

University of Saskatchewan
Graduate Students' Association
Executive Meeting Minutes
Friday May 16th, 2014
12:00 pm – 1:00 pm

Attendees: Izabela Vlahu – (President), Rahwa Osman (VP External), Rajat Chakravarty (VP Student Affairs), Mohammad Rafati (VP Finance), Dana Carriere (Aboriginal Liaison), Sherri Rohovich (Office Manager)

1. Call to order 12:00 pm
2. Introduction from Izabela:
 - General expectations and structure of meetings
 - Expectations and timeline of agenda items being submitted for executive meetings
 - Izabela would like a 1-2 minute overview from each executive at executive meetings. This keeps everyone informed of what each executive is working on and what they are doing pertaining to their role as executives.
 - Sherri will be attending executive meetings.
 - Coordinators and casual and support staff to be hired will work under the direction of Sherri.
 - Sherri will consult with the VP Operations regarding staff. Executives to provide feedback to Sherri in regards to staff and work performance.
 - Executives will come to Sherri when needing support staff and it will be arranged through the office i.e.: Orientation, handbooks, GSA held events.
 - Staff will be available to assist executives as well as volunteers.
 - Executive office is to be utilised for executives use, office is to be kept clean and tidy and left in a respectful manner for each other as colleagues.
 - Upass will remain outside executive office. New electrical outlets will be installed outside offices.
3. Discussion of work being done in the office:
 - Online bursary application, application is complete and needs final review
 - Bursary applications will now be stored online, which will save on paper, printing costs and leave less room for errors.
 - Future GSA forms will be done online: Ratification forms, academic councillor information, Upass Optout forms etc. The goal is to have all applications and forms put online through fluid surveys.
 - Rajat suggests we host links to our forms on our website.

4. Team efforts and communication. No event belongs to a certain executive, work as a team, assist each other and make efforts to attend each other's events showing support and unity. Put time and effort into preplanning.
 - Rahwa - it should be an expectation to participate in as many of each other's events as possible.
 - Izabela - encourage all executives to help each other, all events are GSA events and working as a team is required.
5. Decide on retreat weekend, schedule sometime after June 8th so everyone can attend. Focus on upcoming events, possibility on different types of events. Will have a better idea of where the GSA is headed after retreat.
6. May 30th Special general meeting to be held at noon.
 - Make motion to re-approve auditing agency.
 - Like AGM meeting, will be open to general membership
 - Motion to approve Xin Lu for VP operations. Can be approved at Special general Meeting.
 - Executive reports are optional and not required at special general meeting
7. GSA to send flowers and card to Kroeker family in sympathy of Mark Kroeker's passing.
8. Health and dental claims increases. President and VP Finance will go over next year's plan sometime before end of August
9. Adjournment: 1:10 pm