



MINUTES OF MEETING

GRADUATE BUSINESS STUDENTS ASSOCIATION

EXECUTIVE MEETING – WEDNESDAY, OCTOBER 12, 2016 (5:00PM – 6:00PM)

ATTENDANCE

PRESENT

Chair: Sarah Lord Ferguson (President)

Secretary: Reena Bains (VP Communications)

Treasurer: Simrat Kanwar (VP Finance)

Social Coordinator: Olivia Song (VP Engagement)

Class Representatives:

- Byron Seef (Full-time MBA Class Representative 2016)
- Leonie Wilcke (MSc Finance Class Representative 2016)
- Ingrid Lidner (MOT MBA Class Representative 2016)
- Andreas Skjold Fick (MOT Class Representative 2015)
- Seth Li (Part-time MBA Class Representative 2015)
- Susan Chappell (EMBA Class Representative)
- Stephanie Reimer (Student Engagement Manager)

REGRETS

- Muhad Farrukh (EMBA Class Representative 2015)- No regrets sent
- Matthew Burns (EMBA Class Representative 2016)- No regrets sent

CALL TO ORDER

The meeting was called to order at 5:02 pm in Room 2400 of the Segal Building (Simon Fraser University, Granville campus).

APPOINTMENT OF CHAIR

Sarah L.F. (President)

APPOINTMENT OF SECRETARY

Reena B. (VP Communications)

APPROVAL OF AGENDA

Moved to adopt the agenda.

Moved by: Sarah L.F.

Seconded by: Reena B.
Decision: Motion carries/passes unanimously

APPROVAL OF MINUTES

Moved to approve the minutes from our last meeting.

Moved by: Sarah L.F.
Seconded by: Byron S.
Decision: Motion passes unanimously

NEW BUSINESS

1. MOT Goals

- Discussed with Andreas regarding what worked last year:
 - Mixers to introduce cohorts to one another
 - Last year complaints from cohorts: feedback on classes, grades, assignments often come too late to be relevant and useful
 - Progress: instructors must now indicate a date for feedback on their class syllabus

2. GSS Meeting update

- The meeting went well; Place a bigger emphasis on trying to expand revenue opportunities for GSS on that level
 - Not yet built as a society to do that yet
 - Didn't discuss tuition increases, etc.
 - Sarah will be attending the next meeting

3. Round Table discussion

- **Report on deliverables from last meeting**
 - I. **GBSA website/newsletter- Reena**
 - Caucus member biographies and photos have been added on the website
 - All in agreement to remove the minutes from 2014
 - All in agreement to remove the video under "Student Life" from 2012
 - Ideas for student life section: student profiles, event advertisements, collaboration with other clubs
 - Stephanie will contact Raymond regarding redirecting the homepage to the current Caucus bios; Put past members in one link
 - Reena will present a newsletter template for the next meeting.
 - II. **Christmas party venue and dates- Olivia**
 - Plan for approximately 80-100 people based on last year's party
 - Three options for venues:

- Yacht club- do not have to be a member; available on Sunday, Dec. 11 only
 - a. Part-time MBA, MOT, EMBA- Sunday nights will not work out, so eliminate this option
 - Fairmont- price is \$1870, but catering is on top of that; might get too expensive
 - a. Talk to Evan (in full-time MBA) as he works in a Fairmont hotel; Byron will talk to Evan
 - b. Better to have the event on a Saturday at a higher cost than to do it on Sunday
 - Lonsdale Quay Hotel- North Vancouver
 - a. Many people will not want to take the seabus to get to North Vancouver
 - Possibility of a boat cruise; Olivia will look into it regarding prices and availability
 - Unanimous decision that the party will be on either Dec. 9 or 10 (Friday or Saturday)
 - Byron proposed a motion to call the party a “Holiday Party”, not a Christmas party
 - School will donate \$2,500; the remainder of costs will be obtained from ticket sales
 - a. Maximum ticket prices should be \$25
- III. Class rep survey results- Byron**
- EMBA program hasn’t been in class for two weeks so the reps haven’t had a chance to speak with their class
 - a. Haven’t participated in the survey yet
 - Survey response rate was good, especially for full-time MBA and Finance
 - Email communication was preferred by cohorts; Reps will send out emails to the cohorts with updates and links to minutes
 - Need to be proactive on keeping everyone up to date on case club, net impact, women’s council
 - a. Make links to their websites available on GBSA website
 - Majority of people care most about special events, networking, etc.
 - Emphasis on speaker series and networking events
 - Part-time cohort has a broad range of people, so events that appeal cross-industry will generate the best reception
 - a. Ted events
 - b. Connecting full-time and part-time cohorts

- Social events: hockey games, talent show (“creative mingling”)

4. Formal decision on funding allocation

- Simrat has put together a budget for Fall semester
- Best way to spend the money is to divide the money per cohort
- Have other funding (trust account) for big events for all cohorts; One per semester
 - I. Also used for table events once per month (free coffee, doughnuts, etc.)
- \$1,750 per semester towards our core caucus funds
- \$5,893 in our trust fund (unused from last year)
- \$2,500 holiday party fund from Beedie; to be supplemented with ticket sales
- If anyone spends the money, you must wait two weeks for a response from the GSS after you’ve submitted your form for reimbursement
- Division of funds based on the number of students in each cohort
 - I. Each cohort can choose how they wish to spend their funds
- Class reps should devise a plan for how they wish to use their funds
 - I. Class reps bring proposals to the Caucus for discussion, for larger purchases.
- Caucus should start spending money on things that are needed right away, eg: cutlery for the kitchen
- Possibility for a Karaoke night for all cohorts in October; See how many people turn out
- Issues with one big event consuming all of the funds: if people can’t make it, it will be a waste of money
 - I. Cohorts prefer small events over big events
 - II. Need to be transparent about expenditure
 - III. Verify the balance with Simrat after every purchase in order to keep track.
- Simrat will create an excel sheet that outlines expenditures which will be posted on the website by Reena
- Simrat will revise the budget on the sheet to allocate cohort funds based on all three semesters rather than per semester
- Class reps will get together outside of meeting time to decide how they want to spend their allocated funds

5. Kitchen purchases

- Require cutlery, coffee and coffee filters for the student kitchen in the Vault

- Byron suggests a donation box for coffee users to share donations for coffee purchases
- Need to decide a threshold for motioning for purchases after the purchase has been made

6. SFU Beedie teaching and learning committee rep

- Sarah will attend the meetings as no one else has come forward

7. Equinox fitness date selection

- Suggested dates: October 18, 20, 27, November 1, 3
- Stephanie will provide the cohort schedules to Sarah to try to help determine a date that will draw the biggest crowd

8. Constitution

- Will be left for now until budget is sorted out

9. GBSA Facebook page

- Sarah is in the process of getting admin access to this
- Caucus came to an agreement that it is most likely not needed since there so many other Facebook pages

10. GBSA logo

- Will be put on the agenda for next meeting
- Byron has volunteered to create a new logo

FINANCIAL MOTIONS

Motion 1:

Moved that Graduate Business Student’s Association designate Sarah Lord Ferguson to spend \$200 from core caucus funds for Segal kitchen supplies (see details of purchase below) to be purchased at a future date.

Moved by: Byron Seef

Seconded by: Susan Chapell

Decision: motion carries with Sarah Lord Ferguson and Simrat Kanwar, abstaining from vote.

Details of purchases: Bigger microwave, cutlery, coffee



OTHER MOTIONS

Motion 1:

Motion to approve the budget prepared by Simrat Kanwar for allocated cohort spending.

Moved by: Sarah L.F.

Seconded by: Byron S.

Decision: motion carries unanimously

NEXT MEETING TIME

Next meeting will be scheduled to take place within two weeks at a time and location to be determined.

ADJOURNMENT

Meeting adjourned at 6:32 pm.