

### MEETING MINUTES

<b>Meeting:</b>	Fourth GSA Council Meeting		
<b>Date of Meeting:</b>	July 6, 2017	<b>Time:</b>	10:00 p.m. – 12:00 p.m.
<b>Minutes Prepared By:</b>	GSA Secretary	<b>Location:</b>	

#### 1. Meeting Objective

Fourth GSA Council

#### 2. Attendees

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

Management Representatives: Dr. Barb van Ingen (Vice-President of Student Life and Learning)

Absent: Lenora Wallden (Representative) Samip Dhakal (Representative)

#### 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>
New Students Orientation	<ul style="list-style-type: none"> <li>- The president started the meeting with questions regarding the conduct of the new student's orientation. Dr. Barb explained how the orientation was done in the past. There is a general orientation for students to which Dr. Barb usually speak, followed by a campus tour, getting to know the professors of each department and an international student orientation.</li> <li>- The secretary stated his experience in the past orientation where part of it was an introduction of the program by the program chair, the GSA, and distribution of giveaways. A "get together" in another venue was also scheduled. It was emphasized that in the past the orientation of the undergraduate and the graduate students were separate.</li> <li>- It was suggested for this year we will follow the following schedule:             <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> <li>- 9 -12pm – General Orientation (To be conducted with the CSA)</li> <li>- 12-1 - Lunch</li> <li>- 1-2 - Graduate Students Orientation</li> <li>- 2-3- Program Orientation</li> <li>- 3-4 – International Student Orientation</li> </ul> </div> </li> <li>- Dr. Barb stated that lunch cost could be absorbed by the institution.</li> <li>- With regards, to the giveaways, Dr. Barb suggested we should get in touch with the marketing department to ask for their help. A meeting was set up for this purpose next week.</li> </ul>

**Work and Compensation Issues**

- - The work load and compensation issues were tackled. The president opened the motion for this issue. A comparison of the CSA and GSA methods of computation was done for guidance purposes.
- - The GSA council members presented the number of hours they worked for the past two months.
- - Due to the sensitivity of the issues, the body decided to discuss the issue off the record.
- - After much deliberation, the following points were decided.
- - The new bylaws contain a set of specific responsibilities for executive officers. These set of responsibilities are valid and subsisting, and as it stands every GSA organization should be able to perform these responsibilities.
- - The current executive council consist of only three members (The President, Secretary and Treasurer). It was decided that because only these 3 officers have the mandate of the GSA constituents, they should absorb all the responsibilities stated in the new constitution.
- - Based on the information above, including the hours worked for the past two months and academic management input the following was decided: Executive Officers Weekly Office Hours and Pay:

1.5	Weekly GSA Meeting
3	Office Hours
1.5	GSA officer individual responsibilities
6 hours	(480/Month)

**General Council Members**

3 hours	Individual responsibilities for each department representative
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- - The monthly rate for the executive officers is inclusive of all the committee meetings they are required to attend.
- - All additional work done beyond the usual responsibilities of the executive or the general council member will be paid separately.
- - A motion to adopt this decision was made by the secretary and was seconded by the treasurer.

**Other Issues**

- The president followed up the printing card and emphasized its need to Dr. Barb.
- He also said that new graduate students should have the same student discount cards the CSA has.

