



Executive Meeting Minutes

20th May 2016

Present: Durai, Amit Chandra, Bhavreet Gill, Mahsa Moosavi

Call to order: 2:36 pm

1. **Space booking for may 27th Council meeting:** VP internal is mandated to do.
2. **Agenda for the council meet:** various things to be discussed are:
 - a) Website Presentation by VP Finance
 - b) ECE dep. Rep. appointment
 - c) Approval of last council meeting minutes
 - d) Conference subsidy
 - e) Hiring committee
 - f) Time sheet and honorarium (500\$ for each exec and \$325 for each rep)
 - g) Proposals for workshops by all dep rep.
 - h) Job bank and housing bank (creating forum)
3. Proper Financial report from Ashiq Rahman should be taken for the GSA funding policy and the current year budget has to be planned.
4. A group picture of all the council members should be taken in the next council meeting on may 27th.
5. Lock change for ECSGA Office Update: Still in progress, will cost us \$150
6. Bylaw committee meeting: should be planned soon, first meet is for ECSGA team and second team should be open to all ENCS graduates.
7. All committee meeting should have refreshments; committee meeting should be unpaid.
8. Stationary and Printer working: VP internal is in charge
9. Reimbursement form should be prepared: VP Finance is in charge
10. Office rearrangement should be done in the next week

Adjournment: 4 pm