

**Chemistry Graduate Association at Simon Fraser University**

*Meeting Minutes*

March 24, 2014

**6000 level MBB Lounge**

*In Attendance:*

Kate Prosser (DGSC Representative), John Thompson (Treasurer), Alisa Paterson (Secretary), Reagan Belan (TSSU Steward), Ryan Clarke (Vice-President), Dustin Duncan (Social Coordinator), Stephanie Chang (Social Coordinator/Graduate Information Coordinator)

*Regrets:*

Graeme Langille (Sports Representative), Saeideh Shamsi (TSSU Steward), Usman Rizwan (TSSU Steward), Jennifer Pore (TSSU Steward/Sports Representative), Kenny Lin (TSSU Steward), Mahsa Gharibimarzancola (GSS Councillor), Nevena Cekic (President), Fatima Garcia (GSS Councillor Alternate/DGSC Representative), Heather Wiebe (Social Coordinator)

*Guest:*

Jackie Amsden (APEX Facilitator)

**1. Call to Order**

- Meeting was called to order at 3:34 PM in the 6000 level MBB Lounge.

**2. Appointment of the Chair**

- **MOVED** to appoint Ryan Clarke as Chair for this meeting.  
Moved by: Kate Prosser  
Seconded by: John Thompson  
**MOTION CARRIED.**
- Ryan Clarke (VP) was appointed Chair for this meeting.

**3. Appointment of the Secretary**

- **MOVED** to appoint Alisa Paterson 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 March 17, 2014 Chemistry Graduate Caucus meeting.  
Moved by: John Thompson  
Seconded by: Stephanie Chang  
**MOTION CARRIED.**

## 5. APEX

- Jackie Amsden (APEX Facilitator) visited the Caucus to provide information about APEX.
- APEX is SFU's new professional development program, designed to aid students with their post-graduation plans and connect them with resources such as the Teaching & Learning Centre and Career Services.
- More information can be found at the following website:  
<http://www.sfu.ca/dean-gradstudies/professional-development/apex-certificate.html>

## 6. TA Application Forms

- The Chemistry TSSU Stewards are meeting with Susanne Vlcek (Acting Manager, Academic and Administrative Services) and Lee Hanlan (Senior Lecturer, Associate Chair) tomorrow to discuss the new online TA Application Forms and the language usage.

## 7. Donations for Lynn's Going-Away Gift

- The Caucus received \$198 in donations from the Department to purchase a gift for Lynn Wood (former Graduate Secretary). The Caucus purchased a spa gift, flowers, and will purchase a beaker mug.
- Based on the gift purchases made, the Caucus currently has a \$7.50 profit.
- **MOVED** that the Chemistry Graduate Association donate \$12.50 from the cash box to go toward Lynn's gifts so that the Caucus can purchase an additional Starbucks gift card for \$20 and spend the remaining \$7.50 in donations.

Moved by: John Thompson

Seconded by: Alisa Paterson

**MOTION CARRIED.**

## 8. Reimbursements

- **MOVED** that the Chemistry Graduate Association reimburse John Thompson \$150 from the cash box for the spa gift that was purchased for Lynn.

Moved by: Ryan Clarke

Seconded by: Alisa Paterson

Abstention: John Thompson

**MOTION CARRIED.**

- **MOVED** that the Chemistry Graduate Association reimburse John Thompson \$28 from the cash box for the flowers that were purchased for Lynn.

Moved by: Ryan Clarke

Seconded by: Alisa Paterson

Abstention: John Thompson

**MOTION CARRIED.**

- **MOVED** that the Chemistry Graduate Association reimburse John Thompson \$20 from the cash box for the Starbucks card that will be purchased for Lynn.

Moved by: Ryan Clarke

Seconded by: Alisa Paterson

Abstention: John Thompson

**MOTION CARRIED.**

## 9. Adjournment

- **MOVED** to conclude the meeting.

Moved by: Reagan Belan

Seconded by: Dustin Duncan

**MOTION CARRIED.**

*Meeting concluded at 3:57 PM.*