**MEETING MINUTES**

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|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | 24th 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** |
| Finance | * Rajat asked Akash about the Audit contract with Nitesh, the Audit report should be completed before 23rd April 2020 i.e. before the end of the term. * Akash told the council that Nitesh has gathered all the information and he is verifying the financial documents. * Rajat suggested Akash to look for other options to file the returns due to covid-19. * Regarding VP report – Akash asked Rajat to check it online the CRA account, but Rajat told the council that there is no update as of now for December 2019. * Akash told the council that source deduction cheque hasn’t been cleared and there is no update from CRA. * Rajat asked Akash that all the pending items in term of finance should be done before the handover ceremony. |
| Other Issues | * Dr. Edgar told the council that ERO has sent his final election report to him. * Dr. Edgar thanked Dr Barb for the continuous support to students, staying strong under these circumstances and giving necessary information via online platforms. * Dr. Barb told the council that Monday, Wednesday and Friday – there is talk about general topic, financial things and wellness topics. * Rajat asked the council to spread out the word to graduate students regarding the above said events and Jasmine will post it on Instagram. * Rajat told the council that 4 new and revised GSA policies are passed and adopted in the last GRC meeting * Regarding Transition meeting – Rajat asked Akash to get in touch online with the new VP finance. * Akash told the council that he is waiting for the background check for new council members. * Rajat asked Dr. Edgar if there is any timeline for the background check to be completed. * Dr. Edgar told that the timeline is mentioned in the election policy. * Akash verified with Dr. Edgar about the background check registration link present in the email sent out to new council members. * Rajat ask Dr. Edgar if there is any extended deadline for background check this time due to covid-19. * Dr. Edgar will check with ERO regarding the same, if there is need for extending the deadline. * Rajat asked Dr. Edgar – When should he invite the new general council members to the next general council meeting? * Dr. Edgar will check with ERO and then we will take it from there. * Rajat told everyone that Date and time for handover meeting – 28th April 202 from 12-1PM. * Rajat asked the council to prepare a report by 1st May 2020 and do conduct individual meetings with respective executives. * Akash and Rajat are on working on document to give to new council, Akash shared the document with everyone over screenshare. * Rajat asked the council that printing cards should be handed over to new council members. * Akash asked Rajat when we should change the signing authority in the bank – Rajat said it will be in the last week of April. * Dr. Edgar asked the council if there is any list of documents or checklist – present in the handover procedure. * Akash shared the document stating the guidelines for GSA VP finance that contains all the information on the role of VP finance. * Rajat told the council that there is a document checklist to the new council that is required for the transition. * Jasmine worked on event policy – Rajat recommends to refer to CSA events policy as there is some work to be done on the policy. * Jasmine referred to the CUE speaker and event policy which Quin shared with the council in the last meeting. * Jasmine asked the council regarding Budget allocation in the event policy – Who will pass the budget allocation? * Akash replied to Jasmine that the council will approve for the same. * GSA employment policy – we have GSA compensation policy but we don’t have employment policy laying down the proper procedure, along with the program representative guidelines. * Rajat, Sushant and Akash will work on GSA employment policy with the help of reference from UoC policy. * Regarding purchase order – Akash told the council that he has emailed it to Christine, but she hasn’t replied back to him. * Rajat asked Akash can we proceed with PO from QuickBooks? * Akash replied back that we can make the PO and confirm it with Christine and then move ahead from there. * Rajat asked the council to address all the queries which come to the council during this tuff time due to covid-19. * Dr. Barb told the council that - Student life and learning, counselling services, online secure platform, e-learning are open to students. * Also, if students are struggling with their finance during this covid-19 circumstances, direct them to Financial aid office. * Rajat asked Dr. Barb if there is any Compiled list of services offered during this time due to covid-19. * Dr. Barb told everyone that all the information is present on the CUE website, but still she will send the document that contains the services. * Quin asked the council if there is any other member from CUE community which we would like to invite during transition meeting? * Rajat replied back that he will discuss with the council and then let everyone know in the next meeting. |
| Action items | * Sushant, Rajat and Akash will work on GSA employment policy. * Jasmine will work on GSA events policy. |