**MEETING MINUTES**

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|  | **Meeting:** | GSA Transition Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | 28th April 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 Transition Meeting

**2. Attendees**



Council Members: Rajat Wason (President), Sushant Sharma (VP Internal and External Affairs), Jasmine (VP Student Life). Akash Chavda (VP Finance)

New Council Members: Sandeep Bonagiri (President), Naga Venkata Palaparthy (VP Internal and External Affairs), Nakkina Bhargava Sai (VP Finance), Deepthi Gudapati (VP Student Life)

Management: Dr. Edgar.

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Other Issues  | * Rajat welcomed everyone – he told about agenda package for the GSA transition meeting.
* Dr. Edgar acknowledge the old council with heartily appreciation of work and efforts for GSA.
* Rajat briefed about GSA president report to everyone.
* Rajat touch and base with the achievements of the GSA, and mentioned about the GSA audit report, GSA policies, GSA events.
* Rajat thanked Jasmine for hosting various GSA events during the tenure.
* Rajat thanked Sushant for his work towards drafting resolutions during the tenure.
* Rajat mentioned to new council about the ongoing events in pipeline – furniture for new graduate students’ space, U-Pass though there is a smart pass option which might be introduce soon.
* He asked the new council to keep touch and base with Dr. Barb regarding bus pass.
* Rajat told everyone about the support for graduate students financially during Covid-19 Pandemic time.
* He asked new council to follow up with CRA regarding some cheques which has not been cleared yet.
* Importantly, he mentioned to the new council to update the director’s information at corporate registry and CRA.
* Rajat told the new council to be in touch with student life office on regularly bases as we (old council) could have contribute more to work in collaboration with them on mental health, other community workshops for students etc.
* He mentioned the key contact information detail in his report along with the checklist to get signed by the new council.
* All documents are there on shared drive – He brief about the folders and files.
* Akash brief about his report to the new council.
* He mentioned about the procedure to amend budget, new procedure to open bank account, GSA policies and forms.
* He told the new council to file the tax and other submission on time with CRA and corporate registry.
* Akash told that the source deduction cheques of Jan and Feb 2020 have been cleared, though the Nov and Dec 2019 are still not cleared – so the new council should check with CRA regarding the same.
* Akash mentioned about the guidelines to follow in his report for the new VP finance, along with the key contact information.
* There are some cheques which need to be delivered to respective person and cheque numbers are mentioned in the report.
* Dr. Edgar told everyone that he is looking forward to meeting the new council, excited to work with new council.
* Rajat requested Dr. Edgar to email CUE IT team in order to link students account with GSA email account for the new council.
* Dr. Edgar asked the new council to send him the email from their student email address and he will forward the information to the CUE IT team to link with GSA email accounts.
* Sushant briefed about his report and achievements during the tenure.
* Jasmine briefed about her report and achievements during the tenure.
* Rajat asked Sushant to send the resolution of supporting graduate students due to Covid-19 Pandemic to Naga (new VP academic affairs).
* Also, the new council must get in contact with Margie (Financial Aid Office) and work on the requirements for the funding for graduate students due to Covid-19 Pandemic.
* Also, the GSA audit report must be reviewed by Christine first and then send the final copy to the management.
* Rajat told the new council that there are two policies – GSA event policy and GSA Employment policy, and asked Jasmine to put them on the drive.
* Akash has sent an audit report from Christine for her review.
* Bhargava asked everyone regarding the future GSA election as there is no students intake for upcoming semesters.
* Rajat replied that there is no intake for MISSM/MISAM, but other graduate programs intake is there for coming semesters.
* Akash asked the new council to change the sign authority at bank – take their scan copy of the passport or check with bank personal to book an appointment.
* The official GSA transition of council has been done today and the new council will take over the charge of the GSA office with their job responsibilities as per GSA bylaws.
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