates, and new professionals
- Simran: Develop a 'brag page' for student achievements

#### Outreach and Involvement

- Schedule an additional call focusing on student outreach and involvement with a focus on student outreach, recruitment, and engagement.
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#### **E-Mails and Messages from the GSC President**

To sustain the revamped image and branding efforts, Simran proposes that emails:

- Introduce the Global Student Council [Boilerplate addition]
- Discuss the 2019 Goals, Objectives, and Vision
- Invite recipients to attend general meetings
- Discuss involvement in working groups
- Involve potential collaborations for the year
- Provide links to all information





- Focus on the importance of developing and sustaining connectivity
- Include monthly meeting schedules, and
- Encourage active participation

Dissemination mechanisms and invitees include:

- Email – Council, caucus, and committee leaders
- Email – Student population
- Email – Student chapter presidents and advisors
- Social Media – Facebook, LinkedIn, and Twitter.

- 
- Developed an introductory 2019 GSC Welcome Letter with all the essential information (\*see next item for details of the letter\*)
    - Sent to the rest of the executive board for reviews, approval, modifications
    - Distributed via email, Facebook, Twitter
  - Developed separate Welcome Letter email drafts for (\*awaiting Dawn's response):
    - IAEM Student Membership
    - International and Council Leaderships
    - Regional Council and Regional President Leaderships
    - Committee and Caucus Leaderships
    - IAEM Student Chapters-to be sent to Chapter Advisors & Presidents
      - This was sent to the rest of the executive board for reviews, approval, and modifications.

**NOTE:** Please review the read ahead documents on SLACK an email to cover the general idea of the letters and what we hope to achieve in the year. Feedback is requested. Once approved the official welcome letter will be on our GSC webpage.

- Developed a Comprehensive (3-page) Official Welcome Letter
  - Includes relevant information from previous IAEM GSC handouts
  - This will be sent out once approved by Dawn
    - \*\*\*This has been approved by Dawn and a couple of other members, with the modification of changing the meeting length from 2 hours to 1 hour.
  - Maybe we can put this on our GSC webpage and official 2019 GSC Annual Report
- Simran sent Leslie Luke the introductory Welcome email, asking him to join our monthly calls.

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### **2019 Past Presidents Committee**





This year the GSC is developing a new committee: the Past Presidents Committee. This committee is designed to assist, guide, and mentor the current GSC President as they fulfill their duties for the year. The members of this committee will be dependent upon the discretion of the current President and can go as far back as the President deems necessary.

**Simran would like the following individuals in her Past President Committee: Lourinda Wiley, Judith Weshinsky-Price, and Cedric Andriamady.**

Simran has informally asked all three and they have all said 'yes.'

- Developed a Past Presidents Committee: Lourinda Wiley, Judith Weshinsky-Price, and Cedric J. Andriamady
  - Spoke with them informally to confirm their participation.
  - Sent them an official welcome letter, discussing the intent of the Past Presidents Committee
    - This committee is designed to assist, guide, and mentor the current GSC President as they fulfill their duties for the year. The members of this committee will be dependent upon the discretion of the current President and can go as far back as the President deems necessary.
  - Asked them to review the 2019 Welcome Letters: short and comprehensive.
    - Received feedback from Lourinda and made the necessary adjustments

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### **Social Media Duties**

Facebook → Simran...she will also give Susamma, Antoine and Steven authorization

Twitter → Antoine

LinkedIn → Simran

**NOTE:** Please note that every Executive Committee board member has the right to post anything they deem appropriate, beneficial, and important on any of the social media sites.

To ensure proper social media correspondence, members of the GSC Executive Council will partake in the responsibilities of handling social media content. Social media duties will be delegated as follows:

- **Facebook**

**Lead:** Simran

**NOTE:** Simran to provide authorization to update IAEM-GSC Facebook content to Antoine and Susamma. Simran has contacted both Mike and Brian to change her



Facebook page rights from “editor” to “admin.” Once this is done, she will make the rest of the executive board ‘admin’ as well.

**UPDATE:** Simran finally has “admin” rights so she made everyone else “editor”

➤ **Twitter**

**Lead:** Antoine

➤ **LinkedIn**

**Lead:** Simran

Simran: Cedric, Susamma, Antoine, and myself are already managers.

- Simran sent Steve an invite to the LinkedIn IAEM GSC group.

Simran: Put official welcome letter on LinkedIn page

**NOTE:** Please note that every Executive Committee board member has the right to post anything they deem appropriate, beneficial, and important on any of the social media sites.

**NOTE:** Simran encourages shared networking and connectivity amongst students members especially for job opportunities on LinkedIn and sharing of jobs, scholarships, and dialogue on Facebook and Twitter.

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### **Diversity Committee Involvement**

Simran has attended all Diversity Committee meetings this year discussing goals and building collaborations between the diversity committee and the GSC and encouraging diversity committee members to join the GSC on General Meeting calls, discuss involvement in working groups, as well as working to establishing foundations for a potential student and mentor networking program.

Simran emphasized once again about building collaboration between the GSC and Diversity Committee. She spoke about the new 2019 mission, vision, and goals for the GSC. Extended an invitation to all the members on the call. Simran discussed how this year we also want to focus on how we can directly communicate with students, assess their needs and expectations from us, help them get the most out of their membership, maybe start the foundations for a networking and mentoring program, help serve as the middle man between the student members and IAEM, and get more involved with the student chapters.

Simran: Maybe we can even do a project together highlighting the diversity of the IAEM student membership.



At April's meeting, Simran repeated the same things as from March and told everyone about our new platform for increasing inclusivity amongst international members: Slack.

Simran also spoke about maybe working on a specific goal/project together, and discuss ways to bring about more diversity awareness

**NOTE:** Leslie Luke leads the Diversity Committee and is also seeking volunteers involved with other committees to join the Diversity Committee. He is planning a webinar in the near future that Simran will be send information for as it may be available.

**NOTE:** Susamma encourages going through the IAEM website and strategically exploring and joining what we may be interested in. Also encouraged exploring the site for jobs, and opportunities as well.

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### **Access and Inclusion Meeting**

- Simran attended Access and Inclusion Caucus meeting on behalf of both Diversity and GSC
  - o Liaison for Access and Inclusion, and Children in Disasters
  - o She gave the same information (listed in Diversity Meeting notes), and gave the times for our GSC general meetings if anyone is interested in attending
- **NOTE:** Simran also attended an Access and Inclusion Committee Meeting as liaison for the Diversity Committee and the GSC expressing GSC's goals, objectives, and vision and ways to improve diversity, accessibility and inclusion for student members.

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### **2019 GSC Budget**

Currently, the IAEM-GSC is still in the process of solidifying IAEM-GSC budget details from the IAEM.

**NOTE:** Treasurer, Steve Hanneman has been in constant contact with financial department to ensure accuracy and legitimacy in budget.

We are currently in the works of developing a budget for this year (2019) and projected budget for next year (2020). These are two goals for the budget and treasurer to strategically plan for both short-term, and long-term, profits and expenditures. GSC Executive board votes to approve the budget. The budget money rolls over each and year and is allocated from student funds which the GSC aims to invest in the students. Funds are allocated once a year annually in October. Our next payment will be October 2019.



Current recorded budget is presently \$4,019.61. We will have a separate budget executive board meeting.

*Possible 2019 expenditures include:*

*Conference attendance, basket, badges, shirts, potential webinar expenses, potential scholarship option and ways to invest funds back into the students. **Books for speakers***

**NOTE:** Simran has been in contact with appropriate entities on the existence and necessities of account information for the Global Student Council. Steven Hanneman to continue to take over responsibilities for following up with account information to assist in solidifying account status and preparing the requisite budgets.

**GOAL:** Once we are updated on the account summary, the current GSC wants to create our own budget template commensurate with goals, visions, and objectives.

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**NOTE:** Per Simran, ideally, we want to use funds in manners that will benefit IAEM student members outside of conference travel.

Antoine proposed a scholarship option that will benefit student members, notably a book scholarship. Simran noted that we can use funds to possibly acquire books written by landmark scholars that students can win and have signed by scholars at the annual conference.

In reference to conference travel for GSC Executive Board members, Simran proposed we review the budget and then consider covering some aspects of attending conference i.e. airfare, hotel reimbursement, etc.

**NOTE:** Board members are responsible for their own registration fees.

**IAEM Basket Bonanza:** The conference hosts an annual Basketball Bonanza in which baskets are created and bid on by attendee. Funds received from this charitable event are allocated towards student scholarships. The IAEM-GSC is anticipating participation this year with the theme **“Representing Our Students Globally.”** The concept would include filling our basket with an item from each of our student chapters globally which can be auctioned off.

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### **Global Board Meetings**

- Simran attended the Global Board Meeting and the IAEM-GSC was recognized as an agenda item for this month's meeting- April 17<sup>th</sup>, 2019. Simran discussed 2019 objectives, goals, visions, rebranding, and how one of our biggest challenges has been student involvement and sustaining student interest and activity. Expressed that GSC was to continue to students, but also represent the needs for recent graduates and new



professionals as well. Focus on helping and assisting in professional growth. Spoke to the Global Board about our overall Goals and Objectives, more importantly getting feedback from students and developing initiatives that meet the needs of students. Also discussed promotions, workings, and the EMBark Career and Professional Day including the recent change in name and opportunities to advance attendees at all level. Also told them about the EMBark Rapid Fire, similar to IAEM's Prep Talks.

The GSC hopes to serve as a bridge between IAEM and students, help represent the voices of students, recent graduates, and new professionals. We want to assist in their professional and personal growth, will provide a positive impact on IAEM, the field of Emergency Management, and the international community.

Our primary goal for 2019 is developing a greater environment of support amongst student members, having a direct connection with our student members by enhancing student outreach, increasing and sustaining connectivity, generating interest on a global level, and promoting growth and diversity.

Discussed inviting all leadership (council, US, international, committees, caucus) to foster communication and collaboration with both national and international students, and help with networking within IAEM.

Discussed our general meeting times, and the 3 working groups.

Discussed social media activity and how we promote many activities within IAEM, not just GSC information.

Discussed the confusion about US and GSC student representation and clarified our stand according to the bylaws. All students within both the US, and international regions, fall under the GSC and are kindly invited to participate in our meetings and working groups. We are here to advocate for them and assist them as needed.

**Notable Comments:** Board, specifically Ellis Stanley, mentioned collaborating with the EM Department and Savannah State University's EM students/chapter for local support at the IAEM Annual Conference and EMEX located in Savannah. Simran suggested potentially inviting the chapter to the EMBark session.

Greg interested in collaborating with the GSC to help increase student chapter activity in the Canada region.

**NOTE:** Be advised that GSC executive council members have a vote at these meetings.



### GSC Goals for Global Board Meetings

- Discuss what image we want to represent
- Discuss the objectives/goals/vision for 2019,
- Discuss budget issues
- Provide monthly reports
- Ask for necessary support if needed
- Ask relevant questions that include assessed student needs
- Maintain awareness and provide updates on EMbark 2018 success and 2019 goals.

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### Global Board Retreat

The Global Board Retreat will be held June 3-5, 2019 in Canada. The retreat will be followed by the Global Board Conference to be held June 5-7, 2019 in Calgary.

**NOTE:** Simran has been invited to attend the Global Board Retreat, but will not attend.

### Other Notable Conferences and Events

The FEMA EMI Higher Education Symposium will be held June 3-7, 2019 at the National Emergency Training Center in Emmittsburg, Maryland.

**NOTE:** This time conflicts with the Global Board Retreat & Conference. Various members of the executive council plan to be present at the Higher Education Symposium.

The IAEM Annual Conference & EMEX will be held November 15-20, 2019 in Savannah, Georgia.

- Simran and Susamma expressed interested in considering a GSC booth for the conference to help increase visibility and the presence of the GSC to students and professionals. Information on the GSC, including the annual report, are expected to be distributed from the booth pending approval.



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### Task List and other Discussion Points for 2019

- Send google calendar invites for the executive and general meetings- Antoine's responsibility and have separate email contact list for both meetings. For executive meetings, only: Simran, Susamma, Antoine, and Cedric.
- Susamma developed a calendar event for GSC, which has immediate and future due dates- please include all meeting dates: GSC Executive, GSC General, Global Board, Diversity, Budget meetings, working group meetings, etc.
- Include due dates for February Call-For-Speakers for the EMbark event
- Antoine to send calendar invites for executive and general meetings including agendas and reports
  - a. Antoine to maintain separate contact lists for general meetings, and executive council meetings.
- Simran will email Sharon asking how many students we have this year and updated contact list
- Discuss the email listserv issue
  - Simran spoke with Sharon Kelley and she provided me with the appropriate email listservs
    - Sent this information to Susamma and Antoine
- Please send your most recent bios to be updated to the IAEM GSC website
  - **Simran has received bios from Susamma and Antoine. She has asked Steve to send his bio, so she can send an email to Karen Thompson for the GSC 2019 website to be updated.**
- Antoine will send agenda and meeting minutes

### Listservs

Separate listservs will be maintained and regularly updated by Simran and Antoine including:

- Global student councils
- IAEM Committee leaders
- IAEM Caucus leaders
- IAEM Council leaders
- Student Chapter Presidents/Advisors
- General Student Population
  - a. Simran to email Sharon to inquire on total number of student population this year and an updated contact list





**NOTE:** Listservs offer various implications limiting email capacity to roughly 200 individuals per mass email. Listserv issues will be a focus on future discussion to ensure target populations receive GSC correspondences.

**NOTE:** For all meetings, Antoine will distribute agenda and meeting minutes included with calendar invites – Calendar invites are due the morning of the meeting.

- Simran stressed the importance required monthly reports from each GSC board member. Reports are to be added to the agenda for review prior to meeting times.

**Note: Simran developed a listserv and word document of 2019 council leaderships, regional leaderships, committee leaders, caucus leaders.**

- 2019 Annual Report- Simran wants to develop a stellar 2019 annual report, highlighting GSC accomplishments, brag page for students, working group committees, 2019 goals/objectives/vision- start working on this packet. This can be part of the 2019 objectives/vision/goals Working Group. Distribute at the conference or digitally publish it, and post link on the 2019 GSC handout. Share with the Global Board.
- Attending the Conference Committee Meetings- Susamma
- Attending the Global Board Meetings- Simran
- Should we have a membership coordinator and/or social media correspondent?
- Simran sent the following GSC summary for the IAEM Dispatch back in December:

The Global Student Council held their annual EMbark Student Career and Professional Day at the IAEM Conference in Grand Rapids, Michigan. The successful event had 3 distinguished speakers with educational sessions that were geared toward the interests of students and professionals. This year we introduced the EMbark Rapid Fire Talks, an interactive opportunity for students to talk about a specific topic of interest. The event also provided a platform for discussions, networking, and practice public speaking.

#### Additional Talking Points

Should we have a membership coordinator and/or social media correspondent?

Present members of the board discussed positions of membership coordinator and social media correspondent. General consensus stressed the importance of membership coordination and social media while consenting that these responsibilities should also be a vested interest of board members. Social media tasks have been delegated to board members, and membership will become a task of the outreach working group.





### **Round Table Discussions – May 2019**

- Creating a student brag page
  - a. Interest was placed in creating a page that highlights student members and chapters successes. Responsibilities for moving forward will fall within the Student Outreach and Involvement Working Group to-be-discussed in follow up working group meetings.
- Interest was placed in creation of a GSC poster for the IAEM Poster Showcase Similar to the Diversity Committee one at 2018 Conference
- IAEM Global Student Awards
- Be sure when you sign into IAEM account, opt-in for 3<sup>rd</sup> party emails to be able to receive iaem-gsc emails.
- Full-time student to be a member of the GSC?
  - a. Emphasized that any full-time student (FTS) member of the IAEM should be a part of the Global Student Council. This should be included within the future by-laws and nationally and within the council. Emphasis will be placed make sure our language is in compliance with IAEM bylaws but also be inviting to recent graduates and new professionals
- Fundraising?
  - a. Suggested that combination of GSC fees and sponsorship offers assist with fundraising for the GSC.

**NOTE: ALL- PLEASE MAKE SURE YOU HAVE THE OPT-IN FOR THIRDPARTY EMAILS CHECKMARKED SO YOU CAN RECEIVE ALL OUR EMAILS**

**NOTE: PUT OFFICIAL COMPREHENSIVE WELCOME LETTER ON WEBSITE ONCE APPROVED**

- Recruitment and sustained membership and proactive participation
  - a. To be delegated to and discussed within the Student Outreach and Involvement Working Group.
  - b. Simran suggest a survey that garner students interests and hep delegate students to working groups that best fit their needs and interests while fulling the council's needs and interests.
- Simran brought up the idea of a newsletter- table this for 2020. Put key information in the annual letter instead.
- Doug at John Jay- wants to develop a more active chapter.

Simran: we can send them our welcome letter and 2019 handout

Susamma: Approve all documents officially with a vote before sending anything to Doug or anyone else.



➤ Antoine Secretary Report:

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- Social Media Guide
  - Develop a toolkit
  - Daily calendar of meetings, events, etc.
  - Branding, messaging, correct hashtags/logos, etc.
- 

➤ AEM/CEM mentorship

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**NOTE:** Susamma will be willing to share a checklist she has.

Put social media data and stats in annual report to prove the strength and reach of the GSC.

Susamma: create a repository, get blurbs from committees and caucuses

Simran: tell committees and caucuses we will support them/highlight them on social media

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**Maryanne asked to be connected with other students, and Simran will introduce her to Mutryce and Cedric via email.**

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**Roundtable Discussion – June 2019**

- Simran notes potential collaboration with Savannah State University (SSU) for the EMbark Career and Professional Day at the IAEM Annual Conference and EMEX.
- Simran encouraged involvement in IAEM conferences and working groups including the IAEM-GSC working groups.
- Steven encouraged participation and being involved and reaching out to if anything is needed.
- Simran also went out a cost-saving checklist for students interested in attending conference that may be on a budget:
  - a. During registration, register and click volunteer as “Conference Staff” which allows you to attend the conference and receive a \$25 credit for each hour that you work that can be used towards decreasing the total costs of conference registration.
  - b. Simran also recommended checking out Airbnb’s or finding cheaper hotels in the area instead of the more expensive conference hotel.
  - c. Additionally, there are IAEM Region awards that allow IAEM members to sponsor students to attend the conference which could be an option.
  - d. Also check into your school or university for opportunities to fund your conference travel or attendance. This is especially applicable if you are a speaker at a conference which could be satisfied by your speaking in the EMbark Career



and Professional Day should you choose. Speaking at the conference also goes towards your CEM certification question.

- Simran noted that it is important to “opt-in to third-party emails” when you register for the IAEM website to ensure you receive IAEM-GSC communications.
- Simran noted that if you have any questions please feel free to reach out to any member on the Global Student Council:

**Simran:** [ckaur237@gmail.com](mailto:ckaur237@gmail.com)

**Susamma:** [seeleysue@gmail.com](mailto:seeleysue@gmail.com)

**Antoine:** [antoine1.richards@stu.jsu.edu](mailto:antoine1.richards@stu.jsu.edu)

**IAEM GSC:** [iaemgsc@gmail.com](mailto:iaemgsc@gmail.com)

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### **Adjournment**

The meeting was adjourned by Simran at 7:47 pm CST. Minutes prepared by Antoine Richards (Secretary).

Approved by \_\_\_\_\_

Accepted by GSC on \_\_\_\_\_