GSAN Committee Meeting Minutes: Monday, May 3rd 7:00PM

Meeting Agenda:
1. Welcome and Land Acknowledgement (Kaitlyn)
2. Spring Assembly and Executive Elections (Kaitlyn)
3. Communications Team Updates (Social Team)
4. Community Agreement Check-In (Group)
5. Constitutional Amendment (Group)
6. Roundtable Updates
7. Open Forums

1. Welcome and Land Acknowledgement (Kaitlyn)

1. Land acknowledgement done by Kaitlyn.
   - 1.1. *McGill University is situated on the traditional territory of the Kanien'kehà:ka, a place which has long served as a site of meeting and exchange amongst nations. We recognize and respect the Kanien'kehà:ka as the traditional custodians of the lands and waters on which we meet today.*

2. Spring Assembly and Executive Elections (Kaitlyn)

2. Timelime for the new elections of new Executives and Spring General Assembly:
   - 2.1. **May 5th:** Call for applications for executive (i.e. VP) positions
     - 2.1.1. All IPN students can run for VP positions
     - 2.1.2. Candidates for President must be current members of GSAN
     - 2.1.3. Information will be put out in a call for applications, but more info can also be obtained by email (Kaitlyn: kaitlyn.easson@mail.mcgill.ca)
   - 2.2. **May 13th (6 PM):** Q&A session with current GSAN Executives
     - 2.2.1. To learn more about what it's like to run for and hold a GSAN VP position
     - 2.2.2. If you can't make it to this session, you can reach the current Execs by email if you have questions.
     - 2.2.3. Event links: https://fb.me/e/JoAvYfle; https://mcgill.zoom.us/j/86071061925
   - 2.3. **May 21st:** Application deadline for Executive positions
     - 2.3.1. Includes submission of a nomination form with 10 signatures from IPN students
   - 2.4. **May 27th:** Spring General Assembly and Election of new Executive members
     - 2.4.1. At the GA, present members will vote for the new Executive team
     - 2.4.2. We will also go through amendments to the GSAN Constitutions
   - 2.5. **Early June (date TBD):** Final GSAN Committee meeting for the year
     - 2.5.1. Transition meeting, with both current and new Executive members invited
     - 2.5.2. We won't be holding Committee meetings over the summer but committee members are welcome and encouraged to continue planning social and/or academic events

       2.5.3. After June, committee members will officially be under the new Executive, but are welcome to refer to the old Executive for help/questions, as Summer is a transition period!

       2.5.4. The last Committee meeting should be brief; hoping to have a fun, social (optional but encouraged) hangout after the meeting (virtually). Welcome to bring a drink and we can play some online games!

3. Many thanks from Kaitlyn to this year's Executive team!

3. <u>Communications Team Updates (Social Team)</u>

1. <u>Fitness Challenge Updates:</u>
   1.1. GSAN is winning!
   1.2. Claudia will announce the winner tomorrow on social media. We don't win a physical prize/award, just pride!
2. <u>Lab Shenanigans Giveaway Update:</u>
   2.1. Gave away one sweatshirt and one T-shirt to 2 winners (free of charge for GSAN)
3. <u>Other:</u>
   3.1. Someone reached out to GSAN asking if we would be willing to host a Zoom session to have an open discussion about IPN stipends.
   3.2. Unclear what their objective is other than having a discussion.
   3.3. As we all (as IPN students) have a common interest to have the stipends be increased, unsure how fruitful this discussion would be.
   3.4. Kaitlyn's suggestion: reply to them and tell them to reach out to Aimee Ryan as she is very involved in the working groups on graduate student stipends.
          3.4.1. Aimee Ryan, Associate Dean, Graduate Studies and Postdoctoral Affairs
          3.4.2. Email: aimee.ryan@mcgill.a
          3.4.3. Maybe also contact the IPN administrator at administrator.ipn@mcgill.ca

4. <u>Community Agreement Check-In (Group)</u>

1. The <u>GSAN Community Agreement (CA)</u> has been out for a couple of months now, in a pilot phase.
   1.1. Access the CA here: https://gsaneuro.com/gsan-community-agreement/
   1.2. We have received a few feedback points on it so far.
2. <u>Next steps/moving forward with the GSAN Community Agreement:</u>
   2.1. So far, we have been holding small and virtual events this year.
          2.1.1. This allows us to be able to "monitor" or be aware of everything that occurs in our events.
   2.2. However, as things move to larger and in-person events where we as GSAN members cannot always monitor what's going on, we want to have a standardized way for students to report anything that goes against our values and our Community Agreement.

3. Kaitlyn: Draft of method by which students can signal or report such misconduct or violations of the Community Agreement:

"Updates to Community Agreement to Include Reporting
Preliminary draft of sections to be added at the end of current community agreement:

Other Policies and Regulations
As McGill students, all members of the GSAN community are expected to abide by McGill's relevant policies and regulations, including the Code of Student Conduct and Disciplinary Procedures, in addition to the specific standards of behaviour listed above.

Reporting Violations of the Community Agreement
If you believe an individual has violated the Community Agreement while participating in a GSAN event or online community, you may report your concerns through one of the following avenues:

- *Speaking directly to the GSAN Equity Officer or a GSAN Executive Member in person or through email at gsan.mcgill@gmail.com.*
- *Reporting your concerns by submitting an online report, with the option of remaining anonymous.*

Consequences of Violations of the Community Agreement
Individuals who violate the GSAN Community Agreement may:

- *Receive a single warning, after which they are expected to immediately stop the problematic action or behaviour.*
- *Be asked to leave the event, if the event where the violation occurred is still ongoing.*
- *Be subject to restrictions of their participation in future events and/or GSAN's online community spaces.*

Violations involving breaches of McGill's policies and regulations are also subject to McGill's disciplinary procedures. Individuals who report violations of the GSAN Community Agreement will have the option, at their own discretion, to report the violation to McGill's disciplinary avenues. If the reporting individual wishes to pursue this avenue, they will be referred to the GSAN Advocacy Officer (gsan.advocacy@gmail.com), who will provide them with information about their options and support through the reporting process."

4. Reporting violations of the Community Agreement can therefore be done by:
    4.1. Speaking directly to the GSAN Equity Officer (new position; to be discussed shortly) or to a GSAN Executive member.
    4.2. This communication can be done in person, by email or anonymously through an **online form.**
    4.3. HBHL has a similar format for their online form.
    4.4. Examples of violations can include (as an example) misgendering someone. Essentially any activity which goes against values listed in Community Agreement.
5. The above update to the Community Agreement also lists consequences of violations of the Community Agreement:
    5.1. These include receiving one warning, being asked to leave the event, and/or being restricted from participating in future events.

5.2. It is important to have clearly listed consequences as a means of showing we take these violations seriously and that we follow through on our commitment to the respect of the Community Agreement.

6. Input from Claudia:
   6.1. If we have an online form for reporting of misconduct per the Community Agreement, we will need to monitor it very frequently so as not to delay in responding to/addressing anyone's concerns.
   6.2. Kaitlyn: completely agree! Hence the creation of the new position of **GSAN Equity Officer.**
   6.3. The GSAN Equity Officer will be in charge of monitoring reports and ensuring consequences are applied and respected (more on the Equity Officer in the next point of discussion).

5. <u>Constitutional Amendment (Group)</u>

1. <u>Proposed Constitutional Amendment regarding the GSAN Equity Officer:</u>

Proposed Constitutional Amendments
Article V.
Section 14. Equity Officers
Equity Officers shall be responsible for

> *i. maintaining, revising, and publishing the GSAN Community Agreement*
> *ii. overseeing the implementation of the GSAN Community Agreement, which shall include:*
>> *a. publishing and monitoring a reporting form that GSAN community members can use to report breaches of the Community Agreement*
>> *b. taking appropriate action to investigate and remedy reported breaches of the Community Agreement*
> *iii. organizing annual equity, diversity, and inclusion workshops for the GSAN Committee*
> *iv. representing the GSAN Committee on the IPN Systems, Knowledge, and Empowerment Committees*

1. <u>Description of the new GSAN Equity Officer position by Simon:</u>
   1.1. Position was developed following discussions with Dhabisha (IPN Project Administrator).
   1.2. The IPN has created **three Equity, Diversity & Inclusion (EDI) committees** (Knowledge, Empowerment, Systems).
   1.3. Currently, they are all appointed (Professors and students sit on these committees to have discussions, develop and implement rules, and establish actions to take).
   1.4. The idea in creating the GSAN Equity Officer position was to create a liaison between GSAN and the GSAN community and the IPN EDI committees.
   1.5. In addition, perhaps the GSAN Equity Officer can take on other roles (such as editing/maintaining/updating the GSAN Community Agreement, which was done this

       year by the Sustainability Committee as they had time to do so with their other commitments).

2. <u>Questions from the group about the GSAN Equity Officer:</u>
    2.1. The IPN committees work all year, so the GSAN Equity Officer may also have to work year-round to maintain the continuity of communication with the IPN EDI committees.
        2.1.1. GSAN Equity Officer is a committee members, and committee members have a term from Sept-Aug, so this should not be a major concern.
    2.2. Concern about confidentiality: how much information can be shared (bi-directionally) between GSAN and the IPN EDI committees?
        2.2.1. Information discussed *should* be free to be shared amongst EDI committees and with GSAN, but there may be concerns here.
    2.3. How many Equity Officers should we have per term (i.e. Sept-Aug)?
        2.3.1. We are waiting for Dhabisha to finalize how often meetings within the IPN EDI committees would be.
        2.3.2. If IPN EDI committee meetings (for each committee) are bi-weekly (i.e. every 2 weeks), we could have 3 officers to split the workload.
    2.4. Note: if/when this new position is amended into the GSAN Constitution, we cannot make any modifications to this until the next General Assembly.
        2.4.1. Suggestion from Kaitlyn to keep the position description on the general side for now, to allow for the position to adjust and evolve with experience/feedback.
    2.5. Kaitlyn:
        2.5.1. IPN's EDI committees' procedures are internal, as opposed to GSAN.
    2.6. The GSAN Equity Officer position has similarities to the GSAN Advocacy Officer position.
3. <u>As this is an amendment to the GSAN Constitution, present members must vote on its acceptance.</u>
    3.1. 23 voting members in today's Committee meeting.
    3.2. Asked to raise hand if you abstain or do not agree with this amendment.
        3.2.1. Count: 1 abstain, 0 no
    3.3. So, **the motion passes by 22 to 0 to 1**, and will go forward!
4. <u>Last comments about reporting procedure/GSAN Equity Officer position:</u>
    4.1. The online form for reporting is not officially active yet, but Kaitlyn may launch it and monitor it over the summer as we will not yet have an Equity Officer. They would take over once elected in September.
    4.2. The Equity Officer is a committee member, and they would be under the President, along with the Advocacy Officer.

6. <u>Roundtable Updates (Teams Who Did Not Submit Agenda Items)</u>

Social Team (Sia & Belal):
- Last month we hosted a Jackbox Game Night:
    - Event died a little, with only 3 attendees.
    - Th timing is most likely the reason (end of term).

- Hoping to get better weather for potential outdoor events once this is permitted.
  - Something wholesome is in the works!
- If you have any ideas or suggestions, message Sia on the GSAN Committee Slack.
- Question: is there a way for those not in MTL to participate in the Scavenger Hunt?
  - We strive to be inclusive, so we will adapt the event so this is possible!
- We will soon be moving into the hybrid era of in-person and virtual events as guidelines become less strict, but while many will still be attending McGill remotely.

Academic Team (Suijian & Sujeevini):

- We will be hosting a career panel with 4 great speakers during the week of May 17th to 25th!
  - Matthew Satterthwaite, Dr. Jean M. Zarate, Dr. David Mendes da Silva, Robin Sawaya
- Hoping for everyone to attend, please share the event FB page!
  - Will be created soon.
- Sujeevini (via Kaitlyn): currently working on a "Methods 3 Minute Thesis" event.
  - Nancy: still trying to find judges for this event, currently putting together a rubric to evaluate presentations.
  - Judges are the biggest determinant of event happening.
  - Event may take place in the beginning of June.
- Update from Elly on Language (French) Classes:
  - Interest from instructors for holding classes in the summer was only from the Advanced French instructor (Firoza).
  - Need to find new Beginner and Intermediate French instructors for the Fall.
  - If we do hold the Advanced French over the summer, maybe best to market it as a conversational class (this gets the most interest).

Wellness Team (Caroline & Lucy):

- Did not really have a lot going on this past month
- Lucy: please send over any ideas for the Wellness Newsletter!

Sustainability Team:

- Sustainable mask-making video has been posted and shared!
- Plan to hold a cooking event on June 3-4 (Acadian cooking with a chef from Instagram).

Nothing to report from PGSS Council Meetings.

MNI Representatives:

- Recently held a Games Night.
- Ghislaine: including the institute reps, had 10 people in attendance.
- People stayed over time!

- Gave out socks as prizes.
- Sarah: someone liked it a lot and asked about next MNI event! So there is interest.

7. <u>Open Forums</u>

All points discussed in roundtable above.