EGSS Meeting Minutes – Convocation Planning

Date: October 23th 2014
Time: 3:30pm
Location: Grad Lounge

Present: Lorraine, Ian, Glenda, Yongfei, Andrea, Vita-Marie, Cheng
Regrets: Jessica Chan, Ulemu, Asia, Jim, CJ, Karen, Chad

Guests:

1. Food/Reception
   o Funding:
     ▪ Andrea: we will have $ 500 from the faculty. If it is OK we go over a little bit or that is the limitation?
     ▪ Lorraine: Given our current healthy financial position, I think it likely that the EGSS could contribute. I think there is the expectation that we should contribute. Some of the purchasing (e.g., jugs) can be included under the EGSS expenses, as we may need them in the future events.
   o Participants:
     ▪ Andrea: Should we invite both faculty and students? How many people will attend?
     ▪ Ian: I could help with the invitation, and we can ask Celina to help us sending out through the mailing list.
     ▪ Yongfei: we can ask for previous statistics to get a sense of the number of participants.
   o Table setting:
     ▪ Andrea: Do we have extra plates, forks, and table settings?
     ▪ Ian: They are in the closet.
     ▪ Lorraine: Do we want fresh flowers or fake flowers?
     ▪ Andrea: Last time we bought fresh flowers on the convocation day.
     ▪ Glenda: If we use fresh flowers, can we give each graduate student one flower?
     ▪ Andrea: That is a lovely idea.
     ▪ Glenda: Do we need to confirm with the librarian earlier? Then they may enough time to help us organize tables.
   o Food
     ▪ Andrea: I went to Metro and it offers some party options.
     ▪ Glenda: You can check Old Farm Foods as well.
     ▪ Ian: Yes. We had their food during the Shiralli Forum. And we need to order some veggies and gluten free food.
     ▪ Lorraine: Yes, a mixed platter of gluten free and veggies.
     ▪ Andrea: OK. Can anyone in charge of the beverages?
     ▪ Lorraine: I can help. And about coffee, you can also check with Marlene/Celina for the price of catering for that here.
     ▪ Andrea: OK.

2. Extra helper for social events coordinating
   o As Asia has to deal with a emergent family issue, Andrea asked for extra help for organizing the rest EGSS social events. Lorraine will write an email to inform all the graduate students. At the same time, the entire EGSS executive committee will try their best to support Andrea’s work, offering helps when she needs.
3. November social event
   o Andrea: Considering the changing of weather, the hiking event in November needs to be rearranged.
   o Glenda & Lorraine: Having some indoor activities instead. E.g., pizza and board game night.
   o Andrea: Good idea and we can hold that in the lounge.
   o Glenda: How about Nov. 13th?
   o Yongfei: We can start early, 3 to 6 pm, if someone has evening class they are still able to attend.
   o Ian: And we can start a doodle pool, and ask people to bring their own games.
   o Andrea: Will EGSS pay all the expenses or participants will contribute as well?
   o Ian: EGSS can contribute part of the cost.
   o Lorraine: People can contribute if they want.
   o Could we ask for charitable donations and as a committee select an appropriate local charity to support? We could do that for other EGSS events as well? All the donations can be used for some charity program and help some people outside of our faculty.
   o Andrea: That is nice. I think Emily had such ideas earlier. We can talk to the new Good and Welfare rep about this.

4. External Halloween Party
   o Andrea was going to work on the details for an external Halloween party among four faculties in Grad Club on Oct. 31st. She asked whether EGSS accepts the invitation and splits the expense (doorkeeper fee) for the party. After discussion, EGSS would like to pay a maximum of $40 to support this event, and Lorraine emphasized the insurance liability issues regarding holding this event in someone’s house, which are not of concern if held at the Grad Club.

5. Faculty Share
   o Lorraine said Rebecca had the names for this year’s Faculty Share. A few details need to be finalized. Will release the news as soon as they have the final result.

6. Motions
   o None

7. AOB
   o None

Approval to end the Meeting