



## Graduate Students' Association

### Association des étudiant(e)s aux études supérieures

Local 110 of the Canadian Federation of Students

Section 110 de la Fédération canadienne des étudiantes et étudiants

### Agenda / Ordre du jour

First Executive Council Meeting / Première réunion du comité exécutif  
Monday, January 16<sup>th</sup>, 2017 at 3:00 AM / Lundi le 16 janvier 2017 à 15 h  
PhD Studies Room

1. Verification of Quorum / Vérification du quorum  
Yasser (skype)  
David  
Shelley  
Ramya  
Renée (Executive Director)
2. Adoption of the Agenda / Adoption de l'ordre du jour  
**Moved : Shelley**  
**Second : Yasser**  
**Approved**
3. Approval of the minutes from the Executive meeting held on October 19th , 2016  
/ Adoption du procès-verbal de la réunion du 19 octobre 2016  
**Moved : Shelley**  
**Second : Ramya**  
**Edit : Shelley was Social Convenor, and was via skype**  
**Approved**
4. Annual General Meeting Debrief
  - Quorum was not met of 3% for 895 students (27 students)
  - Minutes were not approved
  - Yasser spoke of viability of the association (compared to other Universities).
5. **Office Updates**
  - General Training Feedback  
Highlights, People and where to go for answers.  
Remittances for CRA  
Payroll  
T4s next week (Martine, Melissa).  
Parking is a taxable benefit, wants to report to CRA correctly. Shelley  
comments to speak with AEF about how they do it.

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-GSA Email Access Update  
Ongoing / DV will check up

-Scotia Bank (Signatures and Transactions) Update  
Sample signature / documents; not just the letter. Is everyone required to re-sign the card.  
Renée will inquire with Yin.

-Green Shield Opt-in period  
January 23<sup>rd</sup> – February 10<sup>th</sup> (end date); waiting for confirmation from GreenShield for same prices as the Fall.  
Waiting for an updated Student List from Registrar (Renée will check again).

-Business Cards (ongoing)  
Pressing / service – Marketing sitting on the list. Bounce back for gender of the individual. David will inquire with the Gender.

- UPass opt-outs processed?
- Opt-out checks for the Health Plan

#### 6. **February Newsletter**

- Presidential /Report (AGM)
- Research Week Details
- Predatory Journal Workshop
- Grant Writing Workshop
- Budget Consultation (Invitation for ideas)

- Thesis Writing Retreat (queens) = email for information and see if our students can come and attend again this year. If so, we can include in the Newsletter. If not, GSA will decide about doing our own this year.

#### 7. Student Fees Meeting (Friday, January 20<sup>th</sup> @ 2:30 pm)

- Summer Fee difference for Graduate Students  
Ramya will attend

#### 8. **Joint Council Meetings**

- Schedule
- Continue to invite to Executive Meetings

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9. Next Executive Council Meeting/ Prochaine rencontre executive  
Wednesday, February 1<sup>st</sup> @3pm.  
Look for every 2<sup>nd</sup> Wednesday @3pm for remainder of Semester.

Other Business = Start the work for our Summer Transition Report.

Facebook Page ; = do we need to create an Executive Account?  
See what Martine.

10. Adjournment / Levée de la reunion  
**Moved : Ramya**  
**Second : Yasser**  
**Approved**