

July 20th 2010

GSA Council Meeting Minutes

Written by Golam M Aurup
Administrative Assistant





Attendance

<u>Chair</u>	
Roddy Doucet	
<u>Executives</u>	
President	Adnan Abueid
VP Internal	Nazanin Hazrati
VP External	Mathew Tziritas
<u>Council Members</u>	
Art and Science	Rushdia Mehreen
	Louise Birdsell Bauer
	Robert Sonin
	Holly Nazar
Interdisciplinary	Nadia Hausfather
JMSB	Parastoo Naghavi
	Mohammad Sabr
	Mahmood Salehi
ENCS	Mohammad Beajon
	Nayeem Ninad
	Ajay Pooni
	Mohammed Khader
	Yuhang Luo
	Natheer Alatawneh
Fine Arts	Emily Page
Absent	Ali Halawi (Art and Science)
	Matthew Macdonald (Art and Science)
<u>Managers</u>	
Manager Finance	Trevor Nelson
Manager services	Anna Chigo
Manager advocacy	Roddy Doucet
<u>Minute taker</u>	Golam M Aurup



Call to order 6:45

1.0 Approval of the agenda

Motion- Mohammad Beajon- BIRT we approve the Agenda for the Council Meeting. 2nd Robert Sonin. All in Favor. PASS.

2.0 Approval of Minutes

Following corrections are proposed to Minute:

Attendance: Louise was absent and Yuhang was present in the meeting.

3.0 report of Hiring committee: 4th sentence 'The minutes from the hiring committee will be made public' should be 'The minutes from the hiring committee would be available for all GSA council members and executives'. Correct spelling of name of advocacy manager would be 'Roddy Doucet'.

4.0 Financial Committee: The word 'template' in line three should be replaced by 'guidelines/regulations'.

9.0 The heading 'Report form Party' should be 'Report from Party'

14.0 The word 'motion' should be replaced by 'motion'.

MOTION – Robert Sonin - BIRT we approve the minutes from the last council meeting with the above mentioned corrections. 2nd Mohammad Sabr. All in Favor. PASS

2.0 Report from Executives and Managers

President: Adnan presented his report in brief.

VP Internal: Nazanin presented report regarding all the courses going on in the GSA. Holly reminded of ensuring the quality of the courses. Nazanin informed that she will gather feedback from students soon in this regard.

Manager Services: Anna introduced herself.

Adnan informed the council about the party report and monthly report from the interim manager. And thanked the interim manager Aurup for his work over the period.



Manager Finance: Trevor presented his report. He informed the council that there are no financial reports from the previous two years. The assurance of auditor is also very low in this period while it was very good 5 years ago. He informed that in three months time, the things can be put back in shape.

He informed that an accounting system needs to be purchased with two licenses- one to start from June 1, 2010; and the other to cover the last two years.

Rushdia requested to provide a mission statement from December in this regard. And asked who might be doing the book keeping and why two licenses are required.

Trevor explained the requirement of two licenses and responded that he himself and may be one of the administrative assistants will do the book keeping.

Adnan requested the council to remind him about the missing reports. He also presented the report from the interim Finance manager. He explained that an excel file system was developed during this period to track financial expenses.

Motion- Rushdia- BIRT an Accounting System is purchased for the GSA with the cost not surpassing \$300. 2nd Robert Sonin. All in favor. PASS

Advocacy Manager: Roddy presented his report as the advocacy manager. He informed council about the progress regarding the agenda. He informed that the expected expenditure for the Agenda is 7000, and that advertisements worth \$4000 are already secured.

There were several ideas from the councilors about getting advertisements from different food joints around and Roddy responded to their suggestions and also informed the council that the internal sources of Concordia are well covered.

Reports from Heritage Concert: Natheer reported about the heritage cultural concert and informed that students enjoyed the chanting in four different languages- English, French, Spanish and Arabic. He also thanked the GSA council for providing the funds and VP Internal Nazanin for her help in booking the space.

3.0 External Funding Policy

Adnan placed his draft proposals in the council.

There was a discussion regarding limit of the funding application amount and Adnan informed that it is done to allow more groups as the total budget for this purpose is only \$3000. Louise suggested that may be placing a range between 250 and 500 would be better and funds may be allocated according to the need of the event.



Motion- Louise- BIRT an Ad-hoc Committee is formed to oversee the issue. 2nd Rushdia.

There was a discussion on this issue and the second motion was raised.

Motion- Rushdia- BIRT an Ad-hoc committee is formed to suggest policy regarding the three items in budget - SIP, Conference Subsidy and Sponsorship. For 4, against 3, abstain 8, FAIL

There was a discussion on why an Ad-hoc committee is proposed while a budget committee capable of handling the issue is present. There was a discussion whether this issue is a policy issue and should bylaw committee look into it.

Motion- Parastoo- BIRT Adnan collects all input from councilors and place in next council meeting. 2nd Mohammad Khader.

Amendment- Louise- all inputs along with the proposal goes to budget committee prior to be brought to next council meeting. 2nd Robert Sonin.

Vote on motion and amendment: For 12, abstain 3. PASS

5.0 Create New Position (Head of Administrative Assistant)

Adnan informed that as the number of administrative assistants is 5, more coordination is required in their job. He proposed creation of a new position called 'Head of Administrative Assistants' and proposed that the position be paid at an hourly rate of \$15. Nazanin proposed to retain Aurup as the Head of Administrative Assistants.

Beajon informed that, along with the executive committee, it is a recommendation from the hiring committee also.

Emily proposed the job title 'Administrative Coordinator' in place of 'Head of Administrative Assistants'. Rushdia seconded the proposal and also suggested to write down job description for the position.

Adnan informed that the executive committee will make the job description and also bring the service of the administrative assistants under contract.

Motion- Louise- BIRT the position 'Administrative Coordinator' is created and contracts and job description for the administrative assistants are made. 2nd Beajon. For 13, abstain 1. PASS



5.0 Communication with Student Groups

There was a discussion and it was felt that more communication is required between the GSA and the Associations. Parastoo requested manager advocacy to provide with feedback on this issue. Rushdia requested a report in excel format listing all associations, information on funding and their activity.

6.0 JMSB 2011 MBA Intl Case competition Sponsorship

It was decided that it would be tabled in a later meeting.

7.0 Concordia Sustainable food festival

Concordia Sustainable Food Competition emailed GSA and requested for funding/ volunteer support. It was discussed that volunteers would send their names to Nazanin. Adnan and Mohammad Khader wanted to sign up as volunteer.

8.0 Restoring Long Form Census

Motion- Rushdia- BIRT a letter is sent to the Prime Minister and the Industrial Minister to restore long form census. All in favor. PASS

9.0 External Funding for GSA

Adnan informed the council that GSA seriously needs to look for external funding. There was a discussion to find various options like renting lounge space or organizing classes to yield revenue.

Motion- Adnan- BIRT a committee is formed to address issue of revenue generation for the GSA. All in favor. PASS.

Amendment- Holly- renting GSA house lounge should be considered. 2nd Ninad. For 11, Abstain 3. PASS

It was also decided that Adnan Chair the committee and form the members.

10.0 FLAC Fee Levy Process

Louise described FLAC and informed the council that the Group has requested to put annex to the GSA bylaw to address the issue of fee levy. She brought this to attention of bylaw committee.



11.0 The Hub Graduate Student Representation

Tabled

12.0 Budget

Adnan presented the financial report for the month of July.

13.0 Other Business

Legal issue:

It is discussed that GSA seek advice from a lawyer to find out if raising the tuition by Concordia is legal.

Motion- Nadia- GSA actively looks for legal help to address this issue. 2nd Adnan.

Amendment: Nadia- BIRT GSA is empowered to talk to a prominent lawyer and seek advice. The cost would not exceed 500\$. For 11. PASS.

Junior Team Canada:

Rushdia wanted to know why the turned down proposal for funding was accepted in the next meeting with a higher funding. Roddy, Adnan and Beajon explained the situation.

Nominating people for committees Motion- Holly- BIRT Rushdia, Nazanin and Robert are empowered to nominate candidates for the vacant places with suitable graduate students. 2nd Beajon. All in favor. PASS.

14.0 Adjournment

Meeting adjourned at 9:20 pm.