

Chemistry Graduate Association at Simon Fraser University

Meeting Minutes

December 6, 2013

C7080

In Attendance:

Nevena Cekic (President), Alisa Paterson (Secretary), Mahsa Gharibimarzancola (GSS Councillor), Heather Wiebe (Social Coordinator), Kate Prosser (DGSC Representative), Dustin Duncan (Social Coordinator), Fatima Garcia (GSS Councillor Alternate/DGSC Representative), Reagan Belan (TSSU Steward), Jennifer Pore (TSSU Steward/Sports Representative), John Thompson (Treasurer), Ryan Clarke (Vice-President), Stephanie Chang (Social Coordinator/Graduate Information Coordinator)

Regrets:

Graeme Langille (Sports Representative), Saeideh Shamsi (TSSU Steward), Kenny Lin (TSSU Steward), Usman Rizwan (TSSU Steward)

1. Call to Order

- Meeting was called to order at 1:34 PM in C-7080.

2. Appointment of the Chair

- **MOVED** to appoint Nevena Cekic as Chair for this meeting.

Moved by: Alisa Paterson

Seconded by: Mahsa Gharibi

MOTION CARRIED.

- Nevena Cekic (President) was appointed Chair for this meeting.

3. Appointment of the Secretary

- **MOVED** to appoint Alisa Paterson (Secretary) as Secretary for this meeting.

Moved by: Kate Prosser

Seconded by: Nevena Cekic

MOTION CARRIED.

- Alisa Paterson (Secretary) was appointed Secretary for this meeting.

4. Approval of Minutes

- **MOVED** to approve the minutes of the November 29, 2013 Chemistry Graduate Caucus meeting.

Moved by: John Thompson

Seconded by: Fatima Garcia

MOTION CARRIED.

5. Holiday Party (December 4, 2013)

- We will be billed for this event (for 82 guests) at the end of the month. The estimated total cost for this event was \$5900 (based on an estimate of 2 drinks

per person at \$6). Ticket sales raised \$1740. The Department of Chemistry will cover roughly \$900 of the overall cost.

- The following purchases were made using cash from the cash box:
 - \$19.15 for chocolates provided at each table (purchased by Reagan Belan)
 - \$198 for door prizes and gift baskets (purchased by Nevena Cekic)
- Stephanie Chang (Social Coordinator/Grad Info Coordinator) suggested that next year the Caucus should play some background music at the event (e.g. an iPod hookup).

6. Caucus Funds

- The Caucus will roll over its core funding into the trust account for the next semester. John Thompson (Treasurer) will put in this request.

7. Fundraising

- Boxes of model kits and 312 lab coats have been received by the Caucus.
- The Caucus will do two weeks of sales in the AQ, with two shifts per day, from 10 am – 12 pm and 12 pm – 2 pm. If enough Caucus members are available, the Caucus may also sell lab coats and safety glasses outside the first year labs. Sales will commence on the first day of classes on January 6th. The Caucus will also send two members to Surrey to sell to SFU Surrey students on one day next semester.
- Once the TA schedules are known, Nevena Cekic (President) will send the Caucus a doodle calendar so people can sign up for shifts to sell goods for fundraising. She will also email professors, and request that they advertise our sales of lab supplies to their students.
- Nevena Cekic (President) will book a table in the AQ.

8. Movember Social (November 22, 2013)

- The Caucus donated the \$336 that was raised at the Movember Social equally among the three participants who had Movember fundraising webpages.

9. Caucus Grant

- The next Caucus Grant application is due on February 3, 2014. The Caucus will put together an application for this round of Caucus grants.

10. Adjournment

- **MOVED** to conclude the meeting.
 Moved by: Alisa Paterson
 Seconded by: Kate Prosser
 MOTION CARRIED.

Meeting concluded at 1:50 PM.