

Chemistry Graduate Association at Simon Fraser University*Meeting Minutes*

November 21, 2014

Shrum Science Centre C9034*In Attendance:*

John Thompson (President), Kate Prosser (Treasurer), Stephanie Chang (Secretary), Matt Alteen (DGSC Representative), Shaima Kammoonah (TSSU Steward), Ania Tersakian (GSS Councillor Alternate), Fatima Garcia (GSS Councillor), Matthew Brown (Graduate Information Coordinator), Heather Wiebe (Social Coordinator), Rhea Bains (TSSU Steward), Kailey Wright (TSSU Steward), David Ester (Sports Coordinator), Tasleem Muzaffar (TSSU Steward)

Regrets:

Ryan Clarke (Vice-President), Motahareh Safiollah (TSSU Steward), Adam Barlev (TSSU Steward), Yumeela Ganga-sah (TSSU Steward)

1. Call to Order

- Meeting was called to order at 10:34 AM in SSC-C9034.

2. Appointment of the Chair

- **MOVED** to appoint John Thompson as Chair for this meeting.
Moved by: Kailey Wright
Seconded by: Matt Alteen
MOTION CARRIED.
- John Thompson (President) was appointed Chair for this meeting.

3. Appointment of the Secretary

- **MOVED** to appoint Stephanie Chang as Secretary for this meeting.
Moved by: Kate Prosser
Seconded by: Fatima Garcia
MOTION CARRIED.
- Stephanie Chang (Secretary) was appointed Secretary for this meeting.

4. Approval of Minutes

- **MOVED** to approve the minutes of the November 14, 2014 Chemistry Graduate Caucus meeting.
Moved by: Shaima Kammoonah
Seconded by: John Thompson
MOTION CARRIED.

5. GSS

- Fatima Garcia (GSS Councillor) updated the caucus on the GSS meeting earlier this week.
- All motions discussed last week passed.

- An ihaveaplan representative was present and confirmed that the requirement to declare your sex is an industry standard. The GSS is going to send an additional letter to the policy making bodies of ihaveaplan speaking of the society's concern of the imposed binary gender system in the ihaveaplan app.
- The language of the Kinder Morgan letter was deemed to be vague and the GSS will be drafting letters to be sent to Andrew Petter (SFU President) and the SFU legal department clarifying who and what exactly the GSS is supporting.

6. Spring Semester Lab Supplies Sales

- 150 molecule kits have been ordered from Sigma-Aldrich.
- 160 lab coats have been ordered from Anne Mar.
 - Jocelyn Lee (Stores Administrator/Buyer, Science Stores) sent an email to John Thompson (President) regarding an increase of price per coat from \$17.95 to \$20.95 due to required alternations.
 - The price was readjusted to \$18.95 per coat due to a previous conversation with another representative.
- 8 packs of 12 black lab goggles (96 pairs total) will be ordered from VWR using the quote John Thompson (President) received in August.

7. Christmas Social (December 15, 2014)

- John Thompson (President) sent out an advertising email to the department earlier this week.
- Tickets can be bought from the Chemistry General Office, Thompson (President), or Kate Prosser (Treasurer) at \$20 for students and \$25 for faculty/staff. Ticket sales will end on December 5th.
- The ticket includes:
 - Soup and salad
 - Entrée: Turkey or salmon or vegetarian lasagna or a gluten-free option
 - Dessert: Pie, cheesecake or chocolate explosion cake.
 - Beverage with dinner: glass of wine, sleeve of beer, or non-alcoholic drink
 - 2 additional drink tickets good for above as well as high balls
- The Mountain Shadow Pub will put decorations up but we are welcome to add to that.
- \$100 deposit is due on Monday, Dec. 1st. A total number of attendees is due on Monday, Dec 8th.
- Prizes will be discussed and bought closer to the event date.

8. Movember Social (November 28, 2014)

- John Thompson (President) has submitted the completed special occasion license to Peg Johnsen (Director Administration, Student Services). Johnsen is out of town until Nov. 28th so Thompson (President) also forwarded the email to the emergency contact listed in her "away from the office" auto-reply email.

- Security provided the final signature on the special occasion license however they required Thompson (President) to email them a written security plan that outlines how attendance, alcohol consumption, and ID checking will be controlled. Thompson's (President) email stated:
 - A door monitor will be in place to ensure that people who are not associated with the Chemistry Department do not enter the event.
 - Drinks will be obtained by making a donation, then obtaining a drink ticket and then exchanging that ticket for a drink.
 - If an attendee is not recognized as a member of the department who is above 19 years of age, their ID will be checked by a member of the caucus.
- Thompson (President) will order a keg from Howe Sound.
- Fatima Garcia (GSS Councillor) and Kate Prosser (Treasurer) will do the Costco and liquor run Thursday night.
 - Costco shopping list: fruit platter, veggie platter, 9 bags of chips (including pita chips), container of hummus.
 - Liquor store shopping list: 10 bottles of wine, 4 dozen coolers and ciders, 2 dozen bottles of beer.
- 16 pizzas will be bought from Megabite or Cornerstone Pizza Hut. Thompson (President) will look into how cost efficient it would be to buy 1 or 2 topping pizzas from Pizza Hut compared to multiple topping pizzas from Megabite.
- *Set-up at 4:30pm*: Fatima, John, Heather, Ania, David, Tasleem
- *Take down*: John, Steph, Matt, Rhea
- *Serving*: David, Heather, Steph, John
- *Drink tickets*: Ania, Tasleem, Fatima
- *Door monitor*: Ryan
- Depending on how holiday ticket sales are for the next week, Garcia (GSS Councillor) and Prosser (Treasurer) will also go to the bank to exchange \$20 bills for smaller bills and change to better handle giving change at the donation box.

9. Adjournment

- **MOVED** to conclude the meeting.
 Moved by: David Ester (Sports Coordinator)
 Seconded by: Tasleem Muzaffar (TSSU Steward)
MOTION CARRIED.

Meeting concluded at 11:04 AM.