

2024 Annual General Meeting Minutes

April 3rd, 2024

Meeting

Date: April 3rd, 2024

Time: 04:30 P.M to 06:30 P.M EST

Place: Hybrid (Online via Microsoft Teams and in-person in SLC-3216 Grad Lounge)

AGM Chair: Mohammad Abdollah Chalaki, Board Director
Minutes Taker: Natalie Lok Yee Tong, GSA Minute Secretary



**GRADUATE STUDENT
ASSOCIATION**

UNIVERSITY OF WATERLOO

AGENDA

Time estimate, mins	Agenda	Action
5	1. Call to order, establishing a quorum, rules of order, opening remarks	Information
5	2. Approval of AGM agenda * BIRT the AGM agenda is approved.	Decision
5	3. Floor nominations for director position a. Call for nominations	Decision
5	4. Approval of minutes of the previous AGM** BIRT minutes of the Annual General Meeting on April 11, 2023, are approved.	Decision
10	5. Auditor's report**	Information
5	6. Appointment of GSA-UW auditors for 2024-2025** BIRT the GSA-UW appoints MNP LLP as the official financial auditors for the 2024-2025 financial year.	Decision
10	7. Confirmation of changes to the by-laws** BIRT the proposed amendments to By-law #1 are confirmed. BIRT the proposed amendments to By-law #2 are confirmed. BIRT the proposed amendments to By-law #3 are confirmed. BIRT the proposed amendments to By-law #4 are confirmed. BIRT the proposed amendments to By-law #5 are confirmed.	Decision
	BIRT the proposed amendments to By-law #6 are confirmed. BIRT the proposed amendments to By-law #8 are confirmed. BIRT the proposed amendments to By-law #9 are confirmed. BIRT the proposed amendments to By-law #10 are confirmed. BIRT the proposed amendments to By-law #11 are confirmed.	

5	<p>8. Ratification of appointments</p> <ol style="list-style-type: none"> a. The board’s appointment of Kaylee Biggart as Chair of the board. b. The board’s appointment of Julian Surdi as Corporate Secretary and Treasurer. c. The board’s appointment of Sai Krishna Sandeep Manapragada as Chief Returning Officer. d. The board’s appointment of Neela Hassan as President and Chief Executive Officer. e. The board’s appointment of Esteban Salazar as Vice President Administration. f. The board’s appointment of Brigitta Munds as Vice President Communications. g. The board’s appointment of Murtoza Manzur as Vice President Advocacy. <p><i>BIRT</i> the following ratifications of appointments for the 2023-2024 year be approved.</p>	Decision
25	<p>9. Elections of new Directors</p> <ol style="list-style-type: none"> a. Self-introduction of candidates b. Voting for candidates <p>Election of up to ten (10) candidates as Directors for the term beginning May 1, 2024, and ending April 30, 2026.</p>	Information
40	<p>10. Reports</p> <ol style="list-style-type: none"> a. GSA President** b. GSA Council Speaker** c. Chair of the GSA Board** d. GSEF** 	Information
5	<p>11. AGM election results</p>	Information
1	<p>12. Meeting adjournment</p>	Decision

**BIRT* means “Be it resolved that”

** Documents can be found on the [GSA AGM 2024 webpage](#)

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, opening remarks **16:35**

2. Approval of AGM agenda **16:37**

BIRT the AGM agenda is approved unanimously.

3. Floor nominations for director position **16:37**

a. Call for nominations

There are currently two vacancies in the Board. AGM Chair addressed the meeting to explain how to apply to be a director and related responsibilities. Three self-nominations were received during the meeting, candidate receives five signatures or above will be added to the voting list.

4. Approval of minutes of the previous AGM **17:00**

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

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

5. Auditor's report **17:01**

Accountant spoke to the Auditor's report for the fiscal year ending on August 31, 2023, highlighting information from the independent Auditor. Accountant presented briefly on financial statements, including details on Graduate House, students' Health Plans, GSA's hard assets and GSA's association funds. Floor opens for questions or comments regarding the Auditor's report.

6. Appointment of GSA-UW auditors for 2024-2025 **17:09**

BIRT the GSA-UW appoints MNP LLP as the official financial auditors for the 2024-2025 financial year. The motion passed unanimously.

7. Confirmation of changes to the by-laws **17:11**

The Board Chair provided a brief introduction and changing factors of the proposed changes to by-laws.

BIRT the proposed amendments to By-law #1 are confirmed.

BIRT the proposed amendments to By-law #2 are confirmed.

BIRT the proposed amendments to By-law #3 are confirmed.

BIRT the proposed amendments to By-law #4 are confirmed.

BIRT the proposed amendments to By-law #5 are confirmed.

BIRT the proposed amendments to By-law #6 are confirmed.

BIRT the proposed amendments to By-law #8 are confirmed.

BIRT the proposed amendments to By-law #9 are confirmed.

BIRT the proposed amendments to By-law #10 are confirmed.

BIRT the proposed amendments to By-law #11 are confirmed.

8. Ratification of appointments

17:13

- a. The board's appointment of Kaylee Biggart as Chair of the board.
- b. The board's appointment of Julian Surdi as Corporate Secretary and Treasurer.
- c. The board's appointment of Sai Krishna Sandeep Manapragada as Chief Returning Officer.
- d. The board's appointment of Neela Hassan as President and Chief Executive Officer.
- e. The board's appointment of Esteban Salazar as Vice President Administration.
- f. The board's appointment of Brigitta Munds as Vice President Communications.
- g. The board's appointment of Murtoza Manzur as Vice President Advocacy.

BIRT the following ratifications of appointments for the 2023-2024 year be approved.

9. Elections of new Directors

17:14

- a. Self-introduction of candidates

Nine candidates were given one minute to self-introduce themselves: Oluwatobiloba Babalola, Kaylee Biggart, Nicholas Cheng, Tushar Sunil Chitnavis, Mrittika Dreasha, Dean Eaton, Akshay Gawali, Harmehak Singh Khangura and Vidit Parashar.

- b. Voting for candidates

Instructions on voting procedures were shared. Members were asked to vote via online survey shared through email. The voting will close at 17:32. The floor was open for members to ask questions regarding the voting procedures.

Election of up to ten (10) candidates as Directors for the term beginning May 1, 2024, and ending April 30, 2026.

10. Reports

17:32

- a. GSA President

Neela Hassan, the GSA President, provided an introduction on the GSA governance overview, GSA's services, 2023-2024 initiatives (equity, housing, student engagement, communications, and internal operations), current priorities (Graduate House infrastructure improvement, indigenization of the GSA initiative, expand food security series, enhancing communications, fostering cross-institution relationship within the KW region and launching the GSA Strategic Plan 2024-2027).

- b. GSA Council Speaker

Fatoumata Camara, the Council Speaker, presented on the Council report. Fatoumata highlighted council's main achievements on housing fees, departmental-GSA engagement, PhD minimum funding, GP-8, BICOP representatives and indigenous representation among UW. She shared council's main challenges was active engagement, she urged the participation of students and wish to see all positions be filled.

- c. Chair of the GSA Board

Kaylee Biggart, the Board Chair, provided a brief induction on the Board's responsibilities, as well as work the GSA Board has accomplished since the last update. She mentioned the following challenges: General Manager's resignation in last summer; formally removing a director due to lack of participation

and zero communication; and a lack of director training documentation. It was a success for the Board to appoint 3 new interim directors in the Fall to fill vacancies and an interim General Manager. Additionally, the Board approved a new investment plan for the GSA-UW and the purchase of Graduate House espresso machine.

d. Graduate Student Endowment Fund (GSEF)

Ahmed Niaz presented on the GSEF report. 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. Clarification was made about the GSEF and GSPA.

11. AGM election results

18:06

Chair received results from Board of Directors. All proposals offered to membership are approved:

BIRT minutes of Annual General Meeting April 11, 2023, are approved. The motion passed.

BIRT the GSA-UW appoints MNP LLP as the official financial auditors for the 2024-2025 financial year. The motion passed.

BIRT the proposed amendments to By-law #1 are confirmed and approved.

BIRT the proposed amendments to By-law #2 are confirmed and approved.

BIRT the proposed amendments to By-law #3 are confirmed and approved.

BIRT the proposed amendments to By-law #4 are confirmed and approved.

BIRT the proposed amendments to By-law #5 are confirmed and approved.

BIRT the proposed amendments to By-law #6 are confirmed and approved.

BIRT the proposed amendments to By-law #8 are confirmed and approved.

BIRT the proposed amendments to By-law #9 are confirmed and approved.

BIRT the proposed amendments to By-law #10 are confirmed and approved.

BIRT the proposed amendments to By-law #11 are confirmed and approved.

BIRT all the ratifications of appointments for the 2023-2024 year be approved. The motion passed.

12. Meeting adjournment

18:08