EXECUTIVE BOARD

MEETING MINUTES

MAY 5, 2009

Present:
Adrienne Canning, James Freeman, Agata Stypka, Takuto Shiota, Yifan Wang, Stacy Chappel

Regrets:
none

The meeting was called to order at 10:35 am with Canning in the Chair

STANDING ITEMS

1. Approval of Agenda
M/S
Agenda is approved with addition of Swine Flu to Other Business
CARRIED

2. Approval of Minutes
M/S
Executive Minutes for April 14, 2009 are approved
CARRIED

3. Business arising from the minutes

Canning asked whether everyone’s summer schedules are on Windows Live.

Surveys and data collection tools will be reviewed on retreat

Chappel noted she had not yet sent out the terms of reference for the Food and Beverage Committee.

4. Executive Reports

Director of Services: Stypka reported she attended a meeting with Student Transition Centre about coordinating Orientation and worked on the executive retreat package.

Director of Student Affairs: Wang reported he also attended the meeting about Orientation with the Student Transition Centre and reviewed the retreat package. He reported he and Agata were discussing recruiting grad reps to assist with
department orientation and orienting new students. He met with Jing and received an electronic package of orientation materials from last year.

**Director of Communications:** Freeman reported the deadline for Source submissions will be July 31 and asked the Executive for submissions. His goal is to publish end of August. He has discussed the handbook with Pat Reed and is collecting fun facts to include. He also read past Source issues and reviewed advertising options.

**TASK:** Chappel to find old demographics information

**Director of Finance:** Shiota had nothing new to report.

**Executive Director:** Chappel referred to her written report.

**TASK:** Chappel to prepare written notice regarding 3.0 units for dental plan requirement to departments.

**TASK:** Chappel to follow up with Talus regarding ad space in the handbook.

**Chair:** Canning reported she followed up on email, invited Dean Devor to come to the next Grad Rep Council meeting (in May) and obtained some information on epost. She had a discussion with Chris Costa at SFSS about forming a joint action committee on grad funding in BC.

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**INTERNAL BUSINESS**

5. **Retreat Agenda**

Agenda packages were circulated

6. **Personnel**

**M/S**
The hiring of Zihan "Mary" Shi as the Health and Dental Plan Coordinator is ratified as proposed.

**CARRIED**

7. **Representation Victory**

There was discussion of the next steps following the victory on grad student representation.

**TASK:** Canning to send thank you to Jeremy Webber for his assistance with drafting the motion and to Nicole O’Byrne for her work.

**TASK:** Canning, Freeman and Chappel to meet Thursday at 2pm to discuss a press release.

[Chappel left]

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**CLOSING ITEMS**

8. **Other Business**

a. **Swine Flu**
TASK: Yifan will send Pat link to Campus Health information on swine flu for GSS website.

9. **Next Meeting**

The Next Executive Meeting is May 20th at 10:30 am.

Meeting adjourned at 11:30 pm.

Minutes approved by:

Adrienne Canning, Chair

Stacy Chappel, Executive Director

sc/yw/SC