

Procès-verbal de la réunion mensuel de l'AÉDH  
Minutes of the HGSA Monthly Meeting

Jeudi le 2 novembre 2006  
Thursday November 2, 2006  
Grad Loft

***En attendance / In attendance:*** Melanie Morin, Takuya Tazawa, Amy Larin (Secretary-Archivist), Adam Gough, Rob Talbot, Steve Gooch, Jan Raska (VP Internal), Marilyn Sweet (VP Finance), Shawn Anctil (VP External), Katie Rollwagen (President),

**Affaires anciennes / Old Business:**

1. Approval of last month's minutes:
  - Adam moved; Marilyn seconded
2. Professor Davis's book for sale (Shawn):
  - There are 18 boxes, about twenty books each, and we have finished the inventorying 12 boxes
  - Shawn requested help moving boxes tomorrow: Amy and Rob volunteered.
  - Shawn intends to arrange the books thematically to approach booksellers
  - There are a lot of books on Detroit; Jan mentioned that we might contact the Detroit Public Library if we can't find another interested buyer.
  - Once we arrange the books thematically, Shawn will e-mail (or fax, phone, etc) the booksellers to see what prices they offer us.
3. Pub Night (Jan):
  - Tuesday's Halloween party was a success
  - Jan mentioned that it was hard to get feedback during the rotation of venues; suggestions are hard to come by, but la maison (Acadian House) was well-received
  - La maison
    - a. Nice atmosphere
    - b. Plenty of space
    - c. Good venue for French conversation night
  - Jan asked for Shawn's suggestions, since it's under his mandate, but Shawn, since he hasn't been attending the pub nights regularly, said didn't feel comfortable making any decisions on day or venue
  - We can always re-evaluate the issue after Christmas, when the new term starts
4. Procedures for Budget Requests:
  - Katie read the procedure to the group (the procedure was distributed to students via e-mail with the agenda):

**Any HGSA funding or reimbursement request totalling more than \$100.00 CAD, must include proof\* that requests for all applicable\*\* sources of funding or reimbursement available through GSAED and the University of Ottawa have already been made. The HGSA funding or reimbursement request will then be considered by the HGSA as per the HGSA Constitution. If there are no applicable sources of funding or reimbursement available through GSAED and the University of Ottawa, then the HGSA request will be considered by the HGSA as per the HGSA Constitution.**

**\*Proof in this context is an e-mail or letter of acceptance or refusal of the request by the University of Ottawa or GSAED, or an e-mail by the University of Ottawa or GSAED that they have received the request.**

**\*\*Applicable means simply those funding and reimbursement options through the University of Ottawa and GSAED that the HGSA funding or reimbursement request would qualify for.**

- Katie moved it be open for debate; Shawn seconded
- Shawn said, as the key event organizer, it's unnecessary
- Rob suggested softer language, maybe reasonable instead
- Katie mentioned that the motion will be just floating, because we don't have any official procedures; where would be put the procedure?
- Jan said it's good that we are in the position to consider these policies; we need to keep a policy of financial responsibility; should we raise the amount?
- Melanie asked: what is our current policy? Katie answered that we sometimes give money to students for events, but we always follow strict procedures
- Takua asked: why are saying \$100? It was explained that it was simply an arbitrary number.
- Katie questioned the ambiguity of the procedure, because it doesn't state whether it is a payment of \$100 or \$100 overtime to an event/student—we need to clarify this issue
- Rob asked if we could simply create a broad policy of always asking funding applicants if they have sought funding from other sources
- Katie recommends an amendment to the procedure: Jan moved to amend and Adam seconded.
- Katie drafted a new procedure;
  - a. Shawn recommended that the amount be \$50, because that's the amount mentioned in the Constitution
  - b. Jan recommended that we get proof in writing:

- **Katie moved to table the amended procedure, and Steven seconded**

**The new procedure:**

**When members and other parties request funds from the HGSA for any amount exceeding \$50 CAD, the HGSA reserves the right:**

- a) **To ask if alternate sources of funding have been pursued, and to ask for proof\* of such;**
- b) **To deny funding requests which voting members (present at the Monthly Meeting where the request is being considered) believe do not meet the objectives of the association as set out in the constitution.**

**\* Proof is defined as an e-mail or letter demonstrating that applications to other funding sources, such as the University of Ottawa or GSEAD, have been made.**

- The new procedure was approved unanimously

**Affaires nouvelles / New Business:**

1. Publishing Workshop:

- Katie explained that Dr. Perrier will conduct a Publishing Workshop on Tuesday November 21, 2006
- Katie asked someone to make the posters; Amy volunteered, and Melanie offered to do the French translation
- Should we offer juice and cookies? It will be a brown-bag lunch workshop, so it was decided that it will take place between 11:30-1pm
- Location needs to be determined: Simard, GSEAD room
- An e-mail should be sent to Suzanne Nov. 13, 06, and another e-mail reminder closer to the date
- Katie spoke with Eric Gagnon, President of the HAS, about a joint workshop/roundtable on careers in History

2. French Conversation Nights

- It's part of our mandate to promote bilingualism
- Posters?
- Unfortunately, the French exam took place today, so some people may have missed the benefits of the French Conversation Nights; however, it may add an extra push for those who failed the exam this time to come out and improve their French
- La Maison? Tuesday? Thursday?
- It was suggested that it take place an hour before pub night, but there's a French seminar on Wednesday evenings

- It's important to find a time/venue which is accessible to students, close to the department, because it's often a different crowd than the pub nights
- It was decided the French Conversation Night will take place on Tuesday November 14 at La Maison
- Katie asked if we should supply pitchers of drinks, but Marilyn said it might not be fair to those who are coming after class (the pitchers will be gone)
  - a. It was decided that we will NOT buy pitchers this time, and make a decision for future conversation nights
- Marilyn brought up the Christmas Pot Luck, because we need to start organizing
  - a. Olivia had volunteered to organize it at the previous meeting; Shawn, Melanie, and Marilyn volunteered to help
  - b. They will decide the day, and make up the budget for the next meeting, so it can be approved
  - c. We need to contact Dr. Perrier for suggestions on the day
  - d. Katie asked attendees whether we should provide wine or food; Melanie mentioned that there are some potentially serious legal implications with us supplying liquor
  - e. Marilyn proposed a motion that we provide food not wine, and Jan seconded
    - i. It was accepted unanimously
  - f. Katie: we'll be paying for some food, but not nearly enough, so we'll need people to bring food as well.
  - g. Shawn suggested we send out an e-mail: who wants to bring wine? The first few to respond will bring wine
- Jan reported on the status of the movie nights: Juraj e-mailed him and he'll pass the e-mail on to Shawn, since it's more his mandate
  - a. Any volunteers to help?
  - b. Jan suggested that we put the HGSA behind him; Juraj will supply the dates and draw up a little budget for snacks, so it can be approved at the next meeting
  - c. We'll help get a room and create posters, but we will leave it to Juraj to pick the dates
  - d. It was suggested posters be put up at Library and Archives Canada (LAC), Carleton
  - e. Shawn suggested that Juraj e-mail him

Mise à jour des comités / Committee Updates:

**1. GSEAD (Adam)**

- Elections: all were acclaimed
- GSEAD is looking for help on their committees (conference)
- Tuition Fees: Philippe Marchand went to Dalton McGuinty's constituency office to protest tuition hikes (had a petition with 7500 signatures)
- SFUO will present a proposal to the Cabinet of the University for Amnesty for February 7, 2007
- GSEAD voted to use \$37,000 from the Capital Building Funds to pay Nostalgica's debts
  - a. New chef-manager
  - b. 12-15% price increase proposed and new menu coming

**2. CUPE (Shawn)**

- Shawn stated that he looked into evaluations of Teaching Assistants: professors are required to show that evaluations
  - a. To see your evaluations, you can go talk to Human Resources—any evaluation in your file that wasn't shown to you, you can ask that it be removed
  - b. It is very important that professors show you your evaluation—ask them to see it.

**3. Departmental Assembly (Rob Talbot & Melanie Morin):**

- Katie apologized that she did not notify the representatives of the assembly, so they missed it
- Shawn asked that the representatives ask about the Teaching Assistantships for the next semester.

**4. Graduate Studies Committee (Steve Gooch & Melanie Morin)**

- No meeting, nothing new to report

**5. CHA (Amy & Katie)**

- Nothing new to report.

Adjournement / Closing:

- Amy moved that the meeting be adjourned, and Shawn seconded.