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.

GSA Executives Meeting(s) on August 26
Time: 10:30 AM
Attendance: Laila Valila, Hayley Pelletier, Rozars Faisal, Rupesh Acharya, Sunny Bui
Guests: Brenna Maxwell

Announcements

The President advised that the University had encouraged departments to prioritize purchasing Canadian products where possible and to limit non-essential travel to the United States.

The President also advised the Executive of reduced availability during the Fall while preparing for the doctoral candidacy assessment and requested that Executive members communicate any anticipated periods of reduced capacity.

1. Approval of Agenda

a. The Executive reviewed and approved the agenda and order of business.

2. Approval of Previous Minutes

a. It was noted that the August Executive Meeting minutes would be finalized and circulated by the Vice-President External Affairs.

3. Updates (by Position)

a. President — Updates

i. Provided updates on governance coordination, strategic communications, and Welcome Week oversight.
ii. Reported ongoing work completing governing documents, outstanding guideline documents, and planning for Executive initiatives.
iv. Reported on advocacy regarding a summer U-Pass and outlined plans to collect student experiences for future advocacy.

b. Vice-President Finance & Operations — Updates

i. Reported that coordinator hiring had been completed with four coordinators hired and one temporary coordinator appointed through November.
ii. Provided an update on implementation of the Legal Services / Legal Care Program.
iii. Reported on Welcome Week vendor arrangements and Family Day planning.
iv. Provided an update regarding financial literacy sessions to be offered during the academic year.

c. Vice-President Academic & Student Affairs — Updates

i. Provided an update on Welcome Week planning and event logistics.

ii. Advised that monthly meetings with Dr. Jaswant Singh would begin in September to discuss academic and student matters.

d. Vice-President External Affairs — Updates

i. Reported that Vice-President External Affairs responsibilities had resumed, including responsibility for Welcome Week communications, meeting scheduling, and Executive meeting minutes.

ii. Discussed transition of social media responsibilities for the Fall term.

e. Vice-President Indigenous Engagement — Updates

i. Provided updates regarding Indigenous engagement initiatives and Gordon Oakes Centre outreach.

ii. Reported on development of an Indigenous events calendar and integration of Indigenous-focused content into the monthly newsletter.

4. Event Funding Applications

- No event funding applications requiring Executive approval were recorded.

5. Major Discussion / Decision Items

a. Coordinator Hiring and Welcome Week Staffing

- The Executive confirmed the appointment of four coordinators and one temporary coordinator to support Welcome Week and ongoing GSA operations.
- Coordinator onboarding, training, scheduling, and portfolio responsibilities were reviewed.
- The Executive agreed that all coordinator requests would be directed through the Vice-President Finance & Operations or the Operations Manager to ensure consistent workload management.
- **Volunteer coverage and staffing requirements were reviewed for:**
  - September 2 – Orientation, Welcome BBQ, and Services Fair;
  - September 3 – Bingo Night;
  - September 4 – Social Night and Pop Crawl;
  - September 5 – Family Campus Tour and Movie.

b. Welcome Week Final Operations Review

- The Executive completed a final operational review of all Welcome Week events.
- September 2 – Orientation, Welcome BBQ, and Services Fair
  - The Executive confirmed:
  - presentation schedule;
  - registration process;
  - Services Fair booth setup;
  - lunch service;
  - executive and coordinator responsibilities;
  - setup and cleanup schedule;
  - registration table staffing;
  - barbecue operations;
  - directional signage;
  - oral photo disclosure process at registration;
  - barbecue equipment preparation and propane supply.
- September 3 – Bingo Night
  - The Executive confirmed:
  - setup schedule;

    - registration procedures;
    - food service;
    - prize distribution;
    - Indigenous-themed prizes;
    - coordinator assignments;
    - ticket requirements;
    - dinner menu and budget.
- September 4 – Social Night and Pop Crawl
    - The Executive confirmed:
    - transportation arrangements;
    - venue coordination;
    - participant registration;
    - executive responsibilities;
    - corrected QR code and registration links.
- September 5 – Family Campus Tour and Movie
    - The Executive confirmed:
    - Family Day schedule;
    - movie logistics;
    - bouncy castle booking;
    - soccer activities;
    - character appearances;
    - food service;
    - pizza order;
    - fruit platters;
    - facility requirements;
    - corrected QR codes and registration links.

c. Indigenous Events, Annual Calendar, and Newsletter Integration

- The Executive discussed identifying Indigenous-focused events and resources for inclusion within the GSA annual calendar.
- It was agreed that Indigenous-focused content would be incorporated into the monthly newsletter where appropriate.

d. Recording Secretary Compensation

The Executive considered additional compensation for work completed by the Recording Secretary relating to the governing documents.

Motion: That the Recording Secretary receive additional compensation for seven hours of work completed on the governing documents at the approved hourly rate consistent with the Public Service Alliance of Canada Collective Agreement for graduate student employees.

Moved by: President | Seconded by: VP Finance & Operations
Vote: Approved. | Status: PASSED

The Executive also agreed that a clearer process would be established for recording and approving hours for future work.

e. Notary Services

- The Executive received an update regarding the Operations Manager's notary application.
- It was noted that notary services would provide an additional revenue source for the Association through fees collected from external users.

f. Student U-Pass Advocacy

- The Executive discussed student concerns regarding summer transit access.
- The President outlined a plan to collect student experiences and prepare an advocacy package for submission to the University and, if necessary, Council.

g. First Responder to Sexual Violence Training

- The Executive discussed participation in the October training session.
- Interest would be confirmed among Executive members, coordinators, and the Chair to ensure sufficient attendance.
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6. Other Business

a. Executive Capacity
The President advised the Executive of reduced capacity during doctoral candidacy preparation and delegated operational responsibilities where appropriate.

b. Welcome Week Communications
The Executive reviewed the transition of Welcome Week communications and Fall social media responsibilities to the Vice-President External Affairs.

c. Financial Literacy Sessions
The Vice-President Finance & Operations provided an update regarding planned financial literacy sessions, including the first session scheduled for September.

7. New Action Items

a. President

- Continue leading Welcome Week communications until transition to the Vice-President External Affairs is complete.
- Complete and circulate the governing documents, policy tracker, and outstanding guideline documents.
- Coordinate mandatory anti-oppression training for the Executive.
- Lead the night event on September 4.
- Deliver the Welcome presentation, Land Acknowledgement, and "Starting Graduate Studies Well" presentation during Orientation.
- Test barbecue equipment and ensure sufficient propane supply before Welcome Week.
- Oversee the non-vegetarian barbecue station during Orientation.
- Attend the USSU Welcome Day table following barbecue setup, where possible.
- Schedule monthly meetings with Dr. Jaswant Singh beginning in September.
- Establish a formal process for Recording Secretary hour approvals.
- Continue advocacy regarding summer U-Pass.
- Coordinate First Responder to Sexual Violence Training for October.

b. Vice-President Finance & Operations

- Coordinate all requests assigned to GSA coordinators through the Operations Manager.
- Integrate coordinator responsibilities into September work plans.
- Promote the first financial literacy session.
- Present the GSA services overview during Orientation.
- Assist with Orientation registration and t-shirt distribution.

- Confirm temporary coordinator availability.
- Complete remaining Welcome Week vendor coordination.

c. Vice-President Academic & Student Affairs
- Finalize Services Fair booth participation.
- Confirm Welcome Week catering orders.
- Prepare the Bouncy Castle liability waiver.
- Finalize Family Day food quantities.
- Coordinate Family Day walking tour.
- Present the GSA services presentation during Orientation.

d. Vice-President External Affairs
- Send calendar invitations for all Executive meetings with agenda links.
- Follow up regarding Welcome Week food sponsorship opportunities.
- Resume responsibility for Executive meeting minutes.
- Transition Fall communications and social media responsibilities.
- Coordinate Bingo Night logistics, food, and clothing distribution.

e. Vice-President Indigenous Engagement
- Continue development of the Indigenous events calendar.
- Identify Indigenous-focused events and resources for the newsletter.
- Continue Gordon Oakes Centre outreach.

f. Operations Manager
- Complete the notary application.
- Prepare Welcome Week signage.
- Purchase additional event tickets if required.
- Coordinate Welcome Week registration.
- Coordinate coordinator scheduling.
- Purchase Family Day food supplies.
- Implement the photo disclosure process.
- Assign coordinators for cleanup and Family Day support.
- Items for Next Meeting
- Welcome Week debrief.
- Coordinator onboarding review.
- Ratification period update.
- Financial literacy session implementation.
- Summer U-Pass advocacy.
- Anti-oppression training.
- First Responder to Sexual Violence Training.
- Indigenous events calendar implementation.

7. Upcoming Meetings / Dates

- September 2 – Orientation, Welcome BBQ, and Services Fair
- September 3 – Bingo Night
- September 4 – Social Night and Evening Tour
- September 5 – Family Campus Tour and Movie
- September 10 – PEC Meeting
- September 10 – Consumer Services Meeting
- September 14 – Executive Meeting
- September 15 – GSA Council Meeting
- September 24 – Meeting with Protection Services
- September 24 – Meeting with Student Wellness Centre

- September 25 – Executive Meeting
- September 26 – Ratification Deadline

8. Adjournment / Next Meeting

Adjournment: Adjourned at 11:26AM.
Moved by: VP Finance & Operations / Seconded by: VP External Affairs
Next Executive Meeting: September 14, 2026.
Approved by: President, VP Academic & Student Affairs, VP Indigenous Engagement, VP Finance & Operations