

## MEETING MINUTES

<b>Meeting:</b>	General council Meeting		
<b>Date of Meeting:</b>	December 6th 2023	<b>Time:</b>	10:00AM – 11:00AM
<b>Minutes Prepared By:</b>	GSA VP Academic & External Relations - Ramya Nekkanti	<b>Location:</b>	GOOGLE MEET
<b>1. Meeting Objective</b>	General Council Meeting		

### 2. Attendees

**Council Members:** Khalid Iqbal (President), Ramya Nekkanti (VP Academic Affairs and External Relations), Shihab Sharar Isa (VP Finance & Services), Kavya Sathya (VP Student Life)

**Management:** None

3. Agenda and Notes, Decisions, Issues	
Topic	Discussion
General Meeting	<ul style="list-style-type: none"> <li>Shihab has called a meeting to address the matters related to the Annual General Meeting (AGM), the formation of the FSC committee, and provide updates on the meeting with Dr. Patrick.</li> <li>After speaking with Dr. Patrick, Shihab informed us that since the bursaries will be paid out of the student support account, there is no need for us to create a separate Chequing account for GSA scholarships and bursaries.</li> <li>Khalid told us that he discussed Upass with Alex, the Executive Director of CSA, and that he will provide us with an update if GSA needs to set aside money for it.</li> <li>Shihab updated us that GSA had previously allocated \$2,000 for bursaries and scholarships. He also noted that this year, \$3,000 has been set aside and inquired us if we were okay, and the motion had been approved.</li> <li>Shihab also shared with Dr. Patrick the projected budget for the upcoming academic year, and Dr. Patrick gave his approval.</li> <li>Shihab also talked with Graeme, the auditor, who mentioned that he charged \$3000 for auditing fees the previous year. Graeme recommended conducting an audit in April or May to make sure everything is in order before we hand it over to the following batch.</li> <li>Khalid said he would also check with Dr Patrick on the Upass to determine whether the budget should be established by the GSA or the CSA.</li> <li>Shihab presented the minutes of the AGM from the previous year as well as the materials required to prepare for the AGM.</li> <li>Khalid proposed holding an FSC meeting on December 18 and an AGM meeting on December 20, and everyone agreed to it.</li> </ul>

- We planned to ask Dr. Patrick whether the FSC committee needs to be established independently or if a request for information via email is sufficient.
- Kavya verified the schedule and format of the AGM meeting from the prior year.
- Khalid suggested holding biweekly meetings on Sundays at 6:00 PM, and we all approved of the idea.