



Biology Graduate Caucus

Wednesday, July 29, 2009, 3:30 pm

In attendance: Janey Lam, Isabelle Raymond, Erica Jeffery, Juliana Yeung, Dhani Kalidasan, Aleks Maljkovic, Anna Drake, Brendan Connors, Lindsay Farrell, and Muhammad Arshad.

1. Welcome

a) Introductions/ Attendance

i) Isabelle requests all questions to be directed accordingly at the end of the meeting, with the limit of 3 minutes for questions.

b) Any additions to agenda? None

2. Claim meeting expenses.

3. Housing Survey:

- The housing survey results are now posted on the Biology website (http://www.sfu.ca/biology/grad_caucus/Active/housing_survey/housing.html).
- Thank you to Alex Chubaty for setting up the survey

4. Approval of budget

- Report from Dhani
- We have \$1800 remaining from the core funds from last year available to us until the end of August. Cheque requisitions must be submitted by August 31st. The money will be divided between the Biology Grad Caucus Travel Awards and beverages for future Biology Grad Caucus events.

5. Bisc Grad Mentorship Program and September BBQ

- The event will be on September 10, 2009, the same day as the department orientation for new grad students.
 - The BBQ will start around 3:45pm
 - In response to the feedback from last year's Mentorship/September BBQ, attendees will get 2 alcoholic drinks each and subsequent alcoholic drinks will be charged at cost
- Alex Chubaty is organizing the event with the help of the Events Committees
 - Isabelle will send out an e-mail to get a survey of people who have Serving It Right.
- Department is willing to sponsor \$200 for the event
 - The department is not willing to pay for the alcohol for the event

- Caucus approves \$225 for the purchase of alcohol and liquor license
 - \$200 for alcohol and \$25 for liquor license
 - With the additional funds available in the core funds, an additional \$100 of alcohol will be purchased for future events and caucus meetings.
- Approval of cash advances
 - Barb gives us cash advances from the department through an expense claim

6. \$1000 in core funds available for B-list travel award winners

- The Biology Grad Caucus Awards come from the core funds from the GSS, therefore the last day for anyone to claim any expense/ travel award is August 31st.
- Three people in the A-list (\$300) for the Biology Grad Caucus Travel Award still have not claimed their award. These people have until August 7, 2009 to claim their award; past August 7, 2009, the awards will go back into the core funds.
- Six people from the B-list (\$600) will be notified that funds for their travel awards are available and they will have until August 21, 2009 to claim their award.
- An additional \$400 is available for travel awards. A new draw will be carried out to draw three new names for the additional travel awards. The people who will be considered for an award must fulfill these criteria: (1) never received a Biology Grad Caucus Travel Award, (2) started their graduate studies in the Department of Biological Science in January 2009 or prior, and (3) send their names in for consideration to Aleks by July 31, 2009.
- Remaining funds from unclaimed awards can go towards beverages for future Bisc Grad Caucus events. This can help event planners of various future Bisc Caucus events by alleviating the need to purchase new batches of alcohol each time.

7. Nomination for Grad Hosted Speaker

- Justin Suraci from the events committee will be handling this event.

8. Approval for funds to buy a metal petty cash box

- Current Biology Grad Caucus Petty Cash is stored in a clear plastic container and records of expenditures are kept on various sheets of paper. Proper money storage and record keeping book is needed.

Motion to reimburse Dhani for the purchase of a metal petty cash box and notebooks for records. Motion made by Anna, seconded by Juliana.	Carried
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9. Opening an account outside the University?

- Investigate the possibility of opening an account outside of the university to keep track of some of the Biology Grad Caucus money. This can help us keep good records and allow greater transparency from the monthly statements. A double signing system can be

implemented for withdrawing cash or writing cheques. This system may make it easier to pay different vendors.

- Another option would be to have vendors invoice the GSS directly. The GSS can function as a bank and deal with all the paperwork. However, it is unclear how efficient the GSS system is and that will need to be checked

10. Reports from committees
 - a. GSS - Thomas Unsoeld
No news
 - b. TSSU - Mike Wogin
No news
 - c. Faculty Mole - Simon Goring
No news
 - d. DSC - Rian Dickson
 - Inigo Novales-Flamarique is the new faculty member on the DSC. The current DSC is now composed of Felix Breden, Ron Ydenberg, Mike Hart, and Inigo.
 - e. International Students Rep - Muhammad Arashad
No news
11. Next Meeting: End of August (Friday)
12. Isabelle motions to adjourn the meeting
 - Seconded by Juliana
 - Motion carried