**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. |
| 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. |
| 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. |
| 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. |