



CD-0130

**GSA Regular Council Meeting -- Saturday, January 30, 5:00PM to 8:00PM,
PLACE: GSA House / PLEASE PRINT YOUR OWN COPY**

DRAFT AGENDA

0. Attendance Sheet verification at 4:30pm
1. Call to Order (1 min)
2. Adoption of the Agenda (5 mins)
3. Council Business (5 mins)
 - 3.1 Appointment of minute taker
4. Approval of January 9, 2016 Council meeting minutes
5. ASEQ Presentation – GSA health and dental plan claims report
6. CSU Legal Clinic Presentation
7. QSU presentation
8. Business arising from the Minutes, Appendix I (20 mins)
 - 8.1 Petition to Amend the Bylaws
 - 8.2 Appointed Councilor Honorarium
 - 8.3. “The People’s Potato Fee Levy Issue”
9. New Business (60mins)
 - 9.1 Creation of New Staff Positions ($\frac{2}{3}$ Majority Vote – GSA Bylaws Article XI-10)
 - 9.2 Appointments Committee recommendation for graduate student representatives
 - 9.3 Hiring Committee appointment
 - 9.4 Funding Committee appointment (To be created each semester ref: Funding policy)
 - 9.5 Academic and Special Projects Funding for fall 2015 semester
 - 9.6 Advocacy student cases
 - 9.7 Motion on Austerity (Closed session)
10. Reports, Appendix 2 (30mins)
 - 10.1 Finance Manager
 - 10.2 President
 - 10.3 VP Academic Advocacy
 - 10.4 VP Internal
 - 10.5 VP External
 - 10.6 VP Mobilization
11. Other Business (5 mins)
12. Adjournment

Appendix I – Motions

Business Arising

8.1 Petition to Amend the Bylaws

8.2 Appointed Councilor Honorarium

8.3 “The People’s Potato Fee Levy Issue”

New Business

9.1 Creation of New Staff Positions ($\frac{2}{3}$ Majority Vote – GSA Bylaws Article XI-10)

BIRT the following staff positions be created:

- Communications Coordinator (as distinct from the Advocacy Manager)
- Campaigns Coordinator (as distinct from the Department/Faculty Manager)
- Advocacy Coordinator
- Advocate

9.3 Hiring Committee appointment

Whereas Aidan Macdonald was removed from the hiring committee based on false information.

Whereas Mathilde Ngo Mbom who was appointed in Aidan’s place resigned from the hiring committee and also resigned from council.

BIRT Aidan Macdonald be appointed to represent JMSB on the Hiring Committee

9.6 Advocacy student cases

As Ashley Michel is no longer the interim VP Academic and Advocacy Affairs, all academic and advocacy work, including specific student issues and cases, should therefore be turned over to the appointed VP Academic and Advocacy. However, the sensitivity and the urgency of some cases call for consistency and therefore the person who was appointed to advocate for the current or pending cases should be the one to follow through each case to completion.

BIRT Ashley Michel be granted permission to continue working on current or pending academic and advocacy student cases.



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Appendix 2: Reports

January 2016 report - GSA President

I started work at the GSA with the VP External before the GSA house was officially opened after the holidays. We started planning for our winter orientation early. The major events for January were the winter orientation events. We would be planning and mobilizing for our GA which would hold on January 19, 2016.

Discover Concordia Fair

I gave a speech to welcome new students on behalf of the GSA at the Discover Concordia Fair. I and the VP external set up a GSA table to give new students information on the GSA.

GSA Lounge Renovation – Complete

The lounge renovation was completed last month. This month 3 couches were returned to the lounge and a 32 Inch TV was hung on the wall in the section without a TV.

GSA Café – Suspended

New Filing System – In Progress

A call out was made for the records & archives administrator position. Work will continue on the project when the position is filled.

Internal Controls – In progress

GSA Advocacy Center – In progress

A proposal was made to council to during the January 9, 2016 council meeting to create new staff positions for the GSA Advocacy center. These new positions which required a 2/3 majority vote was not approved.

I have not been able to do any further work. A call out for the advocacy staff was supposed to be made this January. It takes a lot of time to find good advocated. It also takes a considerable amount of time for their training. Students pay \$2.50 a semester for this service so we have an obligation to provide this service to them. Advocacy is one of the core services that the GSA provides.

I worked a bit on coming up with the training plan for the advocates. If the advocacy staff positions are approved I will continue with the training plan and organize the training for the new staff.

GSA French classes – In Progress

The GSA French classes for the winter 2016 semester started on Monday, January 25, 2016. I ordered the projector screens and purchased the teaching materials. I worked out the class schedule and prepared the classes for students with the assistance of the office manager. We may need new computers for the classes.



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We will advertise the English classes again to see if we can get more students.

Printing and Copying Service – In Progress

I tested various routers with USB connections for compatibility with our Xerox copier. I was not able to set up a separate network with any of the routers I tested because of compatibility issues. I set up an additional office with a PC for the printing service. We may commence the service without the wireless option in the coming week.

GSA website – In progress

I responded to a query on the GSA website and will be sending out additional requests for Quotations this week.

January 2016, First Winter General Assembly

I prepared the GA packed for the general assembly and booked tables for GSA tabling for the GA. I will supervise the mobilization for the GA. I will also be making preparations.

Winter 2016 Orientation

The winter 2016 Orientation was a success. We had 11 events over 1 week. I helped coordinate the events and was responsible for some events.

January 17, 2016 – Orientation purchases from Costco with Interim VP academic/advocacy, GSA office manager and a volunteer.

BOG Finance Committee meeting – January 25, 2016.

Senate Meeting – January 14, 2016.

Hiring Committee Meeting - January 14, 2016 – Conducted Interviews for Orientation Events Assistants and GA Mobilizers

GSA council meeting – January 9, 2016.

Executive committee meeting – January 20, 2016

Other Activities:

- Produced and distributed GSA newsletters for January 13, 20 and 25
- Processed departmental allocations for 2015-2016 for additional departments.
- Prepared applications for academic and special projects funding for approval.
- Reached out to speakers to get an additional speaker the Graduate Student Career Options Panels which is being done in collaboration with other partners at Concordia.
- Sent proposals for the GSA career fair
- Prepared job descriptions for GSA staff positions

Action Plan for winter 2016 Semester

1. New Filing System
2. GSA Advocacy Center (if staff positions are approved)
3. GSA website upgrade
4. GSA Career fair/Networking Event and Graduate Student Career Panels

VP INTERNAL REPORT

INVENTORY UPDATE

All the required snacks, drinks etc... Which have been purchased from COSTCO is used in the orientation.

WINTER ORIENTATION 2016

| DATE | EVENT |
|-------------|--|
| 18.01.2016 | FREE COFFEE AND BREAKFAST GSA info table |
| 19.01.2016 | FREE COFFEE AND BREAKFAST At GSA FREE COFFEE AND BREAKFAST At HALL WELCOME RECEPTION |
| 20.01.2016 | FREE COFFEE AND BREAKFAST At GSA FREE COFFEE AND BREAKFAST At Loyola ASEQ dental and health info session Immigration sessions |
| 21.01.2016 | BOWLING |
| 22.01.2016 | Masquerade |
| 23.01.2016 | Family fun day Ice Staking |

TASKS

- Space Booking, Food, internal co-ordination
- Hiring assistants, scheduling for events.
- Mailing and calling the assistant in charge for the event a day before. Getting ready and space booking documents submissions to the security.
- Checking on the breakfast every morning at 8am.
- Getting ready for the afternoon and evening events.

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- Arranging the petty cash for events.

A final budget expenses update on winter orientation and GA will be presented in my next month's report.

EVENTS AND OUTCOMES

1) Event and Details:

The GA was planned to be held on 29th JANUARY, all the arrangements were made food, space booking, etc.,

| DATE | TIME | EVENT | PLACE |
|-------------------|-----------------|------------------|----------------|
| 29.01.2016 | 12PM-5PM | CHRISTMAS | MB2.210 |

ADVOCAY CENTER

The VP-ACADEMIC is taking care of student advocacy problems.

FUNDING AND ALLOCATIONS

After a review, the allocations are allocated in time to the associations and groups that submitted all the required documents.

For the FUNDING the funding committee has to meet on filtering and giving recommendation on funds, special academic and conferences. It's been a very long time since the applications and documents sent in early months of October and November.

FRENCH AND ENGLISH CLASSES

The student's availability is taken to set up groups and classes. The class room is set up for start.

ACTIVITIES AND OUTCOMES

- ❖ Funding and allocations work, reviewing all the documents submitted by the associations and groups. Contacting them back on the status, missing documents. Approving the amount of fund.
- ❖ Lounge bookings
- ❖ Looking over and cross checking the inventory.
- ❖ GA space booking, food waivers
- ❖ Winter orientation space booking and food and alcohol permits.
- ❖ Assistants hiring and scheduling them for events.
- ❖ GA mobilizes hiring
- ❖ Scheduling tasks for events

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- ❖ Going through the time schedules and preparing schedules for staff and executives
- ❖ Looking into the finances work.
- ❖ Checking with Concordia security for events and permits.
- ❖ Booking spaces for graduate students for their workshops and lectures. Booking space for the associations/budget code.
- ❖ Documenting all the expenses.
- ❖ Looking into Record keeping and filing system in the office.

MEETINGS AND OUTCOMES

Executive Meetings

Meeting several times on the GA planning and Orientation tasks, hiring and scheduling the assistants.

Hiring committee:

18.01.2016

The names of the candidates that were selected as Orientation Events Assistants are:

Zimu Li
Boyang Pan
Hassan Ayouby
EromonseleOboh
Duraichelvan Raju

The following Candidates were selected as GA mobilizers

Emma Qi Gao
Natalia Hanssen Da Silva
Jiaying Mo
Sun Yingnan
Seyed Hossein Moosavi

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VP External Report

VP External Action Plan (Winter 2016)

1. Austerity Speaker series with CUPFA and CSU.
2. STM Project.
3. Attendance to national federations.
4. External coordination for GSA events.

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| January 5th (4 hours 30 minutes) | 1. Discover Concordia fair |
| January 6th (3 hours) | 1. Planning with VP internal regarding the winter orientation logistics. |
| January 7th (4 hours) | 1. Planning with the graphic designer for orientation promotional material. 2. Meeting with CSU regarding the Austerity speaker series for winter semester. Gave them a brief description about GSA's campaign budget. |
| January 8th (6 hours) | 1. Email coordination with SPHR Concordia for the BDS week reimbursement. 2. GSA staff and Executive meeting. 3. Meeting with Graphic designer |
| January 9th (6 hours) | 1. Meeting with Graphic designer 2. Council meeting |
| January 10th (7 hours) | 1. Made the orientation events on facebook, Promoted and launched it. |
| January 11th (2 hours) | 1. Email and Phone coordination with president, asked him to update the nomination period for election on the website and to give a call out for the hiring committee. 2. Email coordination with travel agent for the trip. 3. Gave a call out for the funding committee. |
| January 12th (5 hours) | 1. Discussion with president & internal regarding moving GA to 29 th January 2. Called an urgent with graphic designer for editing poster and flyers (Basically removing 22 nd January GA) 3. Discussion with Interim VP academic about the upcoming orientation and task division. 4. Email coordination with the council's appointed researcher, asked for update. |
| January 13th (3 hour 30 minutes) | 1. Shortlisted the candidates for the hiring committee. 2. Email and phone coordination with CSU and Solidarity Concordia folks regarding the speaker series for the winter semester. |
| January 14th (7 hours) | 1. Made and launched the eventbrite for bowling registration. 2. Attended welcome reception organized by CIISE department, represented GSA and mobilized for upcoming events. 3. Attended hiring Committee meeting. |

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| January 15 th (5 hours) | <ol style="list-style-type: none"> 1. Pestering for orientation 2. Delivered the cheque (payment) to Sports forum for bowling. 3. Meeting with Erick regarding the speaker series, Came up with preliminary draft of 5 speaker series, budget distribution is added in my report. |
| January 17 th (6 hours) | <ol style="list-style-type: none"> 1. AVEQ meeting. |
| January 18 th (8 hours) | <ol style="list-style-type: none"> 1. GSA INFO Table (orientation). 2. Finalized the orientation assistant's list. |
| January 19 th (8 hours) | <ol style="list-style-type: none"> 1. GSA Coffee and Breakfast (Hall building, orientation) 2. Welcome reception |
| January 20 th (5 hours) | <ol style="list-style-type: none"> 1. Info session with GA mobilizers. 2. Meeting with STM marketing director. (soon a survey will be launched on campus). 3. Executive meeting. |
| January 21 st (6 hours) | <ol style="list-style-type: none"> 1. GSA goes for bowling and Pool. |
| January 22 nd (10 hours) | <ol style="list-style-type: none"> 1. Coordination with graphic designer regarding GA promotion material. 2. Masquerade Ball 3. Launched the General Assembly on Social media. |
| January 25 th (5 hours) | <ol style="list-style-type: none"> 1. GA Mobilization, Pestering etc. |

Speaker Series Budget:

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|------------------------------|-------|--|
| | | |
| | | |
| Income | | |
| CUPFA | 8000 | |
| CSU | 6000 | |
| GSA | 3000 | |
| | | |
| | | |
| Event Expenses | | |
| | | |
| Gentrification and Austerity | 2000 | |
| Consumerism and Austerity | 2000 | |
| Food and Austerity | 2000 | |
| Anti-Austerity Rap Battle | 2500 | |
| Social Economy and Austerity | 3500 | |
| | | |
| Other Expenses | | |
| | | |
| Video/Photography | 1500 | |
| Posters | 1500 | |
| Coordinator | 2000 | |
| | | |
| | | |
| Total Budget Income | 17000 | |
| Total Budget Expenses | 17000 | |

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Interim VP Academic/Advocacy Report

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| January 11th (2 Hours) | <ol style="list-style-type: none"> 1. Discussed with VP Internal Discussion about the upcoming orientation and task division. |
| January 12th (2.5 Hours) | <ol style="list-style-type: none"> 1. Discussed with VP External about the upcoming orientation and task division. 2. Began working on the short list of candidates for Orientation Assistant |
| January 13th (5.5 Hours) | <ol style="list-style-type: none"> 1. Continued preparing short list of candidates for the Orientation Assistant Positions. 2. Met with student about advocacy issue 3. Did research for resources and tools for student advocacy |
| January 14th (7 Hours) | <ol style="list-style-type: none"> 1. Met with roles and responsibilities 2. Met with student about advocacy issue 3. Went to Loyola campus to follow-up on student advocacy issue and learn where the Breakfast and Coffee event was to take place 4. Called L'atrium about Skating orientation event 5. Attended hiring Committee interviews for positions for the GA mobilizers and Orientation Assistants 6. Creating the tentative work schedule for Orientation Assistants |
| January 15th (3 Hours) | <ol style="list-style-type: none"> 1. Did research for resources and tools for student advocacy 2. Followed up with students on advocacy issues. |
| January 16th (0 Hours) | <ol style="list-style-type: none"> 1. Attempted to work on Evaluation of University services and academics survey. |
| January 17th (4.5 Hours) | <ol style="list-style-type: none"> 1. Went to Costco with Alex, Aurupe and Durvrai to buy food and other supplies for the Orientation Events |
| January 18th (6 Hours) | <ol style="list-style-type: none"> 1. Breakfast and coffee SGW Orientation event coordination and preparation. 2. Purchased food from Breakfast and coffee events on January 19th 3. Attempted to find speaker for immigration info session. 4. Assisted at the GSA Info table |
| January 19th (7 Hours) | <ol style="list-style-type: none"> 1. Breakfast and coffee SGW Orientation event coordination and preparation. 2. Prepared food as other items for breakfast at Loyola 3. Purchased food from Breakfast and coffee events on January 20th 4. Meet with student about opting out of association fees |
| January 20th (6.5 Hours) | <ol style="list-style-type: none"> 1. Loyola Campus Breakfast and Coffee Orientation event coordination and preparation. 2. Executive meeting where GA was called. 3. Typed the minutes for Executive meeting |
| January 21st (6 Hours) | <ol style="list-style-type: none"> 1. Assisted during the Bowling and Poll |
| January 22nd (6 Hours) | <ol style="list-style-type: none"> 1. Assisted during the Masquerade ball |

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| January 23rd (6 Hours) | 1. Skating Orientation event Coordination and preparation. |
| January 25th (4 Hours) | 1. Processed receipts for Orientation 2. Misc tasks. |
| January 26th (4 Hours) | 1. Met with Student about student advocacy issue 2. Misc tasks |