

## Council Meeting Agenda - 18th of Oct. 2017 - Minutes

Chair: Cody Waite

Time: After AGM

Recording Secretary: Krista Harris

Location: Carleton 106

1. Call to Order
2. Roll Call/Call for Quorum = yes.
3. Wolastoq Acknowledgement - The Graduate Student Association at University of New Brunswick recognizes and honours the Wolastoq Nation and their unceded territories where we have gathered today.
4. Adoption of Agenda Moved by VP Admin and seconded by Civil Engineering. In favor = yes. Opposed = none.
5. Adoption of the Aug and Sept Minutes: Moved by Forestry and seconded by VP Administration. In favor = yes. Opposed = none.
6. Summary of Executive Activities (All Executive Members) Please refer to AGM minutes - October 18, 2017
7. Committee Reports
  - Executive Director's annual report (Krista Harris)

GSA -Completely overhauled office processes and created a system of accounting that is transparent, streamlined, and encompasses the two sides of the GSA. 18 vendors were integrated into online payments. Revenue Canada audit (year 3) completed. HST, payroll compensation, and Workplace Health & safety arrears were brought up to date and new procedures developed to facilitate future payments were put into place. The request to create separate HST numbers for GSA and WCB has been completed. SNB Corporate registry updated to reflect CRA permissions. SNB Annual returns filed. Moved payroll from in house to an online platform with ADP. Working aggressively to facilitate completion of the last 3 years finances with the accountant. Distributed 430-440 bus passes at the GSA office and facilitated 256 opt-outs. Met with Tracie Cameron, Graduate Administrator Financial Services to strategize on how to streamline the enrollment process and improve turnaround times. Tracie does great work and together we have reached out to the insurance provider to include them in this goal. Completed three training sessions for the migration from RWAM to Medavie Blue Cross. Serving as the plan administrator for the UNBSJ H&D a training/information session was held for the new executive in SJ, as well as the MBA cohort.

WCB- Adi to speak on bar financials, fantastic Sept. & Oct. in terms of both finances and the number of groups utilizing the space. 31 special events. 29 BBQ's with a new BBQ on site. Built relationships with 7 local breweries. Purchased and installed 10 new table tops for the back deck. Orientation was a big success and well organized – thank you to all who worked and volunteered. Annual liquor License was renewed. Workplace Health & Safety filed and up to date. Hosting a beer tasting event each term – first one sold out. WCB proud to sponsor the Biology Speaker Seminar series. Great job to Cody the Special Events coordinator. Trivia is now packing the house – thanks Sara! We are now hosting 5 other campus/community groups. MMF on Nov. 28<sup>th</sup> – Educational Trivia on the topic of Family Violence.

ANH-28 Service tickets opened with FM. Ranging from: Completion of annual fire safety inspection plan – upgrade to both the fire and security alarm systems with CHUBB Security. Upgrades to copper pipes in basement. Reconditioning of the HVAC air regulation system and installation of new exterior vents. Repair of back deck stairs. Replacement of damaged/deteriorated boards on the front of the building and excavation to ensure water flow. Developed a preventative maintenance plan & schedule for all refrigeration equipment. Repaired basement stairs & treads on main stairs. Working with UNB and FM to push for better accessibility at the ANH. Upgraded switches and wiring in the main bar. Completed external safety audit with our insurance provider and developed a 30 day preventative action plan. This included the implementation of a maintenance log and the creation of a bar incident report log with subsequent staff training. This to be followed by a 60 day long term plan for upgrades which included larger items like tree removal, roof replacement, and fire safety prevention.

- Finance Committee (Bipin Kumar, VP Finance)

Working remotely to close all the books and submit final accounts. CRA returns completed and filed by November. Questions: please email.

- Events Committee (Brittany, VP Societies and Events) – none to report at this time.

#### 8. New Business • Elections: Scrutineers – Benoit Leblanc & William Bonafigalo

VP Finance – Bipin Kumar– yes/no vote.

AP Admin – Scott Young

Results: VP Finance- 25 yes & 1 no = 26

VP Admin- 24 yes & 2 spoil = 26

Congratulations Bipin & Scott. Thank you to all outgoing executive and the CRO, Sara.

9. Announcements: Skills workshop at the Grad house – all welcome – October 28<sup>th</sup> at 10 am. Free lunch!

10. Adjournment: Moved by Forestry and seconded by VP Admin.