

Chemistry Graduate Caucus at Simon Fraser University

Meeting Minutes

September 5, 2012

MBB Lounge 6000-Level

In Attendance:

Reagan Belan (President), Shira Halperin (VP/GSS Councillor), Brandy Kinkead (Treasurer), Stanley Chang (Secretary), Michael Jones (DGSC Rep/GSS Councillor Alternate).

Regrets:

Ryan Roberts (TSSU Steward), Kyle Greenway (TSSU Steward), Graeme Suppes (TSSU Steward), Venugopal Rao Challa (TSSU Steward), Danielle Wilson (Social Coordinator), Alisa Paterson (Social Coordinator), Hope Fan (Sports Rep/Interim Grad Info Coordinator).

Guest:

Rachel Ashley (former Social Coordinator).

1. Call to Order

- Meeting was called to order at 11:07 AM.

2. Appointment of the Speaker

- **MOVED** to appoint Reagan Belan as Speaker for this meeting.
(Kinkead/Halperin)
CARRIED.
- Reagan Belan (President) was appointed Speaker for this meeting.

3. Appointment of the Secretary

- **MOVED** to appoint Stanley Chang as Secretary for this meeting.
(Belan/Ashley)
CARRIED.
- Stanley Chang (Secretary) was appointed Secretary for this meeting.

4. Approval of Minutes

- No changes to the minutes from August 27, 2012 were suggested.
- **MOVED** to approve the minutes of the August 27, 2012 Chemistry Caucus meetings.
(Kinkead/Halperin)
CARRIED.

5. Staff Achievement Award

- The former Social Coordinator (Ashley) discussed the idea of nominating the Chemistry Graduate Secretary (Lynn Wood) for a staff achievement award. The

caucus discussed criteria for nominating a staff member for an achievement award. The former Social Coordinator (Ashley) also included various emails documenting Lynn's dedication to her position.

- The Caucus is looking to compile a list of testimonials and job description for this application, as well as outlining the difference Lynn has made on the department after her arrival.

6. New Graduate Student Orientation/Tour

- The former Social Coordinator (Ashley) mentioned that the graduate student welcome tour on Friday, August 31, 2012 was a success. She received a couple of emails from new graduate students with positive feedback.
- The Caucus is also considering having this welcome tour at the start of each semester.

7. Caucus Elections

- The President (Belan) and the Treasurer (Kinhead) suggested that the Caucus elections could take place on Tuesday, September 18, 2012 at about noon.
- The Caucus will send out an email to the department asking for nominations prior to the election date.

8. Reimbursements

- **MOVED** to reimburse Michael Jones the cost of \$126.85 for supplies and food for the BBQ social held on July 27, 2012, as well as expenditures for the new graduate student welcome tour held on August 31, 2012. The funds will be drawn from the Caucus' Trust Account.

(Kinhead/Chang)

Abstention (Jones)

CARRIED.

9. Conclusion

- **MOVED** to conclude the meeting.

(Belan/Chang)

CARRIED.

Meeting concluded at 11:21 AM.