**MEETING MINUTES**

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|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | 01th OCT, 2019 | **Time:** |  | 12:00PM to 01:00PM |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | AW118 |  |
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|  | **1. Meeting Objective** |  |  |  |  |  |  |
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GSA General Council Meeting

**2. Attendees**



Council Members: Rajat Wason (President), Sushant Sharma (VP Internal and External Affairs), Akash Chavda (VP Finance), Jasmine K Gill (VP Student Life)

Management: Dr. Colin, Dr Quin, Dr Barb

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Referendum & Resolutions | * All resolutions are signed and up-to-date saved in the google drive.
* Resolution for introducing new Program Representatives and their honorarium monthly payment has been drafted and is waiting to get signed by council members.
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| Finance Issues | * Rajat will meet the accountant today for tax returns, Christine knows about the meeting.
* Dr Colin suggested to contact Christine on every financial aspect – tax returns etc. Just stay in touch with her on these issues.
* Investment bank account – Change of director names & tax return are the requirement to open it.
* Rajat asked Dr Barb regarding Insurance – corporate liability insurance and event insurance that covers the event including students.
* Dr Barb will check into the same and Rajat will check with the vendor along with the number of events that will be covered under the insurance.
* Dean Colin suggested to talk with Gwen to know the number of students to come in for the winter term.
* Credit card – Rajat talked to CSA, they all have it. It’s the same process of an individual credit check or some security deposit to take the credit card.
* Rajat suggested Akash to talk to different banks and look for the best deal in order to decide for credit card.
* Dr Barb suggested to increase the credit card limit during orientation period and then lower it down after that.
* Everyone agreed on getting the credit card limit of $1000 for GSA.
* Dean Colin asked to post the reports for AGM. Everyone must write a report for the AGM.
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| Orientation  | * Dr Barb gave the number of students accepted for Winter Term 2020, 208 accepted and 8 have registered.
* Jasmine has been approved for number of hours worked for both fall orientation and meet & greet – 8 hours, as per the monthly compensation resolution.
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| Other Issues  | * Rajat wanted to arrange a meeting with program representative and GSA at some point of time in this month, and he suggested to have a proper Quorum.
* AGM suggestions from Dr Colin, something should be entertaining (food, games etc.) along with meeting agenda.
* Voting during the AGM should be in time.
* Rajat asked about the AGM chairperson, as per bylaws he/she should be from graduate studies.
* Rajat will chair the GSA AGM for 2019.
* Next week the council will be meeting the program representative.
* Jasmine talked about Africa Day which is on Friday, 04th OCT 2019 in Tegler at 12:00 PM – 01:00 PM.
* Jasmine talked about Diwali event – There are performances from graduate students, undergraduate students, Henna booth.
* Regarding Halloween – Jasmine spoke with many students regarding the same as students are reluctant to stay for 3 hours movie show.
* Jasmine suggested to have a get together over snacks for an hour instead of 3 hours movie night during Halloween.
* Dr Colin asked council to check with the copyright issue to show the movie in public.
* Dr barb suggested to check with library repository for DVD for movie night on Halloween.
* Dr barb also suggested to talk with Bailey – he can provide some theme-based sippers during Halloween night.
* Jasmine asked an opinion whether to book Design and Thinking Space for Halloween.
* Jasmine will propose about Christmas plan by the end of this month.
* Dr Colin told council that Christmas event always happen after final exam – a week before 25th Dec.
* Innovation Launch Pad – Council will interact with students and asked them to participate in the event on 4th OCT.
* ab-GPAC residency part – Jasmine is in contact with UoF representative named Kanish.
* GSA will have a desk representing GSA pamphlets, lanyards etc. during Open House on 19th Oct 2019.
* Dean Colin asked to put in insurance policy before open house event.
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