

# **Annual General Meeting Minutes**

**August 20, 2020**

## **Meeting**

Date: August 20, 2020

Time: 4:00 P.M. to 6:00 P.M.

Place: Virtual

**AGM Chair:** Dmitrii Marin, Director on GSA Board  
**Board Secretary:** Tyler B. Hampton, Corporate Secretary  
**Minutes Taker:** Naima Samuel, President and CEO  
Sara Drisdelle, Support Staff



Time estimate, mins	AGENDA	Action
5	1. Call to order, establishing a quorum, rules of conduct, opening remarks	Information
2	2. Approval of minutes of the previous AGM <b>BIRT the minutes of the Annual General Meeting 4/16/2019 are approved.</b>	Decision
30	3. Elections of new Directors	Decision
10	4. Auditors reports and Financial Statements	Information
5	5. Appointment of the Auditor <b>BIRT MNP, LLP is appointed as the Auditor for the fiscal year ending August 31, 2020.</b>	Decision
10	6. Confirmation of changes to the by-laws <b>BIRT the proposal “Changes to By-law #2: Official Information” is confirmed</b> <b>BIRT the proposal “Changes to By-law #3: Fees” is confirmed</b> <b>BIRT the proposal “Changes to By-law #5: Board of Directors” is confirmed</b> <b>BIRT the proposal “Changes to By-law #6: Officers of the GSA-UW” is confirmed</b> <b>BIRT the proposal “Changes to By-law #6: Ratification of Officers of the GSA-UW” is confirmed</b> <b>BIRT the proposal “Changes to By-law #7: Council” is confirmed</b> <b>BIRT the proposal “Housekeeping changes – Various by-laws” is confirmed</b>	Decision
	7. Ratification of Officer appointments <b>Kajanpreet Kaur Randhawa as Chief Returning Officer</b> <b>David Billedeau as President for the term ending on Aug 31, 2021</b> <b>Naima Samuel as President for the term ending on Aug 31, 2020</b> <b>David Billedeau as Vice-President for the term ending on Aug 31, 2020</b> <b>Cindy H.T. Yeung as Vice-President Administration for the term August 20, 2020 to August 20, 2021</b> <b>Zabeen Khamisa as Vice-President Communications for the term August 20, 2020 to August 20, 2021</b> <b>Rebecca Stirling as Chair of the Board for the term ending on the date of AGM in 2020</b> <b>Tyler Hampton as Corporate Secretary for the term ending on the date of AGM in 2020</b> <b>Kevin McKay as Treasurer for the term ending on the date of AGM in 2020</b>	Decision
5	8. Poll close. Report of the Chief Returning Officer	Information
	9. Meeting adjournment	Decision
	10. Rose Vogt Award	Information
	11. Reports 11.1. President 11.3. GSEF	Information
	12. Q&A	Information

## MINUTES

**1. Call to Order and Opening Remarks** **4:00 PM**

*Marin takes AGM Chair and calls meeting to order at 4:00 and speaks on housekeeping items, highlighting Robert's Rules of Order and Code of Conduct.*

**2. Approval of AGM 2019 Minutes** **4:06 PM**

*Floor opens to questions and comments. No questions or comments are noted.*

**3. Election of New Directors** **4:07 PM**

*Floor opens for questions or comments regarding the Election of Directors. No questions or comments are noted.*

**4. Auditor Report & Financial Statements** **4:11 PM**

*McKay (GSA Executive Manager) speaks on GSA financial report from auditor. McKay requests to submit MNP report to AGM Chair.*

**BIRT Auditor report with fiscal year ending August 31, 2019 is received (Stirling, Robbins) (25-0) (y-n) Motion carried.**

*Members vote on acceptance of formal receipt of the auditor report. The motion was presented earlier and was voted on at the meeting.*

**5. Appointment of the Auditor** **4:19 PM**

**BIRT MNP LLP is appointed as the auditor for the fiscal year, ending August 31, 2020.**

*McKay provides rationale for the recommendation to retain the current auditor at this time. Floor is opened for debate, questions or comments regarding the auditor. The debate is closed without contest.*

**6. Confirmation of By-Law changes** **4:20 PM**

**BIRT the proposal "Changes to By-law #2: Official Information" is confirmed**

**BIRT the proposal "Changes to By-law #3: Fees" is confirmed**

**BIRT the proposal "Changes to By-law #5: Board of Directors" is confirmed**

**BIRT the proposal "Changes to By-law #6: Officers of the GSA-UW" is confirmed**

**BIRT the proposal "Changes to By-law #6: Ratification of Officers of the GSA-UW" is confirmed**

**BIRT the proposal "Changes to By-law #7: Council" is confirmed**

**BIRT the proposal "Housekeeping changes – Various by-laws" is confirmed**

*The floor is open for members to ask questions regarding the changes to the By-Laws. The debate is closed without contest.*

## **7. Ratification of the Officer Appointments**

**4:23 PM**

**Kajanpreet Kaur Randhawa as Chief Returning Officer**

**David Billedeau as President for the term ending on Aug 31, 2021**

**Naima Samuel as President for the term ending on Aug 31, 2020**

**David Billedeau as Vice-President for the term ending on Aug 31, 2020**

**Cindy H.T. Yeung as Vice-President Administration for the term August 20, 2020 to August 20, 2021**

**Zabeen Khamisa as Vice-President Communications for the term August 20, 2020 to August 20, 2021**

**Rebecca Stirling as Chair of the Board for the term ending on the date of AGM in 2020**

**Tyler Hampton as Corporate Secretary for the term ending on the date of AGM in 2020**

**Kevin McKay as Treasurer for the term ending on the date of AGM in 2020**

*Stirling (Board Chair) speaks on appointment end-dates. Notes that future discussion is needed to decide the ideal time to hold the AGM (normally done in April but pushed to August due to COVID-19). As COVID-19 delayed the AGM, the Board and Officer terms were extended until August in order to have leadership in place for the start of the Fall term.*

### **Floor is open for questions at 4:27.**

*A Question is raised by a former GSA Executive regarding changes to succession timelines as a result of COVID-19 and its impact on transition. Concern is expressed over altering the transition schedule of GSA Executives to September given the bulk of activities take place in the Fall term due the structuring of University's academic calendar. It is noted that the historical practice of having May as a start date is to allow time for onboarding and transition. It is emphasized that transitioning new GSA leaders during September amid the activities taking place with campus stakeholders and the graduate student community would be very challenging. Succession plan is discussed by Billedeau (incoming President). For this academic year, transition strategies and training are in place and will be formalized in the upcoming months. Stirling (Board Chair) clarifies that new officer appointment end-dates of August are not anticipated to create a difficult transition into the new academic year; however, the new Board of Directors will be making decisions on length of re-appointments and changes to transition schedule. The concern regarding challenges associated with transitioning in September is acknowledged.*

## **8. Polls Close**

**4:36 PM**

*Instructions on voting procedures are shown to members on the presentation slides. AGM Chair closes poll at 4:41 PM. Presentation of report from Chief Returning Officer postponed to after Agenda items 10 and 11.*

## **10. Rose Vogt Award**

**4:43 PM**

*The Rose Vogt Award of Excellence is introduced by McKay (Executive Manager). McKay presents the Rose Vogt Award of Excellence to current GSA President, Naima Samuel for her outstanding contributions to the Graduate Student Association during her time as GSA President. Samuel gives her remarks and acknowledgements.*

## 11. Reports

4:52 PM

### 11.1 President's Report

*Samuel (President) shares insights from the 2019-2020 annual report. Vision and principles of the GSA are highlighted– retaining organizational memory, fostering relationships and increasing visibility. Changes in the GSA are then spoken on. Examples include: the Student Choice Initiative, service improvements (such as opting out of the GRT UPass and expanding the health and wellness plans), additions of the legal service program and staffing and communications changes. Advocacy work is noted, along with collaborations with campus partners and the 2020-2023 Strategic Plan. Strategic Priorities are detailed, including the efforts to enhance advocacy and representation, promoting equality, inclusion and diversity, and building a greater student community in the GSA.*

### 11.2 Chair of the Board Report

5:00 PM

*Stirling (Chair of Board) acknowledges the GSA Board of Directors for their contributions to the GSA and university community. Stirling thanks separate Board of Directors members for their significant services to the Board of Directors. The benefits of diversity on the Board of Directors is highlighted, emphasized by those from different faculties, various ethnic backgrounds, BIPOC students and those in the LGBTQIA+ community. Stirling encourages members to join GSA advocacy committees. Rebecca notes Samuel's unwavering dedication to the GSA.*

### 11.3 Graduate Student Endowment Fund (GSEF) Report

5:10 PM

*Robbins (GSEF Coordinator) notes the purpose of GSEF, along with the organizational structure of GSEF – which is comprised of a Project Review Committee and Board. GSEF aims to improve the academic experience of graduate students, through various areas of financial awards and funding. The GSEF funding breakdown from the 2019-2020 fiscal year involves a total of \$25,000 in funding for student projects. GSEF funding examples include: Architecture projects, Psychology conferences, Graduate House patio improvements, the Student Emergency Support Fund and the Graduate Student Thesis Completion Award. Upcoming changes for GSEF include hiring a new Treasurer and Vice-Coordinator, reviewing the GSEF Constitution, openings on the Project Review Committee and Board of Directors, and implementing new initiatives for services to aid graduate students.*

## 8. Report of the Chief Returning Officer

5:22 PM

*AGM Chair receives report for Election results from Chief Returning Officer and Corporate Secretary. 152 ballot submissions were received. All proposals offered to membership are approved:*

**BIRT minutes of Annual General Meeting April 16, 2019 are approved. (Marin, Hampton) (67-2) (y-n) Motion carried.**

**BIRT MNP LLP is appointed as the auditor for the fiscal year, ending August 31, 2020. (Marin, Hampton) (74-2) (y-n) Motion carried.**

**All candidates for Board of Directors received majority support. Director candidates elected.**

**BIRT the proposal “Changes to By-law #2: Official Information” is confirmed. (Marin, Hampton) (65-8) (y-n) Motion carried.**

**BIRT the proposal “Changes to By-law #3: Fees” is confirmed. (Marin, Hampton) (66-10) (y-n) Motion carried.**

**BIRT the proposal “Changes to By-law #5: Board of Directors” is confirmed. (Marin, Hampton) (73-3) (y-n) Motion carried.**

**BIRT the proposal “Changes to By-law #6: Officers of the GSA-UW” is confirmed. (Marin, Hampton) (68-6) (y-n) Motion carried.**

**BIRT the proposal “Changes to By-law #6: Ratification of Officers of the GSA-UW” is confirmed. (Marin, Hampton) (70-4) (y-n) Motion carried.**

**BIRT the proposal “Changes to By-law #7: Council” is confirmed. (Marin, Hampton) (66-7) (y-n) Motion carried.**

**BIRT the proposal “Housekeeping changes – Various by-laws” is confirmed. (Marin, Hampton) (77-2) (y-n) Motion carried.**

**Ratification of the Officer appointments received majority support. Officers ratified.**

**Formal business of the meeting concluded at 5:25 PM.**

## **12. Q&A**

**5:25 PM**

*Member from the floor asks question to regarding progress on the previous interim Strategic Plan. Samuel notes that the interim Strategic Plan progress is included in the Annual Report. The interim Strategic Plan was built on feedback gathered in the 2017 vital signs survey. The 2020-2023 Strategic Plan is more expansive, as it includes feedback gathered from the 2020 Vital Signs Survey. The 2020-2023 Strategic Plan also includes new datasets from departments, campus partners, focus groups and other stakeholders. Any outstanding items from the previous year’s Strategic Plan are to be implemented in Fall 2020. The President’s Annual Report also highlights what these outstanding items are and also points to the priorities of the 2020-2023 Strategic Plan for membership reference.*

*Clarification is provided regarding numbers of ballot submissions (152) compared to lower number of voting submissions on each item in the election. Corporate Secretary Hampton mentions that a high percentage of abstentions resulted in the lower voting count of the election.*

**Motion to adjourn meeting (Marin, Samuel) (27-1) (y-n)**

**Adjournment**

**5:35 PM**