



**Athabasca University Graduate Students'
Association**

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AUGSA Minutes

Date: May 12, 6:00pm MDT

Place: Web conference

Attendance :

Executive Committee: Mary-Anne Parker (President), Ashley Ravenscroft (VP Operations & Finance),
Judd Asoyuf (VP Academic), Crys Vincent (VP External)

Faculty of Business Representatives: Margaret Clappison, David Newman, Brandon Simmons

Faculty of Health Disciplines Representatives: Julia Cornester, Nicole Klix, Lindsay McNena

Faculty of Humanities and Social Sciences Representative: Kelli Buckreus, David Cloutier, Scott Howell,
Bernard Kikechi, Heather McGilvary

Faculty of Science and Technology: Philip Kirkbride, Lilliana Quyen Tang

Staff:

Ross Tyson (Executive Director), Meaghan Sullivan (incoming Executive Director),

Bob Cole (Communications Coordinator)

		PRESENTER	ACTION	TIME
1.0	Call to Order	President	The meeting was called to order at 6:00 pm MDT.	6:00 pm
2.0	Approval of Agenda	President	Motion2.0 To approve the agenda as distributed. Moved: Ashley Ravenscroft Seconded: Lilliana Tang Motion carried without opposition.	6:04 pm

3.0	Approval of Previous Minutes	President	<p>Motion 3.0 To approve the minutes of April 14. Moved: Crys Vincent Seconded: Ashley Ravenscroft Motion carried without opposition.</p>	6:06 pm
4.0	Reports and Presentations	President		6:07 pm
	4.1 Executive Reports	Executive	<p>President Mary-Anne Parker:</p> <p>Shared her calendar to provide a glimpse into the President tasks taking place in the first week of May. Stated the first week was very busy and she is learning quickly.</p> <p>VP Operations & Finance, Ashley Ravenscroft:</p> <p>It has been a very comprehensive transition with bumps along the road. Attended AU's digital governance meeting and hopes to implement some learnings into AUGSA's processes.</p> <p>VP External, Crys Vincent:</p> <p>Busy April with the extended transition timelines. abGPAC transition took place early, and she has participated in government relations training in preparation for advocacy work. Attended COVID-19 meetings aimed at sharing information across associations on supports being worked on across associations and collaborating on how better to support students. Crys Vincent was appointed the abGPAC Chair of Advocacy and Outreach as well as abGPAC representative for Mental Health, Calgary region.</p> <p>VP Academic, Judd Asoyuf:</p> <p>The first week has been busy responding to the Faculty of Business decision to eliminate hard copy textbooks from the business</p>	

			programs amid COVID-19 pandemic. AUGSA has received 78 student inquiries to date for support on the transition to no text books of 419 active students.	
	4.2 Financial Report	VP Operations & Finance	No report at this time.	6:15 pm
5.0	Old Business	President		
6.0	New Business	President		6:16 pm
	6.1 AUGSA Monthly Meetings and Expectations	President	President Mary-Anne laid out the expectations for Council members and shared the 2020-2021 AUGSA Council Meeting dates for the year including the October 16th-17th Graduate Student Research Conference dates.	
	6.2 Honoraria	President	<p>You will receive a deposit each quarter for three months work. Your sub-committee honorarium is guaranteed with each month even if there is not a meeting.</p> <p>Margaret Clappison requested clarity on if you are working and you cannot attend the meeting or cannot get in for reasons such as Wi-Fi issues, do you still get honoraria. Mary-Anne indicated if due diligence is demonstrated, honoraria will be honoured.</p>	
	6.3 Policy Binder	President	President Mary-Anne Parker outlined the policy binder in general terms.	6:21 pm
	6.4 Expense Claims	VP Operations & Finance	VPOF Ashley Ravenscroft explained expense claims and the method of submitting them.	6:27 pm
	6.5 Strategic Plan	President	President Mary-Anne Parker reviewed the Strategic Plan and indicated the goal for 2020-2021 is to stick with the plan and emphasize an internal focus by examining the bylaws, policies, and business processes to build sustainability given the amount of turnover and the COVID-19 working	6:30 pm

			<p>situation. Also, to continue strengthening advocacy work on behalf of graduate students.</p> <p>President Mary-Anne Parker reviewed the Mission, Vision, and Values, and the organizational structure with Council.</p> <p>Scott Howell inquired how the Strategic Plan addresses the COVID-19 contingency. President Mary-Anne Parker indicated a COVID-19 committee has been struck. Crys Vincent indicated this is something the Strategic Planning Committee can also work on.</p>	
7.0	Committees	President	President Mary-Anne Parker reviewed AUGSA Committees with an in-depth overview.	6:44 pm
	7.1 Governance Committee	President	<p>Motion 7.1: To appoint the President Mary-Anne Parker, Ashley Ravenscroft, David Cloutier, Margaret Clappison, and Lindsay McNena to the Governance Committee. Moved: Margaret Clappison Seconded: Philip Kirkbride Motion carried without opposition.</p> <p>Motion to add Heather McGilvary, Kelli Buckreus, Brandon Simmons to the Governance Committee. Moved: Judd Asoyuf Seconded: Lindsay McNena Motion carried without opposition.</p>	
	7.2 Awards Committee	President	<p>Motion 7.2: To appoint the Vice President Academic, Bernard Kikechi, Julia Cornester, and Lindsay McNena to the Awards Committee. Moved: David Cloutier Seconded: Lindsay McNena Motion carried without opposition.</p>	
	7.3 Engagement Committee	President	<p>Motion 7.3.1: To appoint the Vice President External, Scott Howell, Lindsay McNena,</p>	

			<p>and Julia Cornester to the Engagement Committee. Moved: Margaret Clappison Seconded: Judd Asoyuf Motion carried without opposition.</p> <p>Motion 7.3.2: To amend the Engagement Committee with the removal of Julia Cornester and addition of Brandon Simmons. Moved: Lindsay McNena Seconded: Margaret Clappison Motion carried without opposition.</p>	
7.4 Budget Committee	President	<p>Motion 7.4: To appoint Vice President Operations and Finance, Philip Kirkbride, Lilliana Tang, David Newman, Heather McGilvary, Margaret Clappison to budget committee. Moved: Crys Vincent Seconded: Margaret Clappison Motion carried without opposition.</p>		
7.5 Strategic Planning Committee	President	<p>Motion 7.5: To appoint the President, Kelli Buckreus, Margaret Clappison, Lindsay McNena, Scott Howell, and Nicole Klix to the Strategic Planning Committee. Moved: Julia Cornester Seconded: David Cloutier Motion carried without opposition.</p>		
7.6 Election and Referenda Committee	President	The election and referenda committee shall be appointed in January.		
		Council took a 10 minute break to return at 7:26 pm.		
7.7 CASA & abGPAC Advocacy Representatives	President	<p>Brandon Simmons and Lindsay McNena indicated interest in the CASA role. Both had the opportunity to express their interest, background, and value they would bring to the external team in the CASA representative position. Appointment was called to a vote amongst Council:</p> <ul style="list-style-type: none"> • 5 Brandon Simmons • 7 Lindsay McNena 	7:26 pm	

			<ul style="list-style-type: none"> • 2 abstained <p>Motion 7.7.1: To appoint Lindsay McNena to the 2020-2021 CASA advocacy representative position. Moved: Margaret Clappison Seconded: Crys Vincent Motion carried without opposition.</p> <p>Brandon Simmons and Scott Howell indicated interest in the abGPAC role. Both had the opportunity to express their interest, background, and value they would bring to the external team in the abGPAC representative position. Appointment was called to a vote amongst Council:</p> <ul style="list-style-type: none"> • 12 Brandon Simmons • 2 Scott Howell <p>Motion 7.7.2: To appoint Brandon Simmons to the 2020-2021 abGPAC advocacy representative position. Moved: Lindsay McNena Seconded: Margaret Clappison Motion carried without opposition.</p>	
	7.8 COVID-19 Working Group	President	Update that the COVID-19 bursary was matched by FGS as well as the University has increased support and the bursary has grown to approximately \$50,000. The awards will be \$1,000/each with funds set aside dedicated to graduate students. The bursary application will be simplified by the University to expedite the application process.	7:45 pm
8.0	Upcoming Events	President	Grad Lounge is on Friday's at 1:00PM in Teams. Graduate Student Research Conference is taking place on October 16th & 17th.	7:55 pm
9.0	Other Business	VP Academic, President	To date, AUGSA has recieved 78 MBA student inquiries in respect to the removal of textbooks effective May 1st from the Faculty of Business programs. Judd	8:03 pm

			<p>presented a compiled Excel document of the feedback recieved regarding the textbooks.</p> <p>On Sunday, May 10th, a one-hour meeting was held with MBA students to hear concerns. Mary-Anne met with Deborah Hurst on Monday, May 11th to discuss and represent student concerns. Mary-Anne Parker stated there is potential for AUGSA to advocate, beyond the Faculty of Business, to the Vice Provost and President. Mary-Anne requested from Council Members additional feedback via discussion, text, and e-mail from across faculties in efforts to build a broadened perspective and strengthen advocacy on behalf of all students.</p>	
10.0	Adjournment	President	<p>Motion 10.0: To adjourn the meeting at 8:26 pm. Moved: Margaret Clappison Seconded: Lindsay McNena Carried without opposition.</p>	8:26 pm

 Mary-Anne Parker, President

 Meaghan Sullivan, Executive Director

 Date of Approval



ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

President Report

May 2020

AUGSA Executive/Council Meetings

- May 5th – Executive Meeting (1.5)
- May 12th – Council Retreat (2.5)
- Weekly President/ED Check-Ins
- May 6th – MBA textbook check -in with VPA
- May 13th – Executive check in.
- May 25th – External Team Meeting
- May 25th – Engagement Committee
- May 27th – Governance Committee
- May 28th – Strategic Planning

AU Meetings

- May 1 - FHSS Faculty Council Meeting (3 hrs.)
- May 6th – ILE Covid Update
- May 7th – FGS Faculty Council (4 hours)
- May 8th – AU ILE update
- May 8th – GRC Steering Committee
- May 11th – ILE workflow steering committee
- May 11th – Meeting with D. Hurst. – FB
- May 13th – ILE Operations meeting (2)
- May 14th – ILE Operations meeting (2)
- May 15th – Tools/Processes Review (2)
- May 19th – Moodle/Admin workflow process mtg.
- May 21st – Awards Portfolio – GSRF (2)
- May 21st. Board of Governors – (1.5)
- May 22nd – Board of Governors (3)
- May 25th – AU Governance orientation
- May 29th – FGS-Grad lounge debrief

Alberta Graduate Provincial Advocacy Council (abGPAC)

- May 5th – Executive/Board of Directors transition (1.5)
- May 5th – COVID 19 update

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ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

- May 5th – weekly touch base/governance
- May 8th – Financial meeting
- Ongoing response to COVID-19 – weekly debriefs.
- May 12th – Executive meeting
- May 15th – Check in with VP external
- May 19th – executive check in
- May 20th – Special Board Meeting (1.5)
- May 22nd – Ministerial meetings debrief

Canadian Alliance of Student Associations

- May 26-28th CASA Foundations – (12-15 hours)

Other Meetings/Events

- Grad Lounge – weekly co-hosting duties
- Weekly “president’s coffee” with Natasha Donaghue
- May 7th – Town hall with MBA students
- May 14th – Diligent Training (B of G)
- May 14th – Town Hall 2.0 with MBA Students
- May 20th – mtg with VP EX – strategy for Adv. Minister of Education
- May 22nd – Advance Education Minister Nicolaides

Total Hours – Meetings = 75 hours approx. (conservative)

General/Other

- Approval of Expenses
- Reading reports/developing presentations
- Responding to Email/Text/Phone Communications
- Administrative/Miscellaneous

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HIGHLIGHTS

1. EMERGENCY COVID BURSARIES

Conformation and finalization of COVID – 19 Bursaries. Awards process was brief, and we are still assessing the pros/cons of the application procedure. We did advocate for less stringent qualification criteria and this was implemented. We were a definite catalyst in this and should be proud of the example we presented. Ongoing we will ensure that AUGSA's role is highlighted and follow up on the process.

2. TEXTBOOK ADVOCACY

At the beginning of the month we were approached by MBA students who had received notice that textbooks, previously in print, would now be delivered in e-books format. Since then Judd and I have held two online meetings with students, I've met with the Faculty of Business, and we have sent a letter to the leadership team with suggestions as to how to mitigate these concerns. While no response has been received to date, I feel we have listened to students and represented their concerns.

3. MEETING WITH ADVANCED EDUCATION MINISTER

It was great to have the chance to discuss the uniqueness of AU and its graduate students with the Minister. During COVID we have seen how AU students have adapted quite well but also are experience some of the same work/life/life stage challenges as other students in the province but also throughout Canada.

4. COLLABORATION

I have been invited to more than 10 meeting in which internal AU departments have wanted a student voice as part of the planning process. This bodes well for AUGSA in that we are being positioned as the consultative voice within AU. This will also mean a close look at our structure and how we can best take on this consultative arm.

5. SOLIDIFYING OUR COMMITTEES and EXECUTIVE TEAM

Establishing financial systems and priorities, advocacy etc. has all taken place this month while we have been transitioning into these roles. I commend the entire council for being ready to jump in and start. Thank you!

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VPOF Report

May 2020

AUGSA Executive/Council Meetings

- Executive Meeting (May 5)
- Council Meeting (May 12)
- ED/VPOF Meeting (May 7)
- Executive Committee Meeting (May 13)
- ED/Margarett (May 16) - Please review *Memo 'Accounting System Transition'*
- ED/VPOF/President Meeting (May 21)
- AUGSA Governance Meeting (May 27) **Note 1***
- VPOF Meeting with Heather, predi (alot)

Note 1: Governance Meeting

Priprities were established for the year. They are as follows:

- 1) In conjunction with the Awards Committee (or in a hy-bird adhoc committee) generate a financial policy to accompany the awards policy.
- 2) Working on the recommendations of the Labour Relations Committee- review the job descriptions/posting information for the Elected positions, review contracts of the organization, and remuneration (is it too low, too high, on trend with comparables, etc) and lastly seek legal advice as it pertains to the aforementioned.
- 3) Bylaws- the need to tidy up and some of the content needs to be reworked to reflect current practices and legislations. Lastly, seeking legal advice on the document.
- 4) Creating/Implementation of: Standard expense reports and procedures (including awards/bursary winners) and a code of conduct.

Although the above is encompassed in four bullets we realize that it is a large undertaking and are excited to work steadily on this project.

External Meetings

- AUGSA Governance Ditigal Governance Committee (May 6th, 2020)

This Committee discusses the Ditigal Governance of Athabasca University and their current projects related to their digital presence and processes. This includes, but is not limited to:

- AU's websites, online courses, social media, and any other internet based products/services.

The committee is also a forum for members/observers to provide advice or strategies on the high-level issues along with make recommendations to enhances the insititions digital governance. Two key things to consider from this meeting are:

- 1) Would AUGSA be interested in reaching out to the University regarding use of their systems, as an Affliate (per se, as we are connected, but autonomous)? I.E- use of the internal security systems, Office 365 (their is a potential for savings here), and/or hosting the website on their server).
- 2) There is a new fee for students paying AU with Credit Cards (i.e- Visa, Mastercard, American Express) however, debit cards do not require a processing fee, so students should be encouraged to use them (though I know this is not always practical)! Effective September 2020. Cost to be confirmed.

Next meeting: June 3rd ,2020

General/Other

- Worked with CPA to transfer from SAGE50 to Quickbooks
- Worked with TD on expanding our business services to include dual signatory EFT (Electronic Fund Transfer) for future direct deposits on expense, etc.
- Researching online data transfer systems, such as a NAS for secure financial document transfer and long-term storage for the Association
- Reading Association documents again: bylaws, Strategic plan, policies, and researched and read akin documents at AU.
- Researching Quickbooks' sever, which is in Canada, and learn about the virtual accessibility for authorized officers (Ie- View Only, Administrator, etc.).
- Generated documentation for the Monthly payroll deduction and remittance to CRA
- Generated a key pass for VPOF role for secure and virtual access to passwords

VPFO SUMMARY

This transition has allowed me to get a better understanding of the internal workings of AUGSA. Many individuals (ED, Exec, President (past and current)) were informative about the financial processes and where the areas for the improvement could be. This year I am excited to tackle many of those;

including, creating a process document for the role, further securing financial information, and streamlining operations.

June through August, I plan to focus on:

- Continue transitioning the books
- Continuing to stream lining financial processes and continue to add to the Standard Operating Procedure/processess for future VPOF's.
- Prepare an RFQ (Request for Quote) for a bookkeeper or CPA (depending on need) to present to council.



ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

VP External's Report

May 2020

AUGSA Executive/Council Meetings

- May 5th – Exec Meeting
- May 6th- Recorded a video to participate in the provincial campaign to raise awareness for sexual assault on campus
- May 11th- Meeting with council member to discuss income opportunity
- May 11th- Meeting with President of AUGSA to discuss strategy for Minister meeting
- May 12th – Council Meeting
- May 13th- Executive Special Meeting
- May 15th- Connected one on one with both External Reps (CASA and abGPAC)
- May 20th- Strategy planning with President for upcoming meeting with MoAE
- May 22nd- Meet and greet with Minister of Advanced Education
- May 25th – Attended presentation on university governance by Carol Lund with AUSU
- May 25th – Strategy planning session with Kristine Williamson, Vice President, University Relations
- May 25th- Hosted the first External Team Meeting
- May 25th- Hosted the first Engagement Team Meeting

Alberta Graduate Provincial Advocacy Council (abGPAC)

- May 5th – Covid 19 update meeting
- May 5th- Exec Meeting (Committee Chair)
- May 7th- Advocacy and Outreach Committee Chair transition meeting
- May 11th- Background information meeting in prep for Minister of Advanced Education meeting with the U of C GSA president
- May 12th- Executive Meeting
- May 15th- One on one meeting with board chair
- Created a document to outline the strategic intentions for the A&O Committee
- May 18th- One on one onboarding check in with ED
- May 19th- Exec meeting
- May 20th- Special Board meeting
- May 20th- Presentation to ASEC planning/advocacy priority principles planning meeting with Vice Chair
- May 22nd – Attended Calgary Mental Health Regional Network- sub-committee (k-12) and larger group meeting

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- May 22nd- Provincial advocacy debrief and collective knowledge sharing special meeting
- May 25th – Emergency Advocacy meeting regarding the request for the NDP press conference with a 12 hour turn around
- May 26th- Observed the open meeting of the Standing Committee on Public Affairs meeting on PSI with Advanced Education Officials

Canadian Alliance of Student Associations

- May 26, 27, 28th - Foundations conference and training

Other Meetings/Events

- May 1st- Meeting with Assistant Dean of Student Services Dr Paul Jerry
- May 1st- attended Grad Lounge with FGS
- May 13th- Represented AUGSA with the Minister of Advanced Education along with other student leaders, update call

General/Other

- Responding to Email/Text/Phone Communications
- Touched base with Engagement committee to organize meeting times, grad lounge schedule
- Administrative/Miscellaneous

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ATHABASCA UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

VP Academic Report

May 2020

AUGSA Executive/Council Meetings

- May 5th - Executive Check In.
 - Imagine learning environment
- May 12th – Council retreat
- May 13th – Executive Check in
- May 27th – Check in with ED

Faculty of Graduate Studies(FGS)

- May 11th – FGS Professional development
- May 19th – Faculty Council (attended by Brandon S on my behalf)

Awards Committee

- May 20th - Reviewed 4 computer bursary awards
 - Awarded 1

General Faculty Council

- May 6th - GFC Executive Committee.
- May 20th - GFC meeting.
 - Imagine learning environment
-

General/Other

- May 10th – MBA e-Text townhall
- May 14th – MBA e-Text townhall
- May 17th – MBA e-Text townhall
- May 25th – Joint AUSU/AUGSA introduction with AU

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