POST-GRADUATE STUDENTS' SOCIETY OF McGill UNIVERSITY INC.
Board of Directors Meeting - Minutes
Thomson House, Room 403
4 July 2011 – 9h00
BoD-11-07-#01

Present: VP Finance Adrian Kaats, VP Internal Daniel Simeone, Michael Dodge, Martin Lennox

Regrets: President Roland Nassim

Observers: Business Manager Andre Pierzchala

Call to Order
9h24

1. Approval of the Agenda

The agenda was approved.

2. Announcements

Brief announcements were given.

3. Approval of the Minutes

3.1 BoD-11-02-#07
Approval of the minutes tabled.

4. New Business

4.1 Approval of the 2011-2012 PGSS Budget (BoDR-11-07-#01) (VP Finance)
BIRT the PGSS 2011-2012 budget, as approved by the PGSS Council at its June 2011 meeting, be approved.

Motion passed.
4.2 Staffing (BoDR-11-07-#02) (VP Finance)

BIRT the following positions be created, advertised and filled for the PGSS:

1. PGSL Coordinator; full-time, permanent position; approximate gross salary of $xxxxx*/yr
2. Translator; part-time, 1 yr contract; approximate gross salary of $xxxxx*
3. Writer/Researcher; part-time, permanent position; approximate gross salary of $xxxxx*/yr
4. Archivist; 280hr contract; approximate gross salary $xx*/hr
5. Legal liaison; 1yr contract with possibility of renewal; $xxxx* honorarium

BIFRT

1. The hiring committee for the PGSL Coordinator be composed of
   1. Adrian Kaats
   2. Daniel Simeone
   3. Lily Han
   4. Marisa Boudreau
2. The hiring committee for the Translator be composed of
   1. Marieve Isabel
   2. Lily Han
   3. Marsisa Boudreau
3. The hiring committee for the Writer/Researcher be composed of
   1. Marieve Isabel
   2. Lily Han
   3. Marisa Boudreau
4. The hiring committee for the Archivist be composed of
   1. Adrian Kaats
   2. Lily Han
   3. Marisa Boudreau
5. The hiring committee for the Legal Liaison
   1. Michael Dodge
   2. Daniel Simeone

Motion passed.

*Redaction of information is required to protect private information.
4.3 ASEQ (BoDR-11-07-#03) (VP Finance)
BIRT a recommendation be made to the PGSS Council to change the rules requiring annual approval of the health and dental insurance plan allowing for the possibility of entering into a longer-term contract.

Motion passed.

4.4 SSMU MoA (BoDR-11-07-#04) (VP Finance)
BIRT SSMU be offered the same terms of the previous clubs and services MoA for a period of 10 years.

Motion passed.

5. Discussion

5.1 Staffing
Discussion ensued.

5.2 Contracts
Discussion ensued.

5.3 Science and Policy Exchange
Discussion ensued.

5.4 PGSLF implementation
Discussion ensued.

5.5 Family Care Program and Trust Fund for Student Support
Discussion ensued.

5.6 PGSS Special Projects
Discussion ensued.

5.7 Service Standards
Discussion ensued.

5.8 Pension Plan
Discussion ensued.

Adjournment
11h30
Call to Order
19h15

1. Approval of the Agenda

The agenda was approved.

2. Announcements

No announcements.

3. Approval of the Minutes

3.1 BoD-11-05-#08
The minutes were approved.

3.2 BoD-12-07-#01
The minutes were approved.

4. New Business

5. Discussion

5.1 Legal liaison (BoDR-11-08-#05) (President)
BIRT Brock Rutter be hired for the position of Legal Liaison upon unanimous recommendation of the hiring committee.
Motion passed.

5.2 Salaries (BoDR-11-08-#06) (President)
BIRT the number of hours and hourly wage for the archivist position be set by PGSS management in concert with the position's hiring committee.
BIFRT the number of hours and hourly wage for new salaried positions be set by the hiring committee in consultation with PGSS management.

Motion passed.

5.3 Contract for Science and Policy Exchange (BoDR-11-08-#07) (President)
BIRT the contract with the Science and Policy Exchange as presented be approved.

Motion passed.

Daniel, Lily and Adrian step out, Martin chairing.

5.4 Food and beverage discounts and monitoring (BoDR-11-08-#08) (President)
BIRT the PGSS staff discount be extended to the members of the Executive Committee, Commissioners, and members of the Board of Directors, as per the guidelines for the staff discount.
BIFRT a PGSS photo identification card be provided to those executives, commissioners and directors in order for them to have access to the staff discount.

Motion passed (D. Simeone abstained).

6. Discussion

6.1 Budget adjustments
Discussion ensued.

6.2 Improvements to minute taking
Discussion ensued.

6.3 Update on standing resolutions
Discussion ensued.

Adjournment
21h15
POST-GRADUATE STUDENTS’ SOCIETY OF McGILL UNIVERSITY INC.
Board of Directors Meeting - Minutes
Thomson House, Room 403
4 October 2011 – 19h30
BoD-11-10-#03

Present: Grayden Wagner, Michael Dodge, Noah Billick, Adrian Kaats (VP-Finance), Daniel Simeone (VP-Internal), Roland Nassim (President), Andre Pierzhala (Business Manager)

Regrets: Martin Lennox

Call to Order
Meeting called to order at 7:40pm.

1. Approval of the Agenda
1.1 Add items 4.1 to 4.9 below

2. Announcements
No announcements.

3. Approval of the Minutes
3.1 Approval of minutes was postponed to the next BOD meeting.

4. New Business

4.1 Ratification of the appointment of Mr. Noah Billick on the PGSS BOD (BoDR-11-10-#09) (D. Simeone)
BIRT Noah Billick be appointed as an external member of the PGSS BoD starting immediately.

Motion passed.
4.2 Salary change for the translator position (BoDR-11-10-#10) (A. Kaats)
BIRT the salary for the translator part time position be increased to $xxxxx* annually.

Motion passed.

4.3 Creation of a second writer/researcher position (BoDR-11-10-#11) (A. Kaats)
BIRT a second Writer/Researcher position be created with the same terms as the existing Writer/Researcher position as approved at the previous BoD meeting, and with a hiring committee of the same composition as for the previous hiring process for this position.

Motion passed.

4.4 Modification of the Archivist position (BoDR-11-10-#12) (A. Kaats)
BIRT the terms for the Archivist position be modified to be a one year full-time contract at $xxxxx*

Motion passed.

4.5 PGSS-SSMU MoA (BoDR-11-10-#13) (A. Kaats)
BIRT the President and VP-Finance be authorized to sign the clubs and services memorandum with the SSMU.

Motion passed.

4.6 ASEQ contract (BoDR-11-10-#14) (D. Simeone)
BIRT the VP-Finance be directed to put together a proposal for a request for proposals process for the health and dental insurance plan brokerage.

Motion passed.

4.7 Salary change for PGSS staff (BoDR-11-10-#15) (A. Kaats)
BIRT the salaries for the health and dental plan coordinator and the services coordinator be set at $xxxxx* gross per year.

Motion passed.

4.8 Services Coordinator job vacancy (BoDR-11-10-#16) (A. Kaats)
BIRT the VP-Finance, in consultation with the Services Coordinator and Business Manager be authorized to redefine the Services Coordinator job description to fit the actual duties of the Services Coordinator, and to change the title of the job description for similar purposes.
BIFRT the VP-Finance, in consultation with the outgoing Services Coordinator be authorized to create a job description and position to replace the Services Coordinator using the new job description.

BIFRT the hiring committee for the Services Coordinator be composed of the outgoing Services Coordinator, the VP-Finance, the VP-Academic and the VP-Internal.

Motion passed.

4.9 Salary adjustment for the PGSS bookkeeper/accountant (BoDR-11-10-#17) (A. Kaats)
BIRT the salary of the PGSS bookkeeper/accountant be adjusted to $xxxxx*.

Motion passed.

5. Discussion
5.1 Audit (audit attached) (BoDR-11-10-#18) (A. Kaats)
BIRT the PGSS financial statement and audit for the 2009-2010 be approved.

Motion passed.

5.2 Budget amendments (budget attached) (BoDR-11-10-#19) (A. Kaats)
BIRT the PGSS BoD approve the PGSS 2011-2012 budget amendments.

Motion passed.

5.3 Staffing and salaries (BoDR-11-10-#20) (A. Kaats)
BIRT the Communications, Multimedia and IT Coordinator part-time position be created with a contract salary of $xxxxx* per year.

Motion passed.

5.4 Legal liaison

Discussion ensued.

*Redaction of information is required to protect private information.

Adjournment
Meeting adjourned at 8:50pm
Present: Noah Billick, Michael Dodge, Martin Lennox, Adrian Kaats (VP-Finance), Daniel Simeone (VP-Internal), Roland Nassim (President)

Absent: Grayden Wagner

Call to Order
01h32

1. Special Order of the Meeting:

1.1 Employee Policy Manual (BoDR-11-10-#21)
WHEREAS the Employee Policy Manual has recently been reviewed in light of the recent hirings and the changes in job description of society employees;
WHEREAS the PGSS executive have recommended adoption to the BoD;

BIRT the Board of Directors adopt the PGSS organizational chart and Employee Policy Manual Summary attached.

EPM Summary is attached.

Motion passed.

1.2 Society Affairs Manager (BoDR-11-10-#22)
Our new Society Affairs Manager (SAM, previously Services Coordinator) has been selected by the hiring committee established by BoD at its last meeting. The selection was approved by the Executive and requires BoD approvals. Note that the change from SC to SAM job description is included in the new EPM and now has a starting salary of xx* due to the shift to a managerial position.

BIRT Delia Pettit be offered the position of Society Affairs Manager with the attached job description to begin on November 1, 2011 with an entry-level salary of $xxxxx*/yr.

Motion passed.

*Redaction of information is required to protect private information.
1.3 Communications, IT and Multimedia Coordinator (BoDR-11-10-23)
We need a new Communications, IT and multimedia coordinator (CIM). Again, this motion has been approved by the Executive.

BIRT the hiring committee for the Communications, IT and multimedia coordinator be the Vice-President (Academic), Vice-President (Finance) and Vice-President (Internal).

Motion passed.

Adjournment
15h21, 31 October 2011.
Present: Noah Billick, Michael Dodge, Martin Lennox, Grayden Wagner
Adrian Kaats (VP-Finance), Daniel Simeone (VP-Internal), Roland Nassim (President)

Call to Order
15h00

1. Special Order of the Meeting:

1.1 Sustainability Coordinator Position (BoDR-11-12-#24)
WHEREAS the PGSS was recently approved a grant from the McGill Sustainability project fund (SPF) for the “Greening TH” project that was proposed to the SPF;

WHEREAS the need for a paid sustainability coordinator position is increasing with the amount of projects and activities that the PGSS is undertaking;

BIRT that the BoD approve the attached job description for a sustainability coordinator;
BIFRT that the hiring committee for the coordinator position be composed of Delia Petit (SAM) and Marieve Isabel (VP External).

Motion Passed.

Adjournment
15h00, 24 December 2011.
Present: Noah Billick, Martin Lennox, Grayden Wagner
Adrian Kaats (VP-Finance), Daniel Simeo (VP-Internal), Roland Nassim (President)

Regrets: Michael Dodge

Guests: Andre Pierzchala, Delia Pettit, Brock Rutter (PGSS Legal Liaison)

Call to Order
6:30pm

1. Approval of the Agenda
   1.1. Deal with 4.3 first – no objections

2. Announcements
   2.1. Welcome to Delia and Andre

3. Approval of the Minutes
   3.1. No minutes to approve

4. New Business
   4.1. Auditing (document attached)
   4.1.1 Proposals for annual audits (BoDR-12-01-#25) (A.Kaats)
   BIRT the PGSS request proposals from at least 3 different accountants/accounting firms
   for production of its annual audit.

   Motion passed.
4.1.2 Publication of audits (BoDR-12-01-#26) (A.Kaats)
BIRT the PGSS publish its audited financial statements on its web page.

Motion passed.

4.2 Staffing and salaries (document attached)

4.2.1 Approval of salaries chart (BoDR-12-01-#27) (A.Kaats)
BIRT the attached salaries chart be approved.

BIRT that the report on salaries be adopted

Motion passed as amended.

4.3 Legal update:
4.3.1 Speaking rights for legal liaison and Closed session (BoDR-12-01-#28) (D.Simeone)
BIRT the Legal Liason be granted speaking rights.
BIFRT this body enters into closed session.

Motions passed.

4.4 PGSS budget
4.4.1 Budget approval (BoDR-12-01-#29)
BIRT the amended budget as presented to the PGSS Council in its January meeting be approved.
Motion to table. (BoDR-12-01-#30) (G.Wagner)

Motion passed.

4.5 BoD Special Project: Financial systems and procedural review
4.5.1 Accounting system consultants (BoDR-12-01-#31) (A. Kaats)
BIRT the Vice-President (Finance) be authorized to use the BoD discretionary spending line for the retention of accounting system consultants to audit the PGSS' financial accounting, management accounting, and budgeting procedures, systems, reporting and controlling.

Motion passed.
4.6 BoD Special Project: Space audit
4.6.1 Use of space audit (BoDR-12-01-#32) (N. Billick)
BIRT the Archivist be granted the authority to perform a complete audit of the use of space leased by the PGSS;
BIFRT the Archivist, under the supervision of the Vice-President (Finance) and after due consultation with PGSS management and administrative employees, be authorized to implement recommendations and policies for the efficient use of space leased by the PGSS, and for the retention and discarding of all materials exclusively owned by the PGSS.

Motion to amend (A. Kaats) to replace the entire text of the motion with:
BIRT that the archivist be mandated to conduct an assessment of the society physical assets and space use in view towards increasing the use of existing space.

Amendment passed

Motion passed as amended.

4.7 Health and Dental Insurance Plan contract (document attached)
4.7.1 Criteria assessment (BoDR-12-01-#33) (A. Kaats)
BIRT the Vice-President (Finance), in consultation with the Health and Wellness Committee, be authorized to assess the criteria described on page 2 of the attached document with respect to the Health and Dental Insurance Plan.

Motion passed.

4.8 Hiring Committees
4.8.1 Establishment of hiring committees(BoDR-12-01-#34) (A. Kaats)
BIRT the Executive Committee be authorized to establish hiring committees as it sees fit in this financial year for the purpose of filling vacancies in staff (not management) positions.

Motion passed.
4.9 Management staff review committees

4.9.1 Establishment of review committees (BoDR-12-01-#35) (A. Kaats)

BIRT as per the Executive Committee's recommendation, the performance review committee for the Society Affairs Manager be composed of the president, VP Academic and VP external, and for the Business Manager be composed of the President, VP Finance, and VP internal.

Motion to Amend (D. Simeone) to replace with:
BIRT the performance review committees for the Society Affairs Manager and the Business Manager be composed of members of the executive selected by the executive.

Amendment passed.

4.10 Signing authorities:

4.10.1 Granting of signing authorities (BoDR-12-01-#36) (A. Kaats)

BIRT the signing authority granted to a management employee be divided between the Society Affairs Manager and Business Manager as follows: the Society Affairs Manager is a signing authority on all accounts debiting/crediting budget line items designated as “Society Activities,” the Business Manager is a signing authority for all accounts debiting/crediting budget line items designated as “Business Activities,” and only one of either the Society Affairs Manager or Business Manager may sign for a transaction on any account debiting/crediting budget line items designated as “Shared Activities”

Motion passed.

4.11 Westmount Pre-School (document attached)

4.11.1 Contract approval (BoDR-12-01-#37) (A. Kaats)

BIRT the PGSS enter into a contract for the provision of childcare services by the Westmount Preschool with the terms broadly outlined in the attached contract.

AMENDMENT (N. Billick) – BIRT the PGSS be authorized to enter into the agreement attached with the WPS upon securing appropriate insurance or other protection against potential liability arising from this agreement.

Motion passed as amended.

4.12 McGill MoA Amendment (document attached)

4.12.1 Amendment to MoA (BoDR-12-01-#38) (A. Kaats)

BIRT the PGSS enter negotiations with McGill to amend its memorandum of agreement in order to:
- Modify section 19 such that the PGSS is no longer responsible for holding referenda for campus wide organizations but may be called upon, for a fee to be determined at the discretion of the PGSS, to contract out the use of its online voting system to university recognized campus wide organizations (i.e. those with an MoA with the University) to poll the organization's members who are simultaneously members of the PGSS.
- Update section 20 (and related appendices) with appropriate amendments consistent with the implementation of the PGSLF.
- Update section 17 to be consistent with PGSS and University practice.
- Update section 16 to be consistent with the implementation objectives of the PGSLF.
- Modify section 2 such that the PGSS may obtain at its request membership and fee data in a timely fashion and convenient format.

Motion passed.

4.13 Division of duty between the Business Manager and the Society Affairs Manager

4.13.1 Division of responsibility report (BoDR-12-01-#39) (A. Kaats)

BIRT the division of responsibility for the oversight and management of all aspects of the PGSS between the Society Affairs Manager and the Business Manager be completed by the close of February 2012 with a detailed report of this division of responsibilities to be produced jointly by the Society Affairs Manager and Business Manager and approved by the Executive Committee and for presentation to the Board of Directors in its first meeting after the end of February 2012.

Motion passed.

4.14 Expense recording

4.14.1 Expense Requisition Form (BoDR-12-01-#40) (A. Kaats)

BIRT that PGSS employ an “Expense Requisition Form” approved by the appropriate signing authorities for the purpose of all payments made by the PGSS including internal transfers, reimbursements and payments made using any financial instrument (e.g. cash, cheque, line of credit, credit card, bank draft, bank transfer, online payment, etc)

Motion passed.

5 Discussion

5.2 Negotiate the enactment of any recommendations of PGSS' legal counsel approved by the Executive Committee.

5.3 Thomson House service

Discussion ensued.
5.4 Next meeting

Adjournment
8:48pm
POST-GRADUATE STUDENTS’ SOCIETY OF McGILL UNIVERSITY INC.
Board of Directors Meeting - Minutes
Thomson House, Room 404
20 February 2012 – 6:30pm
BoD-12-02-#07

Present: Martin Lennox, Adrian Kaats, Daniel Simeone, Roland Nassim
Regrets: Grayden Wagner, Noah Billick, Michael Dodge

Guest: Ryan Hughes

Call to Order
6:45pm

1. Approval of the agenda
   Deal with 4.5 after 4.2
   Add Website contract after 4.5
   Deal with 5.1 before 4.1

2. Announcements

3. Approval of the minutes

4. Business arising from the minutes and new business
   4.1. PGSS budget
   4.1.1 Budget approval (BoDR- 12-02-#41) (A.Kaats)
   BIRT the amended budget as presented to the PGSS Council in its January meeting be approved.
   Motion passed.

   4.2. Daycare Submission
   4.2.1 PGSS Representative for Daycare Application (BoDR- 12-02-#42) (A.Kaats)
   BIRT Delia Pettit, PGSS’s Society Affairs Manager, be the representative of the PGSS and be signing authority in all matters related to the development of subsidized daycare spots and all related requests and correspondence with the government.
   Motion passed.
4.2.2 Request for permit for daycare spots (BoDR- 12-02-#43) (A.Kaats)
BIRT the request to the Ministère de la famille et ainès for a permit for 43 subsidized daycare spots situated at 475 Sherbrooke Ouest, Montreal, and for 30 subsidized daycare spots situated at 3625 Avenue du Parc, Montreal, be approved.
BIFRT that Delia Pettit be authorized to sign and submit the attached letter and the request on behalf of the PGSS to the Ministère de la famille et ainès.

Motion passed.

4.2.3 Approval of daycare project 1: 30 spots on 3625 Parc Ave. (BoDR- 12-02-#44) (A.Kaats)
BIRT the request to the Ministère de la famille et ainès for 30 subsidized daycare spots situated at 3625 Avenue du Parc, Montreal, be approved.
BIFRT that Delia Pettit be authorized to sign and submit the attached letter and the request on behalf of the PGSS to the Ministère de la famille et ainès.

Motion passed.

4.2.4 Approval of daycare project 2: 43 spots on 475 Sherbrooke Ouest. (BoDR- 12-02-#45) (A.Kaats)
BIRT the request to the Ministère de la famille et ainès for 43 subsidized daycare spots situated at 475 Sherbrooke Ouest, Montreal, be approved.
BIFRT that Delia Pettit be authorized to sign and submit the attached letter and the request on behalf of the PGSS to the Ministère de la famille et ainès.

Motion passed.

4.3. Constitutional Amendments
4.3.1 Repeal of the current PGSS constitution (BoDR- 12-02-#46)

BIRT the present bylaws be repealed, effective June 1st, 2012,
BIFRT that the repeal of these bylaws will only take effect if the new bylaws of the PGSS are adopted at the Annual General Meeting.
AMEND TO READ (BoDR- 12-02-#47) (D. Simeone)
BIRT corporate bylaw 6 be repealed.
BIFRT the remaining corporate bylaws be repealed to take effect after ratification at the AGM.
BIYFRT the bylaws in Appendix E be approved, to take effect after ratification at the AGM.
BIYFRT a BoD meeting be called on Monday 27 February to allow for the board to discuss and confirm the approval of the draft bylaws and make proposals for amendments to the AGM if needed.

Motion passed. Martin Lennox in opposition.
4.3.2 Adoption of new bylaws (BoDR- 12-02-#48)

BIRT the bylaws present in Appendix E be adopted, and recommended for ratification at the Annual General Meeting.

Motion withdrawn

4.4 Ancillary Fees MoA (BoDR- 12-02-#49) (M. Lennox)

BIRT the Board of Directors refer this contract back to the executive for recommendations; BIFRT the Board of Directors request that the exec committee seek appropriate legal counsel on the matter.

Motion passed.

4.5 Letters Patent Changes

4.5.1 Corporate Name change (BoDR- 12-02-#50) (A. Kaats)

WHEREAS the legal French name of the PGSS is *L'ASSOCIATION DES ETUDIANTS POST-GRADUES DE L'UNIVERSITE MCGILL INC.*
WHEREAS this name consists of improper French,

BIRT the legal French name of the PGSS be changed to *Association étudiante des cycles supérieurs de l'Université McGill*, with the French acronym *AÉCSUM*.

Motion passed.

4.5.2 Change to the purpose of the corporation (BoDR- 12-02-#51) (A. Kaats)

WHEREAS the no revision to purpose of the corporation has not been revised since 1973.

BIRT the purpose of the corporation in the latters patent be changed to:

*The corporation is constituted for the following purposes:*

1)To establish and maintain a social club for members and their guests;
2)To promote and enhance collegial relations amongst members;
3)To offer opportunity for free and informal discussion of issues of concern to members;
4)To provide representation and advocacy for members;
5)To promote the educational and cultural interests of members.

Motion passed.
4.5.3 Dissolution clause (BoDR- 12-02-#52) (D.Simeone)

WHEREAS the latters patent does not contain a dissolution clause
BIRT the following dissolution clause be added to the PGSS latters patent:
In the case of the dissolution of the corporation or distribution of the assets, all
assets shall be distributed to corporations with similar purposes.

Motion passed.

4.5.3.1 Changes to Letters Patent (BoDR- 12-02-#53) (A. Kaats)
BIRT the following changes to the letters patent be verified by a legal counsel before
submission.

Motion passed.

4.6 Website Contract (BoDR- 12-02-#54) (A.Kaats)
BIRT that the contract with Ubriety as appended be approved.

Motion passed.

5 Discussion

5.5 TH service
Closed Session.

5.6 Next meeting

Adjournment
9:55 pm
POST-GRADUATE STUDENTS’ SOCIETY OF McGill UNIVERSITY INC.
Board of Directors Meeting - Minutes
Thomson House, Room 404
27 February 2012 – 18h30
BoD-12-02-#08

Present: Grayden Wagner, Noah Billick, Martin Lennox, Adrian Kaats, Daniel Simeone, Roland Nassim
Regrets: Michael Dodge

Call to Order
6:45 pm

1. Approval of the agenda

2. Announcements

3. Approval of the minutes

No minutes to approve.

4. Business arising from the minutes and new business

4.1. Constitutional Amendments

Discussion ensued.

5. Discussion

5.1. Next meeting: Wednesday March 28th, 2012 At 6:30pm

5.2 Business performance analysis (BoDR-12-02-#55)

BIRT that 2000$ from the Board Discretionary spending for the purpose of business performance analysis.

Motion passed.

Adjournment
7:52 pm
Call to Order
5 March 2012
11:16 am

Present: Noah Billick, Michael Dodge, Martin Lennox, Grayden Wagner, Adrian Kaats (VP-Finance), Daniel Simeone (VP-Internal), Roland Nassim (President)

1. Special Order of the Meeting:

1.1 Corporate Bylaws (BoDR-12-03-#56) (A. Kaats)
BIRT corporate bylaw 6 be repealed.
BIFRT the remaining corporate bylaws be repealed, to take effect after ratification at the AGM.
BIYFRT the attached new bylaws be approved, to take effect after ratification at the AGM.

Motion Passed.

Adjournment
7 March 2012
2:32 pm
Present: Noah Billick, Michael Dodge, Martin Lennox, Grayden Wagner, Adrian Kaats (VP-Finance), Daniel Simeone (VP-Internal), Roland Nassim (President)

Call to Order
5 March 2012
6:56 pm

1. Special Order of the Meeting:

1.1 Corporate Bylaws (BoDR-12-03-#57) (A. Kaats)

BIRT Deloitte be recommended to membership as the auditor for the fiscal year 2011-2012 (for a total of 5 fiscal years).

Motion passed.

Adjournment
8 March 2012
6:56 pm
Present: Noah Billick, Michael Dodge, Martin Lennox, Grayden Wagner, Adrian Kaats (VP-Finance), Daniel Simeone (VP-Internal), Roland Nassim (President)

Call to Order
17 March 2012
11:19 pm

1. Special Order of the Meeting:

1.1 Ancillary Fees Agreement (BoDR-12-03-#58) (A. Kaats)

BIRT the PGSS enters into an agreement with McGill University regarding ancillary fees with the terms outlined in the attached document.

Motion passed.

Adjournment
19 March 2012
4:07 pm
POST-GRADUATE STUDENTS’ SOCIETY OF McGILL UNIVERSITY INC.
Board of Directors Meeting - Minutes
Thomson House, Room 404
28 March 2012 – 6:30pm
BoD-12-03-#12

Present: Adrian Kaats (VP-Finance), Grayden Wagner, Martin Lennox, Daniel Simeone (VP-Internal), Roland Nassim (President)

Regrets: Noah Billick, Michael Dodge

Guests: Pooja Tyagi (VP Finance-elect), Jonathan Mooney (President-elect), Adam Bouchard (VP Academic-elect)

Call to Order 6:45pm

1. Approval of the agenda
   1.1. Add 4.1 update legal case (Closed session) and change numbering.
   1.2. Add 5.2 Budget projections and 5.3 Budget activities

2. Announcements
   2.1. No announcements

3. Approval of the minutes

   Approval of Minutes (BoDR-12-03-#59) (D.Simeone)

       3.1. BoD-12-01-#06
           3.1.1. Add “legal updates” before closed session
       3.2. BoD-12-02-#07
       3.3. BoD-12-02-#08
       3.4. BoD-12-03-#09
       3.5. BoD-12-03-#10
       3.6. BoD-12-03-#11

   Motion passed in omnibus.
4. Business arising from the minutes and new business
   4.1. Inclusive CLOSED session: Legal update
       4.1.1. Enter into inclusive closed session (BoDR-12-03-#60) (D. Simeone)
               Motion passed.
       4.1.2. Brock gave a summary on the legal case with the CFS
   4.2. TH Service (Appendix C)
       4.2.1. Still in closed session
               Discussion ensued.
   4.3. ASEQ MoA (Appendix A)
       4.3.1. BIRT the proposed contract with ASEQ be approved provided that the
               word “permanently” in clause 10.2 be removed
               (BoDR-12-03-#61) (A. Kaats)
               Motion passed.
   4.4. Deed of gift MoA (Appendix B)
       BIRT the proposed the Deed of Gift contract with McGill University
       Archived be approved in principle (BoDR-12-03-#62) (A. Kaats)
       Motion passed.
   4.5. Society Affairs Manager Salary
       4.5.1. Increase in Society Affairs Manager Salary (BoDR-12-03-#63) (A. Kaats)

WHEREAS Delia Pettit has successfully passed her first evaluation (see accompanying
evaluation forms) and her probationary period is complete;

WHEREAS Delia is in a management position which promised a starting salary of at
least $xxxxx upon successful completion of the probationary period and Delia had been
told her request for 3 weeks of vacation would be considered;

WHEREAS 3 weeks vacation is one week more than what is granted to PGSS employees;
and

WHEREAS Delia has indicated that she would be satisfied with a higher salary in lieu of
the additional week of vacation;

BIRT Delia Pettit's salary be set at $xxxxx per year effective as of the first day following
the end of her probation period.

Motion passed.
5. Discussion
   5.1. Constitutional amendments
       5.1.1. Discussion ensued
   5.2. Budget projections
       5.2.1. Discussion ensued
   5.3. Business activities
       5.3.1. Discussion ensued
   5.4. Accounting system overhaul
       5.4.1. Tabled
   5.5. IT contract
       5.5.1. Tabled
   5.6. Next meeting
       5.6.1. April 10th, 2012 at 6:30pm

Adjournment 9:32 pm
POST-GRADUATE STUDENTS’ SOCIETY OF McGILL UNIVERSITY INC.

Board of Directors Meeting - Minutes

Thomson House, Room 404
24 May 2012 – 18h30
BoD-12-05-#13

Present: Adrian Kaats (VP-Finance), Grayden Wagner, Martin Lennox, Daniel Simeone (VP-Internal),

Guests: Pooja Tyagi (VP Finance-elect), Jonathan Mooney (President-elect), Brock Rutter

Call to Order 6:30pm

1. Approval of the agenda
   1.1. Add: Legal Update in the beginning of business arising
   1.2. Add: SSMU Clubs and Service
   1.3. Add: Handbook Contract

2. Announcements

   No announcements.

3. Approval of the minutes

   Approval of Minutes (BoDR-12-05-#64) (A. Kaats)

   3.1. BoD-11-08-#02
   3.2. BoD-11-10-#03
   3.3. BoD-11-10-#04
   3.4. BoD-11-12-#05
   3.5. BoD-12-03-#12

   Motion Passed.
4. **Business arising from the minutes and new business**

4.1 Legal Update

   4.1.1 Enter into closed session (BoDR-12-05-#65) (D. Simeone)

Motion passed.
Discussion ensued in closed session.

4.2 Special Projects (BoDR-12-05-#66) (A. Kaats)

Discussion ensued.

**BIRT** that the Vice-President (Finance) be authorized to engage the MBCG to complete Phase 2 of its research study for an amount totaling $5,000 (replacing the previous allocation of $2,000) from the Board of Directors Discretionary Spending line.

Motion passed.

   4.2.3 Exit from closed session (BoDR-12-05-#67) (A. Kaats)

Motion passed.

4.3 PGSS Budget and Fee Restructuring (Appendix A) (BoDR-12-05-#68) (A. Kaats)

Discussion ensued.

**BIRT** the enclosed 2012-2013 PGSS budget and financial plans be approved including the proposed Special Projects, fees, loans, salaries and investments.

Motion passed.

4.4 MoU: Deloitte Agreement (Appendix C) (BoDR-12-05-#69) (A. Kaats)

Discussion ensued.

**BIRT** the PGSS enter into the agreement proposed by Deloitte enclosed herein

Motion passed.
4.5 MoU: PGSS-GPS Grants Program (Appendix D) (BoDR-12-05-#70) (A. Kaats)

Discussion ensued.

**BIRT** the PGSS enter in an agreement with McGill University concerning the funding and implementation of the Grants Program based on the principles contained in the Memorandum of Understanding enclosed herein.

Motion passed.

4.6 MoU: McGill Lease Extension (Appendix E) (BoDR-12-05-#71) (D. Simeone)

Discussion ensued.

**BIRT** the PGSS agree to enter into a lease extension as long as the end dates does not correspond to the same end-date of the PGSS-McGill MoA.

Motion passed.

4.7 MoU: Library Improvement Fund (Appendix F) (BoDR-12-05-#72) (A. Kaats)

Discussion ensued.

**BIRT** the PGSS enter in an agreement with McGill University concerning the Library Improvement fund based on the principles contained in the Memorandum of Understanding enclosed herein.

Motion passed.

4.8 MoU: PGSS Needs Based Bursary Program (Appendix G) (BoDR-12-05-#73) (A. Kaats)

Discussion ensued.

**BIRT** the PGSS enter in an agreement with McGill University concerning the financing and implementation of a Needs Based Bursary Program based on the principles contained in the proposed Memorandum of Understanding enclosed herein; and

**BIFRT** the PGSS be authorized to replace the Education Bursary Program and the related agreement with McGill University with the Needs Based Bursary Program and the agreement entered into with McGill University regarding that program.

Motion passed.
4.9 MoU: Ubriety (Appendix H) (BoDR-12-05-#74) (D. Simeone)

Discussion ensued.

**BIRT** the PGSS enter into the enclosed agreement with Ubriety concerning the development, implementation and support of the software systems for PGSS as described in the agreement following cost “Option A”.

**ADD BIRT** the following provisions be included in the MoU:

“If Ubriety ceases to exists due to bankruptcy or dissolution, the PGSS shall receive all IP associated with the contract in perpetuity with the right for internal use”

That the “No solicitation” clause be bi-lateral

Eliminate Ubriety liability being limited to profit

The uptime requirement be raised to 99.999%

Motion passed as amended.

4.10 MoU: PGSS-MCSS-MCGSS Relationship and Agreement (Appendix I) (BoDR-12-05-#75) (A. Kaats)

Discussion ensued.

**BIRT** the PGSS enter into an agreement with the MCSS concerning fees levied from the MCGSS and MCSS's provision of access to PGSS members registered at Macdonald Campus to MCSS's clubs and services, businesses, and events and activities, all based on the principles of the proposed Memorandum of Agreement enclosed herein.

Motion passed.

4.11 MoU: SSMU MoA revision (BoDR-12-05-#76) (A. Kaats)

Discussion ensued

**BIRT** the PGSS into an agreement with the SSMU as described in the attached agreement.

Motion passed.
4.12 MoU: Handbook Printer (BoDR-12-05-#77) (A. Kaats)

Discussion ensued

**BIRT** the PGSS enter into an agreement with Sisca concerning the printing of the PGSS handbook as described in the attached agreement.

Motion passed.

4.13 Project Proposals (Appendix J) (BoDR-12-05-#78) (A. Kaats)

Discussion ensued.

**BIRT** the following of those project proposals be approved:
- Renovation of Basement areas including the Kitchen and storage areas
- Legal Proceedings to Assert Decision of Membership re: CFS Membership
- Pricing and Rental Structure Overhaul
- Information Technologies Project
- Thomson House Security
- Organization of Thomson House and the Annex
- Thomson House Furnishings
- Thomson House Maintenance
- Sustainable Thomson House & PGSS (Phase 1)
- PGSS Accounting System Overhaul
- Refurbishing of the Annex
- PGSS Leisure Course Review
- Daycare Project
- Executive Transition/Orientation
- PGSS Agenda (Handbook) Review
- Creation of Human Resources Documents and Procedures
- PGSA Insurance Project

**BIFRT** that the senior managers be tasked to create and maintain, by June 15th, 2012, one spreadsheet detailing the deliverables, the milestones and a monthly cash flow for all these projects.

Motion passed.
4.14 Amendment of the PGSS-McGill MoA (BoDR-12-05-#79) (A. Kaats)

Discussion ensued

**BIRT** the PGSS formally request that McGill University replace section 17 of its Memorandum of Agreement with McGill with a text containing the following principles:

“17. **Thomson House Maintenance Fund** 17.1 The PGSS shall maintain a fund entitled the Thomson House Maintenance Fund financed by separate fee levy. This fund shall be used for the sole purpose of performing maintenance on Thomson House.”

**BIFRT** That inconsistencies between our MoA and the new fee structures and governing documents be removed.

**BIYFRT** section 19 be modified such as the PGSS is not involved in the regulation of campus-wide activities

**BIYFRT** section 16 be modified such as the PGSS can provide catering services to PGSS outside of Thomson House

Motion passed.

5. **Discussion**

Discussion ensued.

**Adjournment** 9:05 pm
Call to Order
30 May 2012, 6:39 pm

Present: Noah Billick, Martin Lennox, Grayden Wagner, Adrian Kaats (VP-Finance), Daniel Simeone (VP-Internal), Roland Nassim (President)

1. Special Order of the Meeting:

1.1 Corporate Operations Manual (BoDR-12-05-#80) (R. Nassim)

BIRT the Board adopts the attached Corporate Operations Manual to take effect June 1st, 2012.

BIFRT the Board refer the attached appendices to the Executive Committee to be reviewed in collaboration with the PGSS management, and be brought back for approval at the board of directors at its upcoming meeting.

Motion passed with the following comment

The adopted COM and the planned Appendices, particularly the EPM, should be actively reviewed during the 2012 portion of the amendment period in order to ensure that the documents are either achieving the desired results or are appropriately enhanced and amended to do so.

Adjournment
31 May 2012, 8:08 pm
Call to Order
30 May 2012, 6:39 pm

Present: Noah Billick, Martin Lennox, Grayden Wagner, Adrian Kaats (VP-Finance), Daniel Simeone (VP-Internal), Roland Nassim (President)

1. Special Order of the Meeting:

1.1 Business Operations Manual (BoDR-12-05-#81) (R. Nassim)

BIRT the Board adopts the attached Business Operations Manual to take effect June 1st, 2012.

BIFRT the Board refer the attached appendices to the Executive Committee to be reviewed in collaboration with the PGSS management, and be brought back for approval at the board of directors at its upcoming meeting.

Motion passed with the following comment:

The adopted BOM and the planned Appendices should be actively reviewed during the 2012 portion of the amendment period in order to ensure that the two documents are either achieving the desired results or are appropriately enhanced and amended to do so.

Adjournment
31 May 2012, 7:39 pm