



Graduate Students' Association

We acknowledge that we live and work on Treaty 6 Territory and the homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

Executive Meeting Minutes

GSA Commons Boardroom, 5:00–6:00 PM

In Attendance:

Laila Valila

Lindsay Carlson

Mandela Alema

Sunny Bui

Palash Roy

Announcements

- Prior to the meeting, executives were asked to prepare event ideas and select dates within their portfolios to support completion of the GSA programming schedule.
- President noted unavailability from April 10th to April 19th.

Agenda Items

1. President Portfolio

a. Muslim Association Rental Fee Waiver Request (Iftar Party)

- a. The Executive discussed a request from the Muslim Association to waive GSA rental fees for an Iftar event.
- b. The Executive noted the group is not ratified and confirmed the request cannot be supported under current guidelines.

b. Childcare Campaign Update

- c. Mandela Alema provided a brief update and indicated he is contacting University administration to arrange a meeting.

c. PEC Agenda Update

- d. The Executive noted upcoming University strategy discussions and the opportunity to provide graduate student input.

d. GSA Gala Update

- e. The Executive discussed current planning status. Duties were noted as not yet fully formulated.
- f. Sponsorship package development remains in progress.

e. Swan Pizza Collaboration

- g. Sunny Bui and Palash Roy provided an update following a meeting with Swan Pizza and discussed potential opportunities to collaborate.

f. Wiggins Building Student Housing Survey

- h. Lindsay Carlson recommended promoting the survey through the newsletter, sharing it with Council, and posting the opportunity on PAWS.

2. Vice-President Finance and Operations Portfolio

a. Event Funding Requests

- a. No new event funding requests were brought forward.

b. Photo Booth Lending/Rental (Pre-AGM Discussion)

- b. The Executive discussed whether groups should be permitted to borrow or rent the photo booth, noting this may require further discussion and clarity prior to AGM-related planning.

3. Vice-President Academic and Student Affairs Portfolio

a. Black History Month Highlight

- a. The item was raised for awareness; no additional details were recorded.

b. Holiday Hangout Sponsorship Follow-Up and Payment Process

- b. The Executive discussed challenges in sponsor follow-up, including role clarity in sponsor communications and responsibility for advancing payment/invoicing.
- c. Mandela Alema noted difficulty following up with sponsors where initial outreach was not led by him, and requested support from Palash Roy where early sponsor conversations were initiated by Palash.
- d. Palash Roy emphasized the importance of clear boundaries and expectations when delegating event responsibilities in the future and indicated he will continue follow-up work with due diligence despite end-of-mandate commitments.
- e. Additional sponsor assumptions were discussed (including anticipated Sustainability Committee support and the role of ISAAC in facilitating follow-up). Palash Roy noted an invoice had been generated and sent without reply and committed to following up with the Sustainability Committee.
- f. The Executive discussed available payment methods and noted Brenna has offered guidance; executives agreed to proceed with more active follow-up.

4. Vice-President External Affairs Portfolio

- a. No items were recorded in the submission.

5. Vice-President Indigenous Engagement Portfolio

- a. No items were recorded in the submission.

New Action Items

- **Mandela Alema** to contact University administration and set a meeting regarding the childcare campaign.
- **Sunny Bui / Palash Roy** to continue development of the Gala sponsorship package and clarify duties as planning progresses.
- **Lindsay Carlson** to circulate the Wiggins Building Student Housing Survey via the newsletter, Council, and PAWS.
- **Palash Roy** to follow up with the Sustainability Committee regarding the Holiday Hangout invoice and sponsorship payment.
- **Executives (collective)** to confirm clear delegation expectations and follow-up responsibilities for event sponsorship tasks moving forward.
- **VP Finance & Operations / Executives (collective)** to revisit and clarify whether groups may borrow/rent the photo booth and what conditions would apply.

Items for Next Meeting

- Decision and conditions regarding **photo booth borrowing/rental**.
- Status update on **Holiday Hangout sponsorship collection** and payment processing.
- Confirmation of the **childcare campaign meeting** with University administration.
- Progress update on **Gala planning**, including finalized duties and sponsorship package.

Adjournment / Next Meeting

The meeting was adjourned at **6PM** by Lindsay Carlson. The next meeting will be held on March 12, 2026.

Approved by: VP Finance & Operations, President, VP External Affairs & VP Indigenous Engagement, VP Student & Academic Affairs