**MEETING MINUTES**

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|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | 03rd March 2020 | **Time:** |  | 12:00PM to 01:00PM |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | HA314 |  |
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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 (VP Finance), Jasmine (VP Student Life) over the voice call.

Management: Dr. Edgar

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Finance Issues | * Regarding GSA information return, the mail has been received by CRA on 26th Feb 2020.
* Akash told the council that there are pending source deduction cheques from Nov and Dec 2019 which are yet to be cleared.
* The confirmation hasn’t been received yet from CRA regarding the change of name for GSA directors.
* Akash had sent T4 2019 to all the existing council members and ex-council members.
* Akash told the council that CUE has transferred funds to GSA chequing account a total amount of CAD$56295.01, where CAD$ 8045 was the support fund transferred to GSA saving account (amount for GSA scholarship and bursary awards).
* The resolution to transfer funds from GSA chequining account to GSA saving account for winter 2020 has been drafted by Sushant and waiting to get it signed by council members.
* Rajat asked Sushant to add a clause in the above said resolution which states that 90% of the support fund collected will get disbursed for GSA bursary and Scholarship award for Spring 2020 term and remaining 10% will be retained in the GSA saving account.
* Rajat told the council that the above said resolution will get discussed in GRC as well.
* Regarding Audit of GSA accounts for 2019 – GSA will provide all the financial documents to Nitesh in order to conduct the smooth process for Audit.
* There is a confidentiality term for an auditor included in the Audit contract in order to prevent the misuse of financial information of GSA to third party.
* Rajat asked Dr. Edgar if there is any need to add any clause in the Audit contract for the auditor.
* Dr Edgar said the contract terms and conditions sounds quite relevant and fair for the process of audit.
* Rajat asked council members to sign the Audit contract soon in order to initiate the Audit.
* Dr Edgar asked the council to tell little about Nitesh – an Auditor.
* Rajat told Dr. Edgar that Nitesh is a MISAM student who is in his last semester, had 4-5 years’ experience from home country and currently working as a consultant in a startup company in Edmonton.
* Akash explained about the budget documents attached in the agenda items.
* Also, Akash explained about the variance in the budget as the actual admission number of students exceed the expected number of students.
* Christine and Akash had met for the budget statements and matching issue, they have settled it down as well.
* Rajat suggested Akash if there is possibility to prepare the budget after census date for every term in future.
* Rajat asked Dr. Edgar about the census day.
* Dr. Edgar replied that Census date is the 7-10 business days from the start of every term.
* Rajat told the council about President call for all GSA in ab-GPAC.
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| Other Issues  | * Regarding GSA Election 2020 – There was a huge gap in planning and organizing the forum in Tegler.
* Akash commented on the election forum day – Unorganized setup for the event.
* Rajat and Akash requested Bailey to arrange food at the last minute as we must comply with CUE food policy which is with Aramark only.
* Jasmine told the council that she was not aware of by GSA and this was not discussed with ERO or DRO before the start of forum.
* Jasmine told the council that she talked to Harbir regarding display of posters across campus.
* Rajat explained the council that its GSA responsibility to give the setup to ERO and DRO for the election forum day.
* Rajat mentioned about candidates’ posters which were pasted on campus without compliance with campus policy.
* Also, there is a gap in the election policy which needs to be addressed for future GSA elections.
* Rajat expressed his concern that there might be a chance that CUE put some penalty to GSA for damaging the campus property.
* GSA will be updating the election policy, considering the gaps ideintified during this election process of 2020.
* Rajat will help with the inputs to Sushant to update the GSA election policy.
* Akash raised the concern for reimbursement amount for election materials of the candidates to reduce it from CAD$150 to CAD$30 to $50.
* Akash mentioned to council that if ERO has approved the expense claim of election material for candidates, however GSA has the right to disapprove the claim amount on the failure of producing the expense original receipts.
* Dr. Edgar told the council that all policies of GSA shall comply with CUE policy.
* GSA will form an important highlight in our GSA election policy for future elections that will best describe the conduct of the process in a clear manner.
* Rajat suggested that GSA can take inputs from CSA election policy to make changes in the current GSA election policy.
* Jasmine told the council about Trivia night – though she has not received responses for the registration of teams, but at present she is preparing for HOLI event which will be on 9th March 2020.
* She will draft the email with forms and send it again to students for the completion of registration for trivia event.
* Jasmine asked Akash if she can give gift cards to the winners of the Trivia night.
* Akash refused to give away gift cards to the winners of the trivia night as it is not mentioned in the finance policy.
* The budget allocated for Trivia night is CAD$ 250.
* Regarding Game on event – Jasmine told the council that there is no need to book the arena space.
* The council disagree with Jasmine for not booking the game on event arena which is entertainment center.
* The council agreed to do the booking for Game On event evening well in advance.
* Akash suggested to start selling tickets by 10th or 15th March as it gives more time frame to students to buy tickets for the event.
* Akash mentioned that regarding selling tickets for the GSA events – He has discussed with Christine as well and come up with the solution to link VP finance email id to GSA bank account.
* He has already drafted the e-mail but haven’t sent to BMO, as he wanted to take the approval from the council to link the account.
* Rajat told the council that linking VP finance email id will streamline the process of selling tickets and collecting the amount for tickets straight into the GSA bank account.
* Dr Edgar appreciated the idea of linking the email id of VP finance to the GSA bank account.
* Rajat gave an update on Graduate student space as it is almost ready but it requires little renovation which is in process of completion.
* Rajat told the council that we might move to new office by 15th March 2020, and there will be a small inauguration ceremony for the new Graduate Student Space.
* Rajat told council that GSA will order new furniture for the space.
* The total budget for furniture has been allocated to CAD$ 8000 for the space.
* Furniture includes chairs, table, bulletin board, bean bags etc.
* Jasmine told the council that Allan Guzak is the concerned person to get the keys for new GSA office.
* Rajat suggested to make GSA employment policy or HR policy for employees of GSA.
* Dr. Edgar supported the decision on drafting the employment policy for GSA.
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| Action items | * Rajat and Sushant will work on updating the GSA election policy.
* Jasmine will update on the Game on event and Trivia event.
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