



MINUTES OF MEETING

GRADUATE BUSINESS STUDENTS ASSOCIATION

EXECUTIVE MEETING – WEDNESDAY, MAY 31, 2017 (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)

REGRETS

- Ingrid Lindner (MOT MBA Class Representative 2016)- Sent regrets
- Andreas Skjold Fick (MOT Class Representative 2015)- Sent regrets
- Troy Sinclair (Part-time MBA Class Representative 2017) – Sent regrets
- Mehrdad Ghods (Part-time MBA Class Representative 2016)- Sent regrets
- Matthew Burns (EMBA Class Representative 2016)- Sent regrets
- Susan Chappell (EMBA Class Representative 2015)- Sent regrets
- Sarah Dickie (EMBA Aboriginal)- Sent regrets

CALL TO ORDER

The meeting was called to order at 5:03 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: Reena B.
- Seconded by: Byron S.

- Decision: Motion carries/passes unanimously

APPROVAL OF MINUTES

Moved to approve the minutes from our last meeting.

- Moved by: Reena B.
- Seconded by: Byron S.
- Decision: Motion passes unanimously

OLD BUSINESS (UPDATES)

1. Whitecaps Soccer Game

- The event is taking place this Saturday
- Only four people have registered so far
 - Please remind your cohorts to buy their tickets online ASAP
 - Should aim for at least 15 students
- Posters have been put up around school
- Sarah will ask Stephanie to send out an email to all cohorts to send an urgent notice
- If not enough people register, we should inform Whitecaps admin to eliminate the pre-game presentation
 - It's ultimately up to the VP if he wants to give the talk
- Ways to improve for next event:
 - Choose an event that is not sports-related; doesn't seem to be much interest
 - Check the schedule and promote events earlier to gain interest

2. BeedieTalks Event

- Scheduled for Monday, June 19 at 5pm
- Four confirmed speakers so far; Olivia has shared the link to the excel sheet via email
 - One speaker from MOT and three speakers from MSc Finance
 - Byron will find out regarding the MBA students who were interested; will let Olivia know by tomorrow
 - We only need one more person for this event
- We will be ordering pizza for the event, which Stephanie will be taking care of
- Reena will be the MC for the evening
- Olivia will take photos at the event to be posted on the website
- Reena will design an event poster to begin promoting the event
 - Need names of speakers, titles of presentations, head shots, timing, etc.
 - Olivia will ideally have an email sent to Reena with this information by the end of the weekend
- Should aim for 10 minute presentations; additional time for Q&A

3. GBSA Legacy Gift

- Water fountain might not be feasible for the first floor
 - Since it's an old building, it might not have the right plumbing in place
 - Also very expensive (~\$5,000)
- We could perhaps try for a second floor water fountain; Sarah will collaborate with Stephanie regarding this
- Byron shared an idea: If we are unable to find a suitable legacy gift, we can use our remaining funds for an end of year party for our cohorts; a "thank you" party from the GBSA
- Sarah reminds the group: If we don't use the money, it will just stay in the trust fund; we will most likely be using everything from our caucus funds
 - The trust fund will be available for next year's cohort
- Tentative idea to make a relaxation corner with bean bag chairs somewhere in the building (the vault?); we can check with Steph to see if Beedie would be onboard with transforming a space for student wellness

4. Round Table

- Reena sends a reminder to all class reps to continue to send her content so she can keep the website up to date

NEW BUSINESS

1. GBSA Logo

- Stephanie has confirmed that our logo will be updated along with GBWC and Net Impact logos
- We will not have to do anything for this

2. Succession Planning

- All GBSA members are asked to review the GBSA handover manual in the Google drive
- Would be good to get this document put together in the next month
- Each members should review the job description for their roles to ensure that they are accurate
 - Make any amendments that are needed
- Would be a nice touch for each position to prepare a letter to pass on to next year's successor, outlining challenges, successes, and other tips
- Should reach out to the other class reps who haven't been attending meetings to get feedback on how we can revise job posting to make it more clear on the commitments involved with joining the GBSA

- Need to decide whether we are going to set attendance rules for each position on the GBSA
 - Ultimately, everyone should have equal access to funds even if they aren't attending, as we are all paying tuition to Beedie
- **ACTION ITEMS:**
 - Each member will review their role description in the GBSA handover document and make any amendments needed by **JUNE 28, 2017**.
 - Additionally, each position will prepare a letter to their successor outlining any tips and challenges they faced in their specific role; also due by **JUNE 28, 2017**.
 - Please email your letters to Reena who will compile the package.

NEXT MEETING TIME

Next meeting has been scheduled for Wednesday, June 14, 2017 from 5:00pm – 6:00pm in Segal 2400 at SFU Segal campus.

ADJOURNMENT

Meeting adjourned at 5:54 pm.