

## **Minutes for Thursday, September 28<sup>th</sup>, 2017 CGSS Changeover Meeting 1:45 PM in D211**

1. Call to Order: 1:52 PM
  - Current councilors present: Kelsi, Maria, Elesha, David, Zoe, Jenn, Harvey, Francesco, Dawson, Phil, Erin (arrived during item 9)
  - Incoming councilors present: Mo, Henry, Mostafa, Lili, Lily, Daniel, Julie, Hayden (left after item 2)
2. Meeting began with introductions.
3. Councilors were reminded to submit exit reports by October 1st to Kelsi.
4. Let Elesha know if you will be absent for a monthly meeting
5. An overview was given of what the CGSS does
  - Includes events, advocacy, etc.
6. An overview was given about the importance of lab manual sales for finances to the council
  - Everyone should be participating
7. Upcoming budget was estimated to be \$24,000, but will be presented at the next meeting.
8. Councilors were advised to get BC special events servers license,
  - The license is needed to volunteer for events
  - The cost of doing the course is reimbursed by council
9. Councilors must read the constitution.
10. Councilors can be reimbursed for things bought on behalf of CGSS, but receipts are needed.
  - All forms needed are on the CGSS website.
11. Extra money taken in from stressbuster or Bard on the Beach, has been donated to charity this year
  - It will be important for councilors to think about how much is appropriate to send to charity and how council can fix this potential dilemma
12. Extra money from previous revenue before finances changed, is saved as a rainy day fund in case the department can't fund us for some reason in the future. However, if there is extra money in our budget, councilors should consider what initiatives can be started to

use the extra money (we only spent \$23000 of \$25000 last year).

- New initiatives should be helpful for grad students
- There is a travel fund that council could contribute to, which council has contributed to in the past

13. Contact list will be put together by Elesha.

14. Some email lists exist (cgss@chem.ubc.ca) that email everyone.

There are also special emails for president and webmaster.

15. Changeover dinner will be held on Friday.

16. Adjournment 2:09PM.