

MINUTES OF TGSA BOARD MEETING 10/27/2014

Start: 10/27/14 9am – **End:** 10/27/14 11am

Location: Traill College

Members participating:

Tayo Aloh (VP Internal Affairs)

Bex Williams (VP Finance)

Latchmi Raghunanan (VP Operations)

Gary Larsen (Senator)

Philip Abbott (Health Coordinator)

Ashley Neale (Equity Commissioner)

Athira Mohanan (Materials Science Representative-PhD)

Peter Hammersley (Anthropology Representative-M.A)

Kristen Potter (Sustainability Studies Representative-MA)

Michelle Klein (International Representative)

Greg Tracey (Psychology Representative-M.A./M.Sc.)

Richard Herman (Environmental and Life Sciences Representative-MSc);

Lauren Banks (Environmental Commissioner)

Regrets: Rathika Balthasar (President); Maya Gunnarsson (Canadian and Indigenous studies Representative-M.A); Paul Ciuk (Theory, Culture, and Politics Representative-MA); Karen Everett (Canadian and Indigenous studies Representative-Ph.D); Alexander McPherson (History Representative-M.A).

****AGENDA****

1. Call to Order
2. Approval of Agenda
3. Audit
4. AGM (Tayo)
5. Budget (Bex)
6. Conference Bursary (Bex)
7. Intramural Group Support refund (Bex)
8. MTSC Group Support Request (Athira, 5 mins)
9. CUPE RA Organizing Committee (Latchmi, 5 mins)
10. Graduate Clubs (Latchmi, 5 mins)
11. Draw for free glasses (2 pairs) (Latchmi, 5 mins)
12. Meeting Adjourned

****MEETING MINUTES****

1. Call to Order; 10 for quorum; 9.04am.
2. Approval of Agenda
MOTION TO APPROVE AMENDED AGENDA APPROVED WITH AMENDMENTS
(Gary)
 - **AMENDED MOTION SECONDED (Michelle) AND APPROVED [In favour: All; Against: 0; Abstained: 0]**
3. Audit report:
 - Amy and Mary our external auditors
 - Assets:
 - Prepaid: health plan fees
 - Deferred revenues = health plan payments
 - 66 bursaries issued last year
 - Insurance cost for last year effective from August only, so it was less than will be for the next coming year 2014-2015
 - It was difficult to obtain and verify the opening balances; this accounted for the increase in fees that we paid out for auditing (\$1000 increase).
 - Cash vs accrual basis discussion
 - Accrual – using accrual accounting you record transactions where revenue and expenses occur but haven't been paid yet; so it is not recorded on the income for the fiscal year. We don't have a choice, GSA has to follow the accrual method. Books recorded on accrual basis are easier for auditing purposes although auditors expect to have to make adjustments still.
 - Update transition documents for the next person.
 - The auditors noted that sometimes it might be easier for them to do it themselves rather than to try to figure out how to fix someone else's work.
 - A liquidity risk was identified but it was low.
 - Add one more note called comparative figures indicating that no audit in past years since we don't have comparative figures for previous years this is to be added to final document.
 - Canadian auditing standards; disclosures in writing for us.
 - Reasonable assurance vs Absolute assurance; reasonable provided herein.
 - Material responsibility set at two thousand \$2000; which is a percentage of total income; if any deviations greater than this are found, they would not be able to conduct the audit.
 - Mis-statements and errors under \$2000 have to be disclosed if not adjusted.
 - Tayo to sign on behalf of Rathika in her absence, post audit discussion

MOTION TO move draft financial statement to AGM as approved by board [RICHARD].

- MOTION SECONDED [Peter] AND APPROVED [In favour: All; Against: 0; Abstained: 0]

Discussion:

The actual amount that we would be charged would fluctuate based on the number of students. Since we didn't know how many students would be registered, we set the amount a few dollars more. We are aware of how many opt out and opt in *after the fact*.

Morneu Sheppel was not going to offer the same rate again, we paid more with Student VIP this year because of a more secure insurance policy

We have three (3) separate grad fees which now go into three (3) separate accounts

Make it a point to the future board to discuss comparative and actual figures before AGM.

Amy is expected at AGM for 6.30pm.

4. Budget (Bex)

- September 2013 enrolment multiplied by the levy fee to get projected income.
- Why didn't we use the 2014 enrollment? Because we don't have the full year's numbers yet, and because it was difficult to get full enrolment numbers from Trent finance.
- How much did the last GSA leave us with? It would prove useful to know how much we're projecting to spend vs previous years and why.
- It would prove more transparent if we know how many students we have. However we won't know until about November 2015. There are 419 full time members, 63 part-time members a levy of \$46.30/yr; college \$92.60/yr.
- The bylaw requirement is that we have to make a budget to maintain a surplus and 2.5% towards savings. i.e., no deficit ever; to think about going forward, project to spend that surplus the year before.

MOTION TO MOVE FORWARD TO AGM AS STANDS [GARY].

- MOTION SECONDED [Greg] AND APPROVED [In favour: All; Against: 0; Abstained: 0]

5. Conference Bursary (Bex)

- Twenty persons (22) persons applied; eligibility 3819.07, awarded 3033.76.
- Food not allowed; so claims for food expenses not awarded, for persons who did not provide receipts, amounts not awarded. State this rule explicitly on the form.

- Discussion about if we wish to continue funding conferences since we have same members applying every year; we shall work to let the entire membership access to this opportunity. The GSA mandate is to continue this funding.

MOTION TO APPROVE \$3033.76 for conference [Bex].

- **MOTION SECONDED [Richard] AND APPROVED [In favour: All; Against: 0; Abstained: 0]**

6. Intramural Group Support refund (Bex)

- A hundred and forty dollars \$140 in support of intramural activities; \$40 bond fee; at end of semester, students can get this back. As such the GSA executive has decided to just reimburse \$100 minus the bond fee.
- Free agent applications are not supported; a minimum of 2 grad student participation.

MOTION TO APPROVE \$200 IN SUPPORT OF INTRAMURAL ACTIVITIES [Bex].

- **MOTION SECONDED [Richard] AND APPROVED [In favour: All; Against: 0; Abstained: 0]**

7. MTSC Group Support Request (Athira, 5 mins)

- Social event for materials science students, in previous years, we obtained help from GSA for pool night or bowling night
- \$100 expenses to a social event being planned for the first week of November 2014.

Athira asked to leave the room while the board discusses her request:

- Generally, this is an unused funding we rarely get requests for, and even then we do not go over our budgeted amounts.
- The funding is meant to support networking and social events;
- Article 2.06 of the TGSA bylaw: to organize services which supplement learning and social, event, cultural etc

Athira returns. Asked to fill the official request form out for documentation purposes.

MOTION TO APPROVE SUPPORT FOR SOCIAL EVENTS FOR MTSC (ALL GRADS PHD AND MSC) IN THE AMOUNT OF \$100 [Athira].

- **MOTION SECONDED [Bex] AND APPROVED [In favour: All; Against: 0; Abstained: 0]**

8. CUPE RA Organizing Committee (Latchmi, 5 mins)

MOTION FOR GSA TO OFFICIALLY ENDORSE CUPE RESEARCH ASSISTANT DRIVE [Latchmi].

- **MOTION SECONDED [Gary] AND APPROVED [In favour: 7; Against: 0; Abstained: 2]**

Discussion: There are different forms of conflict of interest; symbolic support for a drive to support RA shouldn't be considered as a conflict of interest.

9. Graduate Clubs (Latchmi, 5 mins)

- Kristen looking up the formation graduate student clubs.
- Social vs academic clubs;
- Currently, a grad student is not allowed to be an executive on an undergrad club.
- To register a club at Trent central; 10 students must endorse the club; 5 exec positions to be filled; 1 can be a non-Trent undergrad such as a grad student;
 - grad students don't have entitlement to space on undergraduate student clubs
 - action required; one of us needs to sit down and discuss with TCSA/ Trent admin;
- Richard has volunteered to follow up on this and report back at next the board meeting.
- Do we want to be a governing body to clubs? yes and no. People like the idea of a stamp of approval vs the need to get approval from members to form their own clubs.

10. AGM (Tayo)

- We need 25 people in the room by 6.30.
- Send out an email to program representatives today reminding them of the event.
- Dinner/snacks will be served at 6pm
- Voting opens immediately after and holds for 1 week
 - a. agenda
 - b. food budget (pizza, vege platter + dip)

MOTION TO APPROVE \$300 FOR FOOD EXPENSES [Latchmi].

- c. **MOTION SECONDED [Athira] AND APPROVED [In favour: All; Against: 0; Abstained: 0]**

11. Website update (Latchmi)

- The GSA website has been updated with a new facelift;
- The new website theme is mobile friendly;
- The TGSA wishes to increase graduate student traffic to our website; suggestions/ comments welcomed from board members.
- Board members asked to make use of the website to promote program activities and highlight student achievements.

12. Draw for free glasses (2 pairs) (Latchmi, 5 mins)

- Random draw from a pool of applicants
- Two selections made; both will be emailed confirmation details.

13. Meeting Adjourned

MOTION TO ADJOURN MEETING [Gary].

MOTION SECONDED [Richard] Meeting adjourned 10.58pm