**Minutes for October 7th, 2019 CGSS Meeting**

**12:00 pm in D211**

1. Call to Order: 12:03 pm
   1. Present: Olivia, Hayden, Julie, Matthew, Kris, Matviy, Alyssa, Kevin, Jesse, Abhishek, Sabrina (left at 12:59 pm)
   2. Missing: Maria, Noah
   3. Other: 2
2. Approval of Previous Meeting Minutes
   1. Previous minutes cannot be approved, as only one person besides the secretary was present at that meeting.
3. Introduction from President
   1. Julie discussed the purpose of CGSS as a whole. The group aims to serve the graduate student population and help with student mental health.
   2. Each council member gave a short introduction on their position and research group.
4. Council Overview
   1. CGSS Constitution
      1. Julie advised all members to go through the constitution when they are able. It contains all information pertaining to member responsibilities.
   2. Meeting Structure
      1. Meetings will be held once a month, scheduled by the secretary, Matthew. All members are expected to read through previous minutes before the subsequent meeting so that there are enough members to approve them (need two members).
      2. Voting structure: all members get a vote (yes/no/abstain), counted by the secretary.
      3. The budget is voted on in the first meeting so the council does not need to vote for every event.
      4. Julie noted that since council is small (especially with only one SoCo), some events might need to be cut or changed to ensure members do not get overworked/burnt out.
5. Finance/Budget Update
   1. Julie distributed sheets containing the breakdown of the budget from the previous year ($24500 total), including events that were over/under budget.
   2. CGSS now has a bank account with the chemistry department to avoid tax problems associated with lab manual sales (the event that provides our funding).
   3. Julie proposed a budget of $24500 for the 2019-2020 year; seconded by Kris:
      1. Yes: 11
      2. No: 0
      3. Abstain: 0
   4. Reimbursements for anything bought for CGSS are done using the reimbursement form found on the CGSS website. The completed form with original itemized receipts attached should be given to the treasurer, Hayden. Reimbursements usually take 1-2 weeks.
   5. Last year, CGSS created an endowment fund given to students as community involvement/outreach scholarships. Of the income CGSS receives, 75% goes toward the endowment fund and the remaining 25% is split between the two chosen charities. (Donations from charity coffee times go solely to charities.)
6. Special Event Serving License
   1. A serving license is required to serve alcohol at CGSS events. Special Event Server (SES) license is recommended, but Serving It Right (SIR) also works, as do licenses from other provinces.
   2. Julie and Hayden encouraged every member to complete it. Members will be reimbursed for the license ($20 each). Certificates should be given to the SoCo, Matviy.
7. Transportation
   1. Reimbursements are given for Evo car shares (keep receipts) and for own cars ($0.49/km, print out google map and give to Hayden with reimbursement form).
   2. Two of the new council members own a vehicle.
8. Charity Selection
   1. Votes for Nominations
      1. Charities will be voted on via secret ballot and confirmed during next group meeting.
      2. Charity nominations should be sent to Julie via email.
      3. Olivia suggested asking the student population to nominate charities. CGSS members must be the ones to vote on the charities, but suggestions are always welcome.
   2. Committees (discussed during Item 11)
      1. Committees are formed within council to help set up and run events (e.g., CCIE). Committees consist of a subset of council members plus other graduate students wanting to join.
      2. The purpose of the social committee, which has not been formed in previous years, was discussed.
   3. Charity Coffee Time
      1. This event is held three times a year during regular coffee time hours. Donations are given for coffee/treats with the money going to the two chosen charities. These are usually run by the secretary and vice president.
      2. The first event is on October 24th. An email will be sent out by Matthew to the chemistry department calling for volunteers to bake for the event.
9. SoCo Report
   1. Mole Day
      1. Mole Day (October 23rd) is an event that CGSS celebrates by baking period table cupcakes for the chemistry department.
      2. Julie proposed we move Mole Day to the October 24th coffee time; no disagreements from council. A sign-up spreadsheet will be sent out to CGSS members by Matthew for baking/decorating.
   2. Pumpkin Carving Contest
      1. CGSS hosts a lab group pumpkin-carving contest each year, judged by the chemistry department. Pumpkins are purchased by CGSS, and judging usually happens during coffee time.
   3. Halloween Stressbusters
      1. This event is the same as the other stressbusters, except costumes are encouraged (winners receive prizes). It tends to be one of the most popular events held by CGSS.
      2. Julie is in the process of completing the liquor license, aiming for October 25th (5:30-9:30 pm). This process takes about a month, so if not approved in time, event will be moved.
      3. Because council is small, Julie suggested we send out a spreadsheet to the graduate student population for volunteers to help with the event. Volunteers will get free entrance to the event. Julie offered to take charge of this.
      4. For these events, it might be necessary to be more strict on the end times so that clean-up is easier for the smaller council.
10. Union Report
    1. Nothing to report.
11. Discussion/Misc.
    1. Julie mentioned that CGSS invites 2 speakers each year for the LMC series, which should be kept in mind for next year.
    2. Exit reports should be sent out to all new members detailing roles of job.
    3. CGSS has a locker in C-block, which can be opened by keys held by SoCos. Matviy will be given Henry’s keys.
       1. Julie proposed that the second SoCo key to be kept by Hayden; seconded by Kris:
          1. Yes: 11
          2. No: 0
          3. Abstain: 0
    4. BBQ Cleaning
       1. The BBQ needs to be deep cleaned. Hayden will send out an email with suggested times, would need 4+ people to be finished easily.
    5. Julie mentioned that she would like to hold a by-election, possibly in January, to see if more students would like to join council.
    6. As we are low on members and have no vice president, CGSS may not be able to hold Skits this year.
    7. Though there is no sports rep, students can still sign up for intramurals themselves and be reimbursed by CGSS.

Meeting adjourned: 1:05 pm