MINUTES of Trent Graduate Students' Association Board Meeting
Meeting Date: July 7, 2014

Location: The Senior Common Room

Members participating:
Rathika Balthasar (President)
Tayo Aloh (VP Internal Affairs)
Latchmi Raghunanan (VP Operations)
Alexander McPherson (History Representative-M.A)
Greg Tracey (Psychology Representative-M.A./M.Sc.)
Peter Hammersley (Anthropology Representative-M.A)
Philip Abbott (Health Coordinator)
Lauren Banks (Environmental Commissioner)

Regrets: Bex Williams (VP Finance); Gary Larsen (Senator); Elizabeth Ramsay (Interim VP Student Affairs); Kristen Potter (Sustainability Studies-MA); Michelle Klein (International Representative); Stephanie Dotto (Canadian Studies-PhD); Richard Herman (Environmental and Life Sciences Representative-MSc); Ashley Neale (Equity Commissioner); Paul Ciuk (Theory, Culture, and Politics Representative-MA); Athira Mohanan (Materials Science Representative-PhD); Steve Martin (CUPE).

1. CALL TO ORDER:

A board meeting of the Trent Graduate Students' Association was held in the Senior Common Room of Traill College on 7 July 2014. The meeting convened at 9.21 AM, President Rathika Balthasar presiding. **Quorum was not met; voting items were tabled at this meeting** but presented to the entire board via **email** on July 7th. Final votes were tallied **July 9th**, with **12 members participating:** Alex McPherson, Peter Hammersley, Eyitayo Aloh, Michelle Klein, Greg Tracey, Steven Martin, Stephanie Dotto, Bex Williams, Athira Mohanan, Ashley Neale, Latchmi Raghunanan and Rathika Balthasar.

2. APPROVAL OF MINUTES FROM JUNE 9th, 2014

- MOTION TO APPROVE MINUTES FROM JUNE 9th, 2014 [Rathika]
  Amendment: Include the online voting by board for select bursary applications.

Action item: Update minutes, return to board for approval at next meeting.

3. **APPROVAL OF AGENDA**
   - MOTION TO APPROVE AGENDA [Rathika]
     Amended: Regrets from Paul Ciuk, Athira Mohanan and Steve Martin accepted. Item 6 moved up one to item 5; item 5 moved to item 6.

     - **AMENDED AGENDA APPROVED [In favour: 6; Against: 0; Abstained: 1]**

4. **APPROVAL OF LETTER TO GARY BOIRE**

   - MOTION TO APPROVE LETTER [Stephanie]
     Amended: Formalized name to Dr. Gary Boire, used official GSA letter head. minor typos edited. It was proposed that we send the letter by registered mail with all our signatures rather than by email [some concern was voiced that this was too harsh in lieu of burning bridges].

   - AMENDED MOTION TO APPROVE EDITED LETTER OF CONCERN TO GARY BOIRE (PROVOST) BY REGISTERED MAIL [Alex]
     - **AMENDED MOTION SECONDED AND APPROVED [In favour: 9; Against: 0; Abstained: 3]**

5. **GREETINGS FROM THE NEW TRAILL COLLEGE PRINCIPAL, MICHAEL EAMON**

- Traill College is a liability; undergrads significantly subsidize operating costs.

- Traill needs to become more of a student hub, primarily for downtown students. This includes undergrads. Concerns were raised by participating board members about graduate students' need for a more quiet and responsible environment. A compromise at targeting primarily mature and part-time undergrads was agreed upon.

- Is GSA willing to (i) promote college events, such as music nights, (ii) raise college fees (from $15), (iii) directly fund college operations? These are to be discussed and taken to AGM if necessary.

- The possibility of a Traill space on Symons campus was raised. Will this help grad students on Symons establish a stronger college affiliation with Traill?

6. BOARD DISCUSSION: VISION FOR SPACE, TRAILL COLLEGE
See above.

7. LONG-TERM PLANNING COMMITTEE MEETING

Two graduate students - inclusive of the TGSA president - are required to fill open positions on the long-term planning committee. Meetings are expected to be once/month. The first meeting is scheduled for August.

Action item: board members are asked to advertise to their programs if they themselves are not interested; VP Ops to advertise in newsletter.

8. COMMITTEES STILL TO BE FILLED
Discussion tabled in lieu of time.

Action item: A list of committees to be filled to be presented by Tayo.

9. CITY OF TORONTO, INTERNATIONAL STUDENT PROGRAMS-STUDENT UNION MEETING
The City of Toronto has requested 2 representatives from Trent to help with the planning of its 3rd annual welcome and celebration of international students in Ontario. Latchmi has volunteered to attend as our representative, since our International Rep is away till August. The second invite will be extended to TIP office, if they want it. The first meeting will be held in Toronto on July 23rd.

- MOTION TO APPROVE TRAVEL COSTS TO TORONTO FOR OUR GSA REP TO ATTEND THIS PROGRAM MEETING ON WEDNESDAY, JULY 23, 2014. [RATHIKA]
  - **MOTION SECONDED [Alex] AND APPROVED [In favour: 10; Against: 0; Abstained: 2]**

10. WORLD CUP SOCCER EVENT

World Cup Soccer watching Event - July 13th at Riley's Pub.

- MOTION TO APPROVE WORLD CUP SOCCER EVENT FOOD BUDGET OF $250 FOR WRAPS AND APPETIZERS FOR THE EVENT [ELIZABETH].
  - ☐ **MOTION SECONDED [Alex] AND APPROVED [In favour: 11; Against: 0; Abstained: 1]**

Action item: Latchmi to send invitation out as soon as Risk Assessment gives approval.

11. JULY SOCIAL EVENT: MOVIE NIGHT

July Movie Night Social: July 22nd.

- MOTION TO APPROVE JULY MOVIE EVENT SNACK BUDGET OF $120, FOR POPCORN, POPS/JUICE, PIZZA, CHIPS AND CANDY. [ELIZABETH]
  - ☐ **MOTION SECONDED [Alex] AND APPROVED [In favour: 11; Against: 0; Abstained: 1]**

12. AUGUST SOCIAL EVENT: BBQ

August Summer BBQ: August 20th at Champlian College Quad. Elizabeth will be away during the time of this BBQ. We will try our best to keep expenses low, but at the moment the cost of buying cakes and salads is higher since we are budgeting for purchasing rather than making them. Even with the much higher August BBQ budget all of our summer events are coming within our total summer event budget of $1400.

- MOTION TO APPROVE AUGUST BBQ FOOD BUDGET OF $520. [ELIZABETH]
  - ☐ **MOTION SECONDED [Alex] AND APPROVED [In favour: 11; Against: 0; Abstained: 1]**

Aside: Our June BBQ event came in under budget at $415.33.

13. TENT PURCHASE APPROVAL

A rain and sun tent for outdoor events was purchased as a backup plan four our outdoor June BBQ event two days prior to the event after the TGSA Executive decided that it was in our best interest to purchase a tent. The tent is 10x10 feet and was purchased from Walmart for $84.68. This expenses will come out of our capital expenses budget of $500 and will be available any future outdoor events hosted by the TGSA.

- MOTION TO RETROACTIVELY APPROVE THE PURCHASE OF THIS RAIN AND SUN COVER TENT FOR OUTDOOR EVENTS. [RATHIKA]
  - ☐ **MOTION SECONDED [Alex] AND APPROVED [In favour: 11; Against: 0; Abstained: 1]**

14. SOFTWARE PURCHASE APPROVAL

With the growth of our organization and our first audit as a not-for-profit, we are proposing moving out accounting books and formalizing our accounting process. Bex, our VP Finance, suggested the use of Quickbooks accounting software and will be working throughout the year to make this transfer. We have registered our organization with TechSoup who facilitates software donations to not-for-profits. We can purchase 3 user licenses of Quickbooks for $111.87 (regular retail price is $499.99 for 2 users). One copy will be installed permanently on the computer in our GSA office. And we will look into our ability to transfer the other licences year to year between VP Finance officers.

- MOTION TO APPROVE THE PURCHASE OF QUICKBOOKS PREMIER CANADIAN ED. 2014, 3 USER LICENCES (INCLUDING NOT-FOR-PROFIT EDITION) FROM TECHSOUP FOR $111.87 PENDING CONFIRMATION THAT USER LICENCES ARE TRANSFERABLE.[BEX]
  - ☐ **MOTION SECONDED [Alex] AND APPROVED [In favour: 11; Against: 0; Abstained: 1]**

Aside: In order to install this new software, we will probably need an official copy of **Windows for the GSA PC.** For some reason it was not purchased in the past. Windows 8 retails for $119-249, depending of the versions. I believe that TechSoup offers donations of Windows 8 for $9.00, but we will have to apply and see if we qualify. The other option is to contact Trent IT and look into Trent imaging our computer. I'm not sure how this effect ownership, which is probably why is wasn't done in the past. **Does anyone have any other suggestions?**

> **Alex:** In terms of the TGSA computer, we should try to apply through TechSoup for both Windows and, if applicable, Microsoft Office. I think Trent IT only takes care of university-owned computers.

Aside **[Alex]**: While I think of it, the posters for last year's social events were really eye-catching designs. Do you know who made them and with what software? Such software might be an investment worth looking into.

15. MODIFIED BURSARY APPLICATION FORMS FOR APPROVAL

We will continue to accept both forms for the September term; I know several people have already submited applications.

- MOTION TO APPROVE NEW BURSARY APPLICATION FORM FOR FUTURE USE. [RATHIKA]
  - ☐ **MOTION SECONDED [Alex] AND APPROVED [In favour: 11; Against: 0; Abstained: 1]**

16. INTRODUCING ACTION ITEMS

To encourage follow-through of action items amongst members during meetings, meeting minutes will now clearly reflect those items committed to be followed up on and the responsible persons. The same holds for volunteerism. Said members will be held responsible for the accounting of such items at subsequent board meetings.

17. MEETING ADJOURNED: 11.06AM