

Chemistry Graduate Association at Simon Fraser University

Meeting Minutes

July 2, 2013

MBB Lounge 6000-Level

In Attendance:

Alisa Paterson (Secretary), Kenny Lin (Treasurer), Reagan Belan (Vice-President/TSSU Steward), Graeme Suppes (TSSU Steward), Brandy Kinkead (DGSC Representative), Danielle Wilson (GSS Councillor/Grad Info Coordinator), Michael Jones (President)

Regrets:

Venugopal Challa (TSSU Steward), Nevena Cekic (Social Coordinator), Hope Fan (Sports Representative)

1. Call to Order

- Meeting was called to order at 11:03 AM in the MBB 6000-level lounge.

2. Appointment of the Chair

- **MOVED** to appoint Michael Jones as Chair for this meeting.
Moved by: Alisa Paterson
Seconded by: Kenny Lin
MOTION CARRIED.
- Michael Jones (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: Michael Jones
Seconded by: Reagan Belan
MOTION CARRIED.
- Alisa Paterson (Secretary) was appointed Secretary for this meeting.

4. Approval of Minutes

- **MOVED** to approve the minutes of the June 11, 2013 Chemistry Graduate Caucus meeting.
Moved by: Michael Jones
Seconded by: Reagan Belan
MOTION CARRIED.

5. Reimbursements

- **MOVED** that the Chemistry Graduate Association reimburse **Brandy Kinkead** \$250 from the Caucus Trust Account and \$406.36 from the SFU GSS Caucus Grant, for a total of **\$656.36** for expenses for the BC Young Electrochemist Symposium held on Friday June 21, 2013.

Moved by: Alisa Paterson

Seconded by: Danielle Wilson

Abstention: Brandy Kinkead

MOTION CARRIED.

6. Annual Soccer Social and BBQ – Friday August 2, 2013

- **MOVED** to task Michael Jones with obtaining the special occasion license and booking the atrium for the Annual Soccer Social and BBQ.

Moved by: Alisa Paterson

Seconded by: Danielle Wilson

MOTION CARRIED.

- **MOVED** to task Brandy Kinkead with obtaining the food from Costco for the Annual Soccer Social and BBQ.

Moved by: Michael Jones

Seconded by: Graeme Suppes

MOTION CARRIED.

- **MOVED** that the Chemistry Graduate Association designate Brandy Kinkead to spend up to \$30 to purchase a blue bucket to hold a keg.

Moved by: Michael Jones

Seconded by: Reagan Belan

MOTION CARRIED.

- Jones (President) emailed Fan (Sports Rep) to ask for the booking confirmation for Terry Fox Field.
- The Caucus will need to confirm with the department whether the event will be combined with the departmental BBQ and if there will be funding from the department. The Caucus will devise a budget accordingly. Kinkead (DGSC Rep) will email the Caucus the budget from last year.
- The Caucus will need to purchase beef and veggie burgers, hot dogs, chips, drinks, fruit and veggies, two cases of pop, bottles of water, condiments, cheese, cream puffs, and a bag of salad for lettuce.
- The department will supply the wine for the event and the remaining beer from the last event will also be available. The Caucus will purchase two 30 L kegs, two dozen ciders, and two dozen coolers.

7. Inventory and Organization – Friday July 5, 2013 (after Departmental Coffee)

- Currently, the Caucus belongings are distributed throughout three different rooms. The Caucus needs to organize things into one room, preferably the SSB 7000-level coffee room.
- A general inventory of supplies (e.g. lab coats, beverages, lab notebooks, model kits, propane, etc.) will be taken by the Caucus on Friday to determine what needs to be replenished and ordered.

8. Fundraising

- The Caucus will need to make our method of sales clear prior to the fall semester. We will again book a table in the AQ for two weeks and have students come to the table purchase lab notebooks, safety glasses, model kits and lab coats.

9. Adjournment

- **MOVED** to conclude the meeting.
Moved by: Reagan Belan
Seconded by: Danielle Wilson
MOTION CARRIED.

Meeting concluded at 11:37 AM.