

PAGSA November 2023 Executive Council Meeting

Time: Thursday, November 2nd, 13:00AM - 14:30PM

Where: Elliott 105 (Reading room), or on Zoom:

<https://uvic.zoom.us/j/4045074427>

Order of the day:

1. Call to Order
2. Adoption of Minutes:
 - a. [Agenda August 2023](#)
3. Chair's Remarks Alexandre
 - a. Changes to our finances
 - b. Mailing list, Discord & and Gmail
 - c. Future meetings
4. External Updates Ted
Jade, Jonathan
 - a. CUPE
 - b. GSS
5. New Business Alexandre
 - a. CRC candidate events, hosts
 - b. Budget and activity overview for the year
 - c. End-of-semester event
 - d. Outreach & Grad School
6. Internal Updates Scott
Simon
Adrienne
Max
 - a. Academic
 - b. Social
 - c. Student Affairs
 - d. Sports
 - e. Reps
7. Task Cleanup Annabelle, Bryn, Olivia
Alexandre

Minutes

Taker: [Aydan McKay](#)

Executive Members:

- Alex Beaubien - Present - In Person
- Aydan McKay - Present - In Person
- Max Kurzner - Present - In Person
- Simon Smith - Present - In Person
- Scott Wilkinson - Present - In Person
- Adrienne Scott - Present - In Person
- Bryn Lonsbrough - Present - In Person
- Olivia Masella - Present - In Person
- Annabelle Czihaly - Absent - Regrets Sent
- Jade Fischer - Present - In Person
- Jonathan Qualter - Present - In Person
- Ted Grosson - Present - Online

1:03 - Call to Order - Mover: Alex Beaubien

1:04 - Adoption of Minutes - Mover: Alex Beaubien

1:05 - Chair's Remarks - Mover: Alex Beaubien

Changes to our Finances

Monica (the administrative officer) has set up a new bank account for PAGSA events in particular to create a separate money stream from the general department pool, where the money we use for events came from in the past. This allows for more accurate records keeping on both our end and the department's, as we can at any time determine our balance by reaching out to Monica.

The other change with the new administrative officer is that PAGSA will now submit a budget estimate to the department for the events we will hold this year. This will determine how much money is in the PAGSA account, for which we can submit Business Expense Reimbursement forms (BERs) to repay the exec members who front the costs (within the budget!) before the event is held.

The budget estimate submitted to the Department shall include the expected costs of the End-of-Semester Event, the Welcome Back BBQ, a larger PAGSA-endorsed event (Social Rep to follow-up), and academic events commonly held many times throughout a semester such as Software Plumbing and SPACE.

Mailing list, Discord, & Gmail

An overview of the shared executive folder on Drive was given for the new exec members by Alex. A comment was that the Drive can also be a place of non-executive documents such as photos from events and any other type of PAGSA-related file.

Future Meetings

Action Item (Alex Beaubien): The meeting times will now be planned at the beginning of the semester instead of a week ahead of the end of the month. Alex will circulate a poll for what time works for the exec so that the meetings can be planned around rather than the other way around.

1:12 - External Updates - Mover: Alex Beaubien

1:12 - CUPE - Mover: Ted Grosson

There was an issue with AIS payments over the summer. They weren't handed out due to an alleged HR problem. This was thankfully remedied recently.

Ted is unable to make the next CUPE meeting and has asked if any other students available and interested are able to go in their place.

1:13 - GSS - Movers: Jade, Jonathan

The GSS AGN has just passed, where the main talking points had to do with the structure of the GSS and internal affairs. A couple of key takeaways are as follows:

The board went over the financial audit for the GSS in the meeting, with the overall outcome being that the society is functioning well. A lot of money was also accumulated and not used over COVID-19, which means there are a lot more events this year due to the surplus of funding.

Previously, a leave of absence from your studies meant you were no longer part of the GSS, but with the recent amendment, you are still considered an affiliate member of the GSS, giving you access to the Medical and Dental plans, etc.

Action Item (Jade Fischer): Jade will send out a poll for contributing ideas for the next GSS meeting.

One comment for the increased number of events was the inclusion of more diet-friendly options, particularly with respect to gluten-free options.

1:18 - New Business - Mover: Alex Beaubien

1:18 - CRC candidate events, hosts

Starting next week, 2 candidates per week are coming in and the Department has asked for PAGSA Representatives to meet these CRC Candidates. The goals are for us to give them a sense of the grad student body in physics and astronomy at UVic, as well as we are needed to provide feedback on the CRC candidates for the Department.

The PAGSA roles would be as hosts, with an open invite to anyone who would like to attend to a limit due to funding. Roughly 8 students per event are funded for a drink (alcoholic permitted) with some extra money for a couple of table share foods likely. The expected budget is ~\$120 from the Department for each CRC Candidate meeting.

The main message is to spread the word about this so anyone interested in meeting them can, but we need some hosts.

1:29 - Budget and activity overview for the year

This point follows the previous discussion about sending a budget estimate to the department. Some expected expenditures are as follows:

Academic Expenses: Approximately 4 Software Plumbing Events and 14 SPACE talks, each of which cost roughly \$25 for food and coffee to operate.

Social Expenses - Welcome Back BBQ, End-of-Semester event, and a larger excursion like bowling from a couple of years ago. Expected costs are unknown at the time of the meeting.

Reminder: We are expecting a budget of ~\$700 for social events. With this money, it would be nice to run more frequent events such as movie nights, board game nights, etc.

Sports Expenses - to be followed up on in Max's section.

An idea for a "No Jargon" Talk series was proposed by Bryn. These would be where students can present either current research or class projects to each other, inclusive to both undergraduates and graduates, for approximately 10-15 minutes.

Another idea proposed was that every month or so, any of the graduate students in a specific stream of physics may give a talk about what their branch of physics is like. This was an idea Simon was talking about with Olivia and Daniel. This could also happen as a one-and-done “research night”, for interested undergraduates to attend and learn about a bunch of different graduate programs.

Motion to make a working group on these student talks/research night

Motioned: Alex,

Seconded: Simon

Unanimous

Motion Passed

Working group volunteers: Bryn, Jade, Olivia, Jono, Simon

Tonight there is a “How to apply to grad school” event, where the main focus will be on how to apply while promoting why undergraduates should. To be followed up on in the next meeting.

1:45 - End-of-semester event

Relative to previous years, we have a bit more money this time. Some ideas for what to plan were discussed. In the past, we’ve done a trivia night and a Secret Santa.

A comment from last year’s event is that it would be nice to have more organization for the after-event, just so that students can connect with each other after the event outside of the office.

Tentative plans are for this event to be held on December 8th

Action Item (Simon Smith): The Secret Santa inquiry email is to be sent out in the following week or so.

~~Outreach & Grad School~~

Removed from itinerary

1:51 Tech Cleanup - Mover: Alex Beaubien

Raised is a motion to remove those who are no longer execs from the PAGSA mailing list.

Motioned: Alex,

Seconded: Olivia

Unanimous

Motion Passed

Another motion to remove that same group from the administrative roles on the PAGSA Discord.

Motioned: Alex,

Seconded: Bryn

Unanimous

Motion Passed

Another motion to remove that same group from the Google accounts (Gmail, Drive).

Motioned: Alex,

Seconded: Max

Unanimous

Motion Passed

Another motion to upgrade Sam to a moderator as he has been extremely helpful in managing the Discord.

Motioned: Alex,

Seconded: Simon

Unanimous

Motion Passed

Finally, a motion to remove those who are no longer execs from the website page.

Motioned: Alex,

Seconded: Aydan

Unanimous

Motion Passed

A website meeting will need to take place, as the photos need to be changed for the new exec and roles, as well as an updated background photo.

1:55 - Internal Updates - Mover: Alex

1:55 - Academic - Mover: Scott

The number 1 priority is to get software plumbing going. Some presenters are in the works with Sam to present a workflow management tutorial in January. Other potential presenters are Alex presenting his Python tutorial and Will presenting his Julia tutorial. A call for presenters will be made.

1:58 - Social - Mover: Simon

The photo was a chaotic success! The lesson for the future is to make sure the time works beforehand and then not change it last minute.

On the topic of recurring lower-budget events, spirit days (twin day, dress like a prof day, etc.) were presented as an idea.

A comment was made for the website: It would be nice to have a calendar so that people can use it as a place to find all the planned events that are happening at any time.

2:01 - Student Affairs - Mover: Adrienne

Adrienne has started compiling information on student wellness and EDI, to be uploaded to the website. A survey is also being planned to be sent out to students for their opinions and thoughts on EDI in the department, wellness, etc.

One thought was to treat it like a suggestion box and leave the survey open all the time.

2:06 - Sports - Mover: Max

Following the funding discussion, Max is planning on doing an audit of what sports equipment we have. This will be done to weigh the pros and cons of adding some new sports equipment to be used at the events so that people have something to do for fun. A patch kit for the cycling club would be a good idea as well.

Also, Max is creating a blog-style post on how to make an intramural team for Discord and the website.

An event suggested was watching WHL games live organized by Max.

2:10 - Reps - Movers: Olivia, Bryn

The last Department meeting was non-applicable to grad students.

The University recently conducted a survey on the formation of an Academic Health Program at Uvic. Medical Physics. In this survey, opinions were gathered on what fields should be moved to this faculty, with medical physics being listed as one of the options.

Olivia has asked some of the student body and those who have responded are against switching faculties. On behalf of those students, at the next department meeting with the Dean present, the department representative will ensure that the concerns with the move to a different faculty are heard.

Bryn raised the idea of the possibility of expanding the mentorship program to 4th and 5th-year undergraduate students. Will follow up with a plan to move forward as this program is a great success and if beneficial to undergrads should be expanded. Thoughts are that it would be a joint PAGSA-Phasors event, with Phasors taking the majority of the organizational aspect of it.

2:17 - Task Cleanup - Mover: Alex

Leftover on the task list from the previous exec team that is not currently being addressed is the creation of a poster template for Software Plumbing type events. To be recruited is a person with graphical design skills to create a template for advertising purposes.

2:19 - Meeting Adjournment - Mover: Alex