**MEETING MINUTES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Meeting:** | GSA General Council Meeting |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Date of Meeting:** | May 28th, 2019 | **Time:** |  | 12:30PM to 01:30PM |  |
|  |  |  |  |  |  |  |  |
|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | AW113 |  |
|  |  |  |  |  |  |  |  |
|  | **1. Meeting Objective** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

GSA General Council Meeting

**2. Attendees**



Council Members: Rajat Wason(President), Sushant Sharma(VP Academic Affairs and External relations), Akash Chavda (VP Finance), Jasmine Kaur Gill(VP Student Affair).

Management: Dr. Colin Neufeldt.

|  |
| --- |
| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Referendum & Resolutions | * The meeting was begun by Dean Colin, He welcomed the council and asked about the referendum for scholarship and GSA bursary award update, Rajat responded and cleared doubts about it. The resolutions will be completed in 1-2 days.
* The resolution should be in proper format with clear wording that states What is the exact fee? Who is paying what amount depending on the credits he/she enrolled for the term?
* Resolutions must be signed by the council and the copy of the resolution should be sent to Margie.
* Contract to do Audit for Justin will be done during this week.
 |
| Finance Issues | * Dean Colin asked the VP Finance and President on updates on Audit and Insurance policy where president and VP Finance replied about the meeting with Christine and taking various financial documents for the audit purpose though they are not complete enough.
* Rajat and Akash asked Dean Colin regarding Audit of the previous year to be done by Justin, as he is not an active member of GSA now.
* Dean Colin gave the wise advice as Justin was an active member of GSA when he commit of doing financial audit for GSA.
* A proposed meeting of Justin, Akash, Christine and Darlene – so they all into the past records of the GSA financial statements in order to prepare the Audit for year 2017-2018.
* After the Audit – one copy should be sent to corporate registry and to CUE.
* Later, certificate of insurance policy can be purchased after the audit completion.
 |
| Orientation  | * Dean Colin told the council about the no of students registering in fall 2019 for graduate studies – there will be 140 students. He also suggested to make proper arrangements for MEET and GREET for new students and keeping things update on GSA website regarding the same.
* Regarding new students’ orientation, we need to conduct meeting with FAYE – as she do have some contact with printing company for giving order for t-shirts.
* Discussed about GSA logo to go on the T-Shirt for new students’ orientation, also if the council wants to put the CUE logo – we should seek permission from the University before putting it on the T-Shirt.
* Dean Colin asked to look for the order to place for the shirts, Hoodies or things which we need to offer during orientation to students for the fall semester.
* Dean Colin asked Rajat to check with all the people from University that helps in planning for new students’ orientation – like booking of the Tegler etc.
* Dean Colin asked Jasmine to check with the previous council executive and look for the orientation agenda which they use to follow that contains the list of the events to do on the orientation day.
* After getting the agenda, Dean asked Rajat to set up a meeting with Dr Barbara.
 |
| Alberta Graduate Provincial Advocacy Council | * Upcoming meeting with Nicole (Executive Director) on 4th June, Wednesday from 12-1 pm with all the directors.
* Government of Alberta is hosting an event in Edmonton for new student leaders in the month of June, we will be attending it and get a chance to speak with minister of advanced education.
* Also, discussed about the upcoming board retreat meeting in June.
* Dean Colin suggested to ask one good question to Minister of Advanced Education on behalf of new student leader(ab-gpac), before that do check with ab-gpac about the policy regarding the same during these events and making a balance with ab-gpac.
 |
| Other Issues | * Dean Colin asked to make a column in GSA website for highlighting the accomplishments from the past GSA executives. Dean will send an email regarding the same.
* Dean Colin also raised the issue regarding the GSA website security, as it was compromised once in the past due to vulnerability exploit by attacker.
* Council discussed about the existing hoodies to sale them at reduced price say like CAD$40, Dean suggested to pass a resolution for the same and for future reference also – when it comes to money matter we should always make a resolution and get it pass for any changes to implement.
* GSA is hosting a TABLE TENNIS competition in last week of JUNE 2019, Dean acknowledged the initiative taken by GSA. Suggestions were given to do some refreshment during the Table Tennis event.
* Dean Colin asked Jasmine to see Dr Barb. In terms of Table Tennis event promotion and make posters to display in the University. The event promotion should also go on GSA website.
* Dean Colinasked Rajat to meet CSA executives 1-2 times to talk and offer GSA participation during beer festival or other events together.
* Promotion of collaboration of GSA with CSA during Beer Festival or events should go on GSA website.
* All resolutions must be authorized and signed by the directors.
* Transparency in sharing the information with all the council members.
 |