PGSS

POST-GRADUATE STUDENTS' SOCIETY OF McGILL UNIVERSITY INC.
Board of Directors Meeting - Minutes
Thomson House, Room 403
12 October 2010 – 19h00
BoD-10-10-#04

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

Observers: Business Manager Andre Pierzchala

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