**MEETING MINUTES**

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|  | **Meeting:** | 23nd General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | April 23rd, 2019 | **Time:** | 10 | 2pm – 3pm | |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | HAC-HA 206 | |  |
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|  | **1. Meeting Objective** |  |  |  |  |  |  |
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23nd General 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** |
| Annual General Meeting | * Dean Colin opened the session and inquired about the AGM * President reported AGM successfully done and minutes will be uploaded on the website |
| Hoodies | * Dean Colin inquired about the faculty of graduate studies hoodies * VP Finance informed the budget has been made and ready to do the payment * Dean Colin further advised to ask Gwen and Faye to finalize and get the hoodies before May |
| Finance Issues | * Dean Colin reminded the council Income tax needs to be filed before April 30th and also advised to take help from Concordia Finance and Christine * Dean Colin further asked for the updates on Annual return * VP Finance replied only the submission is left, it has been reconciled from the previous term and prepared * Dean Colin asked to submit the documents and file the annual return as soon as possible also to visit the Brown Lee Corporate Registry Building * Dean Colin asked the new council about finalizing the auditor * Upcoming president replied with no CPA Auditors, therefore some recommendations provided to the upcoming president * It was also informed it would be a 2 year audit therefore after taking over the charges should budget accordingly * Dean Colin further inquired about the Executive TD form and VP Finance replied it has been successfully done * Dean Colin further advised new council members to follow the same procedures to get the Executive TD Forms done after taking over * Dean Colin moved the session and asked the council about the insurance form * VP Finance and President informed about complications and dean Colin asked VP Finance to gain assistance of Christine which must be done before April 30th * Lastly VP Finance also mentioned she will do the formalities for bank signing authorities and will sign off to hand over the accounts to the new GSA Council members |
| AGPAC | * Upcoming president informed the council the AGPAC member arriving to meet the new council and have a meeting about the procedures of AGPAC * Dean Colin volunteered to join and suggested to talk about new programs and expansion of graduate programs in Concordia |
| Spring Orientation | * As inquired by upcoming president, Dean Colin informed there will be no orientation in spring |