**MEETING MINUTES**

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|  | **Meeting:** | 15th GSA Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | January 15, 2019 | **Time:** | 10 | 12pm-1pm | |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | HA 206 | |  |
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|  | **1. Meeting Objective** |  |  |  |  |  |  |
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14th GSA Council Meeting

**2. Attendees**



Council Members: Uttkarsh Goel ,(President), Vinayak Kohli (VP Academic Affairs and External relations), Sumaiya Nazneen(VP finance) , Bhupinder Kaur (VP Student Life)

Management Members: Dr. Colin Neufeldt, Dr. Barbara Van Ingen

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| 3. Agenda and Notes, Decisions, Issues | |
| Topic | **Discussion** |
| Winter Orientation | * Dr. Barbara opened the session and asked about the feedbacks of winter orientation * President acknowledged the orientation was well planned and further it can be improved in certain aspects * Dr. Barbara mentioned in future decoration can be included along with lunch and two orientations in one day can be planned for a semester * Secretary mentioned the registration for international students should be open a week before to smoothen the orientation session. * VP Student Life suggested if there would be initial accommodation provided for International students * Dr. Barbara mentioned due to limited space in residence it is impossible for providing partial accommodation for any student * VP Student life further mentioned the issue of lack of lockers in CUE for which Dr. Barbara acknowledged to increase the availability of lockers for graduate students * The session was moved to the next item |
| Health and Dental Plan | * VP Finance asked about benefits of health and dental plan inclusive of the procedure to obtain the benefits * Dr. Barbara explained it is CSA health and dental plan which is available to graduate students too * Further it was explained graduate students can print the card and avail benefits. More information can be gathered from Linda regarding health and dental plans |
| Finance Issues | * Dean Colin initiated the discussion regarding finance issues with acknowledging the budget document provided by VP Finance * VP Finance clarified the budget was for Spring and Fall semester. Further it was confirmed after the census day the winter budget document can be provided * Dean Colin further reminded the council of finance policy should be presented in order to gain responsibility and control over funds as discussed in the previous meeting * The council acknowledged the same and VP Finance confirmed the policy will be ready by the end of January * Dean Colin further suggested it must be presented to council prior for review * Dean Colin extended the discussion and mentioned if GSA council is interested an accountant can be hired for reconciliation and use simple Quickbooks for smoothen the managements of funds * Furthermore it was suggested by Dean Colin to gain quotes and select the best one for getting an insurance * It was further suggested to get Directors and Officers Liability * Dean Colin further moved the session to the next discussion item |
| Election Issues | * Dean Colin initiated the session and reminded the council about upcoming elections are to be held * Dean Colin mentioned ERO would be necessary for overviewing the process of elections * President replied ERO has been finalized and would be arranging a meeting with ERO |
| Other Issues | * VP Student Life inquired and requested provision of UPass in CUE * Dr. Barbara responded with reference to numerous memorandums but failure to provide UPass * Dr. Barbara further provided information the number of students joined graduate studies in Winter semester |