**MEETING MINUTES**

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|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | 10th March 2020 | **Time:** |  | 03:45PM to 04:45PM |  |
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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).

Management: Dr. Edgar, Mr. Quin

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Finance Issues | * Rajat confirmed that GSA’s CRA online account has been updated and he has access to the online account.
* The council has suggested to draft a policy or procedures so that only GSA treasurer has access to the account. The policy should include clause such as in case of VP fiancé resigned from his position, the new executive taking charge of finance office should update his/her information with CRA.
* Akash suggested to have a separate CRA policy.
* Rajat informed the council – we have mailed source deduction cheques for all months of 2019 year but the cheques for Nov, 2019 and Dec,2019 have not been cleared by CRA yet. We are following with CRA on this.
* Information return has been sent to CRA and we are waiting for the confirmation from CRA that it has been filed successfully.
* Sushant will work on election policy with the changes required for future GSA elections as suggested by the council members.
* Point of Sale machine - Akash had a meeting with Christine either link your official executive email ID to your bank account or purchase a POS machine
* Akash consulted bank representatives regarding the linkage of official email id, but it would not be possible because every transaction requires two signatory authority.
* The Council agreed to purchase POS machine provided that Akash will do a thorough research on its feasibility and consult CUE finance office to learn the challenges and regulatory requirements it might have to take into consideration.
* Christine recommend squareup vendor regarding purchase of POS machine.
* Dr Edgar suggested to investigate pro and cons of using POS machine.
* Rajat and Akash will work on the policy for POS machine and meet CUE finance.
* Akash informed the council that he will mail source deduction cheques for Jan 2020 and Feb 2020 to CRA.
* Rajat raised the concern that GSA doesn’t have its membership fee documented anywhere, so the council collectively agreed to prepare membership policy without any changes to the existing fee.
* Dr. Edgar suggested that the academic calendar changeover have very specific deadline – register office need well in advance to make change which is in the benefit of students.
* Dr. Edgar advised the council if there is any change or new inclusion of GSA policy, the CUE management should be notified.
* GSA executive Compensation policy – we have it in place but needs some changes in terms of inclusion of office hours, wages, description of each position’s responsibilities, and code of conduct.
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| Other Issues  | * Dr. Edgar told the council that it’s his first time with GSA election process and he finds it very interesting with all the policies an procedures in place for smooth functioning.
* Dr. Edgar suggested the council that there should be clear check list of DO and DON’T for ERO.
* Dr. Edgar told the council that Harbir did a great job in conducting the election process but there is some gap to straighten out in terms of GSA election policy.
* Dr. Edgar mentioned about 3 candidates who didn’t meet the criteria along with the campus violation and were disqualified for this election.
* Also, if the candidate was disqualified there should be an appeal section mentioned in the election policy and judicial board to address those disqualifications.
* Rajat mentioned to the council that for withdrawal of nomination, we don’t have any procedure to follow in our election policy.
* Also, for referendum during elections – there must be a certain acceptance criterion to follow.
* There must be an eligibility criterion in terms of academics – we have to in align with CUE academic calendar.
* Dr. Edgar suggested the council that ERO instead from within the student body he/she could be anyone outside the program in that way there will be no influence of internal politics.
* The person could be an admin person from CUE or external person from outside CUE.
* Rajat suggest to council that he will discuss with other universities GSA.
* Akash mentioned to the council referring to bylaws that ERO should be an active member of the graduate studies
* The council decided to make changes to election policy and stating that ERO selection should be done in the GRC.
* Rajat advised the council to include the job duties of program representatives’ roles as well in the policy.
* Trivia night –Jasmine informed the council that there is not much response from students for the event, and she will help participants in making the teams for the event.
* Rajat suggested to jasmine that it can be any event and not just Trivia Night but there will allocation of budget for the event.
* Jasmine told the council that there will be gifts to the winners of the event.
* Regarding Game on event – Jasmine requested the council members to accompany her to see the venue and start selling the tickets after Trivia Night until Akash provides an update on the process to sell tickets.
* Rajat told jasmine that bookstore can sell tickets for GSA events.
* Jasmine asked the council to give appreciation certificate to all the volunteers who helped in organizing GSA events.
* Jasmine will touch and base with plant operations to clear the old office stuff and leave the office clean.
* Regarding Student space – Rajat informed the council that the keys will be available by tomorrow
* Rajat told the council that the initial order of furniture with source vendor had been placed for new graduate student space.
* Rajat and Sushant will make changes to Election policy
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| Action items | * Rajat and Sushant will work on updating the GSA election policy.
* Jasmine will visit game on event venue to book things for the event.
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