**MEETING MINUTES**

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|  | **Meeting:** | 21th GSA Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | March 21th, 2019 | **Time:** | 10  | 2pm-3pm |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | AW 240 |  |
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|  | **1. Meeting Objective** |  |  |  |  |  |  |
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21th 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 Affairs)

Management: Dr. Colin Neufeldt

Upcoming GSA Council Members: Rajat Wason, Jasmine Kaur Gill

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| New GSA Council | * Dean Colin opened the session by welcoming both the councils
* The new council were familiarized with the working as a GSA council initially by telling every meeting should have an agenda and should meet their counterparts for more details
* New GSA council were members were advised to arrange questions pertaining to accounting systems, every day activities, roles and responsibilities, also to meet Christine official Bookkeeper sooner
* Dean Colin further asked the new GSA council to get a police check as soon as possible failing which the position shall be vacant
* VP Finance was further suggested to take upcoming President and VP Finance to the bank for prior the handover
* Upcoming GSA Council was then asked to organize Spring orientation and handle the website for updating it securely
* The key point discussed with the new council to which new GSA council fully agree was to read the Alberta Societies Act, GSA Bylaws and related policies
* It was told a professional CPA to be hired to perform annual audits
* The handover ceremony decided was 26th of April
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|  Finance Issues | * Dean Colin further asked the VP Finance and President on updates regarding insurance as it is a requirement for independent organizations
* President replied only the form filing is left
* Dean Colin further suggested to take quotes as of current number along with a buffer in case of increase in number of students
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| Proposition 1 | * The council was asked to prepare a resolution identifying it as a bursary or a scholarship with the help of Margie
* The council agreed with the deadline being prior the handover
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| Alberta Graduate Provincial Advocacy Council | * President discussed about the specifics about AGPAC with the new council
* It was told it is their decision to decide to be a part of AGPAC which Dean Colin advice as being a wise decision to be incorporated
* The annual fee was $4
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| Other Issues | * President further informed a Google drive shared folder has been created and council members can share and store files there for every one to see and upload necessary files
* Dean further informed the council about the photo contest for which the date has not been decided and also informed there was an increase in participations
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