



**Athabasca University Graduate Students'  
Association**

10818 Jasper Avenue  
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**AUGSA Minutes**

**Date:** July 14, 6:00pm MDT

**Place:** Web conference

**Attendance:**

**Executive Committee:** Mary-Anne Parker (President), Ashley Ravenscroft (VP Operations & Finance),  
Judd Asoyuf (VP Academic), Crys Vincent (VP External)

**Faculty of Business Representatives:** Margaret Clappison, David Newman, Brandon Simmons

**Faculty of Health Disciplines Representatives:** Julia Cornester, Lindsay McNena

**Faculty of Humanities and Social Sciences Representative:** Kelli Buckreus, David Cloutier, Heather  
McGilvary, Bernard Kikechi

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

**Staff:** Meaghan Sullivan (Executive Director), Bob Cole (Communications Coordinator)

**Guests:** Christine Cao, Tanille Shandro (abGPAC Representatives)

**Absent:** Nicole Klix, Scott Howell

|     |                    | PRESENTER | ACTION   | TIME    |
|-----|--------------------|-----------|--|---------|
| 1.0 | Call to Order      | President | The meeting was called to order at 6:02 pm MDT.  | 6:02 pm |
| 2.0 | Approval of Agenda | President | <b>Motion 2.0 To approve the agenda as distributed.</b><br>Moved: Heather McGilvary<br>Seconded: Julia Cornester<br>Motion carried without opposition. | 6:05 pm |

|     |                                     |                                   |  |         |
|-----|-------------------------------------|-----------------------------------|--|---------|
| 3.0 | <b>Approval of Previous Minutes</b> | President                         | <p><b>Motion 3.0 To approve the minutes of June 9, 2020.</b><br/>         Moved: Julia Cornester<br/>         Seconded: Heather McGilvary<br/>         Motion carried without opposition.</p>  | 6:07 pm |
| 4.0 | <b>Reports and Presentations</b>    |                                   |  |         |
|     | <b>4.1 abGPAC Presentation</b>      | Tanille Shandro and Christina Cao | <p>Crys Vincent introduced Tanille Shandro and Christine Cao from abGPAC. Tanille and Christine co-presented an overview of abGPAC, its structure, members, roles, diversity, and advocacy priorities.</p> <p>2020-2021 Advocacy Priorities:</p> <ol style="list-style-type: none"> <li>1. Graduate Student Wellbeing &amp; Safety</li> <li>2. Graduate Student Opportunities</li> <li>3. A Strong/Sustainable/Accessible Post-Secondary System</li> </ol> | 6:08 pm |
|     | <b>4.2 Executive Reports</b>        | Executives                        | As per attached reports.   | 6:38 pm |
|     | <b>4.3 Financial Report</b>         | VP Operations & Finance           | <p>Ashley noted a drop in revenue and enrollment has been noticed for March/April that could be due to COVID-19. Margaret noted this could be a normal dip. Ashley is awaiting follow up with the University.</p>  |         |
| 5.0 | <b>Bookkeeper Proposal</b>          | VP Operations & Finance           | <p><b>Motion 5.0: To approve the hiring of a bookkeeper with ammendments to the responsibilities to include payroll, and reflect a sliding scale for hourly committment.</b><br/>         Moved: Margaret Clappison<br/>         Seconded: Brandon Simmons<br/>         Motion carried without opposition.</p>   | 7:00 pm |
| 6.0 | <b>Council Reports</b>              |                                   | <p>Student inquiries and contacts come through the website to the ED email and inquiries are forwarded onward to Faculty Reps and Executives depending the portfolio.</p>  | 7:13 pm |

|             |  |                            |  |         |
|-------------|--|----------------------------|--|---------|
|             | <b>6.1 Faculty of Science and Technology</b>         | Faculty Representation     | No reports at this time.   |         |
|             | <b>6.2 Faculty of Humanities and Social Sciences</b> | Faculty Representation     | No reports at this time.   |         |
|             | <b>6.3 Faculty of Health</b>                         | Faculty Representation     | No reports at this time.   |         |
|             | <b>6.4 Faculty of Business</b>                       | Faculty Representation     | No reports at this time.   |         |
| <b>7.0</b>  | <b>Communications Strategy</b>                       | Communications Coordinator | Bob Cole presented the Communications – 2020 Social Media Strategy   | 7:16 pm |
| <b>8.0</b>  | <b>Old Business</b>                                  | President                  |  |         |
| <b>9.0</b>  | <b>New Business</b>                                  | President                  |  |         |
| <b>10.0</b> | <b>Committees</b>                                    | President                  |  | 7:32 pm |
|             | <b>10.1 Governance Committee</b>                     | Chair, Governance          | The committee has met and reviewed bylaw objectives. The revised bylaws will be presented at AGM and include revisions such as inclusion of a Finance Committee. The Committee has re-written some of the committee descriptions and included updates as minor revisions.  |         |
|             | <b>10.2 Awards Committee</b>                         | Chair, Awards              | The committee met on June 17th with multiple applications for review. The committee is continuing to build in supports for adjudicating applications (such as a threshold) and revamping the application to be bursary/awards specific.  |         |
|             | <b>10.3 Engagement Committee</b>                     | Chair, Engagement          | The committee has met with the intention to finalize work plan. They reviewed the Convocation 2020 plan and discussed how to best represent AUGSA. The committee is considering purchasing swag, supporting local artists, or finding other creative strategies to engage. Goals for an external communications strategy are being worked on with Crys Vincent and Bob Cole. |         |
|             | <b>10.4 Strategic Planning Committee</b>             | Chair, Strategic Planning  | The committee has met and discussed the plans around the annual membership satisfaction survey. Questions on mental  |         |

|             |                        |           |  |         |
|-------------|------------------------|-----------|--|---------|
|             |                        |           | health and COVID-19 will be added to the survey.   |         |
| <b>11.0</b> | <b>Upcoming Events</b> | President | <ol style="list-style-type: none"> <li>1. AGM: We require quorum, which is 15 students. Please ensure your attendance and bring a fellow student.</li> <li>2. Grad Research Conference on Oct 16-17.</li> <li>3. Convocation.</li> </ol> | 7:42 pm |
| <b>12.0</b> | <b>Other Business</b>  | President | GCAP: Lyndsay McNena inquired on a GCAP concern related to Convocation. She will send a follow-up to Mary-Anne via e-mail.   |         |
| <b>13.0</b> | <b>Adjournment</b>     | President | <p><b>Motion 13.0: To adjourn the meeting at 7:54 pm.</b></p> <p>Moved: Crys Vincent<br/>         Seconded: Bernard Kikechi<br/>         Carried without opposition.</p>   | 7:54 pm |

\_\_\_\_\_  
 Mary-Anne Parker, President

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 Meaghan Sullivan, Executive Director

\_\_\_\_\_  
 Date of Approval



ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

# President Report

July 2020

## AUGSA Executive/Council Meetings

- June 1, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, & 29<sup>th</sup> – President/ED weekly check ins.
- June 2<sup>nd</sup> – AUGSA executive meeting
- June 9<sup>th</sup> – council
- June 15<sup>th</sup> – External team meeting
- June 22 – engagement cmte meeting
- June 26<sup>th</sup> – Joint ED/VPOF catch up

## AU Meetings

- June 1 – University Relations – Covid Bursary follow up
- June 2<sup>nd</sup> – FHSS Faculty Council (2.5 hrs)
- June 4<sup>th</sup> – FGS Council (3 hours)
- June 4<sup>th</sup> – AUSU/AUGSA executive meet and greet
- June 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> – weekly president check up with AUSU
- June 8<sup>th</sup>-12<sup>th</sup> – mtg with hiring candidates
- June 15<sup>th</sup> - mtg w VP Provost – tuition and fees/ILE
- June 15<sup>th</sup> – Advisory Committee – Dean FST
- June 16<sup>th</sup> – AVPR and FGS candidates' recap
- June 16<sup>th</sup> – National strategy session with AUSU
- June 18<sup>th</sup> – AUSU/AUGSA & University relations communications vis a vis covid bursaries
- June 22<sup>nd</sup> – FGS – Grad lounge line up
- June 25<sup>th</sup> – Joint GFC/B of G session

## Alberta Graduate Provincial Advocacy Council (abGPAC)

- June 1<sup>st</sup> – BMO – financial transfer (treasurer)
- June 2<sup>nd</sup> – weekly catchup
- June 3 – Board mtg. x`
- June 4 – mtg with new Board chair.
- June 16<sup>th</sup> – GSA Labour relations advisory committee
- June 16<sup>th</sup> – Executive Cmte meeting
- June 17<sup>th</sup> – Board meeting
- June 23<sup>rd</sup> – meeting with Advanced Ed department

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- June 24<sup>th</sup> – Day 1, retreat, overview and intro.
- June 24<sup>th</sup> – governance cmt meeting
- June 24<sup>th</sup> – SAGE overview
- June 25<sup>th</sup> – Government relations principles and practice – training - retreat
- June 25<sup>th</sup> – advocacy principles discussion - retreat
- June 26<sup>th</sup> – swot and pestle analysis – retreat
- June 26<sup>th</sup> – strategic plan – retreat
- June 29<sup>th</sup> – advocacy and outreach – retreat
- June 30<sup>th</sup> – resource summary & next steps – retreat
- June 30<sup>th</sup> – special board meeting.

## Canadian Alliance of Student Associations

### Other Meetings/Events

- June 5<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> Grad Lounge – weekly co-hosting duties
- Weekly “president’s coffee” with Natasha Donaghue

### General/Other

- Approval of Expenses
- Reading reports/developing presentations
- Responding to Email/Text/Phone Communications
- Administrative/Miscellaneous

## HIGHLIGHTS

1. Role determination – Internal and External  
After the initial May start up and inundation of meetings it was imperative that I look for redundancies within our teams. Having three people at meetings seems an ineffective way to use our time. This has come about due to the necessary shift, each year, of executive roles that fit the individuals in the role and the interests/personalities of those occupying the positions. My mantra is to build capacity within the council in order to ensure AUGSA’s ongoing success. June was the month for me to re-assess when my presence is needed and when I can step back so others can step up. I’m hoping that by the end of summer there will be a breadth of expertise in key roles.
2. Grad Lounge  
This was initiative co-formed by AUGSA and FGS. It has incredible potential. Each week is

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assigned a theme and I have been working closely with FGS to deliver a variety of formal and informal topics. We have also encouraged the participation of grad students. This is a fledgling initiative that has proven invaluable to those who have spent time with us and for me to hear the challenges and success of grad students. It has allowed me to advocate both formally and informally. We hope to keep building on the positive experience. I am hoping that we can have an AUGSA contingent there every week.

3. Collaboration

I have been invited to more than 10 meetings in which internal AU departments have wanted a student voice as part of both planning processes and recruitment of staff. This bodes well for AUGSA in that we are being positioned as the consultative voice within AU and being given a chance to question candidates about their views on student experience and research needs.

4. Ab-GPAC

A strategic retreat combined with start-up committee meetings have provided a strong base for AUGSA's position within this organization. We are viewed as the experts in online education and have provided important input in terms of future directions and research needs. We have a strong external team that is well on its way to promoting AUGSA student interests.

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# VP Academic's Report

June 2020

## AUGSA Executive/Council Meetings

- June 2<sup>nd</sup> - Executive Check In.
- June 9<sup>th</sup> – Council meeting

## Faculty of Graduate Studies(FGS)

- June 4<sup>th</sup> – Faculty Council meeting
- June 17<sup>th</sup> – Faculty Council meeting

## Awards Committee

- June 17<sup>th</sup> - Reviewed 1 computer bursary and 1 emergency bursary
  - Awarded 1 computer bursary

## General Faculty Council

- June 25<sup>th</sup> - GFC meeting.

## General/Other

- June 8<sup>th</sup> – AVPR candidate meeting with AUSU and AUGSA Executive
- June 9<sup>th</sup> – AVPR candidate meeting with AUSU and AUGSA Executive
- June 10<sup>th</sup> – Dean of FGS candidate presentation to advisory committee
- June 10<sup>th</sup> – Dean of FGS candidate interview with advisory committee
- June 10<sup>th</sup> – Dean of FGS candidate meeting with AUSU and AUGSA Executive
- June 10<sup>th</sup> – Dean of FGS candidate open forum meeting with advisory committee
- June 11<sup>th</sup> – Dean of FGS candidate presentation to advisory committee
- June 11<sup>th</sup> – Dean of FGS candidate interview with advisory committee
- June 11<sup>th</sup> – Dean of FGS candidate meeting with AUSU and AUGSA Executive
- June 11<sup>th</sup> – Dean of FGS candidate open forum meeting with committee
- June 12<sup>th</sup> – Dean of FGS candidate presentation to advisory committee
- June 12<sup>th</sup> – Dean of FGS candidate interview with advisory committee
- June 12<sup>th</sup> – Dean of FGS candidate meeting with AUSU and AUGSA Executive
- June 12<sup>th</sup> – Dean of FGS candidate open forum meeting with advisory committee
- June 15<sup>th</sup> – Meeting with Dr Matthew Prineas regarding fees consultation

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- June 15<sup>th</sup> – Meeting with CUPE/AUSU/AUGSA
- June 16<sup>th</sup> – AVPR / Dean of FGS Candidate recap
- June 18<sup>th</sup> – Meeting #4 Advisory committee Dean of FGS.

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# VP External's Report

June 2020

## AUGSA Executive/Council Meetings

- June 9<sup>th</sup> – Regular council meeting
- June 11<sup>th</sup>- Touchbase with Kristine Williamson on MLA meetings in AB
- June 12<sup>th</sup>- Hosted the grad lounge with FGS
- June 15<sup>th</sup>- External team meeting (chair)
- June 16<sup>th</sup>- Conversation with Finance department and debrief with President and Exec
- June 18<sup>th</sup>- Meeting with AU on Reimagined Convocation plan
- June 22<sup>nd</sup>- Engagement Committee Meeting
- June 24<sup>th</sup>- Conversation with Chris Bell (abGPAC) Evan Wong (UofA) AUGSA President on the SAGE program and Supporting Indigenous students
- June 25<sup>th</sup>- Check in with President
- June 26<sup>th</sup>- Meeting with AUSU VPX and Kristine Williamson Minister strategy planning
- June 29<sup>th</sup>- Meeting with Minister Sawhney, Kristine, and AUSU (rescheduled- no show)

## Alberta Graduate Provincial Advocacy Council (abGPAC)

- June 9<sup>th</sup> – Exec meeting
- June 10<sup>th</sup>- Agenda planning meeting with ED (A&O Committee)
- June 11<sup>th</sup>- Advocacy and Outreach Committee Meeting (chair)
- June 16<sup>th</sup>- Executive Meeting
- June 17<sup>th</sup>- Regular Board Meeting
- June 23<sup>rd</sup>- Executive Meeting
- June 24<sup>th</sup>- Opening session of Board Retreat
- June 25<sup>th</sup>- Government Relations Training with Keill and Co
- June 25<sup>th</sup>- Land Acknowledgment Workshop
- June 25<sup>th</sup>- Advocacy Principles Planning Session
- June 26<sup>th</sup>- SWOT and PESTEL Analysis Session
- June 26<sup>th</sup>- Strategic Plan Review
- June 27<sup>th</sup>- Advocacy Priorities Session
- June 27<sup>th</sup>- Research Priorities Session
- June 29<sup>th</sup>- Advocacy and Outreach Topic Discussion
- June 29<sup>th</sup>- Governance Topic Discussion
- June 30<sup>th</sup>- Board Retreat Wrap up session
- June 30<sup>th</sup>- Regular Exec Meeting

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## Canadian Alliance of Student Associations

- Responded to Doodle polls on first committee meetings

## Other Meetings/Events

- 

## General/Other

- Responding to Email/Text/Phone Communications
- Created info graphic for outreach
- Administrative/Miscellaneous

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# VPOF Report

June 2020

## AUGSA Internal/External Meetings

- Executive Meeting (June 2)
- Council Meeting (June 9)
- TD Meeting with AUGSA (June 10)
- TD CMS Meeting (June 11th)
- ED/VPOF Meeting with Alumni Relations (June 12)
- ED/VPOF Meeting (June 4, June 26) and about three times a week (via text message, and phone calls, THANK YOU MEAGHAN!)
- ED/VPOF/President Meeting (June 26)

## AUGSA ACTION ITEM UPDATE:

- UPDATE ON INQUIRIES
  - What server does the university utilize, and could AUGSA use this in future, if requested?
  - Would AU be willing to extend/host/provide use of their internal security systems, Office 365 (there is a potential for savings here), and/or hosting the website on their server).
  - With new Credit Card fee being collected when students pay tuition with a credit card, will the University be considering payment plans, and also, as Business was previously told they could ONLY use credit cards (meaning they are forced to pay the associated fee), or are they going to allow them to pay via a debit?

## VPFO GOALS:

July through August, I plan to focus on:

- Continuing to transfer data into QuickBooks, to ensure all entries have back-up embedded.
- Continuing to streamline financial processes and continue to add to the Standard Operating Procedure/processes for future VPOF's.
- Hire a bookkeeper/akin to continue entering transactions and updating the books (target hire date September 1st 2020).
- Follow-up on 'lost,' revenue from the March- onward period (AU)

- Issuing T4A to individuals missed in 2019