

## MEETING MINUTES

<b>Meeting:</b>	General council Meeting		
<b>Date of Meeting:</b>	31 <sup>st</sup> January 2024	<b>Time:</b>	10:00 AM – 11:00 AM
<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 :** Dr. Patrick Kamau, Nadine Curtis

3. Agenda and Notes, Decisions, Issues	
Topic	Discussion
General Council Meeting	<ul style="list-style-type: none"> <li>Khalid commenced the meeting by updating Dr. Patrick on our intention to organize a “Research event “by the end of January. He mentioned that he and Kavya have already discussed this with Carla, and once she formulates a plan, we will promptly proceed to organize the event.</li> <li>Khalid informed Dr. Patrick that we are in the process of planning a dinner event and a mock-interview event scheduled for February.</li> <li>Khalid asked Dr. Patrick about the person responsible for recording meeting minutes, given that Ramya will be absent from the Graduate Student Association (GSA). Dr. Patrick explained that, in accordance with both section 6 and section 4, Ramya is ineligible to participate in the GSA since she has completed her graduation.</li> <li>Dr. Patrick conveyed that the responsibilities originally assigned to Ramya should be distributed among other members of the executive team.</li> <li>Khalid asked Dr. Patrick about whether this is Ramya's final meeting, and Dr. Patrick confirmed that indeed it is, mentioning that today marks her last day as she is graduating in January 2024.</li> <li>Shihab inquired with Dr. Patrick about whether there were any outgoing documents from Ramya for auditing. Dr. Patrick replied saying he could inform the accounting team that, as per the bylaws, Ramya is no longer part of the committee. Dr. Patrick added that as this information will be documented in the minutes, it should suffice.</li> </ul>

- Dr Patrick conveyed in an email update that GSA is required to transfer \$1,554 to the CSA via cheque for the UPass before the end of February. He additionally specified the inclusion of a one-time setup fee of \$500. According to the MOU signed by CSA and GSA, the subsequent annual amount for the UPass will be approximately \$1,054.
- Shihab asked Dr. Patrick about the email from Margaret concerning the student insurance plan. Dr. Patrick reported that he had already spoken to the director but hadn't received a response yet. He assured that he would keep everyone informed of any updates and emphasized that, in accordance with the bylaws, insurance coverage should be provided for graduate students.
- Khalid informed the team that UPass activation began on January 9<sup>th</sup>, 2024 and that he passed this information to all students through email..
- Dr. Patrick and the entire team thanked Ramya for her contributions to GSA. Dr. Patrick also extended an invitation to Ramya to join the team for the upcoming dinner event.