

**MEETING MINUTES**

<b>Meeting:</b>	10th GSA Council Meeting		
<b>Date of Meeting:</b>	September 13, 2017	<b>Time:</b>	2:00 p.m. – 2:30 p.m.
<b>Minutes Prepared By:</b>	GSA Secretary	<b>Location:</b>	

**1. Meeting Objective**

10th GSA Council Meeting

**2. Attendees**

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

Absent: Samip Dhakal (Representative)

**3. Agenda and Notes, Decisions, Issues**

<b>Topic</b>	<b>Discussion</b>
<b>Meeting Protocols</b>	<ul style="list-style-type: none"> <li>- The last meeting was approved by the council.</li> </ul>
<b>Student Orientation Feedback</b>	<ul style="list-style-type: none"> <li>- The president asked the council regarding their feedback about the orientation. The following are the observations: A) The student orientation was more tailor-made for the CSA, not graduate students. B) It was generally good, but it could be better C) Encourage More student participation.</li> <li>- There was a suggestion that the Graduate student orientation should be done separately from the undergraduate. In this way, more focus can be spent for graduate student's needs. All the other relevant personages who are required to give a talk can be invited again to speak at the separate graduate student's organization.</li> <li>- The secretary reminded the council that such plan would be good if it will not require additional funds from the GSA.</li> </ul>
<b>Meet and Greet Event</b>	<ul style="list-style-type: none"> <li>- The president informs the group that based on recent feedback, the students are not keen on watching a movie for the meet and greet. A discussion ensued on an alternative. The group decided that it would be an informal gathering where students can come, relax, eat and talk with the officers and each other. The date would still be on September 22. The time now would be from 3 to 6 PM. A room for this activity will be identified in the future. Erin will spearhead the project. More details of this event will be provided in the future.</li> </ul>
<b>Operating Budget</b>	<ul style="list-style-type: none"> <li>- The secretary showed the operating budget for this school year. The council reviewed it once again. The projected amount for each item was either increased or decreased based on the discussion. The operating budget is not yet finalized as the council does not have the data for the additional money coming from the fall payments.</li> </ul>



**Other Issues**

- - The president announced that the GSA is now an official member of the Edmonton's Student Association. This would provide more avenues for collaboration with other entities. He further states that this is in accordance to the GSA advocacy to expand its network to other organizations.
- - The president also announced that the secretary would be the official representative of the council in the convocation committee.
- - The president listed down the office hours of the council members. This list is not however finalized as some scheduling conflicts need to be resolved. Furthermore, the GSA office in the campus is not yet ready.
- - The GSA officers inspected the new office. A list of items to be purchased was made. A discussion on where these expenses fall ensued. The council decided to charge it on the miscellaneous account. An initial budget of 1000 dollars was allocated for this purpose. The list of items would be presented to a prospective supplier. The supplier will then issue a purchase order. The PO will be submitted to the accounting department to request for the check.

**4. Action Items**

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|---|------------------------------|-------------------------|--------------|--------|
| 1 | Erin Archer (Project Leader) | Meet and Greet<br>Event | September 21 | 3-6 PM |
| 2 |                              |                         |              |        |
| 3 |                              |                         |              |        |