

MEETING MINUTES

Meeting:	Sixth GSA Executive Meeting		
Date of Meeting:	July 20, 2017	Time:	1:00 p.m. – 2:30p.m.
Minutes Prepared By:	GSA Secretary	Location:	

1. Meeting Objective

Sixth GSA Executive Council Meeting

2. Attendees

Council Members: Ranbir Bali, (President) Vera Nwaka(Treasurer), Caesar Clemente (Secretary) , Samip Dhakal (Representative), Ashleigh Massey (Representative),

Management Representatives: Dean Colins Neufeldt (Dean of Graduate Students),

Absent: Lenora Wallden (Representative)

3. Agenda and Notes, Decisions, Issues

Topic	Discussion	
Meeting Protocols	<ul style="list-style-type: none"> - The minutes of the last meeting was approved. 	
Student Orientation	<ul style="list-style-type: none"> - The meeting started with the President presenting to Dean Colin the progress of the student orientation planning. He asked Dean Colin what his inputs are. Dean Colin said the body should strive to be more than what was done in the past. The Dean mentioned that in the past the student attendance was lacking thus the current GSA body should strive for a better student attendance performance for the orientation. He also said that it is fortunate now that the GSA body has women as council members as this results in a complete gender representation. - Ashleigh reported to the Dean what is going to happen in the afternoon on student orientation day for graduate students. The one-hour event in the afternoon will be dedicated for all graduate studies students to be followed by specific program orientation. She mentioned that the council members are going to give a talk to the students about relevant information that graduate students should know. - The Dean agreed to the plan, and he said the talk should focus on matters that graduate students particularly international students will be able to appreciate. The Dean said he could be there to give the introductory talk. He also mentioned that the GSA officers should take that time to introduce the GSA bylaws, website, and plans. - For the Graduate Students Hour (12:30 to 1:30), the following program was agreed <table border="1" style="margin-left: 40px;"> <tr> <td> <p>12:30-12:45- Dean Colin Introductory Speech 12:45-12:55- Introduction to GSA by the President 12:55-1:05 – Introduction of the GSA officers 1:05-1:35- “What we wish we knew” Speeches from the GSA officers 1:35-2:00- Desert and Open forum</p> </td> </tr> </table> - Dean Colin emphasized that the logistics of the event such as the rooms, 	<p>12:30-12:45- Dean Colin Introductory Speech 12:45-12:55- Introduction to GSA by the President 12:55-1:05 – Introduction of the GSA officers 1:05-1:35- “What we wish we knew” Speeches from the GSA officers 1:35-2:00- Desert and Open forum</p>
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	<p>food, etc. should be planned in advance. He further said students should have a copy of the handbook and the handbook should be available on the website.</p> <ul style="list-style-type: none"> - - The president asked if the academic deans should be invited to which Dean Colin replied that attending student orientation is not one of their duties. This event is more of the responsibility of the Dean of Graduate studies. -
<p>Compensation Issues</p>	<ul style="list-style-type: none"> - - The compensation issue that was decided last meeting was presented to Dean Colin. A clarification was raised regarding the term honorarium in the new bylaws. Dean Colin averred that the idea of the honorarium is not as a salary but one-time service payment hence should not be taxable. This view, however, seemed to be contradictory to the opinion of the accounting whose position states that compensation received continuously should be considered as a salary hence taxable. - - The council settled the issue by agreeing that if it speeds up the process, the council will adopt the accounting view on this matter. Dean Colin suggested that while we can retain the original wordings in the bylaws, a different compensation policy can address this issue. He mentioned that he will help the group draft this policy. - - The next discussion was on the amount of compensation. The Dean advised that the last meeting compensation hours and the amount agreed upon should begin this September. A one-time payment compensation scheme can be adapted to cover the months of May, June and July. - - An off the record discussion ensued on how much compensation is appropriate. After deliberation, the following amount was agreed: <ul style="list-style-type: none"> - - 720 per council member which covers 12 hours a month (May to June). The three months is equivalent to 36 hours. There are five council members. The amount was justified with the number of hours each council member has dedicated for GSA duties.
<p>Other Issues</p>	<ul style="list-style-type: none"> - - The president mentioned to Dean Colin that the Accounting Department is charging the GSA for accounting fees, amounting to 3000 dollars per year. The Dean said this is normal as the GSA will now become an incorporated body hence can be considered as a “tenant” in the university. He suggested that an increase of fees might be required for this. A separate meeting in the future will be conducted to talk about these matters.

4. Action Items

Action	Assigned	Due Date	Status
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