

Minutes of TGSA Board Meeting, 24/05/2016

Start: 18:00, End: 19:07pm

Location: Wallis Hall 102, Traill College, Trent University

Chair: Alexandra Ha

Scribe: David Hollands

Attendance: Philip Abbott, Alison Fraser, Alexandra Ha, Mackenzie Armstrong, Yeukai Katanda, Swarsattie Kishun, Anastasia Nepotiuk, Katherine Boyle (not yet elected, will be put to a motion in the meeting), Marisol Campos (representing Elizabeth Aslin, this practice **does not continue** in the future), Joshua Noiseux, Erin Laverty -**Quorum Met, Chair + 9 members**

1. Presentation(s) without voting

- a. **VP Internal Affairs:** Introducing Robert's Rules of Order and the TGSA
- b. **VP Communications:** The new (ish) TGSA team webpages (moved to 5.a)

Minutes

a. ****Alison presents the TGSA Orientation document**** (see <http://trentgsa.ca/wp-content/uploads/TGSAOrientationDocument.pdf>)

-Alison: questions?

-Laura: would it be possible to have the Rules at a Glance on the screen during meetings?

-Alison: yeah, sure. Just so you know, I'll be correcting you on the fly.

2. Call to Order: Alexandra Ha

Seconded: Laura Thursby

Approve: 9

Oppose: 0

Abstain: 0

3. Motion to Approve the Agenda: Alexandra Ha

Seconded: Joshua Noiseux

Discussion

-Alison: can I make a friendly amendment to specify that we vote on this now?

-David H.: yes.

-Laura: we have to approve the agenda first.

Approve: 9

Oppose: 0

Abstain: 0

****motion carries****

4. Motion to Have Katherine Boyle Elected to the TGSA Board as M.Sc. Psychology

Representative: Alexandra Ha

Seconded: Laura Thursby

Discussion

-David H.: Katherine, did you want to present yourself further to the board?

-Katherine: I'm in my 2nd year masters program in Psychology. Previously, I sat on the student teaching awards board last year. And I don't really have anything else to say.

Approve: 9

Oppose: 0

Abstain: 0

****motion carries****

-Laura: we probably should have had Katherine leave the room for this, ha.

5. Motion to Approve the Minutes from the April 28th, 2016 Board Meeting: Alexandra Ha
Seconded: Mackenzie Armstrong

Discussion

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Approve: 9

Oppose: 0

Abstain: 1

****motion carries****

6. Presentation(s)

- a. **VP Communications:** The new (ish) TGSA team webpages

Minutes

- a. ****David H. presents current website****

7. Executive Reports (see [attached document](#)):

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

Motion to accept the reports: Alexandra Ha

Seconded: Anastasia Nepotiuk

Discussion

a. Alexandra: two points I'd like to make. I met with Nona Robertson, it was brief initial meeting, and how I'll meet with Elaine of the TCSA eventually. Another thing is that I met with Michael Eamon. Every year Traill has a visiting fellow. He wants to organize a selection committee. So he needs two grads, one Ph.D. and one M.A. If anyone want to participate, we can discuss this. Please contact me if you're interested.

b. Alison: I have nothing to add to my report. Why would I talk about my report when it's already there? I'm good.

-Alexandra: okay.

c. Anastasia: I'm good.

d. David: nothing to add.

e. Swarsattie: also good.

f. Mac: also good.

Approve: 10

Oppose: 0

Abstain: 0

motion carries

8. Commissioner Reports, Board of Director Reports, Committee Reports, and Other Reports

- a. NONE

Motion to accept the reports:

Seconded:

Discussion

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Approve:

Oppose:

Abstain:

9. Departmental Issues/Question Period

- a. **President, "Support Agreement"**: I would like to address what specifically we are planning to change on the support/space agreement, why we are making those changes, what each executive's duties would entail, and how soon we can start making these changes by, as the proposal is due by June 30th and I'd like us to make some good progress in the next couple weeks or so.
- b. **President, "Listserve"**: Establish when the VP Communications and President would meet with the SGS/Michael Eamon to discuss which body will send out which info so that the same emails are not sent multiple times. Also need to discuss new privacy/solicitation laws/having a clear policy – perhaps we can address when we can set up a meeting to address these issues with the involved parties.
- c. **President, "Events for the Year"**: When to have a full outline plan of ideas and budget for the year ready so we can know well in advanced how many events we will be organizing and how much money each of these events would likely cost so that we don't risk running into a deficit budget.
- d. **President, "Website"**: Do we have funds to enhance the website (i.e., make it more aesthetically pleasing)? Can we/should we work this in our budget?

Discussion

-David H.: just to clarify, this section is here in error. My apologies. I'll change the heading in future

-Alison: do the program reps have anything to bring up?

no response from program reps

10. Main Motions

10.1 June 2016 Event (VP Student Affairs)

Whereas we are given funding to hold a June Event, I propose a "Game Day."

BIRT the TGSA will host a "Game Day" at Symons campus, and

BIFRT a budget of \$200.00 will be set to cover the cost of beverages for our gamers and small gift cards from Tim Hortons and Walmart.

Justification

After speaking to Phil regarding the CUPE funding, he advised that the funding would be available for any other events we might plan in June and August, it is not solely for BBQs. I know we said in the last board meeting that we will throw a large BBQ in this case, but frankly I think this would be a waste of resources as the amount we are given for the BBQ in July is enough. With that being said and after talking with some of our fellow grad students, I think the best course of action would be to throw an event for June, July and August. The bylaws say that we must have a BBQ in July, hence we will throw the BBQ in July. For June, I am proposing a "Game Day" where we can teams play volleyball, table tennis, chess, etc. We will provide gift cards or small gifts to winners.

Motion: Swarsattie Kishun

Seconded: Laura Thursby

Discussion

-Philip: it may be better to have a draw and people play for fun? Bachie Ball? It's an easy game. I'm willing to provide it. You can play it anywhere.

-Erin: in terms of accessibility, we could have board games as well?

-Swarsattie: we discussed that earlier in our exec meeting that it may seem demeaning. That's why I've opened this up for discussion here. Is this an issue?

-Joshua: two things. Originally, I was just going to ask what the attendance is like in the summer?

-Swarsattie: 30 or so.

-Joshua: so I'll offer my opinion on the accessibility issue. If there's already a second option, we shouldn't necessarily worry if that's demeaning. If we have options, that's ample.

-Laura: question about the CUPE funding. Does it go specifically to events?

-Philip: we've been in email contact. It does say BBQs in our exec's policies. The CUPE execs were fine in loosening that, as long as it's \$200.00 per event and CUPE gets recognition. And keep in mind that the CUPE fiscal year ends in June, so you have money to use up and new money starts in July.

- Swarsattie: Renee said she would try to get her hands on receipts.
- Erin: is it a BBQ with games?
- Swarsattie: no. BBQ in July, but a games day next month. Refreshments maybe.
- Laura: so budget? There's \$200.00 for this event, and then \$200 for the next motion.
- Swarsattie: it's the amounts from CUPE. We expect BBQ to be more, but the budgets are in that range. It's possible to move some money between events. Is that possible?
- Philip: probably... just provide receipts.
- Swarsattie: say \$150 for this, and \$250 for BBQ?
- Philip: provide receipts.
- Mac: clarification about the board game stuff. What came out was the issue of awarding prizes, and some people wouldn't be able to participate.
- Swarsattie: we won't do competitions anymore based on Phil's suggestion.
- Mac: I just said it to clarify for those who missed the exec meeting. It's saying you're not physically capable, but you can watch others compete and win.
- Philip: can I just make another suggestion? When giving gift cards, maybe keep it to local businesses instead of Tim Hortons?
- Swarsattie: this may not be applicable anymore, but I was thinking of going to local businesses downtown and have them volunteer for us, but it's still up in the air.
- Laura: I was just going to suggest that as well.
- Alexandra: any other discussion? Alison?
- Alison: no.
- Laura: are we setting a date?
- Swarsattie: yes, the 17th of June. That could give us the most time to prepare.
- Philip: one more suggestion... when sending out the email, highlight that there will be draws. Also, perhaps provide ice creams and treats?
- Swarsattie: Great! Send me an email if you have more suggestions.
- Alison: point of clarification. Can we read out the motion again? ****reads**** I motion to amend the motion to include "from local business" instead of "Tim Hortons and Wal Mart"
- Seconded: Laura Thursby

- Swarsattie: can I further amend? A budget of \$150 instead of \$200
- Philip: Wait. the thing is you want to spend as much in the fiscal year as you can.
- Swarsattie: ok
- Erin: just a question: I don't know if it's open, but BE Catering?
- Philip: not open, but they have a café downtown.
- Swarsattie: would there be anyone willing to go with me to local businesses?
- Laura: I'll ask my Mom. ****everyone laughs****

Approve: 10

Oppose: 0

Abstain: 0

****motion carries****

****vote on amended motion****

Approve: 10

Oppose: 0

Abstain: 0

motion carries

10.2 July 2016 Event (VP Student Affairs)

Whereas the TGSA must hold a July event according to our Bylaws, I propose a BBQ.

BIRT the TGSA will host a BBQ at either Traill or Symons campus, and

BIFRT a budget of \$200.00 will be set to cover the cost food and other necessities for the event

Justification

According to our bylaws we must throw a summer BBQ in July. It will be a great event for students to take a minute away from our tedious schedules and enjoy some social time. The event can be held either at Trail or Symons, depending on where the students prefer.

Motion: Swarsattie Kishun

Seconded: Laura Thursby

Discussion

-Alison: so let's discuss the location

-Laura: just because we're holding the first event at Symons, the second should be at Traill. You just need to call the guy to have it moved. That's what I would do.

-Mac: and logistically, all the supplies are at Traill.

-Swarsattie: and we'll have it on the front lawn?

-Laura: yeah. And just from experience, if the weather ends up bad, having the oven in the SCR is a huge lifesaver. BBQs at Traill worked better

-Alison: **I move to amend this motion to have this event at Traill College**

Seconded: Laura Thursby

Approve: 10

Oppose: 0

Abstain: 0

motion carries

-Swarsattie: okay, back to the June event, sorry. What time do you think would be good?

-Philip: is the stuff going on at the Athletics Centre stuff that would interfere with the event? Is that kid's thing? You could do it from 3pm to 5pm.

-Laura: is that just on the Friday, or is it all week?

-Swarsattie: it starts the second week of June. So 3pm until 5pm?

-Erin: if that's overlap with how the camp ends, it could be terrible.

-Anastasia: they pick up at the exam area.

-Swarsattie: so what if we just kept it to the beach volleyball area at Symons?

-Philip: if you could get permission from 1pm to 3pm, they may not be using the volleyball area.

-Swarsattie: okay, so 1pm to 3pm.

-Philip: are picnic tables there?

-Swarsattie: I can get them set up.

-Erin: point of clarification for the June event. Maybe favour snacks over gift cards? Ice cream? It might bring more people out.

****vote on amended motion****

Approve: 10

Oppose: 0

Abstain: 0

****motion carries****

-Laura: what was the budget last year? More? And we have leftovers?

-Alison: oh yes.

-Philip: so were all the expenses for BBQ related things?

-Laura: yeah, because of the condiments.

-Philip: I have a Costco card, so for \$200.00 you can get quite a bit.

10.3 Reconciliation of the TGSA 2015-2016 Budget (VP Finance)

Whereas the annual reconciliation of the 2015-2016 budget must be completed,

BIRT the VP finance will write a cheque to transfer \$1,606.79 from the 2535 account to the 3176 account.

Justification

Last Fall, the VP Finance moved \$1,000.00 from the Levy Fee account to help with the Conference Bursaries. These funds were initially used, however, the final round of Conference Bursary applications (January) was quite low, and the \$12,000.00 annual budget was met. This means that the \$1,000.00 borrowed from the Levy Fee account can be returned, and has been recorded as such under the G/L.

The past VP Finance had also made a few other errors that need to be reconciled.

- On November 3rd, 2015, cheque order charges were charged to the College Fee (2535) account, when they should be charged to the Levy Fee (3176) account.
- On April 7th, 2016, \$600.00 in CUPE donations was deposited into the (2535) account when these funds should have been deposited into the (3176) account).
- On April 28th, 2016, the cheque written out to BE Catering to cover the cost of the liquor license for the Traill College dinner was written from the (3176) account, when it should have been written from the (2535) account.

To correct all of these mistakes, the new VP Finance will have to write a cheque in the amount of \$1,606.79 from the 2535 account to be deposited at the bank into the 3176 account to complete the 2015/16 account reconciliation.

Motion: Anastasia Nepotiuk

Seconded: Laura Thursby

Discussion

-Anastasia: this needs to be done to reconcile our accounts

Approve: 10

Oppose: 0

Abstain: 0

motion carries

11. Other Business

11.1 Commissioner's Report (Commissioner)

Discussion

-Laura: when I was finishing up my term last year, the OGSA indicated that they were interested in having their next meeting at Trent. I let them know that I could help them out and asked them for more clarification about that event. They said the event would be in June. Last year, I remember the notification of the meeting was a week beforehand. Depending on the day, I may not be able to go. I've been trying to contact them to get a couple weeks notice. If this is communication we're getting, I'm feeling frustrated about this. I may have to contact someone to sit in my place.

-Alexandra: is this a meeting with all the other--?

-Laura: a rep from each university that is part of that alliance. It's fun to go, but it's also frustrating.

-Alison: you gotta whip them into shape

-Alexandra: if you can't go, I'll be happy to.

-Laura: if it's at Trent, it's great, 'cause people wouldn't have to commute. That's all for me.

12. Notice of Motions and Announcements

- a. **VP Internal Affairs:** We still need department reps and people to sit on the many university committees starting in September 2016. If you or anyone you know is interested, please contact Alison asap at vpinternalaffairstgsa@trentu.ca.
- b. **VP Communications:** I would like all board members to provide me with a short bio and a picture in portrait dimensions (if I haven't already received either) as soon as you can. Please email them to vpcommunicationstgsa@trentu.ca.

Discussion

-Laura: can you give a list of the committees?

-Alison: no. A broken version of that list is currently on the website. Sell it for me!

-Laura: ha, committees are fun. You get to role your eyes a lot—

-Alison: whoa, don't say that! Ha ha ha. I'm recruiting people now.

-Laura: ideally, it's great to have reps sitting on these positions so that we have ongoing dialogues.

13. Adjournment

Motion to adjourn the meeting: Alexandra Ha

Seconded: Alison Fraser

Discussion

- David H.: You know, I just wanted to say—
- Alison: No. Shut up, David. We're done here.
- David H.: ☹

Approve: 10

Oppose: 0

Abstain: 0

****motion carries****