

Minutes of GSDF Committee Meeting

Date: Monday, January 14, 2019

Started: 3:09

Location: IIC-2012K

Point of the meeting:

1- Identification of visitors by Chair

Sana Jamil- Chair (ED External Affairs, GSU)

Visitor: Sajjad S. as Minute taker & Executive Assistance, GSU

2- Check-In

Aimée Surprenant- Dean, SGS

Mohammad Islam Miah – ED Finance

Member at large 1-Dipen Modi

Member at large 2- Ahmad Alkawasbeh

3- Apologies for absences

Donna Hardy Cox- Associate Vice President (Academic)

Kelly Aspell- Manager of Finance and Administration

4- Acceptance of Agenda

Moved by Mohammad Islam Miah

Seconded by D. Modi

5- Ratification of August 2018 GSDF Meeting Minutes

Moved by Mohammad Islam

Seconded by Modi/ Aimée

6- Take decision about the GSDF application grants.

Mohammad Islam: I received 42 GSDF applications (2019) from the society and clubs, and 8 GSDF Applications from the GSU executive directors. The finance committee (FC) reviewed, discussed and recommended some suggestions for few applications. By last 19 December 2018, the FC accepted 40 applications and rejected 2 applications from the society/clubs applications. This committee decided that 31 societies will get \$2000 (total 62,000), and 9 societies will get less than \$2000 (total \$12555) based on the applications, events and budget summary. (Society/Clubs-GSU applications and approved grants were listed in the documents).

Besides, the FC reviewed, discussed and accepted 5 GSU GSDF applications and rejected 3 applications. This committee approved total amount \$69000 for GSU executive directors' 5 applications.

Mohammad explained few applications summary regarding on the causes of acceptance/rejection applications. The MUN Graduate Soccer Club (Sr. no. 9) need to be adjusted their events and specific date for this year only with budget.

Based on the discussion with the Pakistan Students Association (PSA), PSA will get \$1500 excluding the last Spring events. They will get SPG grants for the evnts, before GSDF application deadline.

The FC committee decided \$1000 for the Graduate Society of Field Hall Residency excluding event no. 3. The MUN SEG Student Chapter did not ratify yet but after ratification-this society can be eligible for the GSDF grants (1st half part by April).

Mohammad also explained about the GSU executive directors gsdf applications and showed the necessity of grants.

Mohammad communicated with Kelly Aspell (Manager of Finance and Administration, MUN) by email regarding on the current amount of the GSDF. Received information and this amount now about \$337K including spring revenue of GSDF.

Discussion

Aimée S.: The process of application and documents is really good. I am ok with the summary, only 2 society applications did not write describe properly.

Ahmad asked about application no. 38 (graduate society of field hall residency). They have requested 2400. Ahmad asked more clarification about this application.

Mohamad explained about this application, said we asked event holder that did you do events or not by December in Finance committee. Based on the applicant information, the FC committee decided as \$1000.

Aimée S. said that we can approve application with 2000 with updated evnt list.

Mohammad said, I will contact with the society representative then after getting their corrected applications, we can provide \$2000 for the events for this year.

All members agreed to increase the amount for 2000 (instead of 1000) for this society with relevant events. ED Finance will take care of it.

Application no. 39 (MUN SEG Student Chapter) should be informed to all graduate students about the events through GSU list serve/fb as open events. This fund can be used until December 2019.

Mohammad talked about Digital arcology group, this society newly ratified and applied for 2000. Based on their application information and budget summary, approved amount is \$1500.

In this year, GSU already informed to all ratified societies/clubs that they need to informed their events dates to graduate students through GSU list-serve & GSU-MUN fb page and need the participants signature for each events.

Ahamad asked about the rejected applications of GSU executive directors. Mohammad addressed the FC decision. Mohammad told that the GSU executives can also submit those applications (changing the events descriptions as per GSDF criteria) by special GSDF application by June/July 2019 like last year. After getting the more information of students user number for Grammarly software, changing the others applications formate/events; the the Finance Committee can be considered the application for helping the graduate students events.

Mohammad: I would like to move the 45 GSDF applications to accept the approved grants including the FC & GSDF recommendations (i.e. conditions, event dates, grants can be used till December 2019, required last year final reports before giving 1st half grants etc.) to societies/clubs.

40 Societies/Clubs application grants: \$75,555

5 GSU Executive directors's applications: \$69,000

Total grants for GSDF Applications 2019: **CA\$144,555.00**

Seconded by Ahamad Al kasasbeh/ Modi

All those in favour. Acceptance carries.

7- Update on the GSDF Terms and References for 2019

Mohammad addressed about the changing of new title and so on (as per the FC recommended - Terms and References).

The GSDF committee will consist of:

Executive Director- External Affairs of the GSU, who serves as chair of the committee

Executive Director- Finance of the GSU

A member at large- appointed by the Finance Committee, GSU

Dean of Graduate Studies (SGS)

Associate Vice-President (Academic)

Manager of Finance and Administration (non-voting member)

Aimée Surprenant suggested that “member at large” 2 positions also ok. Those positions are can be approved, after recommendation from the GSU/Executive Directors (Council).

Mohammad: We will change/include 2 positions as “*Two Member at large*” instead of “A member at large” in this Terms and References. After getting the approval from EC, we will inform to this committee again before ratification of this minutes.

Moved by Mohammad

Seconded by Ahamad/Modi

8- Discuss the announcement time for the new GSDF applications for the year of 2020.

Mohammad: He prepared it and addressed about the tentative GSDF application timeline for both 2019 (current) and 2020 (new) to this committee. He told that the current approved grants of societies/clubs can be used until December 2019, then new GSDF applications 2020 can be listed the events for *January to December 2020* to avoid the confusions about events list with time-frame. The tentative deadline with summary as listed below:

Item	Announcement/Deadline	Responsible Person
Reminder for Final GSDF report (as mandatory for GSDF Applications 2018) including invoices	End of January 2019	Mohammad Islam Miah (Executive Director of Finance, GSU) finance@gsumun.ca
Approved grants transfer to GSU accounts then 1 st half Grants transfer of GSDF 2019 Applications to successful societies/clubs	February-March 2019	Mohammad Islam Miah (Executive Director of Finance), taking help from the Manager of Finance & Administrative/FAS
Call for Society ratification and make a list	September-October 2019 (All societies must be ratified by October Semi-AGM, GSU)	ED Campus life campuslife@gsumun.ca
Call for new GSDF Application 2020 (with Deadline) from societies/clubs	August - 15 November 2019 (Events are allowed for January-December 2020)	ED Finance, GSU
2 nd Half Grants transfer of GSDF 2019 Applications	December 2019 -January 2020	ED Finance, GSU
Call for Finance Committee to select the successful applications with grants	December 2019	ED Finance, GSU
Call for GSDF Committee to make final decision of applications 2020	January 2020	Chair of GSDF Committee ED External Affairs, GSU

Aimée Surprenant: The tentative deadline well informed and organized. I am ok on that.

All those in favour and accepted the tentative timeline.

9- Other Business

Aimée Surprenant: Did the GSU check the final report properly as per approved gsdF applications?

Mohammad: Generally we checked but few societies changed their events date also. This year approved applications, the GSU will check properly as per their events date and budget.

Aimée Surprenant: Dean mentioned about ordering of contents in application such as events summary and budget at a time. Also all events can be listed in yearly calendar in GSU webpage to know the graduate students easily.

Ahamd: We can also call the applications by online as google-excel sheet formate. It can be helped by GSU web master.

Meeting time extended to additional 5 minutes.

Mohammad: I did additional task as executive of finance for the societies/clubs, excluding the GSU constitutional duties. I have already planned to list all events, information of societies/clubs and achive in GSU webpage. The GSDF application formate already changed few things and will change also including Aimée proposal.

Besides, the digitilization of GSDF applications can be done in future. We will discuss on it with Finnace committee and Executive directors.

Sana: Is there any GSDF Final report formate for socities?

Mohammad: Yes, we have final report formate in GSU webpage. It will be updated soon then will inform to GSDF committee also.

After minutes ratification, I will try to facilitate the approved grants to the ratified societies/Clubs by February/March 2019.

10- Adjournment

Moved by Mohammad, Seconed by Aimée.