

CD-0220

**GSA Regular Council Meeting – Saturday April 30, 2016, 6:00PM to 9:00PM,
Location: GSA House / **PLEASE PRINT YOUR OWN COPY****

DRAFT AGENDA

0. Attendance Sheet verification at 5:30pm
1. Call to Order
 - 1.1 Appointment of minute taker and chair
 - 1.2 Chair's remarks
2. Adoption of the Agenda
3. Approval of April 3 meeting minutes
4. Executive reports
 - 4.1 President
 - 4.2 VP Internal
 - 4.3 VP Mobilization
5. Business Arising from Minutes
 - 5.1 Upcoming Legal proceedings (Information)
 - 5.2 ECSGA Funding Application
 - 5.3 ASEQ - Health and Dental Plan Contract renewal
 - 5.4 Letter of Agreement – GSA staff positions
6. New Business
 - 6.1 Refund of GSA Advocacy fee levy for 2015-2016
 - 6.2 Petition to amend B-laws - Not holding more than one position in the GSA
 - 6.3 University Committee Appointments
7. Other Business
8. Adjournment

**Council Meeting April 30, 2016 MINUTES
CO-20160430**

Meeting Facilitator:

Minutes Taker:

Present

Councilors:

Executives:

Staff:

Observers:

Absent:

Councilors:

Executives:

1. Call to Order

Called to order at

1.1 Appointment of minute-taker and chair:

Chair:

Minute Taker:

Moved:

Seconded:

For:

Against:

Abstain:

1.2 Chair's remarks

2. Adoption of the Agenda

DRAFT AGENDA

BIRT the agenda be approved with the above modifications

Moved:

Seconded:

For:

Against:

Abstain:

3. Approval of Minutes

BIRT that the minutes from April 3, 2016 be approved

Moved:

Seconded:

For:

Against:

Abstain:

4. Executive Reports (please see appendix for the reports)

Business Arising from Minutes

5.1 Upcoming legal proceedings (information)

Moved:

Seconded:

For:

Against:

Abstain:

5.2 ECSGA Funding Application

Whereas the policy on Departmental Allocation eligibility criteria states that departmental or faculty associations should hold a least one General Assembly (GA) every academic year.

Whereas the policy also states that "If quorum for the said general assembly is not met, according to the internal bylaws of the Graduate Department Association, approval of this criterion is left to the discretion of the GSA council"

To consider this and reach a decision please read the ECSGA internal bylaws.

BIRT

Moved:

Seconded:

For:

Against:

Abstain:

5.3 ASEQ - Health and Dental Plan Contract renewal

Moved:

Seconded:

For:

Against:

Abstain:

5.4 Letter of agreement for new staff positions

Whereas new staff positions were earlier created by council.

Whereas these positions require an letter of agreement with the union to update the collective agreement.

BIRT council approves the letter of agreement with the union for the Graduate student advocate position, the department/Faculty Manager position, the communications coordinator position, and the campaigns coordinator position.

Moved:

Seconded:

For:

Against:

Abstain:

6. New Business

6.1 Refund of GSA Advocacy fee levy for 2015-2016

Whereas all GSA members paid the advocacy fee levy of \$2.50 per term.

Whereas the GSA has not been able to offer the services of an advocacy center to graduate students.

Whereas this has caused inconveniences for some students who had serious problems.

Whereas the GSA has not had a dedicated student advocate to educate and advice students.

Whereas the GSA should not be collecting money from students for a service not being offered.

BIRT all graduate students be refunded the advocacy fee for the 2015-2016 academic year.

Moved:

Seconded:

For:

Against:

Abstain:

6.2 Petition to amend B-laws - Not holding more than one position in the GSA

Moved:

Seconded:

For:

Against:



Abstain:

6.3 University Committee Appointments

Moved:

Seconded:

For:

Against:

Abstain:

7. Other Business

8. Adjournment

April 2016 report - GSA President

We had a very busy fortnight at the beginning of April 2016. Our second scheduled winter General Assembly did not meet quorum. We hosted a spring celebration in collaboration with the Concordia University Student Parents Center (CUSP). We also hosted a Lunch and Learn event on student engagement at the GSA house, which had Concordia President and the Dean of Students as featured speakers.

We hosted an Arts and Science Congress and a Fine Arts Congress, which did not reach our expected attendance. The Dean Arts and Science and the Dean Fine Arts, briefly attended the respective congresses to address students. We also successfully organized the GSA 2016 elections. We have scheduled an after exam social, which will be held this week. We are planning a New York City trip and a Quebec City trip for the coming month.

GSA 2016 Elections

The GSA 2016 elections had a good turnout. The CRO was hired late so I had to assist the CRO with the logistics and coordinated the space booking with the VP Internal. I also assisted the CRO in sending out internal communication. The CRO's report will be made available to council. The results were sent by email and is available on the GSA 2016 election website. We will organize training sessions for the newly elected representatives.

CRO Hiring Committee Meeting/Interview - March 30, 2016.

Election Judicial Committee Meeting – April 10, 2016 and April 30, 2016 (Scheduled)

GSA Lounge Renovation – Completed

GSA Café – Suspended

New Filing System – In Progress

Progress has been made by the records and archive administrator. The old files are currently being organized and recorded. When this is completed, the files to be archived will be identified. The most appropriate file management system will be implemented when all the files are organized.

Internal Controls – In progress

I review our internal control system will be making some changes in the coming month, which will make it easier to meet our obligations. We will have to improve our financial reporting to be able to have more timely and accurate statements. This month I received our identification number from Revenu Quebec.

2015-2016 Audit – Not started

Next month we will begin the preparation of our accounts for an audit. We have not concluded the review of the 2013-2014 and the 2015-2016 financial statements because of some inconsistencies identified by the auditor. We are hoping to have this resolved soon.

GSA Advocacy Center – In progress

There is an urgent need to hire staff for the Advocacy center. Student advocacy is one of our core services. It is quite unfortunate that collectively, we have not been able to hire student advocates. There will be cases coming up and it is important that we hire student advocates this spring so that they have enough time to undergo training. We hope to conclude the interview process once we get council approval. I am proposing that we refund the 2015-2016 advocacy fee.

GSA French classes

The first semester of our improved French classes was completed this month. We will be make more improvements using any feedback we receive. The Registration for the Summer Semester will start during the first week in May and the classes will start in the second week of May.

Printing and Copying Service – Completed

The printing and copying service started last month. I am still in contact with Xerox representatives on improving the service to have a wireless print option.

GSA website – In progress

I had correspondence with web designers on the template and layout for the new website.

Second Winter General Assembly

The second GSA winter 2016 general assembly, which was scheduled for Friday April 1, 2016 did not meet Quorum. We had a good number that attended, but they were not enough for quorum.

GSA Conference - Scheduled

The GSA conference has been scheduled for May 13, 2016. The space has been booked and planning for this is in progress. The theme for the conference is Sustainability (Health, Safety and the Environment). The conference will be widely advertised in the coming week.

Academic Survey – In progress

Board of Governors meeting – April 22, 2016. (Closed session)

Senate Meeting – March 11, 2016. There were proposed amendments to the student eligibility requirement to serve on Senate and its standing committees, which did not pass.

GSA council meeting – May 30, 2016 (scheduled).

Executive committee meeting – April 13, 2016 and April 28, 2016 (Scheduled).

Staff Meeting - April 13, 2016 and April 28, 2016 (Scheduled).

Insurance Committee Meeting - Thursday March 31, 2016

Hiring Committee Meeting and Interviews – April 14, 2016.

Other Activities:

Produced and distributed GSA newsletters for March 31, 2016, April 7 and 27, 2016.

Processed departmental allocations for 2015-2016.

Graduate Students Association

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VP INTERNAL REPORT

MARCH EVENTS REPORT

GA

GA took place at EV where at the end we didn't achieve the quorum. The food has been served for the attendees.

International food fair

The food fair was held in the CSU lounge where 3 teams participated and all the teams achieved to get a prize.

Easter

GSA Easter was celebrated in the collaboration with CUSP. From GSA decorations, food, space, beverages were taken care of and all the children stuff of hand painting, games, competition was taken care of the CUSP members.

Lunch and Learn Event

This was arranged for April 4th where the Concordia president *Professor Alan Shepard* is being the special guest.

Arts and science conference and fine arts conference

The arts and science conference was held on 7th of April in the CSU lounge where good number of students showed up.

TASKS

- Space booking for the events, Food and internal co-ordination, Getting ready and space booking documents submissions to the security.
- Arranging the necessary stuff for events.

UPCOMING APRIL EVENT

Exam end party

Party will be held on 29th of April as a exam relief, food, drinks, music are highlights. It will be held in the GSA house from 6pm-11pm

GSA conference Competition

Event has been in plan from a long time. A topic will be opted by the students on which a 5-7 minutes presentation will be given and the judges are dean of students, engineering dean.

The conference

Quebec trip and Newyork trip

TASKS

- Space booking for the events, Food and internal co-ordination, Getting ready and space booking documents submissions to the security.
- Checking on the coffee every morning at 8am.
- Arranging the necessary stuff for events.

STUDENT ASSOCIATIONS

Applications for student registration groups are received daily; it's been cross checked and sent to the dean of students upon the required signatures.

FUNDING AND ALLOCATIONS

There are few allocations for this semester applications are submitted.

FRENCH AND ENGLISH CLASSES

This semester class went well, students were satisfied with the teaching.

ACTIVITIES AND OUTCOMES

- ❖ Events arrangements
- ❖ Free coffee-arrangements and looking over.
- ❖ Funding and allocations payments
- ❖ Lounge bookings
- ❖ Looking over and cross checking the inventory.
- ❖ GA space booking, food waivers, organizing.
- ❖ Filing events and internal expenses
- ❖ Scheduling tasks for events
- ❖ Going through the time schedules and preparing schedules for staff and executives
- ❖ Looking into the finances work.
- ❖ Checking with Concordia security for events and permits.
- ❖ Booking spaces for graduate students for their workshops and lectures. Booking space for the associations/budget code.

- ❖ Documenting all the expenses.
- ❖ Looking into Record keeping and filing system in the office.

Graduate Students' Association

Concordia University

VP Mobilization : Bhavreet Gill

Report: April 2016

Working for March-April

18 th March (1 hour)	Email follow up with different departmental faculty associations of Arts and Science and Fine Arts for Congress
21 st March (3 hours)	<ul style="list-style-type: none"> ➤ Email follow up with council chair regarding the GA agenda and Special council meeting. ➤ Staff Meeting ➤ Executive meeting
22 nd March (1 hour)	Special Council meeting
24 th March (3 hours)	International Food Fair
26 th March (3 Hours)	Persian New Year at Karina's Lounge
29 th March (2 hours)	<ul style="list-style-type: none"> ➤ Email follow up with Ex- VP Mobilization for the previous Congress Minutes and agenda ➤ Agenda & Invitations sent out to various faculty associations for Fine Arts and Arts & Science congress.
30 th March (3 hours)	Posters for GSA Elections, Arts & Science Congress and Fine Arts Congress.
31 st March (1 hour)	Executive meeting
1 st April (2 hours)	GA (Failed as it was Submission period and examination period)
6 th April (20 min)	Calling different faculty associations with Service Manager to confirm their presence for the upcoming congress
7 th April (1 hour)	Arts & Science Congress
8 th April (1 hour)	Fine Arts Congress
13 th April (2 hours)	Staff & Executive Meeting
14 th April (3 hours)	Interviews for different Staff Positions like campaigns coordinator, Outreach coordinator, Student advocate