Chemistry Graduate Association at Simon Fraser University
Meeting Minutes March 20, 2015
Shrum Science Centre C7080

In Attendance:
John Thompson (President), Ryan Clarke (Vice-President), Kate Prosser (Treasurer), Matt Alteen (DGSC Representative), Shaima Kammoonah (TSSU Steward), Rhea Bains (TSSU Steward), Tasleem Muzaffar (TSSU Steward), Fatima Garcia (GSS Councillor), Ania Tersakian (GSS Councillor Alternate)

Regrets:
Stephanie Chang (Secretary), Motahareh Safiollah (TSSU Steward), Adam Barlev (TSSU Steward), Kailey Wright (TSSU Steward), David Ester (Sports Coordinator), Matthew Brown (Graduate Information Coordinator), Heather Wiebe (Social Coordinator), Yumeela Ganga-sah (TSSU Steward)

1. **Call to Order**
    - Meeting was called to order at 10:32 AM in SSC-C7080.

2. **Appointment of the Chair**
    - **MOVED** to appoint John Thompson as Chair for this meeting.
        Moved by: Ryan Clarke
        Seconded by: Ania Tersakian
        MOTION CARRIED.
    - John Thompson (President) was appointed Chair for this meeting.

3. **Appointment of the Secretary**
    - **MOVED** to appoint Kate Prosser as Secretary for this meeting.
        Moved by: Fatima Garcia
        Seconded by: Tasleem Muzaffar
        MOTION CARRIED.
    - Kate Prosser (Treasurer) was appointed Secretary for this meeting.

4. **Approval of Minutes**
    - **MOVED** to approve the minutes of the March 6, 2015 Chemistry Graduate Caucus meeting.
        Moved by: Matt Alteen
        Seconded by: Shaima Kammoonah
        MOTION CARRIED.

5. **Reimbursements**

TSSU Strike Vote BBQ (March 25, 2015)

- **MOVED** that the Chemistry Graduate Association designate **Matt Alteen** to spend up to $100 from the cash box for purchasing chips and pop to be donated to the TSSU Strike Vote BBQ.

  Moved by: Kate Prosser
  Seconded by: Rhea Bains
  Abstentions: Matt Alteen
  MOTION CARRIED.

Old Business

6. **DGSC**

- Matt Alteen (DGSC Representative) met with Rob Britton (DGSC Chair, Dept of Chemistry) in the last week to discuss the role of the DGSC Representative in DGSC meetings.
- Britton (DGSC Chair, Dept of Chemistry) felt that Alteen (DGSC Representative) could attend DGSC meetings as student representation regarding program changes, however Britton felt there would be a bias if Alteen attended meetings regarding scholarships and admission.
- Britton (DGSC Chair, Dept of Chemistry) will reach the end of his term as the DGSC Chair in April 2015, however a new DGSC has not been selected yet.
- Britton (DGSC Chair, Dept of Chemistry) invited Alteen to attend a meeting on April 10th regarding the upcoming routine external review of the Dept of Chemistry in Fall 2015. At this meeting, a 5 year plan for the department will be discussed, proposed points of discussion include:
  - Graduate student stipends
  - Program requirements including course work requirements

7. **TSSU Strike Vote**

- Strike vote will occur next week on March 24-26. Emails with more details have been sent out to the TSSU membership.
- A BBQ will be held on Wednesday, March 25 for Faculty of Science TSSU members as an information session as well as a voting opportunity.
  - Phil Dluhy (TSSU MMC Commissioner) contacted all graduate caucuses to ask for volunteers to help run this event as well as donations of pop and chips.
    - Matt Alteen (DGSC Representative) volunteered to pick up these items for the Chemistry Graduate Caucus.
    - John Thompson (President) will send out an email seeking volunteers.

8. Storage Room

- The caucus now has a lockable filing cabinet in the coffee room (SSB-7103) however this is not large enough to hold a stock of lab coats and goggles.
- Monica Szczepina (Manager, Laboratory Operations & Academic Advisor, Dept. of Chemistry) learned that the coffee room (SSB-7103) cannot be re-keyed so as to restrict access and prevent theft of caucus items.
- Purchasing a larger filing cabinet is being looked into by Hamel Tailor (Analytical Chemistry Teaching Lab Technician, Dept. of Chemistry).

9. Lab Coats

- The GSS will support the caucus as a body independent of the university regarding the lab coat contract however this does not change that the caucus does not have the funds to purchase a stock of lab coats through a personal credit card. We would not be able to reimburse that credit card charge in a timely manner; leaving a caucus member in credit card debt is not option.
- The lab coats purchased through the new contracted vendor (name still unknown) would have a poly/cotton blend fabric, snap buttons and cuffed sleeves, the standard required by the department.
    - Lecturers would not endorse a non-poly/cotton blend fabric so seeking to purchase a cheaper polymer lab coat is not a positive or viable option.
- Thus the caucus will have to purchase a new stock of lab coats through the Dept. of Chemistry as we did previously, and then pay back the department in instalments. This means the caucus will be purchasing the $22.50 lab coats from the new vendor as the department is bound to the exclusivity contract.
    - We will be purchasing only sizes x-small, small and medium as we still have a large stock of larger sizes.

<u>New Business</u>

10. Games Night (May 1, 2015)

- The caucus will hold a games night on Friday, May 1, 2015.
- Further details to be decided at the next caucus meeting.

11. Adjournment

- **MOVED** to conclude the meeting.
  Moved by: Shaima Kammoonah
  Seconded by: Matt Alteen
  MOTION CARRIED.

Meeting concluded at 11:20 AM.