**MEETING MINUTES**

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|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | July 12, 2019 | **Time:** |  | 01:30PM to 02:30PM |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | GSA office |  |
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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) connected over video call. Akash Chavda (VP Finance), Jasmine Kaur Gill (VP Student Life).

Management: None

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Referendum & Resolutions | * TT resolution has been done by VP external and internal affairs.
* Sushant has asked Akash about the single resolution for all finance related forms.
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| Finance Issues | * Akash and Rajat have asked the council to review the GSA forms for the approval.
* Annual return form has been handed over to Rajat, but previous council members information is missing, and council is waiting for audit report from Austin.
* GSA cheque book has been exhausted with no more cheque leaf left- New cheque book must be requested from bank.
* Akash has handed over the salary cheques to the council for their individual services for the month of MAY and JUNE 2019.
* Akash proposed the orientation budget of $3300 to council for the Fall 2019 Orientation.
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| Orientation  | * Dr Alison might be the program chair of MISSM/MISAM for the orientation fall 2019 (it’s not final yet)
* Jasmine has sent an email to TOM regarding Orientation T-Shirts, though she will see him in person for the same.
* Jasmine & Rajat has suggested to get two different vendor quotes for printing the orientation t-shirts (third party).
* Rajat has asked the council to cc at least one member from the council for the smooth communication for any agenda discussed with the management.
* Council has agreed upon bearing the cost of personal GSA hoodie individually with the name and GSA logo imprint on it for the Fall Orientation 2019.
* Jasmine is following up with the fall orientation schedule with Kelli.
* For University tour council will ask for volunteer, and individual teams will be set up for the campus tour.
* Rajat will fix a meeting with CSA executives for Materials like – GSA booklet, flyers, goodie bag, etc.
* Jasmine will propose the deadline for the material printing after rajat’s meeting with CSA.
* Airport welcome – Council has given the names of volunteer to international office.
* Jasmine will be volunteering the airport welcome for the Fall semester students.
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| Other Issues | * Rajat had a meeting with Dr. Alison regarding Bsides event in Edmonton.
* Our representative will be covering one of the stalls for ISACA in the Bsides event.
* Font size, color of the text and accomplishments etc. should be clear and concise in the GSA website.
* About us page there is mis-match in font color like dull/bright on the page.
* Rajat has asked all the documents related to GSA must be uploaded on google drive.
* Our council will make a new folder 2018-2019 in the google drive for a smooth navigation of files for everyone.
* Sushant has suggested the council to sit down for one hour bi-weekly or in a month together from Fall 2019 for all the changes needed on websites, resolution updates, forms edit, or any pending errands to finish during that one hour in GSA office.
* Jasmine has submitted her individual written report of all the work she did during the TT event against which she was paid compensation for number of hours worked for the event.
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| Budget | * Total of three budgets are proposed and discussed by VP finance that includes Spring and summer semesters (1st budget), Fall 2019 semester (2nd Budget), Winter semester (3rd budget)
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