



MINUTES OF MEETING

GRADUATE BUSINESS STUDENTS ASSOCIATION

EXECUTIVE MEETING – THURSDAY, NOVEMBER 24, 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:

- Ingrid Lindner (MOT MBA Class Representative 2016)
- Leonie Wilcke (MSc Finance Class Representative 2016)
- Stephanie Reimer (Student Engagement Manager)

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 Class Representative)- Sent regrets

CALL TO ORDER

The meeting was called to order at 5:00 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: Ingrid L.

Seconded by: Simrat K.

Decision: Motion carries/passes unanimously

APPROVAL OF MINUTES

Moved to approve the minutes from our last meeting.

Moved by: Ingrid L.

Seconded by: Simrat K.

Decision: Motion passes unanimously

OLD BUSINESS (UPDATES)

1. Equinox Free Yoga Event-

- Sarah heard back from the Equinox representative recently; They are too busy to host our group right now as they have been busier than expected since opening.
- Suggested mid-January as a good time to reschedule.
- Might generate a better turnout since early semester.

2. Kitchen Supplies-

- Stephanie and Lesley sent out an email reminding the cohorts to keep the kitchen and vault study rooms clean.
 - Other cohorts have not yet received these emails from their cohort administrators.
 - Stephanie confirmed that the email went out to MBA full-time and MSc Finance, but Olivia says they didn't receive it; Stephanie will follow up.
- Microwave has been very dirty; Sarah will look into purchasing a microwave cover in the new year.
- Oven mitts have been purchased and been placed in the kitchen.

3. GBSA Website-

- MSc Finance pub night has been added to the website.
- The website homepage has been redirected to "About Us".
- Olivia's photo has been updated.
- Holiday Party poster has been added.

4. GBSA Fall Newsletter-

- Only received the following cohort write ups: Ingrid and Leo; Seth emailed to indicate he will be late; No word from any other class reps.
 - Stephanie said that EMBA were usually not part of the GBSA in the past since they are not often present on campus.
 - EMBA has requested to play more of an advisory role in GBSA so they will most likely not be able to meet deadlines.
 - Reena will be sending out a reminder email to all class reps to request write-ups; any cohorts who have not submitted their write-ups to Reena by Sunday will not have their cohort description included in this semester's newsletter.
- The rest of the newsletter will be done by the weekend; Aiming to email out by Monday.
- In place of a group photo of the GBSA, there is a consensus to compile headshots into one photo so everyone is equally represented.

5. Financial Updates-

- Simrat has confirmed that everyone who hosted an event has been reimbursed for their expenditures.
- There is \$43 remaining for this semester's funds; This will be used towards the Holiday Party.
- May need to use \$1000-\$1500 from the trust fund to contribute to the Holiday Party.
- Went slightly over on our budget this semester since some cohorts went a little over their allocated budgets on their events.
- Simrat would like to give a bigger budget to cohorts next semester.
- Updated budget has been uploaded onto the Google drive.
 - Shows the breakdown of how much each cohort has spent and how much above or less it was from their budget.

6. Cohort Events-

- Sarah is requesting funds to be used to purchase gift cards as part of a donation to a charity on behalf of the aboriginal EMBA cohort.
- Seth will be hosting an end of semester party for his 2016 part-time MBA program.
- Susan has requested \$600 for use towards an EMBA cohort event.
 - Their allocated budget is \$200.
 - Simrat has informed Susan that \$200 would be taken from the core caucus funds and \$400 would be taken from the trust fund; However, this would eliminate their cohort's remaining budget for the rest of the year.

- Since they would be utilizing funds for a cash prize, Susan would not be reimbursed by the GSS since there would be no receipt to present.
- Stephanie has asked Simrat to forward her Susan's email so she can look into other options for funding. Stephanie will get in touch with Susan regarding her request to see if she can assist with the cause via other means of financing.
- Simrat will send an email to Susan and let her know that Stephanie will be in touch with her. He will also let her know that because of the inability to get reimbursed, her request is not feasible and has been denied by the GBSA. Simrat will offer Susan an extension to submit an event form if she wants to propose another use of funds to avoid having her cohort funding being used towards the Holiday Party.
- The GBSA has pre-approved \$200 for EMBA cohort to use towards another type of event if Susan chooses to do so.

7. Holiday Party Planning-

- Currently, 94 tickets have been purchased.
- Advertising posters have been put up around the school.
- The \$1000 deposit has been given to Vancouver cruises.
- The invoice will be finalized once we give Vancouver cruises the final head count (5 days before the event).
- The cutoff date for ticket sales is Sunday, December 4.
- We have selected the basic appetizer menu to be supplied by Vancouver Cruises.
 - We will supplement the menu by purchasing food platters from Costo.
 - Reena will take care of purchasing the food platters (eg: fruit platter, veggie platter, meat/cheese, dessert platter)
- Stephanie got a risk assessment of the event done and was advised to send out an email outlining all of the risks and liabilities of being on a boat; This email will be sent out to all of the ticket holders to avoid lawsuits.
- We will set up a candy bar by purchasing candy in bulk from Costco. Will also purchase small plastic gift bags to use for people to take the candy home.
- The boat has AV equipment available included in the price of the rental.
- If we decide to have student performers, we need to be restrictive about the types and length of performances.
- Best to use the in house DJ (\$250) to avoid further hassles of controlling the music.
- Class reps should throw it out to their cohort to see if anyone wants to perform.
 - Set a time limit on performances.

- Sarah will make a speech during the party to thank Beedie for the donation, the guests for coming, etc.
- Could have a raffle or door prize; Each person gets one ticket as they walk in.
 - Prize could be a Starbucks gift card for \$25
- Olivia will ask Vancouver Cruises to set up a registration table at the front of the boat to check in people and give out door prize tickets.
- Two photobooth options:
 - \$200- electronic green screen; the picture will be emailed to guests.
 - \$400- the picture will be printed and there is an attendant; unlimited prints.
- Edgewater casino could be a potential option for an after party.
- Prive nightclub could also work as a potential location for an after party since it is right near that docking area.

FINANCIAL MOTIONS

Motion 1:

Moved that Graduate Business Student’s Association designate Sarah Dickie to spend \$140 from core caucus funds to purchase gift cards to be donated to a youth charity.

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

Details of purchases: \$5 gift cards per person in the cohort (28 students) to be donated to the charity.

Motion 2:

Moved that Graduate Business Student’s Association designate Seth Li to spend \$210 from core caucus funds to host a party for the 2016 part-time MBA cohort.

- I. Motioned by: Simrat K.
- II. Seconded by: Leonie W.
- III. Decision: motion carries unanimously, with Seth Li abstaining from vote.

Details of purchases: 2016 part-time MBA cohort end of semester party.

Motion 3:

Moved that Graduate Business Student’s Association designate Susan Chappell to spend \$200 from core caucus funds to be used to purchase gift cards for EMBA cohort social enterprise event (CED program).

- I. Motioned by: Simrat K.
- II. Seconded by: Ingrid L.

III. Decision: motion carries unanimously, with Susan Chappell abstaining from vote.

Details of purchases: EMBA cohort social enterprise event.

OTHER MOTIONS

Motion 1:

Motion to choose the \$400 photo booth option at the Holiday Party.

Moved by: Sarah L.F.

Seconded by: Simrat K.

Decision: motion carries unanimously

Motion 2:

Motion to purchase Costco platters in addition to the food supplied by Vancouver Cruises.

Moved by: Sarah L.F.

Seconded by: Olivia S.

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

NEXT MEETING TIME

Next meeting has been scheduled for Tuesday, December 6 from 5:30-6:30 pm at SFU Segal campus.

ADJOURNMENT

Meeting adjourned at 6:05 pm.