

**MEETING MINUTES**

<b>Meeting:</b>	First GSA Council Meeting		
<b>Date of Meeting:</b>	May 8, 2017	<b>Time:</b>	1:30 p.m. – 3:00 p.m.
<b>Minutes Prepared By:</b>	GSA Secretary	<b>Location:</b>	
<b>1. Meeting Objective</b>			
First GSA Council			

**2. Attendees**

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

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

Absent: Lenora Wallden (Representative)

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

Topic	Discussion
<b>Welcome GSA</b>	<ul style="list-style-type: none"> <li>- Ranbir, the president, welcomed the council members. He emphasized that this is the first meeting. He presented the new website and asked the council about their views about it.</li> <li>- The council agreed that the new website was much better than the old one.</li> </ul>
<b>Auditor's Rate</b>	<ul style="list-style-type: none"> <li>- Kola did 9.77 hours of auditing the GSA financial records. Council decided that 15 dollars should be paid per hour</li> <li>- Council also decided that for future references 15 dollars should be the starting rate. However, it was also suggested that there should also be some flexibility as some jobs may require a higher rate due to its scope and need.</li> <li>- Dean Colin suggested that a minimum and a maximum rate should be set. The council agreed on this proposal (setting of minimum and maximum) but for the time being only the minimum rate will be set.</li> </ul>
<b>Website Issues</b>	<ul style="list-style-type: none"> <li>- Council agreed that they are going to hire web developer of the new website as the new website administrator since she had already began doing the project and had done a wonderful job.</li> <li>- Ashleigh suggested some changes to the color of the logo adding yellow and blue to better represent the school colors.</li> <li>- Dr Barb suggested a job description for the webmaster and asked her to apply for formality's sake.</li> <li>- SLA should be developed for the web administrator. The SLA should contain the following: Duties and Responsibilities of the Web administrator, Duties and Responsibility of the GSA council in relation to the website, the payment, privacy clause and none-disclosure agreement, procedures when services of the web administrator services is not needed anymore.</li> <li>- Dr. Barb emphasized that it is very important that termination policies should be drafted in the case the web administrator leaves.</li> <li>- Dean Colin said that he will be going to a meeting tomorrow to discuss the financial matters of GSA. He is also going to talk to the president about the new GSA by-laws he is drafting.</li> <li>- The rate of 15 dollars per hour has been suggested for the web administrator. This was seconded by Ashleigh but Vera suggested that instead of going on a per hour basis a fix amount should be paid instead regardless of the hours the web administrator have done.</li> <li>- The final consensus for the payment of the website as decided by the</li> </ul>



	<p>council was 400 dollars' onetime payment for the new website and 40 dollars a month for an initial contract of 6 months.</p> <ul style="list-style-type: none"> <li>- - Ashleigh will be the webmaster who will be in charged with facilitating the contents of the website. She mentioned that a monthly update of the contents would be fine but if changes are warranted then there should be some flexibility in altering the contents to reflect the changes as soon as possible.</li> <li>- - Ashleigh as a webmaster will closely work with the web administrator. She will filter the contents before it is uploaded.</li> <li>- - Lenora was suggested to handle the social media aspect of the website. GSA social media presence include a Facebook and Twitter account.</li> <li>- All Social Media uploads should be approved first.</li> <li>- It was suggested that Ashleigh in coordination with the President should be the approving officer for the social media content</li> </ul>
<p><b>MISAM/MISSM</b></p>	<ul style="list-style-type: none"> <li>- It was reiterated that executive officers are representative of the entire GSA thus they are prevented from proposing initiatives that seems to favor only one program. The representatives of each program however can still present proposals which will be discussed and approved by the council.</li> <li>- The proposal should contain not just details on how to implement the project but most importantly the budget.</li> <li>- The remaining money in the MISAM /MISSM organization will remain in their account as part of their initial budget but for future budget considerations they will have to file a proposal for approval.</li> <li>- The MISAM/MISSM organization is answerable to the GSA in terms of accounting purposes but money requests will now be directed to the management. Details of the procedure for this matter will be provided in the future.</li> </ul>
<p><b>GSA Activity in Spring</b></p>	<ul style="list-style-type: none"> <li>- It was suggested tentatively on the second week of June (2017) that the GSA can have their first activity called "Spring Term Pop". The GSA will provide Popsicle and Popcorn to GSA students as part of their "getting to know" the students campaign.</li> <li>- Ashleigh was assigned to spearhead the above campaign with the help of other council members.</li> </ul>
<p><b>Retreat Date</b></p>	<ul style="list-style-type: none"> <li>- The retreat date was suggested to be May 21 (Sunday). 1pm to 6 PM.</li> <li>- Deliverables expected are strategic plan and initial yearly budget.</li> <li>- It was suggested that the MISAM/MISSM president should also attend the said retreat date.</li> </ul>
<p><b>Other Issues</b></p>	<ul style="list-style-type: none"> <li>- The meetings where the presence of the GSA is required was discussed. Ranbir said some meetings can be delegated to the other council members. Council members agreed as long as there is advance notice so as to adjust their schedule for it.</li> <li>- Weekly meetings for the Executive council will be every Monday 1:30 to 2:30 PM.</li> <li>- GSA keys to the office were already given to the GSA officers</li> <li>- Suggested office hours for GSA will be 3 hours per week.</li> <li>- Arranging and organizing the GSA office was an issue that was tabled for the next meeting.</li> </ul>

4. Action Items

Action	Assigned	Due Date	Status
1 SLA and Contract for Web Administrator	Caesar	May 16	Just Assigned
2 Facilitation of Contents of Website	Ashleigh	On-going	Just Assigned
3 Popsicle and Popcorn	TBA	First Week of June (Plans and Prep)	Just Assigned