

**Chemistry Graduate Caucus**  
**Meeting Minutes**

**MBB Lounge 8000-Level**  
**11:35 a.m., 13 February 2012**

*In Attendance:*

Reagan Belan (President), Shira Halperin (VP/GSS Councillor), Brandy Kinkead (Treasurer), Stanley Chang (Secretary), Michael Jones (DGSC Rep), Danielle Wilson (Social Coordinator), Ryan Roberts (TSSU Steward), Kyle Greenway (TSSU Steward), Graeme Suppes (TSSU Steward), Venugopal Rao Challa (TSSU Steward).

*Regrets:*

Alisa Paterson (Social Coordinator), Jarod Moore (Grad Info Coordinator/Sports Rep), Hope Fan (Sports Rep).

**1. Games Night/Pi-Day Social**

- Need to book GSS Lounge and obtain insurance for event (capacity for ~50-60 people, if including board room area).
- Budget: ~\$350
  - Fruit/veggie tray (~\$30)
  - Chips, 3 bags (~\$12)
  - Ice cream/frozen yogurt/whip cream (~\$20)
  - Alcohol (~\$100)
  - Deli tray from Nature's Garden (~\$100)
  - Door prize and prize for best pie (~\$75)
- Expenses will be reimbursed from Caucus core funding.
  - Claimants must inform Brandy of amount claimed (because Brandy will be absent).
- Place signs around Department of Chemistry and 4D Labs.
- Chemistry graduate students only.
- No admission fee, but if brought a pie then 1 free drink and entry to best pie contest.
- Best pie contest:
  - 3 judges
  - Pies will be given out after judging

**2. Reimbursements from Friday's (February 10<sup>th</sup>) Social**

- Since this event was sponsored by the Department of Chemistry, all expenditures will be reimbursed directly by making claims with the department's financial system.
  - Brandy has requested that all individuals making claims must bring a copy of the expense report to the Caucus' next meeting.
- Brandy Kinkead motioned for the reimbursement of \$1000 to the SFU Chemistry Department from the Chemistry Graduate Association's GSS Trust Account. This is to pay back the department for amounts previously

owed for purchasing model kits, safety goggles, and lab notebooks.  
Motion seconded by Stanley Chang.

- Votes: For = 10, Against = 0.
- *Motion passed.*

### **3. Upcoming Purchases**

- The model kits that the Caucus will sell for the Summer 2012 term must be ordered after March 31<sup>st</sup>, 2012.

### **4. TSSU Updates**

- The TSSU has recently been looking into a potential job action, and will be holding a strike action forum next Tuesday (February 21<sup>st</sup>) @ 2:30 p.m. in the lounge area above Tim Horton's in WMC.
- Kyle stressed that attendance at this forum is important, and that there should also be representatives from the 4D Labs.
- There should be an email reminder about this soon.
- As a side note on filling-in for a TA who cannot make his/her tutorials/labs, fill-ins are not paid a monetary sum but could instead be "paid-back" in terms of hours.

### **5. Email Addresses (for mass emailing)**

- The Caucus will ask Lynn (Grad secretary) to fix the [chem-grads@sfu.ca](mailto:chem-grads@sfu.ca) email address due to some people not receiving some department-wide emails.
- Jarod and Chad (last year's Grad Info Coordinator) might also be asked to look into this update.

### **6. Other Issues Concerning Graduate Students**

- Reagan will invite the GSS Advocate to the Caucus' next Monday's meeting (February 20<sup>th</sup>).
- The Caucus will send out an email encouraging all graduate students to voice their issues/concerns by next Monday.
- As of now, there are 2 items the Caucus plans to discuss for next meeting with the GSS Advocate:
  - Re: tuition relief
    - In the past there were cases where students did not receive tuition relief until they inquired with the DGS office. The Caucus will need to find a way to warn people about this and fix it for the long term.
  - Re: qualifying term
    - Regular graduate students are charged enrollment fee only. They do not need to pay more fees for taking courses.
    - Students who are on qualifying terms (who are not undergraduate students, but are not officially accepted into the graduate program) are charged both enrollment fee +

course fees, even though they should be charged enrollment fee *only*. Currently such students must seek help from the DGS office to get their money back, and the Caucus is trying to fix this problem.

**Meeting concluded at 12:21 p.m.**