

**MEETING MINUTES**

<b>Meeting:</b>	11th GSA Council Meeting		
<b>Date of Meeting:</b>	October 16, 2017	<b>Time:</b>	1:00 p.m. – 2:30 p.m.
<b>Minutes Prepared By:</b>	GSA Secretary	<b>Location:</b>	GSA Office Guild Hall

**1. Meeting Objective**

11th GSA Council Meeting

**2. Attendees**

Council Members: Ranbir Bali, (President), Caesar Clemente (VP for External and Internal), Erin Archer (Representative), Samip Dhakal (Representative)

Management Representatives: Dean Colins Neufeldt (Dean of Graduate Students), Dr. Barb van Ingen (Vice-President of Student Life and Learning)

Absent: Ashleigh Massey (Representative), Vera Nwaka (VP finance)

**3. Agenda and Notes, Decisions, Issues**

Topic	Discussion
Meeting Protocols	<ul style="list-style-type: none"> <li>- The last meeting was approved by the council.</li> </ul>
Budgeting Issues	<ul style="list-style-type: none"> <li>- - The discussion was opened with issues about budgeting concerns regarding clubs under the umbrella of the GSA. The question about the reimbursement of membership fee on joining professional organizations was once again brought to the table. The president explained that there were no changes to the agreed policy on this matter. This observation was seconded by the MISSM/MISAM representative who also reiterated that the reimbursement is open for all students old and new. It is a one-time payment. The deadline for filing of reimbursement claims was previously on October 15. It was however extended to November 30<sup>th</sup>.</li> <li>- - The president informed the council that there is an upcoming ISACA event where a speaker is going to come to conduct a technical seminar. He told the council that ISACA is asking for GSA to provide the food and shoulder other administrative expenses. A discussion ensued whether or not this event was budgeted beforehand. The VP for external and internal affairs reminded the council that the operating budget was developed based on planned activities. He poses the question on which account will this event be taken from. The council agreed that it should come from the allocated MISSM/MISAM budget for this semester. Dr. Barb advised the group that it is not a good budgeting practice to open new line items in the budget once it is passed and approved by the council.</li> <li>- - Dean Colin stated that in the future there should be a policy governing allocating financial aspect to clubs such as ISACA and IEEE and that the clubs should work within the budget given to them.</li> </ul>

<p><b>Training and Certifications Issues</b></p>	<ul style="list-style-type: none"> <li>- - The MISM/MISAM representative introduced the issue of</li> <li>- Certifications and training on the floor. He informed the council that there would be an upcoming COBIT training this November but only five seats were allocated for students. Biblical studies representative commented that training and certifications should be made available to all students within the department for the sake of fairness and equality. Dean Colin mentioned that the amount allocated for training subsidies should be determined beforehand and then an equal allotted amount per student be computed. A suggestion emerged for GSA to do away in facilitating the training instead students choose their training and then present the receipt for reimbursement. The VP for external and internal reminded the council that the conduct of training is not just for students but for GSA to expand its network by establishing contacts with the training organizations. The council also agreed that there should be a way to vet the training and certifications exams. A suggestion was made to qualify those who should attend the training based on their seniority. In this scheme, the graduating students will be given priority. But the majority of the council members did not agree on this suggestion; instead they opted that the usual first come first serve basis should be followed. In the end, the following points for the conduct of training and certifications have been agreed:             <ul style="list-style-type: none"> <li>- - 1. The department representative is the one responsible for developing policies on training and certifications mainly on the areas of the type of training and certifications, choosing the participants and the conduct of the training and certifications itself.</li> <li>- - 2. The department representative will work within the budget allocated to him or her this semester.</li> <li>- - 3. The department representative should be guided by fairness and equality in establishing policies of who can attend the training.</li> <li>- - 4. The department representative is the one who is responsible for recording the participants' information and processing their reimbursement. The department representative will make sure that reimbursement claim is within the parameters of the agreed policy on subsidy and payment.</li> </ul> </li> <li>- - The MISSM/MISAM representative also informed the council that for this semester he intends to subsidize COBIT and an ITIL training.</li> <li>- - The president suggested that speakers should be given certificates or tokens to show appreciation for their efforts. A suggestion was also made that tokens should be practical items instead of certificates.</li> </ul>
<p><b>Activities</b></p>	<ul style="list-style-type: none"> <li>- - The soft skills training that was planned for October will be relegated to November as there is not enough time to prepare it this month.</li> <li>- - The GSA will have its own Halloween party with movies this coming October 31st. 5-7 pm. The Biblical Studies representative was tasked to spearhead this event. The event will have a proper dinner, and then participants will be asked to watch a scary movie. Participants of this events are also encouraged to wear costumes for fun purposes.</li> <li>- - The president informed the council that GSA was invited by the international office to participate in the upcoming Africa day this November.</li> </ul>

	<p>The VP for internal and external stated that this activity is in line with the current strategic objectives of GSA which indicates that it should promote cultural diversity. In the end the council decided that the participation of GSA in this event will be its presence. Dr. Barb said that this event is budgeted by international office hence there is no need for GSA to allocate money for this.</p>
<p>Other Issues</p>	<ul style="list-style-type: none"> <li>- - - The president announced to the council that the amount of 4000 dollars for accounting services incurred for the previous audit will now be entirely shouldered by the university. The council welcomed the good news as this means that the GSA will be able to save more money.</li> <li>- - To facilitate the compensation issues, Dean Colin informed the council that they should submit the resolution and policy on this matter to the proper authorities.</li> <li>- - Dr. Barb informed the group that as of today, there are 78 students in the MISSAM/MISAM program.</li> <li>- - The president told the council that they should attend the Robert's rule training this coming week. The council stated their affirmation of attendance for this event.</li> </ul>

**4. Action Items**

1	Erin Archer (Project Leader)	Halloween Party	October 31st	5-7PM
2	Ranbir Bali	Soft Skills Training	November	
3	Samip Dhakal	Training and Certifications	November	