



TGSA Board Meeting Summarized Minutes

Date: May 19th, 2020 (Tuesday)

Start time: 5pm **End time:** 7.20pm

Location: Zoom video conference

Chair: Sandra Klemet-N'Guessan

Scribe: Shyong Quan (Elicia) Yap

Attendance: Verena Sesin, Sandra Klemet-N'Guessan, Elicia Yap, Jordon Williams, Janina Schmitz, Anique Chatzis, Connor Elverson, Sebastian Johnston-Lindsay, Shannon Fiedler, Fatma Ozen, Beatriz Bento – **11/13(quorum met)**

Regrets: Madhu Garg, Maryam Helae

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

Everyone introduced themselves and gave an update on how they were doing amid the pandemic.

2. Call to Order

3. Adopt the Agenda:

Mover: Sandra Klemet-N'Guessan

Second: Jordon Williams

Discussion

-no discussion

Approve: 11

Oppose: 0

Abstain: 0

****motion carries****

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

a) Sandra (President)

(i) Graduate-alumni relations

Building a relationship with Alumni house has several benefits (1) possibly can establish a grad-alumni fund down the road (2) building a network between current graduates and graduate alumni so that we have a community across the globe that we can reach out to for advice. Event ideas that were thrown around were organizing (a) workshops that will benefit the graduate student body such as workshops that gear

towards getting ready to go on the job market (i.e. writing a CV/resume depending on sector you are targeting) (b) an informal information session with graduate alumni on career options (c) social events between current graduate and graduate alumni such as the former Chair of the Board of Governor.

May encounter a problem in tracking and also reaching out to the Trent graduate alumni. TGSA members discussed about several platforms that can be used to do find these alumni such as 10,000 copies and LinkedIn as well as starting to advertise these platforms.

(ii) Updates from Dr. Brunetti such as access to campus for graduate students etc

Access to campus possibly by end of May or beginning of June. Trent will follow a phase plan and going to either have a hybrid model of the online and in-person or mostly online in the academic year. TAs would need to undergo training for online teaching for. In regard to getting the graduate emailing list, he is very open to it, but he is currently very busy right now managing the School of Graduate Studies.

In terms of scholarship, CESB is open to graduate students but it is not open to international students. Graduate studies should be making additional funding to international students, but Sandra has to follow up with Dr. Brunetti on that. Our request on the summer tuition rebate was reviewed by board of governors, although our letter was not presented. We have made the decision to wait before presenting the letter again for several reasons (1) universities are essentially following each other and currently there are no universities offering summer tuition rebate (2) services will be more accessible if we gain access to campus which makes our case for summer tuition rebate weak. The TGSA team hopes that the inclusion for international students for CESB, summer tuition rebate and possible accommodation for overtime students can be pushed for at the federal/provincial level.

(iii) Mobile app

Mike from Marketing & Communications is in the process of setting up a TGSA tile for us in the Trent University app. No additional suggestions on how to make this app more beneficial to graduate students were made.

b) Sebastian (VP internal affairs)

(i) Input/Suggestions on the By-Laws

Sebastian is working on editing our by-laws, constitutions and policies and realized that there are two versions. He is still waiting on which version he should be working on. He has started to compare our documents to other schools such as Laurentian, Queen's, Western and Guelph in terms of length and structure, whether the constitution and by-laws exist as one or separate documents, the make-up of board and representatives and the honorarium pay for board members. Overall, our by-laws are average in terms of these criteria. The board suggested him to work on

(1) clarifying the description of jobs for some of the board members (2) looking into the possibility of changing the number of program representatives and grouping them into bigger categories or leaving it as in is and having extra program representatives of those bigger categories such as social sciences/humanity, sciences, professional programs in Peterborough, professional programs in Durham and either an Indigenous studies representative or Indigenous student (3) restructuring our bursaries especially our academic bursary on what we specifically reimbursed (4) checking in with the library on the services that they provide such as computer loan (4) checking in with CUPE on what their professional development bursary offer.

c) Anique (VP Finance)

(i) May 15th Bursaries

The academic bursary applications are in and at least three executives have to vote on approving these applications. There is only one emergency application, but it is not Covid-19 related. In previous meetings, we have decided to allocate some funds for our Covid-19 related emergency bursary and any students who applies can access \$450. We will be sending out an informational email to let graduate students know about our Covid-19 related emergency bursary.

d) Elicia (VP communication)

(i) Executive and commissioner reports

All executives and commissioners are required to hand in a monthly report on what they have accomplished that month for TGSA.

(ii) Suggestions on improving our communication to graduate students through social media platforms (e.g. sharing content)

We will be giving a small incentive to individuals who follow us on our social media channels as a way of promoting TGSA.

(iii) Banner and Slogan for TGSA

We have decided on designing a TGSA banner and possibly a slogan for TGSA which was “Educate, Support, Advocate”. We will be putting some fun images of our tagline “Coffee, Research, Repeat, Graduate Life” on our banner and also the Traill logo.

(iv) Newsletter (contributions for board members)

We have decided on launching a monthly newsletter starting in September. The following ideas and suggestions will be incorporated in the newsletter (1) a calendar encompassing our events, other events from Trent International as well as scholarship/bursaries deadlines from Graduate Studies (2) a section for

commissioners such as Verena's green tips (3) a fun corner such as spot the difference and crossword puzzle (4) a section featuring a graduate student and their work.

(v) Updates on website (Transitioning to Squarespace)

We are transitioning from our old website in WordPress to our new website in Squarespace. Some suggestions that we made was putting in pictures of graduate students' gowns. We decided on buying a domain to make our site look more professional.

(vi) Monthly meeting

We confirmed that we will be having our monthly meeting every first week of the month on Tuesday from 5-7pm for the rest of the summer.

(vii) Slack

We have fully transition into using Slack. All the TGSA members are added in Slack.

(viii) Events for the rest of the summer

We decided on organizing 2 events per month and we will be doing game nights as it has a better turnout. We were discussing about continuing our weekly Covid café and will gauge that by the turnout in the coming weeks.

(ix) Canva Pro subscription for making posters (\$155.55/year)

Elicia made a request to upgrade the software that she is using in designing posters for TGSA. It offers certain features that would be of great use such as getting rid of background and resize images for social media. The board agrees that it is a good investment and we should start investing in these types of things to promote TGSA. Anique will look into our finances to decide if we can afford it.

8. Question Period and Departmental Issues

9. Business Arising from the Minutes

10. Motions

Whereas there is now a candidate, Tanya Aminataei, for the position of equity commissioner.

BIRT Tanya Aminataei be made the new equity commissioner on the TGSA Board.

Justification

The position of equity commissioner on the TGSA Board needs to be filled.

Motion to accept Equity commissioner application: Tanya Aminataei

Mover: Sandra Klemet-N'Guessan

Second: Jordon Williams

Approve: 11

Oppose: 0

Abstain: 0

****motion carries****

11. Other Business

12. Notices of Motions and Announcements

- a. The next board meeting will be held 2nd June 2020
- b. The reports and motions for that meeting are due 28th May 2020

13. Adjournment

Motion to Adjourn the Meeting

Mover: Sandra Klemet-N'Guessan

Second: Anique Chatzis

Discussion

-no discussion

Approve: 11

Oppose: 0

Abstain: 0

****motion carries****