



**Athabasca University Graduate Students'
Association**

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AUGSA August Meeting Minutes

Date: August 13, 2019 6:00pm

Place: Web conference

Attendance :

Executive Committee: Meaghan Sullivan (President), Heather DeBoer (VP Operations & Finance), David Thomson (VP Academic), Mary-Anne Parker (VP External)

Faculty of Business Representatives: Judd Asoyuf, Margaret Clappison, David Newman

Faculty of Health Disciplines Representatives: Christopher Rudan, Lindsay McNena

Faculty of Humanities and Social Sciences Representative: Nicole Klix, Mary-Anne Parker, David Cloutier, Linda Perschonke, Ashley Ravenscroft

Faculty of Science and Technology: Liliana Quyen Tang, Philip Kirkbride

Staff:

Kallista Chayil (Speaker), Ross Tyson (Executive Director)

Regrets: Kelli Buckreus

Absent:

		Presenter	ACTION	TIME
1.0	Call to Order	Speaker	The meeting was called to order at 6:04 pm MDT.	6:04

2.0	Approval of Agenda		Motion 2.0 To approve the agenda as distributed. Moved: Margaret Clappison Seconded: Lindsay McNena Motion carried without opposition.	6:04
3.0	Approval of Previous Minutes		Motion 3.0: To approve the minutes of July 16 AGM Council meeting. Moved: Mary-Anne Parker Seconded: David Cloutier Carried without opposition	
4.0	Reports and Presentations			6:09
	4.1 Presentation by abGPAC Executive Director		President Meaghan welcomed Nicole van Kuppeveld to our council meeting. Nicole discussed the advocacy that their organization does for Graduate Students in Alberta.	
	4.2 Executive Reports		Executive reports are attached to the minutes	6:45
	4.3 Financial Report		The July reports were discussed.	6:50
5.0	AUGSA Presentations (Orientation)	Linda P.		
6.0	Graduate Student Research Conference	Ross		
7.0	New Business			
8.0	Committee Updates			
	6.1 Awards Committee	David	David would very like to improve the awards program this year. We are looking for Outstanding Distinction award nominations. This award closes on October 15.	

	6.2 Engagement Committee -Meet and Greet Schedule	MaryAnne	Engagement committee is meeting on Aug 20 at 6 pm. There is an Ottawa meet and greet scheduled.	
	6.3 Strategic Planning Committee	Meaghan	Strategic Planning committee meets this Thursday. The committee is reviewing the annual survey results.	6:55
	6.4 Labour Relations Committee	Ashley	No new updates yet. We are looking for a survey of previous executive to get more information.	7:00
	Alberta Graduate Provincial Advocacy Council (abGPAC) Report	Meaghan	There is a meeting with Alberta Innovates tomorrow. The Minister of Advanced Education is very interested in permanent residency for International Students.	
	Canadian Alliance of Student Associations (CASA) Report -Get Out The Vote Campaign	MaryAnne	Lindsay reported that CASA is running a get out the vote campaign (GOTV) This is to inform students to increase the %age vote.	7:10 pm
9.0	Upcoming Events			7:15 pm
10.0	Old Business			
11.0	Other Business		<p>David reported that at the GSRC we would like to have two free entries to give away.</p> <p>Motion 11.1: To have AUGSA donate two registrations at cost to the GSRC in order to gain some interest in the social media directed to the Conference.</p> <p>Moved: Meaghan Sullivan Seconded: Lindsay McNena Motion carried without opposition.</p> <p>Philip Kirkbride is sitting on the digital governance committee and he reported a new website model. Philip tried a few of the courses on AWS from Amazon Educate. He was impressed.</p> <p>Lindsay reported that the Cross-Discipline Mental health committee is meeting. They are looking for a coordinator currently.</p>	7:25 pm

12.0	Adjournment		Motion 12.0: To adjourn the meeting. Moved: Meaghan Sullivan Seconded: Margaret Clappison Carried without opposition.	7:25
13.0	In-Camera			7:30

Meaghan Sullivan, President

Ross Tyson, Executive Director

Date of Approval



ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

President's Report

July 2019

AUGSA Executive/Council Meetings

- July 9: Executive Meeting
- July 16: Annual General Meeting (AGM)

Graduate Student Research Conference

- July 8, 22: Graduate Student Research Conference (GSRC) Steering Committee Meetings
- E-mailed the Minister's Office (x3)
- Finalized sponsorship package and have begun reaching out to potential sponsors

Strategic Planning

- July 17: AUGSA Strategic Planning Meeting
- Survey was disseminated to member population and results have been tabulated. 240 respondents. Strategic Planning Committee is reviewing results.

Alberta Graduate Provincial Advocacy Council (abGPAC)

- July 17: Prep Meeting with abGPAC Executive Director (ED) for Governance Committee
- July 18: Meeting with the Minister of Advanced Education on graduate student priorities
- July 24: abGPAC ED Review
- July 29: abGPAC Governance Committee Meeting (Chair)

Canadian Alliance of Student Associations

- July 16: Get Out The Vote (GOTV) with Undergrad Union (AUSU)
- July 22: National Advocacy Committee Update one-on-one Meeting with Chair
- July 26: National Advocacy Committee (CASA) Meeting

Other Meetings

- July 17, 19: Interviews with Deputy Provost Candidates
- July 18: Orientation for VP External
 - Meetings with Dean of FGS, abGPAC Chair and ED
- July 31: Tuition Steering Committee

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ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

- July 16th – call with AUGSA ED to discuss VP external role
- July 18: Orientation for VP External role
- July 22: Conference call with President and CASA rep to discuss GOTV plan

General/Other

- Review of agendas and supporting documentation
- Review of prior 2 months meeting minutes for all committees
- Review of policies and mandates of AUGSA, CASA, and abGPAC.
- Approval of Expenses
- Monitoring and Responding to Email/Text/Phone Communications
- Administrative/Miscellaneous

Time Tracking
July 2019: 80 hours +/-

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ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

VP External Report

July 2019

AUGSA Executive/Council Meetings

- July 9: Executive Meeting
- July 16: Annual General Meeting (AGM)

Graduate Student Research Conference

- July 22: Graduate Student Research Conference (GSRC) Steering Committee Meeting
 - Joined the Sponsorship and IT Committees
 - Agreed to research solutions to an online meeting space during the conference
 - Have begun reaching out to potential sponsors

Engagement Committee

- Working on engagement committee priorities.
- Review of engagement committee workplan
- Scheduling of August meet and greets (3) to capitalize on other travel.

Alberta Graduate Provincial Advocacy Council (abGPAC)

- July 18: Meeting with the Minister of Advanced Education on graduate student priorities
- July 24th – abGPAC board meeting – now part of ED review and hiring committee
- July 29: abGPAC Governance Committee Meeting

Canadian Alliance of Student Associations

- July 11th – Conference call with CASA secretary for orientation to CASA
- July 16: Get Out The Vote (GOTV) conference call with Undergrad Union (AUSU)
- July 26th – Member Relations Committee – elected co-chair of committee
- Development of AUGSA GOTV plan – submitted to CASA July 29th.
- Review of GOTV Materials package.
- Started planning GOTV socials for duration of campaign

Other Meetings

- July 12th – Interview with AU 50th anniversary team
- July 15th – call with AUGSA President to discuss role

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ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

Vice President Academic

July 2019 – 39 hours

Meetings

- July 3 - MSCHE Meeting #1
- July 4 – Dr. Alain May, Student support around RA/TA/FACULTY relationship
- July 5 – Dr. Shawn Fraser, Dean FGS, dialogue round faculty training
- July 8 – Abey, Human Resources, clarity around Agreement between AU and AUGSA
- July 9 – AUGSA Executive Meeting
- July 16 – AUGSA Council Meeting
- July 17 – MSCHE Meeting #2
- July 17 – GSRC MarkCom Committee Meeting #1
- July 18 – Deputy Provost Interview #2

Actions delegated from Meetings

- **GSRC Marketing/Communication**
 - Developed and circulated conference logo package
 - First meeting of MarkCom committee, develop key messaging to be shared via social media starting August 1st
- **Awards Committee**
 - Continue drafting and present to committee overall procedures for applying
 - Define evaluation process for each award

General/Other

- **Middle States Commission on Higher Education (MSCHE)** – Working group 4 – Support of Student Services – meet every two weeks to further the report for Standard 4 – final report due in September
 - Introduction and discussion with Melissa Sadowick, FOIP/Privacy Officer
- **Encouraging more training for faculty around supervising RA/TAs**
 - Players involved so far: Dean Fraser, Dr May, Abey
 - Small presentation to members of my in-residence course around AUGSA:
 - Predominant question was exactly how much of the charged extra fee per course is going to AUGSA?
 - 90% were unaware they were represented by AUGSA
 - Awards and Bursaries were mentioned as the biggest value
 - Solid conversation with Dr. Deborah Hurst, Dean Faculty of Business about AUGSA and the desire to increase faculty training around HR.

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General/Other

- Review of agendas and supporting documentation
- Presidents Message/Newsletter
- Approval of Expenses
- Student Inquiries
- Monitoring and Responding to Email/Text/Phone Communications
- Administrative/Miscellaneous

Time Tracking

May 1-31, 2019: 71 hours +/-

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VPOF

July 2019

AUGSA Executive/Council Meetings

- Executive Meeting
- Council meeting

Committees

- Digital Governance Committee
- Budget Committee has been established- Will send out "When is Good to select meeting times"
- Conference Abstract Reviewer

General

- Honorarium Payments
- Bookkeeping
 - Reconciliation
 - Bank Fees
 - Cheque Submissions
- Payroll
- Expense reimbursements
 - Monthly Process, If urgent credit/advance

Athabasca University Graduate Student Association

Balance Sheet As at 31/07/2019

ASSET

Current Assets

TD Bank Edmonton	269,673.41	
Short-term Investments	101,366.42	
Accounts Receivables	63,908.23	
Deposit	3,291.75	
Accured Receivables	-5,447.22	
Prepaid Expenses	-4,206.84	
Cash and Equivants		428,585.75
Total Current Assets		428,585.75

Long-term Investments

Long-term Investment1		0.00
Total Long-term Investments		0.00

Capital Assets

Computer Hardware	6,184.33	
Accumul Depreciation Hardware	-629.35	
Furniture and Equipment	346.49	
Accum Deprecition Furniture & E...	-34.65	
Total capital Assets		5,866.82
Total Assets		5,866.82

TOTAL ASSET 434,452.57

LIABILITY

Current Liabilities

Accounts Payables	2,955.12	
Accured Expenses	13,260.28	
Deffered Revenue	0.00	
Account & Accured Liabilities		16,215.40
Total Account, Accured Liabili...		16,215.40

Payroll Remitences

CPP Liabilities	-1,008.10	
EI Laibilities	-640.19	
Salaries Payable	0.00	
Employee Tax Liabilities	-3,244.56	
Long-term Liabilities	0.00	
Total Payroll Liabilities		-4,892.85
Total Current Liabilities		-4,892.85

Long-term Liabilities

Long-term Liabilities 1		0.00
Total Long-term Liabilities		0.00

TOTAL LIABILITY 11,322.55

EQUITY

Retained Earnings

Current Earnings	21,829.46	
Unrestricted Net Assets	380,437.33	
Graduate Conference Reserve	19,895.00	
Restricted Conference Assets	968.23	
Total Retained Earnings		423,130.02

TOTAL EQUITY 423,130.02

LIABILITIES AND EQUITY 434,452.57

Total Current Liabilities	<u>-4,892.85</u>
Long-term Liabilities	
Long-term Liabilities 1	0.00
Total Long-term Liabilities	<u>0.00</u>
TOTAL LIABILITY	<u>11,322.55</u>
EQUITY	
Retained Earnings	
Current Earnings	23,949.71
Unrestricted Net Assets	380,437.33
Graduate Conference Reserve	19,895.00
Restricted Conference Assets	968.23
Total Retained Earnings	<u>425,250.27</u>
TOTAL EQUITY	<u>425,250.27</u>
LIABILITIES AND EQUITY	<u><u>436,572.82</u></u>

Generated On: 19/07/2019

Athabasca University Graduate Student Association

Income Statement 01/06/2019 to 31/07/2019

REVENUE

Revenue

Student Union fees income	127,504.00
Miscellaneous income	0.00
Conference income	0.00

Total Revenue 127,504.00

Other Income

Interest Income	0.00
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Total Other Revenue 0.00

TOTAL REVENUE 127,504.00

EXPENSE

Membership in Associations

ASEC	0.00
CASA	0.00
Amicus-C	0.00
Ontario Graduate Association	0.00
OoH La La Mobile App	0.00
AB-GPC	0.00

Total Membership in Associations 0.00

Insurance

Student Life Line	0.00
Exc Director Liability Insurance	1,086.27
Council Liability Insurance	0.00

Total Insurance 1,086.27

Payroll and Honorariums

Salaries	32,333.32
CPP expense	1,008.10
EI expense	746.88
Payroll	0.00
Phone benefit	600.00
Council Honorariums	13,650.00

Total Payroll & council Honorariums 48,338.30

Awards and Grants

Cash Awards and Grants	9,600.00
Travel Grants - AU Grad Conference	0.00

Total Awards and Grants 9,600.00

Professional Fees

Graduate Student Conference	614.19
Election - Returning Officer	3,150.00
Audit Fees	0.00
Accounting fees	0.00
Consulting -Short Student Contracts	0.00
Legal	0.00
Convcocation	0.00
Transition of Executive	0.00
Trianing & Professional Development	0.00

Total Professional Fees 3,764.19

Technology

Web Development	0.00
Election Software	0.00
Web and email hosting	87.15
Microsoft 365 software	496.63
Sage 50 Accounting	475.17

Athabasca University Graduate Student Association
Income Statement 01/06/2019 to 31/07/2019

Total Technology	<u>1,058.95</u>
Admininstration	
Telephone Expense	155.62
Office Supplies	438.18
Interest & penalties	0.00
Miscellaneous Expenses	312.49
Bank Fees	0.00
Meals & Entertainment	474.00
Total Administration	<u>1,380.29</u>
Advertising and Promotion	
Promotion	2,858.84
Meeting and Greats	0.00
Total Advertising and Promotion	<u>2,858.84</u>
Travel and Hotel Expenes overhead	
Vehicle & Mileage	2,509.38
Parking	86.00
Travel Auto & Hotel Expenes	446.83
Total Travel & Hotel Expenes	<u>3,042.21</u>
AB-GPAC	
AB-GPAC: Vehicle & Mileage	330.48
AB-GPAC: Parking fees	35.00
AB-GPAC: Travel and Hotel Expenes	1,995.00
AB-GPC Travel Auto & Hotel Expenes	<u>2,360.48</u>
CASSA	
CASSA: Vehicle & mileage	427.88
CASSA: Parking	12.90
CASSA: Other Travel & Hotels	5,557.04
Total CASSA: Travel, Hotel Expense	<u>5,997.82</u>
Executive Trasition	
Transition Vechicle and Mileage	0.00
Transition Parking fees	0.00
Transition: Travel & Hotel	760.22
Transition: Travel & Hotel Expenes	<u>760.22</u>
TOTAL EXPENSE	<u>80,247.57</u>
NET INCOME	<u>47,256.43</u>