**MEETING MINUTES**

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|  | **Meeting:** | GSA General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | June 25th, 2019 | **Time:** |  | 12:30PM to 01:30PM |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | AW118 |  |
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|  | **1. Meeting Objective** |  |  |  |  |  |  |
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GSA General Council Meeting

**2. Attendees**



Council Members: Rajat Wason(President), Akash Chavda (VP Finance), Jasmine Kaur Gill(VP Student Affair).

Management: Dr. Barbara, Dr. Colin, Mr. Quinn Carter

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Referendum & Resolutions | * The meeting was begun by Dr Colin and welcomed all the GSA council and has introduced Quinn Carter – program coordinator to GSA council. He will be helping dean on various things related to graduate studies. He will assist GSA in the absence of Dean.
* All awards and resolution have been sent to president office for approval.
* Resolution to pass regarding the debit limit on GSA debit card.
* Resolution to pass for cash award to give away during Table Tennis event to all the winners.
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| Finance Issues | * Dr Colin asked Rajat about the Annual return file and Audit – both will get done by this week.
* Justin will submit an Audit report by this week and Dr Colin asked Akash to get it checked from Christine and even before sending it to Govt of Alberta, it should be check and proofread once from Christine.
* Dr Colin asked Akash regarding the sample of Audit report from Co-operate registry, so that the report should follow the same format which is accepted at registry. Before finalizing it and for future report a CPA will do the for GSA.
* A copy of Audit report will be sent to administration after that only.
* Also, Insurance will be taken for GSA after completion of financial statements.
* This summer Dean asked us to get the insurance done before the start of the Fall 2019.
* GSA might see the same insurance company from which CSA has taken insurance.
* Rajat raised the point about GSA council expenses reimbursements which is due from a long time.
* Dean assured to talk about the same with Christine and get things done soon.
* Rajat and Akash asked about GSA Debit card limitations as that card can only do online transactions.
* Dean suggested to Make a proposal – what council wants on it? Then we go to the bank for the changes on to GSA debit card.
* Dean told Akash that Christine pointed that some work is still pending for reconciliation process.
* Dean asked council on the maximum limit to set for debt card expense which everyone agreed to set at CAD$500.
* Rajat asked Dr. Barb and Dr Colin about GSA fund which hasn’t been received yet and on number of students coming for Fall 2019.
* Dr barb will ask for the number of student figure from the admission office.
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| Orientation  | * T-shirt for orientation – Tom was not reachable during the last week. GSA council will see him and decide
* After meeting with TOM, GSA will decide the design and vendor to see for the prints.
* GSA and CSA will work together during the start of the event and later GSA will take international students to different venue for addressing or maybe in Tegler.
* Rajat will look for the booking in Tegler.
* Dean asked Rajat to send invites to chair and faculty who will join during the orientation.
* Dr Barb gave an approximate figure on number of students who will come during Fall 2019, 293 in total applications and 43 had already registered with the graduate program.
* Dr Barb talked about the setup of orientation for this Fall, as it might be in GYM area.
* Dean asked to keep things moving in a good pace during orientation and should be well organized along with the speech (meaningful)to deliver to new students. First impression makes a difference
* GSA council will wear graduate studies Hoodies.
* Dean also asked GSA to invite OLA from registrar and admission office during the orientation.
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| Alberta Graduate Provincial Advocacy Council | * GSA council had attended an ab-GPAC board retreat meeting on 22nd June 2019 at Red Deer.
* GSA council had good interaction with Chair and other officials.
* Jasmine and Sushant will work on Immigration Committee for ab-Gpac.
* Rajat had attended student leadership meeting with ab-Gpac and minister on 24th June.
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| Other Issues | * Table Tennis Tournament -Updated First award of CAD$50 along with the Graduate Studies hoodie, CAD40$ for 2nd position, CAD$25 for the third position. There will be a gift card for the cash awards.
* Need to sign out from the winner after the cash prize awards.
* Dr Barbara will send the format via email for the same.
* Akash has proposed CAD$400 budget for whole event of Table Tennis.
* Transparency in sharing the information with all the council members.
* Dean asked about List all the achievements from previous GSA council – it had been posted on website.
* Dean asked council to email him on his graduate studies email address to communicate.
* Dean asked Rajat about the CSA upcoming event in Fall of Beer Garden, Rajat had a talk with CSA president regarding the same to volunteer for CSA during the event.
* Rajat proposed to make universal T-Shirts for volunteer who will represent GSA during all the events.
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