

AGENDA
MCGSS council meeting
Time: February 20, 2014 @ 12pm
Location: Conference Room

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|----------------------|---|---|
| Executives Present: | Maeghan O'Neill Rachel Krause Vaibhav Gupta Rebecca Chin | Peter Tikasz Philip Zanet Nikita Ivanov |
| Councillors Present: | Derek Wray Divya Gupta | Amanda Waglay Andrew Blakney |
| Executives Absent: | Ivy Mak | |
| Councillors Absent: | Yasmin Schuermann Rishika Saini Devon Watt | Stephanus Rossouw Samatha Medithi |

1. Approve agenda

Approved

2. Approve minutes of council meeting on January 20, 2014

Approved

3. Building Maintenance Fund

Guests: PGSS VP Finance and Student Life Coordinator

Guests absent; Peter presented the issue:

- MCGSS contributions to the Fund currently under the control of MCSS (due to previous agreements/structures between MCGSS and MCSS)
- Letter of Intent and Memorandum of Agreement between MCSS and MCGSS still needs to be established:
 - proposal to have MCGSS rep and MCGSS Treasurer on Building Maintenance Fund Committee
 - Letter of Intent to include stipulations re: major disagreements (ex. arbitrator); to be brought to next council meeting

4. Councillor reports

Peter:

- Happy hour to happen on Wednesdays (in addition to Thursdays); Peter will look for interested people/groups to organize trivia
- Potential of gaining MCSS involvement with MCGSS for PGSS activities (MCGSS can reserve a set number of spots to fill as we see fit)
- New Athletic Building Fund: discussions to include an outdoor gym, hot yoga room, spinning

Rachel:

- Faculty Meeting update:
 - 2015 budget on track
 - Convocation to be held June 2, 2014: 2 ceremonies with 1 honorary degree conferred per ceremony

Rebecca:

- Grad Study Room:
 - Contacted Alan Watson and met with Dr. Strachan
 - all space is Faculty space
 - no faculty budget available for improvements; Dr. Strachan will keep MCGSS in mind if money becomes available
 - we can do non-infrastructural changes (ex: no electrical changes)
 - Peter, Phil, Maeghan & Rebecca will continue discussions for room, any financial decisions to be brought to council next meeting
- SkillSet:
 - List of most attended courses received from David Syncox
 - Rebecca will send out the list for Dept. Reps to gauge students' interest level for offerings at Mac

Phil:

- MCSS update:
 - Memorandum of Agreement (MCSS and McGill) being prepared for March 2015
 - Peer counselling to be set up, modeled after downtown; Peter to follow up to include this option to grads

French course:

- 2 people (Phil) interested; other dept. reps didn't get that much concrete interest shown
- Coordinate organization and publicity with SkillSets (esp. for new incoming international students)
- Maeghan will find information re: providing a free trial class, and deadlines if a course needs to be cancelled.
- if there are spots to be filled after grads have registered, reach out to MCSS

4.1 Report of last PGSS council meeting

- Referendum questions: Health and Dental Insurance Fee Levy, Midnight kitchen fee, athletic building fund

4.2 Travel grant recipients

-recipients have been informed and funds have been awarded

5. Business

5.1. Vote on by-law amendments

See below

5.2 Funding Requests

5.2.1 Mac Robotics Club

\$500 request from MCGSS

PASSED

5.2.2 Mac Talent Show

\$600 request

PASSED

5.3 Upcoming elections

5.3.1 Election Dates

March 3 – nomination period begins (>10 business days; propose to end Mar. 19th)

AGM – March 24th nominations presented

If elections have to take place, following 5 days

PASSED

5.3.2 Nomination of CRO

Nominate Archie, Maeghan will ask him

PASSED

5.4 MCGSS AGM

AGM March 24th

REMINDER to all execs: write a report about your past annual responsibilities

-Maeghan will send an email with a deadline (to be submitted BEFORE AGM)

-maybe wine/sandwich/finger food; Maeghan will try to get a liquor licence

6. Announcements

Bagel breakfast: Tuesday, February 25 @ 9:30-11am, Faculty Lounge

-with PGSS hustings @ 10am (raise awareness about that)

-food at back of room; paused for hustings

Next PGSS council meeting + AGM: March 12, 2013 @6:30pm, Thomson House

Next MCGSS council meeting + AGM: March 24, 2013 @12pm, Faculty Lounge

5. Business

5.1 Amendments to by-laws

5.1.1 Regarding duties of the treasurer

WHEREAS article 7) of by-law 1.4.1 states that the treasurer will “arrange that an independent, professional and comprehensive audit is undertaken for each financial year; and to review this audit and present the results to Council”

WHEREAS MCGSS is not incorporated and therefore does not require yearly audits

WHEREAS MCGSS is an entity under PGSS, a legally recognized organization required to undertake yearly audits

BIRT article 7) of by-law 1.4.1 be amended to read “To arrange quarterly account verifications by PGSS and to review these verifications and present the results to Council.”

UNANIMOUS PASSED

5.1.2 Regarding budget procedures

5.1.2.1 WHEREAS by-law 3.1.1 stipulates that a comprehensive budget be presented “at the beginning of each academic year”

WHEREAS to monitor fund use and enhance accountability, the budget should be presented quarterly

BIRT by-law 3.1.1 be amended to read “The Treasurer shall present a comprehensive budget for the Students' Society at the beginning of each academic year and present it to the council **quarterly, including the list of all transactions.”**

UNANIMOUS PASSED

5.1.2.2 WHEREAS the MCGSS aims to have increased financial autonomy through direct management of our funds.

WHEREAS this requires the launch of an MCGSS managed bank account and includes responsibilities associated with managing the account.

Whereas the current by-laws are insufficient for the regulation of account activities

BIRT by-law 3.1 be amended to read:

3.1.4 The MCGSS shall operate a separate bank account for each of its funds requiring two signing authorities for disbursement.

3.1.5 The signing authorities of MCGSS shall be as follows:

1) The President

2) The Treasurer

3) An executive member appointed by the Students' Council

3.1.6 All cheques must be signed by the President and Treasurer and disbursed only in accordance with the Financial Policies in these By-Laws. In the absence of one of them, a designated signing authority (3.1.5.3) will serve as co-signer.

3.1.7 One (1) week prior to the end of term all signing authorities, both current and future, are required to go to the bank to transfer signing authority.

3.1.8 Co-signers are authorized to sign a cheque limited to 300\$; beyond this limit, they have to get the prior approval of a majority of executive members. For transactions of \$1000 or more, pre-approval is required from the executive council and the PGSS Student Life Coordinator or PGSS accountant.

3.1.9 A MCGSS expense form must be completed, printed and filed for verification purposes for each transaction.

3.1.10 Quarterly account verifications will be completed by PGSS, for which the Treasurer and President will supply all information pertaining to the MCGSS accounts.

3.1.11 It is possible for a member of the Executive or Students' Council Staff to have money advanced without prior authorization in cases of urgency, limited to \$300, provided a receipt is submitted no later than 10 business days following the request. All such disbursements must be ratified by Students' Council, failing which responsibility for the expenditure reverts to the individual concerned.

UNANIMOUS PASSED

5.1.2 Regarding budget procedures

5.1.2.1 WHEREAS by-law 3.2.1 contains a typographical error

BIRT by-law 3.2.1 be amended to read "Executive Committee meetings should be held regularly; clubs and organizations requesting financial support must submit a budget request to the Treasurer one week prior to these meetings"

UNINAMOUS PASSED

5.1.2.1 WHEREAS by-law 3.2.3 articles 1) and 2) are not consistent with fund availability and changes to award structure

WHEREAS article 3) contains a typographical error

BIRT by-law 3.2.3 be amended to read:

1) The Scientific Acknowledgment Award:

- a) A grant given to defray a part of the travel costs associated with the presentation of papers, posters and performances at conferences.
- b) The Council shall grant up to five (5) awards; two (2) for local and three (3) for national or international conferences. A maximum of \$100 for local conferences and \$300 for national and international conferences will be awarded, but the number and amount are subject to the availability of funds.
- c) Members of MCGSS can apply for the award for more than one conference. However, there is only one application allowed per applicant per conference.
- d) Each award winner can obtain only one award per academic year

2) Post-Graduate Student Life Fund (PGSLF)

- a) Upon request by departmental representatives, this grant is given to fund social activities involving graduate students of that particular department.
- b) The amount accorded to each department shall be calculated in September, according to enrolment data.
- c) Guidelines pertaining to eligibility, fund allocation and budgeting are in accordance with the Macdonald Campus PGSLF Regulations.

3) MCGSS Recognition Award

- a) This award is given to any person to recognize his/her good will and cooperation with the Society's businesses.
- b) Nominations for the award will be received by the Council and used as a basis for deciding upon the successful nominee.
- c) The award consists of a certificate and a memento chosen by the Council.

UNANIMOUS PASSED