**MEETING MINUTES**

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|  | **Meeting:** | General Council Meeting |  |  |  |  |  |
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|  | **Date of Meeting:** | July 30, 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), Sushant Sharma (VP Internal and External Affairs) connected over voice call. Jasmine Kaur Gill (VP Student Life).

Management: Dr. Colin, Dr. Barb.

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Referendum & Resolutions | * Rajat asked Sushant regarding TT resolution – the prize amount should be mentioned and signed by all the council members.
* All other resolutions have been done, signed and posted on google drive.
* Resolution for the delegating the duties of Akash while he is away during summer break, first check with bank if they don’t have any issues in doing that for opening a new investment account for GSA and other banking operations.
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| Finance Issues | * Rajat showed the concern about pending errands on audit and financial statements.
* Dean had a word with Christine, and she is working on it with all monthly statements.
* Dean asked Rajat to keep copies of all month’s financial statements, new council should ask Sumaiya for the missing months(two) statements.
* Dean suggested to get all the information regarding statements from Christine.
* It is not possible to complete the reconciliation of bank statements if missing two months statements couldn’t be found.
* After that insurance can be done. (probably with the same company of CSA)
* Dean asked council to focus on Filing an income tax return, CRA, Insurance and corporate registry as our top priority.
* Dean asked Rajat about GSA Credit card – we need to check with the bank (BMO) as Akash is away for summer break.
* The council must open an Investment account for GSA – specifically for scholarships and bursary awards before the orientation.
* Rajat and Akash had already ordered a new GSA cheque book.
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| Orientation  | * Rajat has sent all the invites to faculty and administration people to come for an orientation event.
* Dean suggested Rajat to make sure that new students must see OLA once during orientation as she is the first point of contact for registration and other admin jobs.
* The council will give a brief introduction on CUE - Online services and Moodle during orientation to new students.
* Jasmine will try to give the material on handouts by 15th August 2019.
* The council has finalized the new orientation T-Shirt quote with gologo company.
* Faye has offered GSA to give swag bag(gifts) to new students during orientation.
* CSA and GSA will together give goodie bag to all the new students.
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| Other Issues | * The council will print Business cards before orientation.
* Electronic signature should be considered for resolution only if it is permitted by our bylaws
* Reimbursements are still pending due to updating of finance policy and exhaustion of cheque book leaflets.
* We should refer to past minutes of meetings every time to cover all the pending topics if there is any, in order to finish jobs in timely manner.
* Dr Barb suggested to put email address of all council members under About us page on GSA website.
* Dean Colin asked Rajat about the Beer Garden festival talk with CSA, Rajat has emailed CSA executive to set up a meeting in order to offer help from GSA during that event.
* Dean asked about Meet and greet which in September (one week after the orientation)
* Dean suggested the council not to over commit with your finances during the events and Christmas party.
* Rajat suggested to start a ticket system for an event – like selling them at $5 each.
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