CGSS Meeting Agenda

**Date:** October 5, 2022

**Time:** 11:00 am

**Location:** D213 (Seminar room)

**Approval Status:** Approved

1. **Call to Order: 11:03am – Introductions of Members of 2021—2022 and 2022—2023 Councils**
	1. Present (18): Sabrina, Hayden, Jesse, Nealan, Andrew, Yuheng Song, Luas, Naysilla, Kaitlin, Rama, Jacqui, Athan, Seja, Jiayu, Desiree, Trevor, Vanessa, Jeorn, Mason (virtual)
	2. Missing (1): Jessica
	3. Other (0): Not applicable
2. **Approval of Previous Meeting Minutes**
	1. Approved by Sabrina following necessary changes
		1. List of changes of September 2022 Minutes
			* Removal of all direct quotes
			* Change certain language (“rope in” and “coerce” changed to “encouraged”)
	2. Seconded by Trevor
3. **Introductions**
4. Conducted immediately after the Call to Order.
5. **Outgoing councillor’s reports**
	1. President – would like to do the Grad Forum this year. Organized the CCIE. Participated and helped organize lab coat sales. Organized GRS. Chaired meetings.
	2. Vice President – VP assists the President, and helps organize events, particularly charitable events. Teamed up with Green Chem to raise funds for flood victims in BC last year. Skits. Acted on GRS and CCIE committee. Not too much for the incoming VP to complete this month.
	3. Secretary – Role split late last year after Olivia’s internship began. Coffee time schedule to be organized by the Secretary for the Department. In charge of recording meeting minutes. Orvig group to be removed from the cycle. Should remain the same aside from the removal of the Orvig group. Cooke group needs to be added (2—3 grad students) – should be teamed up with another group (Nichols would be ideal).
	4. Treasurer – Role is to ensure there is always an updated budget and to file all reimbursement forms in a timely manner. Suggestions for this coming year now that Wokrday has changed: (1) catered events/events with foods (Stressbusters, BBQs, Poster Sessions, Social Nights, etc.) need a list of attendees (a reasonable amount of signatures would be ideal), as the Finance Clerk always wants the names of attendees; (2) Make a budget for the coming year. Remaining funds from last year approximately $1250, with a total budget of $25550. Any outstanding reimbursements should be directed to Desiree and submitted within the week. There are $200 in cash in the Social Coordinator Binder that need to be returned to the safe.
	5. Social Coordinator – Social Coordinator organized Pumpkin Carving, Gingerbread, Stressbusters, Candy Grams, Pi Day, Changeover Dinner, Summer Pizza Lunch (instead of BBQ). Some events were skipped due to COVID pandemic, leading to more money in the budget for other events. Welcome Back Stressbuster went well, although too much beer was ordered – suggesting the recommended purchase quantity needs to be re-evaluated. Budget was $1626, and we went over by $126.89. The Brew-Off was $2353, and we were $357 over budget. Some changes will need to be made due to the effects of inflation. The Halloween Stressbusters (Friday the 28th) and Pumpkin Contests are to be organized this month. Stressbusters liquor licence is already organized. Pumpkins to be displayed Friday the 28th. To organize the CGSS Changeover Dinner once everyone is on the CGSS Slack. Proposed venue is recommended to be something relatively far from the Campus, but to be determined. Earls may be an option. Mole Day to be organized.
	6. Union representative – Lucas to receive access to the Union Rep email account. Union trying to onboard grad students to the Union as well (i.e., as RAs not just as TAs), given the effects of the pandemic and how UBC hired TAs as GAAs. Vacation hours (4%) now included in the Chemistry Department TA contracts – let Mason know if anyone’s contracts not updated to reflect this. Jose sent out an email to TA supervisors mandating this change.
	7. Webmaster (now to become Social Media Manager) – Intentional role of webmaster to manage and update website. Now that the role is changing to incorporate social media better, we expect more traffic. Need to provide access to new Social Media Manager. Introduction to CGSS during new graduate student welcome event.
	8. International Student Representative – typically plans an international food night early in the winter period. Something in November, and it could be at Thea’s. Potluck style with some purchased food. If the budget allows, a liquor licence could be purchased. The event is to help international students feel more cohesive and brought together. An alternative event is possible – there is a $400 budget.
	9. First Year Representative – Lots of information detailed in the Exit Budget. Recommended that first years be contacted by an exclusive Slack account. Events to be coordinated amongst CGSS council. Two events in W2 and one event in the summer. The budget accounts for two events typically, approximately $700 overall, although an increase may be required, as part of the coming year’s CGSS budget approval. To organize and create a First-Year Skit – this information to be updated in the exit report.
	10. Graduate Student Society Representative – Tasks include attending GSS council meetings and report back to the CGSS. GSS Representative required to be part of at least one committee of the GSS. GSS often receives information before the larger graduate student body, allowing the GSS Representative to give the CGSS some advance notice when required. New GSS Representative to be put in contact the GSS Secretary.
	11. Sports Representative – Will plan sports-themed events, including non-contact events such as a Chess Tournament. Ping-Pong Tournament was completed. Could be planning an outing to Queen Elizabeth Park, Storm the Wall, Vancouver Sun Run. Act as a liaison to help students get reimbursed. Chemistry volleyball, softball, and dodgeball teams. Can plan other sports events as desired.
	12. Wellness Representative – Responsibility is to promote health and well-being of students, both physical and mental. Naysilla commented that it would be ideal to have some more mental-health focused initiatives, including pet therapy, bringing pets to the department, etc. Concerns that UBC AMS is disorganized in communications regarding pet therapy initiatives – recommended that Vancouver-based pet therapy be reached out to instead of AMS. Organized the Sock War, which was very popular. Might be nice to hold Sock War in the fall term, to announce winners and give prizes at the Skits in December. Organized a Game Night with board games and some light food and snacks – casual event in the Grad Lounge with 20—25 attendees, well received.
	13. Member-at-Large – Assist the CGSS council in running and organizing events.
6. **2022/2023 Budget**
	1. New proposed budget created – Michel Wolf supportive of CGSS, and we expect it will be approved by the Department. Portion of funds guaranteed by the September Lab Coat and Manual sales (a task all CGSS members are expected to volunteer during).
	2. Last year, $25550. We should ideally expect $27341 for the coming year due to inflation, roughly. All of last year’s social events were well over budget, due to increased costs of alcohol and food. Potential solution is to increase social events budgets. May need to increase the budget for the Special Events Servers Licence (cheaper than Serving it Right), to allow more CGSS council members to serve during events. Potential reduction to sports budget, including the sports tournament, if we do not anticipate needing as much finding in this group. Potential increase to sports shirts. Potential reduction to Candy Grams budget as we did not use even half, due to limited interest from the Department (note that interest may increase again this year with COVID effects easing). Extra budget from sports to go into game nights. Proposed budget is slightly below the $27341 target that leaves the Council some flexibility for more wellness initiatives.
	3. Sabrina moves to approve the budget.
	4. Seconded by Jesse
		1. In favour: 16
		2. Against: 0
		3. Abstain: 0
	5. Budget to be presented by exiting and incoming Treasurer to Michael Wolf and Ken MacFarlane.

**Meeting adjourned early at 12:07pm.**

1. **CGSS Constitution**
2. **Serving it Right**
3. **Slack Introduction**
4. **CGSS Charities**
5. **BBQ Cleaning**
6. **Discussion/Miscellaneous**
7. **New Council Photo**

**Meeting adjourned: N/A**