



MINUTES OF MEETING

GRADUATE BUSINESS STUDENTS ASSOCIATION

EXECUTIVE MEETING – THURSDAY, OCTOBER 27, 2016 (5:30PM – 7:00PM)

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:

- Ingrid Lidner (MOT MBA Class Representative 2016)
- Matthew Burns (EMBA Class Representative 2016)- Via phone

Stephanie Reimer (Student Engagement Manager)

REGRETS

- Muhad Farrukh (EMBA Class Representative 2015)
- Byron Seef (Full-time MBA Class Representative 2016)
- Leonie Wilcke (MSc Finance Class Representative 2016)
- Andreas Skjold Fick (MOT Class Representative 2015)
- Seth Li (Part-time MBA Class Representative 2015)
- Susan Chappell (EMBA Class Representative)

CALL TO ORDER

The meeting was called to order at 5:46 pm in Room 2600 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: Simrat Kanwar

Seconded by: Reena Bains

Decision: Motion carries/passes unanimously

APPROVAL OF MINUTES

Moved to approve the minutes from our last meeting.

Moved by: Sarah L.F.

Seconded by: Ingrid L.

Decision: Motion passes unanimously

OLD BUSINESS (UPDATES)

1. Kitchen Supplies-

- Sarah obtained a free microwave from her friend for use in the student kitchen
- Has so far purchased cutlery, a new kettle, four porcelain coffee mugs, two reusable coffee pods and coffee
- All items will be brought to school next week
- Has also tested all equipment to see what is functional; Kettle is working but is leaky
- Only spent \$100 so far
- Potential purchase for remaining money: coffee maker or toaster oven
- Simrat suggests posting kitchen guidelines so that all students respect the kitchen and the supplies we have put in there
- Sarah suggests rotating responsibility for the kitchen to class reps; This would involve keeping an eye on supply levels, etc.
- Simrat suggests maintaining in person communication with cohorts regarding keeping the kitchen clean as emails often get missed
- Olivia suggests the possibility of a donation box to contribute towards coffee purchases
- Sarah feels that coffee purchase should be seen as a donation for the class from the GBSA as it will be too difficult to police the box.

2. Equinox Free Yoga Event-

- Finalized date has been set for Thursday Nov. 24 from 6:30-8:00pm
- May take place either at Segal or at Equinox
 - GBSA unanimously chooses Equinox as the finalized location
 - Sarah will follow up with Equinox to let them know our selection
- This is a free event for all Beedie students
- Class reps are to send an email to their cohorts a week before the event for advertising
- Anticipate 20-40 students to attend

3. GBSA Website-

- Reena has removed all minutes and posts from previous GBSA
- Will be contacting Raymond regarding assistance with removing a post that is not easily removed

- Plans to update the website with content from the BC Games; Write up and photos provided by Sarah

4. GBSA Facebook Page-

- Will be put on hold for now as there is not a lot to update at the moment

NEW BUSINESS (UPDATES)

5. Residence Halloween Party

- GBSA will be cohosting with the residence
- Will take place on Saturday, October 29 at 6pm
- They are requesting for assistance with funds for food and drink; Approximately \$100
- Would be a good opportunity to spread our name amongst the residence and build the connection
- This event is open to all Beedie students and everyone is welcome
- Expecting a minimum of 20 people
- GBSA will be providing food and non-alcoholic beverages but residence people can bring alcohol
- Sarah will forward the advertisement for the Halloween party to the class reps to send to their cohorts
 - Sarah recommends endorsing the party as an opportunity for non-residence students to visit the residence

6. GBSA Fall Newsletter-

- Reena shared the template for the Fall newsletter with the group
- Will incorporate BC Games highlights and photos
- Simrat suggested using the Segal clock behind the “MBA Chronicles” logo
- Sarah suggested revising the name of the newsletter to “Beedie Chronicles”
- Reena would like to release the newsletter by mid-late November
 - Reena will send out an email to all class reps with the template and brief description of what they are required to submit for the cohort sections
 - November 20 will be the deadline for class reps to submit their write-ups to Reena
- Sarah suggests adding a link to the GBSA website on the front page of the newsletter

7. Semester Budget-

- All financial documents are in the budget folder in Google docs
- There is some flexibility for the budget; give or take \$10-20 on top of allocated budget per semester
- Simrat expressed that since different cohorts have different starting and ending points in the year, it’s difficult to figure out how to allocate money for these cohorts

- Ingrid has expressed interest to host an event for her cohort, but it depends on when they money needs to be spent by
 - Hopes to do a joint event, but timing is an issue since all cohorts have different schedules
- Sarah proposes that there should be deadline to set an event. After the deadline has passed, any unused money will be used towards the Christmas party
 - Decided that an event planning form needs to be submitted by Nov. 10, indicating how much money you plan to spend and for what purpose; Will be approved during the next GBSA meeting
 - If a form is not submitted by a cohort, the remaining money for that cohort will go to the Christmas party fund
- Matt suggests that the deadline of Nov. 10 is too tight; Since his cohort only meets every other week it is difficult to organize an event before then
- Sarah has revised the new deadline to Nov. 20 (see motions below)
- For reimbursements, class representatives need to submit receipts for all purchases (approved by Council as per previous minutes) to Simrat in order to receive their money back
 - Include full mailing address when you submit receipts
 - Class reps will get reimbursed even if the amount goes over their allocated cohort amount

8. Suggestions-

- Matt suggests utilizing technology that would promote communications outside of meetings
 - Claims that dialing in is difficult because of audio issues
 - Perhaps reach out to Stephanie to discuss conference call capabilities

9. Christmas Party-

- Olivia has booked Vancouver cruises as a tentative venue for the Christmas Party
 - No deposit has been paid yet (not required until they have another potential booking)
 - \$1000 deposit required in the future
 - Date has been set for Friday, December 9
 - Minimum rental time is three hours
 - Rental fee is \$1300/hour, excluding food and drink
- We can bring our own DJ, but they can arrange a DJ for us; \$250 fee for DJ has been waived
- They offer catering service; One appetizer menu and one beverage per person is \$6.25/person
 - Cash bar after the first free drink
- Insurance is included in the rental fee

- Sarah suggests keeping the time period to three hours in case some people will need to leave early
- Reena suggests an after party at a local pub so people have a place to go after the boat cruise is over

FINANCIAL MOTIONS

Motion 1:

Moved that Graduate Business Student’s Association designate Sarah Lord Ferguson to spend \$100 from core caucus funds for Residence Halloween Party.

Motioned by: Reena B.

Seconded by: Ingrid L.

Decision: motion carries unanimously, with Sarah L.F. and Simrat K. abstaining from vote.

Details of purchases: Snacks and non-alcoholic beverages for residence Halloween party

Motion 2:

Moved that Graduate Business Student’s Association designate Reena Bains to spend \$100 from core caucus funds for full-time MBA cohort costume contest on Halloween day.

Motioned by: Sarah L.F

Seconded by: Simrat K.

Decision: motion carries unanimously, with Reena Bains abstaining from vote.

Details of purchases: 3 x Starbucks gift cards for costume contest and cupcakes for class

Motion 3:

Moved that Graduate Business Student’s Association designate Leonie Wilcke to spend \$230 from core caucus funds for MSc Finance cohort gathering.

Motioned by: Sarah L.F.

Seconded by: Olivia S.

Decision: motion carries unanimously, with Leonie Wilcke abstaining from vote.

Details of purchases: Purchase of appetizers and beverages at cohort gathering on Friday, Nov 4.



OTHER MOTIONS

Motion 1:

Motion that all class representatives will submit an event planning form by Nov. 20, or risk losing the remaining funds allocated to their cohort to the Christmas party fund.

Moved by: Ingrid L.

Seconded by: Olivia S.

Decision: motion carries unanimously

NEXT MEETING TIME

Next meeting has been scheduled for Nov. 10 at 5:00pm in Room 2600 at SFU Segal campus.

ADJOURNMENT

Meeting adjourned at 7:05 pm.