



## **University of Saskatchewan - Graduate Students' Association**

### **Executive Meeting Agenda - April 25, 2018**

**Present:** D. Bennett (VP Finance and Operations); Z. Ghaith (Hon. GSA President); A. Kiani (VP Student Affairs); N. Sahtout (VP External and the President-Elect of the GSA)

**Regrets:** I. Efimoff (Indigenous Liaison) sent in advance.

#### **1. Call to Order / Opening Remarks**

The President called the meeting to order at 5:02PM. The President welcomed all those present and noted that this was our final meeting of the year. He thanked the team for their hard work over the year. He noted that he is looking forward to seeing the GSA continue to grow. The President congratulated VP External Sahtout on her election victory.

#### **2. Approval of the Agenda**

The VP Finance and Operations sought to add the following Confidential Item 7.1: Interim Employee Performance Review.

The Motion to approve the Agenda as amended is brought by the VP External. Seconded by the VP Student Affairs. All in favour. The Agenda as amended is unanimously adopted.

#### **3. Approval of the April 13/2018 Meeting Minutes**

The President pointed out that edits have been sent around and asked if we are ready to approve them. Moved by the President. Seconded by the VP External. All in favour. The Minutes, as edited, are approved.

#### **4. Items for Action**

##### **4.1 Motion (E013-2018): Motion to Appoint Graduate Student Representative to the Following Search Committee:**

A. Associate Provost, Institutional Planning and Assessment (IPA)

The President noted that he received this email last week from the Provost's office. The GSA can appoint one graduate student to sit on this committee and he is bringing this to the Executive team to appoint a student. The Vice President External nominates the President. The President declines the nomination stating he wishes to see an incoming Executive sit on this important committee. The President nominates the VP External to sit on this Committee. There were no further nominations from the floor. Moved by the President. Seconded by the VP Finance and Operations. All in favour. Motion carries unanimously. VP External and President-Elect Naheda Sahtout will sit on this Committee.

##### **4.2 Motion (E014-2018): Whereas GSA bylaws 5.2.4 restricts expenditure amounts above certain amounts or percentages of budget lines without a majority vote of the Executive. BIRT following expenditures be authorized:**

- Payment to Delta Bessborough Hotel in the amount of \$20,440.06 on April 18/2018 for Gala Costs.

The VP Finance noted that this is to follow our bylaws. The invoice was double checked by the VP External and was verified. Motion moved by the VP External. Seconded by the VP Finance and Operations. All in favour. Motion carries unanimously.

##### **4.3 Motion (E015-2018): Event Funding**

A funding request was received by the Pakistani Students' Association and was distributed, discussed, and approved via email. BIRT the GSA fund the Pakistani Students' Association in the amount of \$240 to support their BBQ event and meeting. Moved by the President. Seconded by the VP External. Four in favour. The motion is adopted. The VP Finance and Operations will prepare the cheque.

## **5. Items for Information**

### **5.1 Transition Manuals / Meetings**

President Ghaith reminded those present that we must provide written transition manual and one meeting and noted that this is the bare minimum. The payment for both incoming and outgoing executives is dependent on this.

The Outgoing VP Student Affairs noted he has already met with the incoming VP Student Affairs.

The President suggested that the VP Finance and Operations prepare honorarium cheques and wait for an email confirming that the transition had been done before releasing them.

The VP Finance and Operations raised a reminder about updating the plaques and noted that there is an oversight in that Andrew Frank Wilson was duly elected as VP Finance and given his important work including on the budget he deserves to be recognized.

### **5.2 GSA Final Budget Update / Financial End-of-Year Cutoff**

The VP Finance and Operations reminded all those present that the Budget for the next year has now been adopted by the Board and will be posted on the website Monday. Also, the deadline to submit any outstanding expense forms remains this Friday at noon. He also noted that there was some discretionary funding left and he suggested that Executive members should use this very wisely or not at all and recommended topping-up our contribution to the Crisis Aid Program or utilizing them in some way to directly benefit the membership. This is not something that he can legislate but he encouraged all members to think about this.

### **5.3 CGPS Scholarship and Awards Committee Meeting during the first week of May**

The VP Finance and Operations noted there are some final meetings for this Committee the first couple days in May. He suggested that it would make the most sense for him to attend these as the GSA representative as he has done the rankings of the nominees, etc. He further noted that he will clear this with his successor if there is no objection from the team.

The President supports that and he suggests that going forward Committee appointments to finish their terms in June as that is when most committees have their last meetings for the year before they change composition in September. This would be a very beneficial change to have going forward.

The VP Finance strongly supports this and noted that many meetings in May/June are retrospective in nature so having a brand new member is not beneficial for the GSA. The President suggested that the GSA should make this adjustment going forward.

#### **5.4 Update on GSA Handbooks**

The VP External noted that the handbook deadline this year is quite early in May. Along with the Office Manager she has been working diligently in preparing and selling advertisements. The Office Manager has been very successful in selling ads. The VP External notes that most things are set in place, but that she still needs to draft the welcome message. She further noted that the handbooks will arrive for orientation on time.

The President acknowledged the outstanding work of the Office Manager in terms of sales.

The VP Student Affairs suggested that we contact the tenants of the Place Riel food court along with Choices Cafeteria at STM and see if they will provide a coupon deal. This would benefit our students and has proved successful with the USSU planners. All present agreed with this approach.

#### **6. Other Business**

There was no other business raised.

#### **7. Confidential Session**

#### **8. In-Camera Session**

## **9. Adjournment of Meeting**

The President again thanked everyone again and stated that if we disagreed on things, that this was just business and that he wants to keep friendships with all.

The motion to adjourn was moved by the President and seconded by the VP Student Affairs. The motion carries. Meeting adjourned at 5:26PM.