



**Athabasca University Graduate Students'  
Association**

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**AUGSA August Meeting Minutes**

Date: September 10, 2019 6:00 pm

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:** 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)

**Regrets:**

**Absent:**

|            |                      | <b>Presenter</b> | <b>ACTION</b>                                   | <b>TIME</b> |
|------------|----------------------|------------------|---|-------------|
| <b>1.0</b> | <b>Call to Order</b> | 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><br/> Moved: Lindsay McNena<br/> Seconded: Philip Kirkbride<br/> Motion carried without opposition.</p>   | 6:04 |
| 3.0 | Approval of Previous Minutes |           | <p><b>Motion 3.0: To approve the minutes of August 13 Council meeting.</b><br/> Moved: Lindsay McNena<br/> Seconded: Margaret Clapison<br/> Carried without opposition</p>  |      |
| 4.0 | Reports and Presentations    |           |   | 6:09 |
|     | 4.1 Executive Reports        |           | Executive reports are attached to the minutes   |      |
|     | 4.2 Financial Report         |           | The August reports were discussed.  | 6:10 |
| 5.0 | New Business                 |           |   | 6:15 |
|     | 5.1 Strategic Plan 2019-2022 | Meaghan   | <p>Meaghan took us through the strategic plan as designed by the committee. This is a three-year strategic plan. (attached)<br/> <b>Motion 5.1: To approve the Strategic Plan for 2019-2022.</b><br/> Moved: Meaghan Sullivan<br/> Seconded: David Cloutier<br/> Carried without opposition</p> |      |
| 6.0 | Committee Updates            |           |   |      |
|     | 6.1 Awards Committee         | David     |   |      |
|     | 6.2 Engagement Committee     | Mary-Anne | <p>Discussed the Get Out the Vote program. Campaigns, social media, etc.<br/><br/> Various socials will be supported by AUGSA.</p>  |      |

|             |  |          |  |         |
|-------------|--|----------|--|---------|
|             |  |          | Next is focusing on the Graduate Research Conference.  |         |
|             | <b>6.3 Budget Committee</b>  | Heather  | The budget committee will meet this month.   |         |
|             | <b>6.4 Labour Relations Committee</b>  | Ashley   | We are surveying executives to gain information regarding governance of the organization. Report to follow.  |         |
|             | <b>6.5 Digital Governance Committee</b>  | Philip   | Was unable to report. Will report next time.   | 6:35    |
|             | <b>6.6 Research Conference</b>   | Meaghan  | Many things happening with plans in their final stages:<br>Identified abstract winners<br>Have met our objective for sponsorship<br>Have a marketing plan<br>Ready to go.  | 6:45    |
| <b>7.0</b>  | <b>Old Business</b>  |          |  |         |
|             | <b>7.1 Alberta Graduate Provincial Advocacy Council (abGPAC) Report</b>                            | Meaghan  | Scholarships are still up in the air. Typically, students would have applied for the Graduate Citizenship Awards, but they are still not available. We are hopeful.  | 6:50 pm |
|             | <b>7.2 Canadian Alliance of Student Associations (CASA) Report<br/> -Get Out The Vote Campaign</b> | MaryAnne | Getoutthevote.ca is the website to sign in that you will vote and are concerned about future government. Facebook, Instagram, Twitter, etc will be used for updates.   | 7:00 pm |
| <b>8.0</b>  | <b>Other Business</b>  |          | Lindsay reported that they have had an Executive Search for CASA.<br><br>Meaghan reports that the Athabasca University Learning Conference is later this month and they are looking for a student to sit on the e-portfolio panel. |         |
| <b>9.0</b>  | <b>Adjournment</b>   |          | <b>Motion 9.0: To adjourn the meeting.</b><br>Moved: David Thomson<br>Seconded: Liliana Tang<br>Carried without opposition.  | 7:07 pm |
| <b>10.0</b> | <b>In-Camera</b>   |          |  |         |

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Meaghan Sullivan, President

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Ross Tyson, Executive Director

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Date of Approval



ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

# President's Report

September 2019

## AUGSA Executive/Council Meetings

- September 3: Executive Meeting
- September 10: Council Meeting
  - Approval of Strategic Plan

## Athabasca University - Internal Committee Work

- September 5: FGS Faculty Council Meeting
- September 11: Faculty of Humanities and Social Sciences (FHSS) Faculty Council
- September 12, 26: e-Portfolio conference panel planning
  - Questionnaire developed and delivered to Rita Prokopetz (student) on student perspectives. Integrated into our presentation.
  - Run through of 45 minute presentation for AU Learning Services Conference
  - Presentation scheduled for 1:30PM Saturday, September 28th
- September 13: Graduate Student Research Fund
  - Missed meeting due to travel to Athabasca for Board meetings; however, submitted my reviews on all candidate applications in advance
- September 23: Student Consultation with Provost
- September 28: Panel presentation on e-portfolios: Life-wide and Lifelong learning

## Board of Governors

- September 5: Board of Governors – Governance Committee
- September 12: Board of Governors agenda review (6 hours)
- September 13 – 14: Board of Governors Meeting, and Working Retreat

## Graduate Student Research Conference

- September 4, 26: Steering Committee
  - Absent from Sept 26 conflict in schedule
- September 4: Conference Coordinator
- September 19: AUSU/AUGSA Meeting opening Conference to undergrad attendance and marketing

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## Alberta Graduate Provincial Advocacy Council (abGPAC)

- September 4: abGPAC Board Meeting
- September 16: abGPAC Governance Preparation Meeting with Executive Director
- Lead on the Code of Conduct review (drafting improvements to the Code)
- September 23: Chaired Governance meeting
  - Review of Code of Conduct and Travel Policy
  - Update on External policy work (professional development, permanent residency, and scholarships)

## Canadian Alliance of Student Associations

- September 11, 18: National Advocacy Committee Meeting
- September 23: Meeting with Government Coordinator (Priya) preparing me for the September video update
- September 25: Recorded and delivered the September video update to CASA organization

## Other Meetings

- September 4: External Delegates Meeting
- September 5: Strategic Planning – Final drafting, and committee review
- September 23: Calgary Student Social (7-10PM)

## General/Other

- Overseeing AUGSA activities and responding to inquiries and support
- Labor Relations Surveys
- Board of Governors paperwork
- Review of agendas and supporting documentation
- Presidents Message/Newsletter/Creation of AUGSA Agendas
- Approval of Expenses
- Student Inquiries
- Monitoring and Responding to Email/Text/Phone Communications
- Administrative/Miscellaneous

Time Tracking

September 2019: 115 hours +/-

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# VPOF

September 2019

## AUGSA Executive/Council Meetings

- Executive Meeting
- Council meeting
- Student Consultation meetings

## Committees

- Budget Committee: Initial Meeting: Next steps are to draft a review budget for revision. Currently discussed all strategized changes to upcoming budget
- Academic Awards, Strategy, engagement and Human Resources costs TBD

## General

- Bookkeeping
  - Reconciliation
  - Bank Fees
  - Cheque Submissions
  - GIC Turnover (Every Three Months)
- Payroll
- Next Fiscal Year (General Receiver DD)
  - Digitizing Processes (CASA, abGPAC)
  - Expense reimbursements
    - Monthly Process, If urgent credit/advance



ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

# Vice President Academic

September 2019

## Meetings

- September 3 – AUGSA Executive Meeting
- September 4 – GSRC Steering Committee
- September 5 – FGS Meeting
- September 10 – AUGSA Council Meeting
- September 11 – MSCHE Meeting
- September 23 – FGS Student Survey Conference call with AUSU
- September 24 – Awards Committee
- September 25 – MSCHE Meeting

## Actions delegated from Meetings

- **Awards Committee**
  - Reviewed and approved one Computer Bursary – funds were redirected from remaining Emergency Bursary
  - Continued promoting outstanding Distinction Award (Deadline October 15) and AUGSA Bursaries (Deadline November 1)
  - Established working calendar for remainder of term
  - Final two “President’s List” items to be discussed this month – next steps include assembling all recommendations into one document and determining what items can be decided at council and which need to wait for the AGM.

## General/Other

- August 6 student complaint file. Still open with assistance through Alain May.
- MSCHE Criteria IV Standard 3 first two drafts submitted with October dedicated to finalizing submission due November 1<sup>st</sup>.
- Working with Philip on AUGSA presentation to his faculty for November 5.

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# VP External's Report

September 2019

## AUGSA Executive/Council Meetings

- September 3: Executive Meeting
- September 10: Council Meeting
- September external cmt. Mtg Oct 2<sup>nd</sup>

## Graduate Student Research Conference

- September 4<sup>th</sup>, 26<sup>th</sup> - Graduate Student Research Conference (GSRC) Steering Committee Meetings
- September 10<sup>th</sup> – Marketing/Communications mtg.
- September 25<sup>th</sup> – IT Committee mtg
- Development (mock-ups) and dissemination of social media messages
- Ongoing reach out to sponsors
- Discussion around creating an online meeting space during the conference

## Alberta Graduate Provincial Advocacy Council (abGPAC)

- September 4<sup>th</sup> and 19<sup>th</sup> – Board mtg
- September 23<sup>rd</sup> – governance mtg – policy review
- Review and feedback of strategic plan

## Canadian Alliance of Student Associations

- September 26<sup>th</sup> - Member Relations Committee Mtg – development of mission, vision
- Completion of Volunteer Student union survey
- GoTV socials (see below)

## Other Meetings/Events

- September 4<sup>th</sup> – External delegate meeting – CASA (AUGSA internal)
- September 11<sup>th</sup> Faculty of Humanities and Social Sciences
- September 23<sup>rd</sup> – Student fees meeting
- September 23<sup>rd</sup> – Calgary GOTV/GRC Social - 6 people attended
- September 28<sup>th</sup> – Saskatoon GOTV/GRC Social – 5 people attended
- September 29<sup>th</sup> – Regina Social cancelled.

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## General/Other

- Initial reach out to AUSU and FYI Doctors to explore benefits for grad students
- Ongoing social media content and ensuring other stakeholders are advertising GRC
- Ordering and dissemination of swag
- Last minute planning for socials
- First draft of Communications Coordinator job description
- Approval of Expenses
- Responding to Email/Text/Phone Communications
- Administrative/Miscellaneous

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