**MEETING MINUTES**

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|  | **Meeting:** | Handover Ceremony (New GSA Council) |  |  |  |  |  |
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|  | **Date of Meeting:** | May 3rd, 2019 | **Time:** | 10  | 4PM |  |
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|  | **Minutes Prepared By:** | GSA Secretary | **Location:** |  | HA-314 |  |
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|  | **1. Meeting Objective** |  |  |  |  |  |  |
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Handover Ceremony (NEW GSA COUNCIL)

**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.

Previous GSA Council Members: Uttkarsh Goel (President), Vinayak Kohli (VP Academic Affairs and External relations, Sumaiya Nazneen (VP Finance), Bhupinder Kaur (VP Student Affairs)

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| 3. Agenda and Notes, Decisions, Issues |
| Topic | **Discussion** |
| Hand Over cards (Debit & Printing) | * The meeting was begun by Dean Colin, He welcomed the new council and Uttkarsh Goel (Ex-President) handed over the council’s Debit and printing cards to New President – Rajat Wason. They signed off the paper after handing over the cards.
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| Finance Issues | * Dean Colin asked the Ex-VP Finance and Ex-President on updates on Insurance policy where president and VP Finance replied it is in the completion stage. Along with this Dean Colin asked to submit form for the same.
* Discussion was conducted on Referendum for scholarship, followed by the voting.
* Dean Colin further asked about the issues regarding annual return and insurance.
* Corporate register asking for the annual return
* Two audits to be considered first was for old books for which Dean Colin suggested to look for CPA or student from MISAM program who can help in closing the previous year books by next week, Mr Justin might help in making financial statements for the previous years. Second one – to look for a new CPA for the year 2019-2020.
* Province government
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| Orientation  | * 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.
* The above point should be considered soon as the order takes time and order for shirts or hoodies should be in descent number so that it should be consumed by the future students in fall 2019.
* Rajat asked about the number of students which are coming for the fall 2019.
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| Alberta Graduate Provincial Advocacy Council | * New council had one meeting with Nicole (Executive Director) where she discussed the functioning of AB-GPAC and ongoing agenda with the ministers of advance education.
* Also, discussed about the upcoming board meetings.
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| Other Issues | * All resolutions must be authorized and signed by the directors.
* New council can take possession of Office keys (GSA) from the plant operation.
* Dean Colin suggested to note down the right and wrong especially for VP Student Life after the events hosted in Concordia.
* Transparency in sharing the information with all the council members.
* List all the achievements to post on the website of GSA for the previous council members.
* Accomplishments of GSA to be posted on the website (GSA).
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