

*****NOTICE*****

The board attempted to meet three times this month, but due to the busy summer schedule, with many members not in Peterborough, we were unable to make quorum for this meeting after these three attempts. With that said, we did have an agenda prepared, and the executive and a few board members were in attendance. Since there were no significant, pressing issues at this point, or motions to vote on, we decided to table the following agenda points for our next meeting. The members present took some time to introduce each other and get to know one another better, and we spoke informally about some of the goals that we thought might be important to consider for the coming year.

Agenda of TGSA Board Meeting, 18/08/15

Start: 6:00pm, End: 8:00pm

Location: Senior Common Room, Traill College, Peterborough, ON

Chair: Laura Thursby

Scribe: David Hollands

Attendance: TBD at meeting

1. Motion to Approve the Agenda:

Second:

Approve:

Oppose:

Abstain:

2. Motion to Approve the Minutes from July 15, 2015 Board Meeting:

Second:

Approve:

Oppose:

Abstain:

3. Motion to Move to Executive Reports:

Second:

Approve:

Oppose:

Abstain:

4. Executive Reports:

4.1 Laura: I attended the Emergency Planning Committee, where we discussed Trent's emergency response system in place for health epidemics and school shootings; I went to an Orientation Meeting with Jen Richardson, Erin Davidson, and Michael Eamon, where we planned a schedule for orientation events (see attached); I attended the student transition centre meeting where I discussed the layout of the careers centre and entrepreneurship spaces; I had a meeting with Student VIP and to discuss possible changes to the plan design that might better serve our membership. I attended the Heritage Committee meeting, where we discussed strategies for the preservation, restoration, maintenance, of Trent's furniture collection/ other artifacts, and also brainstormed ideas to encourage awareness of Trent's unique heritage. I also attended a meeting with a former executive of the Symons Seminar Series to discuss the seminar going forward. I also emailed the career centre to discuss the possibility of partnering with them on their Grad Fair day, where grad students could come to offer advice and mentorship to students interested in pursuing graduate studies (I emailed them almost a month ago, and have not heard anything back, so I was going to go in and see if I can speak to them... though that might have to wait until after orientation week). I have begun to organize an orientation manual that we could distribute to incoming graduate students (which will be written by myself and the

other executives). I also secured a \$1000 cheque donation for the GSA to purchase new BBQs for our future events. I am shopping to find a good deal on BBQs so hopefully we will have leftover funds to use for another event. I have also spoken with Michael Eamon and have found a storage location on Traill to keep our BBQs so that we can keep them better monitored and secured. We have started planning our next event, which will be one final summer BBQ on the 26th (a Wednesday) from 4:30-6:30.

4.2 L. Renee: August 26 would be date of the next event. I believe that is a Wednesday. It will be BBQ, and I'm waiting on the reservation confirmation from Deb at Traill. It would be at 4:30 PM, budget of \$250 pending to be voted upon. We are finalizing orientation ideas as well.

4.3 David H.: I'm currently still waiting for the specific costs from Branded Merchandise re: the price of various swag items. As of the writing of this agenda, I still haven't received a response. Swag orders take approximately two weeks, so to be in time for orientation week--and if we, indeed, want swag items--we would need to order them by Thursday, August 20th, 2015. I have attached a link below my executive report to show you the kinds of items Branded Merchandise can brand. As you can see, most of these are expensive. On another note, I have spoken with the president of Traill College re: a documentary about Traill College, and this documentary should be completed in time for the external review of the college. This external review is taking place sometime in January 2016, so I'm preparing to have the Traill documentary finished and released by the end of December 2015. Ideally, shooting of the documentary will take place on and off over the months of October and November. I feel a healthy running time would be from thirty to forty-five minutes. I am also currently establishing an estimated budget of this documentary.

4.4 Alison: --

4.5 David B.: --

4.6 Avinaash: --

Motion to accept the reports:

Seconded:

Approve:

Oppose:

Abstain:

Motion to Move to Items:

Second:

Approve:

Oppose:

Abstain:

5. Items

5.1 Tentative Orientation Schedule (Laura):

Please review the attached tentative orientation schedule. We are also still trying to find a good time for a family-oriented event during orientation. Does anyone have any questions, comments, concerns, suggestions about the events? If any members of the board would like to help volunteer at these events, please let us know! It would be greatly appreciated. (Event dates and time will be finalized once all of the executive members have received their TA schedules for the coming semester).

Motion to Move to Next Item:

Second:

Approve:

Oppose:

Abstain:

5.2 TGSA Orientation Document (Alison):

Discussion of TGSA Orientation Document, attached in email.

Motion to Move to Next Item:

Second:

Approve:

Oppose:

Abstain:

5.3 BBQ Discussion (Laura and L. Renee):

Now that we have two new BBQs for the GSA, we were hoping to establish a policy to regulate who has permission to use our BBQs. In our executive meeting, David B. had suggested that we charge a small deposit fee to groups interested in using the BBQ, which would be returned when the BBQs are returned in working order. We also discussed having a small rental charge to use them, which would cover propane costs as well as a small amount of funds that could go back to the GSA. Does anyone else have other suggestions or concerns about doing this?

Motion to Move to Next Item:

Second:

Approve:

Oppose:

Abstain:

5.4 Symon's Seminar Series (Laura):

We have put a call out for volunteers for the Symon's Seminar Series committees and executives. Currently, we are looking for a Communications Coordinator and a Financial Coordinator for the executive team, and there are several openings for the Abstract Selection Committee and the Judging Committee. Please spread this message around through your departments, and encourage students to get involved. Also, once the school year resumes, we will put out a call for all of the other committee positions available to be filled in the coming year.

Motion to Move to Next Item:**Second:****Approve:****Oppose:****Abstain:****5.5 Next meeting (Laura):**

The next meeting will occur sometime after the orientation period, and we will schedule it once we find out our TA positions and know what our schedules will be for the semester. At this meeting, we are hoping to set a good time for us to hold our future meetings and we will also start to arrange office hours. Moreover, Alison has created a great manual for members of the TGSA so that we can all be on the same page when it comes to submitting agenda items, or proposing motions in a meeting. She will go through this at our September meeting. With that said, we are hoping to have good attendance for the September meeting, so I will create a doodle poll to check for everyone's availability during this time. Please make sure to fill out the doodle poll, and when we do schedule the meeting, please RSVP on Google (or to David H.) so that we know whether or not we will make quorum.

Motion to Move to Next Item:**Second:****Approve:****Oppose:****Abstain:****5.6 Swag (David H.):**

If you have been able to skim through Branded Merchandise's products at <http://www.brandedmerchandise.ca/customer.php?go=Cust-ProdCat&AdvSrch=1>, do you think we should have swag items at all for orientation week? As I said in my report, we should order by August 20th, 2015 at the latest to have the items in time, which is cutting it close. If we do go with swag, I suggest we pick one main swag item (ex.: branded USBs or pens) to promote the TGSA, rather than several. Another option is snazzy business cards, which can be produced in bulk cheaply in a few days at the latest, either at Staples or through the Blackburn copy center. Or we can have both the swag item and the business cards--whichever works best. Questions?

Motion to Move to Other Business: *(only if there is other business)***Second:****Approve:****Oppose:****Abstain:****6. Other Business**

Motion to Move to Notice of Motions and Announcements:**Second:**

Approve:

Oppose:

Abstain:

7. Notice of Motions and Announcements

- a. The next board meeting will be held on:
- b. The reports and motions for that meeting are due:

8. Adjournment

Motion to Adjourn the Meeting:

Second:

Approve:

Oppose:

Abstain: