

MEETING MINUTES

Meeting:	Third GSA Council Meeting		
Date of Meeting:	June 28, 2017	Time:	2:30 p.m. – 4:00 p.m.
Minutes Prepared By:	GSA Secretary	Location:	

1. Meeting Objective

Third GSA Council

2. Attendees

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

Management Representatives: Dean Colin Neufeldt (Dean of Graduate Students),

Absent: Lenora Wallden (Representative) Samip Dhakal (Representative)

3. Agenda and Notes, Decisions, Issues

Topic	Discussion
Meeting Protocols	<ul style="list-style-type: none"> - The president opened the session by acknowledging the presence of Dean Colin. - Dean Colin suggested for the GSA body to attend some sessions on Robert’s Rule of Order in running a meeting. Robert’s rule of order defines meeting protocols that are followed in order to have an orderly and professional form of meeting sessions. Dean Colin believes that the GSA would greatly benefit from this as it would further professionalize the GSA. - He suggested to the GSA to send an email to Judy to include GSA on the next training sessions on the said meeting protocols. - Ashleigh suggested that we search the internet regarding this topic to know more about it.
GSA Bylaws	<ul style="list-style-type: none"> - Dean Colin presented the new proposed bylaws to the GSA council. He started by emphasizing its importance in providing structure, legal identity and future guidance to GSA. He, however, stressed that the bylaws itself are governed by the Societies Act so in the legal point of view the Societies Act is superior to the bylaws. - The Dean further stated that the bylaws had been developed in coordination with Concordia academic administrators who provided their inputs on the bylaws. - Moreover, he added that the GSA is not mandated to accept the bylaws. GSA is free to add, change or reject it. He further emphasized that once the bylaws have been approved changing it frequently is not advisable as it will reflect instability of the organization. The implementing policies, however, can be changed according to the needs of the times. - Dean Colin revealed that the only contention that was pointed out by the other administrators was with the term honorarium and fellowship Honorarium, as the bylaws suggest, refers to the amount the officers received for their continuous work in the GSA while fellowship refers to the one-time amount for a special and specific purpose. The dean stated that some of the administrators want to merge it into one term. - All the other implementing policies should be drafted on a different document. Dean Colin promised to help the GSA drafting these policies. - The GSA team stated that they would further examine the bylaws and send their comments at the end of the week.

	<ul style="list-style-type: none"> - The Dean also suggested that if the bylaws are adopted the responsibilities of the executive leaders as stated by the bylaws can be performed by the current leaders. - The Dean and the GSA council agreed that the registration of the bylaws is a priority to fully incorporate the GSA as a legal entity.
<p style="text-align: center;">Student's Recognition</p>	<ul style="list-style-type: none"> - The president suggested that the GSA should have a hall of memorabilia where the achievements of the past GSA body will be displayed. This to celebrate GSA successes thereby motivating current and future leaders of GSA. - He further said that the GSA should also begin recognizing graduate students on their achievements. This can either be done through certificates or another positive act to that effect. - In connection to the issue above, future volunteers on GSA activities should also be given recognition. -
<p style="text-align: center;">Website Issues</p>	<ul style="list-style-type: none"> - Continuous website improvement was also tackled. Ashleigh who is the web content administrator said that she would coordinate with the Gurpreet who is the site administrator this coming days to talk about on how to further develop the website. - Ranbir also suggested that university wide activities should also be advertised in the GSA website. - A discussion ensued on what type of announcements should be included but the council members all agreed that the GSA is an "apolitical" body meaning it does not support any social or political advocacies. -
<p style="text-align: center;">Other Issues</p>	<ul style="list-style-type: none"> - - The president also asked for the GSA to be given printing privileges for its future activities. Dean Colin advised him to send Dr. Barb an email about this issue. - - Ashleigh informs the body of what was discussed on her recent attendance in one of the committee meetings. She said that external reviewers came for the planned Psychology doctoral degree and during that meeting, the role of the GSA in integrating and promoting graduate studies was highlighted. The committee members concluded that the GSA plays an important part in the graduate studies program. - - Ashleigh also reported that in the most recent GFC meeting, the GSA representative was formally introduced to the committee members. The dean verified that he had heard good things about how GSA is now active in the academic scene. - - A preliminary talk about what to do during the freshman orientation was discussed. The GSA general council decided however that a separate meeting on this matter is needed. - - Working hours and its suggested compensation were also examined. The council concluded that further information is required regarding this thus the president suggested that all council members should submit a task report on everything they have done so far. - - The president also requested to the Dean that if Lenora is not available, another representative from her program should replace her.

4. Action Items

Action	Assigned	Due Date	Status
1 Email to Judy regarding training on Robert's rule of meetings	Ranbir	July 2	Just Assigned
2 Task Report	All	July 2	Just Assigned