PGSS

POST-GRADUATE STUDENTS' SOCIETY OF McGILL UNIVERSITY INC.
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