



Biology Graduate Caucus

Monday March 31st, 2008, 3:30 pm

In attendance: Nicole Tunbridge, Jerry Ericsson, Mathias Schuetz, Suzanne Tank, Paul Mages, Erica Jeffery, Simon Goring, Andreas Steimel, Kyle Morrison, Sarah Jamieson, Jeff Joy, Carson Keever, Lina Perez.

1. Welcome
2. Claim money for the semester

Motion to claim \$400 for the semester by Nicole Tunbridge, seconded by Erica Jeffery.	Carried
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3. Social coordinator
 - We are planning to hold a spring BBQ.

Motion to spend \$279.99 from our core funds and our new-BBQ savings for a new BBQ by Matthias Schuetz, seconded by Nicole Tunbridge.	Carried
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4. News from other committees

- i. DGSC

- A few months ago, it was suggested that the DGSC do exit surveys or interviews in lieu of course evaluations. The idea was met favorably, and the exit surveys will be started at some point. Any one with ideas for questions for the survey should contact Suzanne Tank or Jeff Joy.

- ii. Scholarship rep

- GF's have been ranked and the results should be out mid-June. There were 42 GF's to be given out this year, so approximately 2/3 of applicants got a GF. Someone brought up using GF's as a way to recruit new students by guaranteeing one if they have funding. This idea was not received well, as GF's are meant to be an equalizer.
- The department does not know if they will have travel awards for the summer. An e-mail will be sent out once more information becomes available.

- iii. GIC/GSS rep

- GIC is over. We are part of the GSS starting May. The GSS has a new logo (the round one). We are renting out the grad lounge and part of the benefits office from the SFSS. Caucus funding will work the same as with the SFSS, although we are not sure about summer. We will have less money than before, up to a maximum of \$500 for events, although we will get \$400 per semester as a caucus. Therefore, we will have to save money for future events. The benefit plan was transferred to the GSS. It is the same as before except that we have a better dental plan starting Fall 2008. The money from our trust funds will also get transferred to the GSS. The GSS and SFSS have signed a share service agreement, so we get access to all the same services, such as the legal clinic and ombuds office.

5. Other business

- The fridge has been broken for at least a week. We need to talk to Brian about it, as well as find someone to clean it. We also need to find a place to store the BBQ.

- Nicole Tunbridge, Dawn Cooper, and Lina Perez are stepping down from their positions as of today.

Motion to ratify Emily Meuser as Secretary by Nicole Tunbridge, seconded by Lina Perez.	Carried
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Motion to ratify Nicole Tunbridge for Member At Large by Jeff Joy, seconded by Paul Mages.	Carried
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- There was no interest in anyone for chair or the social coordinator position that was created to assist the chair. We would like to create the position of associate chair, in order to better reflect the responsibilities associated with the position of social coordinator. The associate chair position will replace the social coordinator position and be a steering committee position.

Motion to ratify Erica Jeffery for Caucus Chair by Nicole Tunbridge, seconded by Paul Mages.	Carried
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Motion to go through the proceedings necessary to create the associate chair position, a steering committee position that will replace the social coordinator position by Nicole Tunbridge, seconded by Paul Mages.	Carried
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Motion to call a general meeting if it is required to create the associate chair position by Simon Goring, seconded by Erica Jeffery.	Carried
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- It was suggested to have the general meeting coincide with the spring BBQ.
- We had some problems with the amount of money we claimed to spend on the symposium (Feb 2008 Minutes). We would like to pass a motion that will amend the situation by claiming what we spent on the budget (attached).

Motion to claim \$2667.00 for the grad symposium by Nicole Tunbridge, seconded by Suzanne Tank.	Carried
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6. Meeting adjourned.

Symposium Budget

Item

I.	Food - SFSS Catering	Quantity	Price/Unit	Actual Cost 2007	Projected 2008
	Meat and Cheese Platter Tray	1	\$90.00	\$90.00	\$90.00
	Cheese Tray	1	\$36.00	\$36.00	\$36.00
	Sandwiches (Quartered)	40	\$5.25	\$262.50	\$262.50
	Fresh Fruit Tray (Serves 36)	2	\$50.00	\$50.00	\$50.00
	Fresh Vegetable Tray (Serves36)	3	\$45.50	\$136.50	\$136.50
	Dessert Bars (Halved)	50	\$1.45	\$72.50	\$72.50
	Gratuuity			\$97.13	\$97.13
	GST			\$38.85	\$38.85
	Sub-total			\$783.48	\$783.48
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	Snacks/ Nonalcoholic Beverages				
	Chips/Dip			\$54.25	\$50.00
	Crackers			\$16.15	\$15.00
	Cookies			\$13.77	\$15.00
	Coffee/Tea			\$22.46	\$20.00
	Juice/Pop			\$15.63	\$15.00
	Sub-total			\$122.26	\$115.00
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II.	Alcohol				
	300 Bottles Beer			\$558.52	\$558.52
	78 Bottles Cooler/Cider			\$180.46	\$180.46
	2 Bottles White Wine			\$26.18	\$26.18
	2 Bottles Red Wine			\$26.18	\$26.18
	License			\$25.00	\$25.00
	Sub-total			\$816.34	\$816.34
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III.	Guest Speaker Accommodation			N/A	\$178.00
IV.	Miscellaneous Supplies				
	Napkins, Plates, Wine/Beer Glasses			\$26.42	\$30.00
V.	Door Prizes			\$305.50	\$300.00
VI.	Poster Subsidies			\$613.00	\$700.00
VII.	Poster Board Rental (Fac. Man)			?	?
VIII.	Miscellaneous			\$0.00	\$50.00
	Sub-total			\$944.92	\$1,258.00
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	Grand Total			\$2,667.00	\$2,972.82