



Graduate Students' Association



221 University Centre
University of Manitoba
Winnipeg MB, Canada R3T 2N2
Tel: 204-474-9181
Fax: 204-474-7560
email: gsa@umgsa.ca

April 25th 2012 Council Meeting Agenda 5:00pm GSA Lounge

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes from April 5th 2012 GSA Council Meeting
 - 3.1 Business arising from the minutes

4. Unanimous consent agenda

Any item that has a ☒ beside it denotes unanimous consent agenda

Any member who wishes to debate an item that is listed below may have it removed from the consent agenda by contacting the Chair prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the following motions.

5. Motions with notice

4.1 BIRT that the GSA Council endorse the proposed Faculty of Graduate Studies Fee structure to be presented for approval by the President of the Association at the May 2012 Board of Governors meeting.

4.2 BIRT that the GSA Council add the Vice President (Academic) as a signing authority for the organization as defined in ARTICLE III section 5 of the Executive Policy Manual.

6. Committee Reports

6.1 Bylaws Committee

- ☒6.1.1 BIRT that the GSA insert section V under Article IV (Grants and Awards) in the Financial Policy Manual to include the terms and reference of the Hardship Fund.
- ☒6.1.2 BIRT the GSA accept the edits of the Office Equipment Fund as the terms and reference of the Capital Fund.
- ☒6.1.3. BIRT the GSA accept the edits of Article VIII (previously Article VII) section 3 GSA Sponsored Travel.
- ☒6.1.4 BIRT that the GSA add Appendix F: Hardship Funding Request Form

☒6.2 Finance Committee

☒6.3 Campaigns Committee

☒6.4 Awards Committee

6.5 Internal Development Review Committee

7. Canadian Federation of Students

7.1 Update on Membership Status

7.2 Election of GSA representatives to the Provincial Executive

9. Executive Reports

☒ **9.1 President**

☒ **9.2 Vice President Internal**

☒ **9.3 Vice President Academic**

☒ **9.4 Vice President Health Sciences Report**

☒ **9.5 Vice President External**

☒ **9.6 Senator Gagne**

☒ **9.7 Senator Reisacher**

10. Departmental Reports

11. Other Business

12. Announcements

13. Adjournment

Next Meeting Wednesday May 30th, 2011, 5pm in the GSA Lounge



Graduate Students' Association



221 University Centre
University of Manitoba
Winnipeg MB, Canada R3T 2N2
Tel: 204-474-9181
Fax: 204-474-7560
email: gsa@umgsa.ca

April 5th, 2012 Council Meeting MINUTES 5:00pm GSA Lounge

1. Call to Order 5:08

2. Approval of the Agenda

Motion: *BIRT the agenda be approved.*
Scofield-Singh / Cardillo

Amendment: to move item 7. on the agenda to item 3.
Scofield-Singh / Hamidzadeh
Defeated

Amendment: to add Nominations to Senate Committees to agenda item 11.
Other Business.
Chen / Boese
Carried

Amendment: to table agenda item 7.1 to the next meeting of Council to allow for more time for student feedback.
Boese / Cowie
Carried

Amendment: to add agenda Item number 10. Interdepartmental Slow Pitch Softball.
Gagne / Sharpe
Carried

Nawrot – noted that the CRO Report was unintentionally not included in the package, however Magnusson will be providing an oral report. He said that Council does not vote on this, and that it is presented for information because the general student body has voted.

Agenda as amended
Carried

3. Approval of Minutes from February 15th 2012 GSA Council Meeting

Motion: *BIRT the minutes from the February 15th, 2011 GSA Council Meeting be approved.*

Bates / Aghakhani

Amendment: to amend “Political Studies” to “Political Sciences and Public Administration” under the SAMPA presentation.

To include Sidhu and Jessica Rebizant as presenters on behalf of SAMPA and to amend “Cowie” to “Rebizant” in this discussion.

Cowie / Cardillo

Carried

Amendment: to add Ojo to the minutes as having been present.

Ojo / Freeman

Carried

Approval of Minutes as amended

Carried

3.1 Business arising from the minutes

None noted.

3.2 Tabled Agenda Items from February 15th 2012 GSA Council Meeting

Motion: *to move the items under agenda item 3.2 Tabled Agenda Items from February 15, 2012 GSA Council Meeting omnibus.*

Chau / Cowie

Carried

Motion: *to accept the February 15, 2012 Executive Reports omnibus.*

Magnusson / Aghakani

Carried

4. Unanimous consent agenda

Nawrot – said that the unanimous consent agenda applies to the current executive reports, which are under agenda item 9.

If Council members wish to pull any executive reports for further discussion, they can do so now.

Gagne – noted that his report was submitted on time, but was not included in the report. He can provide an oral report to council.

Motion: *to pull Senator Gagne’s Executive Report from the Unanimous Consent agenda, to be presented orally at agenda item 9.*

Gagne / Salter

Carried

Motion: to accept unanimous consent agenda items.
Sharpe / Reisacher
Carried

5. Motions with notice

Motion: BIRT that the GSA Council suspend the financial policy II. Special Project Grant section 2c to allow for special project to be considered after March 17th for the April 5, 2012 session of council.

Bates / Freeman

Carried

6. Special Projects Presentations

6.1 Olivier Gagne (Geological Sciences) - \$500.00 request for Manitoba Materials Conference

Presented by Olivier Gagne

Overview of proposal:

Organization:

Manitoba Institute for Materials, consisting of over 50 faculty members from over 10 different departments.

The Manitoba Institute for Materials provides mechanisms to explicitly foster networking and collaboration between researchers from diverse backgrounds and disciplines, as well as to maintain, build and enhance the research capability of the regions material scientists.

Event: Manitoba Materials Conference, all-day event on May 9 2012 at the Engineering atrium.

Attendance:

52 graduate students (2011) presenting posters at this conference as well as some undergraduate students and post-doctoral students.

The event is open to all at no charge.

Value:

A \$200 prize for best poster, as well as \$50 prizes for honourable mentions.

Other funding sources: They are expecting funding from NSERC from Enviro Trek, and from the GSA, and the institute will cover the remaining costs. He said he contacted UMSU as well to make a donation to fund undergraduate student prizes.

Gagne – suggests that if we donate the \$500, that it be earmarked \$400 for best poster prizes so the money goes right back to graduate students and \$100 for rental of poster boards.

6.2 Ryan Duplassie (Native Studies) - \$500.00 request for the 7th Generation Walk for Mother Earth

Presented by Ryan Duplassie

Overview of Proposal:

Organization: The Native Studies Graduate Students' Association, NGO's Community groups.

Event: The 7th Generation Walk for Mother, April 22nd, 2012 (Earth Day)

1:30am at Central Park march to the Forks

Attendance: Open to the public, no charge.

Value: It's a public feast and march, highlighting interconnected themes: environmental issues and social issues that have to do with First Nations and Treaty rights. This event will be good for graduate students and the GSA, as well as anybody in Winnipeg to come out and have their presence felt and meet people.

Other funding sources: \$150 coming from UMSU, and some small monies from the Native Studies Department

Duplassie - Essentially the bulk of the \$500 would go to travel costs for people from Grassy Narrows First Nations to come in, and who will be drumming and speaking. The amount will also go towards accommodation, food costs and travel costs, as well as things like printing posters, banners, and creating a DVD.

6.3 John Malek (History) - \$500.00 request for the Keewatin Country History Graduate Student Conference

Presented by John Malek

Overview of Proposal:

Organization: Keewatin Country History Graduate Student Conference Organizing Committee

Event: Keewatin Country History Graduate Student Conference held at Elkhorn Resort and Conference Centre in Riding Mountain National Park from May 3 – 5. It is a tri-university initiative jointly hosted by the History Department Graduate Student Associations and the Departments of History of the University of Manitoba, Winnipeg, and Saskatchewan.

Attendance: In the past we have attracted students from across the country, as well as Montana and London, England. This year we have representation from Manitoba, Saskatchewan, and Quebec, making the conference a national-level conference.

Value: Student-run and organized conference will provide a graduate as well as senior undergraduate students a comfortable atmosphere in which to present their research and receive feedback from other students and faculty members in a conventional conference setting. Each year the Keewatin conference presents guest speakers. This year we have speakers from the University of Western Ontario, Saskatchewan, and Brandon. These speakers will present on Asian Immigration and Human Rights in Canada, Medieval Magic, and Archaeological work being done at Riding Mountain National Park. This allows our student delegates to make new connections within and beyond their academic institutions.

Malek – To assist in this year's conference, we're asking the GSA for \$500 to assist in the rental and conference package of the Elkhorn Resort. The conference package will include all meals and access to discounted room rentals. The per-person cost for the conference package is \$202, while student registration is \$60, leaving \$140 per person for the planning committee to make up for. To date we have 8 graduate students registered. Assistance from the special project funding will help keep the registration fee affordable.

Nawrot – noted that the individuals left the room during deliberations.

Motion: *BIRT* a \$500.00 donation be provided for the Manitoba Materials Conference.
Koksel / Boese
Carried

Motion: *BIRT* a \$500.00 special project grant be provided for the 7th Generation Walk for Mother Earth.
Koksel / Boese

Amendment: to amend the special project grant amount for the 7th Generation Walk for Mother Earth to \$150 to match contributions from UMSU.
Cardillo / Hamidzadeh

Rempel (UMSU) – said UMSU provided this amount because it is predominantly a graduate student event. UMSU's funding structures are also different from the GSA's, so matching funds might be arbitrary.

Amendment Defeated
Main Motion Carried

Motion: *BIRT* a \$500.00 special project grant be provided to the Keewatin Country History Graduate Student Conference.
Bates / Aghakani
Motion Carried

7. Presentation of Proposed Fee Structure for Faculty of Graduate Studies (Nawrot)

Motion: *BIRT* the Chair be passed to the Vice-President Health Sciences for agenda item 7.
Cowie / Khazanehei
Carried

Nawrot – provided a powerpoint presentation on the proposed fee restructuring, which will be available in the GSA General Office. The presentation highlighted differences in graduate level funding structures in other universities across Canada. He explained potential fee restructuring at the University of Manitoba, and highlighted the pros and cons of Term Fees and Continuing Fees. He said that the additional revenue generated by this restructuring will go towards bursaries, Ph.D. UMGFs, UMGFs for Masters students, travel awards, and lab improvements. He said an FGS.GSA committee will be struck to provide oversight of these funding allocations.

He encouraged members to contact himself with any questions related to these changes.

Questions were raised from the floor about the reach of the new scholarships and grants, as well as the impact of the fee increases on 3rd and fourth year students.

CUPE 3909 noted that the GSA and CUPE 3909 had worked together in the past against these types of proposals.

It was noted that SAMPAs raised concerns about the proposal, related to working students, students with families, and students who take longer to completion.

There was some concern about the motivations of the university's wanting to raise fees, and give it directly back to students.

It was noted that many Kinesiology students aren't on campus during the summer, and therefore would be paying fees for services they don't use.

It was suggested that more information on this proposal be provided to the next Council meeting.

Motion: *BIRT Council move on to the next item on the agenda.*

Gagne / Magnusson

Carried

Motion: *BIRT the Chair be passed to the President.*

Ekenna / Koksel

Carried

It was noted that information on the proposed fee restructuring will be put on the website, in order for Council members to be able to inform the graduate student body.

8. Committee Reports

8.1 Bylaws Committee

Motions presented by Bylaws committee will be presented at the next meeting of Council.

8.2 Finance Committee

8.2.1 Motion from Finance Committee

Motion: BIRT Council approve the Departmental Grant Application for the Fall of 2011 of English Film and Theatre and subject the application to the 25% late application penalty fee.

Amendment: BIRT the 25% late application penalty fee be waived.

Cowie / Sharpe

Defeated

Main motion carried.

8.3 Campaigns Committee

Bates – noted that a campaigns committee was held. The Dignitaries Breakfast was held on the 29th, including many dignitaries such as the Minister of Advanced Education and Literacy. It was noted that faculty should be included at the next meeting.

8.4 Awards Committee

Motion: BIRT the GSA Teaching award be increased to \$500 from \$200.

Chen / Magnusson

Carried

Chen – noted that the Dean of FGS approved the matching of the GSA's funding for this award. This motion will now go to Senate Committee on Awards.

8.5 Elections Committee

Motion: *BIRT that the elections budget be amended to pay an outstanding balance of \$900 to Tomcorp Computing Services Inc.*

Elections Committee / Ekenna

Carried

Magnusson – provided an overview of the elections report.

There was a decrease in voter turnout to 9.9%, and all candidates were elected. She noted that the report will be posted online.

The following individuals have been elected:

Rotimi Ojo – President

Chad Cowie – Vice-President Internal

Tonia Bates – Vice-President External

Yijie (Jennifer) Chen – Vice-President Academic

Olivier Gagne – Senator

Jessica Rebizant – Senator

Sem Moreno – Senator

Carolyn Weiss – VP HSC

Nawrot – said that Liz Gonzalves, GSA researcher will provide a brief report on the relationship between the GSA and CFS.

Gonzalves – provided an overview of her report. She noted that the GSA has provided her with a DropBox account to store her research information until a new network is established at the GSA office. She said if any member wishes to review this information, to let her know.

She will be presenting a report on the status of her research at each Council meeting.

9. Executive Reports

10.1 Senator Gagne

Gagne – noted he was on a leave of absence. He attended the February Council. He noted that he will present his report at the next meeting of Council.

10. Interdepartmental Slow Pitch Softball League

Gagne – solicited interest in joining a softball league between departments. He said he would like to see more grad student cohesion. The league would last from May to August. An email will be sent out to Council members.

McLean (CUPE 3909) – asked if they could provide a team.

11. Departmental Reports

Cowie – noted that the SAMPA event that the GSA provided funding to was a success, with over 50 attendees.

12. Other Business

Chen – indicated that a list will be sent to Council members to populate Senate committees.

13. Announcements

Freeman – said the CFS-MB AGM will be taking place on April 29. Please contact her for information on how to attend.

Chen – said GSA awards deadline is May 24, and Summer Session Bursaries deadline is May 1. She said the Stephen Lewis GSA Speaker Series event had over 700 people in attendance, and feedback was excellent. She noted that many graduate students attending, and many spoke at the microphone, including Social Work Councillor, Calistas Ekenna.

14. Adjournment

Next Meeting Wednesday April 25th, 2012, 5pm in the GSA Lounge

Motion: *BIRT that the meeting adjourn*

Boese / Gislason

Carried

The meeting adjourned at 7:52pm

Minutes prepared by D. Jacks

**April 5, 2012
5:00 pm
UMSU Council Chambers – University Centre**

<i>GSA Executive</i>	<i>Name</i>	<i>Signature</i>
President	Peter Nawrot	Present
VP Internal	Angela Freeman	Present
VP Academic	Jennifer Chen	Present
VP External	Tonia Bates	Present
VP Health Sciences	Neil Salter	Present
Senator1	Peter Karari	Present
Senator2	Olivier Gagne	Present
Senator3	Adam Reisacher	Present
Council Chair (Non-voting)	Peter Nawrot	(Non-voting) Present
Office Manager (Non-voting) Executive Assistant (Non-voting)	Ruth Prokesch David Jacks	(Non-voting) Present (Non-voting) Regrets
	<i>Name</i>	<i>Signature</i>
<i>Agric & Food Science</i>		
Agribusiness & Agric. Economics	Lynn Van De Spiegle	Present
Animal Science	Hamidreza Khazanhei	Present
Biosystems Engineering	Senthinkumar Thiruppathi	Absent
Entomology	Graham Parsons	Regrets
Food Science	Havva Filiz Koksel	Present
Plant Science	Chami Amarasinghe	Present
Soil Science	Michael Cardillo	Present
<i>Architecture</i>		
Architecture	Paul Dollick/Matthew Trndota	Absent
City Planning	Adam Prokopanko	Absent
Interior Design		
Landscape Architecture	Tamara Urban-Imbeault	Present

Arts		
Anthropology	Stephanie Armstrong Hilary Gough (Proxy)	Regrets
Classics		
Economics	Fariba Solati Prosper Koto Dana Bazarkulova	Present
English, Film & Theatre	Kendra Magnuiusson	Present
French, Spanish & Italian	Michelle Keller	Present
German		
History	Sarah Gauntlett	Present
Icelandic Studies		
Linguistics	Kay Hamidzadeh Shannon Price	Present
Native Studies	Ryan Duplassie	Present
Philosophy		
Political Studies and Public Administration	Chadwick Cowie	Present
Psychology	Kristin Reynolds	Present
Religious Studies		
School of Art	Monica Martinez	Present
Sociology	Kyla Doll	Present
Canadian Studies St. Boniface		
Arthur Mauro Centre for Peace and Justice		
Peace and Conflict Studies	Laura Normand	Present
Management		
Management 1 (MBA)		
Management 2	Hamed Aghakhani Kasey Martin (Co-Councilors)	Present
Education		
Curr: Hum. & Soc. Sc.		
Curr: Math & Nat Sc		

Curr: Teaching & Learning		
Educ. Admin & Foundations		
Educational Psychology		
Educ. Adm. Fnd. & Psy		
Faculty based PhD		
Educ. St. Boniface		
Engineering		
Civil		
Electrical & Computer	Ahmad Byagowi	Present
Mechanical & Manufacturing	Naghme Garmsiri Yaser Maddahi Md. Abul Khair Afzal Hossain	Present
Environment		
Geography & Environment	Cheryl Sobe	Present
Geological Sciences	Ryan Sharpe	Present
Nat Resources Institute	Jessica Lockhart	Present
Disability Studies		
Food & Nutritional Sciences		
Interdisciplinary		
Human Ecology		
Clothing & Textiles		
Family Social Sciences	Emem Ukpog	Present
Human Nutritional Sciences	Sule Mundi	Present
Law		
Law		
Music		
Music		
Nursing		
Nursing	Alanna Chau Cathy Scofield Singh	Present
Phys Ed & Rec Studies		

Recreation Management & Kinesiology	Beibei Lv Angela Comer (Co-Councilors)	Present
Science		
Biological Sciences	Andrew Olynyk	Present
Chemistry	Fatemeh Farazkhorasani	Absent
Computer Science		
Mathematics		
Microbiology	April Gislason	Present
Physics & Astronomy	Kurt Hildebrand	Present
Statistics		
Social Work		
Social Work	Calistas Ekenna	Present
UMSU (Non-Voting)		
President or Designate	Julie Rempel	Present
CUPE 3909 (Non-Voting)		
President or Designate	Matt McLean	Present

HSGSA Departments		
Pharmacology & Therapeutics	Stephanie Chu	
Immunology	Natascha Clark	
Pathology		
Human Anatomy and Cell Science		
Physiology		
Medical Physics (Non-Voting)		

Medical Microbiology		
Pharmacy	Casey Sayre	
Occupational Therapy & Medical Rehabilitation	Daniel Doerksen	
Community Health Sciences	Elsabe du Plessis Proxy: Neil Salter	
Biochemistry & Medical Genetics	Alexandra Kuzyk	
Oral Biology		
Oral & Maxillofacial Surgery		
Orthodontics		
Periodontics		
Physicians Assistant Program		

Guests:

Alexander Salt (SAMPa Guest)
Brian Latour (CUPE 3909 Delegate)
Liz Gonzalves (GSA Research Assistant)

DRAFT

Report

From: Olivier Gagné, Senator
To: Graduate Students of the University of Manitoba
Date: March 10th, 2012
Re: April 5th Council Report

COMMITTEES, MEETINGS AND BUSSINESS MATTERS

Meetings Attended:

February 1 st	Senate meeting	0.75 hour
February 2 nd	Annual General Meeting	2 hours
February 8 th	Finance meeting	0.75 hours
February 9 th	Senate committee on University Research	0.5 hour
February 13 th	Executive meeting	1 hour
	Executive Q&A	1 hour
February 15 th	Council meeting	3 hours

Meetings Missed:

March 5 th	Student senate caucus (LOA)
March 7 th	Senate (LOA)

Executive Summary:

-Mandatory leave of absence from February 15th to March 9th due to campaigning period

February senate meeting:

-The annual report of the University Discipline Committee was presented and included all reported offenses that occurred in the past year in terms of (1) academic dishonesty and (2) inappropriate behaviour (e.g. breach of residence hall regulations)

-The university President commented on the possible restructuring of the Departments and Faculties. He insured that no talks were going on in terms of terminating degrees, faculties and/or professorships, but that the restructuring would only serve as to optimize communication and decision-making and reduce overall cost.

-A question was asked to the President (who redirected it to Vice-Provost Student Services) whether the International College of Manitoba (ICM) students were given priority over U of M students in terms of teaching-space allocations. Ms. Gottheil replied that the classroom allocation is “consistent with long-standing practices”.

-The Institute for Humanities research group was renewed for a 5-year term.

Office Hours:

Thursdays 14:00-16:00

February 2, 2012 – 2 hours

February 16, 2012 – office closed

March 1, 2012 – LOA

February 9, 2012 – 2 hours

February 23, 2012 – LOA

March 8, 2012 – LOA

Time spent in office hours: 4 hours

Time spent in meetings: 9 hours

Time spent in others: 4 hours

Report

From: Peter Nawrot, President
To: GSA Council
Date: April 25, 2012
Re: Executive Report

COMMITTEES, MEETINGS AND BUSSINESS MATTERS

Meetings Attended:

March 22, 2012.	GSA Finance Committee	1.75 hours
March 22, 2012.	Meet with incoming GSA President	1.5 hours
March 23, 2012.	Meeting with Oxygen	3.0 hours
March 26, 2012.	FGS funding proposal meeting	1.25 hours
March 28, 2012.	Meeting with University Finance and Admin.	1.25 hours
March 28, 2012.	Steven Lewis speaking engagement	3.0 hours
March 29, 2012.	GSA Brunch with the Minister of PSE	2.0 hours
March 29, 2012.	Emerging Leaders Dinner	3.0 hours
March 30, 2012.	Meeting with students in residence	1.5 hours
April 1, 2012.	Internal CFS MB Provincial Executive matters	1.75 hours
April 2, 2012.	Internal CFS MB Provincial Executive matters	0.75 hours
April 3, 2012.	Board of Governors Executive	3.0 hours
April 4, 2012.	Meet with incoming GSA President	4.25 hours
April 5, 2012.	GSA Council	3.0 hours
April 9, 2012.	FGS Programs and Planning	1.0 hour
April 11, 2012.	Meeting with Oxygen	1.0 hour
April 11, 2012.	Budget Advisory Committee	4.0 hours

Meetings Missed:

March 27, 2012.	Faculty of Graduate Studies Executive	Cancelled
March, 29, 2012.	Academic Advising	Conflict
March 29, 2012.	Orientation Working Group	Conflict
April 2, 2012.	CFS- MB Provincial Executive	Cancelled
April 11, 2012.	Student Experience Committee	Missed

Conflict indicates a conflict with another previously scheduled meeting.

Executive Summary:

Canadian Federation of Students Manitoba

A letter regarding the performance of the Chairperson was submitted to the CFS Manitoba Provincial Executive by Ms. Deandra Tousignant, Deputy Chairperson, and Mr. Tyler Blashko, Treasurer, as an e-mail attachment on March 30, 2012. The University of Manitoba Graduate Student's Association we does not agree with the legitimacy or inflammatory nature of the allegations contained therein. The potential legal actions that may result against members of CFS Manitoba Provincial Executive for acknowledging its contents and/or any discussions pertaining to it, serve as our cause to refuse to participate in or entertain any discussion regarding the contents of the letter. We understand that it is the intention of the authors to enter this letter into the official recorded minutes of the organization and strongly urge the members of the Provincial Executives to seek legal counsel before making the decision to address this matter. Ms. Tousignant and Mr. Blashko have been advised that provisions for recourse are available within The Defamation Act of Manitoba should they choose reconsider their actions.

There are also several items of business to be included in our upcoming final meeting of the current Provincial Executive in April 2012.

1. Integrity of Information - the letter sent from CFS-MB to the law offices of Tapper Cuddy. The Chairperson has informed us that he was unaware of any of this.
2. Answers to the following have been requested of the Chair since February 29, 2012 and have not been provided yet:
 - a. Clarification as to how these documents, which are property of UMGSA (some being confidential legal communications) came to be found in the CFS-MB office.
 - b. Why was UMGSA not consulted regarding these documents as the information contained within pertained to our association?
 - c. Which "member of the executive" is the letter referring to? When did they work for CFS-MB?
 - d. In light of this action UMGSA has requested a record of all documentation in the CFS-MB office pertaining to our association.
 - e. This causes concern over both the methods of information acquisition and management going on in the provincial office. It also begs the questions of whether there is other confidential documentation belonging to other organizations or members that should not be in the possession of the provincial office and if other pertinent information been similarly removed or destroyed. This issue draws to light a very serious concern over the acquisition and management of information in the provincial office.
3. Extended Health and Dental Benefits - We were made aware that the Chairperson

and the Resource Coordinator were still without benefits at our last meeting on February 24, 2012. Obviously, as it is a provision of the Collective Agreement for the Resource Coordinator, and it was provided through GreenShield via the UWSA for the previous Resource Coordinator, it should be fair to expect that this should be managed in a similar fashion immediately, if it has not been done already. It is very late in the term to institute a plan now for the Chairperson, however. Therefore, MOTION: Be It Resolved That the Canadian Federation of Students – Manitoba Component immediately issue funds in the form of a one time lump sum payment to Mr. Marakary Bayo for the value of one year (12 months) of extended health and dental premiums that are, at a minimum, equivalent to the value of premiums for an individual plan providing benefits similar to that available to members.

- a. MOTION: Whereas all official communications from the Provincial Office must be provided in both official languages of Canada – French and English; and whereas there is provision specifically for the expense of translation in the CFS-MB budget; and whereas the provincial office has been fortunate to have a bilingual Chairperson for the current term of office who has been providing translation of all provincial communications which is above and beyond the expected role for the position; and whereas the current average cost of translation services in the province of Manitoba is \$0.20 per word; therefore BIRT CFS-MB compensate Mr. Marakary Bayo for all translation services provided for CFS-MB from May 1, 2011 to April 30, 2012 at the rate of \$0.20/English word.

The following motion was submitted for the AGM:

Whereas previous meetings of the Executive have highlighted the inconsistencies and conflict within the current ByLaws of the Association hindering the decision making process of the board; and

Whereas this is an inherent flaw when individual motions are put forth at a general meeting where there is a mixture of membership spanning the spectrum of familiarity in the governing documents of the organization with minimal time for due consideration; and

Whereas it is essential that CFS-MB continuously maintain, review and update relevant ByLaws and policies to ensure a more coherent and complete set of governing documents; therefore

BIRT CFS-MB strike a standing ByLaws and Policies Committee to consistently and continually review and make recommendations to the membership on the development and maintenance of all legislative documents (e.g. ByLaws and Policy Manuals) for CFS-MB;

BIFRT the membership of the committee consist of:

4. The CFS-MB Chairperson
5. The CFS-MB Treasurer
6. One representative from each local association of CFS-MB

BIFRT all forthcoming motions and resolutions pertaining to ByLaws and Policies, excluding the motion to amend the definition of At-Large Members to include the Treasurer, be referred to the ByLaws and Policies Committee for review and recommendation at the next general meeting of the CFS-MB membership.

GU15 Conference (Conference of Graduate Universities 15)

Mr. Rotimi Ojo (President-elect) and Ms. Tonia Bates will be represented the GSA at the GU15 Conference in Alberta from April 20 – April 21, 2012 in Edmonton, Alberta. The following topics will be discussed:

Network

The office network will be completed by mid May 2012 at the latest. Remote access will be enabled for staff and executive of the GSA. Email and web hosting will be done by the new network setup. A contract has been awards to Oxygen Technical solutions.

Office Hours:

Mondays: 12:00 - 16:00

March 26, 2012 – 5 hours
March 29, 2012 – 4 hours

March 28, 2012 – 5.5 hours

April 2, 2012 – 3 hours
April 9, 2012 – 3 hours

April 8, 2012 – 2.5 hours
April 11, 2012 – 4 hours

Time spent in the office: 27.0 hours

Time spent in meetings: 37.0 Hours

Report

From: Angela Freeman, Vice President Internal
To: Graduate Students of the University of Manitoba
Date: March 15, 2011
Re: Council Report – March 11 – April 10

COMMITTEES, MEETINGS AND BUSINESS MATTERS

Meetings Attended:

March 13, 2012	Office Hours	6 Hours
March 13, 2012	Sustainability Committee	2 Hours
March 14, 2012	Office Hours	4.5 Hours
March 14, 2012	Finance Committee (no quorum)	.5 Hours
March 15, 2012	Office Hours	3.5 Hours
March 16, 2012	Office Hours	2 Hours
March 19, 2012	Office	2.25 Hours
March 19, 2012	Executive Meeting	2.5 Hours
March 20, 2012	Office	2 Hours
March 21, 2012	Office/ Bylaws	2 Hours
March 22, 2012	Office	1.75 Hours
March 22, 2012	Finance Committee (incl. Prep)	1.75 Hours
March 22, 2012	Hannah Lecture (sponsored by GSA)	
March 23, 2012	Office, interview for gradzette	4.5 Hours
March 26, 2012	Campaigns Committee	1.5 Hours
March 27, 2012	Office Hours	2 Hours
March 27, 2012	Leonardo Machines Talk	
March 28, 2012	Office	1 Hour
March 28, 2012	Stephen Lewis	
March 29, 2012	Breakfast Dignitaries	2 Hours
March 29, 2012	Stephen Lewis	
March 29, 2012	Stephen Lewis Leaders Dinner	
April 3, 2012	Office Hours	2.25 Hours
April 3, 2012	Executive Meeting	3 hours
April 4, 2012	BSGSA AGM	
April 5, 2012	Assist with Aboriginal Students' Election	
April 5, 2012	Council	3.5 Hours
April 9, 2012	Office (cover front reception)	1 Hour
April 10, 2012	Office Hours	2.25 Hours

April 10, 2012

Sustainability Meeting

2 Hours

Meetings Missed:

none

Executive Summary:

Gradzette

The gradzette is going strong, and has covered some very important student issues of late.

Finance Committee

The Finance Committee met and approved a number of conference grants. Furthermore, the finance committee discussed the late application of English Film and Theatre which was approved at council.

Bylaws and Policy

Bylaws reviewed policies that are coming to council in April.

Bannatyne Student Caucus

Did not meet during the reporting period.

SCADM

There was no meeting in the time reported.

Sustainability Committee

The sustainability committee has been diligently discussing the draft sustainability plan. Other items of business include the potential formation of a sustainability office.

Tax Sessions

A great deal of the time spent in the office was to coordinate the tax information session on April 12, 2012.

Stephen Lewis

The events with Stephen Lewis were interesting and well attended. I did not include these talks/socials in the total hours.

Dignitary Breakfast

The breakfast was attended by many students and government/admin. Discussions included course offerings, standard courses, funding, housing etc. The VPI also attended a follow-up meeting with Tonia and another dignitary at a later time to further discuss issues.

Office Hours:

Tuesdays: 9-11am

Total Office Hours: 39.5 Hours

Time spent in meetings: approx. 19.75 Hours

Report

From: Yijie (Jennifer) Chen, Vice-President Academic
To: GSA Council
Date: March 11 - April 10, 2012
Re: Council Report

COMMITTEES, MEETINGS AND BUSSINESS MATTERS

Meetings Attended:

March 16, 2012	Student Hardship funding Operation	0.5 hour
March 19, 2012	Student Retention Sub-Committee	1.5 hours
	GSA Executive Meeting	2.5 hours
March 21, 2012	Senate Executive Meeting	1.5 hours
March 23, 2012	Meeting with Student Life for Stephen Lewis event	1.5 hours
March 28, 2012	Stephen Lewis Event	4 hours
March 29, 2012	Breakfast with Minister Advanced Education and Literacy	2 hours
	Emerging Leaders Dinner	3.5 hours
April 2, 2012	Student Senate Caucus Meeting	1.5 hours
April 3, 2012	GSA Executive Meeting	2.5 hours
April 4, 2012	Senate Meeting	1.5 hours
April 5, 2012	GSA Council Meeting	3 hours
April 9, 2012	Senate Committee on Awards	0.75 hour

Meetings Missed:

March 26, 2012	Senate Planning and Priority Committee
	GSA Campaigns Committee Meeting – due to time conflict with my thesis proposal oral defense (both sent regrets)
March 27, 2012	FGS Executive Meeting - Was cancelled (voted via email)
April 2, 2012	CFS-MB Provincial Executive Meeting – Was postponed by the CFS-MB Chairperson)

From March 12 to March 14, 2012 I was still in leave of absence due to running for re-election in the GSA 2012 Elections.

Executive Summary:

Academic Issues:

- 1) Graduate student scholarships in Department of English, Film, and Theatre and Management have been approved by the Senate. Students can check with their department for details.
- 2) The Senate has approved that the University establish the Centre for Human Rights Research, for a 5-year period.
- 3) The Senate has approved the Centre for Earth Observation Science be renewed for a term of 5 years effective April 2012.

University of Manitoba Summer Session Bursary Application:

The deadline for the University of Manitoba Summer Session bursary is 4:30 pm, May 1, 2012. Graduate students who have already received a bursary based on the Fall/Winter session bursary are not eligible to apply for the summer session bursary as the summer session was already calculated in your original application. Results will be announced in late July. Please ensure your address is up-to-date in Aurora account.

Speaker Series:

The GSA Annual Speaker Series event was held in conjunction with Student Life and other co-sponsors to bring in Stephen Lewis. The event had roughly 700 attendees, many of whom were graduate students. The event was considered highly successful, and the VPA had the honour of presenting closing statements to the event, and offering Mr. Lewis a gift on behalf of the university community. An after-event was also held on campus, providing Mr. Lewis the chance to meet graduate students as well as event organizers. Many GSA Council members attended. This event was also opened to the general graduate student population.

Such partnerships for the Speaker Series should be considered again in the future.

Student Senate Term Change:

The terms of office of those elected shall be from 1 April in the year of an election until 31 March of the following year. An email has been sent to councillors to accept student at large representatives sitting on different senate committees.

GSA Hardship Funding:

Graduate students in emergency needs can contact VP Academic to get information about the GSA Hardship Funding. The application form will be available on GSA website under the download tab.

Advocacy:

Because of the confidential and personal information associated with advocacy cases, and in the interest of privacy, details of advocacy cases will not be presented in this report.

Bison Sports and Active Living Council Meeting:

In winter term 2012, there was an increase in revenue and participant numbers in recreation programs (i.e. sport leagues, specialty fitness, intramurals, and clubs at both Fort Garry campus and Bannatyne campus.

The Membership Services have been proceeded with the previously approved 5 % price increase for memberships in August 2012 and have been asked to propose another increase in January 2013.

Canadian Federation of Students (CFS):

- 1) The CFS Provincial Executive meeting was scheduled on April 2; however the meeting was postponed by the CFS-MB Chairperson.
- 2) The next CFS Provincial Executive meeting is proposed to be held on Tuesday, April 24th, 2012 at Brandon University Student Union (BUSU).

Office Hours:

Wednesdays: 2:00pm - 4:00pm

Time spent in the office: 49.83 hours

March 16, 2012 – 8.58 hours	March 19, 2012 – 4 hours	March 21, 2012 – 5.42 hours
March 28, 2012 – 5.83 hours	March 29, 2012 – 9.33 hours	April 2, 2012 – 7.67 hours
April 3, 2012 – 1 hour	April 4, 2012 – 2.25 hours	April 5, 2012 – 1.25 hours
April 9, 2012 – 1.5 hours	April 11 – 3 hours	

Time spent in meetings: 26.25 hours

Report

From: Tonia Bates, Vice President External
To: Graduate Students of the University of Manitoba
Date: March 19 – April 10, 2012
Re: Council Report

COMMITTEES, MEETINGS AND BUSSINESS MATTERS

Meetings Attended:

March 19, 2012	GSA Executive Meeting	2.25 hours
March 21, 2012	Finance Committee Meeting	1.25 hours
March 26, 2012	Campaigns Committee	1.5 hours
March 28, 2012	Stephen Lewis, Student Life/UMSU	2.5 hours
March 29, 2012	Dignitary Breakfast	2.5 hours
April 3, 2012	Mr. Gerald Farthing, Deputy Minister	2 hours
April 3, 2012	GSA Executive Meeting	2.75 hours
April 4, 2012	Student Life Sport Engagement Meeting	1.5 hours
April 5, 2012	UMSU Campus Food Forum	2 hours
April 5, 2012	GSA Council	3 hours
April 10, 2012	Sustainability Committee	2 hours

Meetings Missed:

None

Executive Summary:

Campaigns Committee

We met and prepared for the Dignitary Breakfast on March 29. We discussed possible topics to discuss with those present including public-private partnerships, research courses on our campuses, limited tenure position for faculty, graduate space on campus, length of ethics approval on campus, and meeting basic living needs (i.e. affordable housing, campus food services, transportation, etc.). We also had a guest from the Manitoban and engaged in an interesting discussion about the pro's and con's of unpaid internships.

Dignitary Breakfast

After invitations and organizing this event for one month, we were able to engage in conversation with the following dignitaries who attended the breakfast: Minister of Advanced Education and Literacy Hon. Erin Selby, University of Manitoba VP Research & International Dr. Digvir Jayas, Dean of the Faculty of Graduate Studies Dr. Jay Doering, Dr. David Collins Vice-Provost (Academic Planning and Programs), and Mr. Darcy Rollins Director of the Corporate Services Branch for the Manitoba government. We discussed public-private partnerships, graduate level research training, our reasons for selecting the University of Manitoba as our graduate institution of choice, and meeting the basic needs of students on and off campus. We also took the opportunity to thank those who assisted in offering health care services to international students, and our current Minister of Advanced Education thanked the GSA for our continued open and mutually supportive relationship. Thank you cards were sent to dignitaries with regards to their attendance, and we have received emails thanking us for having such an event.

Deputy Minister – Mr. Gerald Farthing

A meeting was arranged to meet with Mr. Farthing, who is new to his provincial government role. The VPE, VPI and the incoming GSA President were also in attendance at the meeting. We reviewed information discussed at the Dignitary Breakfast as well as other issues on university campus such as parking, transportation, food services, and possible graduate mentorship opportunities. Mr. Farthing is sharing several government contacts with us so that we can continue to work closely with government officials to improve the graduate student experience in Manitoba.

Student Life Sport Engagement Meeting

Student Life and Bison Athletics organized a meeting to discuss the current state of varsity athletics on campus and the lack of support for these teams. We brainstormed ways to improve exposure, excitement, attendance and knowledge of Bison Athletics on campus, and each group present will follow up by completing various tasks by meeting attendees.

UMSU Campus Food Forum

The VPE for UMSU coordinated a meeting to share research about food services on campuses across Canada, and to begin discussing how to improve services on our campuses. Ideas include removing the monopoly of food services by Aramark on campus, supporting locally grown foods, increasing the exposure of the University's garden, and increasing the number of kiosks for food on campus. Further discussions will continue into the 2012-2013 academic year when Aramark's contract is up for alterations or renewal.

Additional Activities:

Social Media

Our Facebook and Twitter accounts continue to grow with the numbers of people joining our groups or following our regular comments on at a steady pace. Although both medias

saw a drop in postings in March due to the GSA elections, both continue to extend information and ideas out to graduate students and the general public.

Office Hours:

Thursdays:

March 22, 2012 – 2 hours

March 28, 2012 – 2 hours

April 5, 2012 – 2 hours

Time spent in the office hours: 6 hours

Additional Hours:

March 21, 2012 – 2.5 hours

March 22, 2012 – 2.5 hrs

March 23, 2012 – 2 hours

March 26, 2012 – 1.5 hrs

April 2, 2012 – 1 hour

April 3, 2012 – 3.5 hrs

Time spent completing additional hours: 13 hours

Report

From: Neil Salter, VP HSC

To: Health Sciences Graduate Students of the University of Manitoba

Date: March 10th- April 10th 2012

Re: Council Report

COMMITTEES, MEETINGS AND BUSINESS MATTERS

Meetings Attended:

March 12, 2012	UAEM Speaker Prep Meeting	1 hour
March 13, 2012	Diversity Working Group Meeting	2 hours
March 14, 2012	Bannatyne Orientation Sub-Committee	2 hours
March 14, 2012	Faculty Committee of Graduate Studies	2 hours
March 15, 2012	UAEM Speaker Presentation	2 hours
March 15, 2012	UAEM Dinner/Discussion with Executive	3 hours
March 16, 2012	HSGSA Executive Meeting	1 hour
March 19 th , 2012	GSA Executive meeting	2 hours
March 29, 2012	Stephen Lewis CHS	1 hour
March 29, 2012	Stephen Lewis Theatre A	1 hour
March 29, 2012	HSGSA IDR Committee	0.5 hour
March 29, 2012	UofM Student Leaders Dinner	3 hours
April 3 rd , 2012	GSA Exec Meeting	2 hours
April 4 th , 2012	HSGSA Council	1 hour
April 5, 2012	GSA Council	2 hours

Meetings Missed:

Executive Summary:

Executive Duties:

As HSGSA President I have been scheduling and chairing ordering food services for meetings, working with the GSA and reporting to them through GSA executive and council meetings, as well as sitting on several FGS committees. Also, I have been working with my executive to make sure all events and plans are being managed properly and keeping everyone on the same page.

HSGSA Lounge:

UMSU provided satellite info, HSGSA currently trying to figure out how to proceed. Physical plant informed us that Bell will need to install the cables, so trying to contact them, but need the telephone number the account is tied to in order to call the service number...

HSGSA Visiting Speaker:

The Stephen Lewis talk in Theatre A was very well attended. HSGSA was given the privilege of introducing and closing the proceedings.

HSGSA Spring Social:

The HSGSA executive have been planning a social on the Bannatyne campus for April 20th, 2012 4-8pm, with free drinks, food, and excellent prizes, including a Blackberry Playbook tablet.

UAEM Speaker:

A student from UofA came to our campus from UAEM to try to start a chapter here. The organization promotes new research on foreign diseases, better access to drugs, and talking to the schools about adopting world-friendly patent policies. Start a chapter? Up to next exec!

HSGSA Dragonboating

The HSGSA is signing up a team for this year's Winnipeg dragonboat festival, many students have already signed up at \$40 per person. Includes three practices, and a race weekend

HSGSA Lounge Opener

HSGSA exec planned an opener for the new lounge (April 13th at noon) showcasing the awesomeness that it is. Free food and drinks were provided, Dean of Medicine Dr. Postl and Associate Dean of Medicine, Grad Studies Ed Kroeger, were in attendance to receive our thanks.

HSGSA Research Days

HSGSA VP Internal has been chairing committee, overseeing progress of event scheduling for 2012 CSHRF. HSGSA executive, along with councillors, have been booking required venues and discussing overall planning. Progress is exceptional. Beep Boop.

Office Hours: Tuesday/Wednesday 12-1pm

March 13,14, 20,28
April 3,4,10,11

Missed March 21,27th due to ski trip

Additional time spent in office – 2 hours per week

Office hours missed: 2

Time spent in the office: 14 hours

Time spent in meetings: 25.5 hours



Report

From: Olivier Gagné, Senator
To: Graduate Students of the University of Manitoba
Date: April 10th, 2012
Re: April 25th Council Report

COMMITTEES, MEETINGS AND BUSSINESS MATTERS

Meetings Attended:

March 19 th	Executive meeting	2.5 hours
March 22 nd	Finance meeting	0.75 hour
March 28 th	Stephen Lewis event	3 hours
	Stephen Lewis event reception	1 hour
March 29 th	Dignitary breakfast	2 hours
	Emerging leaders dinner	4 hours
April 2 nd	Student senate caucus	1 hour
April 3 rd	Executive meeting	2 hours
April 4 th	Senate meeting	1.5 hours
April 5 th	Council meeting	2.5 hours

Meetings Missed:

None

Executive Summary:

My leave of absence (for the campaigning period) ended March 14th.

April senate meeting:

-A statement of intent to introduce a new M.Sc. in Genetic Counselling, in the Department of Biochemistry and Medical Genetics, Faculty of Medicine, was presented. The anticipated implementation date is September 2014.

-A Post-Baccalaureate Diploma in Agrology was implemented to help internationally educated agrologists integrate Manitoba's agrology industry.

-The Centre for Human Rights Research has been established on campus, to enhance interdisciplinary research on issues related to human rights and social justice.

-*Professional unsuitability* and *essential abilities* documents were approved by senate for the Faculty of Dentistry and School of Dental Hygiene. These documents outline the proper behaviours and abilities essential to performing the profession.

- A thorough and comprehensive document was drafted (and approved in spirit by senate) in regards to the accommodation of student with disabilities.

Office Hours:

Thursdays 14:00-16:00

March 15, 2012 – office renovations March 22, 2012 – 2 hours

March 29, 2012 – 2 hours April 5, 2012 – 2.5 hours

Time spent in office hours: 6.5 hours

Time spent in meetings: 20.25 hours

Time spent in others: 5 hours

Internal Development and Review Committee : Sub-committee Report

From: Hilary Gough (Chair, IDRC – subcommittee)

To: GSA Council

Date: April 16, 2012

Re: Second GSA Executive Review of the 2011/2012 term

Members of the IDRC – Review sub-committee:

Hilary Gough	Social Sciences Designate
Cathy Scofield-Singh	Graduate Student
Jeremy Funk	Professional Studies Designate
Erin Acland	Humanities Designate
Andrew Olynyk	Nat. and Ag. Science Designate
Beibei Lu	Graduate Student

Meetings:

Committee:

No meetings required as sub-committee familiar with its role.

Sub-committee:

No meetings required as sub-committee members familiar with the process and their role.

Executive Members Reviewed:

President – Peter Nawrot
VP Internal – Angela Freeman
VP External – Tonia Bates
VP Academic – Jennifer Chen
VP HSGSA – Neil Salter
Senator – Olivier Gagne
Senator – Adam Reisacher

Review Period:

Dec 2011-April 2012

Review Process:

Each of the six committee members were randomly assigned 2-4 Executive Members to review for the first review, depending on the responsibility level of those being reviewed. This was arranged so as to distribute the work evenly and have each Executive Member reviewed by two people. The same distribution of review roles was kept for the second review so that reviewers might effectively observe changes in performance between the first and second reviews.

Considered in the review were the following materials:

- GSA Council documents (Executive Reports, etc.) and meeting minutes (Jan 2012-April (5) 2011)
- GSA Internal Committee minutes (where available)
- External Committee minutes/feedback (where available)
- GSA Student Survey Responses
- Office Hours (as recorded in the log book and Executive Reports to council)*

*recording of office hours for the VPHSGSA was inconsistent, therefore, disregarded

Executive Performance Review : Second Review Dec 2011 – May 2012

Name: Peter Nawrot

Position: President

Attendance: Peter's attendance at internal and external meetings has been good. The majority of meetings missed were properly accounted for, and regrets sent. A small number of inconsistencies were noted between attendance as recorded in Peter's council reports and attendance as recorded by committee chairs, however, these were very few in number and it is not known where the error lies.

Participation: Peter has lead executive and council meetings appropriately. At times, more clear direction in council would have been beneficial; however, objectives were consistently met. Scheduling conflicts suggest that Peter may have been overstretched with regards to time to attend meetings, however, when present, Peter's commitment to the graduate student body is clear.

Office Hours: Time spent in the GSA office this review period is less than in the first review period, in part due to office renovations; however, Peter's maintenance of posted office hours has improved considerably.

Student Feedback: Student feedback was somewhat conflicting. Many students feel that Peter has been very committed in his work and operates with the GSA's best interest in mind. 'Busy' is often used to describe Peter, suggesting that some of the work performed by the President might be shared in order to permit the individual in this role to be more accessible. Another line of comments suggest that Peter used his role as chair improperly, and that some decisions were made without sufficient council discussion. The majority of the feedback received was positive.

Other: Overall, Peter has performed his duties well.

Name: Angela Freeman

Position: Vice-President Internal

Attendance: Angela's attendance at meetings has been good. One council meeting was missed due to illness.

Participation: Angela's commitment to her responsibilities has continued and is evident in her work. Progress has been made with regards to the Gradzette, the Manitoban, bylaws revisions, and executive reporting. Conference and special projects grant applications were regularly addressed.

Office Hours: Angela was on an excused leave from Dec. 6 – Jan 3. Hours spent in office were sufficient and no posted office hours were missed, demonstrating a strong commitment to being available to students in this way.

Student Feedback: Many students shared their appreciation of how efficiently Angela has conducted her duties. A minority of comments suggest a lack of transparency and accountability with regards to financial issues. Overall, feedback was positive.

Other: Additional guidance for formatting of minutes, reports and electronic filenames would be helpful. Additional commentary as to the GSA's financial performance at regular intervals would be of use.

Name: Tonia Bates

Position: Vice-President External

Attendance: Attendance at internal and external committee meetings has been good.

Participation: Tonia's work is visible in attempts to increase graduate student awareness of the GSA via facebook, twitter, newsletters and meet'n'greet. She also continued to keep the executive aware of many campaigns of concern to students. Tonia successfully organized a viewing of TedX Manitoba on campus, and a Dignitary Breakfast. Overall, she has been active in facilitating connection between graduate students and the community. Due to re-election, Tonia was on leave of absence Feb. 16 – March 14, limiting her activities this term.

Office Hours: Office hours were limited due to office closure and leave during re-election, however, hours were overall sufficient and posted office hours were consistently held.

Student Feedback: Student feedback clearly indicates that Tonia's outgoing personality is appreciated by graduate students, helping them to feel comfortable accessing the GSA. Questions concerning

external events and campaigns were raised, suggesting that more could be done and organized in a clearer way. Overall feedback was positive.

Name: Jennifer Chen

Position: Vice-President Academic

Attendance: Jennifer's attendance at internal and external meetings has been very good.

Participation: Academic events continued to be well organized and the Stephen Lewis lecture was executed successfully. Some proposed events were not executed, in part due to communication delays, scheduling conflict and content overlap with other groups. Due to re-election, Jennifer was on leave of absence Feb. 16 – March 14, limiting her activities this term.

Office Hours: Time spent in the office is more than sufficient, and office hours were held consistently, only missed when there was scheduling conflict with other GSA activities.

Student Feedback: Student feedback was conflicting. Some appreciated the way in which Jennifer did her job. Others question the quality of her contribution and some decisions made.

Other: Overall, events were organized effectively, and Jennifer's contribution to the GSA has been considerable.

Name: Neil Salter

Position: Vice-President HSGSA

Attendance: Attendance at meetings on main campus has been good and regrets sent for meetings missed.

Participation: Communication of HSGSA activities to council was effective.

Office Hours: Office hours were inconsistently reported, therefore, not evaluated.

Student Feedback: Feedback was limited but suggests that though at times difficult to get into contact with, Neil is a good liaison between the campuses.

Other: Overall, Neil's activities at main campus appear to be sufficient, and Neil appears to have acted as an effective liaison between the GSA and HSGSA. Detailed assessment of his activities on the other campus is beyond the scope of this review and is left to the Health Sciences IDR.

Name: Olivier Gagne

Position: Senator

Attendance: Attendance at internal committees has been good. Senate meetings were consistently attended, though some were not attended for the full duration. The committee strongly recommends that senators attend the full duration of senate meetings barring extenuating circumstances.

Participation: Reports to council were effective, and contributions to discussions surrounding GSA's participation in CFS conferences useful. Due to re-election Olivier was on a leave of absence Feb. 16 – March 14, limiting his activities this term.

Office Hours: Olivier held considerable office hours, and posted hours were very consistently held, even in the face of scheduling conflicts. Dedication to this commitment is commended.

Student Feedback: Student feedback suggests that some parts of his role are well performed, but that outreach as a Senator is limited because some view him as unapproachable.

Name: Adam Reisacher

Position: Senator

Attendance: Attendance at meetings has been good.

Participation: Useful updates were provided regarding student housing and the implications for graduate students. Reporting of other committee issues would benefit from greater explanation in council reports.

Office Hours: Adam has demonstrated commitment to being available during posted office hours. Additional hours were also spent in the office, making overall time in the office more than satisfactory.

Student Feedback: Overall feedback is positive, reflective Adam's effectiveness in his role and willingness to fill gaps when needed.

Additional IDRC Feedback:

The IDRC would like to recognize the hard work put in by all executive members this year. Having reviewed much of this work, a number of areas in need of improvement have been identified.

Accessibility and Transparency:

The IDRC would like to see the future executive establish more consistent and effective reporting procedures with respect to council documents, minutes, and office hours. Posting files online should be done in separate files so that information is more searchable and readable. This will serve as a better record and help to ensure that the general graduate student body has clear access to this information, making the GSA more accountable and transparent.

Office hours appear to have been held with much more consistency this term despite office closures. This accessibility is crucial for student access to the GSA and this momentum should be maintained.

Transparency with regards to the budget remains an area of concern which would benefit greatly from more regular reporting and discussion at council. A monthly report outlining the current financial standing and an opportunity for questions and discussion would serve this purpose.

Goals and Meetings:

Executive and council goals still remain unclear. This should be established and announced in multiple forums (online, in council, etc.) in early meetings so as to establish a clear vision for the year. This year, the Speaker series goal appears to have been dropped in favour of bringing in a high profile speaker. This decision is valid and the event was successful, however, such changes should be clearly communicated to council and goals updated and revised as necessary.

Several inefficiencies in meetings have been observed. Recorded minutes suggest that conflict in meetings takes up much of the meeting time. It has been observed that this can quickly derail agendas leaving much to be covered in future meetings. Procedural questions also consume much time during meetings, detracting from legitimate discussion and debate. Suggestions from students to aid in resolving this issue are below. Other issues that unnecessarily consumed valuable time during meetings this term were repeated discussions and debate over former Senator Karari, as well as a focus on justifying past action instead of looking ahead changes to be made in the future. Stronger administrative leadership would help to guide meetings so that issues of concern to graduate students can receive the attention and discussion they require.

The student survey suggests that the majority of students remain unaware of the role of the GSA and its executive. There appears to be a gap between what the GSA is occupied with and what graduate students are concerned about. Tremendous opportunity has been gained through autonomy from UMSU, and the GSA might take this opportunity to focus more directly on the needs of graduate

students and their research efforts. In order to increase awareness of GSA roles, a clearer website might be established which outlines executive roles in simple terms so that students might access the appropriate member with specific concerns.

Additional Student Feedback:

Please provide us with any additional comments you would like to make regarding the performance of the GSA Executive Team.

- Good work regarding CFS
- Email communication and response times could be improved
- Overall the work of this executive is praised as well done
- Some concerns regarding conflict between executive members and in general at council was raised

What issues would you like the future GSA Executive Team to address?

Current Initiatives:

- Continue with work regarding CFS membership questions
- Continue work regarding student housing
- Continue work regarding international student health care in Manitoba

Funding

- work to increase and sustain current funding – continue meeting with government and university officials on this issue
- Increase visibility of available funding by advertising through FGS (travel award, etc.)
- Make travel funding available for non-presenting participants

UMSU

- work with UMSU on campaigns without compromising autonomy
- continue participation in pub talks and GSA access there

University relations

- facilitate student relations with FGS
- increase information about advocacy

Visibility/Communications

- increase visibility of GSA to students

- participate in departmental student activities to ensure involved students are aware of GSA and its role
- ensure visibility of graduate students in administrative contexts
- fewer, shorter emails with detailed headers to promote important content
- increase visibility of the GSA website – a link from other pages

Socials

- some desire for more socials and pub nights to promote cohesiveness
- some suggestion that they are not worth the expense as many are not interested in cross-departmental interaction
- public announcement of social schedule for the year so that departments can avoid conflicting schedules

Council

- increase transparency of activities and promote live discussion
- permit non-council members to participate in meetings through questions/discussion
- increase efficiency in meetings by training councillors and exec about Robert's rules and bylaws pertaining to meetings and issues
- strive to create a more positive and productive environment in meetings

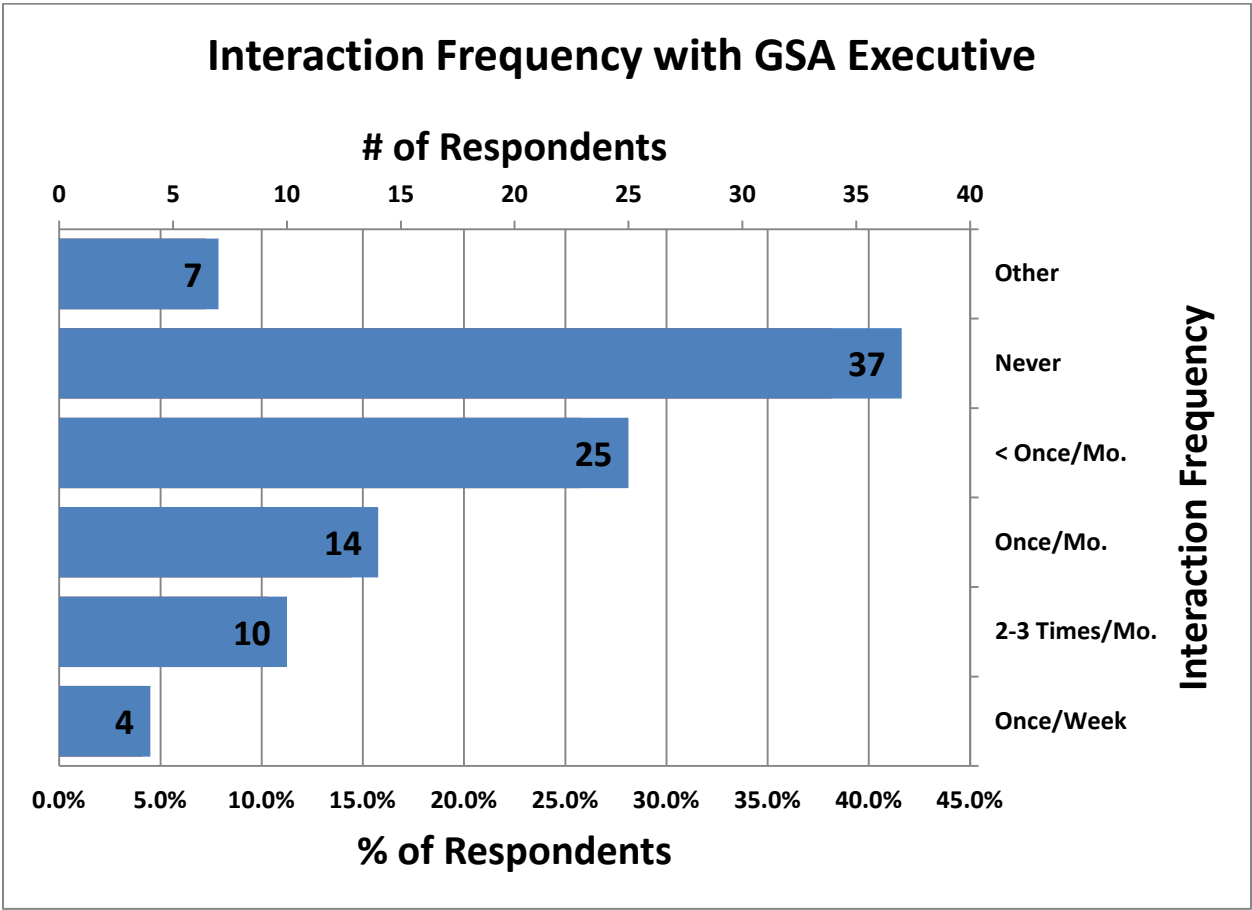
GSA Office/Lounge

- swipe card access/part time evening staff
- ensure front desk staff is accessible – not too busy to help students coming into the office
- ensure accessibility of office for students with special needs

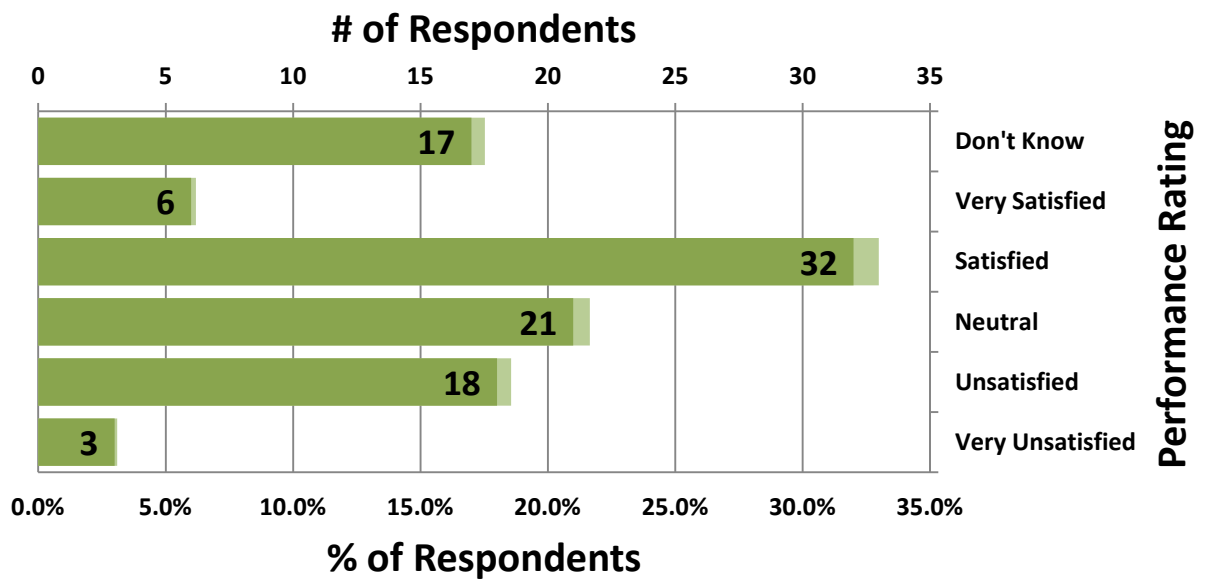
Other

- facilitate discussions with university regarding copyright issues
- access to health clinic at Bannatyne
- Environmental sustainability
- Increasing study space for graduate students
- Improvements to afterhours campus life – better bus access, longer access to food services
- Improve access to research methods courses
- Reform to ethical review process to improve turnaround time

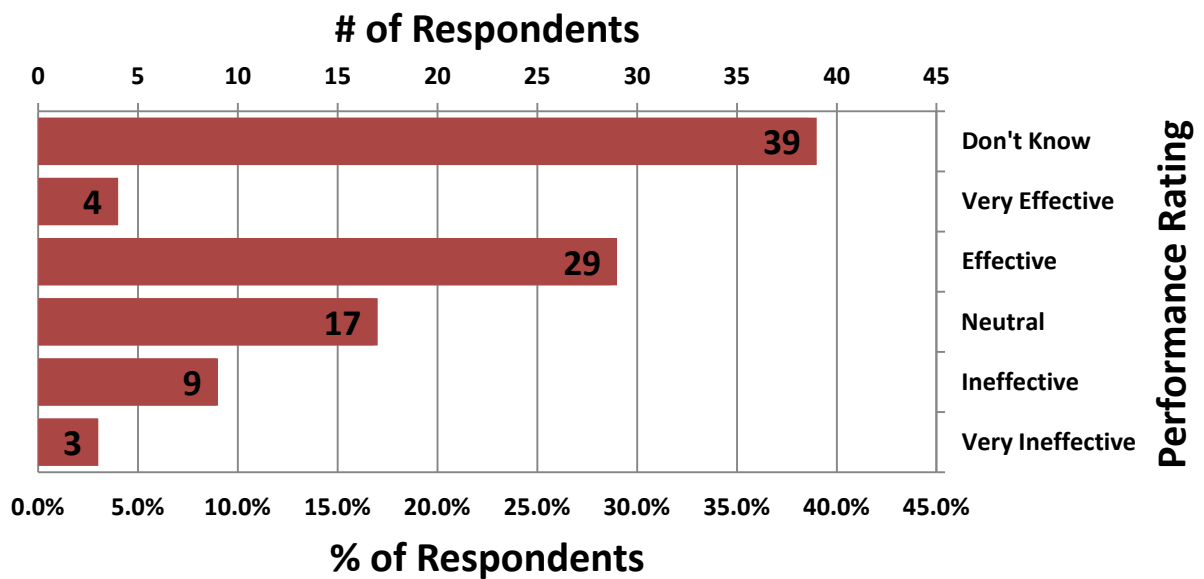
Interaction Frequency with GSA Executive



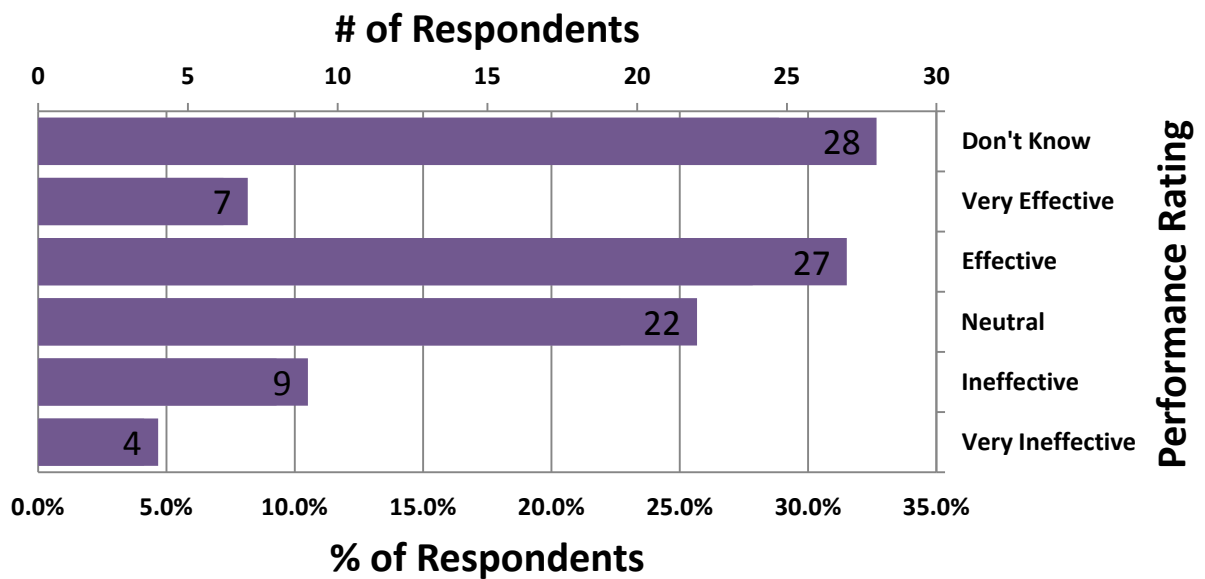
Overall Executive Performance
How satisfied are you with the level of
communication and information coming from
the GSA Executive Team?



Overall Executive Performance
How would you rate the performance of the the
GSA Executive Team as they complete their term
in office?



Overall Executive Performance
How satisfied are you with the degree of
availability and accessibility of the GSA Executive
Team?



FINANCIAL POLICY AND PROCEDURE MANUAL

Amendment Procedures.....	2
Relevant Bylaws.....	2
Budget Guidelines	2
Grants and Awards.....	2
HSGSA Finances and Transfers.....	9
Funds and Reserves.....	9
Audits and Transparency.....	11
Purchasing.....	12
<i>Appendix A: Travel Grant Forms</i>	
<i>Appendix B: Special Project Grant Forms</i>	
<i>Appendix C: Departmental Grant Forms</i>	
<i>Appendix D: Graduate Teaching Award Form</i>	
<i>Appendix E: Graduate Student Award Form</i>	
<i>Appendix F: Hardship Funding Request Form</i>	

Vice President Internal 1/24/12 9:34 AM
Formatted: Font:Bold

ARTICLE I — AMENDMENT PROCEDURES

1. This Policy and Procedure Manual may be amended at a meeting of Council with a two thirds majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronically within two weeks of the changes being accepted.

ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to Article 5.1.a.4, Article 5.2.ii.a-c and Article 6 of the Association's Bylaws.

ARTICLE III — BUDGET GUIDELINES

1. The budget of the Association must be presented to and approved by Council prior to May 31st of each year. The Vice President (Internal) will prepare the budget and provide it for review two weeks prior to the May Council meeting.
 - a. Every month, the Vice President (Internal) must provide the updated budget as a part of her monthly report to the council members at the Council meeting.
 - b. Any documents provided to the Finance Committee may be requested by Council.
 - c. All expenditures and reimbursements must be claimed within one month of the expense, and settled within one month of the claim.
2. Amendment Procedures: Any adjustments to budget lines or future expenditures must be approved by Council with a regular majority vote.

ARTICLE IV — GRANTS AND AWARDS

I. Travel Grants

The GSA, through the Finance Committee, will make funds available to University of Manitoba current graduate students wishing to attend or present at conferences, or University of Manitoba graduate students that have graduated within the past four months, wishing to present at conferences, who do not have adequate personal or departmental resources to do so. Conferences should advance the student's course of study. Applications will be accepted throughout the academic year.

1. General Regulations:

- a. Applications for Travel Grants must be complete or they will not be considered.
 - b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence.
 - c. If the conference attended is outside the applicant's field of study, a supporting letter from the supervisor is required to show the advancement of student's course of study.
 - d. If the applicant is presenting, a copy of the conference programme must be submitted. The applicant's presentation has to be listed on the official programme to qualify.
 - e. Applications must include a Travel Grant Application form (Appendix A) and a budget, which outlines all other sources of revenue and estimated expenses. A copy of receipts substantiating the costs outlined in the budget must be submitted (e.g. registration, airfare, ground-transit, hotel expenses). A per diem of \$40 may be included for each day of travel. These costs must exceed the amount of the award applied for.
 - f. The maximum amounts available will be as follows:
 - i. \$500.00 for those giving presentations in conferences outside North America
 - ii. \$400.00 for those attending conferences outside North America
 - iii. \$350.00 for those giving presentations in North America
 - iv. \$250.00 for those attending conferences in North America
 - v. \$100.00 for those giving presentations in Manitoba
 - vi. \$75.00 for those attending conferences in Manitoba
 - vii. \$75.00 for those giving presentations in Winnipeg
 - viii. \$50.00 for those attending presentations in Winnipeg
 - g. No member of the Association may receive conference and travel grant(s) totaling in excess of \$500.00 from 18 March to 17 March of the following year. This would imply that multiple applications from one member could be successful, but the total amount cannot exceed \$500.00 in said year.
 - h. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
 - i. Applications must be received within 4 months of the conference date
2. Conference grants may not be used for purposes other than the attendance of a conference or procurement of necessary documents to do so.
 3. Priority for awards will be:
 - a. Students who are PRESENTING/GIVING papers who do not have access to any departmental or outside resources
 - b. Students who are ATTENDING conferences who do not have access to outside resources
 4. A summary of Conference Grant applications must be presented to Council for concurrence without debate at the monthly council meeting.

II. Special Project Grants

1. The GSA makes funds available for special projects, events or items, which could potentially benefit the graduate student population at the University of Manitoba. By way of example, past projects that received grants in this category include guest speakers, professional development workshops and graduate publications. Special Projects Grants cannot be used for:
 - a. Socials
 - b. Department publicity brochures
 - c. Personal Funding for graduate students
 - d. Travel to events
 - e. Membership dues
2. Applications will be accepted throughout the academic year, but dispersals are limited as follows:
 - a. One-third of the budget for applications received prior to July 17th
 - b. One-third of the budget plus all remaining monies from the first period for applications received by November 17th
 - c. The remaining budget for applications received by March 17th. Applications received after March 17th will not be considered until after Executive changeover (May 1st)
3. All proposals for individual, organization or department grants shall be considered by the Finance Committee if they meet the requirements outlined here and on the Special Project Grants Form (Appendix B). The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by themselves or a unit to which they are affiliated.
 - a. Recommendations for grants of \$250 or less will go to council for concurrence without debate.
 - b. Recommendations for grants greater than \$250 will require the applicant to present to Council. Council has the authority to debate each submission and vote on acceptance.
4. General Regulations:
 - a. Applications for grants must be complete or they will not be considered.
 - b. All applications must include a budget that outlines all other sources of revenue and estimated expenses.
 - c. Priority will be given to applications that will benefit the largest number of graduate students. Special consideration will be given to projects of extraordinary merit, to be evaluated by the Finance Committee.
 - d. Recipients are required to provide a final budget within one month of the completion date stated in the application.
 - e. Grants will not cover services already provided at the University.
 - f. The maximum amount obtainable for any project is \$500.00.
 - g. Grants may not be used for departmental operating expenses. The cheques can not be issued directly to the University departmental bank accounts.

- h. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the GSA in any publications, broadcasts or advertisements arising from that grant.
- i. Recipients of special project grants are required to send a brief report of the event to the Vice President Internal within one month of the event, to be included in the Vice President Internal's next report to Council.

III. Departmental Grants

1. Every departmental graduate students' association which is represented on GSA Council is eligible to apply for a Departmental Grant.
2. Completed Departmental Grant applications (Form 004) must be submitted to the GSA office no later than 4:00 pm on the following dates: **November 1st** to receive the December disbursement and **April 1st** to receive the May disbursements. Late applicants shall be penalized according to the following guideline:
 - a. Applications one working day late shall be penalized 5%
 - b. Applications greater than one working day late, but less than five working days late, shall be penalized 10%
 - c. Applications 5 working days late or more, but less than one full month late, shall be penalized 25%
 - d. Applications one full month or more late shall not be considered
3. Completed application forms must include the following:
 - a. The departmental association's name as it appears on bank account records.
 - b. The name and address of the bank as it appears on bank account records.
 - c. The account number as it appears on bank account records.
 - d. The names of two officers with signing authority and the signature of the GSA departmental representative.
 - e. To qualify for the May disbursement, the departmental councilor shall submit the following together with the application form by April 1st :
 - i. A report of expenditures and revenue up to March 1st of that fiscal year.
 - ii. A brief annual report of the association's events, activities and other business up to March 1st of that fiscal year.
4. The Departmental Grant is calculated as follows for departments situated on the Fort Garry Campus and Health Sciences Campus:
 - a. \$20.00 per academic year for every graduate student paying full-time student organization dues to the GSA and belonging to the departmental association.
 - b. \$10.00 per academic year for every graduate student paying part-time student organization dues to the GSA and belonging to the departmental association.
 - c. Fifty percent of the calculated Departmental Grant will be disbursed in December, with the remainder to be disbursed in May.
5. Enrollment statistics provided by the Faculty of Graduate Studies are used to determine the number of graduate students in each department. Enrollment figures

as of September 30th will be used to calculate a projected fiscal enrollment: January 31st figures will be used as the actual enrollment for the fiscal year.

6. To be eligible to receive a Departmental Grant, a Department's Representative must meet the following requirements:
 - a. The GSA Departmental Representative, or designated proxy, must attend the two (2) GSA Council Meetings held in September and November inclusive, in order to qualify for the December disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - b. The GSA Departmental Representative, or designated proxy, must attend at least three (3) of the four (4) GSA Council Meetings held from December to March inclusive, in order to qualify for the May disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - c. The Departmental representative, or designated proxy, must be a member of a standing committee of the Association and attend at least two-thirds (2/3) of committee's meetings. In the absence of two-thirds (2/3) attendance, the chair of the committee may recommend to consider committee obligations complete if the departmental representative, or proxy, has shown a dedication to the work of the committee. A 25% penalty per disbursement shall be assessed for failing to meet the committee requirements.
7. Attendance is determined by signature on the attendance sheet available at every Council or General meeting. The Departmental representative, or designated proxy, must sign the attendance sheet to be eligible for a Departmental Grant.
8. It is the responsibility of the department representative to pick up departmental grant cheque after receiving the notification from the GSA office.

IV. Awards

I. Graduate Teaching Award

1. The purpose of the award is to recognize those individuals who have made, in the estimate of their graduate students, a significant contribution to the teaching profession and graduate community.
2. Eligibility
 - a. Any member's thesis advisor, seminar or course instructor, or professor with whom the member has conducted research is eligible if:
 - b. The nominee is teaching or has taught a graduate level course during the current academic term.
 - c. Registered students in the Faculty of Graduate Studies are not eligible for this award.
3. The award will include a cash prize of \$200.00CAD and a scroll to commemorate the honour.

4. The Awards Committee will consider individuals who display a dedication to knowledge and sensitivity to their graduate students and the graduate student community.
5. Assessment
 - a. In order to properly assess the impact of the nominee, the Awards Committee requires that the nominating member provide the following:
 - b. One (1) completed Graduate Teaching Award Form (Parts I & II).
 - c. One (1) curriculum vitae that includes a selected list of graduate courses taught, a selected list of graduate students advised, and or a selected list of graduate advisory committees.
 - d. Three (3) letters of recommendation from current or former graduate students.
 - e. Assessment will be undertaken by the Association Awards Committee.
6. Once an application has been successfully received by the Vice President (Academic) of the Association, all materials contained therein will be property of the Association Awards Committee until the close of the competition, at which point all materials will be destroyed.
7. The Vice President (Academic) will notify all candidates within five working days of the committee's final decision.
8. Presentation
 - a. The Association shall host an Awards Luncheon where monetary portion of the award will be presented.
 - b. A scroll shall be given at the Fall Convocation of the following academic year.

II. Graduate Student Awards

1. The Association confers peer-to-peer recognition of members who are currently not recognized by the University of Manitoba Graduate Fellowship (UMGF) or any national awards or granting bodies, including but not limited to:
 - a. The Natural Sciences and Engineering Research Council (NSERC)
 - b. The Social Sciences and Humanities Research Council (SSHRC)
 - c. The Canadian Institutes of Health Research (CIHR)
 - d. The Manitoba Health Research Council (MHRC)
 - e. The Manitoba Graduate Scholarship (MGS)
2. The Awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement.
3. The awards have been made possible by the generous contribution of Dr. James Burns, a levy applied to all graduate students approved through a GSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative.
4. Recipients must be registered in the academic session for which the awards are tenable in order to accept the award.

5. Recipients must further meet the individual award criteria for the award applied for.
6. Master's Award
 - a. Two (2) awards valued at \$12,000.00CAD each will be offered to students who:
 - i. are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Master's (not pre-Master's) program; and
 - ii. do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
 - iii. have contributed to society through scholarship and community involvement.
7. Doctoral Award
 - a. One (1) award valued at \$16,000.00CAD will be offered to a student who:
 - i. is enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Doctoral program; and
 - ii. does not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
 - iii. has contributed to society through scholarship and community involvement.
8. Part-Time Award
 - a. Two (2) awards valued at \$5,000CAD each will be offered to students who:
 - i. are enrolled part-time in the Faculty of Graduate Studies at the University of Manitoba in either a Master's (not pre-Master's) or Doctoral program; and
 - ii. do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, UMGF]; and
 - iii. have contributed to society through scholarship and community involvement.
9. Assessment
 - a. In order to properly assess the impact of the applicant, the Association requires that the applying member provide the following by May 25th :
 - i. One (1) completed Graduate Student Award Form that includes a Statement of Intent that demonstrates how, through dedication to scholarship and community, the student has bridged academic theory and social practice in order to better serve the local, national, and/or international community.
 - ii. One (1) curriculum vitae that outlines academic, employment and community service.
 - iii. One (1) letter of recommendation from the student's advisor or supervisor.
 - iv. One (1) letter of recommendation from a person of the student's choosing.

- b. Assessment will be undertaken by the Awards Committee.
- 10. Once an application has been successfully received by the Vice President (Academic) of the Association, all materials contained therein will be property of the Association Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed.
- 11. The Vice President (Academic) will notify all applicants within five working days of the committee's final decision.
- 12. The Association shall host an Awards Luncheon where the successful applicant for the upcoming academic term will be recognized. The Association requires that GSA Award winners present the developments in their research at the Awards Luncheon.

V. Hardship Funds

- 1. The GSA provides hardship funds to students with demonstrated temporary financial need.
- 2. Applicants for these funds should fill out the Hardship funding request form, for review by the Vice President Academic.
- 3. All applicants are expected to also apply for financial aid, or emergency funding through the University of Manitoba Faculty of Graduate Studies and Financial Aid and Awards offices.
- 4. All applications will be kept confidential, with the Vice President Academic discussing the applicants' eligibility with the University of Manitoba Faculty of Graduate Studies and Financial Aid and Awards offices only.
- 5. All applications will be considered by the Vice President Academic for eligibility on a case-by-case basis.
- 6. The suggested maximum to be granted to any one applicant is \$1000 CAD (under discretion of the VPA).

ARTICLE V — HSGSA FINANCES

- 1. All HSGSA honouraria are paid through the GSA, as outlined in Article VI of the Bylaws.
- 2. The HSGSA shall receive 30% of the Association fees collected by the GSA from HSGSA members, as per Article VI.6 of the Bylaws.

- Vice President Internal 1/24/12 9:39 AM
Formatted: No bullets or numbering
- Vice President Internal 1/24/12 9:39 AM
Formatted: Indent: Left: 0.5", No bullets or numbering
- Vice President Internal 1/24/12 9:48 AM
Formatted: Font color: Auto
- Vice President Internal 1/24/12 9:48 AM
Formatted: Indent: Left: 0.5", No bullets or numbering
- Vice President Internal 1/24/12 9:48 AM
Formatted: Font color: Auto
- Vice President Internal 1/24/12 9:48 AM
Formatted: No bullets or numbering
- Vice President Internal 1/24/12 9:43 AM
Formatted: Font color: Auto
- Vice President Internal 1/24/12 9:48 AM
Formatted: Indent: Left: 0.5", No bullets or numbering
- Vice President Internal 1/24/12 9:48 AM
Formatted: Font color: Auto
- Vice President Internal 1/24/12 9:48 AM
Formatted: Indent: Left: 0.5", No bullets or numbering
- Vice President Internal 1/24/12 9:48 AM
Formatted: Font color: Auto
- Vice President Internal 1/24/12 9:49 AM
Formatted: No bullets or numbering
- Vice President Internal 1/24/12 9:48 AM
Formatted: Font color: Auto
- Vice President Internal 1/24/12 9:48 AM
Formatted: Indent: Left: 0.5", No bullets or numbering

- a. The transfer of fees will take place in two dispersals: May 31st and November 31st. 50% of the total funds shall be transferred in each dispersal.
3. All departments under the purview of the HSGSA must submit applications to the HSGSA for Departmental Grants.
 - a. All HSGSA departments are subject to the same guidelines and expectations outlined in Article IV of this document.
 - i. All HSGSA Departments can fulfill their Council and Committee requirements through attendance at and participation on HSGSA Council and Committees.
 - b. The HSGSA shall evaluate the applications and HSGSA Council shall have the right of approval for all HSGSA Departmental Grant applications.
 - c. Once approved by the HSGSA, the list of successful applicants will be presented to the GSA Council for concurrence without debate.
 - d. All approved Departmental Grants will be dispersed through the GSA Office.

ARTICLE VI — FUNDS AND RESERVES

I. Retained Earnings Fund

1. The Association shall establish and maintain a Retained Earnings Fund. The Fund shall be used to ensure the continued operation of the Association during periods of financial hardship. The Association shall borrow from the Retained Earnings Fund as necessary for approved budgeted purposes, but shall repay such funds when financially viable.
2. The Retained Earnings Fund need not be an established fund outside of the Association's regular checking account. However, when financially viable the Association may chose to invest the retained earnings fund in secured, short-term investments (one year or less). However, the first \$50,000 of the fund must remain liquid at all times, with each additional \$50,000 investment, or portion thereof, mature every three months.
3. The Association shall budget a minimum of 2% of its annual budget for the Retained Earnings Fund. In addition, the Association shall add all annual budget surpluses to the Fund.
4. The retained earnings fund shall be carried over from year to year, but not counted as part of a general surplus or deficit of the Association in the year-end financial statement.
5. The Retained Earnings Fund shall be reported separately from the budget as an appendix.
6. The Retained Earnings Fund must be reviewed when the annual budget is debated and amended.
7. The Retained Earnings Fund shall be administered by the Finance Committee.
8. The Association may, on approval from Council, add non-budgeted income to the retained earnings fund.
9. The Retained Earnings Fund is not to exceed the largest annual budget recorded in the previous five fiscal years.

10. Any use of the Retained Earnings Fund for non-budgeted expenses shall be presented to Council, and can only be approved with a two-thirds majority.

II. Capital Fund

1. The annual financial contribution of each GSA council shall be 2.5% of the annual budget per year to the Capital Fund.
2. The Capital Fund shall be maintained as a separate bank account of the Association.
3. The Capital Fund shall be carried over from year to year, but not counted as part of a general surplus or deficit of the Association in the year-end financial statement.
4. The Capital Fund shall be reported separately from the budget as an appendix.
5. The Capital Fund must be reviewed when the annual budget is debated and amended.
6. The Capital Fund shall be administered by the Finance Committee.
7. The Capital Fund is to be used for, but not limited to:
 - a. Office furniture for the main GSA office
 - b. Office computers, printers, faxes for the GSA office.
 - c. Capital Projects
8. The Office Equipment Reserve Fund is not to be used for:
 - a. general revenue of the GSA
 - d. Office supplies (paper, ink, staples, paint, etc.)
 - e. Personal use
9. Any use of the Capital Fund for non-budgeted expenses of more than \$10,000 shall be presented at an AGM, and can only be approved at an AGM

ARTICLE VII — AUDITS AND TRANSPARENCY

1. Audit
 - a. The audit will be undertaken on an annual basis by an external accounting body which will be chosen at the preceding AGM. The annual audit will be of the Graduate Students Association and the Health Science Graduate Students Association as a single financial body.
 - b. The Finance Committee and Executive Committee will provide all information requested by the auditing body, and will receive any and all feedback on behalf of the Association.
 - c. All HSGSA documents will be provided by the HSGSA Executive.
 - d. The Finance Committee is responsible for summarizing and presenting audit information at the following AGM.
 - e. All audit documents are available for examination by any member of the Association.
 - f. All monthly Financial documents, both those submitted to the Finance Committee and those submitted to Council, are a matter of public record and can be requested by any member of the Association.
2. Credit Card and Signatory Restrictions
 - a. The Association shall have no more than three credit cards for use as specified in this policy.

Vice President Internal 1/24/12 9:36 AM	Deleted: Office Equipment Reserve
Vice President Internal 1/24/12 9:36 AM	Deleted: Office Equipment Reserve
Vice President Internal 1/24/12 9:36 AM	Deleted: Office Equipment Reserve
Vice President Internal 1/24/12 9:36 AM	Deleted: part of the general operations
Vice President Internal 1/24/12 9:37 AM	Deleted: Office Equipment Reserv
Vice President Internal 1/24/12 9:37 AM	Deleted: e
Vice President Internal 1/24/12 9:37 AM	Deleted: Office Equipment Reserve
Vice President Internal 1/24/12 9:37 AM	Deleted: Office Equipment Reserve
Vice President Internal 1/24/12 9:37 AM	Deleted: Office Equipment Reserve
Angela Freeman 3/23/12 11:54 AM	Deleted: i
Vice President Internal 1/24/12 9:37 AM	Deleted: <#>The Office Equipment Reserve Fund is not to exceed \$40,000CAD at any given time. -
Vice President Internal 1/24/12 9:38 AM	Deleted: Office Equipment Reserve
Angela Freeman 3/23/12 11:54 AM	Deleted: Office renovations
Vice President Internal 1/24/12 9:38 AM	Deleted: <#>Office renovations exceeding \$10,000. - ... [1]
Vice President Internal 1/24/12 9:38 AM	Deleted: Office Equipment Reserve
Angela Freeman 3/23/12 11:55 AM	Deleted: to Council
Angela Freeman 3/23/12 11:55 AM	Deleted: with a two-thirds majority

- b. Only the President, Vice President (Internal) and Vice President (External) shall have signing authority and use of the GSA credit cards.
- c. The GSA credit cards are only to be used in circumstances where a post-purchase or pre-purchase cheque or customer billing account cannot be used. This includes but is not limited to liquor purchases from the Manitoba Liquor Control Commission, air travel and food orders.
- d. Any unforeseen use of the credit card by the GSA executive is subject to review by the Finance Committee immediately following the expense.
- e. The GSA credit cards are not to be used for the following
 - i. personal purchases
 - ii. general cash-flow of the GSA
 - iii. cash advances
- f. The GSA credit cards shall be restricted up to a maximum \$5,000CAD limit.
- g. All purchases exceeding \$500CAD must be pre-approved by the Executive Committee or the Finance Committee, unless they are already budgeted for or have a motion from full-council.
- h. All signing authorities for the GSA credit cards are personally responsible for the purchases on their specific GSA credit card.
- i. All purchases must have their accompanying receipts and must be submitted to the Office Manager within 10 working days of the date issued.
- j. The Vice President (Internal) must present a report on the activities of the GSA credit cards to each Finance Committee meeting and to full-council when the annual budget is presented and reviewed.
- k. Any perceived misuse of the GSA credit cards by a signing authority shall be brought forward to the next full-council meeting for review. The signing authority of the member in question shall be immediately suspended until the full-council meeting.
- l. Any misspent funds from the GSA credit cards shall be repaid in full by the executive member who signed the receipt. The sum may be recovered through a reduction in the wages of the executive member.
- m. The GSA credit cards are to be kept in a secure locked location when not in use.

3. GSA Sponsored Travel

- a. The GSA on occasion may send delegates to related conferences including conferences held on student leadership and student government
- b. Delegates of these conferences that are representatives of the GSA are required to sign a letter of agreement drafted by the executive committee prior to travel
- c. All delegates are expected to follow any established GSA code of conduct or code of ethics while attending a sponsored conference
- d. Delegates will first be selected from executive and staff members, followed by council and committee members, and finally members of the association
- e. The number of delegates at any conference will be determined by the funding available for external conferences and professional development in the budget
- f. Delegates attending these GSA-sponsored conferences are required to attend at least 80% of the conference proceedings. Those failing to attend the minimum must provide a written report to council explaining their absence.

Vice President Internal 1/24/12 9:56 AM

Formatted: List Paragraph, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"

Vice President Internal 1/24/12 9:56 AM

Formatted: Font: Cambria

Vice President Internal 1/24/12 9:58 AM

Formatted: List Paragraph, Indent: Left: 0.56", Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 2.25" + Indent at: 2.5"

Angela Freeman 3/23/12 11:55 AM

Deleted: ersonal

- g. If food is provided at the conference, then GSA delegates will not be reimbursed for additional food or beverages. If the delegate has missed a meal due to conference activities, is in travel, or has dietary restrictions not met by the provided food, then the delegate may claim receipts for those meals, up to \$40 per diem.
- h. Delegates are not permitted to claim any expenses that are not required for attending the conference, including but not limited to, personal taxis, car rentals, and bus fare.
- i. Individuals not abiding by this policy, or the letter of agreement will reimburse the GSA for travel costs, and conference costs, or parts thereof and may not be sponsored in the future as determined by the Internal Development and Review Committee
- j. All delegates must submit a one page written report at the following council meeting about the conference, what they learned or experienced, and how they will use that information in the future
- k. Executive members that do not follow policy will be subject to an immediate review by the Internal Development and Review Subcommittee, which will report to council their findings and potential actions.

Angela Freeman 3/23/12 11:55 AM

Deleted: airfare,

Vice President Internal 1/24/12 10:11 AM

Formatted: Font: Cambria

Vice President Internal 1/24/12 9:57 AM

Formatted: List Paragraph

ARTICLE VIII — ETHICAL PURCHASING

1. Definitions:

- a. "Institution(s)" means all institutions or groupings of institutions that require compliance with the Policy for their bulk purchasing, licensing and/or procurement activities.
- b. "Company" refers to the organization from which the GSA buys products, subject to the parameters of this Policy.
- c. "Supplier" means any natural or legal person who provides [Company] with goods and/or services integral to, and utilized in/for, the production of the company's goods and/or services.
- d. The term "subcontractor" means any natural or legal person who, directly or indirectly, provides a supplier with goods and/or services integral to, and utilized in/for, the production of the supplier's and/or [Company]'s goods and/or services.
- e. The term "child" means any person less than 15 years of age, unless local minimum age law stipulates a higher age for work or mandatory schooling, or less than 14 years of age if minimum wage law is set at that age in accordance with developing country exceptions under ILO Convention 138 enforced.
- f. The term "basic needs" are wages which are obtained through collective bargaining and meet local standards. In the absence of free collective bargaining, wages that meet "basic needs" should be defined as wages paid for a normal 48 hour work week that are sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents. In defining wages that meet basic needs, factors that should be taken into account

- include the average number of dependents and the average number of wage earners per family.
- g. The term “local” refers to businesses which produce and manufacture their goods within 60km of the City of Winnipeg.
 - h. The term “fair trade” refers to businesses or organizations which pay workers a premium price for their products, support the rights of workers to organize, invest in social programs in the community of production and who produce products in a developing nation.
2. Application:
- a. This policy is to be used for the purchase of all goods possible, unless the cost of non-ethical goods is cheaper by 10% or more.
 - b. This policy should be read as a policy internal to the GSA as well as a guide for our business partners.
 - c. This policy is to be implemented, enforced and reviewed by the finance committee of the GSA.
3. Labour Standards: all companies, suppliers and subcontractors involved in the production and/or distribution of products for retail or wholesale shall ensure that:
- a. Forced Labour
 - i. There shall be no use of forced labour, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise.
 - ii. Workers shall not be required to lodge financial deposits or their original identity papers with their employers.
 - b. Discrimination
 - i. There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on (but not limited to) age, race, caste, nationality, ethnicity, sex, pregnancy, religion, disability, gender, marital status, sexual orientation, union membership, illness, or political affiliation.
 - c. Harassment or Abuse
 - i. Physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment, shall not be tolerated.
 - d. Hours of Work
 - i. Personnel shall not be required on a regular basis to work in excess of 48 hours per week, and shall be provided with at least one day off for every seven-day period.
 - ii. Overtime work (more than 48 hours per week) shall be voluntary, shall not exceed 12 hours per employee per week, will not be requested other than in exceptional and short-term business circumstances, and will always be remunerated at a premium rate.
 - e. Freedom of Association and the Right to Bargain Collectively
 - i. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.

- ii. Employers shall not hinder or interfere with any attempts of the workers to organize a trade union. Where the right to freedom of association and collective bargaining is restricted under law, the employer will allow, and will not hinder, the development of parallel means for independent and free association and bargaining.
 - iii. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions.
 - iv. Workers' representatives shall have complete access to membership lists and other necessary documents.
 - v. Employers are encouraged to recognize workers' organizations succession rights where national or provincial/state law is not present.
 - vi. Business shall be encouraged to unionize new shops, if workers at an existing shop are unionized.
- f. Wages and Other Compensation
 - i. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards; whichever is higher.
 - ii. In any event wages paid for a standard working week should be sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents.
 - iii. Wages will be paid in a timely manner directly to the employee in cash, cheque or the equivalent. All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and of the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages for disciplinary measures shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.
 - iv. Employers are strongly encouraged to provide safe, adequate childcare facilities for their workers.
 - v. Employers are strongly encouraged to allow 11/2 sick days per month per employee, at no loss of income to the employee.
 - vi. Equal work for equal pay policies are to be practiced by the employer.
 - vii. Employers are strongly encouraged to have a diverse management staff.
- g. Pricing and Timelines
 - i. Suppliers and licensees shall ensure that prices negotiated for work performed are sufficient to allow for compliance with this code. In addition, the supplier or licensee shall ensure that realistic production timelines are provided to Contractors and homeworkers to comply with this policy.
- h. Health and Safety

- i. A safe hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.
 - ii. Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage shall be provided.
 - iii. Where workers are handling hazardous materials, safety showers shall be provided and accessible at all times in case of an accident.
 - iv. Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.
 - v. Safe handling information and training shall be provided regularly for relevant tasks, materials and equipment.
 - vi. Appropriate and sufficient first aid supplies shall always be on site. Trained medical professionals shall be readily available to administer first aid, deal with emergencies and treat workers' occupational health problems.
 - vii. Fire exits and fire extinguishers should be mandatory in all buildings including housing.
 - viii. Building must be kept up with the local and/or national building codes.
- i. Employment Relationship
 - i. To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.
 - ii. Obligations to employees under labour and social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
 - iii. Employers shall keep adequate records of their employees' names, addresses, rate of pay and number of hours worked each week in order to make this information available for monitoring purposes.
 - iv. Employers are discouraged from closing a plant/shop in a location to relocate a shop due to cheaper labour or looser government regulations.
- j. Reproductive Rights
 - i. No employee or prospective employee shall be subjected to the involuntary use of contraceptives or pregnancy testing.
 - ii. Workers will be permitted to take family leave without facing threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.
 - iii. Maternity/parental leave is strongly encouraged in the absence of a national or provincial/state law or program.
- k. Child Labour

- i. There shall be no use of child labour, i.e. no person shall be employed at an age younger than 15 years of age (or 14 years of age, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows for such an exception).
 - ii. Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section.
 - iii. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced (as a result of the enforcement of this policy) child workers.
 - l. Homeworkers
 - i. Homeworkers shall be given reasonable quotas such that the volume can be met in a regular work week and the piece rate or other form of remuneration shall constitute a living wage.
 - ii. Homeworkers shall be allowed to join and participate in workers' support organizations of their own choosing.
 - iii. The employer shall provide training in relevant matters of occupational health and safety to homeworkers.
 - iv. The other provisions of this policy shall also apply to homeworkers.
4. Environment Standards
- a. Location
 - i. The GSA shall attempt to give priority to producers, manufacturers and service providers who are locally based.
 - ii. The GSA shall attempt to purchase products directly from their producers.
 - b. Material
 - i. The GSA shall attempt to buy products where the material used is biodegradable and/or recyclable where applicable.
 - c. Pollution
 - i. The GSA shall attempt to purchase products from environmentally consciences and sustainable producers and suppliers.
 - ii. Local standards for water, air, and land pollution should be met.
5. Certification Standards
- a. Environmental
 - i. The GSA shall attempt to seek products carrying the eco-logo certification.
 - ii. The GSA shall attempt to purchase organic foods which carry organic certification.
 - b. Social Justice
 - i. The GSA shall attempt to seek products which are fairly-traded or certified as fairly-traded, particularly coffee, sugar, tea, chocolate and textiles.

- ii. The GSA shall not purchase goods from businesses on the Canadian Labour Congress's boycott list.

February 22, 2012

Tapper Cuddy
Barristers and Solicitors
1000 – 330 St. Mary
Winnipeg MB R3C 3Z5

To Whom It May Concern,

Re. University of Manitoba Graduate Students' Association file

Please be advised that a file was found in the offices of the Canadian Federation of Students-Manitoba (CFS-MB), at 309-323 Portage Avenue, Winnipeg. It is enclosed with this letter.

I believe this file belonged to a former member of the Executive of the University of Manitoba Graduate Students' Association (UMGSA) who used to work for CFS-MB. The UMGSA is a member of CFS-MB.

The Canadian Federation of Students examined the file briefly and discovered that its contents consisted of communications between the UMGSA and S. Marlaire Lindsay, at the time legal counsel at your firm (or its predecessor Scurfield Tapper Cuddy). As this file does not appear to belong to CFS-MB, I am now returning it to you, as prescribed in the fax cover sheets included in the file. There was a blank sheet of UMGSA letterhead in the file as well, and I have simply shredded that item.

To my knowledge, no copies were made of the contents of the file, nor has it been distributed or disseminated by CFS-MB.

Sincerely,


Tyler Blashko
Treasurer, Canadian Federation of Students-Manitoba

Cc. President, University of Manitoba Graduate Students' Association

Chief Returning Officer Report UMGSA General Elections 2012

Motion

BIRT the Elections budget be amended to pay an outstanding balance of \$900.00 to TomKorp Computing Services Inc.

Preamble

This is a report outlining the processes and the results of the 2012 UMGSA General Election. The results of the HSGSA General Election, including the election of an HSGSA President who is the ex officio GSA Vice President (Health Sciences), must be ratified by HSGSA Council.

The Elections Committee

The Elections Committee was struck on January 25, 2012. Although Calistus, Mike and myself voted unanimously on February 1 that Mike and myself would share the role of CRO, Mike and Kendra agreed on February 4 that a co-CROship was ineffective and therefore untenable. An email was sent out notifying the elections committee on February 4 that Kendra Magnusson would take sole responsibility for the role of CRO. The committee was initially composed of Michael Cardillo, Calistus Ekenna, Monica Martinez, Stephanie Chu, and chaired by Kendra Magnusson. Initially, Stephanie Chu filled the role of the Chief Returning Officer for the HSGSA; she chose to resign from her position on February 13 and Meaghan Labine agreed to take over the position for the duration of the election process, as ratified by GSA council on February 15.

The HSGSA Elections Committee, chaired by Meaghan Labine, also included Melissa Herma and Daniel Doerkson

Online Voting System

The committee renewed its contract with TomKorp Computer Solutions Ltd. The CRO scheduled a meeting with Tom Kazinsky on February 10 at 2 pm to discuss the project and timeline with the elections committee. The committee voted on February 10 that we would renew our contract; Stephanie Chu, Mike Cardillo, and myself voted unanimously. On Thursday, February 16, the CRO received the contract from TomKorp including quotes that Tom Korp would receive \$300 upon signature of this agreement, and an additional \$900 upon completion of the work. On February 17, the current GSA president Peter Nawrot approved the contract and the budget and office Manager Ruth Prokesch had the cheque prepared to be signed. Peter signed the contract on Monday, March 5 and Tom Kazinsky picked up the contract and cheque personally on the same day.

The requirements of the contract indicated that we would TomKorp would (i) Reuse the online voting system developed for the 2011 GSA elections; (ii) Install system on hosting server; (iii) Renew vote~~gsa~~.ca domain and SSL certificate; (iv) Enhance system based on feedback from 2011 which included enhancing password generation and authentication, update email text to include new instructions, providing better feedback when vote is submitted, explaining that the voting options are in random order, and testing voting system on new and old browsers; (v) Compare results with last year; (vi) Setup all voting assistant accounts; (vii) Provide support to import all voting accounts; and (viii) Manage entire voting process and be on standby for support during election period.

Tom requested that he have on-site technical support from the University of Manitoba. The CRO contacted Lonnie Smetana, the Manager of IST (Computer and Network Services at the University of Manitoba), and she put the CRO in touch with an IT contact person, Brian Greenberg (Brian.Greenberg@ad.umanitoba.ca). Brian was available throughout the elections and ensured that the emails directed from Tom Kazinsky would not be

blocked from the UManitoba server.

Privacy

The contract included a privacy clause that protected the privacy of GSA members. It disclosed that while GSA may supply TomKorp with confidential information required for the performance of the work and/or the provision of hosting services, TomKorp shall keep all such information confidential, and only use or disclose it for purposes consistent with this agreement. TomKorp shall destroy any confidential information upon termination of this agreement, unless otherwise instructed by GSA. The clause also ensures that TomKorp agrees to follow all provisions of this legislation and all reasonable instructions regarding the personal information.

Design of the Online Voting System

Hosting

www.votealsa.ca is a registered domain owned by the Association. The system uses 128-bit encryption. The votealsa website has a Secure Socket Layer (SSL) certificate. On March 8, Tom directed me to provide some feedback on the voting site; particularly with regard to the correct spelling of the candidates' name, but also regarding the clarity of the voting directions.

Emails

- An email was sent out to the grad students on Monday, March 12 at 6:29 AM, which notified students that students could vote for the University of Manitoba Graduate Students' Association elections for your 2012-13 Executive as of 09:00 on Monday, March 12, and close at 20:00 on Wednesday, March 14.
- The email provided students with step-by-step voting directions, frequently asked questions, and the hours of the Voting Assistance Booths. If students had further questions not answered in the email, they were directed to contact info@votealsa.ca for assistance.
- Students received daily reminders from info@votealsa.ca to vote on March 13 and March 14.

Ballot

- Randomizes the order of the candidates' names, and of 'Yes' and 'No' options for uncontested candidates, for each voter. This is to prevent positioning bias. The 'write-in' option is always last.
- Supports 'write-in' votes.
- Times out after three minutes of inactivity.
- Sends an email when a student logs out with an incomplete ballot or completed ballot.

Results

- Lists number and percentage of votes for each candidate.
- Provides a full table of votes, with no identifying information shown, for the purposes of manual recount.

Statistics

Note: This information shows only the behaviour of the voters. It cannot show how a student or group of students voted.

- Number of minutes from after login to complete ballot.
- Number of votes cast per hour.
- Number of students who have logged in, voted at least once, and finished voting. This can be broken down by department.

Nomination Period

The nomination period ran from 9:00, Wednesday, February 2, to Wednesday, February 15 at 16:30.

Elections Policy Manual and Nomination Form

The CRO updated the GSA Nomination form and forwarded the completed pdf to the GSA office assistant, David Jacks. David uploaded both the Elections Policy Manual and Nomination Form onto the UMGSA website (<http://umgsa.ca/section/27>). Students were directed to the online nomination form in an email sent out to the listserv on February 3. The email briefly explained the mandate of the GSA executive, the positions, and encouraged students to submit their completed nomination forms. The original email erroneously indicated that a "VP St. Boniface" position was available in the UMGSA Executive and failed to indicate that the third Senator position is preferentially allocated to a Health Science Graduate Student. An email amending the aforementioned oversights was sent out on February 5.

Nomination Posters

No posters were made by the Elections Committee to advertise the nomination period of the GSA. Peter Nawrot contacted the members of the elections committee on January 31 to formally request a meeting on February 1 at noon. Michael Cardillo, Calistus Ekenna, and Kendra Magnusson were in attendance. Peter provided the committee with the 2011 nominations form, which the CRO subsequently revised and forwarded to both David Jacks and Ruth Proketch to be posted online and available in the GSA office during the nominations period. The CRO did not gain access to the UMGSA CRO webserver account until the first day of the nomination period, February 2. The committee decided to host two "Meet and Greet" sessions with current executive council members for potential nominees. Graduate students were notified via email from the CRO about the events.

UMGSA Website

The UMGSA website was used extensively over the course of the election period to communicate with students. The contents of emails sent to the listserv were posted to the homepage of the website; information regarding the nominations period, eligible voting periods, the times and locations of voting assistance boots, were all made available on the UMGSA website.

All Candidates Meeting

A meeting for all candidates was held on Wednesday, February 15 in the GSA office at 8:00 pm. The all candidates meeting intersected with the UMGSA council meeting, which did not adjourn until this time. Due to the overwhelming number of executive candidates that performed as either executive council members or as department councillors at that time, the Elections Committee deemed it appropriate to delay the all candidates meeting to follow the UMGSA council meeting. All nominated candidates attended. There was some confusion about whether or not the candidate running for the third senator position (a Health Sciences student), Sem Moreno, would attend the UMGSA all candidates meeting or the HSGSA all candidates meeting, which was scheduled to occur on the Bannatyne campus. Sem attended the all candidates meeting at Fort Garry Campus. The CRO requested the following from the candidates, which the CRO forwarded to the HSGSA CRO Meghan Labine: (1) To forward all contact information to me (phone number, email, etc.) in order for the Gradzette to contact candidates for an interview; (2) to have the candidates send in their 100 word bios to me by 09:00CST on Monday, February 27; (3) the CRO emphasized to candidates that the elections committee was not endorsing the use of Twitter or Facebook for campaigning materials; the CRO explained that the committee concluded that as an extremely viral social media, we foresaw its use as too difficult to supervise, particularly in terms of third-party campaigning (see section 7 c of the elections manual on "Forwarding/Redirecting emails(s)"). The CRO also sent out a formal summary of the points covered at the all candidates meeting to the individual candidates via email.

Announcement of Candidates

Within 24 hours of the close of the nomination period, the candidates were announced in an email sent to the GSA listserv. A request was also sent to update the UMGSA website with the candidates list.

Campaign Period

The campaign period ran from 09:00 on Monday, February 27 to Friday, March 9, 2012 16:30.

Printing of Campaign Material

The current rules allow for candidates to be reimbursed for campaigning expenses up to a maximum budget of \$60. Because all campaign material must be approved by the CRO, who acted as an intermediary to authorize the printing of campaign materials through the UMSU Copy Centre and had the costs charged directly to the Association. While this was not the most efficient system, it was reasonably effective and required no out-of-pocket expenses from the candidates.

Gradzette

The CRO contacted the Editor-in-Chief of the Manitoban and The Gradzette on February 10. The CRO directed both editors to the policies regarding the elections (and media coverage) are available on the GSA website at <http://umgsa.ca/section/27>. Following the close of the nomination period, the CRO forwarded each individual candidate's contact information to Sheldon Birnie of The Gradzette. The interviews with each candidates was published in March. The Manitoban did not pursue media coverage of the GSA elections; the elections committee advertised for the Town Hall Forum (black and white 4x5) for the cost of \$140.

Voting Period

The voting period ran from Monday, 09:00 March 12 to Wednesday, 20:00 March 14.

Email Voting Passwords

The University of Manitoba's IT contact person, Brian Greenberg ensured that the mass emails sent by the online voting system would not be blocked as spam. All voting password emails were sent to students prior to 09:00 on the first day of the voting period.

A total of 6 students on the registrar's list of registered graduate students did not have active email accounts.

Voting Assistance Booths

In case any graduate students were unable to vote online without assistance, the Elections Committee set up Voting Assistance Booths. The GSA Elections Committee ran a Voting Assistance Booth in the GSA Office of Fort Garry Campus at the following times: Monday, March 12, 11:00 to 14:00; Tuesday, March 13, 11:00 to 14:00; and Wednesday, March 14, 11:00 to 14:00. There were also Voting Assistance Booths at Bannatyne Campus on Monday, March 12 (10:00-13:00) and Tuesday, March 13 (10:00-13:00); and at St. Boniface Research Centre on Wednesday, March 14 (15:00-16:30).

Results

In 2009, 277 graduate students cast their votes in the General Election.

In 2010, 400 graduate students cast their votes in the General Election.

In 2011, out of the 3262 graduate students, a total of 543 students (16.6%) logged into the online voting system, 512 graduate students cast at least one vote in the General Election; and 419 (12.8%) cast their votes for all positions on their ballot.

In 2012, out of the 3736 graduate students, a total of 371 students (9.9%) logged into the online voting system, 342 (9.2%) cast at least one vote. 306 students (8.2%) cast votes for all positions on their ballot.

No scrutineers were provided by the candidates.

GSA President

Uncontested Candidate: Emmanuel (Timi) Ojo (UMatter)

Yes	292 votes	88%
No	33 votes	10%
Declined	5 votes	2%
Write-in	0 votes	0%
Total	331 votes	

GSA Vice President (Internal)

Uncontested Candidate: Chadwick Cowie (UMatter)

Yes	266 votes	84%
No	42 votes	13%
Declined	7 votes	2%
Write-in	2 votes	0%
Total	317 votes	

GSA Vice President (External)

Uncontested Candidate: Tonia Bates (UMatter)

Yes	268 votes	84%
No	41 votes	13%
Declined	7 votes	2%
Write-in	2 votes	0%
Total	318 votes	

GSA Vice President (Academic)

Uncontested Candidate: Yijie (Jennifer) Chen (UMatter)

Yes	256 votes	81%
No	54 votes	17%
Declined	6 votes	2%
Write-in	2 votes	0%
Total	318 votes	

GSA Senator

Uncontested Candidate: Olivier Gagné (UMatter)

Yes	261 votes	82%
No	48 votes	15%
Declined	7 votes	2%
Write-in	2 votes	0%
Total	318 votes	

GSA Senator

Uncontested Candidate: Jessica Rebizant (UMatter)

Yes	272 votes	86%
-----	-----------	-----

No	36 votes	11%
Declined	6 votes	2%
Write-in	3 votes	0%
Total	317 votes	

HSGSA Senator

Uncontested Candidate: Sem Moreno (UMatter)

Yes	263 votes	84%
No	35 votes	11%
Declined	11 votes	4%
Write-in	4 votes	0%
Total	313 votes	

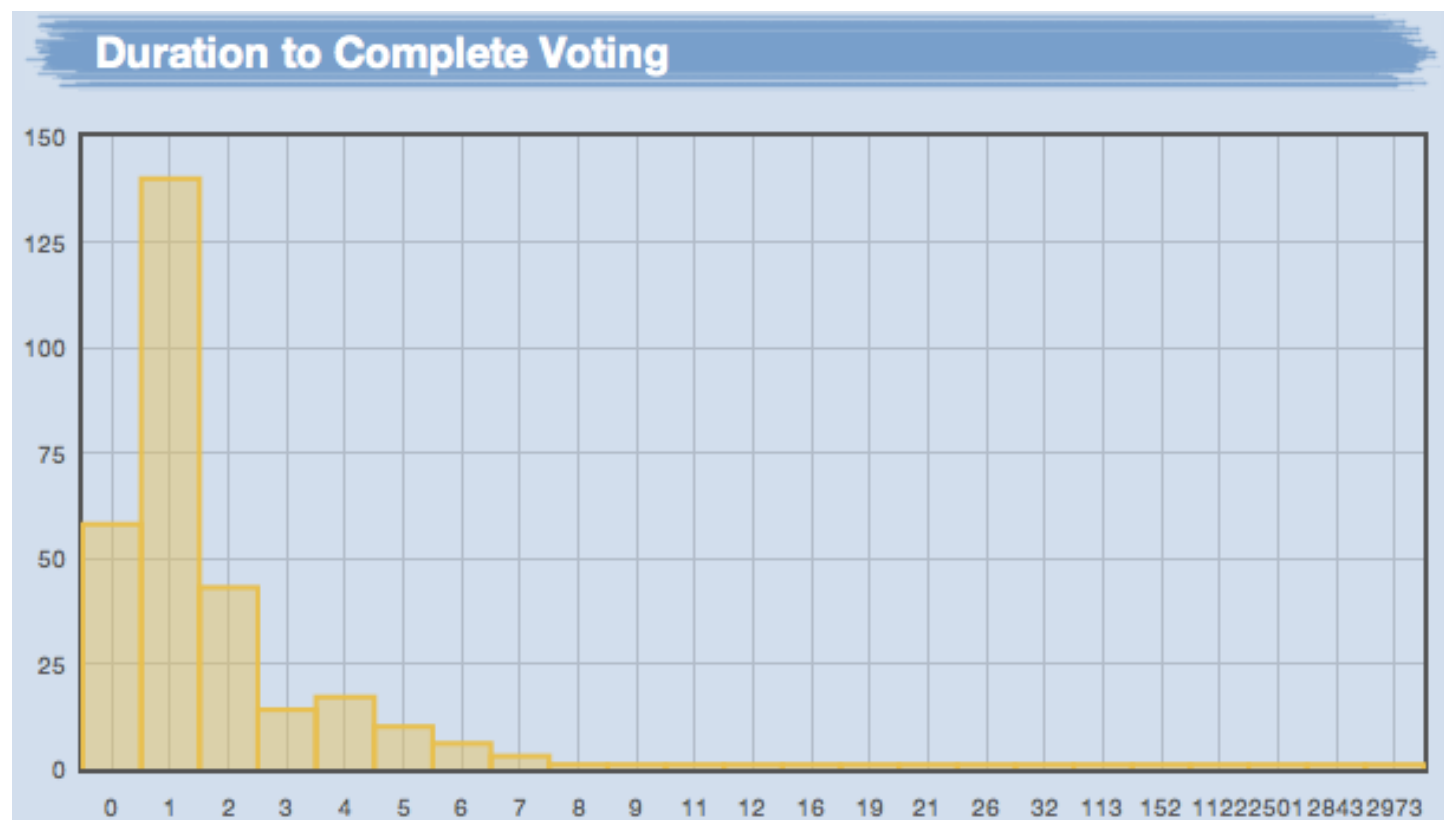
A complete list of all write-ins can be provided to Council upon request.

Analysis

Duration to Complete Voting

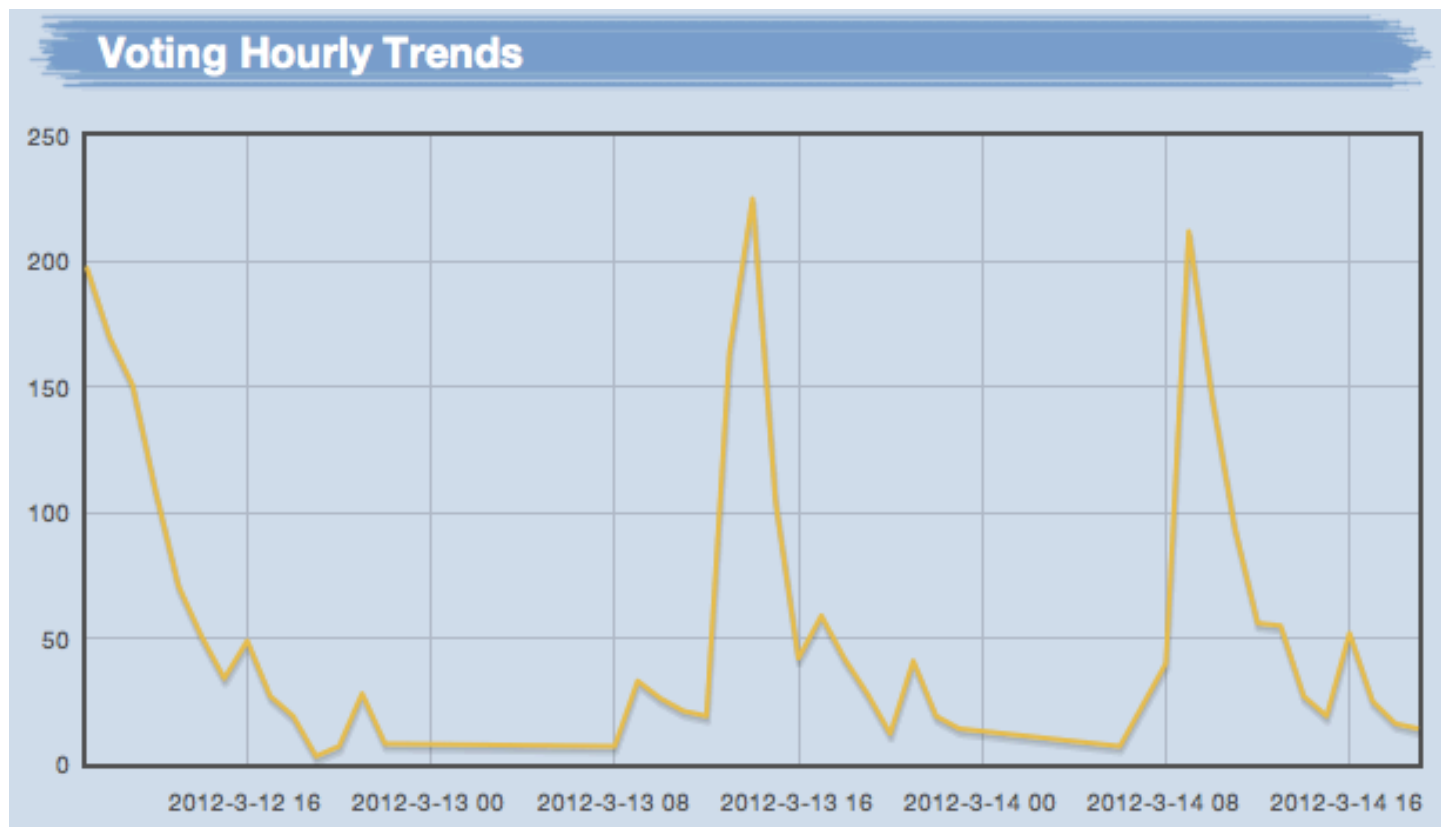
This is the length of time, in minutes, that it took students to finish voting. Only students who voted for every position on their ballot are included in these data.

79% of students voted in less than two minutes. 92% of students voted in less than five minutes.



Voting Hourly Trends

This is the number of votes cast per hour, not the number of voters. Voters could cast up to six votes on their ballot to elect the Executive. HSGSA members could also cast up to five votes to elect the HSGSA Executive.



Complaints

To date, the Elections Committee has not received any complaints. Results of the election await ratification by the GSA Council. Five days following the ratification, the database of ballots will be wiped.

Budget

All printed materials were purchased from the UMSU Copy Centre. The Elections Committee spent \$61.60 on printed materials. The Elections Committee also placed an advertisement in *The Manitoban* at a cost of \$124.95. Candidates spent a total of \$33.60 on printed materials. This is a total of \$220.15. The Elections Committee made a \$300 down payment to TomKorp for the recuperation of the online voting system. The Elections Committee spent \$328.58 on catering for the following events: “Meet and Greet” the Executive (on February 13 and 14), Town Hall (on March 9), and the final elections committee meeting (March 23).

The Elections Committee has spent \$548.73 of its \$1000 budget line.

The outstanding balance to TomKorp is \$300 for development. Website hosting by TomKorp costs \$10 per month. Additional software development services cost \$80 per hour. All payments are subject to additional taxes.

Discretionary Rulings

Social Networking

The elections committee did not endorse the use of Twitter or Facebook for campaigning materials; as an extremely viral social media, we anticipated that its use was too difficult to supervise, particularly in terms of third-party campaigning (see section 7 c of the elections manual on “Forwarding/Redirecting emails(s)”). Students were allowed to make a campaign website, however, if they so chose.

Mass Emails

Although mass emails were allowed during the campaigning period, no candidates sent mass emails during the elections period.

All Candidates Meeting

Since each candidate was in attendance at this meeting, it was unnecessary to disqualify or pursue any sanctions for absenteeism. The CRO asked candidates currently in office to relinquish their keys to the GSA office at the time of the All Candidates Meeting. All candidates were expected to be familiar with the Elections Policy and Procedure Manual, and no additional leeway would be granted for any ignorance as a result of their failure to attend the meeting.

Under-budget

Each candidate ran uncontested, and all the UMGSA candidates running joined the same slate. The “UMatter” slate candidates requested a singular poster design, of which they printed only sixty copies.

Campaigning Period

It was brought to my attention that the candidate for GSA Vice President Academic, Yijie (Jennifer) Chen was campaigning beyond the campaign period by sending unauthorized and unsolicited emails. The candidate was contacted by the CRO and instructed to desist from sending any additional solicitous and unauthorized emails. The CRO plainly re-explained the guidelines of the campaigning period and the candidate assured the CRO that she would discontinue all campaigns-related correspondence. Other than a severe warning, no penalty was applied.

Recommendations

Pay the Outstanding Balance to TomKorp

TomKorp Computer Solutions Inc. has met the requirements of our contract, and should be paid in full.

Continue the Online Voting System

Student response has been overwhelmingly in favour of online voting and it is therefore suggested that the GSA continue to use the online voting system for future elections and referenda. It is also suggested that in following years, the Elections Committee provide brief (100 word) bios of the individual candidates and provide a link to these bios on the votegsa.ca website.

Randomized “Yes/No” Ballots

Several students complained about the randomized ballots, which changed the order of “Yes” and “No” between the individual candidates. Students expressed concerns that some students might fail to notice the changes and inadvertently vote “No” for a candidate they intended to vote “Yes” for. In an election featuring multiple candidates running opposed the randomized “yes/no” ballot would prevent bias. However, in an election where each candidate is running unopposed, the random alternation of “yes/no” is unnecessarily confusing. It is my recommendation that in future elections if every position is unopposed, the “Yes/No” appear analogous on the ballots.

Position Descriptions

One student expressed their desire to have a description of each position. The student explained that they decided to leave their ballot incomplete because they were unfamiliar what the role of Senator required. A one or two sentence description of each job would help clarify and inform students about the roles and responsibilities of each candidate.

Ratification

Some students complained about the delay before the official election results were released. There was some confusion about what “ratification” needed to take place since there are no physical ballots to count. It is suggested that in future years, if we continue to use the online voting system, that an automatic elections announcement be sent by info@votegsa.ca (TomKorp) notifying the students of the elections’ outcome. There is no need for the CRO to ratify the voting results since there are no ballots to count.

Nominations and CRO Coaching

It is regretful that there were no contested positions during the election. The committee would encourage the new executive to select a CRO prior to two weeks before the election, so that the committee can undertake more effective strategies to recruit electoral candidates. It might also be helpful to have previous CROs provide a step-by-step outline of what occurs during the election, as not all CROs are familiar with what to expect. Having a checklist, for example, or email template for announcements (or even just a list of what announcements need to be sent out), in a file folder available for the following year’s CRO would be a significant help. Also, having access to a formal budget template would have been helpful; it was unclear how much money was in the budget for the elections.