



July 11, 2024

Emergency GSA Executive Meeting Minutes

Began at 5:01 pm

In attendance: Jennifer, Lindsay, Nickson, David, Reza

1. Vote to authorize Paul Trujillo-Jacome to take necessary actions to regain access to our CRA account, and to return us to active status with ISC after being “struck off” for a number of years
 - a. Background: Having online access to an online Canadian Revenue Agency account is critical for businesses/nonprofits in order to access tax documents and perform basic activities such as verifying employment records.
 - b. Paul began looking into this after a request for Record of Employment from a previous coordinator, which requires access to CRA, and Paul then realized we may not have had access since 2020. We need to authorize him to go in person to a CRA office in order to regain access.
 - c. We also need to update our information with ISC: Information Services Corporation is the platform that is used to submit business registration (and other functions) to the government of Saskatchewan. This is needed to maintain our non-profit status, but due to unfiled 2022-2023 audits, we are “struck off” and need to become active again. At the last council meeting, former president Mostofa Kamal promised to provide missing executive minutes from 2022-2023 which are holding up the audit within 7 days (we have been asking for these since the beginning of our tenure). Despite the promise, he has not provided them >2 weeks later. Lindsay asked Paul this week if the auditor can continue without these, as it seems unlikely they exist, and we need to complete this audit in order to restore our non-profit status.
 - d. Discussion: Jen inquired why we need to vote on this, as it seems like something that should automatically be done each year. Lindsay explained that typically that would be the case, but this is a bigger issue since we have lost access for so long, and we need to ensure that Paul is an authorized representative to pursue restoring these accounts on our behalf.

Motion: Lindsay, Second: Jen, All in favor

2. Vote on whether to get GSA Business Costco Membership (\$65 annually)

- a. Background: Paul has been using his own Costco membership to purchase supplies for the commons coffee and tea bar (as well as various items like an office chair) because Costco offers cheaper/bulk pricing. Lindsay suggested that GSA should have our own Costco membership so that we can purchase cheaper/bulk goods for the commons coffee and tea bar as well as for events (such as food for Fall Orientation, Holiday Hang Out) without relying on Office Manager or Executives to have a membership..
- b. Discussion: David asked if all executives and office manager can use the same card/business account. Lindsay said the account will be for the business, not an individual, so all authorized users should be able to use the membership on behalf of GSA.

Motion: Lindsay, Second: David, All in favor

- 3. Vote to approve Costco Mastercard and credit cards for executives to use for GSA purchases and discretionary expenses (\$1000 each) rather than issuing many reimbursements
 - a. Background: GSA only has one credit card (a Visa) and only the Office Manager and VP Finance are authorized users, therefore, this card cannot be used 1) at Costco or 2) by other executives to pay for Gala expenses, committee food and beverage, or other GSA expenses. In the past, the office manager and executives have paid for these types of expenses personally then sought reimbursement. This results in 1) frequent reimbursements, which requires a lot of paperwork/bookkeeping, 2) financial strain on executives to have to front the funds for large purchases such as gala booking OR having the OM or VP Fin accompany for every purchase and 3) not being able to use a GSA credit card at Costco (requires Mastercard).
 - b. Discussion: Jen and Nickson wondered if it was necessary for all executives to have a card, or if just one where all executives were authorized would be sufficient. Lindsay agreed that it seems unnecessary for everyone to have their own card, but that having one card with 5 authorized users may be better if that is possible. Lindsay was unsure whose name would be on the card, or if we could have GSA Executives or just "GSA" as the card name. David wondered if RBC was trying to sell us these additional services, and Lindsay said no, that the Mastercard was Lindsay's idea and that Paul recommended executive credit cards to reduce reimbursements. David was concerned that bylaws and policies prevent this, and we should look into this before opening new cards. Nickson asked what allowable "discretionary expenses" are, and Lindsay said she could not find a description in the bylaws or policy. Based on the ledgers, executives used the fund to pay for campus parking or transportation to campus associated with in-person GSA meetings or events, but those were the only items she could find. Lindsay advised that we should describe the discretionary funds in future changes to policies. Lindsay asked who was on the governance committee (Pres and VP Student Affairs) and suggested we begin writing down proposed

changes. Jen noted that VPIE is only on one committee, and we should consider adding VPIE to other committees.

No vote: the question of acquiring credit cards was tabled until further investigation of bylaws and policies can be done.

4. Discussion: Two students came into the commons today inquiring about emergency funds from GSA today, and the coordinators asked Reza if we could do this. Reza asked who is responsible for these requests. Nickson brought up that there were many inquiries this week from students requesting personal financial assistance and/or advocacy for problems within the university. Jen noted that these inquiries seem to be increasing since May. As much as we would like to help every student in need, we do not have our own crisis financial aid program (seems impossible to do equitably with funds/personnel we have). Lindsay suggested the following options to a student who contacted Jen yesterday:
 - a. GSA-CGPS need-based bursaries are currently open (\$1000 for those selected)
 - b. USask's [Crisis financial aid program](#). Lindsay contacted Frank Kusch about this program earlier in the week, and he explained that the program provides >\$600,000 to students annually, and generally half goes to graduate students even though grad students are < half of the student body. Frank said our contribution is much appreciated, and generally supports 2-3 students (suggesting students get \$2000-\$4000 on average). Lindsay proposed increasing our contribution to this program for the upcoming budget, as this is a way we can contribute to students in crisis without the complexities of taking on managing our own crisis financial aid program.

Jen volunteered to send an email to all coordinators outlining these options so that they can provide information to students who come into the commons seeking help. She additionally suggested resources at:

- c. USSU food center
- d. Gordon Oakes Red Bear Student Center (Indigenous students)
- e. ISSAC (International students)
- f. Student wellness center
- g. Campus protective services
- h. EmpowerMe

Nickson suggested that students who lost their stipend may be protected by the student-supervisor agreement, and Lindsay suggested that we should add information regarding students rights and the importance of the student supervisor agreement to our website.

Not a voting item.

5. Lindsay proposed that everyone come prepared at next week's meeting to discuss the proposed budget (sent out today), as we need to bring it to the budget committee in August. No discussion on this. Not a voting item.

Adjourned at 5:56 pm