**MEETING MINUTES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Date of Meeting:** | 21st Jan 2020 | **Time:** |  | 12:00PM to 01:00PM |  |
|  |  |  |  |  |  |  |  |
|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | AW118 |  |
|  |  |  |  |  |  |  |  |
|  | **1. Meeting Objective** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

GSA General Council Meeting

**2. Attendees**



Council Members: Rajat Wason (President), Sushant Sharma (VP Internal and External Affairs), Akash (VP Finance), Ms. Jasmine Kaur Gill (VP Student Life and Learning)

Management: Mr. Quin, Dr Edgar, Dr. Barb.

|  |
| --- |
| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Referendum & Resolutions | * All resolutions are signed and up-to-date saved in the google drive.
 |
| Finance Issues | * Rajat and Akash gave an update on financial statements which is up to date until 19th January 2020.
* Akash told the council that he is waiting for Kristine’s reply before starting the account reconciliation process.
* After the reconciliation of the accounts, an audit will be conducted for GSA.
* Rajat told everyone that GSA is giving away 4 awards - GSA Scholarship award, GSA bursary award, GSA achievements Scholarship and GSA Financial Assistance Award.
* GSA achievement and GSA financial assistance awards are disbursed among graduate student from GSA funds.
* The selection criteria are the same for all awards and deadline is Feb 1, 2020.
* Mr. Quin asked about the deciding committee who will shortlist the candidate, and procedures to follow in doing the process of giving GSA awards.
* Rajat told everyone that it is primarily decided and administer by the financial aid office of CUE.
 |
| Other Issues  | * Post-Secondary Education (PSE) funding in Alberta will be tied with performance says government.
* Rajat told the council that our GSA is an integral part of ab-GPAC, and they are against government decision on PSE model.
* Our GSA is in support with ab-GPAC and against the decision made by government on PSE funding model.
* Mr. Quin explained more on this by saying that this performance-based funding to PSE institutes is quite like that in Ontario.
* Rajat explained about PSE, and GSA CUE is against the decision of the govt.
* Dr Edgar said about PSE funding decision that it would be unfortunate and not helpful in maintaining consistent performance for an educational institute.
* Regarding GSA elections – there will 3 program representatives for MISSM, 1 program representative for MISAM, 1 program representative for Master of Education and 1 program representative for Master in Environment Public Health.
* There will a total of 6 programs representatives’ selection during GSA election 2020.
* Sushant had a quick meeting with Dante regarding Voting Process through electronic means through Moodle system of CUE.
* Dante told Sushant that he will get back to him regarding the conduct of voting in a day.
* Dr Edgar asked the council who will administer the counting of votes? \
* The Final figure will be sent out by IT dept of CUE to Dean of graduate studies.
* ERO and DRO will be conducting and be on top for smooth operation of the GSA election process.
* Regarding Ab-GPAC AGM meeting – GSA CUE will host the AGM meeting on 8th Feb 2020.
* Rajat asked Dr Edgar about the food policy, if the council can arrange the food from outside due to budget constraints.
* Dr Edgar suggested the council to stick to the CUE food policy which says to get the food on campus through Aramark.
* Dr. Edgar asked Rajat about number of attendees for ab-GPAC AGM meeting – Rajat told everyone that the number of directors attending the AGM meeting would be nearly 13-14 persons.
* There will be some coffee, snacks and lunch for the meeting.
* Regarding elections – Rajat told Quin that Harbir will be in touch with him for the whole process of elections.
* Rajat asked Jasmine to finalize the event calendar so that we can prepare for the events and send emails among students for all GSA upcoming events.
* Rajat got an email from The Association of Canadian College and University Ombudspersons (ACCUO) regarding Ombud’s office, who deals in resolving issues on campus for students.
* Rajat will forward the concerned email to Dr. Barb.
* Dr Barb told the council that CUE doesn’t do ombudsman office on campus, as CUE does have code of conduct in place.
* Dr Barb told the council that there are 2 ways to address students concern as per misconduct policy of CUE – informal process, formal process consists of 2 faculty and a student who is involved in the conduct.
* GSA will be asked if it is related to graduate student misconduct.
* Jasmine and Sushant will meet for a quick meeting with new student life and learning Director – Chelsey McLeod.
* Dr Barb asked the council about feedback on Winter Orientation 2020.
* The council told the management that it went good in terms of time schedule, along with the campus tour to all the new students.
* Mr. Quin gave his feedback regarding one student from psychology department who was not aware of his department program director during winter orientation.
* Introduction of program director is important in future for all the departments in faculty of graduate studies.
* Rajat asked the students if there is any student from other graduate programs so we can schedule a meeting with concerned program director.
* Dr. Barb told council about 29th January event called Bell Let’s Talk and CUE career Fair – She asked the council to encourage graduate students to participate in that event as well.
* Rajat gave an input about Handouts to be distributed among new students in the future orientation events.
* Dr. Barb mentioned about CUE survival guide that was circulated in the past during orientations and it was very much helpful to new students of CUE.
* Dr. Edgar gave his input on winter orientation about the time management so that everyone can come on stage to address new students as per the orientation schedule.
* Rajat asked the council members to prepare a Handover document which will be handed over to new council after GSA elections.
* Rajat mentioned about the priorities to be reflected in the handover document which the existing council would not achieve due to their tenure completion.
* Dr. Edgar asked the council about the hand over documents – Rajat told him that it is usually consist of – insurance docs, audit report, debit cards, website credentials.
* Dr. Barb asked the council – are there interested candidates to run for GSA in the upcoming elections.
* Mr. Quin told the council about informative sessions will be conducted for all the students on supervision, policies and procedures of CUE and asked council to encourage students to attend those sessions and gain important information.
* Rajat proposed the timing for those information sessions should be between lunch hour time 12-1PM as it is the best time for most of the students.
* Jasmine will make poster for the same information sessions and circulate it among students via social media.
* Dr. Edgar told council that CUE is supporting United Way – a fund raising program which support children, youths and families, mental health support or general support.
* On Feb 5th 2020 – there is a poverty simulation morning or afternoon sessions where one has to play a specific role for a certain period of time.
* There are 60 slots available and Dean Edgar will send an email regarding the same information.
 |
| Action items | * Sushant will meet Dante to discuss about voting process through electronic means via Moodle for upcoming GSA elections.
* Jasmine will provide the update on event calendar.
* Akash will meet Christine for the account reconciliation process followed by an audit process of GSA.
 |