



MINUTES OF MEETING

GRADUATE BUSINESS STUDENTS ASSOCIATION

EXECUTIVE MEETING – THURSDAY, NOVEMBER 10, 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 Lindner (MOT MBA Class Representative 2016)
- Leonie Wilcke (MSc Finance Class Representative 2016)

REGRETS

- Muhad Farrukh (EMBA Class Representative 2015)- Sent regrets
- Matthew Burns (EMBA Class Representative 2016)- Sent regrets
- Byron Seef (Full-time MBA Class Representative 2016)- Out of the country until December
- Andreas Skjold Fick (MOT Class Representative 2015)- Sent regrets
- Seth Li (Part-time MBA Class Representative 2015)- Sent regrets
- Susan Chappell (EMBA Class Representative)- Sent regrets
- Sarah Dickie (EMBA Aboriginal)- Sent regrets
- Stephanie Reimer (Student Engagement Manager)- Sent regrets

CALL TO ORDER

The meeting was called to order at 5:36 pm in Room 4405 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: Reena B.

Seconded by: Ingrid L.

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-

- Kitchen supplies have now been placed in the school kitchen.
- Need oven mitts or tea towels for removing the tray from the toaster oven; Sarah will look into this.
- Cleanliness is still an issue.
 - Reminder to class reps to email their cohorts regarding keeping the kitchen clean.
- Sarah will get in touch with administration (Stephanie or Lesley) about also sending out the message to keep the kitchen clean.

2. Equinox Free Yoga Event-

- Date has been set for November 24, 2016.
- Class reps need to email their cohorts to advertise this event (at some point next week).
- Equinox is located in the new Trump Tower.
- Reena will put together a poster for advertisement.
- No RSVP required to attend the class.
- Can accommodate up to 50 people.

3. GBSA Website-

- Reena has updated the website with recent events (BC Games, Catalyst Acumen, Halloween events)
- Leo will send Reena pictures and a description of her cohort pub night to be added to the website.
- Reena will redirect the website homepage to the “About Us” page.

4. GBSA Fall Newsletter-

- Revised version of the template has been put in the GBSA google drive folder.

- Updates include: Name of newsletter to “Beedie Chronicles”, background image to the Beedie lobby.
- Reena has asked all class reps to prepare a 300 word description of their cohorts and submit any information on events they’ve hosted. They should also send pictures of their cohort during class or at events.
- The deadline for class reps to submit these documents is: November 20, 2016.
- The goal for newsletter release is November 25, 2016.
- Sarah will plan a time before the deadline to arrange a GBSA group photo (most likely Nov. 24).

5. Financial Updates-

- Simrat has confirmed that we will not lose our semester funds after December as initially thought.
- However, Simrat recommends still maintaining the allocated cohort budgets based on semester plans (as per the budget allocations on Google drive).
- GSS will not send emails to the reimbursee to confirm reimbursements; will only send emails to Simrat.
- Simrat will send an email to class reps to remind them to spend their allocated money on their cohort events by November 20.
 - If class reps don’t submit event planning forms to use allocated semester funds by that deadline, their remaining cohort funds for this semester will be used for the Holiday Party
- Simrat will update the budget sheet for funds that have been used on events, etc. and put it on Google drive.
- Will deduct kitchen supplies from the total amount (all cohorts).
- “Standards” folder in Google drive has guidelines on how to use the funds.
 - Simrat will keep this folder updated to make hand off to the next year’s GBSA easier.

6. Cohort Events-

- Ingrid has submitted an event planning form for an MOT cohort social gathering; Date is tentatively Nov. 16.
- Andreas would like to request \$200 for a cohort specific event in November (date tentative).
- Reena would like to plan a social gathering for the full-time cohort later in November (date TBA).

7. Holiday Party Planning-

- Christmas party has been booked for Dec. 9, 2016 on the boat cruise.
- Party will be from 7:30-10:30, with a one hour loading from 6:30-7:30pm
- Olivia will arrange a venue for an “after party”.

- Need to make a contract form to convey important information to the cruise company (eg: times, dates, number of passengers, etc.).
- Budget is not enough; Rental fee is \$4,100 for three hours (includes one beverage per person and basic appetizers).
 - \$8-10 range will be the best fit for us for food costs based on our budget.
- Olivia will look into whether the rental fee includes taxes.
- GBSA will not cover the after party expenses, but can arrange a guest list.
- Survey results: people seem to prefer appetizers only and willingness to pay is around \$20 - \$25 per ticket.
 - Suggestions include: live music, lots of dancing, games, raffles and photo booth.
- Tier pricing method for tickets so we will be able to use accurate numbers to aid our expenditures; start at the lowest amount and work our way up closer to the event.

NEW BUSINESS

8. Student Focus Groups-

- Reminder for class reps to email their cohorts about this to encourage participation.
- Sarah will check with administration to see if they have enough people.

FINANCIAL MOTIONS

Motion 1:

Moved that Graduate Business Student's Association designate Ingrid Lindner to spend \$200 from core caucus funds for MOT 2016 social gathering.

- I. Motioned by: Sarah L.F.
- II. Seconded by: Simrat K.
- III. Decision: motion carries unanimously, with Ingrid L. abstaining from vote.

Details of purchases: Social gathering for MOT 2016 cohort on Nov. 16, 2016

Motion 2:

Moved that Graduate Business Student's Association designate Andreas Skjold Fick to spend \$200 from core caucus funds for MOT 2015 social gathering.

- I. Motioned by: Ingrid L.
- II. Seconded by: Olivia S.
- III. Decision: motion carries unanimously, with Andreas S.F. abstaining from vote.

Details of purchases: Social gathering for MOT 2015 cohort in November (date TBA)



Motion 3:

Moved that Graduate Business Student's Association designate Reena Bains to spend \$120 from core caucus funds for Full-time MBA cohort social gathering.

- I. Motioned by: Sarah L.F.
- II. Seconded by: Leonie W.
- III. Decision: motion carries unanimously, with Reena B. abstaining from vote.

Details of purchases: Social gathering for Full-time MBA cohort in November (date TBA)

NEXT MEETING TIME

Next meeting has been scheduled TBA at SFU Segal campus.

ADJOURNMENT

Meeting adjourned at 6:40 pm.