**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.
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| 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.
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| Action items | * Sushant, Rajat and Akash will work on GSA employment policy.
* Jasmine will work on GSA events policy.
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