



TGSA Board Meeting Summarized Minutes

Date: July 7th, 2020 (Tuesday)

Start time: 5:00PM **End time:** 7:00PM

Location: Zoom video conference

Chair: Sandra Klemet-N'Guessan

Scribe: Shyong Quan (Elicia) Yap

Attendance: Anique Chatzis, Jordon Williams, Madhu Garg, Fatma Ozen, Shannon Fiedler, Verena Sesin, Janina Schmitz, Sebastian Johnston-Lindsay, Sandra Klemet-N'Guessan, Tanya Aminataei, Elicia Yap, Connor Elverson (**12, quorum met**)

Regrets: Maryam Helae, Beatriz Bento, Alison Fraser

1. Presentation(s) and Discussion (s) without voting

Introduction and updates from board members

2. Call to Order

We respectfully acknowledge that we are on the treaty and traditional territory of the Michi Saagiig Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

3. Adopt the Agenda:

Mover: Sandra Klemet-N'Guessan

Second: Sebastian Johnston-Lindsay

Discussion

-no discussion

Approve: 12

Oppose: 0

Abstain: 0

****motion carries****

4. Past Meeting Minutes

4.1 Adopt the Minutes from the Verbatim Minutes from 2nd June 2020 Board Meeting

Mover: Sandra Klemet-N'Guessan

Second: Sebastian Johnston-Lindsay

Discussion

-no discussion

Approve: 12

Oppose: 0

Abstain: 0

****motion carries****

4.2 Adopt the Minutes from the Summarized Minutes from 2nd June 2020 Board Meeting

Mover: Sandra Klemet-N'Guessan

Second: Sebastian Johnston-Lindsay

Discussion

-no discussion

Approve: 12

Oppose:

Abstain:

****motion carries****

5. Presentation(s) and Discussion (s) with/without motions

a) Sandra (President)

(i) Updates regarding benefits plan

Graduate students are making use of the benefit plan and will expect an increase in the benefit fee by 3%. They are in the work of potentially having a referendum to increase it a little more. There will be a decrease of coverage for dental plan. TGSA decided to look over our emergency bursary and alter it to better accommodate for these changes.

Sandra met with Craig Brunetti, Dean of Graduate Studies. It will be phase III by the end of August. Management and AMOD programs will be online so that international students have easier access. Forensic science and instrumental chemical analysis programs will possibly be having face-to-face labs. ENLS programs will have face-to-face program. Humanities and social sciences are going to be online. Most of the courses will be online in the Fall and they are pushing for it so that it is more accessible to everyone, especially also those with health issues. Hopefully, things will go back in the Winter term.

Sandra brought up some issues regarding Internet which may be a problem for students, especially for those in remote areas. Trent is trying to increase the internet coverage to parking lots. Craig suggested supervisor who have grants can subsidize internet for their students using their grants. Sandra suggested that the Change

Maker fund-raising campaign could be a pocket of money for students and has reached out to the organizers. The board discussed that the student center and the library could be an internet source for students since it will be open in the Fall. The board also suggested to reach out to the MP for help or could potentially organizing a matching campaign to establish mentor and mentee relationship between students in need of internet and a community member who is willing to pay a month worth of internet. Janina will look into this and reach out to Maryam Monsef.

Sandra also brought up ideas on we could do for the BLM and in addressing systemic racism in academia such as organizing a symposium where we invite guest speakers who will talk about these issues on system racism. The board discussed about the details of the symposium such as the format like sharing personal stories and inviting speakers from different stages of their careers.

Sandra also mentioned about resuming TGSA office hours that is usually hold by Connor and will be looking into getting access back to the office for some of the board members.

b) Sebastian (VP internal affairs)

- (i) Changing of the First Year Representative positions to simply "Arts Representative" and "Science Representative"

Proposed amendments to the Policies and By-Laws of the TGSA;

i.) To change the titles of both the First Year Arts Representative and the First Year Science Representative to Arts Representative and Science Representative, respectfully anywhere they appear in the Policies and By-Laws of the TGSA following the passage of this amendment, either as a whole or in part, and allow for these positions to be held by one (1) student in each position from any year within their respective graduate program, provided they are a full member of the TGSA at the time of their candidacy. Likewise, following Policy 2.03.07 and Policy 2.03.08 that the duties of these Representatives shall also be amended to reflect both positions representing Arts and Science graduate students in any year of their program. Nothing in any section of this amendment or the following section shall restrict a first-year student from running for either position.

ii.) Amend By-Law 18.01.01 - "Only the First Year Arts Student Representative and the First Year Science Student Representative shall be elected at the Fall General Meeting"

iii.) Amend Policy 1.01.01 a. - "The First Year Arts Student Representative and the First Year Science Student Representative will not yet be elected and are excused from providing reports."

iv.) Amend Policy 1.01.07 - "The VP Internal Affairs will introduce the nominated candidates running for the First Year Science Representative and First Year Arts

Representative. If time allows, each candidate may give a short two (2) minute speech. The VP Internal Affairs will time the speeches. Voting will occur after in accordance with Bylaw 18."

v.) Amend Policy 2.02.02 j. - "To oversee the elections of the First Year Arts Representative and First Year Science Representative at the Fall General Meeting;"

vi.) Remove Policy 4.02.2 - "Candidates for the First Year Arts Representative and First Year Science Representative positions must be in their first year of graduate studies either full-time or part-time at the time of their appointment"

vii.) Amend Policy 4.05.01 a. from - "Only first year students may vote for both the First Year Arts Representative and First Year Science Representative;" to "Only Arts students may vote for the Arts Representative; only Science students may vote for the Science Representative;"

Supporting Document: https://docs.google.com/document/d/1RPW-WnpgMfO9y7uUfK_AWSEnDzzgL9K93kLSmXl_2Vw/edit#

- (ii) Role of executive members sitting for re-election in the drafting and carrying out elections in Policy 4 of the By-Laws and Policies Document.

Sebastian discussed about the basic amendments in the meeting minutes on representation within the TGSA by taking out the first year and make it strictly art and science representatives. These elections would happen in the Fall to allow for first year students to run. The transition period and the timing of the election that has been moved to February, so that there is a 3-month transition period between executives and board members, which was in the 2019 version of the bylaws.

Motion to recognize the 2017 version as it appears in the agenda as the version of the TGSA bylaws moving forward

Mover: Sebastian Johnston-Lindsay
Second: Sandra Klemet-N'Guessan

Approve: 12
Oppose: 0
Abstain: 0

****motion carries****

- c) Anique (VP Finance)
 - (i) First look at proposed budget, members send information of how much their respective duties will cost
 - (ii) COVID Bursary II

Anique talked about the budget for the year. Graduate enrolment will be down, thus less money will be coming in and more will be going out. The TGSA is also spending money on auditing this year which is about \$6000. \$5000 has been allocated for emergency bursaries while \$7349 is dedicated to Covid relief. Anique has also asked CUPE for donation for the Covid bursaries. The board discussed about moving the applicants that applied for the second time for Covid bursaries in the emergency bursary pool to lower the amount spent for the Covid bursaries. Anique calculated our regular emergency bursary to be \$3573.32 with bank fees and the Covid-19 bursary to be \$4052 with bank fees.

- d) Jordon (VP Student Affairs)
 - (i) Meeting with Michael Eamon and events
 - (ii) Alumni meeting

Jordon met with Michael Eamon and had a conversation about TGSA, Traill and events in the coming year. TGSA will be sharing our list of events with Traill. It will be a hybrid version in the Winter. The model parliament would be a hybrid event. Our last trivia will be on the office and park and recreational on the 17th July. This will be hosted by Gill. Jordon proposed to do one of two more Covid café, one possibly at the end of July and another at the end of August.

Jordon also talked about the alumni event that Sandra and he attended. The event could be catered more to graduate interests and needs, and specifically get students that did their graduate program at Trent.

- e) Madhu (AMOD program representative)
 - (i) Addition of technical certifications in the Big data analytics course

Madhu mentioned that there is a big gap between what is being taught in the AMOD program in Trent and what is being demanded in the industrial level. She intends to bridge this gap by reaching out to big companies, like Microsoft, and see if they could offer free training to the students. The board discussed about how she could approach this, such as reaching out to the AMOD program coordinator and creating a survey to scan the interest of AMOD students.

6. Updates from CUPE

Alison (CUPE Unit 2 representative), sent through email

- a. GTAs should be receiving their assignments. If people aren't hearing things, please let me know. We have also told Trent that more TAs are better than marker/ graders in a covid context for greater student support and so that we can get evaluations. But it is up to each department and each individual prof as to how they want to use their GTAs. If you're finding people are only getting marker/grader work, also

please let me know. As a post-funding grad student, I am sadly disconnected from these important realities.

- b. Marker/grader postings (as extra work) will be done as emergency postings in August. That means they will be done late and the time to apply will be less than 10 days. We are pushing the university to make sure this is communicated. CUPE will send out communications as well.
- c. Workshop leader positions, the unit 1 contracts that are essentially TA contracts that post-funding grads like me do, will also be done as emergency postings in August.
- d. Undergrad enrollment is down. Ya'll should be asking Grad Studies about graduate enrollment. This will affect your budget.
- e. As work from home is the new normal, I am trying to get the university to make sure that part of our hydro is covered since it will increase. This is very up in the air at the moment. Will update further when I have something.
- f. I passed on the great advice for online GTA training to Cathy Bruce. She liked it. Just to remind, the training will be paid as a part of the 120hrs GTAs work.
- g. GTAs that have to go back to campus, will also have to do back to campus training, it is also paid. I can get the numbers for you. It's not a lot, but it helps.

7. Executive Reports (see Addendum I)

- a) President
- b) VP Internal Affairs
- c) VP Communications
- d) VP Finance
- e) VP Student Affairs
- f) VP Senate Representative

Minutes: Additions to Executive reports

Motion to Approve the Executive Reports

Mover: Sandra Klemet-N'Guessan

Second: Jordon Williams

Discussion

Approve: 12

Oppose:

Abstain:

****motion carries****

8. Commissioner Reports (see Addendum II)

- a. Equity Commissioner
- b. Environmental Commissioner
- c. Health Benefits Commissioner
- d. International Student Representative Commissioner

Minutes: Additions to Commissioner reports

Motion to Approve the Commissioner Reports

Mover: Sandra Klemet-N'Guessan

Second: Jordon Williams

Discussion

Approve: 12

Oppose:

Abstain:

****motion carries****

9. Question Period and Departmental Issues

10. Business Arising from the Minutes

11. Motions

a. Motion to Approve money allocation for Covid-19 Bursaries and Emergency bursaries

Be it resolved that the following joint statement be endorsed by the TGSA Board.

Be it further resolved that all transactions will be done by electronic transfer and be traced and reported to the board by the VP Finance using Microsoft Teams, Slack or google mail in the Expenses (2020/2021 VP Finance Folder) on the shared TGSA google drive. Prior to each transaction, the application information provided by the applicant will be categorized in the Bursaries folder in the 2020/2021 VP Finance folder in the TGSA google drive. Each application will be approved by a minimum of three executives of the TGSA board, the duty of the VP Finance to be to resolve any discrepancies with the application and the approving board members.

Be it resolved that in the 2019/2020 fiscal period, the TGSA board provided money to the COVID-I bursary for students facing financial difficulties during the COVID-19 pandemic.

Be it further resolved that during the 2020/2021 fiscal period, the TGSA will allocate money to the COVID-II bursary to aid students who continue to suffer financially through the COVID-19 pandemic.

Be it resolved that the TGSA will allocate \$3573.32 from the emergency bursary fund to applicants who received COVID-I bursary and applied to the COVID-II bursary, and \$4052.74 from the surplus of the operating budget of the last 2019/2020 fiscal period for those who applied to COVID-II bursary only, including bank fees.

Mover: Anique Chatzis
Second: Sandra Klemet-N'Guessan

Discussion

Approve: 12
Oppose: 0
Abstain: 0
****motion carries****

12. Other Business

13. Notices of Motions and Announcements

- a. The next board meeting will be held 4th August 2020
- b. The reports and motions for that meeting are due 30th July 2020

14. Adjournment

Motion to Adjourn the Meeting
Mover: Sandra Klemet-N'Guessan
Second: Sebastian Johnston-Lindsay

Discussion

Approve: 12
Oppose: 0
Abstain: 0
****motion carries****

Addendum I
Executive Reports

Sandra (President):

June has been relatively quiet. The new benefits plan proposed by TCSA has been voted in though TGSA (represented by myself) voted it out. I voted against it as I thought an alternative adjustment to the plan (what categories of procedures experiencing a decrease in coverage) could have been made.

I have attended the Student Leaders meeting as usual in which details of the Fall plan were outlined, including for Athletics and Food services. I have met almost weekly with the TCSA and TDSA presidents to discuss updates in our respective associations or unexpected events (e.g. a student's email in which they introduced themselves as representing the "Trent Student voice" without giving a name and outlined their concerns and frustrations regarding Trent's way of dealing with the new Fall plan. We exchanged and met with them). I am also organizing an update meeting with Craig Brunetti the week of the Board meeting.

The fundraising campaign, 3MT prize announcement, and convocation videos got released successfully. I discussed the budget and the allocation of the \$20,000 to the COVID-19 bursary between the 2019/2020 and 2020/2021 boards with VP Finance. We also discussed collectively whether continuing our biweekly events was warranted the low to null attendance non-TGSA board members. I also read the Bylaws and the suggested changes made by VP Finance and VP Internal Affairs.

Sebastian (VP Internal Affairs):

The main things I have devoted the past month to have been the review of emergency bursary applications alongside the President and the VP Finance. We have also been working to amend the wording of the Emergency Bursary itself so that it covers any extra costs incurred for any procedure that is covered by the plan.

Given the extraordinary circumstances brought about by the COVID-19 pandemic, there was a significant increase in applications for the Emergency Bursary for this round. Anique Chatzis (VP Finance) and I reviewed the TGSA by-laws to make sure that any increased spending properly adhered to the TGSA's governing documents.

I was also involved in the drafting of the official statement of the TGSA in solidarity with the ongoing Black Lives Matter movement and other social organizations against systemic racism and police brutality both in Canada and internationally alongside BIPOC members of the Trent community.

I have also continued to review and edit the TGSA By-Laws and Policies with input from my fellow Executive Members. The main points have been:

1. Changing the two previous positions of First-Year Arts Representative and First-Year Science Representative to simply Arts Representative and Science

Representative. This change is in line with previous Board discussions regarding the implementation of discipline-specific representative positions given the lack of program-specific representatives over previous years. This change was proposed and drafted in the By-Laws after discussion with the Board but needs approval. Additionally, it was decided that Representative positions should be entitled to a \$50 honorarium to coincide with the *de facto* operations of the TGSA in previous years.

2. Looked into ways to include previously ratified By-Laws amendments regarding elections and transition periods given that these amendments were framed around an out-dated version of the TGSA By-Laws and Policies.
3. Began looking into the role of standing Executive Members, specifically the VP-Internal Affairs, during elections if they are standing either for re-election or election to another position within the TGSA.

I continue to welcome input from Board members regarding any suggestions or improvements they might have regarding the By-Laws and Policies.

Elicia (VP Communication):

This month, I have been working on:

- (b) Our new TGSA website. Hoping to finish it by August.
- (c) Tracking our followers on our social media platforms; there is a growth! 35 new followers on Instagram and 15 followers on Twitter. Not many likes on our Facebook Page. Awarded one of our Instagram followers a \$10 virtual Walmart gift card
- (d) Posting up our TGSA team on our social media channels and Traill College Newsletter so that our members know who we are
- (e) Host a TGSA event (Skribbl.io) on June 5th, not a great turn out
- (f) Upgraded our Canva account to CanvaPro
- (g) Reorganizing the VP communication shared google document
- (h) Designing the banner for TGSA

Anique (VP Finance):

Completed/current duties:

- 2020/2021 TGSA budgetary projection for Fall
- Requesting donations for COVID-19 bursary from CUPE
- COVID-19 applications
- Establishing that the COVID-19 bursary was not voted through
- Emergency bursaries and academic bursaries e-transfers
- Amending policies regarding the GSA levy fees in the updated by-laws
- Student Benefits Committee; dilution of the coverage so that prices do not surge
- Policy amendments

Incoming responsibilities:

- Student representative on the Special Appeals Committee
- Financial statements for 2018 to 2019 for future levy cheques
- E-transfer COVID-19 bursaries

Jordon (VP Student Affairs):

We have decided due to a lack of turn-out to limit events to one or two a month max. Focusing on only one or two events will allow us to promote them more effectively (not to say it wasn't already effective) and to give more time for planning. The next event will be on July 17th, which will be another trivia night run by Gil Holmes who was our winner from our past trivia night. Our last night had a turn-out of 4 TGSA exec's including the host and two external members Gil being one of the non-TGSA board attendees. This new event is on the Office, Community and potentially Parks and Recreation. It will also likely be the last trivia solo event by the TGSA for the year.

I met with Michael Eamon over the phone to discuss our relationship with Traill and events. Mike and I have promised to collaborate on some events while also having our autonomous events. We will be sharing lists between each other to see where we can help, where we can team up, and where we can avoid copying each other. I will also be working with Mike on hybrid events. These would be both physical and distance style events. Model Parliament which was well received by Mike, would be one of those events, graduate mentoring for undergrads would also be one of those events.

I spent some time pricing out mugs for our graduate students and will be sending a separate email with a breakdown once I check one more option.

I have been looking at getting orientation event planning started but am waiting for information from the graduate studies office. Once I receive this, I will draft up some potential events and sessions we can offer to graduate students.

Sandra and I also attended an alumni event about finding work after you graduate. It felt geared more towards undergraduate students (but that is nothing new). However, a lot of the information is still applicable to grads. I will be doing a summary of the notes I took from the event and attempt to make them into a more legible report.

Janina (VP Senate):

I have been working on:

- a) Cleaning up the VP senate email folder
- b) Working through our bylaws since Sebastian asked us to

Addendum II
Commissioner Reports

Verena (Environmental Commissioner):

I have continued to look at the Green Tips box submissions and started brainstorming on things that I could include in the TGSA newsletter starting in fall.

Maryam (International Student Representative Commissioner): -

Tanya (Equity Commissioner):

I have been in touch with Ms. Walsh and the PACHREA subcommittee. Also, I have been going through the minutes of the subcommittee meetings from the previous years. The latest one is from more than a year ago. She said that the subcommittee is not active during the summer, so the earliest start date would be from upcoming August or September. However, PACHREA is applying for a grant funded by the federal government regarding accessibility upgrades across the campus. We are still working on the priority locations especially regarding accessible doors. The first place that came to my mind was our awesome Trill College! We all know that it's wonderful historical heritage and architecture have made accessibility a bit of a challenge there. I have contacted Ms. Walsh for more information on where the best places in need of more accessibility upgrades would be. I am still waiting on her reply. Please let me know of any place around Symons or Trill that you think might be in need of accessibility upgrades. Much appreciated!