**MEETING MINUTES**

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|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | 17th March 2020 | **Time:** |  | 12:00 PM to 01:00PM | |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | Individual home via Google meet | |  |
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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, Dr. Barb

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| 3. Agenda and Notes, Decisions, Issues | |
| Topic | **Discussion** |
| Resolutions | * Akash asked Sushant to make one resolution for the furniture which GSA is buying from Source vendor for the new Graduate Student Space. * Akash asked Sushant to make a new resolution to honor all the new program representatives with an honorary amount given by GSA, as the number of program representatives has increased in this term after election results. |
| Other Issues | * Sushant briefed about the changes made in the GSA election policy. * Dr. Edgar suggested to the council that additional clarification to all the candidates must be present in the policy. * Sushant talked about the main highlights of the updated GSA Election Policy. * GSA can reimburse 30$ and no more than 150$ * Dr. Edgar agreed with the council in setting the cap for the upper limit of CAD$150 for campaign materials. * Dr Barb told the council that even CSA have a cap for the candidates in the election for their campaign materials. * Dr. Barb suggested the council to increase the posters limit in the GSA election policy from 15 to 20 posters. * Rajat mentioned the issue under eligibility criteria for all the candidates of minimum 3 semester enrollment in the graduate program, as there is no intake of new students in next two semesters. * Dr. Edgar told the council that there will be a enough students and open up the possibility to other departments of graduate students to contest for election. * Rajat told everyone that updated GSA election policy will be discussed in the upcoming GRC meeting. * Regarding GSA Fee policy – Akash had drafted the policy and he briefed about it. * Rajat had made more changes to the GSA fee policy – he briefed about it to everyone. * Dr. Edgar asked the council to give more clarity on the GSA student support fund section 3.3, and Akash replied that the student have the choice to pay per credit a fee of CAD$2.75. * Rajat suggested to make it to 1.25 * Regarding GSA Online account credential policy – Rajat briefed about the policy which contains the credential of social media and web site of GSA. * Akash mentioned in addition to above point that GSA has hired Krishna as an employee for updating the GSA website. * Mr. Quin suggested the council to change the general language of the GSA online account credential policy where it mentions the type of accounting software used by GSA from specifically mentioning the software names to “includes and not limiting to QuickBooks, HubDocs”. * Regarding GSA Point of Sale machine policy – Rajat briefed about this policy. * Akash mentioned in the policy the word customers and not students because GSA may grow in future and may conduct some fundraising activities in which GSA may find a need to accept payments from people who are not students. * Akash told everyone that the payment receipt will be generated manually for students just like Christmas event hosted by GSA. * Jasmine asked Akash to correct the spell check for interac mode of payment in the policy. * Dr. Edgar asked the council whether it’s an intend to take interac payment through POS machine as POS is a direct cash sale versus a credit sale. * Akash told the council that it is not the intend but to streamline the transaction to the account for GSA. * Mr. Quin suggested the council to make the wording of the policy in a more generalized way. * Jasmine told the council that there are different service charges for category of card like visa or MasterCard. * Akash told that there might be change in service charges that why he has not put this clause in the POS policy. * Rajat asked Jasmine to work on GSA events policy that includes proper procedure and guidelines to conduct the events. * Dr. Edgar and Mr. Quin suggested the council to refer to CUE Campus Event and Speaker Enforcement Procedure policy in order to draft an exclusive GSA policy for events. * Jasmine confirmed the council to start working on the GSA events policy. * Jasmine told the council that she had sent the quotes to the council for the game on event in April month. * Rajat asked Jasmine to hold booking for game on event but GSA will not sell tickets until the situation of Covid-19 gets normal. * Dr Edgar suggested the council to cancel all the upcoming GSA events as CUE has taken strong stand for gathering and parties on campus or outside as well. |
| Action items | * Sushant will update the GSA election policy as discussed in today’s meeting. * Jasmine will make GSA events policy as discussed in today’s meeting. * Rajat and Akash will refine and make changes to GSA fee policy, GSA online credential policy and GSA POS policy as discussed in today General Council Meeting |