

Chemistry Graduate Association at Simon Fraser University

Meeting Minutes September 25th, 2015

In attendance

John Thompson (Former President), Ryan Clarke (Former Vice-President), Kater Prosser (Former Treasurer/Current President), Heather Wiebe (Social Coordinator), Fatima Garcia (GSS Representative), Ania Sergeenko (former GSS Alternate/ Current TSSU Steward), Tasleem Muzaffar (TSSU Steward), Matt Alteen (DGSC Rep), David Ester (Sports Coordinator), Rhea Bains (Former TSSU Steward/Current Treasurer), Jessica Miller (Current Vice-President), Marco Farren-Dai (Athletic Coordinator), Bryton Varju (Social Coordinator), Yumeela Ganga-Sah (TSSU Steward), Matt Deen (DGSC Rep), Iris Guo (GSS Alternate).

Regrets

Kailey Wright (TSSU Steward/Secretary), Adam Barlev (TSSU Steward), Heather Baroody (TSSU Steward), Declan McKearney (Sports Coordinator).

Call to Order

- Meeting was called to order at 10:32 AM in the Shrum Science Centre C8070.

Appointment of the Chair

- **MOVED** to appoint Kate Prosser (President) as Chair for this meeting.
Moved by: Marco Farren-Dai
Seconded by: Fatima Garcia
MOTION CARRIED.
- Kate Prosser (President) was appointed Chair for this meeting.

Appointment of the Secretary

- **MOVED** to appoint Fatima Garcia (GSS Rep) as Secretary for this meeting.

Moved by: Kate Prosser

Seconded by: Jessica Miller

MOTION CARRIED.

- Fatima Garcia (GSS Rep) was appointed Secretary for this meeting.

Reimbursements

Caucus Year-End Dinner (Sept 23rd, 2015)

- **MOVED** that the Chemistry Graduate Association reimburse **John Thompson** \$540.00 from the Core funding for food and drink brought at Xcite Grill for this event

Moved by: Kate Prosser

Seconded by Matt Deen

MOTION CARRIED

Caucus Elections (Sept 23rd, 2015)

- **MOVED** that the Chemistry Graduate Association reimburse **John Thompson** \$141.15 (124.39 for food, \$16.76 for drinks) from the Core funding for food and drink purchased for lunch at this event.

Moved by: Heather Wiebe

Seconded by: Fatima Garcia

MOTION CARRIED

Poster Competition

The Chemistry Caucus will host this year's poster competition on October 2nd

- The caucus decided that about 25 pizzas and some platters from Costco will be enough for this event.
- Purchases:
 - Matt Alteen (DGSC Rep) will go to Costco to purchase:
 - Veggie and fruit platters
 - Chips (~10 bags)
 - Soft drinks and water (3 flats)
 - Matt Alteen (DGSC Rep) will also purchase the alcohol:
 - 10 bottles of wine
 - 48 bottles of beer
 - 60 coolers
 - Bryton Varju (Social Coordinator) will order the 50 L keg from Howe Sound.
- Set up and Take down (move tables, tap keg and so on)
 - Set up: Heather Wiebe (Social Coordinator), Kater Prosser (President)
 - Take down: John Thompson (former President), Matt Deen (DGSC Rep), Yumeela Ganga-Sah (TSSU Steward)
- Serving
 - New coordinators should get Serving it Right (which the Caucus will reimburse when complete)
 - First Shift: Heather Wiebe (Social Coordinator), Kate Prosser (President)

Industrial Speakers Seminar

A series of seminar talks will be given the prior to the poster competition (October 2nd).

- Some of the guest speakers will judge the poster competition
- They will discuss jobs that are available at their company, skills required and obtained, the company as a whole and their personal experience
- John Thompson (former President) will be the MC for this event
- 5 speakers have agreed to present
 - Switch Materials, D-point, Xenon, AFCC, Alectos Therapeutics
- The caucus will provide donuts and coffee
 - Ania Sergeenko (TSSU Steward) will purchase 3 boxes of donuts from Tim Hortons
 - Kate Prosser see about using the Departmental coffee machine.
- John Thompson (former President) will speak to Nathalie Fournier about the room booking for this event
- Ryan Clarke (former Vice-President) will be in charge of the AV equipment for this event

Sales Supplies

- The caucus has been discussing different chemical model kits to sell for the January 2016 terms
- To maintain stock for the January 2016 term, the caucus has purchased more, for a total inventory of 150 kits.
- The purchase price is \$11.70; the selling price is \$20.00

- Dr. Pete Wilson, who teaches the class that most uses the kits prefers the current model, though Matt Brown (former Graduate Information Coordinator) was able to find a cheaper model
- The caucus will discuss whether the kit should be changed for future sales.

ACS Safety Webinar

- On October 20th at 4pm, the American Chemical Society will put on a set of Webinars regarding Chemistry and Laboratory Safety.
- Yumeela Ganga-Sah (TSSU Steward) and Rhea Bains (Treasurer) will organize the hosting of this event, they ask for support from the Chemistry Caucus, with announcing and encouraging people to attend this event.
- ACS will provide the materials
- Yumeela Ganga-Sah (TSSU Steward) has emailed Nathalie Fournier (Grad Secretary) about booking a room for this event

CIC Visit

- On Sept 29th, 2015 a representative from the Chemical Institute of Canada will visit the department
- They will discuss existing programs they provide to students and jobs they have available
- The department will provide money for food at this event

Departmental Debt

- The Chemistry Caucus owes the Department of Chemistry ~\$14 000
- Currently the caucus finances are as follows
 - Trust Account: ~\$14000
 - Cash box: \$1200
 - Core funding: \$1900
- **MOVED** that the Chemistry Graduate Association reimburse the SFU Department of Chemistry \$10000.00 from the Trust Account for the Lab Coat Purchasing expenses. The cheque is payable to Simon Fraser University Department of Chemistry c/o Lesley Butler

Moved by: Jessica Miller

Seconded by: Ania Sergeenko

MOTION CARRIED

11 Adjournment

- **MOVED** to conclude the meeting

Moved by: Fatima Garcia

Seconded by: David Ester

MOTION CARRIED

Meeting concluded at 10:55am.