Call to Order
9h56

1. Special Order for the Meeting

1.1 BoD Appointment (BoDR-10-09-#01) (President)
Whereas there are three vacancies on the PGSS Board of Directors;
Whereas the PGSS Nominating Committee has recommended Adrian Kaats and Michael Dodge for the two internal seats;
BIRT the PGSS Board of Directors accept the recommendations of the Nominating Committee;
BIFRT Adrian Kaats and Michael Dodge be appointed the internal members of the PGSS Board of Directors.

Motion passed.

Adjournment
11h02, 26 September 2010
POST-GRADUATE STUDENTS’ SOCIETY OF McGIN UNIVERSITY INC.
Board of Directors E-Meeting - Minutes
26 September 2010
BoD-10-09-#02

Present: President Alexandra Bishop, VP Finance Natalie Lee, VP Internal Magnus Bein, Grayden Wagner

Call to Order
10h02

1. Special Order for the Meeting

1.1 BoD Resignation (BoDR-10-09-#02) (President)
Whereas Miss. Aiyin Wang has submitted her resignation from the PGSS Board of Directors effective September 1st;
BIRT the Board of Directors accept the resignation of Miss. Aiyin Wang and thank her for her year of service to the PGSS.

Motion passed.

Adjournment
11h05, 26 September 2010
POST-GRADUATE STUDENTS’ SOCIETY OF McgILL UNIVERSITY INC.
Board of Directors E-Meeting - Minutes
26 September 2010
BoD-10-09-#03

Present: President Alexandra Bishop, VP Finance Natalie Lee, VP Internal Magnus Bein, Grayden Wagner, Adrian Kaats

Call to Order
11h22

1. Special Order for the Meeting

1.1 Montreal Board of Trade Membership (BoDR-10-09-#03) (President)
WHEREAS negotiation for membership with the Montreal Board of Trade has been successful;
BIRT the Board allocate $332.98 to become a member of the Montreal Board of Trade.

Motion passed.

Adjournment
8h49, 01 October 2010
Call to Order
19h13

1. Approval of the Agenda

The agenda was approved.

2. Announcements

No announcements.

3. Approval of the Minutes

3.1 BoD-EMeeting-10-09-#01
Minutes approved.

3.2 BoD-EMeeting-10-09-#02
Minutes approved.

3.3 BoD-EMeeting-10-09-#03
Minutes approved.

4. New Business

4.1 Financial Audit 2009 (BoDR-10-10-#04) (President)
Whereas the audit for the 2009 financial year has been completed;
BIRT the PGSS Board of Directors approve the 2009 financial audit.
Motion postponed.

4.2 Creation of 2 contractual positions (BoDR-10-10-#05) (A. Kaats)
BIRT a full time equivalent position be created for two positions: a researcher and a multimedia/promotional assistant, to be employed on a contractual basis and to be developed and entered into the employee policy manual in a timely manner.

Motion passed.

4.3 Employee Policy Manual Review (BoDR-10-10-#06) (A. Kaats)
BIRT the VP Finance, in consultation with PGSS management, review the Employee Policy Manual, and, in addition to general review and corrections, add in appropriate salary structures for all employees;
BIFRT a PGSS operations manual be developed by the PGSS Management team by the end of this year.

Motion passed.

4.4 Code of Ethics (BoDR-10-10-#07) (VP Finance)
BIRT a code of conduct and conflict of interest policy be developed and adopted by the PGSS Board of Directors.

Motion passed.

4.5 Science and Policy Event Funding (BoDR-10-10-#08) (VP Finance)
Whereas the Science and Policy event received funding from the PGSS;
BIRT Board of Directors request that the PGSS executive ask the science and policy event to submit to the BOD a statement of revenue broken down by donors, an itemized account of expenses and final bank account balance.
BIFRT the Board of Directors request that the science and policy event organizers proportionally return any remaining funds to the appropriate donors.

Motion passed.

4.6 Report on Accounts (BoDR-10-10-#09) (VP Finance)
BIRT the business manager provide the BOD with a report on the current state of the accounting system and the current plan for improvement by the next BOD meeting.

Motion passed.

4.7 PGSS Art Collection (BoDR-10-10-#10) (President)
BIRT the PGSS art collection be evaluated and insured appropriately.

Motion passed.
4.8 Salaries (BoDR-10-10-#11) (President)
BIRT the salaries increase be accepted as proposed by the business manager
BIFRT the House Manager and the Bar Manager receive a bonus of $900 each for
significant improvement in efficiencies.
BIFRT the Insurance Coordinator receive a bonus of $1000 for significant
dedication to the PGSS.
BIFRT the Business Manager receive a bonus of $1200 for continued dedication and
striving to improve the PGSS.

Motion passed.

5. Discussion

5.1 Staff Salaries
Discussion ensued.

5.2 Update of PGSS corporate registry information
Discussion ensued.

5.3 Enrollment projections from Dean Kreisworth.
Discussion ensued.

5.4 Goals for the Year
Discussion ensued.

5.5 Monthly updates
Discussion ensued.

5.6 External Board member recruitment
Discussion ensued.

5.7 Policy for large events
Discussion ensued.

5.8 Legal fees
Discussion ensued.

Adjournment
23h00
Board of Directors Meeting - Minutes
Thomson House, Room 403
27 October 2010 – 19h00
BoD-10-10-#05

Present: President Alexandra Bishop, VP Finance Natalie Lee, VP Internal Magnus Bein, Grayden Wagner, Adrian Kaats, Michael Dodge

Observers: Business Manager Andre Pierzchala

Call to Order
19h25

1. Approval of the Agenda

The agenda was approved.

2. Announcements

The VP Internal will be on a leave of absence for a research trip to Madison Wisconsin.

3. Approval of the Minutes

3.1 BoD-10-10-#04
Minutes approved.

4. New Business

4.1 Financial Audit 2009 (BoDR-10-10-#04) (President)
Whereas the audit for the 2009 financial year has been completed;
BIRT the PGSS Board of Directors approve the 2009 financial audit.

Motion passed (A. Kaats abstained).

4.2 Presentation regarding Science and Policy Event (BoDR-10-10-#12) (A. Kaats)
BIRT the Board request that the proportional reimbursements from the science and policy exchange be completed by Jan 10th 2011.
Motion passed.

4.3 Monthly updates (BoDR-10-10-#13) (A. Kaats)
BIRT the operations manager prepare a job description for adoption into the EPM for a bookkeeper/administration position for the next board meeting;
BIFRT the necessary modifications to the EPM be proposed at the next board meeting.

Motion passed.

4.4 Tax forms for grants (BoDR-10-10-#14) (A. Kaats)
BIRT a report from an accountant be obtained on the topic of the Family Care Assistance Program tax reporting for the next board meeting.

Motion passed.

4.5 New job descriptions and hiring (BoDR-10-10-#15) (A. Kaats)
BIRT the job descriptions for a Writer/Researcher and the Promotions and Multimedia Communications Assistant be prepared for the next board meeting and adopted into the EPM including salary, benefits, contact/non-contract, hours, lines of communication etc.

Motion passed.

4.6 Position and Hiring (BoDR-10-10-#16) (A. Kaats)
BIRT that the job position be posted for the promotions and multimedia assistant for a part time contact position to a maximum of $15,000 for the year.
BIFRT a hiring committee be struck consisting of the VP internal, the business manager and VP External.

Motion passed.

4.7 Legal fees (BoDR-10-10-#17) (M. Dodge)
BIRT a cost estimate and projection be obtained regarding the current legal services for the rest of the year for the next board meeting;
BIFRT the board request a presentation and report regarding the current state of the CFS affairs and possible outcome scenarios.

Motion passed.

5. Discussion

5.1 Enrollment projections from Dean Kreisworth
Discussion ensued.

5.2 Goals for the Year
Discussion ensued.

5.3 Monthly updates
Discussion ensued.

5.4 External Board member recruitment
Discussion ensued.

5.5 Policy for large events
Discussion postponed.

5.6 Legal fees
Discussion ensued.

5.7 Tax forms for grants
Discussion ensued.

5.8 New job descriptions and hiring
Discussion ensued.

5.9 Membership fee increase
Discussion ensued.

5.10 Health and dental fund
Discussion ensued.

5.11 Board initiatives fund and contingency fund
Discussion postponed.

5.12 P/T promo position and hiring process/plan
Discussion ensued.

5.13 Code of Conduct
Discussion postponed.

Adjournment
Call to Order
19h12

1. Approval of the Agenda

The agenda was approved.

2. Announcements

No announcements.

3. Approval of the Minutes

3.1 BoD-10-10-#05
Minutes approved.

4. New Business

No new business.

5. Discussion

5.1 Legal services update from VP External (20 min)
Discussion ensued.

5.2 Update on audit related questions (15 min)
Discussion ensued.

5.3 Employee Issue Update
Discussion ensued.

5.4 Tax forms for grants: report from accountant (15 min)
Discussion ensued.

5.5 Promotions and Multimedia assistant job description (20 min)
Discussion ensued.

5.6 BOD goals and restructuring report discussion (20 min)
Discussion ensued.

5.7 Board initiatives fund and contingency fund (15 min)
Discussion ensued.

5.8 Daycare (10 min)
Discussion ensued.

5.9 Protect against legal action
Discussion ensued.

Adjournment
22h27
Present: President Alexandra Bishop, VP Finance Adrian Kaats, VP Internal Magnus Bein, Grayden Wagner

Observers: Business Manager Andre Pierzchala

Call to Order
19h40

1. Approval of the Agenda

The agenda was approved.

2. Announcements

Brief announcements were given.

3. Approval of the Minutes

3.1 BoD-10-11-#06
The minutes were approved.

4. New Business

The following motions were deferred from the Executive Commissioner Caucus Meeting.

5.1 Restricted Insurance Fund (BoDR-11-02-#18) (President)
WHEREAS PGSS' Restricted Insurance Fund has a large and growing surplus;
WHEREAS the PGSS Health and Wellness Committee feels that funds collected from a
group of students should benefit those students directly through HAWC events and
activities;
WHEREAS the Commissioner Pool is already being heavily utilized by the Health and
Wellness Committee to fund valuable events of benefit to graduate students and should
retain funds to support other commissioner projects;
BIRT the PGSS Health and Wellness Committee be granted the authorization to spend sums of up to $500 from the Restricted Insurance Fund for its events and activities.

Motion failed.

5.2 Meeting Minutes (BoDR-11-02-#19) (President)
BIRT the PGSS website be updated within 7 days with all approved Board of Directors, Executive, and Executive-Commissioner Caucus meeting minutes;
BIFRT all future Board of Directors, Executive, and Executive-Commissioner Caucus meeting minutes be posted on the PGSS website within 7 days of approval.

Motion referred back to the society.

5.3 Physical Absence (BoDR-11-02-#20) (President)
BIRT the Executive Commissioner Caucus adopt the following rule of procedure: Members may vote and participate in committee activities and count toward quorum if they join the meeting by teleconference, Skype, or any other electronic means that allows for meaningful participation in committee meetings;
BIFRT the Executive-Commissioner Caucus discuss the effect that physical absence should have with regard to leaves of absence and issue a report to Council and to the Executive recommending how physical absence should count toward an officer's leave of absence.

Motion referred back to the society.

5.4 VP Finance and Signing Officer (BoDR-11-02-#21) (President)
Whereas Adrian Kaats was duly elected as VP Finance in the February meeting of PGSS Council;
BIRT Adrian Kaats be recognized as VP Finance and signing officer of the corporation.

Motion passed.

5.5 Staffing for accountant/bookkeeper (BoDR-11-02-#22) (President)
BIRT a bookkeeper/ account position be created and that the EPM be updated accordingly by the Business Manager and the VP Finance;
BIFRT hiring commence as soon as possible;
BIYFRT a hiring committee be struck consisting of: Adrian Kaats, Grayden Wagner and Andre Pierzchala.

Motion passed.

5. Discussion
5.1 Promotions position hiring
Discussion ensued.

5.2 Staffing for accountant/bookkeeper
Discussion ensued.

5.3 BoD manual
Discussion tabled.

5.4 BoD recruitment
Discussion ensued.

5.5 Development of a contingency fund and a board projects fund
Discussion ensued.

5.6 Allocation for accounting system update and budgeting procedures
Discussion ensued.

5.7 Legal case liaison
Discussion ensued.

5.8 Update on norm de travail investigation
Discussion ensued.

5.9 Updating board members on Society Events
Discussion ensued.

Adjournment
20h50
Present: President Alexandra Bishop, VP Finance Adrian Kaats, VP Internal Magnus Bein, Michael Dodge

Regrets: Grayden Wagner

Observers: Business Manager Andre Pierzchala, Martin Lennox, Daniel Simeone

Call to Order
19h05

1. Approval of the Agenda

The agenda was approved.

2. Announcements

No announcements.

3. Approval of the Minutes

3.1 BoD-11-02-#07
The minutes were approved.

4. New Business

4.1 Board of Directors Member (BoDR-11-05-#23) (President)
Whereas the Nominating Committee has unanimously recommended Mr. Martin Lennox to the internal position on the PGSS Board of Directors.
BIRT the Board of Directors accept the recommendation from the Nominating Committee of Mr. Martin Lennox to the position of internal member on the Board of Directors.

Motion passed.
4.2 Budget (BoDR-11-05-#24) (VP Finance)
BIRT the Board of Directors support the proposed budget formats, structures, and principals.

Motion passed.

4.3 Signing Officer Appointment (BoDR-11-05-#25) (President)
BIRT Daniel Simeone, incoming VP Internal, be appointed signing officer effective June 1st, 2011.

Motion passed.

5. Discussion

5.1 Budget update
Discussion ensued.

5.2 GSA program update
Discussion ensued.

5.3 Legal Update + Legal Liaison
Discussion ensued.

5.4 Signing Officers (BM)
Discussion ensued.

5.5 Sustainable Food Systems
Discussion ensued.

5.6 TFSS and FCP
Discussion ensued.

5.7 External Board member
Discussion ensued.

Adjournment
21h20