

## MEETING MINUTES

<b>Meeting:</b>	Second GSA Council Meeting		
<b>Date of Meeting:</b>	June 5, 2017	<b>Time:</b>	2:00 p.m. – 3:30 p.m.
<b>Minutes Prepared By:</b>	GSA Secretary	<b>Location:</b>	HA314
<b>1. Meeting Objective</b>			
Second GSA Council			

### 2. Attendees

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

Absent: Ashleigh Massey (Representative), Lenora Wallden (Representative)

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

Topic	Discussion
<b>Welcome GSA</b>	<ul style="list-style-type: none"> <li>- The minutes of the last meeting were reviewed. Action items from the previous meeting such as payment for Kola have been completed. SLA for the web administrator is still up for approval. There is still one activity for spring/summer term that needs to be planned and executed.</li> </ul>
<b>MISAM/MISSM role</b>	<ul style="list-style-type: none"> <li>- Ranbir welcomed Samip, the MISAM/MISSM president to the GSA council. There was a discussion on the roles and responsibilities of the MISAM/MISSM president. It was emphasized that the MISAM/MISSM president will represent the interest of the two programs (MISAM/MISSM). All new projects proposed by MISAM/MISSM will be discussed in the GSA council.</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>- The strategic planning process began. Caesar distributed the template. The first thing that was done was a strength, weakness, opportunity and threat analysis. The council members each gave their views. (Please see attached document for the result). All the members present agreed that the weaknesses identified should be addressed.</li> <li>- The next item was identification of the GSA core values. Five values were identified (service, punctuality, honesty, excellence and respect)</li> <li>- Next the council formulated a statement of purpose. (Please see attached document)</li> <li>- The strategic goals of the organization and the priorities were developed and agreed upon. Top priorities are providing authentic representation of the GSA students to interested stakeholders and helping graduate students in their professional development. (Please see attached document for full list of goals and priorities)</li> <li>-</li> </ul>

<p><b>Action Plan</b></p>	<ul style="list-style-type: none"> <li>- Ranbir mentioned that the budget for the GSA is approximately 30,000.</li> <li>- The action plan for the year was outlined. There was a discussion on whether to push through with the “pop and popcorn” activity. Some members voiced out their concern about the viability of doing it considering there are 3 weeks remaining.</li> <li>- The council eventually agreed to do it with some changes.</li> <li>- Instead of Popsicles, soda would be distributed along with popcorn.</li> <li>- Samip was assigned to be the project leader and the tentative date would be June 13, 12-1 PM at TCP-IP laboratory.</li> <li>- Samip will prepare the logistical needs. It was emphasized that these steps and requirements should be finished this week.</li> <li>- Other activities for the year were outlined. It was agreed that for the fall semester there should be at least one training session, three social events, one educational trip and the freshman orientation.</li> <li>- The same set of activities were planned for winter except for the educational trip. It will be replaced with a seminar.</li> <li>- It was emphasized that all programs should benefit from the activities. If this is not possible, similar activity should be prepared for that program.</li> <li>- Budget for the whole year was also approved by the general council. Please see attached item for the details.</li> </ul>
<p><b>Other Issues</b></p>	<ul style="list-style-type: none"> <li>- It was decided that the official GSA office opening should coincide the freshman orientation this coming fall.</li> <li>- Details for the freshman orientation would be discussed in upcoming meetings.</li> </ul>



#### 4. Action Items

Action	Assigned	Due Date	Status
3 Popsicle and Popcorn	Samip	June 13, 2017	