



**Athabasca University Graduate Students'  
Association**

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**AUGSA Annual General Meeting Minutes**

Date: July 16, 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:** Nicole Klix, Christopher Rudan, Lindsay McNena

**Faculty of Humanities and Social Sciences Representative:** Mary-Anne Parker, David Cloutier, Linda Perschonke, Ashley Ravenscroft, **Kelli Buckreus**

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

**Staff:**

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

Luke Sullivan, student

**Regrets:**

**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		<p><b>Motion 2.0 To approve the agenda as distributed.</b>          Moved: David Cloutier          Seconded: Ashley Ravenscroft          Motion carried without opposition.</p>	6:04
3.0	Approval of Previous Minutes		<p><b>Motion 3.0: To approve the minutes of June 18 Council meeting.</b>          Moved by Judd Asoyuf          Seconded by Chris Rudan          Carried without opposition</p> <p><b>Motion 3.1: To approve the minutes of the 2018 AGM- June 19, 2018.</b></p> <p>Moved by Mary-Anne Parker          Seconded by Liliana Tang          Motion carried without opposition</p>	
4.0	Reports and Presentations			6:09
4.1	Welcome VPEX		<p>President Meaghan welcomed Mary-Anne to our Executive.</p> <p><b>Motion 4.1: To approve the appointment of Mary-Anne Parker to the position of Vice President External.</b></p> <p>Moved: Liliana Tang          Seconded: Lindsay McNena          Approved without opposition</p>	
4.2	Executive Reports		<p>Executive reports are attached to the minutes</p> <p>One item from VPA David elicited quite a bit of conversation. Training for profs who sponsor an RA or GA in managing the employee.</p>	6:25

	<b>4.3 Financial Report</b>		There was no financial report this month. We concentrated on the audit report.	6:20
<b>5.0</b>	<b>Review 2018 Financial Audit</b>		<b>Motion 5.0: To approve the audited financial statements for 2018 as presented.</b> Moved: Margaret Clappison Seconded: David Newman Carried without opposition	
<b>6.0</b>	<b>Audit Contract 2019</b>		<b>Motion 6.0: To approve JR and Company as our auditors for 2019.</b> Moved: Margaret Clappison Seconded: Heather DeBoer Carried without opposition	
<b>7.0</b>	<b>New Business</b>			
<b>8.0</b>	<b>Committee Updates</b>			
	<b>6.1 Governance Committee</b>		Meaghan had no update as of yet. They will start meeting in September.	
	<b>6.2 Awards Committee</b>		David reported that we have two emergency bursaries remaining. All others have been awarded. Looking at process and policy now.	
	<b>6.3 Engagement Committee</b>		Mary-Anne reported that the first meeting the committee moved forward with the work plan for the Engagement Committee. Goal 1: To increase the visibility of AUGSA Goal 2: Promote the communication platforms that seem to be working Goal 3: Student connection with us. We will be transferring these into deliverables. <b>Motion 6.3: To approve the engagement committee plan in principle.</b> Moved: David Thomson Seconded: Ashley Ravenscroft Carried without opposition	6:35

	<b>6.5 Strategic Planning Committee</b>		Meaghan updated both meetings in June. They have generated the annual survey. The first week in August, the committee will look at the results. Tomorrow's meeting will be goal oriented. Also, we are looking at our values as an organization.	6:40
	<b>6.6 Labour Relations Committee</b>		Ashley Ravenscroft updated the two meetings with this committee. They are looking at the Executive Committee contracts of employment. We created a summary table that will allow for data collection.	
	<b>6.7 AU Digital Management Committee</b>		Heather requested for any interested parties to sit on this committee at the University level. Please email <a href="mailto:vpof@augsa.com">vpof@augsa.com</a> if interested.	6:50 pm
<b>9.0</b>	<b>Alberta Graduate Provincial Advocacy Council (abGPAC) Report</b>		Meaghan reported on the activities of AbGPAC so far this year. The report will be included in the next issue of the newsletter. Mary-Anne will be the new representative. abGPAC is looking for additional volunteers. If interested please send your interest to <a href="mailto:president@augsa.com">president@augsa.com</a> or <a href="mailto:ed@abgpac.ca">ed@abgpac.ca</a> Lindsay gave an overview on the last two meetings with abGPAC.	7:15 pm
<b>10.0</b>	<b>Canadian Alliance of Student Associations (CASA) Report</b>		Meaghan reported. Currently there is a membership meeting on Thursday, Lindsay will attend. The focus is on Get Out the Vote campaign. Using our newsletter, Facebook, contests, hosting events, delivering a podcast, and other ideas. Lindsay reported that in November the Policy and Strategy meeting will be in the Maritimes.  Looking for an Executive Director due to the resignation of the current ED.  Brandon is the appointed liaison for AUGSA.	7:10 pm
<b>11.0</b>	<b>Upcoming Events</b>		Western Conference for Get Out the Vote in early August at SAIT. Graduate Student Research Conference October 25 <sup>th</sup> weekend.	7:20 pm

12.0	Old Business		Lindsay attended the Mental Health Committee meeting for AU. Looking for ideas of funding a coordinator if possible depending on monies from GOA. Funded at \$220,000 last year. Underspent last year and looking for \$370,000 funding this coming year. Hopefully we can roll over the surplus. Also looking to launch a mental health website.	7:25
13.0	Other Business		Incentivizing the survey can be looked at in the future. This idea was tabled. Please fill out the survey and get it out to your faculty and program.	7:30
14.0	Adjournment		<p><b>Motion 14.0: To adjourn the meeting.</b></p> <p>Moved: Mary-Anne Parker                  Seconded: David Cloutier                  Carried without opposition</p>	7:35
15.0	In-Camera		There was no in camera session this evening.	

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 Lindsay McNena, President

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 Ross Tyson, Executive Director

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 Date of Approval



ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

# President's Report

June 2019

## AUGSA Executive/Council Meetings

- June 11: Executive Meeting
- June 18: Council Retreat Meeting

## Committee Meetings

- June 3, 26: Graduate Student Research Conference -Sponsorship Committee
- June 3, 18: Graduate Student Research Conference – Steering Committee
- June 4, 27: AUGSA Strategic Planning Committee
- June 6: FGS Faculty Council
- June 14: e-Portfolio Working Group
- June 20: Joint Board & GFC Committee at Government House in Edmonton
- June 27: Tuition Steering Committee

## Major Events

- June 6-8: Convocation Ceremonies in Red Deer
- June 24-25: Student Leaders Orientation at Government House in Edmonton
  - June 25: Legislature QA Period, invited by Minister of Advanced Education

## Alberta Graduate Provincial Advocacy Council (abGPAC)

- June 5: abGPAC Board Meeting
- June 21-22: abGPAC Strategic Planning Workshop in Rocky Mountain House
- June 24: Council of Alberta University Students (CAUS) Invitation: MLA Meet/Greet Opportunity
  - Spoke with:
    - Minister of Advanced Education,
    - Minister of Labour,
    - Minister of Red Tape Reduction

## Canadian Alliance of Student Associations (CASA)

- June 26: National Advocacy Committee
  - Initial planning for the Get Out The Vote (GOTV) campaign. I will be assisting in facilitating the July 8<sup>th</sup> workshop to all CASA members.

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## Other Meetings

- June 10: One-On-One Welcome Back Meeting with Ross
- June 11/12: Executive and Council In-camera sessions
- June 17: Executive Meeting to Discuss VPEX process
- June 20: Academica Group on AU Graduate Student Journey Mapping
- June 20: AUGSA/AUSU Presidents Meeting
- June 21: Executive Meeting
- June 28: VPEX Orientation Part 1

## General

- Invitations to Minister of Advanced Ed, AU President and Vice President to GSRC
- Review of agendas and supporting documentation
- Review and critiquing of abGPAC bylaws as abGPAC Chair of Governance
- Presidents Message/Newsletter
- Send/Receiving on-going email communications and phone calls
- Student Inquiries
- Approval/Submission of Expenses Claims
- Administrative/Miscellaneous
- Other

**Time Tracking**  
**June 1-30, 2019: 150 hours**

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# Vice President Academic

June 2019 – 38 hours

## Meetings

- June 3 – GSRC – assigned Chair of MarkCom Sub committee
- June 6 – FGS Faculty Council Meeting
- June 11,17,21 – Executive meetings
- June 12 – Special Council Meeting
- June 26 – Awards Committee Meeting

## Actions delegated from Meetings

- GSRC Marketing/Communication
  - arranging first meeting of subcommittee
  - Submit quote for Conference photography
- Awards Committee
  - draft overall procedures for applying
  - define evaluation process for each award

## General/Other

- Currently have two active cases regarding student issues
  - Introduction to AVP Student and Academic Services
    - Splitting of position into Deputy Provost Academic Services and AVP Academic Resources
    - Performance Management Issue – share with Dean FGS
    - Three Collective Agreements for RAs
      - AUGSA – no limit to pay
      - ALPHA – self-directed, Faculty
      - AUPE – administrative
    - Imagine learning Framework – study
    - Student Services Strategic Plan 2018-2023 – study
    - FGS Strategic Plan 2018-2022 -study
  - Strategic Conversation with Dean FGS around Faculty training in HR
    - 2018 Collective Agreement between AU and AUGSA – study
      - Request HR to send monthly list of assigned RAs under agreement (sec 7.01k)
  - Middle States Commission on Higher Education (MSCHE) – Working group 4 – Support of Student Services – *“Policies and procedures for the safe and secure maintenance and appropriate release of student information and records”*

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VP External Report - Executive Meeting July 9<sup>th</sup>

June – to date.

1. Reviewed and signed contract
2. Meeting with Nicole van Kuppeveld – abGPAC orientation
3. Engagement Committee Meeting
  - a. Reviewed last year's plan
  - b. Brainstormed where to start and where people's sense of engagement was in the committee
  - c. Doodle poll for meeting date to be sent by VP ex this week
4. Review of minutes from the last meetings of : abGPAC, CASA and Graduate Conference Strategic Planning Committee.
5. AU 50<sup>th</sup> Celebrations – follow up on contacts requested for interviews.

# VPOF

June 2019

## AUGSA Executive/Council Meetings

- Executive Meeting
- Council meeting

## Committees

- Digital Governance Committee
- Budget Committee has been established

## General

- Communication with Auditor:
  - Auditors Report: PDF's attached for Executive Council review
  - Signature of past President
- Bookkeeping
  - Reconciliation: Bank and Sage do not align
  - Digital file storage is falling into place
- Second Payroll
  - VP Ops Paid for June
- Emergency Bursaries
  - Warning: Professional Development Support
- Expense reimbursements
  - Process established
  - Review of Process (two approvals: Other than I, copy all)
- Inuit Cancelled
- Response to Labour Relations Committee- averaging an hour a day, banking hours