August 16, 2016  
CRSA Meeting  
Present: Leung, Riley, Forstot-Burke, Wolz, Currie, Kliewer  
Absent: n/a  

Introduction of CRSA members  

Selection of a committee chair and secretary  
- Sharon Riley volunteered to serve as committee chair  
- Corinne Forstot-Burke volunteered to serve as committee secretary  

Discussion of special charges:  
- That CRSA send out a regular status update (quarterly or more frequently) to KULIB-L indicating the amount of LRF funds that remain available.  
  o Remaining funds in LRF as of 8/16/16: $4600  
- That CRSA update the LRF guidelines to include a procedure for CRSA members to recuse themselves from reviewing/deciding on their own applications.  
  o Need to add sentence regarding procedures for recusing oneself to LRF guidelines  

Discussion of LFSA/CRSA web page  
- Greta informed the committee of efforts to create a new website. The website will look similar, but will be streamlined and updated. Minutes will be added when website live, until then, send to Greta to hold until ready.  

Additional comments  
- Lyn will share boiler plate explanation b/w GRF and LRF funds  
- General discussion about reports on granted projects  
  o How to encourage/require people to report back on results, outcomes, lessons learned from grant funded projects?  
  o Reports would be helpful in compiling triennial report for justification of continued program funding  
  o Suggestions:  
    ▪ Create template for reports  
    ▪ Establish arbitrary deadline for reporting  
    ▪ Require report for continued or new funding  
    ▪ Invitation to participate, share outcomes, in research forum  
- Discussion regarding mentoring for orientation and tenure  
  o Lyn and Lea shared with the committee workshop ideas for orientation to scholarship and research opportunities. There used to be a luncheon discussing opportunities for research and service for new employees.  
  o Sharon is working to establish list of available orientation mentors
• Greta shared link to CRSA page on LFPA website with examples of minutes, etc. Encouraged the committee to reach out to LFSA Exec with any questions or need for input
• Sofia shared workflow for receiving requests
  o Upon receipt of request:
    ▪ Add request form to Google folder
    ▪ Add the request to Google spreadsheet and update amount leftover
    ▪ Send requests to rest of CRSA members for approval
    ▪ If accepted, send approval to requester, cc CRSA members and Shannon Royer with amount approved
    ▪ Shannon will send an email to requester with fund number
• Sofia added new member to CRSA Google Drive Folder and distributed FY2016 Annual Report
• The committee decided to maintain communication via email and meet in-person as necessary