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 on Sept 14, 2026
Time: 1:15 PM
Attendance: Laila Valila, Hayley Pelletier, Rozars Faisal & Sunny Bui
Regrets: Rupesh Acharya (present for first 5 minutes)
Guests: None

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.

1. Call to Order

2. Approval of Agenda

a. Moved by VP Indigenous Engagement, seconded by VP External Affairs.

3. Approval of Previous Minutes

a. Will be sent via email to be done electronically post meetings.

4. Updates by Position

a. President — Updates

Governance and Executive Operations

i. Governing documents updates from the last AGM.
ii. GSA Executive Calendar release.
iii. PEC agenda submission process and monthly reminders.

Advocacy and External Representation

v. Childcare plan for the Strategic Initiatives Committee.
vi. Larger GSA fundraising campaign.

Sponsorship and Fundraising

vii. Coordinator outreach to businesses for Holiday Hangout gift donations.
viii. Sponsorship planning for the Gala and Research Conference.

b. Vice-President Finance & Operations — Updates

Financial Administration

i. Budget update and overview.
ii. Welcome Week / Fall Orientation budget review.
iii. Event approval process for expenses over $500.
iv. Use of estimates, invoices, and pre-approval before expenses are incurred.

Operations and Facilities

v. Office hours and fall operations are outlined now everywhere.
vi. Noted vacation days for the VP Finance and Operations manager, indicated to submit reimbursements before their absence.

c. Vice-President Academic & Student Affairs — Updates

i. Ratification email follow-up before the September 26 deadline.
ii. Engineering graduate student software installation follow-up.
iii. Academic Program Committee and Graduate Program Committee updates.
iv. Student questions and matters since the previous meeting.
v. Standing committee member recruitment, including the bursary committee.

d. Vice-President External Affairs — Updates

Communications and Social Media

i. Social group updates following elections.
ii. Event promotional materials and registration fee language.
iii. U15 graduate association outreach for GSA connections.

e. Vice-President Indigenous Engagement — Updates

i. Gordon Oakes meeting update.
ii. Soup and Bannock event planning.
iii. Tea and Elder Teachings event planning.
iv. Christmas Bingo planning.
v. Speed-friending event planning with ISAC.
vi. Additional Indigenous engagement event ideas for the academic year.

5. Action Items Follow-Up from Previous Meeting

a. None indicated as the last big project was an entire team effort

6. Major Discussion / Decision Items

a. Fall Pumpkin Patch Event — October 17

i. Confirm ISSAC participation
ii. Proposed pricing: $10 for graduate students; $15 for non-graduate students, partners, and children.
iii. Registration process and participant cap.
iv. Event budget and impact on annual social event spending.
v. Promotional timeline.

Decision required
Confirm whether to proceed with the Pumpkin Patch event on October 17, pending transportation confirmation and final budget review.

Motion: That the GSA proceed with planning the Fall Pumpkin Patch Event on October 17, pending confirmation of transportation support from ISSAC and final budget review.
Moved by: VP Indigenous Engagement | **Seconded by:** VP External Affairs
Vote: For: 3; Against: 1; Abstentions: 0
Status: PASSED

b. Soup and Bannock Event — November 4
Discussion items

i. Confirmation of November 4 event date.
ii. Volunteer requirements.
iii. Minimum of four volunteers, including Operations Manager and coordinators, with six volunteers preferred.
iv. Coordinator support required.
v. Payment by cheque and cheque recipient information.
vi. Promotional timeline.

Decision required
Confirm the number of coordinators required for the event and confirm volunteer recruitment by October 23.

Motion: That the GSA proceed with planning the Soup and Bannock Event on November 4, with volunteer recruitment and coordinator support to be confirmed by October 23.

Moved by: VP Finance & Operations | **Seconded by:** VP External Affairs
Vote: Passed unanimously.
Status: PASSED

c. Tea and Elder Teachings Event — November 20

i. Proposed date and time: November 20, 12:00 p.m.–2:00 p.m.
ii. Funding options, including OBPI or other sources.
iii. Space, food, honorarium, and logistics.
iv. Promotional timeline.

No decision required. For information.

d. Christmas Bingo Event — December 14

i. Proposed date and time: December 14, 6:00 p.m.–8:00 p.m.
ii. Prize options, including turkeys, hams, halal chicken, small Indigenous-related gifts, and other prizes.
iii. Food planning and accessibility considerations.
iv. Funding options.
v. Registration fee and attendance tracking.

No decision required. For information.

e. Speed-Friending Event — February

Discussion items

i. Proposed dates: February 10 or February 12.
ii. ISAC availability and collaboration.
iii. Scheduling considerations, including Ramadan and Valentine's Day.
iv. Registration fee and accessibility considerations.

No decision required. For information.

f. Welcome Week Debrief and Financial Controls

i. Welcome Week programming review.
ii. Budget spending and fall orientation budget variance.
iv. Food ordering, attendance estimates, and waste reduction.
v. Communication of event fees and logistics.
vi. Approval process for expenses over $500.
vii. Requirement for pre-approved invoices or estimates for future events.
viii. Use of registration fees to gauge attendance and food quantities.

No decision required. Open discussion

7. Event Funding Applications

a. None

8. Governance and Committee Matters

a. Ratification deadline: September 26.
b. Status of academic councils and student group ratification.
c. Council follow-up on standing committee recruitment.
d. Bursary committee recruitment priority.
e. PEC agenda submissions and process for October.
f. Strategic Initiatives Committee childcare plan.
g. Governance document updates from the last AGM.

9. Communications and Promotional Standards

a. Social clubs / group GSA. Page will be updated after elections are finalized.
b. Requirement that all event promotional materials clearly state registration fees.
c. Newsletter items and upcoming event promotions.
d. Gala, Research Conference, Holiday Hangout, and event sponsorship communication.
e. Shared tracking spreadsheet for business outreach and gift donations.

10. Upcoming Meetings / Dates

a. September 26 — Ratification deadline.

b. October 17 — Pumpkin Patch event.
c. November 4 — Soup and Bannock event.
d. November 20 — Tea and Elder Teachings event.
e. December 14 — Christmas Bingo event.

11. Other Business

a. [Info] Operations Manager and VP Finance & Operations Overlapping Holiday

Operations Manager and VP Finance & Operations are both away October 5, 8, and 9. This means that there will be no signing authority available during the period of Oct 5, and 8-12. If you need anything reimbursed or approved, please do so ahead of time. As noted on the calendar there is a mental health day health talk planned during that period.

12. New Action Items

a. Vice-President Academic & Student Affairs – Action Items

- Follow up on ratification emails before the September 26 deadline.
- Continue following up with Engineering graduate students regarding software installation and IT support.

b. President – Action Items

- Complete the governing documents update from the last AGM.
- Prepare and release the GSA Executive Calendar.
- Send out minutes from the last and previous meetings for approval.
- Send the next call for PEC agenda items within one week and bring submissions to the next Executive Meeting.
- Work on the childcare plan for the Strategic Initiatives Committee.
- Continue background work on the larger GSA fundraising campaign.
- Connect with coordinators about Holiday Hangout gift-donation outreach and maintaining a tracking spreadsheet.
- Work with coordinators on sponsorship for the Gala and Research Conference.
- Follow up with ISSAC regarding coverage for one bus for the Pumpkin Patch event.
- Run final pricing numbers for the Pumpkin Patch event.
- Proceed with Pumpkin Patch planning for October 17, pending ISAC confirmation and final budget review.
- Send meeting invites to all executives for the September 23 meeting with Brad from Protective Services.
- Follow up with the GSA Council Chair regarding standing committee recruitment, with priority on the bursary committee.
- Add to the October agenda a decision on the number of coordinators needed for Soup and Bannock by October 23.

c. Vice-President External Affairs – Action Items

- Update academic and social group information after elections are finalized.
- Continue reaching out to U15 graduate associations for GSA Connections
- Find Venue for the GSA Gala

d. Vice-President Indigenous Engagement – Action Items

- Planning Soup and Bannock for November 4.
- Look into funding options, including OBPI or other sources, for the Tea and Elder Teachings event on November 20.
- Planning Christmas Bingo for December 14 and bring a funding update to the November meeting.
- Consult with ISSAC regarding possible dates for the February speed-friending event.
- Bring proposed speed-friending dates to the next Executive Meeting.
- Discuss whether the Vice-President Indigenous Engagement can sit on GAAC and/or ECC, or whether a designate is required.

e. Executive / Collective – Action Items

- Confirm promotional timelines for upcoming events.

- Confirm event registration processes, participant caps, and accessibility considerations.
- Review Welcome Week financial controls and clarify approval requirements for expenses over $500.
- Discuss National Truth and Reconciliation Day planning, communications, and office/event considerations.
- Discuss the Gordon Oakes meeting and any required follow-up.
- Identify a representative or designate for CGPS GAAC and, if possible, ECC.

13. Adjournment
Moved by: VP Indigenous Engagement, Seconded by: VP External Affairs
Meeting adjourned at:
2:09PM
Next Executive Meeting: September 25 at 1:15PM
Approved by: President, VP Academic & Student Affairs, VP Finance & Operations