

MEETING MINUTES

Meeting:	Fifth GSA Council Meeting		
Date of Meeting:	July 13, 2017	Time:	1:30 p.m. – 3:00 p.m.
Minutes Prepared By:	GSA Secretary	Location:	
1. Meeting Objective			
Fifth GSA Council Meeting			

2. Attendees

Council Members: Ranbir Bali, (President) Vera Nwaka (Treasurer), Caesar Clemente (Secretary), Ashleigh Massey (Representative), Samip Dhakal (Representative)

Management Representatives: Dr. Barb van Ingen (Vice-President of Student Life and Learning)

Absent: Lenora Wallden (Representative)

3. Agenda and Notes, Decisions, Issues

Topic	Discussion
Meeting Protocols	- The last meeting was approved by the council.
Accounting Issues	<ul style="list-style-type: none"> - - The treasurer explained the new accounting set up. All the funds of the GSA are now integrated with Concordia. The database, however, classifies these accounts for the GSA. The treasurer explained the classification codes of the GSA accounts. The codes are divided into income and expenses. The income part represents the incoming funds, and the expenditure represents the outgoing cash flow (Please see attachment for the complete list) - - The treasurer further said that any future expenses would have to be requested beforehand to give the accounting time to process and release the funds. - - There was a question from the MISSM/MISAM president on the process of how the funds from the MISSM/MISAM account were transferred. The president explained to him how the said transfer happened and the current integrated state of the GSA funds. The MISSM/MISAM president noted, however, that while he was informed of its release from the bank, he was not informed during the time of its transfer to the Concordia account. The president responded to this that it was not the GSA who ordered it but the academic management.



**Freshmen
Orientation Issues**

- - The president explained to the council about what was decided for the orientation.
- - Registration will begin at 8 AM. The GSA will have its own table to accept registration. At the registration, students will be divided into two teams: Bulldogs and Thunderbirds. Shirts representing these teams will be given to the students.
- - The morning will be dedicated to a general assembly for both undergraduate and graduate studies. There will be welcoming speeches from university authorities, some games and a tour of the university. The GSA officers will also be introduced at this time.
- - Lunch will be served then at 12:30 to 1:30. The graduate students will be separated and they will have their own graduate studies orientation for one hour.
- - The secretary emphasized that during this time, the graduate studies students should receive pertinent information that they had not heard from the morning session. The suggestions were to have a discussion on different issues that will help graduate students, some games, and an open forum.
- - At around 1:30 to 2:30 will be a program orientation. The representatives were assigned to spearhead this event.
- - At around 3:00 to 4:00, the international student's orientation will happen.
- - There was a talk on what will be inside the giveaway bags. The council decided to adopt the previous company who provided the giveaways before which will only cost 5 dollars per box. The president said he would talk to the company that produces the said boxes and inform the council what will be inside.
- - Part of the ongoing benefits of the current MISSM/MISAM students were the GSA shouldering their membership fees on professional organizations such as ISACA and IEEE. It was noted that there was no indication that this practice will be stopped. It was however emphasized that such benefit should be extended to all graduate students, not just the MISSM/MISAM students. On this note, Ashleigh said she would contact professional organizations in psychology for the psychology students.
- - There was a suggestion to include this benefit as part of the new students "gifts" on orientation days. Vouchers will be given to new students. The vouchers can be redeemed and converted to cash as part of their reimbursement for the professional membership fee if they show proof of payment. It was decided that they will be given one semester to do this.
- - The MISSM/MISAM president suggested that this benefit should also be extended to all students to which the president agreed. The students are however only allowed to choose one membership to a professional organization. If he or she wanted to join another organization, he would have to pay for that on his own. Only professional bodies approved by the council will be beneficiaries of this scheme.
- - Reimbursement process will be further discussed in the future meetings.
- - Mixers of old and new students will be done on another day instead on the orientation day. Future meetings will be held for these purposes.
- - 15 volunteers will be needed to help the GSA on the orientation day. The president will send an email about this to all graduate studies students.
- - The registrar through Dr. Barb informed the council that there are 60 accepted new graduate studies students.
- The projected cost for the shirts is 30 dollars per students.

Other Issues

- - **Dr. Barb said that she is going to communicate with Dean Colin about the compensation issue. Once she received information, she will inform the GSA about this.**
- - **The president informed the group that the three printing cards are not yet available. He has sent email to Justin to expedite this matter.**
- - **A photo shoot for the GSA officers will be scheduled next week.**

1	GSA Hour during Orientation	Ashleigh	Sometime in August	Just Assigned
2	MISSM/MISAM Program Presentation	Samip	Sometime in August	Just Assigned
3	Psychology Program Presentation	Ashleigh	Sometime in August	Just Assigned