

Annual General Meeting Minutes

April 11, 2023

Meeting

Date: April 11, 2023
Time: 4:00 P.M. to 6:45 P.M EST
Place: Virtual

AGM Chair: Kaylee Biggart, Director
Board Secretary: Jeyas Balaskanthan, General Manager
Minutes Taker: Mavjot Kaur, GSA Minute Secretary



AGENDA

Time estimate	Agenda Item	Time est., mins	Action
4:00	1. Call to order, establishing a quorum, rules of order, opening remarks	5	Information
4:05	2. Approval of 2023 AGM agenda <i>BIRT the AGM agenda is approved. †</i>	5	Decision
4:10	3. Approval of minutes of the previous AGM* <i>BIRT minutes of Annual General Meeting April 13, 2022 are approved. *†</i>	2.5	Decision
4:12	4. Approval of minutes of the August 2022 General Meeting of the members* <i>BIRT minutes of the General Meeting of the Members August 20, 2022 are approved. *†</i>	2.5	Decision
4:15	5. Call for Director candidates from the floor	15	Information
4:30	6. Auditor's report*	20	Information
4:50	7. Re-appointment of auditors <i>BIRT the members approve the re-appointment of MNP LLP as financial auditors of the GSA-UW</i>	5	Decision
4:55	8. Elections of new Directors <i>Election of up to six (6) candidates as Directors for the term beginning May 1, 2023, and ending April 30, 2025*†.</i>	30	Information
5:25	9. Confirmation of changes to the by-laws <i>BIRT the proposal "Changes to By-law #5" is confirmed*†</i> <i>BIRT the proposal "Changes to By-law #9" is confirmed*†</i>	10	Decision
5:35	10. Ratification of appointments <i>BIRT the Board's appointment of Yi Abby Wang as Chief Returning Officer is ratified.†</i> <i>BIRT the Board's appointment of Tia Driver as Chair of the Board is ratified.†</i> <i>BIRT the Board's appointment of Jeyas Balaskanthan as Corporate Secretary is ratified.†</i>	10	Decision

5:45	11. Voting period for the AGM election/BREAK	10	Decision
5:55	12. Reports President* Council speaker* Chair of the Board* GSEF report*	40	Information
6:35	13. AGM election results	5	Information
6:40	14. Q&A	5	Information
6:45	15. Meeting adjournment	1	Decision

* Documents can be found on the [AGM website](#).

†BIRT means “Be it resolved that”

Members have the right to vote by proxy. Proxy forms were emailed to the members. For any questions regarding proxies and voting contact the GSA Chief Returning Officer at gsa-cro@uwaterloo.ca

MINUTES

1. Call to order, establishing a quorum, rules of order and Opening Remarks 4:10

Chair calls the meeting to order at 4:10 and makes land acknowledgement. Corporate secretary confirms quorum. Chair speaks on rules of order and code of conduct noting that votes should be casted via online link.

2. Approval of the AGM Agenda 4:16

Be it resolved that the AGM agenda is approved.

Motioned by Patterson, Seconded by Driver. There are no objections. The motion passed.

3. Approval of Minutes from Previous AGM Meeting 4:18

Floor opens to questions and comments regarding minutes of 2022 AGM.

BIRT minutes of Annual General Meeting April 13, 2022, are approved.

Moved by Haskell, Seconded by Seeger.

4. Approval of minutes of the August 2022 General Meeting of the members 4:19

Floor opens to questions and comments regarding minutes of August 2022 General meeting.

BIRT minutes of the General Meeting of the Members August 20, 2022, are approved.

Moved by Seeger, Seconded by Mossman.

5. Call for Director candidates from the floor

4:20

There are six vacancies to fill and four nominees. AGM Chair addressed the meeting to explain how to apply to be a director and that applications must be submitted by 4:50pm. All members will cast their vote on the main AGM ballot that you have received by email. If there are nominations from the floor, there will be a separate ballot for these candidates. Current directors spoke to the benefits of being a Director for the GSA.

6. Auditor's Report

4:28

Accountant spoke to the Auditor's report for the fiscal year ending on August 31, 2022, highlighting information from the independent Auditor. Accountant presented briefly on financial statements and changes to GSA fund accounts, noting changes as compared with results in previous years. Note there were still funds that need to be paid out to StudentCare. Floor opens for questions or comments regarding the Auditor's report. Accountant was confident we are in good standing.

7. Re-appointment of auditors

4:46

Floor opens to questions and comments regarding re-appointment of Auditors.

BIRT the members approve the re-appointment of MNP LLP as financial auditors of the GSA-UW. Motioned by Seeger, Seconded by Mossman.

8. Elections of new Directors

4:53

Election of up to six (6) candidates as Directors for the term beginning May 1, 2023, and ending April 30, 2025. Floor opened for questions for director candidates. Each of the candidates were invited to introduce themselves and why they would be good candidates for the Directors positions. It was followed by questions about their biggest assets which they will bring to the Board and areas of Board that interest them. General interest for internal working of GSA, especially the financial side, was expressed by the candidates.

9. Confirmation of changes to the by-laws

5:06

Information on changes to by-laws and rationale for proposal was shared. The floor was open for members to ask questions regarding the changes to the by-laws.

BIRT the proposal "Changes to By-law #5" is confirmed.

BIRT the proposal "Changes to By-law #9" is confirmed.

10. Ratification of appointments

5:13

Information on officer appointments was shared. It was noted that this was just confirmation of the positions that were hired since the last AGM.

BIRT the Board's appointment of Yi Abby Wang as Chief Returning Officer is ratified.

BIRT the Board's appointment of Tia Driver as Chair of the Board is ratified.

BIRT the Board's appointment of Jeyas Balaskanthan as Corporate Secretary is ratified.

11. Voting period for the AGM election/BREAK

5:20

Instructions on voting procedures were shared. Members were asked to vote via online survey shared through email. The floor was open for members to ask questions regarding the voting procedures. The voting will close at 5:35pm.

12. Reports

5:36

12.1 President

5:36

Jeyas (General Manager) presented on behalf of GSA-UW President. He listed the GSA services and shared the updates. The GRT fees will increase to \$113.30 from Fall 2023. The Dental plan through StudentCare is under review. A GSA structural overview was shared including GSA department and the political positions, organizational chart, and portfolio and political positions as they are defined by the council. The GSA is in the process of hiring Coordinators for some of these portfolios. Other updates are hiring of General Manager (Jeyas Balakanthan) in October 2022, implementing internal review system for casual staff members, expanding new graduate orientation events for improved transition, etc. The current initiatives were reviewed and updated. Balaskanthan also discusses advocacy initiatives, GSA partnerships, and updates on new happenings in the GSA including equity-focused scholarship, improved Graduate House infrastructure, etc.

12.2 Council Speaker

5:46

Kaylee (AGM Chair) presented on behalf of Council Speaker. The AGM Chair opened with announcing the successor for the next year (Camara). The information on mandatory Council training session was shared. The Council shared inputs on various topics, including, Waterloo @100, Writing and Communication center, Teaching Innovation Incubator. The Council heard from Associate Deans about the improved TA policy.

12.3 Chair of the Board

5:50

Driver (Board Chair) shares information on what the roles of the Board are, as well as work the GSA Board has accomplished since the last update. The Board's successes were financial oversight, improved Board & Council Relationship, Organizational Excellence and forward-looking, including, ONCA and strategic plan for the GSA. The Board Chair highlighted the challenges which are smaller board size and carryover. The vision for the coming is GSA-UW Strategic Plan, ONCA Transition and Pursuit of the Ends.

12.4 Graduate Student Endowment Fund (GSEF) Report

6:05

Haskell (GSEF Coordinator) shared their presentation on work GSEF completed since September 2021. Information on the purpose, history, and structure of GSEF was also shared. Information was provided on how contribution to GSEF is used to support graduate students through funding support for projects and conferences. Funding contribution of GSEF towards Professional Skills Foundations designed to offer master's and doctoral student's broad exposure to and experience in career preparation, communication, leadership, and personal effectiveness in collaboration with the GSPA. The Graduate Studies Conference Assistantship (GSCA) has been replaced with the Graduate Student Research Dissemination Award (GSRDA) which is an award for covering expenses related to attending conferences or workshops. Upcoming changes and initiatives were discussed by the new coordinator, increasing accessibility to student project funding, improvements in GSEF communications and student engagement, and new

initiatives and ideas for services to support graduate students.

13. AGM Election results

4:53

Chair received results from Board of Directors. 219 ballot submissions were received out of which 203 were valid submissions. CRO shares director elections results and Corporate Secretary shares results for motions. All proposals offered to membership are approved:

Be resolved that the minutes of Annual General Meeting April 13, 2022, are approved. The motion passed.

BIRT minutes of the General Meeting of the Members August 20, 2022, are approved. The motion passed.

BIRT the members approve the re-appointment of MNP LLP as financial auditors of the GSA-UW. The motion passed.

BIRT the Board's appointment of Mohammad Abdollah Chalaki to the GSA Board of Directors has received majority vote & is approved.

BIRT the Board's appointment of Nesma Hassan to the GSA Board of Directors has received majority vote & is approved.

BIRT the Board's appointment of Rohan Panchal to the GSA Board of Directors has received majority vote & is approved.

BIRT the Board's appointment of Nimish Sardana to the GSA Board of Directors has received a majority vote & is approved.

BIRT the proposal "Changes to By-law #5" is confirmed and approved.

BIRT the proposal "Changes to By-law #9" is confirmed and approved.

BIRT the Board's appointment of Yi Abby Wang as Chief Returning Officer is ratified.

BIRT the Board's appointment of Tia Driver as Chair of the Board is ratified.

BIRT the Board's appointment of Jeyas Balaskanthan as Corporate Secretary is ratified.

14. Q & A

6:19

The floor is open for questions from members. No questions or comments are made.

15. Meeting adjournment

6:20