

Chemistry Graduate Association at Simon Fraser University

Meeting Minutes

February 3, 2014

6000 level MBB Lounge

In Attendance:

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

Guests:

Elyse Neufeld (Chemistry Liaison Librarian), Michael Jones (Former President)

Regrets:

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

1. Call to Order

- Meeting was called to order at 3:32 PM in the 6000 level MBB Lounge.

2. Appointment of the Chair

- **MOVED** to appoint Nevena Cekic as Chair for this meeting.
Moved by: Alisa Paterson
Seconded by: Kate Prosser
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 January 24, 2013 Chemistry Graduate Caucus meeting.
Moved by: John Thompson
Seconded by: Fatima Garcia
MOTION CARRIED.

5. Chemistry Liaison Librarian

- The Chemistry Liaison Librarian (Elyse Neufeld) came to the Caucus meeting to discuss services available to graduate students in the library. The liaison librarian is available to answer any questions.
- Students are encouraged to get in touch with the librarian if they want to keep up to date with the field, measure their impact, or have trouble with their research. Teaching assistants are also encouraged to contact the librarian if they want to provide support from the library for their students.
- Elyse Neufeld informed us about services available for students, such as the Thesis Bootcamp, the inter-library loan system, and the Read Ahead service.
- Graduate students can also provide her with suggestions about books, materials, and journals access, and the library can look into ordering them.

6. Oral Presentation Competition Social (February 7, 2014)

Insurance & Event Planning

- Stephanie Chang (Social Coordinator) updated the Caucus about the difficulties with insurance and event approval that she has encountered during the event planning process.
- For the last two events held by the Caucus, the GSS general certificate of insurance has been used. However, at the time of this meeting, Peg Johnsen (Responsible Officer) has not yet approved the insurance for this event. The risk assessor at SFU has concerns since the alcohol liability is not clearly stated. Communication between Amina Rai (GSS Executive Director), Peg Johnsen, Dr. Zuo-Guang Ye (Department Chair) and the Caucus is ongoing.
- If the Caucus has not obtained approval by Wednesday, Dr. Zuo-Guang Ye will apply for the event to fall underneath the departmental insurance; however, he will need the approval of the Dean of Science.
- The other aspects of the event/special occasion license application are complete. In the future, the Caucus should list its estimated attendance at 99 people, because 100 people is the cut-off for requiring security.
- At the moment, the Caucus does not know if alcohol will be allowed to be served at this event. Nevena Cekic (President) will call Howe Sound to explain the situation to see if a keg can be tentatively ordered. The purchase of other alcohol will be delayed until the insurance is sorted out, but Kate Prosser (DGSC Rep) and Stephanie Chang (Social Coordinator) will purchase alcohol if it is approved.
- The department is contributing \$500-600 to the event.

Food

- John Thompson (Treasurer) and Ryan Clarke (VP) will go to Costco to purchase fruit and veggie trays, chips and guacamole/salsa.
- Quesada's catering menu includes mini burrito platters that serve 7 to 9 people for \$34.95 before tax. The Caucus will order 3 to 4 burrito platters.
- The Caucus will also order 10-12 pizzas at \$11 each plus tip and tax.

Day-of Tasks

- *Set-Up at 4:00 pm:* Fatima, Reagan, Steph and Mahsa
- *Clean-Up:* Nevena, Steph, John, and Heather
- *Serving:*
 - 4:30 – 5:30 pm: Stephanie
 - 5:30 – 6:30 pm: Nevena
 - 6:30 – 7:30 pm: Dustin
 - 7:30 – 8:30 pm: Heather

7. Graduate Student Hosted Departmental Seminar (February 26, 2014)

- Christopher Chang arrives on Monday night and leaves on Wednesday night.
- The tentative plan is for graduate students to meet him at his hotel in the gastown area at 7 pm on Tuesday and go out for dinner. The budget is \$200 for 3 to 4 graduate students.
- On Wednesday February 26, the tentative plan is for the speaker to meet with the faculty members Andy Bennett, David Voadlo, and Zuo-Guang Ye, and interested graduate students. A block of time from 10:30 to 12:00, depending on interest, will be set aside for graduate student presentations, allowing students to share their research with the speaker. Nevena Cekic (President) will email graduate students to gauge interest and obtain numbers so the Caucus can book an appropriate room and length of time.
- The speaker will be taken out for lunch on Wednesday by graduate students, with \$60 available for lunch. The number of students attending lunch will be determined at a future date, depending on interest. Last year, the Caucus invited all students that presented to lunch.
- After the seminar, people will be invited to go to Club Ilia to have a few drinks before the speaker has to leave.

8. Caucus Grant

- The Caucus Grant application has been submitted to the GSS.

9. Financial Update

- John Thompson (Treasurer) updated the Caucus on the finances. The cash box currently contains \$3,076.73. He will deposit \$2800 into the trust account, leaving \$276.73 in the cash box.

10. Adjournment

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

Meeting concluded at 4:20 PM.