



## MINUTES OF MEETING

### GRADUATE BUSINESS STUDENTS ASSOCIATION

EXECUTIVE MEETING – TUESDAY, DECEMBER 6, 2016 (5:30PM – 6:30PM)

#### 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)
- Byron Seef (Full-time MBA Class Representative 2016)
- Sarah Dickie (EMBA Aboriginal)

##### REGRETS

- Muhad Farrukh (EMBA Class Representative 2015)- Sent regrets
- Leonie Wilcke (MSc Finance Class Representative 2016)- Sent regrets
- Matthew Burns (EMBA Class Representative 2016)- Sent regrets
- 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
- Stephanie Reimer (Student Engagement Manager)- Sent regrets

#### CALL TO ORDER

The meeting was called to order at 5:35 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: Reena B.

Seconded by: Sarah D.  
Decision: Motion carries/passes unanimously

### APPROVAL OF MINUTES

Moved to approve the minutes from our last meeting.

Moved by: Reena B.  
Seconded by: Ingrid L.  
Decision: Motion passes unanimously

### OLD BUSINESS (UPDATES)

#### 1. Review of Fall Semester-

- Provided new kitchen supplies
- Updated GBSA website and newsletter
- Started a handover document for next year for a smoother transition to future GBSA
  - Will work on this more next semester
- Supported the residence Halloween party
- Cohort specific events: Finance pub night (more than 40 people), MOT pub night (coming up on Wednesday), Full-time MBA costume contest, Part-time MBA end of semester party, gift cards for charity on behalf of the Aboriginal EMBA
- Developed a streamlined process for getting reimbursed by the GSS
- Spent all of our semester money; First time that a council has done this since 2008; We are doing things right!

#### 2. GBSA Website and Newsletter-

- Newsletter was sent out by email last week
- Could post the newsletter on cohort Facebook groups to get more exposure
- Reena would like to accumulate more content for next semester's newsletter

#### 3. Financial Updates-

- Stephanie was supposed to get in touch with EMBA regarding their request for \$600 for their cohort event; Need to confirm with her what the outcome is
  - Simrat granted \$200 as a counter offer to the EMBA's and Susan accepted that
- More budget available for next semester so we can do more activities
- Everyone did a great job by staying on budget
- Simrat has updated the budget on the Google drive

#### 4. Cohort Updates-

- Stephanie will replenish the dry erase markers in the Vault; not GBSA responsibility
- Sarah D. wants to bring attention to the proof-reading service that's available for students at the Harbour Centre

- Advertise on the website so students could use the service
- Could be feedback for future groups to advertise in a more effective way

## 5. Holiday Party-

- \$7,100 total cost
  - \$4,100 generated from ticket sales on Eventbrite
  - \$2,500 donated from Beedie
  - \$500 remaining, which will be taken from the trust fund
  - \$300 was motioned for Costco platters
    - Chips, Pizza, sausage things, chicken drumettes are part of the catered menu
    - Buy 3 platters each of: meat/cheese, fruit and veggies
    - Pick-up at 4:30pm on Friday
  - \$100 to be motioned for bulk candy for candy bar
- Sarah will send out an email prior to the event to all ticket holders: safety disclaimer, dress code and any other instructions
- DJ has been hired; on site requests allowed
- Sarah will be making speeches throughout the night
- Staff attendees: Stephanie, Lesley, Kristin, Mila (we are covering their costs)
- Alex (Full-time MBA) will be performing for 15-20 minutes
  - Possibility to extend the timing depending on the crowd engagement
  - Needs two microphones, a chair and a stand
  - Would be best to have him perform around 7:45pm
- Reena is unable to pick up the Costco platters on Friday; Ingrid has volunteered to pick them up
  - Reena will place the order for the platters on Wednesday and will let Ingrid know the details of the order after
- All GBSA members should arrive at the boat by 5:30pm to help with the set up of the event
- Ben's team will be dealing with the Raffle tickets; Remind everyone to bring cash for the raffle tickets
  - Prizes include: Helly Hansen gear, baskets, etc.
- There will be a door prize: basket of chocolate
  - Tickets for door prize and free drink will be given at the door as people enter
- Will not check tickets at the door for the sake of saving time

## FINANCIAL MOTIONS

### **Motion 1:**

Moved that Graduate Business Student's Association designate Sarah Lord Ferguson to spend \$1,000 from core caucus funds/ caucus trust account for holiday party expenses on December 9, 2016.

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

*Details of purchases: Holiday Party Expenses*

### **Motion 2:**

Moved that Graduate Business Student's Association designate Ingrid Lindner to spend \$300 from core caucus funds for Holiday Party Costco platters.

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

*Details of purchases: 3 x meat/cheese platter, 3 x veggie platter, 3 x fruit platter*

## NEXT MEETING TIME

Next meeting has been scheduled for TBA in the new year at SFU Segal campus.

## ADJOURNMENT

Meeting adjourned at 6:26 pm.