Attendees:
Brit Paris, President
Negar Mohammadi, VP Academic
Willem Klumpenhouwer, VP External
Taha Afyouni, VP Student Life
Christiana Manzocco, VP Finance and Services
Elena Favaro, Speaker
Haley Vecchiarelli, Clerk
Jason Unsworth, Executive Director

Quorum

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McCallum Kyle
Meikleham Alexandra
Memon Zain Ul Abiddin
Meunier Paul
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Olmo-Velazquez Annamaris
Omusi Dominic Ogbende
Ordog Anna
Ousat Behnam
Ovie Glory Rita
Pan Xinyu
Payne Abby-Jo
Pearse Lauretta
Pecktor de Oliveira Lauro Cesar
Pennanen Kelsey Ann
Plotsky Kyle
Rai Ajay Kumar
Ramezanpour Mohsen
Rashidi Farhad
Sadeghi Esfahlani Mohammad
Sagala Farad
Saheb Javaher Negin
Salmani Khosro
Saucedo Cepeda Abraham
Sewel Tom
Siddiqui Raza Ahmed
Meeting Began 5:30pm

1. Agenda (for approval)

Motioned/seconded
No changes
Opposed: 0
Abstained: 0
CARRIED

2. Welcoming Remarks

- GSA President, Brit Paris, welcomed everyone to the meeting.
  - This is our yearly opportunity to talk to all of our membership, so we welcome you all and thank you for coming out and we are looking forward meeting all of you this year.
  - Approximately 60% of room had not attended an AGM before.
- GSA President, Brit Paris, introduced Dr. Lisa Young, Vice-Provost and Dean of the Faculty of Graduate Studies.

3. Presentation by Dr. Lisa Young, Vice-Provost and Dean of the Faculty of Graduate Studies

- Dr. Lisa Young, on behalf of the University, thanked the graduate student body for everything we do as graduate students. Graduate students are integral to the research and teaching mission of the University. She greatly appreciates contributions made by graduate students.
The Faculty of Graduate Studies is here to help students seamlessly move through their degrees. Please visit www.grad.ucalgary.ca to check out opportunities.

There will be a Career Symposium in November. Please check the website for more information.

FGS will co-host an entrepreneurial trivia night with the GSA.

Dr. Lisa Young furthered thanked the Executives of the GSA. The Executives, and sometimes other graduate students, serve as representatives on University committees. Graduate representation is a part of University committees, and serving as a representative is a great way to learn how the organization works.

She also commented on how the representation continues to be exceptional year after year.

4. Business Arising from the Minutes

- There was no business arising from the minutes.

5. Past AGM Minutes (For Approval)

Motioned/seconded
Opposed:0
Abstained:0
No discussion
CARRIED

6. GSA 2017-2018 Presentation

- **GSA 101 (GSA President, Brit Paris)**
  - Piggy-backing off Dr. Young’s presentation, Brit suggested that if people are interested in University committee experience that they should run for an Executive Position.
  - GSA Structure
    - On website
    - Board of Directors (BoD)
      - 14 different internal committees
      - Graduate Representative Council (GRC)
        - Judicial Review Board
      - Chief Returning Officer
      - Board runs direction, overview and oversight
    - Executive Director
    - Staff
  - **Strategic Plan—“Peer Beyond”**
    - **Purpose**-The GSA supports graduate students by advocating on their behalf, addressing their needs, and providing services and programs to support their academic endeavours.
    - **Mission**-We provide a strong foundation for our members and community by offering valued services and programs that support and empower graduate students during and after their academic endeavours. We create an environment built on fiscal sustainability, social engagement, and effective representation.
- **Vision**: We will be a recognized leader in graduate student representation in Canada.

- **5 Values**
  - Communication
  - Collaboration
  - Accountability
  - Adaptability
  - Legacy

- **3 Commitments**
  - Resilience
  - Student Engagement
  - Organization Learning

- **Reporting and Feedback**
  - Constantly measuring where we are with goals, values, and commitments
  - Annual Report ([2016-2017](#))
  - Annual General Meeting (AGM)
  - Graduate Representative Council (GRC)
  - Annual Survey
  - Ongoing—Contact Us! Gsa.ucalgary.ca or askgsa@ucalgary.ca

  - **2017-2018 Key Issues**
    - Collective Agreement (CA)
      - TA and RA Contracts
    - Creation of a Labour Relations Committee
      - Contact VP External to join
    - Tuition and Fees Consultation
      - Tuition fees are currently frozen by the Provincial Government
        - UofC has frozen Visa Differential to be on par
      - Tuition and fees for graduate students should be fair, predictable, and sustainable

- **President’s Report (Brit Paris)**
  - Goals for 2017-2018
    - Communication
      - Collective Agreement (CA)
        - Fair, sustainable and transparent agreement
      - Rights and Responsibilities
      - Who is a graduate student?
    - Community
      - Graduate Student Groups
        - Based on interests, similar to clubs
        - Start-up funding and guideline should be up in the Winter
      - Engaged Graduate Representative Council (GRC)
    - Collaboration
      - Calgary Student Caucus
      - On-Campus Partnerships
• **Vice President (VP) Academic’s Report (Negar Mohammadi)**
  
  o Welcome to FGS and GSA and we wish you enjoy your time at the UofC
  
  o VP Academic Role
    - Advocate on behalf of students on academic manners
    - Represents graduate students on General Faculties Council, Teaching and Learning Council, Research and Scholarship Committee and the Appeals Committee
  
  o Goals
    - Accountability
      - Awards Committee
        o [Awards Timeline](#)
        o Updated ToRs and Application Forms
        o Application workshops and guidelines
    - Engagement
      - Academic Standing Committee
        o Peer Beyond Interdisciplinary Conference
          - February, stay tuned for details
        o Act Your Science Workshop
          - Winter Semester
        o Introduction to Grad Studies for Undergrads

• **VP External (Willem Klumpenhouwer)**
  
  o VP External Role
    - Interacts with external bodies that have an impact on graduate students
  
  o Goals for 2017-2018
    - Have a seat at the table municipally
      - Elections
        o Mayoral Forum
        o Multi-ward Meet and Greet
          - Election details:
      - Calgary Student Caucus
        o Bringing together students from post-secondary institutes across Calgary
    - Have as seat at the table provincially
      - Current chair of Alberta Graduate Provincial Advocacy Council (ab-GPAC)
        o Representatives from the 4 CARI institutes in the province (UofC, UofA, UofL, Athabasca University)
        o By working together, get invited by stakeholders to take part in meetings and consultations
      - Current Priorities
        - Funding Model Review
        - Tuition Consultation
        - Labour Relations
  
  o ab-GPAC
    - ab-GPAC serves as our graduate student voice provincially
      - Representatives from the 4 CARI institutes in the province (UofC, UofA, UofL, Athabasca University)
      - By working together, get invited by stakeholders to take part in meetings and consultations
Check it out: abgpac.org, @abgpac

- Priorities
  - Stable, Sustainable, Predictable Funding for Graduate Students
  - Funding for Campus Mental Health
  - Funding for Professional Development
  - Streamlining the Permanent Residency process for International Students
- Labour Relations Committee
  - Due to Supreme Court Decision and changes to the Post-Secondary Learning Act (PSLA), GSA can now strike
    - What does this look like?
      - GSA is now a union!
    - Need to change bylaws regarding labour
      - There will be a Special General Meeting to change these
    - Need to form a Labour Relations Committee
      - Want representation from every faculty
      - If you are interested please contact vpext.gsa@ucalgary.ca

- VP Student Life (Taha Afyouni)
  - Goals for 2017-2018
    - Communication
      - How does GSA communicate with students?
        - Newsletter—News and Views
          - Please sign up if you do not receive it (https://gsa.ucalgary.ca/contact/)
          - Advertise events through the News and Views
            - Submission form
        - Online Events Calendar
          - https://gsa.ucalgary.ca/events/
          - There is also a monthly event calendar emailed
  - Engagement
    - Increase student engagement at events, get more students out to more events
    - Evaluate events to see if they are beneficial to students and sustainable
      - If you attend an event, please fill out the post-event survey, you will be entered to win fabulous prizes!
    - Student engagement with the GSA
      - Committees, elections, volunteering, etc…
      - Volunteer Page
      - When you engage with the GSA, make sure to tag it with #getinvolvedGSA (https://gsa.ucalgary.ca/getinvolvedgsa/)
        - So many upcoming and regular events!
          - https://gsa.ucalgary.ca/events/

- VP Finances and Services (Christiana Manzocco)
Not a CFA, CPA or certified accountant, but will try to answer questions
  - Daniella Ikurusi is our Accounting Manager and is here to answer questions
Will send detailed financial statements to those who ask
Goals for 2017-2018
  - Communication
    - Collective Agreement (CA)
    - Financial Transparency
      - GSA is here for students, so if students have questions, more than willing to send documents/answer questions
  - Community
    - Developing GSA Sustainability strategy
      - Important to put these policies on paper
      - Developing a guiding strategy
      - Working with the Office of Sustainability
      - Will be performing a Waste Management audit for the LDL and within the GSA
  - Collaboration
    - Health and Dental Plan
      - Negotiating plan going forward to make sure if meeting needs and that cost is reasonable
    - Hunter Hub
      - Entrepreneurship opportunities around the University, working to open these opportunities up to all graduate students

7. **GSA 2016-2017 Audited Financial Statements** *(Christiana Manzocco (VP Finances and Services) in lieu of Kevin Bolt (chair of Finance Standing Committee))*

- Audit Process 2017
  - The audit process for the 2016-2017 year was recently completed
  - Process
    - April/May
      - Accounting Manager (Danielle Abbott), compiled financial statement for audit
    - May 15-26
      - External Auditor (KPMG) reviews statement
    - June
      - BoD reviews the KPMG report
    - September 12
      - Finance Standing Committee (FSC) reviewed and approved the report
    - September 19
      - BoD approves report based on FSC recommendation
- Audit Highlights
  - External audit was performed by KPMG
  - No risks were found and the audit was performed in good faith with full managerial support
- GSA did not influence their judgement
  - They are independent
  - We gave them all the documents they requested
  
  o Materiality—review of all transactions above a set threshold
    - Limit is normally set at 2.5% of operating revenue (so $100,000 would be our standard)
      - However, we set ours low (transactions >$5,500)
      - There were also samples and spot checks for amounts under the Materiality threshold
    - No indication of fraud or red flags
      - Only 2 misstatements (things that were coded incorrectly)
      - Proud of these outcomes
  - Quality Money (QM) inquiry

- Quality Money (QM)
  - Quality Money (QM) Fund
    - UofC provides GSA with funds each year
    - “Quality Money initiatives and grants are one way that the GSA returns to the student community. Emphasis is placed upon proposals which impact the majority of students, promote multidisciplinary interactions, and integrate sustainability initiatives.”
  - Two intakes, please apply (https://gsa.ucalgary.ca/financial-support/quality-money-program/)

- Auditor Feedback
  - Auditors were concerned about the lack of protocol from the University, particularly in terms of excess QM funds

- GSA Inquiry to the University
  - To determine whether unused funds were allowed to carry over and be reallocated to QM projects in the next year
    - We required written documentation indicating that funds were internally restricted, not externally restricted
      - Internally restricted: BoD decides how this funding is used
      - Externally restricted: External funder decides how it is used
    - University confirmed that GSA QM funds would be internally restricted
      - Therefore, we can roll over money to new QM projects in future years

- Financial Statements
  - Balance Sheet/Assets
    - Cleared up apx. $800,000 outstanding amount to the UofC
    - Investments earned some revenue
    - Building a reserve fund (best practice is to have a reserve fund)
  - Statement of Operations/Income Statements
    - Revenue a little lower for the LDL (attributed economic downturn, like within UofC (e.g. The Den), city and province)
    - Costs of goods sold (COGS) were lowered
• COGS includes all of the costs in total to get an item from sold to purchase, including administrative costs
  • Very successful of reducing COGS
    ▪ LDL might break even
      • 2.5 years ago, LDL was losing $250,000 every ear
    ▪ Loss on disposal of property and equipment
      • Amortization (chosen to do over 10 year, but equipment only lasted 5 years)
      • Had to write off, absorb rest of the cost of amortization, since we no longer have the equipment
  o Statement of Change in Net Assets
    ▪ Internally restricted funds are funds that we cannot divert (e.g. Health and Dental, QM)
    ▪ Unrestricted funds ensure that we have cash flow
  o Statement of Cash Flow
    ▪ Not much change since 2016, not much to note
    ▪ Change in non-cash working capital
      • Mostly attributed to Health and Dental Plan
        ▪ Improved services, but did not equitably raise fees
          ▪ But we still owe StudentCare
        ▪ Had not received all spring/summer fees yet
        ▪ Not necessarily indicative of financial health overall

8. GSA 2017-2018 Budget (Christiana Manzocco (VP Finances and Services))

• Changes to the Budget
  o LDL rent is decreased
  o Decreasing Costs of Good Sold (COGS) at the LDL
    ▪ Through efficiencies and partnership agreements regarding food costs (with DEN)
  o Increased Executive Board Special Projects Funding
  o Increase GSA Marketing and Advertising Budget
    ▪ to increase GSA visibility
  o Increase in GRC post-meeting Food and Beverage Budget
  o Increase Volunteer Appreciate Budget
    ▪ To new volunteer program

9. GSA Revised Bylaws

• Minor changes, because we will be doing a major overhaul based on Labour Relations Committee recommendations later this year, so we are only making minor changes at this AGM, unlike previous years, in which bylaws are
  • Judicial Review Board (JRB)
    o JRB was called last year, and based on recommendations from previous Speaker to make changes
      ▪ Adding alternates to get quorum as quickly as possible
      ▪ JRB to sign GSA Volunteer, Conflict of Interest and Confidentiality forms
10. Motion to Amend GSA Bylaws

- Be it resolved that the Graduate Students’ Association repeal and replace article 17.4.1 of the GSA Bylaws with “17.4.1 seven (7) voting and three (3) alternate Graduate Representatives, to become voting members when called upon” and add the following article “17.8 Members of the Judicial Board shall sign the necessary Volunteer, Conflict of Interest and Confidentiality agreements upon election:”

- Original Motion: Be it resolved that the Graduate Students’ Association repeal and replace article 17.4.1 of the GSA Bylaws with “17.4.1 seven (7) voting and three (3) alternate Graduate Representatives” and add the following article “17.8 Members of the Judicial Board shall sign the necessary Volunteer, Conflict of Interest and Confidentiality agreements upon election:”

Motioned/seconded
Opposed:0
Abstained:2
CARRIED

Discussion on the original motion

Q: When alternates do get called, do we need to change the bylaws to make sure there is a quorum and appropriate number of people on JRB?
A (Brit): We cannot add alternates once JRB is in session.

Q: Do we need to reflect alternates in other subsections of the bylaws?
A (Willem): Should only be in the subsections listed in original motion.

Q: What are the details regarding the alternates?
A (Brit): If JRB is call, the 7 voting members are called first, if cannot reach or are unable to attend, then if do not reach quorum, and alternates are then called.

Q: Proposed amendment to add definition of what an alternate member of JRB would be? Equal rights to acting member of JRB?
A (Willem): We cannot add new bylaws because members need to see the changes, but can add to current clause under motion.

Q: Why do we not make it 10 member for JRB?
A (Brit): We do not want 10 people on JRB. Quorum is 5.

Proposed amendment to motion: add “to become voting members when called upon”
Motioned/seconded
Opposed:0
Abstained:2
CARRIED

Q: Is this sufficient?
A: Yes, because it clarifies the role of the alternates

Q: What is term of voting members?
A: 1 year

11. Question Period

Q: Please update on PR policy, what is happening?
A (Willem): 2 federal governments ago, policy was better, but previous federal government made a lot of changes that are detrimental to students. Part of advocacy policy is to try to make it better, working with AB government to make process better.
Q: What is our influence?
A (Willem): There are a few ways that ab-GPAC can make a difference. We get invited to consult on various situations that they think are important to us; usually has to do with tuition and funding. We are shifting to proactive advocacy, writing letters, contacting media, etc. Trying to introduce this strategy this year slowly. Not just be loud, but be impactful, strategic.

Q: When LDL went through renovations, money went to amortization, but the amount did not line up with projection, why over $100,000 toward amortization?
A (Jason): When LDL did renovations, they did not appreciate the furniture appropriately, did it over a 10-year schedule, but should have done it over a 5-year period. Caught in historical documents, and are now doing over a 5-year period. The amortization number also captures all other capital assets we have (capital assets being those valued over $5,000 and with a lifespan of over 1 year). Amortization will also go up because of moving, and we have to write those off. If we buy a new piece of equipment, we do not write off in one year, we depreciate over a period of 5-years. Constantly buying new equipment and this needs to be depreciated.

Q: Last year, GSA offered scholarships, including personal, professional and leadership. Why no research scholarships or travel grants?
A (Negar): Clarification, APSG is a grant for students that can be used for travel to a research conference. Other entities offer research awards. If you have initiatives in terms of new awards, please email VPA.

Q: What is the deal with Graduate Student Groups? ToRs, space, budget?
A (Brit): In development. We will have funds to support start up costs and help facilitate room bookings.

Q: How does union support people who are not a TA or RA?
A (Brit): We continue to operate as an association. When we talk about bargaining unit, or union, that is specifically about negotiating contracts.

Q: How will union voting work?
A (Willem): Only academically employed students will be able to vote. We are able to make it so if you have been academically employed in the past 12 months, you can sit on committee. This is the law, because you have to be an employee to vote in the union.

Q: GSA represents those under the CA, but the CA only presents subsets of the population, is this a conflict?
A (Willem): We are creating an arms-length labour relations committee. PSLA and AB government encourage setting this up. The labour code does not allow for future members to vote. Please reach out to us with questions or if you want to join.

12. Announcements

- Brit Paris
  - 2017-18 Annual Report
    - Online
    - GSA new offices
- Academiology
  - Community Engagement Committee
  - Blog, grad students can submit to
  - Will edit and post
  - Why?
    - Low commitment
    - Get work out there, open access, sustainable
  - What do we need from DGAs
    - Get word out
  - Questions?
    - EMAIL
    - Academiology.ca
- GRCi Committee 2 initiatives
  - Leadership/PD workshops for GRC members
  - Awards to GS for initiatives
  - Please join our committee
- AASEE (Association for the Advancement of Science and Engineering Education)
  - Travel to deliver science and engineering
  - Need new topics/programs, electrical engineering heavy
  - Contact info in news and views (link here)
  - People who interested in giving the presentations in schools
  - Please contact Leanne
- Apply for Awards
  - APSG & AGCA due soon!
- Facilities committee
  - We need a member to sit on this committee
- Please let VP Finance and Services know

13. Adjournment

Motioned/Seconded
Opposition: 1
Abstain: 0

Meeting Adjourned at 18:54 PM