

Graduate Students' Association



GSA Executive Meeting Minutes Tuesday, October 25th, 2016 - GSA Commons 05:10 P.M. – 07:27 P.M.

Present: Z. Ghaith (president), S. Sapal (VP Academic), K. Sharma (VP Finance), C. Gaspar (VP External) & N. Absher (VP Operations).

Regrets: M. Tootoosis (Aboriginal Liaison).

- 1. Call to Order** at 5:10 PM.
- 2. Approval of Chair**
 - 2.1.** Absher nominates Ghaith. Seconded by Kiani. All in favor. Motion carries.
- 3. Approval of Minute Taker**
 - 3.1.** Ghaith nominates Absher. Seconded by Gaspar. All in favor. Motion carries.
- 4. Approval of the Agenda**
 - 4.1.** Sharma amended the agenda to add Commons Insurance, Yearly Finances Auditing, Council Cheques and Event Finances Communications. Kiani amended to add Blanket Exercise and Digital Business Strategy. Ghaith moved a motion to approve the agenda as amended. Seconded by Sapal. Motion carries.
- 5. Approval of the Minutes of GSA Executive Meetings:**
 - 5.1. Minutes of GSA Emergency Executive Meeting on August 30th, 2016**
 - 5.2. Minutes of GSA Executive Meetings on October 11th, 2016**
 - 5.2.1.** Ghaith moved a motion to approve the Emergency meeting minutes. Seconded by Kiani. All in favor. Motion carries.
 - 5.2.2.** Ghaith moved a motion to approve the October 11th minutes. Seconded by Sapal. 5 in favor and 1 abstained. Motion carries.
- 6. Items for Actions/Information**
 - 6.1. Three Minutes Reports**

Sharma:

- TVC was awarded \$8000. \$2000 will be awarded upon satisfaction.
- Currently working on Commons Insurance.
- Will be receiving auditing.
- Filing annual returns for GSA for fiscal year 2015-16. Preparing annual balance sheet.

Kiani:

- Attended University Council Meeting.
- Hosting two workshops. Attended meetings and planning these events. Aiding students.

Sapal:

- Attended meetings for committees.
- Received money for sponsorship from Alumni.
- Capital Planning meeting.

Absher:

- Hosting and planning for this month's social event.
- Met with Eleonore and Meghan.
- Helped out with Eat your Debt.
- Coordinating Bursary Committee.

Gaspar:

- Working on ThinkGrad to formulate a document.
- Attended NDP caucus in Regina. Happy to hear about the GSA efforts and collaboration with U of R and NORTEP on the Day of Action and advocating for mental health supports on campuses.
- Attended rally outside of the Legislature Building to stand in solidarity with NORTEP.
- Planned "Eat your Debt" event and "The Wall of Debt" located in commons.
- Actively working on planning the Day of Action. As an executive we need to mobilize and exert our efforts this last week.
- Attended over a dozen meetings since the last executive meeting.
- Attending CFS Semi-Annual meeting in November.

Ghaith:

- Represented on senate.
- Met with University Admin.
- Working on Student-Supervisor agreement.
- Met with Associate Dean.
- Attended 21 meetings.

6.2. Blanket Exercise**[A. Kiani]**

6.2.1. Kiani stated that executive committee should invite their peers. Ghaith suggested to order donuts and coffee instead of pizza, but mentioned that Kiani thinks we should order pizza for this event. Kiani explained that it's important to order real food for events like this. Sharma explained that \$2000 is left in the budget line. Kiani is aiming for 40-50 people. Kiani suggested that we should spend around \$150. Kiani suggested to order the food after counting heads. Ghaith moves a motion to approve \$100 for this event. Sapal seconded this. All in favor. Motion carries.

6.3. Digital Business Strategy**[A. Kiani]**

6.3.1. Kiani explained that this event will discuss creating an online business for graduate students and could benefit from this in the future. Kiani

recommends that the next workshop will discuss TA/RA rights. Ghaith appreciates Kiani to organize workshops every month.

6.4. October Social Event [Z. Ghaith]

6.4.1. Sapal asked how much money can be allocated towards this event. Sharma explained that there will be around \$1900 left. Sapal stated that we aim for 100 people. If there will be liquor, students will have to pay for it. Ghaith explained that we'd need money to buy the alcohol, decorations, food, etc. Sapal would like to have liquor. Ghaith recommended allocating \$300 towards this event. Sapal explained that we should buy pumpkins to carve. Ghaith moved a motion to allocate \$300 for this event. Seconded by Sharma. 5 in favor. 1 abstained. Motion carries.

6.5. Volunteer Appreciation Event [Z. Ghaith]

6.5.1. Ghaith mentioned that we promised to host this for our volunteers. Sapal stated that this event should be hosted because volunteers helped out a lot. Ghaith asked when this will take place. Sapal recommended hosting it along with the next month's social event for them.

6.6. UC Subcommittees & CGPS Committees [Z. Ghaith]

6.6.1. Ghaith stated that executives must ensure their attendance in all of these committees as they are the right place to address graduate student needs.

6.7. Gala [C. Gaspar]

6.7.1. Gaspar has begun planning for the Gala and executive must decide dates and venue. March 25th vs. April 1st are the choices, both Saturdays. Ghaith recommended merging all events in one week for graduate achievement week. March 27th – April 1st is the chosen dates. Delta and TCU are the choices. Delta is cheaper. Sharma mentioned that TCU is spacious. Gaspar explained that we'd get a smaller room in TCU. Gaspar explained that Delta fits 300 people. Sapal recommended looking into Radisson, which has a bigger space. Gaspar will forward the menus to everyone. Everyone was in favor for Delta.

6.8. Campaign Material [C. Gaspar]

6.8.1. Gaspar mentioned that campaign materials are here and for executives to use them.

6.9. Day of Action [C. Gaspar]

6.9.1. Gaspar explained that we will be mobilizing this event next Wednesday. Sapal has invited her Engineering peers. Gaspar asked executive to help bag lunch. Ghaith recommended contacting Food Safety prior to the event. Gaspar also request that executive help with the Day of Action through increase of social media promotion and recruiting volunteers.

6.10. Event related Communications (In Camera) [K. Sharma]

6.11. Council cheques (In Camera) [K. Sharma]

6.12. Yearly auditing financing [K. Sharma]

6.12.1. Kusum mentioned that the GSA received auditing. Amount budgeted this year is \$7000. We're over \$6000 in that budget line. Sharma asked if we can put this amount in last year's budget year as last year's auditing related expenses were less than budgeted money for the year. Ziad will try to get money from the university for reimbursement. Sharma explained that we're finished with the auditing, but will confirm with Office Manager.

6.13. GSA Commons Insurance [K. Sharma]

6.13.1. Sharma explained that this insurance is expiring on November 4th, and will need liquor sales figure from wine and cheese liquor sales. Sapal explained that we buy an insurance every time we purchase liquor. Ghaith stated that we may not need to buy this extra insurance and Commons Insurance may be used for the Commons. Sapal explained that there may be a difference for selling and buying liquor. Ghaith explained that a councilor asked about liability insurance, so Sharma should double check for its expiry and whether it covers councilors, and whether it falls under the Commons insurance or not. If it expires, then we must buy it or not.

6.14. Winter Break [N. Absher]

6.14.1. Absher explained that we should decide when to close. Ghaith asked if this will be parallel with the Office Manager's week off. Absher decided to table this item to double check with Office Manager's week off for holidays.

7. Adjournment at 7:27 PM.