**MEETING MINUTES**

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|  | **Meeting:** | 16th GSA Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | January 15, 2019 | **Time:** | 10 | 3pm-4pm | |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | S 206 | |  |
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|  | **1. Meeting Objective** |  |  |  |  |  |  |
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16th 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, Faye Salins

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| 3. Agenda and Notes, Decisions, Issues | |
| Topic | **Discussion** |
| Organizing Holi festival event | * Faye on behalf of the International office shared the possibility of organizing an event for Holi festival * Faye further asked can GSA provide volunteers and plan for food items inclusive of colors * GSA council agreed to the same and further it was decided Faye will provide the specifications required for the event to be planned and the favorable venue would be Tegler * Faye further mentioned the food items required would be Samosas and council agreed to the same of 300 units * It was further decided for enhanced participation, it must be named as Color Rush * GSA council agreed to the same and agreed to provide quotes for the food items to be procured |
| Finance Issues | * The session was moved to the discussion of finance issues * President acknowledged as part of previous meeting’s action items and provided available slots for meeting an external bookkeeper * President further inquired about the insurance broker contract as discussed in previous meeting * Dean Colin explained a insurance is essential and required to get feasible quotes by disclosing correct and precise information to the insurance company. * Dean Colin further explained an officer’s liability insurance is a must for independent organizations similar to GSA and an asset insurance after doing an asset assessment to be done by VP Finance |
| Election Issues | * Dean Colin further moved the session for discussing upcoming GSA elections and informed the council Justin will be the ERO and all the related documents have been provided to him * Dean Colin further suggested an assistant ERO can be suggested to smoothen the process of Election * Dean Colin added a referendum must be prepared by the end of this month |
| Other Issues | * President shared January 29th is the Meet and Greet and Stephanie from Career Services will be joining the event, it was further planned a research related event will be planned with Dr. Valerie * Dean Colin further shared Graduate Teaching Assistants (GTA) and Graduate Research Assistants (GRA) policy has been passed and ethics training is required which will be provided by Dean Colin, for which Dean suggested possible days in a weekend where it can be discussed over lunch with GTA and GRA * Dr. Barbara further shared some changes in operational procedures for foodbank procedures where it would be meals instead of snacks, operation only at usual hours and meal provided on application based approval |