

# Graduate Students' Association Course Council Meeting Minutes



**University of Saskatchewan  
Thursday, March 28<sup>th</sup>, 2012  
5:00 P.M - 7:00 P.M  
GSA Commons**

**Present:** Adrian Hunt, Akindamola Awujoola, Alyson Crozier, Amir Abolhassani, Brandon Demuth, Colleen Fitzpatrick, David Bennett, David Edgar Lelei, Devin Ens, Dylan Beach, Ehimai Ohiozebau, Elizabeth O'Meara, Fred Sage, Gale Hagbloom, Jaime Lenard, Janelle Sloychuk, Jessica Prescott, Josie Steeves, Julian Hamara, Julien Kimmig, K.C. Cinnati Loi, Khalil Sahtout, Laura Larsen, Layla Gould, Lisa Gaylor, Maily Huynh, Miranda Cary, Mohammad Rafati, Molly Patterson, Oluwabunmi Adewoyin, Omeaso Butt, Phillip Lashly, Reanne Risdale, Rob Perry, Sara Worsham, Sarah Crawford, Sarah Purdy, Sarah Sangster, Wendy Marks

**1.0 Call to Order – 5:15 to do presentations – not enough CC present for quorum**

**2.0 Approval of Agenda – Motion: Josie, Sarah**

**Addition of constitution review**

**And deletion – error in the agenda sent out with the fee increase**

**Motion passed**

**3.0 Approval of last meeting Minutes – Motion: Julian, Fred**

**Error or omissions: no**

**Motion Passed**

**4.0 Ratification of new Course Councils**

**No new course councils**

**5.0 Ratification of new Course Councillors**

**- Qin Xong (Religion and Culture) and Kurt Woytiuk (Chemical and Biological Engineering)**

**Motion: Sarah and Fred**

**6.0 Presentation from CGSR Dean Baxter-Jones**

**- Background of the Dean of CGSR**

**- Is in this position as Dean Martz chose not to be renewed for another term**

**- Reason for this position is because we are in a stage of transition – we needed someone to represent the college while this is happening**

**- We don't know what will happen with the college of graduate studies – role is to keep the college going for now to maintain the status quo**

**- After Christmas 2013, Dean Baxter-Jones will be around to assist with the administration changes**

**- Since January:**

- o Thanks GSA the successful gala and the feedback from attendees was very positive and there were also program deans that wished they were invited: suggestion that all colleges be reached as much as possible**

- **Event was a great opportunity to hear the students' success stories**
- **Congratulate the UPASS implementation**
- **Plan to determine what to do with Postdoctoral fellows – currently not many policies and procedures for this.**
- **CGSR is now part of a larger body that oversees post-doctoral fellows nationally – Trevor Crowe is a part of this**
- **We are one of the only province that does not have a post-doc funding through the government**
- **President wants us to be more research intensive**
- **GSA is talking to the provincial minister to look at the graduate retention program – has sparked an interest in the government and he is moving forward with this issue**
  - **Urges students to start pushing the MLAs now**
- **The president is in favor of these and assisting with these initiatives**
- **Orientation was a successful event and CGSR will continue to assist with this**
- **CGSR in process of updating their policy and procedure manuals**
  - **Trying to ensure that the policies are being used at the unit level and not just when problems arise**
- **CGSR seem to have a role of policing programs – hopes that the units and students help CGSR role to change to being facilitators and not policing**
- **Scholarships and awards – there's an uncertainty about the best way to look at the grade conversion**
  - **has hired someone to write up a report of this to better identify best practices and then eventually have someone do the grade point conversion that is the same throughout**
- **transform us – how it affects us directly is the interdisciplinary studies**
  - **will also look at some of the graduate courses provided by CGSR**
  - **also some ESL certificates that are provided**
- **Aboriginal student recruitment and retaining is being reviewed**
- **Scholarship and stipend**
  - **President has instructed Dean Baxter-Jones to look at this issue**
  - **Currently there is no system that looks at the funding for the graduate students to ensure consistency**
  - **Need to look at the institution to increase funding and the government needs to also increase funds**
  - **The SK innovation and opportunity scholarship is the major funding provided in conjunction with the government**
    - **Idea of this fund has a matching funding component by university**
    - **Hoping to double this amount**
  - **Dean scholarship (entry levels) are being provided**
  - **Other miscellaneous scholarships – some that require matching from supervisors**
  - **Currently there is little understanding about how graduate students are being funding, sources, allocations, amount, etc.**

- CGSR gives out ~25% of graduate scholarships and stipends, the other amounts are from the colleges and departments and researchers
- ~4% awarded are from non-devolved funding – looking at these need to be increased and by how much and where will it come from
- Also comparing the funding to the U15
- Range of funding here range from 0 - \$90 000. Going forward with a median – for a masters students ~\$15 000. For PhD, average is ~\$19000 here but near \$23000 for the U15 average
- Devolved funding worth \$3.3 million given to colleges to distribute on their own
- Summer student will be hired to assist with some of these issues of funding
- Beginning May 1<sup>st</sup> 2013 – will be 4.5% raise – up to \$18.51/hour
- The president is working hard to lobby for graduate students
- Questions:
  - What does mark conversion scheme mean? Is the GPA not a standard unit of measurement
    - No – at the U of S we use a percentage – not the same system at other universities – we need to have a constant grade conversion
    - This is important that people coming in have an equal playing field
  - Colleges has a funding where they can distribute – is there any way to standardize this
    - This goes against what the college does (does not tell department what to do as they are their own system)
  - Reviewing stipends and scholarship – is tuition taken into account? Is a domestic student and amount received going to be the same as an international student given that the tuition is different
    - Unsure how this is being reviewed, correct that not all scholarships have not gone up
    - Up until 3 years ago we were the only university without a differential fee
      - It does ultimately come back to graduate students for a variety of initiatives – such as dean scholarships
      - It also recognizes the fact that domestic students have parents that pay taxes and this is reflected in tuition
  - How can graduate students collaborate with the college in terms of looking at scholarships and stipend reviews
    - Through the GSA executives – GSA executives designate committee members
    - Each individual college has their own autonomy and has a devolved fund from the CGSR – will need to discuss with your own college on how the decisions are made for how they spend the money – CGSR can only advise on how the money should be distributed

- Student can be on the CGSR committee but this would only advise the departments
- Is there any way to sort out how supervisors distribute fund
  - This is up to the college dean
  - CGSR only has 1 cap, so there is no reason why you can't hold more than 1 scholarship at once but it is up to the supervisor
  - CGSR does not have the authority over the other deans and the supervisors

#### **7.0 Presentation from Zafer Bashi regarding Entrepreneurship for Grad Students program**

- Zafer is a grad student and had a final so a representative from the industry liaison
- Start up company specialist – Lorna Shaw-Lennox
- Trying to create an innovative environment at our university
- Kauffman is a large innovation group in the states – paper in 2012
  - American governments and university are putting resources are providing more opportunities for innovation
  - Paper looked at how to get the technology transferred through entrepreneurship
  - Most of these companies had a student involved
- Office looks at the process for patenting of technology
- More and more students coming out in phd's, however employment are declining
- Post-docs are escalating but it is an insecure position
- Grad students need to be prepared for employment other than academia
- Examples in the states include programs that match students with entrepreneurs
- Providing graduate students with a chance to see commercialization as a career option
- This is beginning to be recognized that entrepreneurship is never lost
- Proposing a 2 year program in 4 segments – 2 classes in each segment – at the end you get a certification saying that you made it through this program – this is a legal program
- Help you to see if you have the right to work in the program
- Proposing that the program be \$200 per class/segment – to ensure the student has provided a token of commitment
- All of these classes would be related to the research or an area of interest
- Certification will be provided at the end
- Discussion – what do graduates think of this proposal?
  - 4 hours is a long time – will it be lecture for the time or an interaction
    - Workshops are mostly very interactive
  - Is this a continuing education?
    - Yes
  - End result – is it just a certificate or business plan etc.
    - Hope to help increase students get jobs or start up industries to provide more jobs
  - Have business communities been engaged?
    - In dialogue – difficult getting engaged at first start
    - Are slowly picking up on this – they want to see programs that bring academics into business

- Social sciences a possibility yet?
  - Right now it is primarily technology right now but if there is enough interest, there would look into the social sciences innovation
- If a grad student create a new product, who own the patent?
  - The university – if royalties come back from licensing, the student will get 50% and the other is distributed through the college, university, etc.
- Is there any website for this?
  - Not yet – program is not approved yet
- There should be some talk about sacrifices that will when being an entrepreneur
- Will workshop talk about collaboration with existing entrepreneurs?
  - This is the education program but they will help with advising
- Would there be interest from graduate students?
  - Yes from many

#### 8.0 Presentation from Dmitriy Chesnakov regarding independent survey

- On March 6<sup>th</sup>, he had sent a survey out to all course councillors that were available on the GSA website regarding their satisfaction of the course councillors with the GSA
- 81 emails sent out 12 responses received
- About 464 students understand what GSA does
- Highlight comments:
  - More transparency wanted
  - More communication with students and adding more voices for communication
  - Earlier agenda to be sent out (at least 1 week
  - Decisions are made without discussion at the course council meetings
  - More comments available online
- Desire to receive more information about the GSA without having to attend a course council meeting
- Questions
  - Which departments responded?
    - Confidential
  - Was this a personal initiative?
    - Yes due to own experiences
  - Are results conclusive – numbers may be a bit skewed?
    - Just showing what the responses were
  - Results seem skewed as the results were from people who had a negative view. As someone who did not respond, it was due to the questions appearing adversarial. The positive feedback may not be represented. Why wasn't the course councillor not approached about this. Was the "GSA" referred to this referring to executives or course councillors?
    - This is only from personal experience
    - This is a good way to keep course councillors communicating and on track
  - Wondering if this information can be sent out to more students

- GSA executives appreciate this effort to being involved – invitation to discuss more with the executives in the future
- Good intentions but all students should be contacted as not all course councillors behave the same

#### **9.0 VP Student Affairs Report**

- Orientation meeting with the USSU and university regarding the sharing of the bowl
- Meeting with university consumer services regarding student residences to improve those
- The other items were addressed by the dean of CGSR
- Will be meeting the mayor soon to talk about the UPASS
  - Would like to convince the mayor for an opt-out option as well as to get the same rates as the Undergraduate students for the graduate students
    - Upass committee will be supporting this
  - If opt-out cannot be negotiated could the spring-and summer term be looked at?

#### **10.0 VP Operations and Administration Report**

- Bursary recipients have been selected and notified
- Comment: Bursary selections time should be shortened

#### **11.0 VP Academics Report**

- Nothing outstanding to report – committee meetings were cancelled this month due to other deadlines
- At graduate programs committee (from CGSR)
  - Trying to have standard guidelines for manuscript style thesis
  - Different programs have been doing them differently
  - Part of the working group that is coming up with a document to discuss these guidelines
    - Are there ideas that should be brought to this working group
  - Would these guidelines replace the old ones
    - Yes because the old ones are too vague

#### **12.0 VP Finance Report**

- Read by the chair

#### **13.0 Aboriginal Liaison Report**

- Presented by Omeasoo Butt
- Still want to push CGSR to support Aboriginal students
- Selling tickets for AIGSC fundraising

#### **14.0 VP External Report**

- Still waiting for some last funds to come in
- Lots of positive feedback
- GSA execs is working with the president and other administrators to ensure that the bowl can be used for the future orientation venue
- Study abroad office has been in disarray
  - Office being reorganized

#### **15.0 Presidents' report**

- Thank course council for participation at awards gala

- We are open to provide more information, but we need to be contacted as we have not allotted time to report everything that the GSA executives are working on
- The attendance at the gala has shown the university and the province that we are being more visible – graduate students are encourage to improve this and show that graduate students are here by attending more events
- Are looking for students to provide constructive criticism
- We can start looking at what we can do about tuition in the future

**Question:**

- Letter about signature of 50 people that don't agree with the referendum – wasn't mentioned
  - o Requests will be looked at and if it is seen as relevant to be reported to course council, it will be brought up

**16.0 Questions and answers**

**Motion to table the rest of the agenda: Rob, Josie**

- Motion failed

**17.0 Constitution review**

- Clarification of proxy voting
  - o Alternates cannot be sent to vote either
  - o Alternates can come to communicate or act but not to vote
  - o The alternate can be counted as present for the honorarium
- Amendment – Motion by Josie: move 3.2.2 and 3.2.4 to another document (policies)
- At the review meeting: quorum for referenda
  - o Constitution committee did discuss this and decided not to change the quorum conditions
    - Quorum was not changed from 8% in the referenda
    - The referenda question can be anything and in the past numbers were not even close to 30% so we need to see
  - o Motion to extend by 30 mins: Josie, Julian – 7:25
  - o Passed

**18.0 Motions:**

**18.1 MOTION TO PASS THE 2013-2014 BUDGET**

**WHEREAS** the budget planning committee has approved the following budget for the GSA's 2013-2014 fiscal year, and

**WHEREAS** this budget should be approved by Course Council before submitting it to the general assembly at the Annual General Meeting,

**BE IT RESOLVED THAT** Course Council approve the following budget, and recommend it to the general assembly at the Annual General Meeting as the GSA's operating budget for the 2013-2014 fiscal year.

- Motion: Sarah, Fred
- Sarah Worsham speaking to this, wants to pass this so that it can be approved for the AGM

- **Motion to amend: Josie – friendly ammendment**
  - o **To increase GSA executive honarium to 6.2% - considered friendly**

**Motion to extend meeting – Rob, Julian – 7:30**

- **Health and dental question: more clarification about it → it is a project and not part of this budgets**
- **Why were cost for the audits different: this matter was addressed at a prior course council meeting**

**Voting: motion passed**

## **18.2 MOTION TO SET UP GSA TRAVEL BURSARIES**

**WHEREAS** the GSA currently has significant cash reserves from many years of surplus budgets, and

**WHEREAS** the GSA, as a non-profit organization, should endeavor to keep budgets more-or-less balanced, and

**WHEREAS** the VP Finance is projecting a significant surplus from the current 2012-2013 budget, and

**WHEREAS** Graduate students are often in need of travel bursaries so they can attend conferences and present their research,

**BE IT RESOLVED THAT** a portion of the surplus from the current 2012-2013 budget is earmarked for travel bursaries to be awarded to members of the GSA during the 2013-2014 fiscal year,

**BE IT FURTHER RESOLVED THAT** the portion of the surplus earmarked for these travel bursaries be determined by the current VP Finance after the 2012-2013 fiscal year is completed,

**BE IT FURTHER RESOLVED THAT** these travel bursaries shall be awarded by the 2013-2014 Travel Grant Committee, as stipulated in the revised GSA policies,

**BE IT FURTHER RESOLVED THAT** these travel bursaries shall not exceed \$500.00 per student, shall require a detailed outline of the student's travel expenses, and shall require the student to be presenting their research at the conference in question.

**Moved by: Ehimai and Steve**

- **This is acknowledging the needs based bursary is not enough**
- **Amendment proposed: friendly – add in a clause that student receiving this should be presenting and need to present to show accountability**
- **Another amendment – if we say that preference is for presenting students but open for networking opportunities – this is not considered friendly, motion withdrawn**
- **Will this include non-traditional conferences**
- **Friendly amendment recommendations for different fields to be included**
- **Clarification that applications will be reviewed on a case-by-case basis**



- **Sarah, Laura: move to change the last BIFRT, and change the last statement to say:**

**And shall require the student to be presenting their academic activity or works at the conference in question.**

- o **Amendment passed**
- **Could this be increased to \$1000 – committee decided it was better to provide more funds to more people**
- **The purpose of this award is to encourage good behavior – remember that the university also offers travel bursaries as well**
- **No way to track this – we are doing this the same as the university – expecting proof of use**
- **Could committee award a certain percentage of the allocated amount for special circumstances**
- **Receipts should be submitted**
- **Call to question: Rob**

**18.3** Tabled motion from February Course Council meeting

WHEREAS the University Council has guaranteed that each of the two TransformUS initiative committees will have at least one graduate student member; and

WHEREAS serving on these committees represents a substantial time commitment on the part of these volunteers, reducing the time available to perform their program related duties;

BE IT RESOLVED THAT the Graduate Students Association provide an honorarium to the graduate student committee members as the equivalent of four hours of work per week for the period 01 March 2013 to 30 Nov 2013. The hourly rate shall be at minimum the University approved hourly rate for graduate students ( $\$18.51/\text{hr} \times 4 \text{ hrs/week} \times 39 \text{ weeks} = \$2792.76$  per committee member).

BE IT FURTHER RESOLVED THAT the two honoraria will be funded from the current GSA surplus, rather than from the current budget.

BE IT FURTHER RESOLVED THAT the graduate student committee members provide updates on committee activity to the Graduate Students Association Course Council at regularly scheduled Course Council Meetings.

Moved: Sarah, Adrian

- Last time this was presented. These are our volunteers and they need to be held accountable to graduate students and should report
- This is a significant time commitment
- Call to question
- **Motion passed**
  - o Abstained: Josie

**19.0 Next meeting: Thursday April 11: 5 – 7PM \*\*\*Note this will be the Annual General Meeting\*\*\***

**20.0 Adjournment**

**Fred**

## **FEBRUARY EXECUTIVE REPORTS**

### **1) VP STUDENT AFFAIRS**

#### **Student Orientation**

I am meeting with the USSU pertaining to the September orientation. We plan to share the use of the Bowl as a venue for the September orientation with USSU as the university prohibited us from using the grounds around the GSA for this event. This engagement will ensure that we have one day in the orientation week specially dedicated to the GSA.

#### **Student Residence:**

I had a meeting with the director student services pertaining to matters student residence, the residence rates, residence facility conditions, the infrastructure and also the way the students are treated and handled by the persons employed at the residence. We agreed to have deliberate on these issues next week.

#### **On-Campus News**

I attended the On-Campus News advisory Board meeting last week where issues to do with the print and circulation and stories to be carried in the issues were discussed.

#### **Meeting with the Mayor**

We are organizing a meeting with the Mayor and the city council of Saskatoon to try and negotiate the U-Pass. We are striving to ensure that we get an opt-out option for students who do not wish to pay for the U-Pass or those who own cars.

### **2) VP OPERATIONS and ADMINISTRATION**

- Commons continues to be frequently used by students
- 15 Bursaries were awarded, the names are posted on the GSA website. Only 18 applications were received for this term.
- The contracts for all staff members will be reviewed and renewed before the end of the term
- The common's lease has been renewed for another 3 year term

### **3) VP ACADEMICS**

Oral presentation

### **4) VP FINANCE**

An updated budget is on the web (<http://gsa.usask.ca/main/about-gsa/budget/>), please note it does not include maintenance and operating costs for March since the University has not yet billed us for these. These costs are typically telephone and postage, usually less than \$100.00.

The main difference between this budget and last month's budget is the \$1000.00 deposit we paid the Radisson Hotel out of the Executive Discretionary Fund for the GSA Awards Gala has been deducted from our final bill, so I have credited the discretionary fund by \$1000.00. The full budget for the GSA Awards gala will be presented by the VP External.

The "Commons Supplies" budget is overspent, by the end of April it will likely be even more overspent, but not by an alarming amount.

Despite overspending the Commons Supplies, Orientation, and Audit accounts, and running the GSA Awards Gala, I am projecting a \$10 000.00 surplus by the end of April. This is mostly due to revenues being significantly larger than anticipated, and our "Commons Renewal Reserve" already containing the recommended maximum reserve (\$40 000.00).

## 5) ABORIGINAL LIAISON

The AIGSC hosted two events in March, in connection to Aboriginal Achievement Week.

1. Aboriginal Women in Leadership – March 11, 2013. This event was successful and well attended. The panelists provided their perspective on leadership; their words were thoughtful and inspiring.
2. Aboriginal Graduate Studies Panel – March 12, 2013. Due to scheduling issues and competition with other great seminars, this panel was not well attended. The panelists provided context behind graduate studies, research and the importance of higher education.

The AIGSC will be hosting an event in April.

This event is a small fundraiser and will celebrate the end of the semester. Please join us on the last day of class, April 9, 2013 for steak night at 6 PM (Location: Sutherland Bar and Grill).

This is an official invitation to all course councilors and GSA executive. Tickets are \$15.00 and can be purchased from Omeasoo Butt or Nicole Callihoo.

Please support AIGSC and come out to enjoy a meal with friends.

## 6) VP EXTERNAL

**International Activities Committee** : The committee is in the process of developing a campus wide investigation to evaluate internationalization of the University (Study Abroad agreements, international partners in research, international students etc.).

**Graduate Awards Gala:** Over 150 tickets have been sold. We have support from 10+ departments in table purchases as well as from CCGSR. We have also received sponsorship in the form of silent auction donations from University partners as well as from community businesses and local artists.

Award recipients will be notified Friday March 1st.

Last day for Early Bird ticket price \$25.00 is Friday March 1st. Tickets for the Awards Gala will cost \$35.00 after Friday March 1st.

Speakers list for Gala:

- Minister of Advanced Education, Don Morgan
- President of the University, Ilene Busch-Vishniac
- Dean of Graduate Studies, Adam Baxter-Jones

## 7) PRESIDENT

- Will present at the meeting

**Motion details:**

**MOTION TO PASS THE 2013-2014 BUDGET**

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**GSA BUSINESS BUDGET 2013-2014**

- Since the GSA doesn't have control on how the CFS Fees and Health & Dental premiums are collected or spent, they are listed separately at the end of this budget. The fee schedules for both are the same as for the 2012-2013 fiscal year.

<b>Revenues</b>	2012-2013 Budgeted	2012-2013 Actual (Est.)	2013-2014 Budgeted
GSA Fees	\$167 000.00	\$174 000.00	\$186 000.00
GSA Conference Ad Sales	\$1 500.00	\$0.00	\$1 000.00
CFS Handbook Ad Sales	\$2 000.00	\$2 000.00	\$2 000.00
Orientation Contributions	\$4 500.00	\$1 550.00	\$1 500.00
Commons Booking	\$1 000.00	\$4 000.00	\$3 500.00
CGSR Bursary Contribution	\$20 000.00	\$20 000.00	\$20 000.00
<b>TOTAL</b>	<b>\$196 000.00</b>	<b>\$201 550.00</b>	<b>\$214 000.00</b>

- The GSA Fees were calculated based on a 3% increase in membership and a 5% increase in the GSA fee (the latter was approved at the February Course Council Meeting). This was the same rubric used to estimate the GSA Fees for the 2012-2013 year.
- We are not sure whether a handbook will be printed this year or next year (over half the handbooks from the previous year were never used by students), we our checking our contractual obligations on this matter
- We anticipate revising our policy for commons bookings to make the space available for students more often; therefore we expect a reduction in revenue from commons booking.
- CGSR matches our contribution to student need bursaries. We will award 40 \$1000.00 bursaries (likely 10 in summer term, 15 in fall term, 15 in winter term, but this is left to the discretion of the executives).

<b>Expenses</b>	2012-2013 Budgeted	2012-2013 Actual (Est.)	2013-2014 Budgeted
Office Salaries	\$62 400.00	\$59 000.00	\$70 000.00
Executive Stipends	\$37 200.00	\$37 200.00	\$37 200.00
Executive Discretionary Fund	\$3 500.00	\$3 500.00	\$3 500.00
Clubs Funding	\$5 000.00	\$1 000.00	\$5 000.00
Course Council Funding	\$8 000.00	\$6 600.00	\$8 000.00
Refreshments	\$1 500.00	\$1 000.00	\$2 500.00
External Conferences	\$5 000.00	\$5 000.00	\$5 000.00

GSA Conference	\$2 500.00	\$0.00	\$5 000.00
GSA Awards Gala	\$0.0	\$4 134.44	\$5 000.00
GSA Fall Orientation BBQ	\$4 500.00	\$5 274.55	\$7 000.00
U of S Student Travel Fund	\$6 000.00	\$6 000.00	\$6 000.00
CFS Handbook Printing	\$2 000.00	\$2 000.00	\$2 000.00
GSA+CGSR Bursaries	\$40 000.00	\$40 000.00	\$40 000.00
Audit	\$500.00	\$3 000.00	\$1 500.00
Commons Insurance	\$4 500.00	\$3 224.00	\$3 500.00
Bank Charges, Cheques, etc.	\$200.00	\$312.00	\$300.00
Office Supplies	\$5 000.00	\$5 400.00	\$2 800.00
Operating Costs	\$1 700.00	\$1 800.00	\$3 200.00
Commons Renewal and Repairs	\$6 500.00	\$2 200.00	\$6 500.00
<b>TOTAL</b>	<b>\$196 000.00</b>	<b>\$186 644.99</b>	<b>\$214 000.00</b>

- Office salaries have been increased because we are giving our office manager a small raise and we would like to increase the hours the commons are open.
- Executive stipends will remain the same as they were for the current fiscal year (\$433.33 per month for each VP, \$500.00 per month for the president).
- The Executive Discretionary Fund is for small purchases that are deemed necessary by the Executive but are not otherwise budgeted for. The Executive must unanimously agree on these expenses, and no more than \$500.00 per month may be spent from this account.
- We are hoping that more course councils and clubs will join the GSA; hence the funding will remain the same even though these accounts are not expected to be fully spent in the current fiscal year.
- We are increasing the refreshments budget to allow food to be served at every council and committee meeting.
- External conferences are regional, national, and international conferences at which the VP External represents the GSA.
- While we did not run a GSA Conference this year, we plan on running one next year. A proper conference will need more funding than the \$2 500.00 previously budgeted.
- We expect to repeat the GSA Awards Gala, and also treat this event as the GSA Conference Banquet.
- The GSA Fall Orientation BBQ is attended by a huge number of graduate students and historically has over-spent its budget. Because of the large attendance at this event we feel it is appropriate to increase the budget significantly; this may allow additional activities to be included.
- The U of S Student Travel Fund is a University-wide fund for awarding travel bursaries. The GSA has been a long-term contributor to this fund. Since the total travel awards claimed by GSA members far exceeds our \$6 000.00 contribution, we should continue to support this fund.
- The Office Supplies and Operating Costs budgets have been rearranged in the 2013-2014 budget; in previous budgets the exact costs that should be expensed to each account was not clear. We are also planning on eliminating our digital cable service that is almost never used by our members but costs about \$1000.00 annually. This is why the total for these two accounts is less than that for the current fiscal year.

#### **GSA HEALTH AND CFS BUDGET 2013-2014**

- Note that the GSA does not have authority to spend money collected as health and dental premiums or CFS fees on anything other than the costs invoiced by our health and dental plan provider or the CFS, respectively.

<b>Revenues</b>	2012-2013	2012-2013	2013-2014
	Budgeted	Actual (Est.)	Budgeted
Health and Dental Premiums	\$609 000.0	\$630 000.00	\$645 000.00
CFS Fees	\$28 400.00	\$29 000.00	\$30 000.00
<b>TOTAL</b>	<b>\$637 400.00</b>	<b>\$659 000.00</b>	<b>\$675 000.00</b>

<b>Expenses</b>	2012-2013	2012-2013	2013-2014
	Budgeted	Actual (Est.)	Budgeted
Health and Dental Premiums	\$609 000.0	\$530 000.00	\$645 000.00
CFS Fees	\$28 400.00	\$29 000.00	\$30 000.00
<b>TOTAL</b>	<b>\$637 400.00</b>	<b>\$559 000.00</b>	<b>\$675 000.00</b>

- The Health and Dental claims for the current fiscal year are expected to be significantly less than the fees collected to cover these claims.
- In the 2013-2014 fiscal year a dental office will open on campus, and we expect the dental claims to increase significantly.
- We also anticipate revising the coverage of our health and dental plan in the 2013-2014 fiscal year.
- Because of these two points, our health and dental fees will remain the same as last year; we expect increased coverage and claims to absorb the surpluses from previous years and match the fees collected from this year.

## **MOTION TO SET UP GSA TRAVEL BURSARIES**

**WHEREAS** the GSA currently has significant cash reserves from many years of surplus budgets, and

**WHEREAS** the GSA, as a non-profit organization, should endeavor to keep budgets more-or-less balanced, and

**WHEREAS** the VP Finance is projecting a significant surplus from the current 2012-2013 budget, and

**WHEREAS** Graduate students are often in need of travel bursaries so they can attend conferences and present their research,

**BE IT RESOLVED THAT** a portion of the surplus from the current 2012-2013 budget is earmarked for travel bursaries to be awarded to members of the GSA during the 2013-2014 fiscal year,

**BE IT FURTHER RESOLVED THAT** the portion of the surplus earmarked for these travel bursaries be determined by the current VP Finance after the 2012-2013 fiscal year is completed,

**BE IT FURTHER RESOLVED THAT** these travel bursaries shall be awarded by the 2013-2014 Travel Grant Committee, as stipulated in the revised GSA policies,

**BE IT FURTHER RESOLVED THAT** these travel bursaries shall not exceed \$500.00 per student, shall require a detailed outline of the student's travel expenses, and shall require the student to be presenting their research at the conference in question.