

Minutes

Graduate Students Association

Board of Directors Meeting

January 18th 2023

4:00 pm

Teleconference Meeting

Attendees: Caroline Seiler (President), Wei Zhao (VP Services), Shuwen Qian (VP Internal), Letizia Dondi (VP Admin), Ashley Ravenscroft (DoO), Samantha Sada (Executive Assistant), David Moore (Director, Community Member at Large) Jing Zheng (Director, Community Member at Large)

Regrets: Yue Xi (Director, Community Member at Larger),

Absent: Sarah Elshahat (VP External)

Call to order: 4:05 pm

1. **MOTION: Approval of the January 2022 Agenda**

Motion: To approve the November Board Meeting Agenda moved by David Moore, seconded by Letizia Dondi, all in favour, motion carried.

2. **MOTION: Approval of the November 2022 minutes**

Motion to approve the November 2022 Minutes moved by Wei Zhao, seconded by Letizia Dondi all in favour motion carried.

Chair's remarks and updates (10-min)

- Caroline begins her updates by stating the GSA has contacted a university representative about the housing fund. She explains that two grad students have used it and want to ensure others do.
- Caroline explains that the GSA award ceremony is tomorrow, and several executives will help host it.
- Caroline explains that the GSA has met with the Athletics office to discuss holding some joint -graduate-related events.
- Caroline stated they have been continuing work with the Raise the Floor campaign, and Caroline and Letizia have been attending the meetings.
- Caroline mentions that the GSA has received 3000 in funding to support the Overtime graduate students.
- Caroline mentions that the GSA met with ThinkGrad in December to discuss graduate students' issues from across the country and will meet again in February. She explains

that Western sent a well-detailed housing survey and hopes to share more data in February.

- Caroline states that the GSA will have a representative on the new committee looking at Graduate funding with the University.
- Caroline states that the GSA will have a representative for the mandate and mission of the School of Graduate Studies in March.
- Caroline mentions that the GSA hosted Frost week events: chilli Tuesday, a library resource event, yoga sessions, and a gender-based violence roundtable that was sadly cancelled.
- Caroline continues her updates by stating that the GSA held its social issues academic and affairs committees.
- Caroline states that the GSA held a great coffee chats event in December and received student feedback. She says the GSA will have this event monthly for the rest of the term.
- Caroline mentions that the GSA began preparing for their AGM on March 29th; they have collected executive reports and are now working on the budget and fee submission.
- Caroline explains that the Council approved the HSR referenda to be called last week and will have the referenda in early February.
- Caroline explains that the GSA is also preparing for the GSA nominations in February and elections in March.

Student Events Policy Update

- Caroline explains that the main change in this policy is having the executive assistant oversee communicating information after the approvals have been received from the executives. She explains that this allows students to have a central point of contact.

Motion: To approve the proposed edits to the student events policy moved by Letizia Dondi, seconded by Wei Zhao, all in favour, motion carried.

New Privacy Policy

- Caroline mentions that a Privacy Policy is overdue as the GSA handles student data.

Motion: To approve the new Privacy Policy moved by Letizia Dondi, seconded by Wei Zhao, all in favour, motion carried.

Creation of the Overtime Student Relief Fund

- Caroline explains that through the COVID relief fund, the GSA found that 44 students needed funding.
- Last year's data was used to get information about crucial demographics of students in need, and can use this data for discussions with the University.
- Caroline mentions that the Alumni Association and CUPE 3906 promised \$20,000 towards this fund and that the GSA is contacting MUFA and the University for a contribution.
- Caroline explains that this fund will support those with the lowest level of support but the highest level of need and get more information about overtime students to share with the University.
- Caroline explains that the Finance Committee approved up to \$70,000 for this fund.

- Wei asks who would review and approve the applications. Caroline states that GSA executives will be overlooking this relief fund.

Motion to create the overtime student relief fund of \$90 000 CAD for overtime graduate students who did not receive any funding from the University, their faculties, or their departments. Overtime graduate students who were delayed in their research or work due to COVID or other unexpected delays may be eligible for \$3000 in funding to reimburse tuition costs as outlined in the policy moved by Letizia Dondi, seconded by Wei Zhao, all in favour, motion carried.

Phoenix Updates

- Ashley explains that this debt stems from parties/dinners being booked at the Phoenix but unpaid, contrary to the signed agreement.
- Ashley explains that the Board has seen a number for several years, which only happens sometimes.
- David asks if the Phoenix has a bad debtor list, and Ashley answers that yes, The Phoenix does.

MOTION: To approve writing off the bad debt of the Phoenix \$11,291.44, of which \$9356.84 was attributed to the audit moved by David Moore, seconded by Letizia Dondi, all in favour, motion carried.

In Camera

MOTION: To alter the Executive Assistant position from a part-time (25 hours weekly) to full-time role (30 hours weekly) and to increase the hourly rate from \$19.50 to \$19.75 starting in January 2023.

First by Dave, second by Letizia, all in favour, motion carried.

MOTION: To provide a one-time bonus payment of \$7000 for the Phoenix General Manager in accordance with the recommendation from the Salopek report.

First by Letizia, second by Shuwen, all in favour, motion carried.

MOTION: To alter the Director of Operations compensation starting in January 2023 to \$94,738.02 (or \$3643.77 paid biweekly) in accordance to the recommendation of the 50th percentile compensation from the Salopek report on staff compensation, effective January 2023.

First by Dave, second by Letizia, all in favour, motion carried.

MOTION: To provide a onetime lumpsum of \$16,257.08 to the Director of Operations in recognition of the delay in reviewing the Salopek report's findings on the Director of Operations recommended compensation and performance June 1st to May 31st 2022.

First by Dave, second by Wei, all in favour, motion carried.

MOTION: To adjourn the meeting moved by David Moore, seconded by Letizia Dondi, all in favour motion carried.

Action items:

Item	Action by	Due date	Status