



GSA Executive Meeting Minutes

Friday 26th June 2009, 5.00 p.m. in Wentworth GCR

Chaired by Dan Carr (President)

Present: Dan Horsfall (Welfare Officer), Jay Walker (P&P Officer), Tom Flynn (Treasurer), Kath Mildon (Sports Officer), Samik Datta (Sports Officer) and Jian Gao (Sports Officer)

1. The Executive were informed of the resignation of Richard Mitchell (Events Officer). Having ceased his study, Richard no longer felt it possible to devote enough time to the role. The Executive wishes to express its thanks to Richard for his work this year, particularly his role in working on the proposed new Constitution
2. Apologies were received from Eva Fairnell, Louisa Wong, Chitvan Bochiwal, Rich Rhodes, Kitty Wicker and Ian Darlington

Officer Reports

3. Dan Carr reported that the proposed amendments to Ordinance 3 of the University, required in light of the successful motion to adopt a new Constitution, had been passed by University Council for ratification at its next meeting. He further reported that he had used most of the remainder of his projects budget to subsidise the PGCE ball. In addition he informed the Executive that the Postgraduate Fair this year will be held in Wentworth College.
4. Dan Horsfall reported that the Academic and Welfare Coordinator is to continue in her role over the summer vacation, working on Thursday afternoons for 4 hours. From the beginning of the new academic year this is to increase to two 4 hour shifts. He further reported that Nightline has been offered a stall at the Postgraduate Fair and that they were to open one day a week during September and regularly during Welcome Week.
5. Tom Flynn reported that he had gained £350 of sponsorship for the Graduate Guide to York, that 2,700 copies of this guide were to be printed and that they would be distributed by University administration.

6. Jay Walker reported that good progress was being made with GradMag, that the first edition would be published during the summer vacation and that an editor and section editors had been appointed at a meeting of interested students.

Halifax Graduate Common Room

7. Dan Carr reported that progress was slow on plans to gain a Graduate Common Room in Halifax College, that it was too late for the University to allocate any funds to this in the coming financial year, that he continued to meet resistance to the proposals among some key University figures, and that a feasibility study would cost the Association around £1,000. In light of these factors and the expected cost of the project, the Executive decided to postpone its campaign for a common room space in Halifax, passing all relevant information onto next year's decision-making bodies to make decisions regarding the future of the project.

Energy and Efficiency Policy

8. The Executive agreed to adopt the proposed Energy and Efficiency Policy (appendix 1).

Welfare Issues

9. The Executive discussed details of the upcoming 'find a housemate' event, agreeing on preferred dates. The Executive actioned Dan Carr to include information on this event in his letter with this year's welcome packs, and actioned Dan Horsfall to publicise the event through Facebook and email.
10. The Executive agreed to run a 'Cycle Doctor' session, at a cost of £100 for a 3 hour session, and actioned Dan Horsfall to arrange this.
11. The Executive discussed the possibility of spending on the Childcare Subsidy Fund exceeding the budgeted amount. It was decided not to make a policy decision whether this amount could be exceeded, instead addressing applications on a case-by-case basis.

GTU Course

12. The Executive discussed a new version of the GTU 'Travelling Across Cultures' course, and whether officers were interested in undertaking it. Such a decision is to be left to the discretion of



individual members and the Executive decided not to run a course specifically for GSA Officers.

Committee Work

13. Dan Horsfall expressed concerns about a lack of coordination regarding academic and welfare issues discussed in University committees. The Executive agreed that more coordination is necessary and actioned Dan Horsfall, Dan Carr and Tom Flynn to meet to produce a document of current issues and the positions that GSA representatives have advocated on these issues. This document is to be given to relevant representatives and committee members as part of their handover at the beginning of the next academic year.

Officer Handovers

14. The Executive agreed to produce full handover packs for incoming officers in the next academic year. The Executive actioned Dan Horsfall to produce a pro-forma to be completed by the relevant officer for each officer position, including all relevant information on their job role.

Medium term strategic planning

15. The Executive discussed the option of the GSA co-locating with YUSU. It was decided that a strategy document should be produced, outlining the advantages and disadvantages of both co-locating and not co-locating, and that strategy documents should be produced to outline the way ahead with both options. The Executive actioned Dan Carr to coordinate meetings to further explore these issues.

Upon a vote, the meeting entered closed session.



Appendix 1 – Proposed Energy/Efficiency Policy

The GSA intends to become a Green Students' Association, both to meet its environmental obligations and in the pursuit of efficient and cost-effective operations. In order to achieve this, it will adhere to the following principles:

1. Resources

All future goods ordered should be recycled and reusable where possible, but this should be within reason as sometimes reusable goods are not the most efficient green option. Examples of good practice include recycled paper, card and folders.

Officers and staff should seek to minimize unnecessary waste, not throwing out equipment that may still be of use.

Stationary orders should be kept under control, with staff ensuring that all purchases are necessary and quantities ordered are not excessive.

2. Electricity

If lights are not in use then they should always be switched off, furthermore lighting should only be used for the areas in use with only the reception/foyer lights turned on permanently during opening hours.

The air conditioning system is very energy intensive and should only be used as a last resort after all windows have been opened and all radiators have been turned off.

All computers and monitors should be shut down after use. In particular no computer equipment should be left switched on overnight, but phones should be left on at all times to allow messages to be left.

Where batteries are used, they should be rechargeable, and the Association should own chargers for AA and AAA batteries.

3. Printing

Photocopier and printer toner is very expensive. Using colour is acceptable as the price is virtually the same as black. However printing of pictures/graphics is more intensive and as such should be used more sparingly. Publicity printed in colour and using pictures/graphics should not



be printed in excessive numbers, therefore the exact number of items required should be worked out prior to commencement of printing.

Paper is also expensive, by printing double sided the GSA can make savings. Printing should be double sided where possible, and text documents should be printed double page per side if possible.

4. Recycling

Paper should be used to its maximum potential and recycled. Post-It notes should not be used once the current stock runs out. Rather wastepaper should be used as notepaper, again resulting in significant savings. Nonetheless, new paper should be used for compliments slips and external correspondence.

The law dictates that all electrical equipment including printer toner cartridges should be recycled. The University of York offers a free service for the collection of recyclable goods, and this should be used whenever such equipment is to be disposed of.

5. Promoting greenness

We are aware of climate change and believe that the GSA should become active in the promotion of environmental issues. Although we are only a small association we have access to graduate students and key University figures. We can use this access to promote environmental activity and awareness. In particular this should be a task performed by our Communities, Charities and Volunteering Officer.

6. Further Suggestions for Consideration

- A new system of printing charges recognizing the higher costs of printing graphics and pictures, and the lower costs of printing text.
- Joining the Environmental Association for Universities and Colleges (EAUC).
- Seek ideas from our membership, YUSU, the University and experienced people from outside the University regarding ideas for a fuller, more detailed Environmental Policy.



Tel: 01904 432718

Fax: 01904 434705

E-mail: info@yorkgsa.org

- Considering an ethical purchasing policy.