

# Graduate Students' Association Executive Meeting Agenda



## University of Saskatchewan Graduate Students' Association Executive Meeting Minutes Tuesday, November 26, 2013 5:00 P.M -7:00 P.M GSA Commons

Attending: Ehimai Ohiozebau (President), Izabela Vlahu (VP Academic), Steve Jimbo (VP External), Kiri Staples (VP Operations and Communications), Mohammad Rafati (VP Finance), Philip Lagace (Aboriginal Liaison/Rotating Chair)

Regrets: Reanne Ridsdale (VP Student Affairs)

1.0 Call to Order – 5:04 PM

2.0 Notary for graduate students

- Currently USSU provides notary services to students, including graduate students
- Number of students requiring these services has been increasing lately – should we train someone to notarize documents for graduate students?
- We don't have the capacity to do this at this time
- Should have information on our website about notary services outside of the USSU - <http://students.usask.ca/current/international/during/help.php>

3.0 GSA Council Chair

- Will send out call for Chair at next GSA Council
- There is some flexibility in hiring a position for CRO and CEO positions, with the Chair providing oversight, if they want

4.0 Sponsorship requests

4.1 Soil Science Christmas party (proposal attached) – approved

4.2 Graduate School of Public Policy wine and cheese social night (proposal attached) – approved

4.3 Department of Archeology and Anthropology conference (request attached) – need to confirm whether this is a ratified academic council or not

5.0 Christmas get-together – dates and location

- Between December 6<sup>th</sup> and 10<sup>th</sup>

6.0 Recording hours for Executives

- Might be a good idea for Executives to summarize hours and responsibilities for each position – this will give a better idea when reviewing how much we are paid at the next AGM
- If we need to discuss our pay and our hours, we should defer this until March

7.0 GSA rep. to research review committee

- Will require 5 hours of work
- VP Academic will do this

8.0 Holiday cards

- VP Student Affairs will be responsible for this

9.0 Minute-taker for meetings

- Sent out call for applications to minute-taker position for committee meetings
- Call was sent to Academic Councilors – deadline is December 13<sup>th</sup>
- For future committee meetings (after December), organize having a minute-taker with Sherri

10.0 Adjournment – 6:31