DRSG minutes 2/7/23

1. Secretary/Treasurer position is still open for 2023 and 2024:

Communications Executive

1. Based on the old calendar, there are no additional items from the calendar for Feb. (on the old calendar)
2. Regarding January items, student award discussions – Postpone to the April meeting. We should ideally have a plan for soliciting awards and the necessary materials ready to go by the time abstracts open (around June).
3. A supplemental executive council meeting is not necessary for March (We could have it until April).
4. The suitable venue for the quarterly webinars: Zoom? Webinar? We normally have meetings on Teams. Teams webinar is similar to Teams meeting but the only downside is there’s no way for people to register for the meeting and people are not able to attend without sending Michael an email. Some people may want to attend but don’t want to send an email. Maybe Michael just sends the link of the meeting.
5. Share the Webinar information with the public
	1. Put Webinar information on the website event page
	2. LinkedIn information
	3. How to hold the recording: YouTube channel? Generally, update it on our website
	4. After receiving the title, email SRA communication teams (SRA “ways to engage”)
	5. Everyone who feels comfortable could post the Webinar information on their personal LinkedIn account
	6. Do we want to have a Facebook page? Having a communication person to deal with all the social media stuff should be great 🡪 Find the Secretary/Treasurer, they are ideal persons as a communication person
6. Website updates
	1. Current officers page needs attention:
* Name+ Linked to Email+ Affiliations (take out phone number)
* Formatting is strange
* Reach out to SRA? Prefer to reach out to the individual and update their information by ourselves
* The bottom is not the right place for BYLAWS.
	1. Minutes and Items
* Bylaws could be put on the top of this page
	1. Homepage
* Has a good description of what the group is, and it’s better than the bylaws. A good next step to think about how to update the BYLAW
* Remove Flyer About the 2022 DRSG Award
* All the links are working but just need to be updated
1. Formation of sub-committee to update DRSG bylaws: Expand the interest in the group 🡪 send emails to see whether any other people are interested
	1. Target: proposed changes ready to share in August (solicitation of officer nominations email). Then vote on them with the officer ballot (which makes more sense compared with the annual meeting).
	2. What’s a good roadmap for meeting this target?

When do we want to have initial changes that we could present to the committee: Maybe April or May

* 1. Talk to SRA with initial proposes (We plan to make these changes and how could we work with you)