

# GSS Council Meeting Agenda

June 20<sup>th</sup>, 2013

GSS Ballroom



## Present:

Jeff Abeysekera, Sneha Balani, Guillaume Beaulieu-Houle, Barak Caracheo, Valeria Castellanos-Hurtado, Ambrose Chan, Ajith Chandran, Colúm Connolly, Michael Fairchild, Tobias Friedel, George Furey, Ibrahim Gadala, Jack Hickmott, Gwendolyn Huber, Julienne Jagdeo, Craig Kerr, Robert Klinzmann, Colleen Lau, Conny Lin, Yuanyuan Liu, Kristan Marchak, Natalie Marshall, Lili Meng, Omid Nourbakhsh, Jahidur Rahman, Christopher Roach, Rachel Roy, Paul Save, Ken Scott, Anupam Srivastava, Sima Valizadeh, Daniel Wood, Tom Woodsworth, Wu Yang Jin, Zhuang Yifei.

Regrets: Baseer Abdul, Christopher Dickman, Yvonne Dzal, Jia Xue-Rong, Vivian Lam, Jan Lüdert, Sancho McCann, Cynthia Min, Ingrid Olson, Sarah Parker, Kathryn Rowswell, Maxim Stykow, Jens Vent-Schmidt.

## **A. Call to Order and Adoption of the Agenda**

The meeting was called to order at 5:35 pm.

1. BIRT the agenda be adopted as presented.

MOVED Barak Caracheo, SECONDED Jeff Abeysekera.

**PASSED**

## **B. Introductions**

## **C. Presentations to Council**

None

## **D. Executive Remarks**

President – Christopher Roach

- Announced the hiring of an Administrative Assistant.
- A meeting was held with Student Services and there is continuing discussion on how best to improve grad student development and soft-skills training.
- The University President is stepping down and the Search Committee will be meeting with graduate students to gain an understanding about what is sought in a Presidential candidate.

Vice-President Academic & External Affairs – Colúm Connolly

- Commented on the success of Writing Week.
- Working on the flexible learning initiative as it pertains to graduate students.

Vice-President Administration – Christopher Roach

- Koerner Pub is scheduled to reopen in August with renovations having commenced.
- Code and Policy will review the policy manual.
- The HR Committee has been active selecting and hiring staff and coordinators.

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Vice-President Finance – Lili Meng

- Discussed the improvement fund and related project budgets.
- The Finance department would like to increase GSS transparency and continue to work on the promotion of GSS.

Vice-President Services – Yuanyuan Liu

- Services is currently promoting a range of activities including Language classes (French, Spanish, and Mandarin), hiking, and yoga.
- The GSS Orientation swag has been finalised and Orientation coordination is underway.

## **E. Committee, Taskforce, and Operations Reports**

Academic & External Committee – Colúm Connolly

- In the process of reviewing past and current student surveys. This will be completed by July.
- A Government Relations officer will be hired.
- The application for funding for the Flexible Learning Initiative is due next week.
- Will be attending a CASA Policy and Strategy Conference to discuss issues such as needs based funding, open access, and student representation.

Code and Policy Committee – Julienne Jagdeo

- Updating the bylaw changes made at the last Annual General Meeting, as well as some policy revisions.

Human Resources Committee – Christopher Roach

- An Administrative Assistant has been selected. Other positions the committee is in the process of hiring are Summer Orientation Coordinator, Communications Coordinator, and Government Relations Officer.
- Vivian Tian has been promoted to the GSS Office Manager.
- The Human Resources Committee will continue to assist with HR decision making, labour laws, and orientation.

Executive Oversight Committee – Conny Lin

- No disputes with the Executive team have been reported.
- The EOC would like to implement a new way to perform reviews, as well as introduce a new and more efficient process for handling disputes.

House Finance Committee – Lili Meng

- Recently approved some SEF applications.
- The main focus has been on the Boardroom, Office, and Stairwell renovation projects.
- An old furniture disposal plan has been made whereby graduate students receive priority and are welcome to take any old furniture. The remainder will be disposed of.

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- Other areas of focus include legal and financial channels for payment, a review of House rules, and the depreciation report.

Services Committee – Yuanyuan Liu

- The Services Committee are working towards a series of multicultural events, with the goal of running various cultural events throughout the year. Other projects include planning for Orientation, a preliminary schedule for workshops, and a club show day.

Business Operations – Rob Teagle

- Current and future projects include repainting the ballroom, the reopening of Koerner Pub and furniture upgrades to the boardroom and offices.

## F. Representative Reports

AMS Council – Natalie Marshall

- A newer and leaner budget has been approved by the AMS Council.

Graduate Council – Kristan Marchak

- No report in lieu of no recent meeting.

Senate – Julienne Jagdeo

- No report in lieu of no recent meeting.

## G. Approval of Minutes

2. BIRT the minutes of the GSS Council meeting dated “May 16<sup>th</sup>, 2013” be approved as presented.

Amendments:

- The budget motion from the previous Council meeting listed a first name but not a last name for Jeff Abeysekera; the appropriate change was made.
- George Furey was the winner of “\$hit Council did not Say”. The previous Council minutes reported that Victor Padilla was stepping down as VP Administration to work on overthrowing the Mexican government; the appropriate changes were made to correct this inaccuracy

MOVED Lili Meng, SECONDED Jeff Abeysekera.

**PASSED**

BIRT the following committee minutes be approved as presented:

*C&P Minutes - April 12,*

*C&P Minutes - April 19,*

*C&P Minutes - April 26,*

*C&P Minutes - May 17,*

*Exec Committee Minutes - April 30,*

*Exec Committee Minutes - May 14,*

*Exec Committee Minutes - May 28,*

*HF Committee Minutes - April 23,*

*HF Committee Minutes - April 30,*

*HF Committee Minutes - May 7,*

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*HF Committee Minutes - May 21*

Amendments:

- Jacqui's name is spelt wrong in the April 30 Executive minutes; the appropriate changes were made.

MOVED Craig Kerr, SECONDED Guillaume Beaulieu-Houle.

**PASSED**

## H. Seatings, Unseatings, and Appointments

### 3. Notice of unseatings (*no vote necessary*)

Kenji Scott has been unseated from the Executive Oversight Committee.

Jocelyn Ma has been unseated from the Human Resources Committee.

Jocelyn Ma has been unseated from the Services Committee.

Marianne Haseloff has been unseated from the Internal Review Task Force

Marianne Haseloff has resigned from Council as a Departmental Representative.

### 4. Seatings and Appointments

BIRT the follow seatings are approved:

Jeff Abeysekera, Barak Caracheo, Craig Kerr be seated to the Executive Oversight Committee.

Michael Xia be seated to the Services Committee.

George Furey be seated to the Internal Review Task Force.

It was asked and answered whether the Executive Oversight Committee was fully staffed, to which the response was 'Yes'.

MOVED Jack Hickmott, SECONDED Guillaume Beaulieu-Houle.

**PASSED**

## I. Council Motions

### 5. Payment Card Contract

WHEREAS the GSS give GSS payment cards out to certain Executives and staff;

WHEREAS there is currently no contract in place outlining the responsibility of having a payment card;

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WHEREAS the payment card contract has passed through the appropriate legal and financial channels;

BIRT Council approves the payment card contract as presented to be signed by all holders.

Discussion / Debate:

- Currently, payment cards are given to certain Executives and staff but there is no contract in place outlining the responsibilities of this card.
- This contract has been developed in consultation with legal and financial experts, with the main aim being to eliminate problems with reconciliation.

There was a motion to increase the deadline to submit statement and receipts from 5 days to 15 days.

MOVED Tobias Friedel, SECONDED Colúm Connolly.

- Finance would like to clarify that receipts would need to be submitted 5 days from the visa card statement date, not the transaction date.
- It was asked and answered, "What's the process right now?" to which the response was, "after the visa statement is received, cardholders submit receipts and spreadsheet to finance, which is then processed by the office administrator. Currently, Finance have not processed April or May because of a delay in receiving receipts".
- It was suggested that 5 days may be a problem if the cardholder is on vacation but otherwise should be fine. It was also pointed out that the contract does not clearly address this possible scenario.
- The question was asked, "Who do we place the onus on, if an Executive / staff loans their card to someone else to make a transaction?"
- The question was asked, "with such delays in reconciling statements, what happens with interest?"
- It was answered that "at present, there is nothing that states that the card statement needs to be reconciled and therefore, this contract is needed for security."
- It was raised that the visa card statements are not released until after the payroll period.
- It was suggested that the motion be adopted as is for now, and reassessed at the next Council meeting.
- It was clarified that payment cards are issued by the Society to Executives and staff to purchases good and services. The current issue is that, if receipts cannot be produced to reconcile credit card statements, these amounts are deducted from the cardholders pay.
- There were questions surrounding who receives the credit card statements, and by what method (paper or email)? At present, statements are emailed directly to the cardholder, and Lili Meng and the Finance Department are cc'd in on the email.
- It was suggested that 5 days may work as it will allow for credit card statements to be paid on time and avoid incurring interest charges.

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Motion to extend the debate.

MOVED Tobias Friedel, SECONDED, Barak Caracheo.

**PASSED**

- There is concern about the 5 day submission period and it was suggested that if cardholders experience any difficulties, they can return to Council with these issues and such problems can be addressed at a later date.

Motion to amend the submission date from 5 days to 15 days.

MOVED Tobias Friedel, SECONDED Colúm Connolly

**PASSED**

- It was suggested that the process be changed so that when transactions are made using another person's card, a copy of the receipt be obtained by the cardholder at the time of transaction.

Original motion:

MOVED Tobias Friedel, SECONDED Jack Hickmott

**PASSED**

## 6. CPIF Motions Part 1 – Boardroom Improvement Project

WHEREAS there is \$170,115.00 available in the Capital Project Improvement Fund

WHEREAS this proposal meets all of the critical to access funds from the Capital Projects Improvement Fund;

BIRT Council approves the GSS Boardroom Improvement Project proposal for \$4500.00.

Presentation:

Debate:

- No debate.

MOVED Barak Caracheo, SECONDED Tobias Friedel

**PASSED**

- It was asked, "Moving forward, what is the process for revising building repairs, scheduling upgrades, etc?" to which the response was, "There is a working planning document (excel spreadsheet) for this".

## 7. CPIF Motions Part 2 – GSS Office Upgrade Project

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WHEREAS there is \$170,115.00 available in the Capital Project Improvement Fund (less up to \$40,000 for the Koerner Pub renovation, and \$4,500 for the Boardroom Improvement Project);

WHEREAS this proposal meets all of the critical to access funds from the Capital Projects Improvement Fund;

BIRT Council approves the GSS Office Upgrade Project proposal for \$18,000.00.

Debate:

- It was suggested that Motions 6, 7, and 8 be amended to reflect the amount less the Koerner Pub renovation, the Boardroom improvement project, and the GSS Office Upgrade Project, where applicable.
- This amendment was accepted as friendly.

Proposal to combine Motion 7 and 8 into one vote:

MOVED Jahidur Rahman, SECONDED Tom Woodsworth.

**PASSED**

BIRT motions 7 and 8 be approved.

MOVED Gwendolyn Huber, SECONDED Craig Kerr.

**PASSED**

## 8. CPIF Motions Part 3 – Thea Koerner House Stairwell Carpet

WHEREAS there is \$170,115.00 available in the Capital Project Improvement Fund (less Pub renovations);

WHEREAS this proposal meets all of the critical to access funds from the Capital Projects Improvement Fund;

BIRT Council approves the Thea Koerner House stairwell carpet proposal for \$17,000.00.

**PASSED** with previous vote.

## 9. Academic and External Affairs Committee Membership

WHEREAS policy 6.2.2.b. states any graduate student sitting on the Board of Governors or the Senate are *ex-officio* members of the committee;

WHEREAS policy 6.2.2.c. states any representatives of the Society to the AMS, the Faculty of Graduate Studies, University Campus Planning, or a University Presidential Advisory Committee are *ex-officio* members of the committee;

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WHEREAS this adds 13 extra members to the committee, more than doubling it;

BIRT policies 6.2.2.b. and 6.2.2.c. be removed from the policy manual.

Debate:

- There was concerns raised about removing entire sections of the policy and that it might be better to amend 6.2.2.c instead of removing it all together.
- It was stated that the problem is with attendance, or lack thereof. The committee haven't been able to reach quorum for months which is a major problem.
- The opinion was raised that members should not be removed from the committee. Instead, we should be encouraging people to join.
- The point was raised that if the committee needs quorum, there is value in electing new members. If an *ex-officio* member wishes to re-join the committee, they can nominate themselves for a vacant seat.
- It was asked, "How important is it that they stay linked?"
- It is suggested that the motion could be amended so that *ex-officio* members are not removed from the committee but that they do not count towards quorum, to which the response was that *ex-officio* members have to count towards quorum.
- It was asked "is there a restriction on number of voting members?" and answered "yes, 3 appointing voting Council members".
- It was asked "if *ex-officio* members sent regrets would that be a feasible solution? To which it was answered "most don't sent regrets and this isn't really a feasible option".
- The comment was made that it is unclear as to who is counted towards quorum.
- It was suggested that the issue be sent to Code and Policy for review.
- It was asked whether this motion can be passed, and then sent to Code and Policy to be re-drafted and brought back to Council?

Motion to move motion to Code and Policy so they may review and provide options.

MOVED Tobias Friedel, SECONDED Craig Kerr.

**PASSED**

- It was commented that this would mean that the committee cannot do anything for a month.
- It is suggested that this motion be temporarily suspend.
- It was asked "Who are the *ex-officio* members?" To which the response was, "Some come to Council, some don't but they can't be removed in the way departmental representatives can."

Motion to suspend 6.2.2.b. and 6.2.2.c until the July meeting.

MOVED Christopher Roach, SECONDED Paul Save.

**PASSED**

## 10. Appointment of the Vice-President Administration

There are 3 candidates, Tobias Friedel, Colleen Lau, Ajith Chandran.



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- Each candidate had a 2.5 minute presentation followed by a 10 minutes question and answer period.
- Tobias Friedel was selected by Council for the next motion.

BIRT Council appoints Tobias Friedel to serve as the VP Administration until the GSS 2014 AGM.

MOVED Jeff Abeysekera, SECONDED Craig Kerr.

**PASSED**

## 11. Appointment of Committee Chairs

BIRT the following be appointed committee chairs until the GSS 2014 AGM:

Jeff Abeysekera be appointed the chair of the Executive Oversight Committee.

Adriana Byrne be appointed the chair of the Academic and External Affairs Committee.

Julienne Jagdeo be appointed the chair of the Code and Policy Committee.

Guillaume Beaulieu-Houle be appointed chair of the House-Finance Committee.

Michael Xia be appointed chair of the Services Committee.

MOVED Jahidur Rahman, SECONDED Tom Woodsworth.

**PASSED**

## J. Other Business and Notice of Motions

The Extraordinary Hiring Committee is disbanded.

## K. Discussion Period

There will be a Council retreat in the near future. All Council members will receive an email, asking for their preference of venue. Options include a day retreat in the GSS or a weekend retreat, possibly in Whistler. Please respond to the survey to help plan the retreat.

## L. Submissions

2013-2014 Executive Plans for the Year Report\_20130602

ABC Bylaws

Committee Chair Responsibilities

CASA Report

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## **M. Next Meeting**

July 18<sup>th</sup>, 2013

## **N. Adjournment**

12. BIRT there being no further business the meeting be adjourned at 8:34pm.

MOVED Jahidur Rahman, SECONDED Tom Woodsworth.

**PASSED**