



**Athabasca University Graduate Students' Association**  
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## Council Meeting Minutes

**Date:** August 19, 2010

**Place:** Teleconference

**Time:** 4:30pm

**Attendance:** Amanda Nielsen, President  
 Denise Ferris, VP External  
 Michael Balaski, VP Academic  
 Nathaniel Ostashewski, VP Operations & Finance  
 Ric Wheeler, VP Student Life  
 Greta Kirstein, GDHERM Rep  
 Lorna Howieson, MBA Rep  
 David Keene, Arts Rep (Enter at 4:40pm)  
 Melissa Seaborg, Counselling Rep  
 Adam Snider, Coordinator

**Regrets:** Lawrence Poon, MSIS Rep

INDEX	MINUTES	ACTION
1.0 – Call to Order	Meeting called to order at 4:37pm	
2.0 – Approval of the Agenda	<b>MOTION:</b> Denise moved to approve the agenda as presented and Melissa seconded the motion. Motion carried unanimously.	
3.0 – Approval of July 28, 2010 Minutes	<b>MOTION:</b> Michael moved to approve the July 28, 2010 meeting minutes as presented and Denise seconded the motion. Motion carried unanimously.	
4.0 – Old Business		
4.1 – AGC Updates	The VP External presented her AGC Updates. The following points were noted: <ul style="list-style-type: none"> <li>• The 4 executive members of the AGC met with Minister</li> </ul>	

	<p>Horner for Government Orientation.</p> <ul style="list-style-type: none"> <li>• Will be meeting with Pamela Hawranik and Margaret Haughey from AU to discuss the upcoming Alberta Graduate Conference and the Canadian Graduate and Professional Survey.</li> </ul> <p><i>NOTE: David Keene entered the meeting at this point.</i></p>	
<p><b>4.2 – Letters</b></p>	<p>The VP External noted that the letters which were approved during the previous meeting will be sent out on Monday, August 23, 2010, now that she has received copies of the letterhead template from BluFyre Media.</p>	
<p><b>4.3 – Project Updates</b></p>	<p><b>President</b> has been working on making some revisions to the bylaws, based on suggestions from Chris Henderson (AUGSA’s bylaw development consultant).</p> <p>She has also been busy arranging meetings with AU departments and executives.</p> <p><b>VP External</b> – See AGC Updates.</p> <p><b>VP Academic</b> is now working on the development of a flyer that will be included in all graduate student course materials. He has also been attending a number of meetings and will be participating in a Student Academic Appeals Committee meeting on August 26, 2010.</p> <p><b>VP Operations and Finance</b> noted that he has continued to work with the accountant and now has payroll setup for all Executives and Council members—the cheques &amp; paystubs will be mailed out tomorrow and should arrive early next week.</p> <p>He also noted that the previous Coordinator kept electronic financial records, and he is working to get these records from the former Coordinator.</p> <p><b>VP Student Life</b> noted that he is almost finished the development of the transition package that was discussed at the previous meeting. He has made changes based on the discussion that occurred during that meeting and will have something to present in time for the next Council meeting.</p> <p><b>Arts Rep</b> has been busy with the Faculty of Humanities and Social Sciences (FHSS) Restructuring Committee. He and the VP External are on a subcommittee looking into the ways that</p>	

	<p>other universities manage their faculties to see how they compare to the FHSS structure and how these models might be implemented in FHSS.</p> <p><b>Counselling Rep</b> is working on application/nomination forms for the Awards Committee. She is also looking into the issue of setting up a peer review service; she has spoken to Dr. Sandra Collins, Director of GCAP, about this and has received some positive feedback, but hasn't had a chance to speak to her in-depth, as Dr. Collins has been on vacation for much of the summer.</p> <p><b>GDHERM Rep</b> continues to looking to setting up discussion forums on the new AUGSA website.</p> <p><b>MSIS Rep</b> is on vacation and did not present any updates.</p> <p><b>Business Rep</b> – See Items 5.4 and 5.5.</p>	
<p><b>4.4 – Bylaw Revisions</b></p>	<p><b>MOTION:</b> Amanda moved to approve the <b>AUGSA Elections Demerit System Policy</b> and Denise seconded the motion. Motion carried unanimously.</p> <p><b>MOTION:</b> Amanda moved to amend <b>Bylaw 1 of the Graduate Students Association of Athabasca University</b> such that section C – Duties of Councilors shall read:</p> <p style="padding-left: 40px;">Councilors are categorized to have either basic ('Basic') or regular ('Regular') duties for the duration of their term. All elected councilors are determined to be Regular Councilors; councilors appointed by the Council of the Association may be considered either Basic or Regular Councilors.</p> <p style="padding-left: 40px;">Basic Councilors shall be responsible to the association for the following:</p> <ol style="list-style-type: none"> <li>a. Attending and participating in all meetings of Council;</li> <li>b. Responding to AUGSA-related correspondence within 3 business days;</li> <li>c. Actively soliciting feedback and opinions from their constituency; and</li> <li>d. Adhering to all conditions as prescribed by their contract with</li> </ol>	

	<p>the Association.</p> <p>Regular Councilors shall be responsible to the Association for the following:</p> <ul style="list-style-type: none"> <li>a. Attending and participating in all meetings of Council;</li> <li>b. Responding to AUGSA-related correspondence within 3 business days;</li> <li>c. Actively soliciting feedback and opinions from their constituency;</li> <li>d. Facilitating an annual meeting of the graduate students in their department;</li> <li>e. Taking on projects and Committee work to the benefit of the AUGSA;</li> <li>f. Performing all other duties assigned by Council; and</li> <li>g. Adhering to all conditions as prescribed by their contract with the association.</li> </ul> <p>Melissa seconded the motion. Motion carried unanimously.</p> <p><b>MOTION:</b> Amanda moved to amend the <b>Athabasca University Graduate Students’ Association Bylaw 2 (Election Bylaw)</b> to reflect the use of the previously approved demerit system (see above). Denise seconded the motion and it was carried unanimously.</p>	
<p><b>5.0 – New Business</b></p>		
<p><b>5.1 – Alberta Party AGM</b></p>	<p>The Alberta Party is holding their AGM on Saturday, October 2<sup>nd</sup> in Red Deer.</p> <p><b>MOTION:</b> Amanda moved that AUGSA send 2 representatives to the Alberta Party AGM at a maximum cost of \$800 and David seconded the motion. Motion carried unanimously.</p> <p>The VP External noted that whoever attends this meeting must register in time to receive a vote at the AGM, so that they will have the power to directly affect policy.</p> <p><b>ACTION ITEM:</b> If you are interested in attending and are an</p>	<p>All –                  September 01, 2010</p>

	Alberta resident, please email the Coordinator and President.	
<b>5.2 – Travel approval</b>	<p><b>MOTION:</b> Amanda moved to approve Adam’s travel request (see attached) and Ric seconded the motion. Motion carried unanimously.</p> <p><b>MOTION:</b> David moved to approve Denise’s travel request (see attached) and Michael seconded the motion. Motion carried unanimously.</p> <p><b>MOTION:</b> David moved to approve Amanda’s travel expenses (see attached) and Denise seconded the motion. Motion carried unanimously.</p>	
<b>5.3 – Website Privacy Policy and Terms of Use</b>	<p>It was noted that AUGSA already have a privacy policy in place, which governs both online and offline activities.</p> <p><b>MOTION:</b> Ric moved to approve the <b>AUGSA Website Use Policy</b> (see attached) as presented and Melissa seconded the motion. Motion carried unanimously.</p>	
<b>5.4 – CASA Membership</b>	<p>The Business Rep has been looking into the possibility of AUGSA joining the Canadian Alliance of Student Associations (CASA). She presented her findings-to-date and a discussion ensued. The following points/questions were raised:</p> <ul style="list-style-type: none"> <li>• Can we afford it? The membership dues will be approximately \$10,000.</li> <li>• Can CASA represent AUGSA’s interests appropriately?</li> <li>• How active can we be in CASA, i.e., can we put in the amount of participation necessary to get our money’s worth?</li> <li>• CASA was once opposed to distance education, but their current stance appears to be in favour of it.</li> <li>• Many of the issues facing AU students are at the federal level, both because we have students all across Canada and because certain federal issues like copyright legislation will potentially have a greater impact on AU than on more traditional “brick and mortar” universities.</li> <li>• CASA is primarily an undergraduate organization; can they appropriately represent graduate student needs?        Amanda spoke to Jessica from CASA and was reassured</li> </ul>	Amanda – August 26, 2010

	<p>that their graduate members have increased and they are able to represent graduate student needs as well as undergraduate student needs.</p> <ul style="list-style-type: none"> <li>• There appeared to be conflicting information as to the dates of the CASA lobby week. <b>ACTION ITEM:</b> Amanda will contact CASA to confirm the dates.</li> </ul> <p>AUGSA will use the points raised to help evaluate whether or not joining CASA will be worthwhile for our organization. A decision on joining (or not) will be made at a future date yet to be determined. Further discussion will occur during the August 27 council meeting.</p>	
<b>5.5 – Copyright Legislation</b>	Business Rep is drafting a letter regarding AUGSA’s stance on the proposed changes to Canadian copyright legislation following our meeting with Rory McGreal.	
<b>6.0 – Other Business</b>		
<b>6.1 – Communications Reimbursement</b>	<p><b>MOTION:</b> Nathaniel put forth a motion via email earlier in the day (see attached) and Amanda seconded the motion.</p> <p>The motion was unanimously approved with the following amendment:</p> <p>“B. Each month a council member is eligible for \$15.00 of communication reimbursement” was amended to read: “...eligible for \$20.00...”</p>	
<b>6.2 – Audit Update</b>	<p>VPOF is interested in finding out if we can get permission from AU to submit an audit for 18 months (half of 2009 and all of 2010) since we will have to be audited for 2010 in just a few months. This way, we don’t have to pay for two audits one right after the other.</p> <p>The President suggested that he contact Carol Lund at AU and see if this is possible.</p> <p><b>ACTION ITEM:</b> VPOF will contact Carol Lund and report back to Council after he has heard from her.</p>	Nathaniel – ASAP
<b>6.3 – Meeting with AU VP Academic</b>	<b>Information item:</b> The AUGSA Executive will be meeting with AU’s VP Academic on September 24 at noon.	
<b>6.4 – Custom Envelopes</b>	The President inquired with BluFyre Media about getting custom envelopes printed with the AUGSA logo and return address. The price quoted for 500 letter-sized envelopes is \$344	

	+ 10% handling fee.  <b>MOTION:</b> Ric moved to approve the purchase of 500 custom printed, letter-sized envelopes and Michael seconded the motion. Motion carried unanimously.	
<b>6.5 – Ombuds Consulting</b>	<b>MOTION:</b> Amanda moved that Council pay for 1 hour of consulting time with Chris Henderson, at a rate of \$45/hr, to prepare for a meeting with Kim Zimmerman and Carol Lund regarding the possibility of creating a joint ombuds service between AUGSA and AU; Ric seconded the motion, which was carried unanimously.	
<b>6.6 – Online Tutor and Course Evaluations Meeting</b>	There will be a meeting between AUGSA, AUSU, and AU Tutors regarding improving tutor and course evaluations.  <b>ACTION ITEM:</b> Amanda will send out a Doodle invite.  This meeting can be attended in person or via teleconference. If you are able to attend, please indicate available times via the Doodle invite.	Amanda – August 25, 2010
<b>6.7 – Website Update</b>	The website migration is complete (new URL: <a href="http://www.augsa.com">http://www.augsa.com</a> ). Adam will be updating the content over the next week so that it will be ready for the beginning of September.	Adam – Sept 1, 2010
<b>6.8 – Travel Approval Policy</b>	<b>MOTION:</b> Michael moved to approve a policy whereby pre-approval for travel is only necessary if the estimated costs of the trip are greater than \$300; Denise seconded the motion and it was carried unanimously.	
<b>7.0 – Adjournment</b>	<b>MOTION:</b> David moved to adjourn the meeting at 6:01pm and Ric seconded the motion. Motion carried unanimously.	

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Amanda Nielsen, President

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Adam Snider, Coordinator

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Date of Approval