



University of Saskatchewan - Graduate Students' Association

Executive Meeting Minutes

November 04, 2019

Present: Mery Mendoza (President), Mohammad Wajih Alam (VP Finance and Operations), Chiamaka Ezekwesili (VP External), Alejandra Fonseca (VP Student Affairs).

Regrets: None

Absent: None

Guest: Hadi Ramin, Easwaran Nampothiry, Zonayed Ahmed, Rakibul Islam Chowdhury, Fahima Khundker

1. Call to Order / Opening Remarks

The President called the meeting to order at 5:08 pm.

2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated; there were none.

Motion: To approve the agenda as circulated.

Moved: President

Seconded: VP External.

Vote All in Favour, Motion carried.

3. Items for Action

3.1 American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE)

Student Branch Funding Request

The President received a funding request from ASHRAE and invited one of its executives to join the GSA Executive Meeting. Hadi Ramin and Easwaran Nampothiry attended on behalf of ASHRAE. The GSA President welcomed Hadi and Easwaran to the GSA Executive meeting and asked for a brief description of the event. ASHRAE is organizing a half day workshop on “Steam systems and their applications in HVAC systems”. Steam systems play a significant role in maintaining a comfort conditions inside the building during the winter season and the familiarization in operations and maintenances of these systems are essential for Engineers. There will be industry professionals such as Mr. Jordan Hittel (Steam Connoisseur, Spirax Sarco) and Mr. Darrell S Solie (Capital Planning, University of Saskatchewan) who will participate in this event. This event would be suitable for graduate students having a background in engineering and technology. Graduate students will gain more practical knowledge and will be able to share their research while developing their professional network. ASHRAE explained that the specific benefits for students from this event are:

1. Opportunity to interact and network with fellow students and the resource person, who has strong industrial experience and high influence in Saskatoon HVAC companies.
2. Enhance the fundamental knowledge in building heating/cooling systems and understand the principles and applications of steam systems in buildings.
3. Practical exposure of the graduate students to building operations, which would enhance their theoretical concepts.
4. Great opportunity for ASHRAE Usask branch to have exposure and sponsorship from suitable industries in future, which ultimately allows them to conduct more events and the graduate students will be ultimate benefiterers.

The President thanked the ASHRAE's executives and opened the floor for questions. The VP External asked if this was the first event they are organizing and how many graduate students they expect to attend. Hadi mentioned this is their second event and they are expecting about 50 people, including professionals from industry. The VP Finance and Operations asked if the date, time and venue of the event was fixed as it was not explained. Hadi mentioned that the event will be held on Nov. 18th, at the Engineering Building at the University of Saskatchewan and is scheduled for 4 hours. Wajih further asked what kind of programs are included in the event, whether the workshop is a presentation only or it includes hands-on experience as well. Hadi mentioned that the workshop will have two parts, a presentation and hands-on experience. The VP Finance and Operations also asked if the students that attend the event will get a certificate. Hadi explained that the usual cost of such certificate is \$100 and such, the participants will not obtain a certificate but they are looking into it for a future event. The VP Student Affairs asked for some clarification on the budget which was not completely clear. Hadi and Ishwaran explained it in more detail. The President asked if there are other organizations that would support this event financially. They mentioned that the GSA is the first place where they asked for funding and based on the financial support they receive from GSA, they would approach other agency. The President mentioned that when the GSA sponsors an event, the GSA logo is expected to be on the posters and an announcement should be made at the event. The President indicated that the decision is based on the budget and not on the event and thanked the ASHRAE's executives for providing the proposal and further information. She communicated that the decision will be made and will be communicated via email.

Motion: to approve funding in the amount of \$250 for this event

Moved: VP External

Seconded: VP Finance and Operations.

Vote all in Favour, Motion carried

3.2 Bangladeshi Students' Association (BSAUS) Funding request

The president mentioned that the VP Finance and Operations received a funding request from the BSAUS and invited the BSAUS executives to join the GSA Executive Meeting. Zonayed, Shimanto and Fahima attended on behalf of BSAUS. The President welcomed the BSAUS executives to the GSA Executive meeting and asked for a brief description of the event. Zonayed mentioned that BSAUS aims to provide support for new Bangladeshi students as they begin their studies at the university as well as help the existing students enjoying a cheerful life in abroad, therefore they are planning an event that welcomes the new Bangladeshi students and bids farewell to graduating Bangladeshi students in a social gathering. This event includes attractive cultural performances, award giving sessions, and introduction of the new executive committee, important announcements, dinner social, and so on. The expected size of audience is 250+ which includes not only people from Bangladesh but also interested viewers from other nationalities as well.

The President thanked the BSAUS's executives and opened the floor for questions. The VP External asked about the date of the event to which Zonayed mentioned that the event is scheduled to take place in November 9th at the Education building. The VP Finance and Operations asked about how they think this event will help graduate students. BSAUS replied that this program will help the students to get out of academia, spend time for themselves and reduce tension and stress which would be good for mental health. This will also help the new and current students to know about GSA, ISSAC and other resources available on campus. The VP Student Affairs asked for further clarification on the budget as it was not very clear. Zonayed explained the rationale behind the breakdown of the budget. The VP Student Affairs also asked how many students usually participate in the rehearsal program and whether or not the participants will receive gifts to which they mentioned around 30 people participates and all new students will receive welcoming gifts. The President mentioned that when the GSA sponsors an event, the GSA logo is expected to be on the posters and an announcement should be made at the event. The President indicated that the decision is based on the budget and not on the event and thanked BSAUS's executives for providing the proposal and further information. She communicated that the decision will be made and will be communicated via email.

Motion: to approve funding in the amount of \$350 for this event

Moved: President

Seconded: VP Student Affairs

Vote (3 in favour, 1 abstention (VP Finance and Operations due to Conflict of interest))

Motion carried

3.3 Dates for retreat (amended)

President mentioned that pertaining to last executive meeting's discussion, the office manager came up with several proposed dates for the retreat. The executives decided to go on retreat on Feb 21st and 22nd. The main purpose of this retreat is to:

- *Reflect on the activities of the year and how to better prepare our Executives and Staff for the future;*
- *Provide an opportunity to work through team building and trust exercises;*
- *Identify individual strengths and weaknesses and how to overcome them;*
- *Discuss action plans for the GSA and how to engage our graduate student community.*

Motion: to approve the dates of retreat on Feb 21st and 22nd

Moved: VP External

Seconded: VP Finance and Operations.

Vote All in Favour, Motion carried

An amendment has been made with changes on the date of the retreat (for new information see minutes from Nov 18th, 2019).

3.4 GSA Zumba Supplies

The VP External and the VP Student Affairs mentioned that it is difficult for the Zumba instructor to use the handheld microphone during the activities. Hence, if the executives would be willing to look for an alternative portable on-ear microphone. They also mentioned that it could be used for other events as well, such as: 3 Minute Thesis Competition. The executives decided that the VP Finance and Operations would discuss this with the Office Manager to look for an alternative.

Motion: for VP Finance and Operations to discuss with Office Manager for on-ear microphone

Moved: President

Seconded: VP External.

Vote All in Favour, Motion carried

4. Items for Information / Discussion

4.1 Annual Gala Updates

The VP External mentioned that she met with the GSA Gala decorator along with the VP Finance and Operations. The GSA Gala decorator brought quote for audio-visual which is going to cost less than previous years. The VP Finance and Operations asked if barcode could be added on the tickets for easy identification via cellphone and the VP External mentioned that she would look into it. The GSA administrator has been helping the VP External with the tickets for Annual Gala.

4.2 CCR Criteria

The executives are still having discussion about the various requirements for Co-curricular record (CCR) criteria to see what criteria needs to be fulfilled for someone to be awarded CCR. The President mentioned that the GSA executives will meet with the employment coordinator to further discuss CCR. All executives are encouraged to participate in the meeting.

4.3 GSA Fall Bursaries update

The VP Finance and Operations has received all bursary applications and the deadline is already closed. Bursary committee members has been contacted to sit together and go through the selection process. Bursary committee members will meet on November 6th, 2019 at the GSA Commons to go through the applications. Both, successful and unsuccessful applicants would be contacted via email by November 18th, 2019.

5. Other Business

5.1 StudentCare/Winter orientation

We are all excited to welcome new and continuing graduate students during the winter orientation. The VP Student Affairs mentioned that the winter orientation will be held on January 16th, 2020. Many students are asking details about the winter orientation which are under development. Studentcare is a great sponsor of our orientations as such the VP Student Affairs confirmed the participation of Studentcare representatives in our winter orientation event. They will have a table at the GSA commons to share the services they provide.

7. Confidential Session

8. In Camera Session

9. Adjournment of Meeting

The President asked whether there was any other business arising. There were none.

Motion: To adjourn the meeting

Moved: VP External

Seconded: VP Student Affairs

Vote All in Favour, Motion carried.

The meeting was adjourned at 7:35 PM.