

UNIVERSITY OF BRITISH COLUMBIA



CHEMISTRY GRADUATE STUDENT SOCIETY

Minutes for February 11, 2016 Council Meeting

Time: 14:00

Location: D213

1. Call To Order: 14:01

Members Present: Jess, Nick, Kelsi, Erin E, Ese, Erin C, Carlos, Namrata, Maria, Kyle, Tom, Val, Rebecca

Members Absent: Phil, Ryan, Crystal, Isaac, Trevor

Also Present: Esma and Allena (UCS)

2. Approval of Minutes: approved by Erin, seconded by Kyle

3. Discussion:

a.) Finances – Nancy Vered and Sunny To

- Concern from the department about financial issues in CGSS for (1) governance, and (2) lab manual sales
- Governance concern related to thefts, since it has happened a couple of times and the department hasn't been notified, and large amount of money have been handled by students which isn't safe
- We need policies and procedures to properly handle finances and since there is a lot of change-over in the CGSS, it is very important that things are written down properly and not just passed along
- The department wants to help with setting up policies and procedures, and can also provide a safe place to store records and funds
- Some key things are missing from our constitution and the department wants to help but not run things

- Lab manual concerns relate to how the sales are handled and how much money is handled, and the department wants to understand how we are managing it
- The department would like to know why do we want to sell lab manuals since it is a lot of work and the department can provide us with the funds, since they do this through allowing us lab manual sales anyway
- We can submit a budget to the department through the PG (project grant) system, and if we want to continue with manual sales, we can use e-ply, an online system like Eventbrite to ensure that we don't have to handle cash
- We discussed why we want to sell lab manuals, bringing up topics concerning using the money for social programs and the travel fund, and would the department give us money for the travel fund if we didn't work for the money? Would the department have the man-power to do lab manual sales themselves? (They believe that yes, they can) Would our freedom to plan new events be limited (based on departmental agreement with the idea or if the idea comes after a budget has been submitted)? Would the items we submit in a budget be limited (such as for alcohol, since the department funds may not be allowed to be spent on this)? (We can submit a budget with topics like entertainment and the department doesn't really have an opinion about what the money is spent on) Would our funding from the department be guaranteed, or lost/reduced if financial hardship became a concern and grad student social programs were not a very high priority? (The grad students are a high priority for the department)
- If we do decide to go with the department's suggestion, is there a deadline? Likely by the new fiscal year (April 1), so will likely vote at meeting in March and have a written proposal to vote on that will be spent at least a week prior to the meeting

b.)Chemistry Running Team Subsidies

- Doing Sun Run subsidy in April only for grad students; have 6 people and need 10 for a team, so sign up if interested

- Can it be extended to post-docs and have a budget for \$150?
- Have subsidized post-docs in the past but charged \$5 more than grad students
- This year, subsidizing \$10/grad student (20%), and budget has been \$100 previously, but have decided up to \$200 ok
- Can still have team is close to 10 people and more can be added after deadline
- To get subsidy, send receipt to Carlos, or put in CGSS mail slot in main office (give to reception desk)
- Will give post-docs 20% subsidy too

4. Reports:

a.) SoCo

- The SoCos will resign after the March Stressbuster/2BABs due to financial disagreements
- Candygrams will be assembled in E355 at 15:30 (putting candy in bags and stapling candygram sheets to the bag), and some volunteers to hand out candygrams on Friday are needed

b.) GSS

- UBC med school has changed its pre-reqs so some second year science courses may not be mandatory (but are still recommended) in 2016
- May decreased student number in some courses (o-chem and biochem) so could affect TAing

c.) Union

- Nothing to report

5. Other Comments:

- Erin C (our interim treasurer) has received a folder of receipts and found a couple that don't have cheques that match up with them, so if anyone has outstanding reimbursements, let her know
- Debit slips do not count as receipts

- The finances need organization since it has been minimal up until now and Erin has discussed software options with Sunny
- We need a yearly budget and should do this for change-over (put into constitution and define fiscal year)
- Our current issue is paying taxes (GST/PST), in that we haven't and we should have as soon as we made over \$50k, and we don't even have the system set up. We likely owe approximately \$30k dating back a couple of years, and so we need to figure out how we go about paying this. We should have the funds to cover the amount due.
- Erin purchased a book to help organize out receipts
- We need to hold an election for a treasurer and SoCos

6. Adjournment: 14:55