

Graduate Students' Association



GSA Executive Meeting Minutes Tuesday, November 8th, 2016 - GSA Commons 05:00 P.M. – 06:28 P.M.

Present: Z. Ghaith (President), N. Absher (VP Operations), C. Gaspar (VP External), M. Tootosis (VP Aboriginal Liaison) & A. Kiani (VP Academic)

Regrets: S. Sapal (VP Student Affairs)

1. **Call to Order** at 5:03 PM
2. **Approval of Chair**
 - 2.1. Gaspar nominated Ghaith. Seconded by Kiani. All in favor. Motion carried.
3. **Approval of Minute Taker**
 - 3.1. Ghaith nominated Absher. Seconded by Kiani. All in favor. Motion carried.
4. **Approval of the Agenda**
 - 4.1. Absher asked to add 'Positive Space' as 6.12, Gaspar asked to add "guppies" as 6.13, Kiani asked to add 'Digital Workshop' as 6.14, and Ghaith asked to add 'GSA Audits' as 6.15, and Tootosis asked to add 'INDG Student leaders panel' as 6.16. Ghaith moved a motion to approve agenda as amended. Seconded by Sharma. All in favor. Motion carried.
5. **Approval of the Minutes of GSA Executive Meetings:**
 - 5.1. **Minutes of GSA Executive Meetings on October 25th, 2016**
 - 5.1.1. Ghaith moves a motion to approve the Executive Committee meeting minutes from October 25th, 2016. Seconded by Sharma. All in favor. Motion carries.
6. **Items for Actions/Information**
 - 6.1. **Presentation by SENSA Academic Council**
 - 6.1.1. Absher briefed about the executive committee that she was able to meet with SENSA Academic Council earlier that day to discuss the potential of creating and formalizing a GSA Sustainability Forum. Given Absher and the SENSA Academic Council's interest to make the GSA more sustainable and undertake initiatives relating to sustainability, it would be best to create a committee that would assume these responsibilities. Absher and the SENSA Academic Council will take a GSA Sustainability Committee terms of reference to the GSA Council meeting on November 29th to approve.
 - 6.2. **Three Minutes Reports**

Sharma

- GSA is now insured, and this insurance covers directors, coordinators, but not council members. There will be another insurance in February insurance that the GSA will apply to and it will cover councilors.
- Filed annual return for GSA.
- Academic council cheques now written and ready to be distributed.
- Met with Consumer Services regarding stoves in residents.

Gaspar

- Attended ten meetings.
- Day of Action was a success.
- Begun gala planning.
- ThinkGrad will not need a referendum, it can come out of the Operation Budget.
- Will not be attending CFS meeting next weekend
 - o Gaspar explained that the GSA will have to pay for her flight return ticket because she cannot be there for the whole meeting duration as she has academic commitment. She explained the tickets will cost around \$600, and if she were to miss the meeting, she can still have her votes included. Ghaith recommended being absent.
- On Nov 22nd, Anna stopped by the GSA to make a complaint about the absence of the GSA for the ISAAC orientation planning meetings. Ghaith recommended passing this message to Sapal.

Kiani

- Attended meetings for committees, including Graduate Academic Affairs.
- Met with Associate dean regarding student issues.
- Met with graduate students.
- Planning a workshop regarding TA/RA next month.
- Participated in the Day of Action.
- Attended fall convocation.

Absher

- Attended monthly meeting with the office manager.
- Helping plan the GSA staff potluck.
- Planning a newsletter for the GSA.
- Attended University committee meetings, including APC and Governance Review.
- Met with SENSE Academic Council members to form a sustainability committee.
- Closed the submission for the Bursary applications and planning a meeting with the committee soon.
- Helped out at the October Social.
- Participated and help out at the Day of Action.
- Met with Meghan and Eleonore to discuss creating a newsletter.

Tootoosis

- Attended convocation dinner.
 - o Chancellor would like to set up a meet & greet with GSA and graduate students
- Awaiting reports from IGSC graduate members.

- Sitting on ASC committees.

Ghaith

- Attended 15 meetings.
- Positive feedback on increasing graduate students representation.
- Sent two important letters to provost and presidents regarding representation.
- Student/advisor committee meeting soon.

6.3. Gala

[C. Gaspar]

6.3.1. Gaspar stated that the Delta has been booked for April 1st. Gaspar will distribute the contract to the VP finance and Office Manager. She has met with Ken Fisher who has experience with an online payment system for the selling of tickets. There's a cost associated with this, but she said it would be put into the ticket price. Ghaith suggested that this decision be made through the gala committee. Sharma said that tickets don't cover the cost of venue. Ghaith explained that fundraising takes place to cover the remaining costs. Sharma mentioned that it should be as low as possible to ensure graduate students can attend. Ghaith and Gaspar explained that the cost would probably remain the same as last year. Gaspar will take this to the Gala Committee for further discussion and decision.

6.4. Day of Action

[C. Gaspar]

6.4.1. Gaspar mentioned that it was extremely successful, and media coverage of the event really well. Ghaith stated that the executive should attend and volunteer at these events to show their full support, as the GSA endorses it. He mentioned that the executives should make time to be present.

6.5. PSGSS Sponsorship

[K. Sharma]

6.5.1. Sharma stated that PGSS will be hosting a symposium, and it will cost \$25,000 and are asking for sponsorship from GSA. There are four levels of sponsorships. Ghaith asked if this event would serve graduate students. Sharma explained that this event would serve graduate students. Ghaith stated that they were an active academic council last year. Absher asked which budget lines this sponsorship will come from. Ghaith explained that they're not yet ratified, and should email them to apply for ratification and will table this to the next meeting once they're ratified.

6.6. GSA Survey

[Z. Ghaith]

6.6.1. Ghaith explained that he'd skip this item since that VP Student Affairs is not present.

6.7. Event Planning

[Z. Ghaith]

6.7.1. Ghaith mentioned that events are planned last minute and this is stressful for everyone. He recommended planning early. He explained that planning

early would be beneficial to everyone, especially in terms of planning for funding of the event.

6.8. Conference & Gala Coordinators **[Z. Ghaith]**

6.8.1. Ghaith stated that CGSR agreed to sponsor gala and conference coordinators. The task of creating a terms of reference for both of these positions would be the responsibility of Gaspar and Kiani. Ghaith mentioned that we should promote this in November and hire them in January. The payment of these coordinators will begin January until April. Kiani asked how much they would be payed. Ghaith explained that they would make around \$1000/month.

6.9. Tax Filing **[Z. Ghaith]**

6.9.1. Ghaith stated that it is time to start planning the tax filing, as tax season will be around the corner. He mentioned that Sharma ran on this during the elections. He recommended to get in touch with various experts on campus from Edwards school of business to help out with this event.

6.10. Holiday Hours **[N. Absher]**

6.10.1. Absher stated that she spoke with the Office Manager, and her holiday week will be the week over the holiday break. However, she believes that it would be great to give the Office Manager sometime before Christmas, as closing on December 23rd would be too narrow of a window before Christmas. Ghaith enquired how will this benefit the members since they're paying for the service of having the Commons open. Tootoosis agreed and mentioned that there are International students that may not be going away and may want to come to the Commons. Absher explained that she agrees, but the GSA Commons has normally not been utilized during the last week before the break, so it might be unnecessary to keep it open. Gaspar explained she agreed with Absher and should close early. She stated that it would be great to give the Office Manager the week off before the break, but instead of closing the Commons, the Executive should volunteer to cover for the Office Manager's shifts. The Executive Committee were supportive of this idea and agreed that the Office Manager's last day should be the 20th of December at 5 PM. There will be no coordinators starting December 19th and the GSA will official close on December 23rd for the holiday break. Gaspar said she could volunteer on the 21st of December. Sharma and Absher explained that they would be away, but Gaspar, Tootoosis and Ghaith said they'd be open to volunteering depending on their schedule.

6.11. GSA Staff & Executive Potluck **[N. Absher]**

6.11.1. Absher reminded the executive committee to answer the doodle poll to see which date works for everyone to host a GSA potluck. Gaspar mentioned that the 18th would work best for her, and Ghaith agreed. Kiani stated that he

will only be able to attend for awhile before his work. Sharma explained that she has other commitments that night. The executive committee agreed that it would be best to host it on Friday, November 18th, 2016. Absher stated that she will inform the Office Manager.

6.12. Positive Spaces **[N. Absher]**

6.12.1. Absher explained that she was in touch with the Pride Centre, and they have informed her that the Positive Space workshop will take place on November 15th and 16th this term. Time was not chosen yet, but Absher will keep everyone informed once she finds out the details. Absher explained that she would like to sign the Executive and staff ahead of time to ensure they have spots in this terms' training sessions, otherwise the GSA can hold an organizational training next term. Ghaith, Gaspar, Kiani (before 2 PM) explained that they're available for the Wednesday, and Sharma would be available for either dates. Tootoosis is out of town during those two days and cannot make it.

6.13. Guppies **[C. Gaspar]**

6.13.1. Gaspar moved a motion to approve \$150 from her delegate fund for the GSA Guppies social. Sharma stated that there might not be enough funds if the GSA plans to register the same number of teams next term. Gaspar explained that there will be less teams next term. Gaspar proposed that next term's social to come out of her delegate fund. Gaspar moved a motion to approve \$150 for the GSA guppies social. Seconded by mylan. All in favor. Motion carried.

6.14. Digital Workshop **[A. Kiani]**

6.14.1. Kiani explained that this workshop will take place on Nov 30th. kiani mentioned that the amount for refreshments will be based on the number of people attending. Kiani moved a motion to allocate a \$100 for this event. Seconded by Ghaith. All in favor. Motion carried.

6.15. GSA Audits **[Z. Ghaith]**

6.15.1. Ghaith explained that the university gave \$9000 towards audits. He also mentioned that the university is interested in the final audit report. Ghaith explained that the audits would cost \$3000 now that the university funded us. This will come as a direct deposit.

6.16. Indigenous Student leaders panel **[M. Tootoosis]**

6.16.1. Tootoosis would like to host an Indigenous voices panel in the GSA Commons. He plans to do it around January. This will be an opportunity for GSA and Tootoosis to see where the challenges are in engaging with Indigenous students.

6.16.2. Ghaith also mentioned that Vice-Provost of Teaching & Learning contacted him and wants to consult with GSA members about a blueprint.

Ghaith stated to let him know as soon as possible. Executive showed interest in this opportunity and will await Ghaith to confirm a meeting time.

7. Adjournment at 6:28 PM.