

Graduate Students' Association Executive Meeting Agenda



University of Saskatchewan Graduate Students' Association Executive Meeting Agenda February 7th, 5:30 P.M - 7:30 P.M GSA Commons

Present: Eamon Mc Dermott, Mohammed Mohammed, Steve Jimbo, Jania Chilima, Omeasoo Butt and Rebecca Major

Regrets: Sunisha Nupene

1.0 Call to Order: 5:46p.m

2.0 Approval of Agenda

Approved with Other Business Items added: Agenda Item 7.1 and all the motions.

3.0 Approval of Minutes

Tabled until the next meeting

4.0 President Report

4.1 Pizza and Cake for Valentine's Party/Citizenship Welcome

Omeasoo proposed a Valentine's Party/Citizenship Welcome at noon on February 14th to honor new citizens who had just been granted citizenship on that day.

Rebecca wanted to know how this will be advertised. Omeasoo advised there will be information circulated by staff via our usual channels and new citizens will have to show their certificate to get free pizza.

*Motion: **BIRT** that expenditure for the Valentine's Party/Citizenship Welcome party be*

capped at \$ 250.00. A cake will be bought from DQ as well as Pizza. Only newly minted citizens will get free pizza others attending will be required to buy 2 pieces @ \$ 5.00 as a cost recovery.

Second: Mohammed, motion carries.

4.2 Confirm details and duties for Vision 2015 roll out Feb 7-March 10

Following the motion by Course Council on February 3rd, Omeasoo wanted to confirm the details of duties for each executives and to follow up on meeting with Marie Van Impe in regards to the mechanism to implanting the fees changes.

Rebecca wanted to know if its possible to have the Vision 2015 document be posted on PAWS in the announcement section so as to reach the majority of students who wont visit the gsa.usak.ca website and provide a link in the announcement of the website to redirect traffic so as to see other Vision 2015 material.

Omeasoo wanted to send a letter to each student with the vision attached to it. This will require cooperation from the University of Saskatchewan administration.

Eamon advise he can work on a one-page brochure to advertise the Vision 2015, with statistics of the main points behind the reason of each suggested increase with the main point from the main Vision 2015 research document. This can be ready for circulation by Monday February 14th, 2010.

Jania advise to use the University of Saskatchewan poster template as well and circulate these to all points of graduate students contacts: a multi-prong approach for maximum outreach including the tactics of inserting the flyer into graduate student mailboxes.

Omeasoo advised Sarah should find out which university division to contact to get hold of that template so we can do our Vision 2015 on that. Perhaps eMAPS, ITS, University Communications Office etc etc. Also Jason (the Past GSA Conference Coordinator might know something about it since this was used for the Impact 2010 final poster).

Jania also advised that she is working on a one page "duties" and "dates" for executives and staff for the SGM-should have it by end of week. She also had a meeting with Commons Staff earlier today; see *section 10.2* of the minutes.

4.3 CGSR Coffee Tuesday February 8th, E160 Admin 3pm.

A short agenda was set so as to have structured discussion with CGSR @ Coffee Meeting. Executives who confirmed attendance has the following agenda items:

Omeasoo: Ombudsperson

Jania: Needs-Based Bursary for graduate students

Currently apart from GSA bursary ISSAC is the only one giving international students needs-based

loan of up to \$ 3000.00.

Eamon: Information package to inform international graduate students “visa needs”, similar to template given by ISO/ISSAC to undergraduate s as to smooth their transition into Canada.

5.0 VP Aboriginal Report

5.1 The Aboriginal Achievement Week

Rebecca advises that she had a meeting with Amanda Hunter of CGSR to discuss the upcoming Aboriginal Awareness Week. Also she advised AIGSC will be having a table an One Arrow First Nations on February 16th, 2011. AISGC will participate so as to explain further on Aboriginal issues at the University and to encourage recruitment into graduate program.

Also on March 16th there is a Career Fair for High School students and Rebecca was advised that there could be an AISGC/GSA table at this as well.

She also updated on the AIGSC ratifying its constitution, looking for an office space and the decision of IASGC providing feed/replies to questions/inquiries in written format given that there has been a misrepresentation of what consultation with Aboriginal Students means and AISGSC has been misquoted at some occasions.

6.0 VP Academic Report

Not present.

7.0 VP Finance

7.1 Prayer Room in the Commons

Following the incident of some students reporting to the Commons Staff and Manager that they are uncomfortable with Muslim students praying in the Commons, Mohammed advised he will be working on this issue to try and come up with solution. He asked that Sarah inquires about whom to contacts in regards to the in-charge of the USSU multi-faith praying space so he can figure out what our praying space should look like and what to have, so as to make sure its inclusive and/or suits those praying there.

He also advised that we could convert the upstairs Pew area for this purpose, however he was concerned that since there only stairs are available. there maybe accessibility problem. He wanted the message to go to Commons staff as soon as possible because students might be asking for this if they need to pray while at the Commons.

Omeasoo advised we could also advertise it to Aboriginal students and we can provide a sage burning area.

Rebecca advised that there is a range of Aboriginal and Indigenous rituals and might vary among the group. For example he observed Algonquin’s and other Eastern Canada Indigenous People/Métis have different needs as well as International Aboriginal students like from Guyana. So she advised we should inform them of space and they can use as they wish instead of saying what

we will be providing and this might be difficult to achieve.

Mohammed advised that we cant use any fire or smoking items given that to disable a Fire Alarm at the Commons costs \$ 350.00 each time we request for this option and it cant be frequent.

Mohammed advised we could speak to multi-faith communities and other such as the Muslim Student Association to provide religious books that can be kept at the designated prayer room.

Omeasoo also mentioned that the Commons should be a place of inclusion and we could work on implementing “Golden Rules for the Commons”, and perhaps look at our Harassment and Discrimination provisions in the constitution and other GSA policies to make sure students don’t feel they are discriminate when using the Commons. She will work with Sarah to see what can be done.

*Motion: **BIRT** the upstairs pew in the Commons be converted to a pray area for students of all faiths following information garnered from Multi-faith community/USSU multi-faith operations contact person.*

Second: Eamon, Rebecca and Omeasoo, motion carries.

8.0 VP Student Affairs Report

8.1 Valentine Raffle Fundraiser

Steve wanted to start the events for graduate students this month. The first event will be the Valentine’s raffle to fundraise for the GSA Bursary. Raffle tickets should start to be sold on Wednesday Feb. 9th: 1-ticket is \$ 2.00and 3 tickets are \$ 5.00. He will be discussing with the Office Manager about the logistics and advertisement of the event.

*Motion: **BIRT** \$ 50.00 be used to buy valentine’s raffle items.*

Second: passed unanimously, motion carries

9.0 VP External Report

9.1 CFS discussion

This discussion is *in camera*.

9.2 Saskatchewan Immigration Program changes.

Eamon advised of his meeting with Giselle from ISSAC AND their plans to have a special information session on the Saskatchewan Immigration Program changes. He plans to inform more graduate students about the changes and was wondering if we could have this, as a facebook events-will coordinate with Office Manager-Sarah.

9.3 Canadian Alliance of Student Association Conference

CASA is body through which affiliated student associations can articulate the education-focused interests of full-time and part-time learners at the undergraduate and graduate level to the federal and inter-provincial levels of government in Canada.

Eamon advised he will be attending their annual meeting next week and wanted to confirm finances with Mohammed.

10.0 VP Operations Report

10.1 Sarah Away from March 10- April 14th

The office manager Sarah will be on vacation from March 10-April 14th. Following her absence, the staff meeting earlier today discussed the option of dispersing her work to others. Sarah mentioned the most important aspects to be covered will be:

1. Raising Funds and its collection for the 2012 CFS/GSA Day Planner. This is at follow-up stage with most of the donors/advertisers already contacted earlier. Upon collection, the ads have to be uploaded to the CFS databases for compilation, invoices filled for printing of the day planners and funds recorded accordingly.
2. Preparation of the biweekly GSA newsletter.
3. Answering emails from University of Saskatchewan administration and students, and forwarding emails to executives.

A question arose whether we will be hiring a casual/float employee to assist with these duties for the period she is away and an executive decision had to be made on this. Currently, Isha is helping out whenever Commons Staff are away/not working/sick and after Sarah has finished her regular shift of 8:00-7:00p.m, however he is unavailable at March.

It was decided by the executives, we are not hiring an alternative, as there is no room in the budget. Looking at the Commons' Staff work schedule for April and March, we only have to cover 2 weeks. Executives felt they can do a drop in as frequently throughout that time. Mohammed and Eamon especially will be around during the time to do most of the shifts.

The other administrative tasks that need attention will be assigned to Commons Staff since their contracts read " other duties as assigned" so these will be those "assigned" duties.

Executives felt that Commons Staff should practice flexibility and willingness to learn and do duties assigned by executives to expand their understanding of GSA operations.

Also, Mohammed wanted to confirm all the vacation days for Sarah so as to ensure we have made all the necessary financial and human resources accommodation and planning.

Given this understanding it was moved by Mohammed that:

*Motion: **BIRT** Isha is hired as a casual alternative coordinator for the month of March only to fill in when needs be. There will be no casual/float employee after this month.*

Second: Eamon, motion carries

10.2 SGM Preparation

At the staff meeting earlier today, Jania updated the staff on the course Council decision of having a Special General Meeting on March 10th and changing the Course Council meeting to this date. Advised the need of coming up with a work schedule and circulated to staff the following memo on February 10th, 2010:

Timelines for March 10th SPECIAL GENERAL MEETING (SGM)

Thursday, February 10, 2011

Executives:

- 1. All executive Reports and Motions:** We need to make sure Bassey receives all our reports and Motions no later than March 2nd. He has to post it on our website for a period of 1 week prior to the meeting as per our constitutional requirements to allow for general public input.
- 2. Receiving Motions from students/general public:** It was discussed at the Staff Meeting on Monday Feb 7th that these motions will be directed to VP Opad rather than emailed randomly to Commons Coordinators to make smooth data management: Jania is to make sure Bassey has all these no later than March 2nd.
- 3. Poster contents:** We will use university template for posters, Eamon/Omeasoo to get the contents to Sarah and Staff to work on the poster/ flyers/flash Neon advert @ Student Centre/brochure and administer circulation: by Feb 11th.
- 4. Receive Health and Dental options:** Kristin and Helen to send what option we can add/remove/why we should keep plan as is, for the purpose of setting 2011-2012 goals: Jania to formulate the Motion and Mohammed to confirm our H & D reserve funds: no later than March 2nd.

Office Manager and Common's Staff:

- 1.** To publicize the SGM through our multiple communication channels to ensure we get full coverage of grad students: including flyers in the mailboxes!
- 2.** Work with executive (as per above and when requested)

PLEASE ADD WHAT I HAVE MISSED AND YOU FEEL IS IMPORTANT!!

Thanks.

Jania Chilima.

10.3 Commons booking for fundraiser with alcohol: How many allotted to general public.

Following the allowance of 12 liquor events per year on our liquor license, events that will be serving alcohol booked at the Commons are approved on a case-by case basis. Jania brought forward to executive to make decision on the Psychology Grad student End of Year Party/Fundraiser as forwarded by their course council- Justin Bottrelli.

It was also confirmed after hours (event continuing after 7:00p.m) will be charged \$ 35.00/hours to cover staff pay and overhead charges. Merv of FMD advised this to GSA in regards to fees for Commons use.

10.4 Health and Dental Reserve Funds

Jania updated Mohammed on the meeting with the Health and Dental held on February 2nd with Kristin Foster, Director of Student Care Plan for the Western Region and Helen Surgenor, Regional Campus Coordinator in regards to the determination of the reserve funds to help direct the 2011-2012 Policy Year Plan Fees. A motion has to moved at the upcoming course council in regards to the direct we should take with the plan.

11.0 Next executive meeting: February 28th, 2010, 5:00- 7:00p.m

12.0 Adjournment: 7:47 p.m