**MEETING MINUTES**

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|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | 10th Sept, 2019 | **Time:** |  | 12:30PM to 01:30PM | |  |
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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), Jasmine Kaur Gill (VP Student Life). Akash Chavda (VP Finance)

Management: Dr. Barb, Mr. Quinn, Dr. Colin

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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. * Sushant will make resolution for the updated GSA finance policy * Rajat have asked Sushant to make a resolution for printing amount top up for all the council members for GSA printing stuff. |
| Finance Issues | * Rajat handed over the annual return copy to Akash and have asked Akash to send the e-copy to Dean Colin and Dr. Barb as well. * Akash has completed the revised version of finance policy and asked Sushant to post the same on the GSA website. * Dean Colin asked Akash to take an opinion with Christine, in terms of tax returns and financial statements. * Dean Colin has asked to give them hard copies for audit, tax documents to CRA, insurance and annual return to registry. * Akash is working on the insurance and will be done in time once the numbers are available. * Akash has prepared cheques for bookkeeping, Justin and Rajat’s reimbursements except domain renewal cost. * Akash has told the council for their amount of share for summer work. * Rajat, 42hours 350$, Akash 15hours $125, Jasmine 22hours $183.33, Sushant 17hours $141.67. * Akash raised his concern regarding the payment made for domain renewal by Rajat for the website, as he had paid in USD. * Dr Barb suggested to consult Christine on domain renewal payment in USD and how to reimburse the amount to Rajat. * Also, Akash talked about Christmas event for this year as the budget is on low side. * Dr Barb suggested to have potluck kind of event if Christmas event requires higher budget. * GSA will have our own Investment Account. GIC account will the base for the same as 10% will be redeem by the bank and rest will go to the finance aid office CUE to disburse for awards. * GSA Credit card limit set to $500. * The council suggested and expressed interest to increase the limit by $1000 or $1500. * Rajat takes the ownership for the GSA cards (credit and debit) * Rajat and Akash will talk with bank regarding GSA current account type and what kind of benefits or limitations are applicable on this account. * GSA printing cards are inactive so Rajat proposed to pass a resolution to give a top up of $5 to each council member for GSA related printing. * The council especially Rajat and Akash has asked Dr. Barb about the invoice for the orientation T-Shirts in order to reimburse the amount back. * Dr Colin has suggested Akash to book an appointment with Christine and Misque regarding the tax returns and other financial documents. * Dr Colin also emphasize on looking into accountant before filing the tax returns during the first submission of papers. * Dr Colin has asked Akash to include and consider winter term for the insurance. |
| Orientation | * Dr. Barb welcomed all the council members in the meeting. * Dr. Barb open the discussion by asking the views and recommendations about FALL Orientation 2019 from the council. Like How was the orientation? Debrief – the number of students were on higher side. * Jasmine expressed her concern regarding the Snacks place which was not appropriate and congested during the orientation. * Other concerns and issues in terms of orientation were – less chairs in the ralph athletic Centre, registration desk could have been improved as well. * GSA still must pay for the goodie bags to CSA for 96 bags. * Rajat asked Sushant to make a folder for summer worksheet on to the drive. |
| Other Issues | * BSides Edmonton 2019 event will be on 18th & 19th Sept, so far with support from GSA, CUE had funded 15 tickets to students who filled the google form of interest for the event. * Rajat discussed about the rented boards for research posters to showcase in BSides Event. * GSA doesn’t have enough budget to support the rented boards, Rajat and Sushant will see Dr. Alison regarding the same. * Quinn has suggested to buy the boards for life by GSA if renting them exceed the purchase amount, as this will be an asset for GSA. * Upcoming events information must be updated on website today only. * Rajat has expressed the interest to know the list of students from previous semester in order to know the fee of $4 each student for ab-GPAC. * Dr Colin has suggested to buy a descent price printer for GSA office in order to resolve the issues with printing and printing cards. * Jasmine briefed about the Meet & Greet event which is going to held on 17th Sept in Design Thinking Space in AW new building from 12-1P.M. * ISACA president will be presenting in that event. * Dr. Barb told the council about the number of students accepted for winter term – 103 students so far and 5 have registered till date. * AB-GPAC AGM will be held by CUE in February, Catering services will be available on Saturday as well. * Bailie should be contacted beforehand for the AB-GPAC AGM meeting catering services and menu. * Rajat asked Dr Colin regarding any update on delay on graduate students’ scholarships from govt side, as other GSA from different universities are facing this issue and the new govt has not given any certain commitment on grants and scholarships. * Dr Colin in reply said CUE has travel grant so far of $20000 from Govt, Margie is the right person to ask about the same. * Dr Colin has asked Rajat to make a note of this in the next meeting of scholarships committee. * Margie will also provide the list of scholarships that govt and CUE offers to graduate students, the same list will be posted on GSA website as well. |