

Minutes of TGSA Board Meeting, 23/03/2016

Start: 5:10pm, End: 7:35pm

Location: Scott House 102.1, Traill College, Peterborough, ON

Notes: Troy Bordun attending in place of Philip Abbott. Michael Eamon has to leave the meeting after 5:30pm.

Chair: Laura Thursby

Scribe: David Hollands

Attendance: Laura Thursby, David Hollands, Alison Fraser, Avinaash Persaud, Erin Laverty, Theresa Treasure, Cory Baldwin, Carolyn Reid, David Bak, Swarsattie Kishun, L. Renee Hendricks, Natalie Baron, Charise Currier, Michael Eamon, Brent Whitford, Sara Affleck, Michael Jorgensen, Troy Bordun – **Quorum Met**

1. Motion to Call Meeting to Order: David Hollands

Second: L. Renee Hendricks

Approve: 13

Oppose: 0

Abstain: 1

2. Motion to Amend the Agenda to Include Alison's Draft Bylaws: David Hollands

Second: Sara Affleck

Approve: 13

Oppose: 0

Abstain: 1

3. Motion to Amend the Agenda to Include Alison's Emergency Bursary Documents: David Hollands

Second: Cory Baldwin

Approve: 13

Oppose: 0

Abstain: 1

4. Motion to Amend the Agenda to Add Item to Discuss Bringing Budget Health Care Changes to Referendum: L. Renee Hendricks

Second: David Hollands

Approve: 13

Oppose: 0

Abstain: 1

5. Motion to Approve the Agenda: David Hollands

Second: Alison Fraser

Approve: 13

Oppose: 0

Abstain: 1

6. Motion to Approve the Minutes from the February 22, 2016 Board Meeting, and Addenda to those Minutes: David Hollands

Second: Cory Baldwin

Approve: 13

Oppose: 0

Abstain: 1

7. Motion to Approve the Minutes from the March 7, 2016 Board Meeting with Chris

Tindale: David Hollands

Second: Alison Fraser

Approve: 13

Oppose: 0

Abstain: 1

8. Executive Reports (See Attached):

- a. President
- b. VP Internal Affairs
- c. VP Finance
- d. VP Operations
- e. VP Student Affairs
- f. Senator

Motion to accept reports: David Hollands

Second: Cory Baldwin

Approve: 13

Oppose: 0

Abstain: 1

9. Presentations:

- a. **Symons Seminar Series Presentation** (see [Addendum I](#) for draft MOU)
- b. **VP Internal Affairs:** Presentation of the Proposed New TGSA Bylaws
- c. **VP Student Affairs:** When Laura and I met with Drew and Samantha from VIP, we went over the Mid-Year Report with them. The good news is that graduate students are utilizing the plan, and more students than ever are using Direct2U prescriptions, which keeps some of the costs of our plan down. However, because of the high rate of utilization, in order to maintain the same amount of services we have now, VIP is asking for a 13% to 15% increase in fees for next year. As we all know, we already pay around \$450 for supplementary healthcare, and with the increases, the fee will exceed \$500. This is particularly hard on international students, who also have to pay a UHIP premium as part of their tuition. Because of this, Laura and I have discussed merging the TGSA plan with the TCSA in order to save students money. In the past, I know there has been some aversion to this. However, I have spoken to Tracy Milne and Alaine Spiwak, and the TCSA is willing to take on the TGSA plan in addition to theirs. This will cut costs for graduate students in regard to health care. If we combined with the TCSA plan,

we would retain all of our coverage, and our fees would drop to \$425. Graduate students would be paying a 3% higher increase than undergraduates due to plan utilization, but vision benefits would increase from \$80 to \$100, and students would be eligible for a Student Assistance Program to help defray any large costs. Finance would also only have to send one list to VIP, which would be sent out through the TCSA office and reimbursement cheques would be issued all at once. The TGSA would still maintain a Health Benefit Coordinator, which would work in concert with the TCSA and Student VIP for the management of the health care plan. The TGSA would also answer all questions from graduate students, and the roles would not largely change as far as helping students navigate the vagaries of insurance. There will be a clear contract drawn up if this is to pass. The TCSA must present this as a referendum, as do we (the TGSA). I will be proposing it at the AGM in April, as I think it is beneficial to graduate students. The TGSA might lose some autonomy as far as health care goes, but it is my opinion that politics must be set aside in the face of increasing fees or the possibility of losing some of our benefits.

Minutes

a. *Alison chairs since Laura is presenting with Michael and Charise*

MOU is distributed

-Michael: tripartite agreement. A document of intent to work together, which may seem informal, but this is a way to solidify this intent. The GSA and Symons have been closely linked for several years, the series is an important element of grad programming at Trent, and the College wants to further support the series. Some issues have come up in the governance of the series, and this document acknowledges that. One of the main ways to do that is to move the financial administration of the series under the purview of the college. Moving the series to the college does not reduce the value of the college or the series, but enshrines that the university will maintain the series.

-Charise: from having worked all year in the GSA, it's difficult to start in a new year and have little institutional memory carrying forward. I think it would be very valuable having someone like Michael overseeing the growth of the series, and provides opportunities for less financial burden on the TGSA. It's a solution to the non-sustainability of the series under the GSA. There are few situations where a course of action works for all parties, but this is one of those opportunities to collaborate and move forward.

-Laura: a moment for everyone to read the document? *everyone has read it* Wow! I'm impressed with all of you. Questions?

-Alison: preface discussion by saying that any decisions to be made in the future will be made in a referendum vote, so this can be an open discussion.

-Charise: is that something we'll be deciding on later?

-Alison: in terms of the referenda, it's the board's position on the referenda as it goes out to be advertised by the general membership. That's what the motion is, whether the board will take that position.

-Michael: I didn't think there was an issue with the financial statements, but that there was a separate financial document where this was discussed. If that document was removed, we could potentially discuss whether that was a board vote. Was that discussed?

-Laura: it is a discussion of this meeting, 'cause I wasn't able to get in touch with all the execs

-Michael: can the board vote on this without the financial portion?

-Alison: we can open it to discussion.

-Cory: in principal, I agree with this document, but this does require changes in our bylaws, a substantial change in our operations, and it can't go to a board vote for that reason. It requires a referenda vote no matter, whether we have strict financial statements or not. It would have to go to a general meeting, it has to be voted there.

-Laura: I know Michael has a different understanding of what should be brought to referenda, so...

-Michael: my concern is that there is a financial component of this, and it should be brought to a referendum vote. Memorandum itself is just an intent to be nice to each other. My concern is that any time you have a referendum, you erode the power of the elected body. The GSA changing is a major change, but does this MOU itself need to be brought to referendum, or could it be something the board approves of? So this is a doctrinal, philosophical debate.

-Cory: in principal, I agree, except for clause 7. That requires us to change our bylaws by our own bylaws. It requires a vote of the general membership. If we adopt this document, and it requires a bylaw change.

-Charise: to clarify, this MOU is still in a draft form. If there is a clause that doesn't work, it can be removed. It can be edited. I also want to clarify that we can decide to agree to the MOU, but still propose new bylaws to the AGM, to modify the bylaws to be representative of this agreement. But there won't be a referendum to sign THIS MOU, just to change the bylaws.

-Renee: Charise summed it up. I wanted to see if we could remove clause 7, accept the MOU, and then vote on the bylaw change.

-Brent: same thing, clause 7 is the issue. Could modify to say that it would be pending on the referendum vote. I agree that we can vote on the MOU today and collaborate moving forward.

-Michael: I don't like that clause either. I would be happy to see it removed since we're not talking about any financial issue. I'm quite happy to expunge that. And I put non-profit instead of not for profit. I would recommend that as well.

-Laura: so in the email that went out originally as well, I wanted to clarify that there was a breakdown financially of what this would look like. It doesn't work without budget, which is why it's been tabled. Hold on, I'm a slow reader... **Laura takes time to find the section she is looking for** Oh, it's number 2! It does say the TGSA would continue to make contributions at a level determined by its membership. It isn't a decision to be imposed.

-Cory: my question is even we take that clause out, do we have a plan for if we adopt this and the membership says no? Today, we could have a vote today that we accept this MOU pending on changes at our spring AGM.

-Michael: that's a good point. This is a document that encourages conversation. You don't know who will be in exec positions in the coming years. I'm worried there are certain things that will happen. For example, if doubling the college fee doesn't go through, then Traill can't afford the series.

-Charise: another thing we were concerned about is if we leave this decision to the bylaws, we're going to have to do it again to remove the bylaws at the next AGM, which is why I'm hoping the MOU won't be tied to the bylaws. The proposal at the AGM will already be part of the modified bylaws.

-Brent: in this case, the Symons accounts are university accounts no matter what. With us giving our contributions, it's based on our budgets. That will continue to happen anyway. Aside from

amending the bylaws, what could go sideways? Everything stays the same except that Traill is in charge. Even if the membership voted no, what would be the problem?

-Cory: the new bylaw draft was constructed because of these discussions. To amend the bylaws to remove Symons is one line. Everything else related to Symons stays. Under the old bylaws, we had to strike about 20 different things. The all-new ones, that becomes a simple, easy vote.

-Brent: considering we're presenting whole new bylaws, if we're presenting bylaws that don't have Symons in it, why do we need a vote on them? We can make a point that under the new bylaws, Symons is being transferred over. It doesn't make sense to vote on amending a bylaw to...

-Charise: when the GSA makes a new budget, would there have to be another vote?

-Cory: there's nothing stopping us from doing that in theory. My issue there is that adopting the bylaws automatically agrees to getting rid of Symons. There's nothing rules-wise that is stopping us, but we know for a fact that we're sneaking this conversation in when this is a significant component of TGSA operations. Even if we agree to this document, sneak it into the bylaws, there will be people who are deeply upset.

-Charise: so on that topic, we can make a presentation at the AGM? The change just states that our financial operation will go from Symons to Traill. We'll still be collaborating with the GSA, but what will happen is that we will have more financial oversight through the college. The GSA will still be very much a part of Symons. Nothing will really be changing, and we can tell the student body that.

-Brent: right, so that's why we approve the MOU to go forward with changing the bylaws. WE can present the MOU at the AGM, since that implies the change in the bylaws, so we won't have to focus on that at the AGM.

-Laura: the documents that currently exist do not define the relationship between GSA and Symons in any meaningful way. What Charise was saying about the lack of internal memory isn't anyone's fault. Under the supervision of the college, we feel this move makes the most sense. The GSA is audited, but Symons is not. The way that the GSA accounts are audited aren't the same as Symons. Having the college step to make sure that it's done appropriately is very important.

-Charise: there is auditing, but it's through the university.

-Cory: at the risk of making myself more of a bad guy, I agree with this document in principal, and know that if we want to sell this to the membership, we need to have some way to have their input. Some sort of vote for them to agree with this, then I'm fine.

-Brent: I suggest that we amend number 7 and move to a vote on the MOU.

-Alison: yeah. You're motion to amend?

-Brent: Motion to strike clause 7 from the document, and to re-number the subsequent clauses.

Second: David Hollands

-Avinaash: why must this document be rushed?

-Brent: I don't see any reason why we can't decide today.

-Charise: our rush is that all our terms are coming to an end, so we'd like to see something that's moved the ball forward significantly.

Approve: 13

Oppose: 0

Abstain: 1

-Carolyn: a question regarding the financial component. Will that be presented at the AGM?

-Michael: with the MOU agreed upon, this gives us the power to work together. We'll be keeping on moving forward. Come May, we'll know once different memorandum are passed.

-Carolyn: is that going to the general population to vote on?

-Michael: it's over a five-year time period. I assume that if that model continues, it will be brought to the membership in November

-Laura: to clarify, it's also important to include the incoming exec in this position, because it does affect their budget.

-Michael: that's why no numbers are added here. We realize it would be locking the new admin into numbers they didn't agree to. And this is what I'm paid to do, to administer financial things. This happens at other colleges. I oversee other accounts. This isn't a vote of mistrust. Sometimes the language and attitude was un-collegial this year, and I'm glad we've regained that here.

-Laura: I don't remember what I was going to say.

-Charise: quick point. This is also putting more responsibility on someone who is actually paid for what they do. Does this have to go to referendum, or can there be a vote on it before?

-Alison: we do have another board meeting in April. It could be after the AGM. It would be satisfactory for board members to take the MOU to their constituents, discuss, and then return on whether we sign. We do have April, yes.

-Charise: so if we agreed that we want to move forward, can we take these documents to your constituents, and if there are any concerns, we can make more modifications? To show that students have a say in this??

-Brent: there's no need for all that at all. We were elected to make these decisions. WE are in power. People have money in their minds. No matter what, this all goes to the membership. I see no reason why we can vote today. This document is what we've been waiting for.

-Cory: this is a very significant change to what the TGSA does. The general membership that this is something we've been doing. We have a duty to let them know that we are talking about this. Just because there's nothing stopping us in the rules doesn't mean they will accept that decision, it doesn't mean we should forward. They have to be made aware that this decision is happening. That's the fundamental issue. If there isn't a way for them to agree or disagree, they're not going to accept that.

-Alison: we can take a poll of the board now. 9 members for. 2 members oppose. 1 abstains. So we have seen officially that the board is in favour of waiting until April.

-Charise: all this MOU is saying, less financial burden is being placed on the TGSA. There's nothing in here saying that the GSA will have any less stake in the way that we run and collaborate. The only thing that's changing is less financial burden and more oversight. We are NOT getting rid of the Symons series. We will continue to collaborate.

-Brent: no offense, but that's false. If it moves to Traill, Traill could decide to drop the series. If we had just voted on this, presented at the AGM, the general membership would be able to vote on it.

-Laura: I just wanted to clarify that we will have a board meeting before the AGM, and a transition meeting after the AGM. And that's where we get our honoraria.

-Erin: I want a motion to vote on what Brent suggested.

-Alison: I'm confused. What?

-Erin: never mind

-Brent: I'll formulate the motion. I motion that the board vote to adopt the MOU in principal, to bring it the AGM to be transparent to the membership, and explain there how it would be representative in the bylaws.

-**no one seconds, discussion continues abruptly**

-Cory: does that mean there is a vote at the AGM on the MOU or not?

-Alison: this is becoming too incoherent. To propose a secondary motion at the AGM, that would be overriding the board's authority.

-Cory: I move that the board adopt this MOU in principal and ratify at the AGM

Second: Theresa Treasure

-Charise: so what happens with the bylaws? We now won't have the Symons lines removed, that means the bylaws will need to be changed again. By voting now, we can amend the MOU from feedback before the AGM.

-Cory: we put the vote on this as number 2 of things that happen at the AGM. But the bylaws at number 3. And if they adopt 2, the bylaws have that line struck from them. And if not, the bylaws DO have that line in them. Nice and easy.

-Alison: any further discussion?

Approve: 13

Oppose: 0

Abstain: 1

-Laura: can we strike motion 7.1?

-Alison: yes.

-**board agrees, motion 7.1 struck**

b.

-Alison: we've shifted from an article model to bylaws model. We've added new definitions, removed some. A lawyer, my father, read these for free. They've been vetted. Symons is in here. We need to add the date of ratification. Technical amendments need to be made. I'll be asking the board to agree to most of these changes. We added new discipline and impeachment policies. We updated the language so it is consistent with Roberts Rules. Changed the honoraria. Now the commissioner positions would be paid \$200 honoraria for new duties. We've reintroduced the Health Benefits coordinator. We've streamlined the jobs, made them more clear.

-Laura: and the board positions would be unpaid.

-Alison: right. Everyone on the board right now is grandfathered in to the \$50 system. That should not occur anymore. Instead, the program reps would become nonpaid positions to allow to go the commissioner honoraria.

-Brent: we're only shifting money around.

-David B.: how many commissioners?

-Renee: six.

-Alison: it is now cheaper than paying all the program reps \$50. Anyway, clearer financial policies. This document now reflects that the board has the power. Before, the exec had the power to do too many things. The exec runs the TGSA in terms of the day to day activities. Now there is bottom up contingency. They can call a referendum to impeach the exec. We've made

great policies on how honoraria will be transferred. The language is so strong. Iron Man. If an outgoing exec or commissioner does not give a clear, accurate, fully filled document, they will not get their honoraria. They will also have to have a transition meeting with the incoming exec. We improved the language around absences and vacancies for ALL members. Now we have the language in place to fill that position in an equitable manner. In terms of new language surrounding equity, we have that.

-Laura: also, the old bylaws didn't clarify who was a general voting member. Before, anyone who's ever been associated with our organization could vote.

-Brent: who was on the constitutional changes committee?

-Alison: these are not my bylaws. Cory, Theresa, Charise, Brent, Sara, Jane.

-Laura: And me! *frowns*

-Alison: yes, and Laura! Sorry. We worked for months. There are additional committees to be chaired by the new commissioners to have greater community outreach. And finances will no longer just be one person. It will come from a committee. Okay.

-Troy: for my own clarification as an associate member, who is a member?

-Alison: dues paying grad students are members. Associate members can be enfranchised by the board, but who do not pay dues. That would affect you. You would need to ask the board for those privileges.

-Renee: like, oh my gawd, thank you so much for doing this!

-Cory: so basically, as someone who was very involved with this, the existing document doesn't work. You cannot use it. The fact that we haven't been sued now is astonishing. Alison's pointed out a lot of the specific changes. The bulk of the work was to structure it as a structural document. Stuff is now in one place vs four places. That was the bulk of the work. But I strongly feel we need to adopt this, even if we make specific changes later. If the organization continues under the current bylaws, it will not function. So far, we've managed to function because we've ignored the bylaws rather than followed them. And by we, I mean all the ones before us.

-Brent: of course, please, everyone, go over and read this. Keep in mind all those who have put these together. There's a great deal of input.

-Cory: And we sent it to a lawyer!

-Brent: yeah, it's a solid document.

-Laura: speaking as an exec, trying to navigate our current bylaws undermined our ability to function. The new bylaws give the document more power. There may be a few points of contestation, but as a document, we really need to move forward on these.

-Cory: depending on whether we move forward or not, it's going to be very important for every board member to go out and get as many of your constituents to vote in favour of this at the AGM. We HAVE to get people informed, and get them to vote in favour of it.

-Laura: I know this document was just distributed this afternoon, so I think there should be a process now where everyone can read it.

-Alison: email if you have questions or concerns. We can convene the constitutional changes committee.

-Laura: when does this document need to be given out to the membership?

-Charise: it's two weeks.

-Cory: it's not even that clear.

-Alison: I'm looking it up now.

-Laura: I want to make sure that there is time to have these discussions.

-**Alison reads bylaws**

-Laura: okay, good, so we have time to vet concerns.

-Alison: please send me what you've noticed in terms of concerns and comments. Anyway, so Troy is here representing CUPE, our contract faculty union, discussing the new bylaw 12.05. Board meetings and special meetings. The CUPE rep as a grad student would have the right to vote at any general meeting because they are grad students. That's a problem concerning board meetings.

-Cory: where this is coming from... essentially, the way it works now is that CUPE votes for someone to be on our board of directors, and we have no say, they have full voting rights, including votes to get rid of our exec. As it stands, we are a subsidiary of CUPE. The current changes. For one, they are a non-voting member with the power to speak. And now our exec approves the CUPE rep. CUPE votes, we rubber stamp it. We are not subordinate to CUPE anymore.

-Troy: to clarify, since I'm coming into this really fresh. I guess the CUPE rep is by default a GSA member, so it would be Unit 2 rep, steward or vice-pres. Even if the rep can vote, that wouldn't necessarily affect things much.

-Cory: but it's that they even have that power as a BOARD member. By the way, as a grad student, they can still vote at general meetings. At the board, their voting power would be stripped.

-Brent: I'm fine with that.

-Troy: just based on the changes being made to this document and the enthusiasm of it, you seem to take issue that the execs have power and to transfer more power to the board. Keeping the CUPE exec does that, actually. What this rep does is talk about your rights as workers. So this is the function of that rep. So you have that exchange of info between the GSA and CUPE, where the rep goes back to present the concerns of the GSA. I think excluding the CUPE rep to vote, you're actually limited the power you want the board to have.

-Alison: when we wrote these bylaws, I didn't think of that. I haven't yet encountered such a close relationship between GSA and union compared to my other university. Perhaps if we exclude the CUPE voting voice, perhaps we run the risk of reaffirming the admin of Trent's university's desire to drive a wedge between our two organizations. Trent does this a lot. Perhaps we can compromise that CUPE votes, but doesn't vote in impeachment or disciplinary processes. I just want to make sure that we're not reaffirming symbolic wedges.

-Cory: I will disagree with all of that. We still have that person as a CUPE rep. They are the one person on our board that isn't elected or chosen by us. They're the one member of the board that isn't elected by our membership. That's a significant difference. We think the talk-back with CUPE is important, but it's not reciprocal. We CAN'T have a member on their board. In certain ways, we are a subsidiary. CUPE absolutely still has a voice, but when it comes to specific votes, the rep cannot vote. But they are free to discuss things. The person who is not elected is NOT voting.

-Theresa: I was on the constitutional committee, and I agree with Cory. You were not voted in by the students. WE can't make the argument that you're a voting member of our board.

-Laura: students DO vote for CUPE, but not the members of the TGSA. Unit 2 members are part of our membership, but not all grad students are Unit 2 members.

-Carolyn: I disagree. You're asking a CUPE member of a board NOT to vote. You're going to have a backlash to this in consideration to the student who represents us to have the power to vote. Can we make them a special voting member?

-Alison: they're a special voting member already.

-Troy: we need to keep the CUPE rep voting. The point as well is that it's not an elected position. The fact is that any Unit 2 member is a voting member at CUPE meetings. Any TA votes for the execs, so if there are concerns on who is in charge, members can bring up those concerns. When members vote for the Unit 2 vice-president, they are voting for the member who sits on the board as well, whose job it is to come here and vote.

-Brent: that's interesting. I thought there was more to this discussion than just this at the constitutional changes committee meetings. Given what Troy said, I have to agree that it's ridiculous that the rep doesn't vote.

-Laura: our concern was the horror stories of the power the unions would have—

-Alison: no, that's rare. The horror stories come when GSAs who are anti-union run for positions in the union and dissolve it from within

-Laura: yeah. Since the GSA uses funds with CUPE, I'm concerned how this would affect our relationship going forward.

-Renee: CUPE gives us \$1000 every year. If we didn't have that, we wouldn't be having social events. I am fundamentally opposed to the idea that CUPE is a non-voting member. They are a valuable asset to grad students. If anything, the GSA should be working in concert with as many organizations as possible.

-Cory: my question for Troy is whether CUPE is with us on us retaining some oversight on who is a member on our board.

-Troy: that seems reasonable, but I would have to take it back to CUPE. You want the GSA to be able to rubber stamp the CUPE rep to make them a voting member?

-Cory: yes. I still have qualms about them being non-elected, but I can bury those.

-Natalie: with the new funding model put forward by the University, it's important to have CUPE sitting on our board. And maybe in the Fall AGM, we can put it to the general membership to decide on the rep?

-Theresa: you guys all bring up very good points. When you sit in a room with five people to make a decision. We were looking at this in the way that we want students to have a voice. But based on what Troy said, I am willing to change my position.

-Troy: I think I would just reiterate what Alison has said. CUPE works FOR students. When they bargain, they bargain for student workers. In my time here as a student and part-time instructor, there is a push by the university to keep these relationships separate. Keeping CUPE rep as a voting member is crucial. And I agree with Cory, I can bring his proposal to them to accept.

-Brent: I'm confused now. To clarify, not all Unit 2 members are students?

-Cory: not all students are members of Unit 2.

-Brent: since students are voting for the rep, I don't think it's even really important for us to rubber stamp.

-Carolyn: what criteria are you going to accept them on, anyway? If they've been elected by grads, what would be the process?

-Alison: there is no language now.

-Carolyn: you have to consider that!

-Cory: what we're dealing with are complicated technical legal issues. CUPE Unit 2 members in their capacity as Unit 2 members, NOT as CUPE Unit 2 members. They are separate bodies. CUPE Unit 2 appoints a member on our board. The TGSA has no authority on this. We're giving the TGSA just the tinniest sliver to accept this person to sit on the board. It simplifies the complex legal relationship. 99.9999% of the time we will accept the person. But it really fixes

the legal issues so you never even have to consider them. In trying to structure the legal document, this is something we had to consider.

-Alison: in our current bylaws, we are not allowed to discipline the CUPE rep. That is now GONE from our new bylaws. They would be subject by ALL the rules of our bylaws.

-Brent: right! The problem was also that we couldn't remove them for any reason. THAT was the issue! Without us rubber stamping their presence, we couldn't remove them.

-Carolyn: so no problem with that, but why can't you tell me the rejection criteria? What kind of situation can you envision?

-Cory: I can't. Straight up. But it fixes the complicated the tricky legal problem with that one simple line. It shows that we as an organization have authority over our members.

-Alison: can we make an omnibus motion to pass the bylaws without the CUPE part?

-Laura: yeah.

-Troy: what happens in the event of impeachment or disciplining? The same as another board member? CUPE would appoint another person?

-Cory: yes.

-Alison: should vacancy occur, then we have vacancy bylaws to refill that position

-Brent: the problem isn't there ability to vote ultimately, it's that we then have no say over removing them from the board.

-Carolyn: they were elected by grad students.

-Brent: yes, we were getting confused. Sorry. It was that they couldn't be disciplined or impeached.

-Laura: right, so bring the points back to CUPE?

-Theresa: if we're voting now, but they have technical errors.

-Carolyn: I don't feel comfortable doing that!

-Laura: right, okay. I propose that we bring this to an earlier April meeting.

-Natalie: but if we have to present the bylaws two weeks before the AGM...

-Alison: April 1st?

-Cory: that's what has to happen, yeah.

-Laura: and maybe there aren't many concerns.

-Alison: I motion that we schedule a special board meeting to knock these out.

Second: David Hollands

-Brent: and make quorum on it.

-Alison: choose a date.

-Cory: we have to have it before the 6th.

-Alison: April 1st.

-Laura: I propose that David H. does a Doodle poll.

-David H.: Sure. ****Sigh**** I love doing Doodle polls.

-Laura: so do a poll between the 1st and the 10th.

-Carolyn: what is the purpose of this meeting? Things going to CUPE now would be the proposed changes to the bylaws?

-Alison: right!

Approve: 13

Oppose: 0

Abstain: 1

- Carolyn: so Troy's notes to CUPE, are we saying that those are all what we agreed on it?
- Laura: I'm asking if CUPE would be okay with that. We can't decide that without Phil present.
- Erin: there are two separate things, so we need two separate votes.
- Cory: we've had this conversation with a member of CUPE now. So someone comes back to the special meeting. They need to be accepting of what's going on. You're just one person. We need CUPE's feedback as to what they're willing to accept. We probably should have a vote. I feel we are all accepting that the CUPE member should be a voting one. But that the GSA then has the ability to say yes, that this person WILL be a member. It's just this one other point.
- Carolyn: shouldn't that be a vote?
- Cory: my personal feeling is we need personal feedback from CUPE.
- Carolyn: but a vote means we don't have to go back to CUPE.
- Brent: the only thing I'm asking for is the ability to impeach the CUPE member.
- Alison: motion for the board's position on whether or not we can have endorsement over the CUPE representative, so that we as a Board can have endorsement over the CUPE rep as a member of our board with voting power.

Second: Brent Whitford**Approve: 7****Oppose: 6****Abstain: 1**

- Brent: endorsement also means that they would fall under our specific rules. Precisely so that we can treat them as a board member.
- Erin: there are two things we need to vote on: the rubber stamping.
- Alison: right, amendment to say that this is only the language that we get to endorse the CUPE rep, that we are in favour of that language. Even if this language is struck, CUPE rep would still be subject to all of our bylaws.

Second: David Hollands**Approve: 13****Oppose: 0****Abstain: 1**

- Cory: if this motion is struck down, another organization appoints a member on our board, and we have no ability to say whether or not we endorse this person. The other organization has all that power. That is a profoundly fucked up way to run an organization.
- Theresa: we have to move to a vote. Now.
- Brent: I want to make a motion to strike the language in the bylaws that makes the CUPE member being non-voting.

Second: Brent Whitford**Approve: 13**

Oppose: 0

Abstain: 1

c.

-Brent: will you still get statistics on how members are using the plan?

-Renee: yes, breakdown by grad and undergrad. Single plan, but different stats.

-Brent: so will the TCSA just continue to add on to our rate? With separate stats, couldn't the TCSA continue to up our rates?

-Renee: it would still be considered one group. The raise would be a universal, going up at the same amount. We'd ALL be presenting the same raise.

-Cory: we'd be giving up some autonomy and control, but would have some influence? The big concern is the number of undergrads. Would we have an equal voice?

-Renee: yes.

-Cory: so we'd have say too? Good.

-Laura: the contract should come after this vote. But there needs to be exit language in the event of a power imbalance. If moving this to AGM, we need to come up with a strategy on how this is working with our transition. Perhaps it'd be good to have a committee, so we can help inform that process.

-Renee: and the TCSA has to pass a referendum on this. If it doesn't pass, the motion dies and we're stuck. We both have to agree to take this on. If their constituents accept it, we can move forward.

-Natalie: if they vote yes, we can bring this to our special meeting?

-Laura: any problems with that? Okay, let's bring that to the April meeting.

10. Commissioner Reports, Board of Director Reports, Committee Reports, Other Reports, and Other Updates

a. President: (1) I never received any responses after last board meeting and after my follow-up email asking for incidents where graduate students were unable to attend a conference due to lack of funding. If you do have these stories, I ask that you please send them to me ASAP. Thank you! (2) I attached two updates from the OGSA that were distributed with the meeting minutes and agenda. I just wanted to send these along so that the board could stay up to date on what is happening with the OGSA. We do not need to discuss these, but please take some time to read them.

b. Equity Commissioner's Report (see [Addendum II](#))

c. Theresa Treasure: Co-Curricular record. (see [Addendum III](#))

Minutes

c. Carolyn: anything we distribute as .pdf should also be distributed as Word.

-Laura: that makes sense.

b. Theresa: the co-curricular record is a document of what you participated in. Our role as GSA is currently not on this record, so go on to MyTrent and add this position, so that other students in years to come can have this option.

-Brent: on a note to that, considering the clearer bylaw, if you have a job interview and they ask what you've done, just show them the new bylaws.

11. Main Motions

11.1 Symons Seminar Series Referendum Vote at Spring AGM (MOTION STRUCK**)**

Whereas there have been discussions to move the Symons Seminar Series under the auspices and authority of Traill College,

BIRT this decision must be made through a referendum of the voting graduate student body at the Spring AGM in 2016.

Justification

This type of change must be made democratically by a vote of the graduate student body.

Motion: Alison Fraser

Second:

Approve:

Oppose:

Abstain:

11.2 Approval of New TGSA Bylaws to Bring to the Spring AGM and Referendum (DEALT WITH DURING PRESENTATIONS**)**

Whereas the new TGSA bylaws in organization are significantly different from their previous form and must be ratified through a referendum,

BIRT the official board position on the bylaw referendum be "yes" in support of approving the new bylaws.

Justification

FORTHCOMING

Motion: Alison Fraser

Second:

Approve:

Oppose:

Abstain:

11.3 Spring AGM Referendum Question: Raise the Graduate Student Ancillary Fees from \$15 to \$30

Whereas there has been discussion to increase the amount of money given to Traill College from graduate student ancillary fees from \$15 to \$30,

BIRT this will appear as a referendum question for the April General Meeting,

BIFRT, if in favour of this motion, that the official board position on the ancillary fee increase referendum by "yes" in support of increasing the fee.

Justification

The graduate student body should decide this at the AGM.

Motion: Alison Fraser

Second: Natalie Baron

Approve: 13

Oppose: 0

Abstain: 1

11.4 Emergency Bursary Budget Line (see [Addendum IV](#))

Whereas the TGSA has \$400 from our health provider,

BIRT the TGSA start an Emergency Bursary budget line and administer and emergency bursary.

Justification

See Addendum IV for Outline

Motion: Alison Fraser

Second: Cory Baldwin

Minutes

-Renee: this comes from C&C.

-Alison: good! So I got this right. Lolz. The tricky part is that going forward, each year the TGSA will have to find a source of income to put to this fund. CUPE can provide this, potentially.

-Theresa: how much money can each student apply for?

-Alison: \$200.00 at this point and time.

-Theresa: so the \$400?

-Alison: is what we have in the account right now.

-Theresa: so in future years?

-Alison: from CUPE! And there will be proration in future years, potentially.

-Laura: this could be an issue if we don't money in the future.

-Alison: we can find money to put into this account.

-Cory: when money's gone, money's gone. I generally think it's a good idea to have something like this. And if there are problems, we can change them in the future. We should put this in place now.

-David B.: last year, we received \$500 from C&C. The merge with the TCSCA could affect us, but we could also be getting a source of income from them, helpfully.

-Michael J.: you could just split it up into semesters.

-Laura: \$200.00 could be a lot in this initial stage. So maybe \$100 in this first stage?

-Erin: and it depends what you need with emergency, right? What qualifies?

-*Alison shows Coverage section on form*

-Erin: rent qualifies?

-Alison: yeah. Sorry, this is so vague. But it's a proposal. Anyway, you have to PROVE that you're having these difficulties. I hate that, yes, but it's necessary. Cause of needing money is also important, like needing rent covered. Otherwise, it's purposely vague.

-Carolyn: the wording shall not exceed \$200?

-Alison: yeah, and if they ask that, they have to prove that they need it.

-Laura: two questions. Is there a university policy where execs are put into a precarious position over this?

-Alison: this says that confidentiality would be strict. The only person seeing these would be the VP Finance. It's a similar process to a conference bursary application. If necessary, they can bring an anonymous vote. It's an exec vote because of the tight timeline. This would not be a board vote, but the board would ratify the budget line. Right now, that's just coming from donations. And I am pissed off with the bursary program we have now administered through Graduate Studies. I need money, I'm broke, I need money, and you won't talk to me if I don't have a student loan.

-Renee: international students aren't eligible. Records aren't turned over to the TGSA. It's not a trustworthy process. We wanted a program for students to be administered by students.

-Laura: why was this done through school of grad studies in the past?

-Alison: I need to check in the contract that you signed.

-Brent: can we call that money back, potentially?

-Alison: maybe. WE need to review the awful contract we have.

-Laura: I would amend the motion to say that we do this, subject to the contract.

-Alison: but this has nothing to do with that contract. That has nothing to do with the \$300 bursaries from grad studies.

-Laura: okay... I need to review this.

-Renee: in the past, the C&C money has been turned over to grad students. It is our money.

-Brent: motion to table this motion until we look into whether we turn it over to grad studies.

-David B.: no, we don't have to.

-Alison: so let's put Alison's motion to a vote, barring technical issues.

Approve: 13

Oppose: 0

Abstain: 1

11.5 Food for Spring AGM

Whereas the Spring AGM is on April 18th, 2016 and food must be provided,

BIRT the TGSA will provide 10 pizzas, a large salad, garlic bread, and refreshments for the attendees of the Spring AGM, and

BIFRT that a budget of \$250.00 be set to supply this food and refreshments.

Justification

At the Fall AGM, 15 pizzas were ordered from Pizza Pizza, along with a large salad and beverages. There was a great deal of leftover food, and we went over-budget by \$14.00 when

tipping the driver. If we leave the budget the same, but only order 10 pizzas, a large salad, and garlic bread, we should be able to feed all attendees while not going over budget.

Motion: L. Renee Hendricks

Second: David Hollands

Minutes

-**David H. jokes that he has a problem with this motion, Board kills him.**

Approve: 13

Oppose: 0

Abstain: 1

11.6 Spring Fling Event in April 2016

Whereas the TGSA should host an event in April 2016,

BIRT the TGSA will host a Spring Fling event on April 22, 2016 (date to be changed if necessary), and

BIFRT a budget of \$850.00 be set to cover the venue, drink tickets, and snacks to attendees at the Spring Fling.

Justification

Spring Fling is the last event that the current TGSA will host and attend before we turn over our tenures to the incoming group. It needs to be fun and engaging, while also being fiscally responsible. Everyone seemed to enjoy Festivus, and as we already have a budget breakdown and a contact with the venue (Shots), I propose we plan the Spring Fling on a similar model to Festivus. There was plenty of food, and enough drink tickets for attendees while remaining under-budget. The original budget for Festivus was \$850.00, but the TGSA hosted it for \$591.83, meaning a savings of \$258.00. If this motion passes, I will contact Shots to book the venue, however the date of April 22 could possibly be subject to change due to availability.

Motion: L. Renee Hendricks

Second: Alison Fraser

Approve: 13

Oppose: 0

Abstain: 1

12. Departmental Issues/Question Period

a. --

13. Other Business

13.1 List Serv and Our Contract (Executive)

Minutes

- Alison: we are no longer allowed to use the grad list serv. We have been blacklisted because someone complained and threatened to sue.
- Renee: now all emails have to be sent through grad studies to be disseminated.
- Alison: that is a breach of contract. I will send an email to them tomorrow. And hopefully, this will be the beginning of the process of questioning the contract.
- Cory: this is why I keep saying that we need legal counsel and a legal fund.
- Natalie: so the TCSA doesn't have access either, but they do have access to the college emails. Shouldn't we be through the college?
- Alison: no. our college works differently. Grad studies maintains the list. They've asked Trent IT to shut us down. That is the only complete list of grad student emails.
- Laura: perhaps we could review the policy on sending out items so we're not overusing, but to be denied access to the list, especially closer to elections.
- Brent: so, presumably a student complained about..?
- Alison: us sending out emails, and the Dean.
- Laura: the specific complaint that it was surveys.
- Brent: they care about this person's complaint, why?
- Alison: because they threatened to sue.
- Brent: because it was being sent to their Trent email, which they don't own?
- Renee: they even told Michael Eamon not to use it. All emails have to be vetted through grad studies. We need our own TGSA list serv. If you want to unsubscribe from our emails, you can. We cannot go forward without a list serv. People don't use Facebook or Twitter.
- Carolyn: but you can block the sender!
- Alison: this student admitted that we told them that!
- Cory: it's an excuse to screw with us some more.
- Erin: in terms of the mean time, Traill?
- Alison: ONLY the school of grad studies is allowed to send emails.
- Brent: is there any reason why we can't tell the student body that there is an issue of communication? Maybe make the student body aware?
- Alison: how?
- Cory: program reps!
- Alison: I would suggest a social media campaign, and write up an email. Can department reps send to their departments?
- Laura: what about sending it through grad studies?
- Alison: they'll block it! But for fun, I'll draft that email and send it to them.
- Erin: we have access to everyone in our programs. We can easily disseminate that info. If you send it to everyone it, we can forward it.
- Alison: perfect! We'll do that.
- Laura: we can't do that for our elections. But for everything else, that sounds good.
- Natalie: if you guys aren't available by email, maybe talk through Facebook if you can't go by email?
- Laura: right, to let them know what's going on?
- Brent: Trent's stupid. They OWN that email address!
- Avinaash: no, it's not a Trent email.
- Alison: they must forward it! They're doubly stupid in that they're not forwarding it.

13.2 Discuss Thesis Binding Fee (VP Finance)

A brief reminder of what our policy on this is (from VP Finance Transition Document):

As recommended by the 2013/2014 executive, the motion was brought to the membership, who agreed in favor to cover the cost of 1 thesis binding per graduating students. This line item isn't written into the constitution so it's up to the discretion of the TGSA (and general assembly) as to which budget it should be put in. However, since the College Budget is co-administered with Graduate Studies, it logically should be put into the College Budget. Currently the cost is \$30.00 per thesis. In future, this amount may need to be adjusted to reflect TGSA's budgetary constraints and rising costs.

Invoices from Graduate Studies are charged against TGSA's internal account and such adjustments are reflected on TGSA's monthly statement.

Last year's budget indicated that \$1600 was to be spent, and in the end \$1740 was expended ($\$1740/\$30 = 58$). Last year's expenditure on this item doesn't necessary suggest that 58 students had graduated, but perhaps they only could top up that much from a balance that had been initially high. As of April 30th, 2015 the balance on our account was \$3618.45. As of January 31st, 2016 (memo Feb.22nd) our balance is \$698.45. Therefore, our total so far for this year has been \$2920, or 97.3 thesis bindings (not sure why this is not an even number -- will inquire). Our budget this year was set at \$1740 to match last year's expenditure, but clearly we are using more up than we are contributing. Something has to give. I see 4 scenarios going forward.

- 1) We contribute too little and our account goes negative.
- 2) We contribute more money from our budget to cover the bindings each year.
- 3) We modify our thesis binding policy.
- 4) We discontinue this program.

Clearly, the first option is not feasible. One solution would be to reallocate funds within our budget (eliminate Emergency Donations [\$1000/year], for example). Another option would be to either decrease the amount of bindings, either by units (first come, first serve) or % covered per binding -- an option which I would be opposed to. Finally, there is the option that we discontinue the program altogether and instead departments or students cover the cost of binding fees.

Minutes

- *David B. presents*
- Cory: really quick, what's the average cost per student for binding?
- David B.: the \$30 covers the cost. Not sure if the students pay an additional fee.
- Cory: that would be useful info.

- Carolyn: it is fully covered.
- Natalie: is that per copy?
- David B.: one copy.
- Brent: possible to have a list of students of grads who are scheduled to graduate?
- Laura: ha ha ha!
- Brent: as a ballpark estimate. It would probably be a lesser amount in actuality.

13.3 Referendum Motion to Have Senator Avinaash Persaud Act in Place of VP Internal Affairs Alison

Second: Cory Baldwin

Minutes

- Alison: I'm running in the election, so another member of the exec needs to be put in my place.

Approve: 13

Oppose: 0

Abstain: 1

- Theresa: Avinaash, I'm assuming you're okay with this?
- *everyone laughs*
- Avinaash: yes.
- **everyone laughs again**

14. Notice of Motions and Announcements

- a. **VP Internal Affairs:** Program Representatives need to be advertising their position for election within your programs. Especially if you will not be returning to the position. If you need any help doing this, please email me, alfraser@trentu.ca. I can help you advertise the position and/or help to run a small election for the position. It's very important that these positions do not go vacant. Also, all the executive officer and commissioner board member positions will also be opening for election in April. If you are interested in any of these, that would be amazing. We need a President and VP Finance as a bare minimum to keep the TGSA functioning.
- b. **VP Internal Affairs:** Traill College Visionary Subcommittee. The last Board Meeting, there was a decision to strike a TGSA subcommittee that would meet to discuss future plans and vision for Traill College. The goal of the committee is to document a graduate student created plan for the college. This would be a very useful document for us to have as Chris Tindale finishes his review of Traill. I image this committee would be a small commitment. We are looking for volunteers to sit on this committee.
- c. **President:** Reminder that the TGSA sponsored event, 3-minute thesis, happens this Tuesday night at the Venue, starting at 7:00. Come support fellow graduate students share their research in three minutes or less!

- d. **President:** Reminder to the board to promote to their cohort the advantages of joining the TGSA for next year (as a board member, commissioner or executive member).
- e. **President:** Reminder that our AGM is set for April 18 from 6-8:30 pm. Any requests for referenda must be sent to Alison Fraser.

15. Adjournment

Motion to Adjourn: Cory Baldwin

Second: Alison Fraser

Approve: 12

Oppose: 1

Abstain: 1

Addendum I- Draft MOU

Memorandum of Understanding

Administrative Transfer of Symons Seminar Series for Graduate Studies to Catharine Parr Traill College

Catharine Parr Traill College

Trent Graduate Students Association (TGSA)

The Symons Seminar Series for Graduate Research

Proposed Action

It is proposed that the administration of the Symons Seminar Series for Graduate Research, currently associated with the Trent Graduate Students' Association, be transferred under the auspices of Traill College. The leadership of the Series itself would remain with the Symons Seminar Series Executive Committee.

Background:

Catharine Parr Traill College

Established in 1964, Catharine Parr Traill is Trent University's oldest remaining college. It started as an all-female, undergraduate institution and is named after a famed author and early naturalist who lived in the region. It is currently the university's only graduate college and works closely with the Trent Graduate Students' Association and the School of Graduate Studies to develop interdisciplinary programs and services for students and faculty alike.

Trent Graduate Students Association (TGSA)

Incorporated as a nonprofit in 2012, the Trent Graduate Students' Association (TGSA) acts on behalf of all graduate students enrolled at Trent University. Its main goal is to represent graduate students' interests, advocate for their needs, and promote equity and social justice. The TGSA does this by maintaining communication with Trent University administration, faculty, staff, and undergraduate students, as well as organizations outside of the Trent community. The TGSA also seeks to provide intellectual, cultural, social, and political activities, provide financial support, and administer a health benefit plan for all graduate students.

The Symons Seminar Series for Graduate Research

The Thomas H.B. Symons Seminar Series was established in 2005 as a graduate student initiative to facilitate interdisciplinary understanding and interactions between the Arts and the Sciences. The Symons Seminar Series is composed of seven monthly events where students, faculty, and community members are invited to hear two graduate students' talks: one from the Humanities and Social Sciences

and one from the Natural Sciences. Attendees also engage actively in question periods and enjoy opportunities for networking and socialization during intermission. A gala is held at the end of each academic year to celebrate the achievements of the esteemed student speakers. The Series is organized and led by the Symons Seminar Series Executive Committee ("the Executive").

Terms of Transfer

We the undersigned agree:

- 1) That the Symons Seminar Series for Graduate Research become a program of Traill College, with its administrative operations falling under the responsibility of the college principal. The leadership of the Series itself would remain delegated to the Symons Seminar Series Executive Committee. The principal shall respect the integrity and objectives of the Symons Seminar Series and will not unduly interfere with its operations.
- 2) That all the university accounts of the Symons Seminar Series be transferred to the control of Traill College under the sole fiduciary responsibility of the college principal, who would advise and consult the Executive as appropriate.
- 3) The decision on the use of the annual interest earned on Symons Seminar Series Endowment Fund will be mutually agreed upon by the SSS Executive and Principal of Traill College.
- 4) That property owned by Symons Seminar Series will be moved to the custody and care of the College for access by the SSS Executive Committee.
- 5) That Traill College will contribute both financial and in-kind support to the continued maintenance of the Symons Seminar Series.
- 6) That any stipulated or implied oversight or fiduciary responsibility of the Symons Seminar Series by the TGSA shall end. The TGSA will, however, continue to make timely and annual financial contributions to the series at a level to be determined by its membership.
- 7) That the TGSA shall amend its bylaws to reflect the above noted commitments, notably the elimination of clause 5.03.5 (n).
- 8) That the Symons Seminar Series Executive Committee shall amend the constitution and bylaws of the Symons Seminar Series to reflect the above noted commitments, as well as the following changes:
 - a. The college principal will oversee the election of the Executive; ensuring that the process is well-advertised, equitable and held at least four months before the beginning of the Fall Academic Term.
 - b. The Executive will develop a balanced budget to be presented to the college principal at least three months before the beginning of the Fall Academic Term.

This agreement will be in effect from the date of signature below.

Review or Termination

The college principal will revisit this agreement with the leadership of both the TGSA and Symons Seminar Series Executive Committee each May. Alteration or termination of this agreement can only be done with agreement of all parties.

As agreed to on _____ by:

Dr. Michael Eamon
Principal, Traill College

Laura Thursby
President, TGSA

Charise Currier
President, SSS Executive Committee

Addendum II - Equity Commissioner's Report

Equity Commissioner's Report for March 23, 2016 – Carolyn Reid

On Wednesday, March 16, 2016 I represented the TGSA at the PACHREA Accessibility Subcommittee meeting. AODA compatible document conversion to accessible formats training will be held for 5-6 people late April. These people (for example someone in IT) will be training others after the course so this is basically “training for the trainers”. Key areas that need to be updated with regard to accessibility are the library and the website. A small committee was formed to look after this to ensure the university is compliant in these areas by 2017. Adam Grierson, a current Trent student who has done research on mental health, will be the guest speaker at the next meeting in April.

On Thursday, March 17, 2016 I represented the TGSA at a 2.5 hour Special Appeals Committee hearing for a fourth year Trent nursing student. An evidence binder (40 plus pages) was reviewed individually by each committee member before the hearing. Both sides gave statements, presented evidence and then answered the committee's questions. The details of the proceedings are confidential but my motion was carried in a close vote and I feel the resolution was fair to the student. This process is extremely important and the TGSA presence on the committee is crucial. Anyone considering this position in the future will find it to be extremely satisfying and well worth the time invested.

Also, at this time I would like to re-offer my time in any capacity for the next 2 TGSA social events.

Addendum III - Co-Curricular Record (Theresa Treasure)

Recognition for extra-curricular activities

As our term on the TGSA comes to an end, many of you may want to have the work you've done for the TGSA recognized. You can achieve this recognition through the Co-Curricular Record. As Trent describes, the Co-Curricular Record is an official Trent document that acknowledges the accomplishments and leadership roles that students do outside of the classroom and not for academic degree credit. A transcript of all the activities, workshops, and/or conferences you participated in or organized will be included with your degree. This transcript can be shown to potential employers and added to your professional portfolio. Currently, many of activities undertaken by graduate students such as TGSA positions and conference organization are not listed on the Co-Curricular Record because few graduate students are aware of it. By taking the time to add your positions to the list of recognized Co-Curricular Record activities, you'll make it easier for graduate students in the future to be recognized for their contributions to Trent University. Instructions on how to add a position can be found below.

How to add an activity to your record?

1. Login to your MyTrent account
2. Select "Services" from the toolbar
3. Select "Co-Curricular Record"
4. A new window will open. Select "Co-Curricular Record" (in the green) from the dashboard
5. Select "My Record" under the Co-Curricular Record tab
6. Select "Add a position to My Record" at the top (in the blue)
7. In the "Activity or Position Name" search bar, type in the name of the position/activity you would like to add, and select it from the drop-down menu
 - If the activity is not listed fill out a Co-curricular Request Position form. The form can be found under "Co-Curricular Record" on the Dashboard (in green)
8. Reflect on your experience – what did you learn? Check off the achievements that are applicable to your experience

Select "Add to Record"

Addendum IV - TGSA Emergency Bursary Draft Document

TGSA Emergency Bursary

Drafted March 22, 2016

Purpose

An Emergency Student Aid Bursary Fund shall be established annually to provide short-term relief for TGSA Full Members who are experiencing financial difficulties. Amounts available are usually very small.

For the purposes of the fund, emergencies are understood any financial emergencies that put the wellbeing of the TGSA member at risk either by inability to pay for those costs or unforeseen costs that are occurred. This includes unexpected health and dental costs or health and dental costs that exceed the coverage of the TGSA Student VIP Health and Dental Plan.

This fund would be administered by the TGSA Executive through the VP Finance.

Eligibility Criteria

The following people are eligible for the TGSA Emergency Bursary:

Any member of the TGSA shall be eligible for support from the Emergency Student Aid Bursary.

If a dental or health emergency:

TGSA Full Members who are enrolled in the TGSA Student VIP Health and Dental Plan and their spouses and dependents who are also enrolled in the TGSA Student VIP Health and Dental Plan.

Discretion

The VP Finance will have discretion over the Emergency Bursary.

Confidentiality will be maintained by the VP Finance. No personal information will be released.

Coverage

Emergency student aid funding shall not exceed \$200 per application.

Any TGSA Full Member or the spouse or dependant of the member may apply to the TGSA emergency dental bursary no more than once in an Academic Year.

If a dental or health emergency:

Major dental work only covered at 10% by the Health and Dental Plan.

Any dental work that exceeds the maximum coverage limit of the TGSA Student VIP Health and Dental Plan that is not covered at 100% by a secondary form of insurance.

Any dental work that is not part of the coverage of the TGSA Student VIP Health and Dental Plan.

Exclusion of Coverage:

Emergency dental procedures covered at 100% by the TGSA Student VIP Health and Dental Plan shall not be eligible for this bursary.

Any dental procedures covered at 100% by another insurance company the TGSA Full Member may be a part of.

Procedure

All applicants must comply with the request from the VP Finance and Services and/or the

Finance and Services Standing Committee for further documentation and evidence of financial need.

An Emergency Student Aid Fund Application Form must be submitted to the VP Finance.

If for a dental or health emergency:

Members should provide verification of the completed procedure within 60 days of the conclusion of said procedure.

A person must complete the Health and Dental portion of the Emergency Student Aid Fund Application Form and provide a health or dental predetermination of cost or a benefit statement for the work they wish to be considered under this policy.

People must submit their applications for a health or dental procedure in the year in which they have the procedure done or by the following October 1st of the following year.

The VP Finance shall present the anonymised application with a recommendation to The Executive for review within one (1) business day of receiving all requested documentation and information.

The VP Finance and The Executive shall review the Emergency Student Aid Fund applications within four (4) business days, provided that no further documentation is required.

Members of The Executive must declare any conflict of interest that arises to the VP Finance and must abstain from voting.

The Executive shall have the authority to decline or approve the application and to decide on a bursary amount by majority vote.

Factors that The Executive shall consider when reviewing applications will include, but not be limited to:

(1) the severity of the financial difficulties; (2) the applicant's access to other sources of funding; (3) the cause of the financial difficulties; and (4) whether the applicant supports dependents.



Emergency Bursary Application Form

Trent Graduate Students' Association

The intention of this fund is to provide short-term relief to TGSA members who find themselves in severely restricted financial situations, especially, due to unforeseen circumstances or unforeseen health or dental costs. Complete this form and send it with all necessary receipts, if applicable, to the VP Finance (vpfinancetgsa@trentu.ca). Please note this fund can only be accessed once per academic year (May 1-April 31 of the following year) and there is a maximum amount of \$200 that can be received.

Personal Information

Name: _____

Department: _____ **Student #:** _____

Address: _____

Phone: (____) _____ - _____ **E-Mail:** _____

I certify that all information presented in this application, to the best of my knowledge, is complete and accurate. I will notify the TGSA immediately if any of the information submitted changes.

Applicant's Signature: _____ Date: _____

**TGSA Office Use
Only**



Emergency Bursary Application Form

Current Graduate Students' Association

Financial Information

Study Status *(please check all boxes that apply)*

- Domestic International Exchange
 Full-time Part-time On-campus Off-campus

Monthly Income

Average Monthly Household Income: \$ _____
 (include from all sources - bursaries, scholarships, TA-ships, partner, etc)

(please check all boxes that apply)

- Single Living with a Partner Living with Dependents

Number of Dependents (not including yourself): _____

Monthly Expenses

Rent: \$ _____ Utilities: \$ _____ Tuition Fees: \$ _____

Food: \$ _____ Childcare: \$ _____ Other: \$ _____

If you used the other category, please explain:

Health and Dental

Amount of funding requested: \$ _____

Steps included with verification of the requested amount with assistance: