

Agenda of TGSA Board Meeting, 15/07/2015

Start: 5:10pm, End: 5:57pm

Location: Bagnani Hall, Traill College

Notes: Second Meeting of the 2015-16 TGSA Board, Alison Fraser unable to Skype in, Theresa Treasure arriving at 5:45pm.

Chair: Laura Thursby

Scribe: David Hollands

Attendance: Amany Raslan, Carolyn Reid, David Bak, David Hollands, Dorothea Hines, Laura Thursby, L. Renee Hendricks, Michael Jorgensen, Swarsattie Kishun, Theresa Treasure, Vishol Kishun, Jessica Correa - **Quorum Met**

Motion to Call the Meeting to Order: Laura

Second: Renee

Motion to Approve Theresa Treasure's Amendment to the Agenda: Laura

Second: Renee

Motion to Approve the Agenda: Laura

Second: Renee

Motion to Approve the Minutes from April 22, 2015 Board Meeting (attached with agenda): Laura

Second: Vishol

Motion to Approve the Minutes from June 9, 2015 Board Meeting (attached with agenda):
Laura

Second: Dorothea

Exec Reports (+Minutes):

Laura: After our last board meeting, I met with the Dean of Grad Studies, where I went over the survey results from the previous GSA's survey, which detailed students' dissatisfaction with certain aspects of Grad Studies operations. I was told that the issues raised (tardy responses, inaccurate information, rudeness) are "on their radar," so we will need to keep an eye on whether or not these issues are being addressed. I have also been sitting on the Sexual Violence committee, where we are writing policy about Trent's response to sexual violence on campus. I am also a member of the Heritage Committee and will be attending the next meeting in August. Along with the other execs, I helped do the shopping for, and helped run two successful BBQ events for the GSA (despite not having working BBQs). I have been trying to approach local businesses to see if we can get a new BBQ donated (or at least discounted) for the GSA, as the two GSA BBQs no longer work at all. I am currently putting together an orientation handbook,

where we will outline relevant information about grad studies for incoming graduate students. Topics will include, but are not limited to: housing, transportation, important dates/ deadlines, health care info, security, etc. I will hopefully have a draft together by the next board meeting and will be looking for additional suggestions to include in the handbook. Moreover, I have been working with Michael Eamon on a way to encourage undergraduate students to affiliate with Traill. I had a meeting with TCSA's Vice President of University and College Affairs, where we discussed events for mature undergraduate students to be held at Traill (we have one set up for Orientation week in September), and Grad students will be encouraged to attend. We are also interested in setting up a mentorship program between undergraduate and graduate students, where undergraduates interested in grad studies will be able to informally discuss with graduate students what the 'grad experience' is like and what sort of things undergraduate students should consider when applying to grad studies. We are hoping to award certificates to participating graduate students, so they can use this as a way to bolster their volunteer participation on their CVs. I am going to reach out to Academic Skills, who currently runs a Grad Fair Day for undergraduates, to see if we could hold a mentorship event jointly with their event. I also attended the President's meeting, where we mainly discussed the student center operations. I will be attending the Student Transition and Careers/ Entrepreneurship Group meeting in the next week to further discuss the operations at the Student Centre, and in particular, will look at what spaces are relevant for graduate students. (If anyone has any comments or suggestions for me to raise at this meeting, please let me know). I will also be attending the Emergency Planning Committee in about a week, where we will discuss how we will handle emergency situations at Trent.

David H.: I was intending to have more information ready on TGSA "swag" to present to you, though I unfortunately had to deal with a private family matter this week that took up a lot of my time. Since I don't want to wait until our next board meeting to present my information on "swag," I intend to look into this intensely following this board meeting, and will send a detailed email to the full Board on my research into this area, if this sounds acceptable to you. I have included an item on this agenda to discuss ideas for "swag." My apologies for not having more information ready on this matter at this time. Here are my other ongoing projects: following this meeting, I will be adding the exec bios and pictures to the website, and one of my items below will ask the full Board to make short bios and send pictures for the website as well. I emailed the TDSA to request information on their website at <http://www.mytdsa.ca/>, which has a much more dynamic template than the TGSA's website. I recently received a response from Chris Fernlund of the TDSA, who informed me that their webhost is Weebly. I'm going to contact Chris Fernlund to request more detailed information on Weebly, and following that, I'm going to explore whether or not switching webhosts is feasible. Furthermore, in order to work toward making the TGSA's social media influence more palatable and exciting for students, I will set up a YouTube page for the TGSA. If acceptable to the Board, I intend this page to have short videos--maximum three minutes--featuring the members of the Board and Exec offering explanations of their positions in the TGSA. This YouTube page can potentially be used to advertise TGSA events, important announcements, etc. Finally, I have emailed Michael Eamon--who is currently in England--to address two issues: 1) storage space for a BBQ that the TGSA will potentially purchase; 2) a documentary on Traill College that I wish to produce through the TGSA that will seek to show the importance of Traill to students and the community.

David B.: --

- just wrapped up conference bursaries, came slightly under budget.
- a few learning curves
- passed on from last TGSA: issue of dispersing cheques to those outside of Peterborough, I think it's unnecessary to keep emailing out cheques
- J. Richardson gave us cheques for levy fees and college fees, under budget on BBQ expenses, leading to talk on getting an extra BBQ
- good to discuss options of people who would want to sponsor the TGSA
- J. Richardson: we are lower on admissions this year, which will impact our budget

Alison: could not Skype in

L. Renee: In the time since the last board meeting, we have planned and executed 2 BBQ events for graduate students. The first one was definitely a learning experience but ended up being a success. The second one was an eye-opener as well in regards to learning that the BBQ's used for TGSA events in the past are no longer acceptable and have been disposed of. In that vein, I suggest that the TGSA looks into purchasing a BBQ that can be kept at Traill and used for future TGSA BBQ events. We are \$170 under budget from the 2 proposed BBQ budgets, and we can use that to go towards buying a new BBQ. The next event will be held at the end of August, and I would like to hold it at Traill again, but on a weekday so there will be adequate transportation. In addition, Laura and I are starting to brainstorm ideas regarding Orientation activities. We presented a brief history of the TGSA and our functions to the Masters of Education group earlier this month, and hopefully they will join our organization and volunteer for committees. Alison Peek, their coordinator, has expressed interest in helping us during Orientation as well.

Avinaash: --

- Senate normally breaks over the summer
- attended OGS annual general meeting. Sage Fleming elected as our rep
- tax credit: if purchasing equipment (computers, etc.) for graduate work, 25% rebate

Current Action Items:

President

- action item: bring proposal to board on Traill college- ERASE!!
- action item: do we have to provide transportation for our representative for OGSA?- NOT DONE
- action item: create Doodle pool to determine best time to meet with president of OGSA- NOT DONE
- action item: Laura to put together a list of things that are important for this document, will brainstorm at next exec meeting, decide who on the exec will write for each subject -NOT DONE

-action item: send email to Renee and Avinaash on who is checking Wallis Hall mailbox or Grad office mailbox on a particular week, this is to be done once a week over the summer -NOT DONE

-action item: follow up with David B. on whether he's looked into who our auditor is -NOT DONE

-action item: set meeting in late August for long-term planning committee -NOT DONE

-action item: call local businesses to see if they would do discounted BBQs in exchange for promotion of their products -NOT DONE

VP Operations

-action item: figure out budgets/splitting costs, ordered items, etc. for cabinets, then make ACTION ITEM to discuss at next board meeting- NOT DONE

-action item for VP Ops: look into cost of various "swag" items, to present at board meeting after next, request board members to give VP of Ops suggestions for "swag" items- NOT DONE

-action item: add Sage Fleming to board meeting list- NOT DONE

-action item: find potential alternate spaces for Board meetings with good Wi-Fi- ONGOING

-action item: email Michael Eamon about Traill documentary- DONE

-action item: more hanging folders for office -NOT DONE

-action item: ask Eamon about storage of the BBQ, and also if the TGSA BBQ could be jointly used by Traill College -DONE

-action item: always create a Google hangout for events for the exec -ONGOING

VP Finance

-action item: get in touch with Bex to discuss fiscal year further- NOT DONE

-keep fiscal year the same?- NOT DONE

-action item: get in touch with Bex concerning auditor- NOT DONE

-action item: get in touch with Bex to discuss fiscal year further- NOT DONE

-action item: ask Bex about insurance- NOT DONE

-action item: figure out budget for TGSA swag, requires collaboration with VP of Operations- NOT DONE

-action item: discuss August BBQ with exec- NOT DONE

VP Student Affairs

-action item: when does orientation week start? -NOT DONE

VP Internal Affairs

-action item: agenda for committees, put call out at board meeting— WILL DO

-action item: send out call to student body via email after next board meeting, Alison will put this together— WILL DO, check in at next meeting

-action item, Alison: report on CFS for next exec meeting, and what student boards are paid—ONGOING

-action item: Alison to send David B. info concerning name change to TGSA Dues Fund- IN PROGRESS, waiting for David B. to respond

- action item: all committee members attach personal notes from committee meetings to Alison *after every meeting!* -NOT DONE
- action item: standardize wording of Symons Seminar committee in bylaws -NOT DONE
- action item: write Student Wellness (Sub)Committee out of the bylaws -NOT DONE
- action item: proposal for pros and cons of first year rep position, motion to board to amend position or get rid of it -NOT DONE
- action item: make policy on dealing with late conference bursary applications -NOT DONE

Senator

- action item: get in touch with Sage, invite to board meetings- NOT DONE

Items (+Minutes)

1. Agenda Format

- Exec: will explain the new agenda format to the Board, i.e. how to submit an item, what exec reports are, etc.

Motion to Table: Laura

Second: Renee

Motion to Move to Next Item: Laura

Second: Dorothea

Approve: 10

Abstain: 1

2. BBQ

-Laura: If we are unable to get a BBQ donated, I propose that we purchase a new one so that we have it for future events (we have leftover hotdogs and hamburgers and could run another event if we had a working BBQ). I propose a budget of \$250 for a new BBQ. (My only concern is that if we only have one BBQ, we will have greater difficulty with accommodating those with dietary restrictions, as we will only have one grill for meat options, vegan/vegetarian options, gluten free options. Do we think that one BBQ is satisfactory or should we consider purchasing two?... in which case, we would need to raise the budget.)

-Laura: We also need to discuss suggestions for the future storage space for BBQ. The previous BBQs were left in Champlain Quad and were found in disrepair. Does anyone know any storage spaces on campus that we could possibly use in the future?

-Renee: there is the BBQ Trent Security found for us, there is potentially a BBQ at OC, this one could be used for vegetarian options, the issue is transportation, if we have events at Symons, will they be transported

-Dorothea: will it fit in a van?

-Laura: No.

-Dorothea may have a truck

-Laura: we need to guarantee that the second BBQ is ours to use

-Jessica: why do we need to have BBQs?

-Laura: for orientation events, BBQs are beneficial, easy, efficient, hundreds of students there, good for future GSAs

-Renee: the BBQs in the quansat huts are in terrible shape,

-Renee: having BBQs makes sense from a traditional standpoint, helps keep dietary needs in check

-Michael: BBQs are really portable, potlucks require more to run successfully

Motion to Purchase a BBQ: Laura

Approve: 10

Abstain: 1 (Laura)

Theresa: still absent

-Renee: since we are \$170 under budget, and we still have leftover food, we can also put more money into the purchase of the BBQs

-Laura: talked to Michael about sharing BBQs with other bodies at Trail

Motion to Budget \$250.00 Max for BBQ: Laura

Second: Renee

Approve: 10

Abstain: 1 (Laura)

Motion to Move to Next Item: Laura

Second: Dorothea

Approve: 10

Abstain: 1

3. TGSA "Swag"

-David H.: discuss ideas for TGSA "swag"/suggest potential "swag" items

-Laura: have David H. looked into budget for swag?

-David H.: no.

-Laura: have to look into that before determining items

-Carolyn: TGSA USBs

-Michael: lanyards

-Dorothea: buttons

-Laura: look into the USBs at the career centre

-Laura: but wait... are we even interested in having "swag"?

-David H.: we can decide after I look into budget for "swag"

-Carolyn: I prefer functional swag

-Laura: we were thinking of mugs, waterbottles, moving toward green items

-Carolyn: there were GSA USBs three years ago

-David B.: I know what the budget is, but I need the breakdown

-Renee: expecting 130 max grad acceptance this year (2015)

Motion to Move to Next Item: Laura

Second: Dorothea

Approve: 10

Abstain: 1

4. Operation of Trent Convocation Event

-Laura, on behalf of Anne Showalter: I spoke with Anne, who attended the last Trent Convocation for Graduate Students, and she had a lot of issues regarding how this event operated. For instance, the grad student convocation ran concurrently with the undergraduate students at Oshawa campus. There was also no distinctive ceremonial ritual to distinguish between undergraduate and graduate convocation (for instance, at many schools, graduate students wear different robes/regalia, or are presented with a collar, etcetera). She would like to bring this point up at the meeting to be discussed.

Motion to Table for Next Meeting: Laura

Second: Renee

Approved: 10

Abstain: 1 (Laura)

5. List of Committees to Be Filled

-Alison: will present a list of committee positions that need to be filled by Board members.

-Pick Board members to serve on these committees, if possible. (NOTE: due to Internet connectivity issues, Alison cannot send the committee list with this agenda. Alison will send me the list to forward to the Board at earliest convenience.)

-Laura: Alison had a list of committee members to be filled with a lot of interesting committees

-Renee: I have a list for members to look at

-Laura: we particularly need to fill Symon Seminar Series

-Renee: Symon Seminar series counts as an event

-Dorothea: can you email this list?

-Renee: Alison still needs to look into certain details, needs to be cleaned up a bit

-Laura: we'll message Alison to get the list updated to send out asap

-Carolyn: when do I explain to the board what happens at the committee meetings?

-Laura: Alison collects those minutes and puts them in a collected folder

-Carolyn: same with special appeals? I'm the GSA rep on Special Appeals

-Laura: send her those minutes as well

-Renee: the list should be done pretty soon

Motion to Move to Next Item: Laura

Second: Dorothea

Approve: 10

Abstain: 1

6. Website Bios for Board Members

-David H.: I request that Board members present at this meeting send me 1) a short bio for the website with the following information: **your Program, Trent Email address, your Research**

focus, and an **About Me section**; 2) a picture of you in portrait dimensions. Please send me these by **Friday, July 24th** at the latest.

-Dorothea: any specifications for the pictures?

-David H.: just keep it tasteful

Motion to Move to Next Item: Laura

Second: Dorothea

Approve: 10

Abstain: 1

7. Other Business

-Theresa Treasure: nominate Swarsattie Kishun for first year science representative

-Avinaash: the Board only has the power to have a guest representative

-Laura: we're working on changing the Bylaws, we can only vote in interim reps in September (nominations), not first year reps during the summer

-Laura: Swarsattie can come to the Board meetings to get a feel for the process and participate, in September, you can be officially voted in by your peers.

Date of Next Board Meeting: August 13th, 2015 at 6:00pm

Motion to Adjourn: Laura

Second: Vishol

Approved: 11

Abstain: 1 (Laura)