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UMGSA Annual General Meeting (AGM) Agenda
Wednesday, January 29th, 2014, 5:00pm
UMGSA Lounge (221 University Centre)

1. Call to order.
 - 1.1. Electronic devices can detract from full participation and oral communication for attending members; therefore, we ask that, unless it is an emergency, to please refrain from using electronic devices.
 - 1.2. The HSGSA will be holding their AGM after ours on January 31st, 2014 from 12pm to 1pm in Theater C. All individuals who vote in this meeting are not permitted to vote again at the HSGSA AGM. The votes casted will be counted after both meetings.

2. Ratify the Chair

- 2.1. ***BIRT the University of Manitoba Graduate Students' Association (UMGSA) membership ratify the President of the Association, Monika Wetzel, to chair the UMGSA Annual General Meeting.***

3. Territory Recognition

We acknowledge that we are on the Treaty 1 territory, the traditional territory of the Anishinaabe people, and the homeland of the Metis nation. The university and the Forks of the City of Winnipeg sit at the crossroads of the Anishinaabe, Metis, Cree, Dakota, and Oji-Cree Nations.

4. Introduction of UMGSA Executive Members.

UMGSA Executive Position	Executive Name
President	Monika Wetzel
Vice-President Internal	Farhoud Delijani
Vice-President External	Crystal Cook
Vice-President Academic	Mehdi Rahimian
Vice-President Health Sciences (HSGSA president)	Melissa Rabb
Vice-President of Marketing and Events	Mike Cardillo
Senator 1	Calistus Ekenna
Senator 2	Gustavo Mejicanos
Senator 3	Emeka Okeke
Executive-at-Large	Jennifer Chen

5. Guests to be approved by the membership.

- 5.1. ***BIRT the UMGSA membership approve the presence of (the name of guests) at the UMGSA AGM.***

6. Approval of the agenda.

- 6.1. ***BIRT the UMGSA Membership approve the agenda presented for the 2013/14 AGM.***

7. Approval of minutes from January 30th, 2013 UMGSA AGM Meeting. (See Appendix A)

Whereas the previous AGM was held on January 30th, 2013.

Whereas Robert's Rules specifies that AGM minutes must be approved by members who were in attendance at that meeting.

- 7.1. ***BIRT the UMGSA Membership, present at last year's AGM, approve the minutes from the January 30th, 2013 AGM.***

8. Gradzette Presentation by Ryan Harby

9. Review of the UMGSA's Budget (please see Appendix B)

10. UMGSA's 2012/13 Audit (please see Appendix C)

Whereas the 2012/2013 executive changed the UMGSA term to align with the University's academic terms

Whereas this change led to an extension of their leadership of the UMGSA association until April 30, 2013.

- 10.1. ***BIRT the UMGSA membership approve the UMGSA audit as presented by BDO Canada, LLP auditors for the period between March 31, 2012 and April 30, 2013.***

- 10.2. ***BIRT the UMGSA membership approve BDO Canada, LLP as the UMGSA's auditors for the 2014/2015 term.***

11. Executive Committee Annual Report (please see Appendix D)

- 11.1. Executive Committee Report
- 11.2. HSGSA Internal Activities Report
- 11.3. Finance Committee Report
- 11.4. Awards Committee Report
- 11.5. Bylaws Committee Report
- 11.6. Campaigns Committee Report
- 11.7. Events Committee Report
- 11.8. Internal Development and Review Sub-Committee Report

12. Honorarium Increase

Motions coming from the IDRSC & Bylaws Committees:

Whereas the Committee Policy and Procedure Manual stipulates in Article III, Section 8 that the mandate of the Internal Development and Review Committee is to "Address all matters requiring ethical consideration within the Association".

Whereas Article X, Section 1, Item b in the Bylaws requires that "Any By-Law amendments presented by the UMGSA must be passed with a two-thirds (2/3) majority vote by a joint GSA/HSGSA By-Laws Committee"

Whereas Honorariums amounts awarded to UMGSA executive members are stipulated in Article VII Section 1 of the UMGSA Bylaws.

Whereas Honorariums for HSGSA Executive Members are paid out by UMGSA.

Whereas Honorarium amounts awarded to HSGSA executive members are stipulated in Article VII Section 2 of the UMGSA Bylaws.

Whereas the IDRSC did an analysis of the honorariums, which reviewed the job descriptions of executive members, reviewed the performance of current and previous executive members, as well as compared the honorariums of UMGSA executive

members to the honorarium/salary of other graduate student associations and University of Manitoba Student Union (UMSU) executive members.

Whereas the UMGSA has a healthy budget and would not be negatively impacted by an increase in honorariums.

Whereas Honorariums are one of the main sources of attraction for recruiting new executives for future elections.

12.1. *BIRT, based on the amount of work required for the positions and information from other Canadian universities, the IDRSC and Bylaws Committee recommend the following increases be applied to the executive honorariums (approve all of the motions made by the IDRSC Committee under item number 12 omnibus):*

- The honorarium for the president be increased from \$1000/month (\$12,000/year) to \$1150/month (\$13,800/year).
- The honorariums for the 5 VPs (Academic, Internal, External, Marketing and Events, and HSGSA) be increased from \$700/month (\$8400/year) to \$775/month (\$9300/year).
- The honorarium for the Executive-at-large be increased from \$500/month (\$6000/year) to \$775/month (\$9300/year).
- The honorariums for the 3 Senators be increased from \$300/month (\$3600/year) to \$350/month (\$4200/year).

****Bylaws member requesting that his opposition to the motion be noted:**

- o Mehdi Rahimian

- Additional related sub-motion coming from the IDRSC & Bylaws Committee:

Whereas Article VII, Section 6 stipulates that “Amounts of Executive honoraria may only be changed by a decision of a 2/3 majority at a General Meeting prior to May 1, and such changes shall not take effect until May 1.”

Whereas retroactive payment has been made in the past for executives with excellent performance.

Whereas the IDRSC feels the executive deserves retroactive payment for their work.

Whereas the retroactive pay would increase expenditures in the budget by \$14,400.00.

12.2. *BIFRT the IDRSC recommends any increases be applied retroactively to the executive honorariums for the 2013-2014 year.*

****Bylaws members requesting that their opposition to the motion be noted:**

- o Monika Wetzel, President
- o Mehdi Rahimian, VPA

- Related motion coming from the UMGSA/HSGSA Presidents & Bylaws Committee:

Whereas the IDRSC did not do an evaluation of HSGSA executive and did not have sufficient information to make a recommendation of HSGSA VPS.

Whereas the HSGSA has its own IDRSC to complete reviews of HSGSA Executive.

Whereas the HSGSA IDRSC gave favorable reviews of this year’s Executive.

Whereas the HSGSA VPs have worked well alongside UMGSA and have reported to both presidents on various issues throughout the UMGSA term.

Whereas the HSGSA VPs have high attendance rates for all internal committee meetings.

Whereas the HSGSA VPs have assisted in the organization of all required events at the Bannatyne Campus (see Appendix D)

Whereas the HSGSA VPs have held regular office hours at the Bannatyne Campus.

Whereas the HSGSA VPs have traditionally been awarded equal pay to UMGSA Senators.

- 12.3. BIRT the Bylaws Committee recommend an increase per-annum honorarium amount awarded to the HSGSA Vice-Presidents from \$3,600.00 to \$4,200.00 per year as of the same date chosen in the event of an increase to UMGSA executives' honorariums.**

The suggested changes can be summarized as follows:

UMGSA Executive

	Current (per year)	Suggested
President	\$12,000.00	\$13,800.00
Vice-President Internal	\$8,400.00	\$9,300.00
Vice-President External	\$8,400.00	\$9,300.00
Vice-President Academic	\$8,400.00	\$9,300.00
Vice-President of Marketing & Events	\$8,400.00	\$9,300.00
Executive-at-Large	\$6,000.00	\$9,300.00
Senators	\$3,600.00	\$4,200.00

HSGSA Executive

	Current (per year)	Suggested
President	\$8,400.00	\$9,300.00
Vice President Internal	\$3,600.00	\$4,200.00
Vice President External	\$3,600.00	\$4,200.00
Vice President Academic	\$3,600.00	\$4,200.00
Vice President of Marketing and Events	\$3,600.00	\$4,200.00
Vice President St. Boniface	\$3,600.00	\$4,200.00

13. Inconsistency of HSGSA Disbursement: (Please see Appendix E)

Whereas Article VII Section 7 of the Bylaws reads “The HSGSA shall receive a disbursement for the Association to be allocated in the annual budget equal to 16% of all Association student fees (The number of HSGSA students (H) registered within the semester multiplied by the student fees collected from HSGSA members (F) multiplied by 16% [(H)x(F)x0.16)] that are paid by all members of the HSGSA for day-to-day operations. The allocation will be distributed in two equal payments annually during the second and forth quarter of each year. The allocation amount will be reviewed annually by the UMGSA/HSGSA joint Bylaws Committee no later than one month prior to the January UMGSA and HSGSA AGMs.”

Whereas Article V of the Financial Policy Manual reads as “The HSGSA shall receive 30% of the Association fees collected by the GSA from HSGSA members”.

- 13.1. BIRT the UMGSA Bylaws Committee vote to align Article VII of the Bylaws with Article V of the Financial Policy Manual and further clarify this statement to read as “The HSGSA shall receive 30% of the Association operating budget fees collected by the UMGSA from HSGSA members. The formula for this calculation would reflect the number of HSGSA students (H) registered within the semester multiplied by the student fees collected from HSGSA members (F) multiplied by 30% [(H)x(F)x(0.3)]”.**

**** Bylaws member requesting that his opposition to the motion be noted:**

- Mehdi Rahimian, VPA

14. BIRT the UMGSA AGM recess for 5 minutes for the first two prize draws of \$50 gift certificates to St. Vital Centre.

15. BIRT the UMGSA AGM reconvene.

16. Review of Current Bylaws: Relationship with the Canadian Federation of Students (CFS)

16.1. Presentation by past UMGSA president, E. RoTimi Ojo, on the history of the relationship between UMGSA and CFS.

16.2. October 30, 2012: UMGSA Special General Meeting (SGM) (see Appendix F)

16.2.1. Important motions were made regarding UMGSA's relationship with CFS

16.3. January 30, 2013: UMGSA Annual General Meeting (AGM) (see Appendix A)

16.3.1. Bylaws add Article IX to reflect those decisions made at the SGM and are to be reviewed annually at UMGSA's AGMs. These bylaws include:

- University of Manitoba Graduate Students' Association is not a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students- Services (CFS-S) or the Canadian Federation of Students- Manitoba (CFS-MB), herein referred to as CFS/-S/-MB and in that regard if and when necessary, it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB.
- The UMGSA shall continue to collect and hold fees related to possible membership in CFS/-S/-MB in a contingency fund up to and including the completion of the 2017-2018 academic term or until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by courts, whichever is sooner.
- Fees that are collected in respect of possible membership in CFS/-S/-MB may be used toward the reasonable costs associated with the process of defending the position of UMGSA regarding membership in the CFS/-S/-MB until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by courts, whichever is sooner
- The general membership of the UMGSA and HSGSA shall discuss affiliations with external organizations, including but not limited to Canadian Federation of Students (National, Provincial, and/or Services), Canadian Alliance of Student Associations, at each Special/Annual General Meeting.
- At each annual general meeting, the membership shall revisit and determine the use of all remaining fees collected from the UMGSA members and held in a contingency fund until the issue of membership in the CFS/-S/-MB is finally resolved.

16.3.2. BIRT once the issue of membership in the CFS/-S/-MB is finally resolved the UMGSA Membership recommends allocating the remaining fees collected from the UMGSA members and those held in a contingency fund to (please bring recommendations to be discussed at AGM).

17. Revisions in Bylaws:

Whereas minor grammatical mistakes and inconsistencies exist in UMGSA Bylaws.

BIRT the UMGSA Membership vote to approve all of the motions addressing grammar mistakes under item number 17 omnibus.

General Amendments

- 17.1. ***BIRT the first word of every bullet in the Bylaws be capitalized.***
- 17.2. ***BIRT the acronym used to reference the University of Manitoba Graduate Students' Association in the Bylaws consistently reads as "UMGSA".***
- 17.3. ***BIRT the Bylaws Committee refer to Bylaws consistently as "Bylaws" and not "By-Laws".***
- 17.4. ***BIRT all reference to Bylaws articles use their assigned roman numerals rather than numbers.***
- 17.5. ***BIRT the Bylaws committee review all punctuation of the UMGSA Bylaws Manual.***
- 17.6. ***BIRT the Bylaws committee review all spacing of the UMGSA Bylaws Manual.***

Article I

- 17.7. ***BIRT Article I, Section 1, Item e reads as: "'University' means the University of Manitoba,"***
- 17.8. ***BIRT Article I, Section I, Item f reads as: "The singular shall be used to include the plural and vice versa, the feminine shall include the masculine and vice-versa."***

Article II

- 17.9. ***BIRT Article II, Section 2 be changed to reference the full name of the "Council Policy and Procedure Manual", rather than just the "Council Policy Manual".***
- 17.10. ***BIRT Article II, Section 3 specify, "The Association shall promote the interests of graduate students at the University of Manitoba as a whole..."***

Article III

Whereas HSGSA members are only granted one vote.

- 17.11. ***BIRT Article III, Section 1, Item c. i. be removed and replaced by Item e stating "Each member of the HSGSA shall be entitled to one vote at the General Meetings of the HSGSA or UMGSA."***
- 17.12. ***BIFRT the lettering of Article III, Section 1, Items e and f be changed to reflect this added item, thus changing to Items f and g.***
- 17.13. ***BIRT Article III, Section 1, Item f read as "Each member of the UMGSA shall be entitled to one vote..."***
- 17.14. ***BIRT Article III, Section 3, Item a include "Executive-at-Large" as member of the executive.***
- 17.15. ***BIRT the "Elections Policy and Procedure Manual" be capitalized in Article III, Section 3, Item b of the Bylaws Manual.***
- 17.16. ***BIRT Article III, Section 3, Item j shall replace "the Internal Review and Development Committee" with "the Internal Development and Review Committee" to reflect the committee's true name.***
- 17.17. ***BIFRT the Bylaws Committee include the acronym of the IDRC at its first appearance in Article III, Section 3, Item j to read as "... All information must be supplied to the Internal Development and Review Committee (IDRC), who will hold all materials in confidence until a decision is reached".***

17.18.BIFRT Article III, Section 3, Item j refer to the full acronym of the Internal Development and Review Committee to read as “IDRC” in the remainder of the Bylaws.

Article V

17.19.BIRT Article V, Section 2, Item b. vii. Replace the deadline for department reports to “April 1st” en lieu of “20 March”.

17.20.BIRT Article V, Section 2, remove “an” from Item c. ii. to read “...A meeting of the Council above the scheduled meetings may be called by ~~an~~ 5 voting council members...”

17.21.BIRT Article V, Section 2, Item c. iv. replace “a;,” by “all” to read “... a quorum may exercise all the powers of the Council”.

Article VII

17.22.BIRT Article VII, Section 4 replace “T\$” by “The” to read as “The statements will be issued...”

Whereas there are no attachments to the UMGSA Bylaws.

17.23.BIRT the Bylaws Committee remove “see attachment” in Article VII.

Article IX

17.24.BIRT Article IX Section 4 replace “I” with “is” to reads as: “At each Annual General Meeting, the UMGSA membership shall revisit and determine the use of all remaining fees collected from the UMGSA members and held in a contingency fund until the issue of membership in the CFS/-S/-MB is finally resolved.”

Article X

17.25.BIRT Article X Section 1 Item d read as “Any motion altering the HSGSA matters must be presented in advance and passed by the joint Bylaws Committee; no motions altering the relationship (either financial or political) between the UMGSA and the HSGSA can be raised from the floor~~).~~”

18. Other Business

19. Announcements

19.1. Nominate yourself to run in the UMGSA Elections! Nomination period will run from 9am February 3rd, 2014 until 4:30pm February 14th, 2014.

19.2. UMGSA voting period will then run from 9am March 10th, 2014 until 8pm March 12th, 2014.

19.3. 3MT Challenger Application Deadline was January 8th, challengers to be announced January 17th, and heats will run throughout the month of February.

19.3.1. 2nd opt-out deadline for the health and dental plan is January 30th, 2014, after this date, no refunds will be issued.

20. Adjournment

BIRT the 2013/14 UMGSA AGM meeting be adjourned

Final Prize Draw: Two \$50 gift certificates to St. Vital Centre.

Appendix A: January 30, 2013 Minutes
UMGSA Annual General Meeting
5:00 pm, January 30, 2013
University Senate Chambers (E3 – 262 EITC)

1. Call to order
5:32pm

MOTION: BIRT the UMGSA membership ratify the President of the Association to chair the UMGSA Annual General Meeting

Chad Cowie/Johanu Botha

Carried

Recognition of Guests:

Michelle Kunzler – Auditor from BDO Dunwoody

2. Approval of agenda
Jennifer Chen (Vice President Academic)/ Sebastien Kernerue (Physics and Astronomy)
Move Items 9. ‘Review of Budget’ and 10. ‘Presentation of the UMGSA’s 2012 Audit to Items 7 and 8.
Carried

3. Territory Recognition
E. Rotimi Ojo (President):
We acknowledge that we are on the Treaty 1 territory, the traditional territory of the Anishinaabe people, and the homeland of the Metis nation. The university and the Forks of the City of Winnipeg sit at the crossroads of the Anishinaabe, Metis, Cree, Dakota, and Oji-Cree Nations.

4. Introduction of UMGSA Executive members
All executive members introduced themselves.

5. Approval of minutes from February 2, 2012 UMGSA AGM
Chad Cowie (Vice President Internal)/Carolyn Weiss (Vice President Health Sciences)
Carried

6. Approval of the minutes from the October 30, 2012 Special General Meeting
Chad Cowie (Vice President Internal)/Carolyn Weiss (Vice President Health Sciences)
Carried

7. Review of the Budget

MOTION: BIRT the UMGSA membership approve the revisions to the UMGSA Budget as presented for the 2012-2013 year.

Ryan Coulling (Sociology)/Jessica Rebizant (Senator)

Carried

8. Presentation of the UMGSA's 2012 Audit

MOTION: BIRT the UMGSA membership approve the audit as presented for the period ending March 31, 2012

Chad Cowie (Vice President Internal)/ Ahmad Byagow (Electrical and Computer Engineering)

Carried

MOTION: BIRT the UMGSA membership approve BDO Canada LLP as the Association's auditors for the 2012-2013 term

Carolyn Weiss (Vice President Health Sciences)/Chad Cowie (Vice President Internal)

Carried

9. Executive committee annual report

Available electronically.

10. Motions for consideration (see next page)

10.1 Changes to the UMGSA Bylaws

10.1a Addition of an executive position- Vice President (Marketing and Events)

Whereas the planning of socials and other recreational events is not in the job description of any executive

Whereas the job description of all UMGSA and HSGSA executives is very demanding and this tends to limit the planning of social and recreational activities

Whereas graduate students enjoy social events because it is an avenue to network with other graduate students

Be it resolved that (BIRT) article III, item 3a on the membership of the executive be amended to include Vice-President (Marketing and Events).

Be it further resolved that (BIFRT) article III, item 3e on the membership of the HSGSA executive be amended to include Vice-President (Marketing and Events).

BIFRT article VI, item 1a of the UMGSA bylaws be amended to add *Events* as one of the standing committees of the UMGSA.

BIFRT article VII, item 1 on the amount of UMGSA honorarium be amended to include Vice-President (Marketing and Events) \$8,400.00.

BIFRT article VII, item 2 on HSGSA honoraria be amended to include

Vice-President (Marketing and Events) \$3,600.00.

Carolyn Weiss (Vice President Health Sciences)/Chad Cowie (Vice President Internal)
Carried

10.1b Executives Reimbursement

Whereas the executives go for many internal and external meetings in the course of performing their duties

Whereas there are no guidelines as to reimbursing transportation costs incurred as a result of attending those meetings

BIRT article VII on finances be amended to include item 8 which reads:

“Executive members who are travelling between UMGSA and HSGSA, or vice versa, as well as between the Association offices to external meetings and back may claim reimbursement for travel costs, including parking, according to the University of Manitoba standard. Costs will not be reimbursed if the Executive member is traveling from home to the University of Manitoba campus and its affiliate campuses.”

Carolyn Weiss (Vice President Health Sciences)/Jessica Rebizant (Senator)

MOTION: BIRT this motion be referred to the Executive Committee for discussion.

BIFRT the motion be referred to the Bylaws Committee after being reviewed by the Executive Committee.

Tonia Bates (Vice President External)/Daniel Levin (Sociology)

AMENDMENT: BIRT this motion be referred to the Internal Development and Review Committee for discussion.

BIFRT the motion be referred to the Bylaws Committee after being reviewed by the Executive Committee.

Carolyn Weiss (Vice President Health Sciences)/Sem Moreno (Senator)
Carried

MOTION: BIRT the suggested amendment to Article VII on finances, stating: *“Executive members who are travelling between UMGSA and HSGSA, or vice versa, as well as between the Association offices to external meetings and back may claim reimbursement for travel costs, including parking, according to the University of Manitoba standard. Costs will not be reimbursed if the Executive member is traveling from home to the University of Manitoba campus*

and its affiliate campuses.”, be referred to the Internal Development and Review Committee for discussion.

BIFRT the motion be referred to the Bylaws Committee after being reviewed by the IDRC.

Carried

10.1c Inclusion of the motions passed October 30, 2012 Special General Meeting

Whereas important decisions were made at the October 30, 2012 UMGSA Special General Meeting (SGM) regarding UMGSA’s relationship with the Canadian Federation of Students

Whereas part of the motions passed mandate an update to the bylaws that reflect decisions made at the SGM

BIRT a new article IX titled “Relationship with the Canadian Federation of Students” be included in the Bylaws with the following items:

1. University of Manitoba Graduate Students’ Association is not a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students-Services (CFS-S) or the Canadian Federation of Students- Manitoba (CFS-MB), herein referred to as CFS/-S/-MB and in that regard if and when necessary, it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB.

2. The UMGSA shall continue to collect and hold fees related to possible membership in CFS/-S/-MB in a contingency fund up to and including the completion of the 2017-2018 academic term or until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by courts, whichever is sooner.

3. Fees that are collected in respect of possible membership in CFS/-S/-MB may be used toward the reasonable costs associated with the process of defending the position of UMGSA regarding membership in the CFS/-S/-MB until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by courts, whichever is sooner

4. At each annual general meeting, the membership shall revisit and determine the use of all remaining fees collected from the UMGSA members and held in a contingency fund until the issue of membership in the CFS/-S/-MB is finally resolved

5. The general membership of the UMGSA and HSGSA shall discuss affiliations with external organizations, including but not limited to Canadian Federation of

Students (National, Provincial, and/or Services), Canadian Alliance of Student Associations, at each Special/Annual General Meeting.

Daniel Levin (Sociology)/Cathy Scofield-Singh
Carried

10.2 Motions for Consideration: Changes to Elections Policy Manual

Whereas the roles and responsibilities of executive members have evolved over the years,

Whereas the UMGSA is approaching another electoral cycle very soon,

BIRT article III, items 2-7 be replaced with the following:

2. The President shall perform the following duties:
 - a. Supervise the day-to-day business of the UMGSA.
 - b. Have signing authority for the UMGSA.
 - c. Be the official spokesperson for the UMGSA.
 - d. Manage staff relations.
 - e. Attend all meetings of the UMGSA.
 - f. Serve on and chair committees as specified in the “Committee Policy and Procedure Manual.”
 - g. Sit on all internal committees of the UMGSA.
 - h. Serve on the Faculty of Graduate Studies Executive Committee and Council.
 - i. Serve on, or provide designates to serve on, committees of the Faculty of Graduate Studies, both permanent and ad-hoc.
 - j. Serve on, or find designates for, University committees.
 - k. Coordinate appointments to internal and external committees, seeking ratification from Council as appropriate.
 - l. Provide names of all graduate who serve on such committees to the Vice-President (Internal) regarding recognition by the Student Records Office.
 - m. Be prepared to perform duties of the Vice-President (Internal), Vice-President (External) and Vice-President (Academic) in case of illness schedule conflict, etc., on an interim basis.
 - n. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - o. Present a written report at each UMGSA Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the President was unable to attend, and a record of office hours maintained.

p. Perform other tasks as assigned by the UMGSA Executive or Council.

3. The Vice-President (Internal) shall perform the following duties:

- a. Have signing authority for the association.
- b. Serve on and chair committees as specified in the “Committee Policy and Procedure Manual.”
- c. Oversee the UMGSA Student Planner development for the following school year.
- d. Ensure the Association’s official documents are up-to-date and available.
- e. Act as joint authority and share responsibility with the President for the daily affairs of the Association.
- f. Perform duties of the President in case of illness, schedule conflict, resignation, etc., on an interim basis.
- g. Submit to Student Records the names of graduate students serving as active participants in organizations listed by the Student Records Office of the University of Manitoba.
- h. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (Internal) was unable to attend, and a record of office hours maintained.
- i. Supervise the keeping of all necessary financial records of the UMGSA, including but not limited to bills, cheque books and monthly accounting.
- j. Submit the budget prepared by the Executive to Council for its approval.
- k. Present bi-annual financial reports to Council, to be given at Council meetings held before December 1 and before May 1 of each academic year.
- l. Submit the financial records of the Association for an annual audit upon notice from Council.
- m. Ensure financial records are available to any Council member, upon arrangement.
- n. Coordinate the process of awarding of regular and special UMGSA grants, subject to approval by UMGSA Council.
- o. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- p. Perform other tasks as assigned by the UMGSA Executive or Council.

4. The Vice-President (External) shall perform the following duties:

- a. Serve, or find a designate, as the official representative of the UMGSA in external matters pertaining to the relationship of the UMGSA with other graduate and university student associations.
- b. Serve as the official representative of the UMGSA, on behalf of the President, at

- meetings, that are delegated with proper discussion and agreement by the Vice-President (External) on the University Campus and its affiliates.
- c. Have signing authority for the UMGSA.
 - d. Serve on and chair committees as specified in the “Committee Policy and Procedures Manual.”
 - e. Liaise with coalition partners and external organizations.
 - f. Assist the Vice President (Marketing and Events) with UMGSA outreach events
 - g. Act as a representative at external events.
 - h. Organize campaigns.
 - i. Liaise with the government and the public at large.
 - j. Monitor related socio-political/economic issues.
 - k. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - l. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (External) was unable to attend, and a record of office hours maintained.
 - m. Perform other tasks as assigned by the UMGSA Executive or Council.

5. The Vice-President (Academic) shall perform the following duties:

- a. Serve on Senate Committees and as Co-Chair, unless designated otherwise, of the Student Senate Caucus.
- b. Serve on and chair committees as specified in the “Committee Policy and Procedures Manual.”
- c. Coordinate academic events.
- d. Advocate for students on academic issues.
- e. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
- f. Plan the UMGSA Awards Luncheon, with the assistance of the Vice President (Marketing and Events)
- g. Organize academic workshops and the speaker series events held on campus
- h. Act as Liaison between the Association and the Faculty of Graduate Studies and serve on the Faculty of Graduate Studies Executive Committee and Council.
- i. Assume responsibility on matters of University discipline as they concern the membership of the Association and sit on any Local Disciplinary Committee in the capacity of Student Advocate.

- j. Act in an advisory function to the Office of Student Advocacy on behalf of graduate students. Attend educational seminars on advocacy and appeals training conducted by the Office of Student Advocacy.
- k. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- l. Perform other tasks as assigned by the UMGSA Executive or Council.
- m. Serve as alternative signing authority if position of President, Vice-President (Internal), or Vice-President (External) is vacant.

6. The Vice-President (Marketing and Events) shall perform the following duties:

- a. Be a spokesperson for the UMGSA, with correspondence and discussion occurring with the UMGSA President first.
- b. Implementing the UMGSA Communications Policy.
- c. Maintain and monitor the UMGSA website.
- d. Maintain and monitor correspondence and outreach with the Gradzette.
- e. Handle UMGSA social media accounts.
- f. Handle UMGSA outreach events, with the assistance of the Vice-President (External).
- g. Assist the Vice-President (External) on campaign events.
- h. Assist the Vice-President (Academic) on the Awards Luncheon.
- i. Handle the planning and organization of the UMGSA Orientation days for September and January of each School academic year.
- j. Maintain authority of the development and implementation of social, cultural, and sporting events that may be held by the UMGSA – such as intermural sports, socials, visual art events, etc.
- k. Maintain authority of the UMGSA Club Policy and contact with all verified UMGSA student clubs.
- l. Assist the Office Manager in reviewing the UMGSA Lounge rentals as well as the UMGSA Lounge Rental Policy.
- m. Post and keep a minimum of 2 regular office hours per week, between 9:00am and 5:00pm, except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- n. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (Marketing and Events) was unable to attend, and a record of office hours maintained.
- o. Work alongside the HSGSA Vice President (Marketing and Events) when deemed

applicable.

p. Perform other tasks as assigned by the UMGSA Executive or Council.

q. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."

7. The Vice-President (Health Sciences) shall perform the following duties:

a. Serve as liaison and UMGSA advocate for Health Sciences graduate students.

b. Work with the Vice-President (Academic) and Vice-President (External) to serve as advocate for Health Sciences graduate students to the University administration and other bodies.

c. Serve on the Faculty of Medicine Sub-council of the Faculty of Graduate Studies.

d. Act, or appoint a designate to act, as the Association's representative on all Health Sciences committees or boards when so requested by those bodies. Forward names to UMGSA Council for approval as appropriate.

e. Provide names of all graduate students who serve on Health Sciences committees to the Vice-President (Internal) regarding recognition by the Student Records Office.

f. Serve on UMGSA committees as specified by the "Committee Policy and Procedures Manual."

g. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.

h. Post and keep a minimum of 2 regular office hours per week at the HSGSA Office, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.

i. Perform other tasks as assigned by the UMGSA Executive, Council.

7. Each Senator of the Association shall perform the following duties:

a. Attend all Senate and Student Senate Caucus meetings.

b. Serve on at least one Senate Committee.

c. Represent the interests of graduate students and the UMGSA to the Senate and on Senate Committees.

d. Attend all UMGSA Executive and Council meetings.

e. Work with other UMGSA Senators to ensure a Senators' Report is written and presented at each UMGSA Council meeting.

f. Serve on at least two internal committees.

g. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever

the regular hours cannot be fulfilled.

h. Failure to attend or to designate a proxy to attend 2 or more Senate meetings and/or Student Senate Caucus meetings shall constitute gross negligence. Failure to attend 2 or more UMGSA Executive meetings without good reason and sending regrets, or failure to attend 2 or more GSA Council meetings without good reason and sending regrets, shall also constitute gross negligence.

8. The Executive-At-Large shall:

- a. Serve as an advisor to the incoming executive.
- b. Attend all UMGSA Executive meetings.
- c. Act as alternate chair of the council and of general meetings.
- d. Chair and attend any committee meetings required the “Committee Policy and Procedures Manual.”

e. Perform other duties as assigned by the UMGSA Executive or Council

Carolyn Weiss (Vice President Health Sciences)/Crystal Cook (Nursing)

Carried

10.3 Motions for Consideration: UMGSA Clubs

Whereas the University of Manitoba Students’ Union (UMSU) does not recognize groups with less than 60% undergraduates

Whereas many graduate students have formed groups and indicated the desire to be recognized.

BIRT the UMGSA facilitate the official recognition of clubs, subject to meeting the requirements.

BIFRT the UMGSA Clubs Policy and Procedure Manual become an official document of the Association.

Chad Cowie (Vice President Internal)/Jennifer Chen (Vice President Academic)

Carried

(The UMGSA Clubs Policy is attached as an appendix).

11. Other Business

Cathy Scofield-Singh: The GSA office had evening hours a few years ago. The office was open in the summer, however, so the number of students using the service may not have been representative of how many students might use the service when school is in session. Is it possible to reinstitute the evening hours?

E. Rotimi Ojo: The Executive will have to review this. Executive members are often in the office in the evening, and may be able to open the office on a trial basis for part of the week.

We don't have the budget right now to hire someone for the rest of the year.

MOTION: BIRT the GSA Executive look into the possibility of extending the GSA Office hours from 4:00pm – 8:00pm on a voluntary basis.

Cathy Scofield-Singh(Nursing)/Johanu Botha (Senator)

Carried

12. Announcements

- a. UMGSA general election process will begin Feb 4, 2013

13. Adjournment

BIRT the UMGSA AGM for the 2012-2013 year be adjourned.

Cathy Scofield-Singh (Nursing)/Ryan Coulling (Sociology)

Carried

Meeting adjourned at 7:20pm

Appendix B: Budget

Fee Structure 2013/2014: Per semester, each student contributes a total of \$84.255:

- UMFH Radio station (\$2.50): To operate the FM Radio station.
- UMHG (\$1.25): To assist in the operation of the recycling program at the U of M and with promotion and education related to environmental awareness.
- WUSC (\$1.25): To support efforts to bring refugee students to the U of M.
- World Wise (\$0.25): To support student exchange / study programs.
- Engineers without Borders (\$0.125): to support EWB's systemic innovations in Canada and Africa that can radically disrupt the systems that allow poverty to persist.
- Gradzette (\$3.00): To assist with operation costs of the graduate student publication.
- UMHG Operating Budget (\$53.88): Supports general expenses of UMHG.
- UMHG Endowment Fund (\$15.00): Funds graduate student conference travels grants.
- External Relations Fund (\$7.00): Collected but held in trust.

10:57 AM
01/13/14
Accrual Basis

UMGSA
Profit & Loss Budget vs. Actual
May 1, 2013 through January 13, 2014

	May 1, '13 - Jan 13, 14	Budget
Income		
4000 • Revenue		
4005 • Student Organization Fees	0.00	0.00
4010 • Membership Fees	255,794.90	360,000.00
4020 • Rent from CUPE3909	0.00	0.00
4030 • GSA Cash Box	0.00	0.00
4031 • GSA Cash Box Revenue	0.00	0.00
4032 • Cash Box Float	0.00	0.00
4050 • Ad Sales - Gradzette	0.00	0.00
4070 • Endowment Fund	-50,000.00	100,000.00
4075 • Endowment Fund Transfer	0.00	0.00
4080 • Capital Fund	0.00	0.00
4085 • To External Relations Fund	33,232.45	0.00
4090 • To CFS - National & Services	0.00	28,500.00
4100 • To CFS - Provincial	0.00	19,000.00
4110 • Gradzette Fees (Manitoban)	14,242.48	20,000.00
4111 • UFMF Radio Fund	11,868.73	17,000.00
4112 • UMREG Fee	5,934.37	8,500.00
4113 • WUSC Fee	5,934.37	8,500.00
4114 • World Wise Fee	1,186.87	1,700.00
4115 • Engineers Without Borders	593.44	850.00
4120 • Interest on Bank Accts	818.80	800.00
4125 • Interest - GIC's	0.00	0.00
4130 • Interest - Endowment Fund	37,770.00	43,000.00
4131 • Interest Income - Capital Fund	0.00	0.00
4000 • Revenue - Other	0.00	0.00
Total 4000 • Revenue	317,376.41	607,850.00
4150 • Other Income	0.00	0.00
4999 • Office Equipmnt Fund Withdrawal	0.00	0.00
Total Income	317,376.41	607,850.00
Expense		
5000 • Honorarium/salary/benefits		
5001 • Human Resources	0.00	0.00
5005 • Executive	41,800.00	57,700.00
5010 • HSGSA	12,000.00	18,000.00
5015 • CRO	0.00	2,000.00
5020 • Council Chairperson	100.00	1,200.00
5025 • Minute Taker	0.00	0.00
5030 • Employee Pay	45,327.22	70,000.00
5040 • Employer Paid CPP	3,205.01	5,500.00
5045 • Employer Paid EI	2,704.86	4,000.00
5050 • Employer Paid RRSP	2,012.40	3,000.00
5055 • Employee Health/Dental Premiums	1,408.66	3,500.00
5060 • Employee Parking or Bus Pass	688.83	1,000.00
5000 • Honorarium/salary/benefits - Other	0.00	0.00
Total 5000 • Honorarium/salary/benefits	109,246.98	165,900.00
6000 • Expenses	0.00	0.00
6005 • HSGSA - Bannatyne Disbursements	559.76	17,550.00
6010 • Campaigns	0.00	4,000.00
6020 • Capital Expense		
6025 • Major Purchases	0.00	3,000.00
6030 • Leasehold Improvement	0.00	0.00
6035 • Office Space	0.00	2,000.00
6040 • GSA Lounge Space	0.00	2,000.00
6020 • Capital Expense - Other	0.00	0.00
Total 6020 • Capital Expense	0.00	7,000.00
6100 • CFS National	0.00	0.00
6125 • CFS Manitoba	0.00	0.00
6150 • External Relations Fund	0.00	47,500.00
6200 • Council & Committees		
6205 • Venue Booking & Equipment	0.00	200.00
6210 • Hospitality for Committee Mtgs	560.54	600.00
6215 • Hospitality for Council Mtgs	1,063.13	3,000.00
6220 • Pking/Bus/Mileage - Exec- Mtgs	50.90	500.00
6200 • Council & Committees - Other	0.00	0.00
Total 6200 • Council & Committees	1,674.57	4,300.00
6300 • Donations	0.00	0.00

10:57 AM

01/13/14

Accrual Basis

UMGSA
Profit & Loss Budget vs. Actual
May 1, 2013 through January 13, 2014

	May 1, '13 - Jan 13, 14	Budget
6325 · Elections		
6321 · Elections	0.00	1,000.00
6322 · Elections - Online Voting	0.00	2,500.00
6325 · Elections - Other	0.00	0.00
Total 6325 · Elections	0.00	3,500.00
6375 · External meeting Expenses		
6380 · CFS External Meetings	0.00	0.00
6385 · Other External Meetings	388.55	10,000.00
6375 · External meeting Expenses - Other	0.00	0.00
Total 6375 · External meeting Expenses	388.55	10,000.00
6400 · Fees		
6405 · Bank Service Charges	0.00	50.00
6410 · Annual Incorporation Fee	25.00	25.00
6415 · Subscriptions, Etc	651.74	1,000.00
6420 · Professional Consulting	0.00	0.00
6425 · Revenue Canada - Penalty Charge	0.00	0.00
6430 · University Charges	0.00	0.00
6435 · Other Fees	0.00	500.00
6400 · Fees - Other	0.00	0.00
Total 6400 · Fees	676.74	1,575.00
6450 · Fees Paid to UMSU		
6451 · UMFH	11,868.73	17,000.00
6452 · UMRG	5,934.37	8,500.00
6453 · WUSC	5,934.37	8,500.00
6454 · World Wise	1,186.87	1,700.00
6450 · Fees Paid to UMSU - Other	0.00	0.00
Total 6450 · Fees Paid to UMSU	24,924.34	35,700.00
6460 · Fees Paid to Other Organization		
6461 · Engineers Without Borders	593.44	850.00
6460 · Fees Paid to Other Organization - Other	0.00	0.00
Total 6460 · Fees Paid to Other Organization	593.44	850.00
6475 · Gradzette	8.00	25,748.77
6500 · Grants		
6503 · Departmental Grants	24,853.75	45,000.00
6505 · Graduate Teaching Award	250.00	250.00
6510 · Special Projects	2,115.00	7,500.00
6515 · Library Grants	0.00	0.00
6520 · Conference Grants	86,312.54	105,000.00
6525 · Committee Awards	0.00	0.00
6530 · Bursaries	0.00	0.00
6535 · Donations	1,765.38	4,500.00
6540 · Emergency	1,900.00	3,000.00
6545 · Childcare (PlayCare DayCare)	0.00	1,000.00
6550 · Holiday Hampers	3,053.68	5,000.00
6555 · Food Bank	0.00	3,000.00
6560 · Tax Office Support	0.00	3,500.00
6565 · Grants - Other Funding	0.00	0.00
6500 · Grants - Other	0.00	0.00
Total 6500 · Grants	120,250.35	177,750.00
6575 · HSGSA Disbursement	0.00	0.00
6600 · Promotions		
6605 · GSA Designed Items	579.04	500.00
6610 · Handbook/Student Planner	4,268.88	4,500.00
6615 · Sports	775.29	2,500.00
6620 · Social Non-Alcoholic	0.00	0.00
6625 · CFS Bulk Purchases	0.00	0.00
6630 · Capital Venture Mgmt Fund	0.00	0.00
6635 · Mentorship Programming	0.00	0.00
6640 · CFS Website Administration	745.80	0.00
6600 · Promotions - Other	0.00	0.00
Total 6600 · Promotions	6,369.01	7,500.00
66900 · Reconciliation Discrepancies	-0.93	0.00
6725 · Long Term Accounts Payable		
6730 · Expense	0.00	0.00
6725 · Long Term Accounts Payable - Other	0.00	0.00
Total 6725 · Long Term Accounts Payable	0.00	0.00

10:57 AM
01/13/14
Accrual Basis

UMGSA
Profit & Loss Budget vs. Actual
May 1, 2013 through January 13, 2014

	May 1, '13 - Jan 13, 14	Budget
6750 · Office Expenses & Supplies		
6755 · Stationery and office supplies	1,355.10	2,000.00
6760 · IOS Copier Lease	2,495.55	4,000.00
6765 · IKON Photocopies	272.02	1,000.00
6770 · Insurance	4,543.56	5,000.00
6775 · Office Improvements	-100.00	250.00
6777 · CUPE3909 Expenses	0.00	0.00
6780 · U of M - Monthly Ledger	908.71	1,750.00
6785 · Office Expenses/Supplies-Other	220.30	300.00
6750 · Office Expenses & Supplies - Other	0.00	0.00
Total 6750 · Office Expenses & Supplies	9,695.24	14,300.00
6795 · Professional Development	210.00	1,000.00
6800 · Programming		
6805 · Orientation	8,535.86	12,000.00
6810 · Social Events	2,306.96	10,000.00
6815 · Seminar Series	500.00	4,000.00
6820 · Speakers Series	5,000.00	7,000.00
6825 · GSA Awards Luncheon	2,209.14	3,000.00
6830 · Council Retreat	1,876.25	2,500.00
6800 · Programming - Other	0.00	0.00
Total 6800 · Programming	20,428.21	38,500.00
6850 · Endowment		
6851 · Endowment Fund	0.00	0.00
6852 · Capital Fund	0.00	0.00
6850 · Endowment - Other	0.00	0.00
Total 6850 · Endowment	0.00	0.00
6925 · Professional Consulting		
6930 · Audit	6,805.00	10,000.00
6935 · Legal	3,000.00	8,000.00
6940 · Computer & Website Maintenance	-2,648.10	25,000.00
6945 · Professional Consulting - Other	0.00	2,000.00
6925 · Professional Consulting - Other	0.00	0.00
Total 6925 · Professional Consulting	7,156.90	45,000.00
6950 · Retained Earnings Fund	0.00	0.00
6951 · Management Fees - Investments	0.00	0.00
6952 · Amortization Expense	0.00	0.00
Total Expense	302,181.16	607,673.77
Net Income	15,195.25	176.23

Appendix C: Audit Results

January 29, 2014

Members of Council
Graduate Students' Association
The University of Manitoba
Room 221, University Centre
Winnipeg, Manitoba
R3T 2N2

Dear Sir/Madam:

Re: Audit of the Financial Statements of Graduate Students' Association
 For the Year Ended March 31, 2013

The purpose of this report is to summarize certain aspects of the audit that we believe would be of interest to Council. This report should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. We accept no responsibility to a third party who uses this communication.

Audit Findings

There are a number of matters that arose during the audit that we would like to bring to your attention. Each of these matters is summarized briefly below. We would be happy to discuss any of these items in more detail at our upcoming meeting.

Auditor's considerations of possible fraud and illegal activities

Our audit procedures were performed for the purpose of forming an opinion on the financial statements and although they might bring possible fraudulent or illegal activities to our attention, our audit procedures were not designed to detect possible fraudulent or illegal activities. In any event, we did not encounter any possible fraud or illegal activities during the course of our audit.

Likely Aggregate Misstatements

We have proposed adjustments to the general ledger for all misstatements noted during the course of our audit except for one instance of a backdated cheque for \$1,266 that we judged to be insignificant to users of the financial statements.

Modifications in Opinion

We did not detect any evidence of misstatements that would have a material effect on the financial statements. However, since the Association was not able to obtain financial records for its satellite office on the Health Sciences Campus, we have qualified our audit opinion in respect to this matter.

Management Representations

During the course of the audit, management made many representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base the audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

Management's representations included, but were not limited to:

- matters communicated in discussions with us, whether solicited or unsolicited;
- matters communicated electronically to us;
- schedules, analyses and reports prepared by the entity, and management's notations and comments thereon, whether or not in response to a request by us;
- internal and external memoranda or correspondence;
- minutes of meetings of Council; and
- a representation letter from management.

Management Letter

We have submitted to management a letter on internal controls and other matters that we feel should be brought to their attention. A copy of the management letter is attached to this letter.

We wish to express our appreciation for the co-operation we received during the audit from the Association's management. We would be pleased to discuss with you any matters mentioned in this letter, as well as any other matters that may be of interest to you.

Yours truly,

Pamela Dupuis, CA
Partner
BDO Canada LLP
Chartered Accountants

January 29, 2014

Ms. Monika Wetzel, President
Graduate Students' Association
The University of Manitoba
Room 221, University Centre
Winnipeg, Manitoba
R3T 2N2

Dear Ms. Wetzel:

Re: Management Letter

During the course of our audit of the financial statements of Graduate Students' Association ("Association") for the year ended March 31, 2013, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Council through management and is a part of management's overall responsibility for the ongoing activities of the Association. Policies and procedures developed by the Association to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the Association's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriate low level.

The comments and concerns expressed herein did not have a material effect on the Association's financial statements. However, in order for the Association to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the Association's employees.

The matters we have identified are discussed below.

Bank Reconciliations

During the prior year audit, we had noted that some stale dated cheques were removed from the outstanding cheque listing by removing the cheque from the system rather than creating a journal entry to offset the outstanding cheque. We did not note any instances where stale dated cheques were removed from the outstanding listing during the current year. However, we noted during the current year audit that stale dated cheques are not being removed from the outstanding cheque listing on a regular basis. We also noted that the previous year's audit adjustments to cash continue to be presented as uncleared transactions on the bank reconciliation.

We recommend that in the order to leave a proper audit trail, that stale dated cheques be reversed by recording a journal entry to reverse the original transaction rather than deleting the cheque from the system. Subsequently on the bank reconciliation, both the stale dated cheque and reversing journal entry should be marked as cleared to eliminate them from the bank reconciliation. We further recommend that all audit adjustments to cash be cleared from the bank reconciliation by marking them as cleared. This will increase the accuracy of your bank reconciliation and accounting records.

Lack of Segregation of Duties

During the course of the prior year's audit, we had noted that the Office Manager was responsible for initiating purchases, receiving deliveries, recording purchases, and entering transactions in the accounting system. We had also noted that the Office Manager was responsible for receiving cheques and preparing the deposit. In addition, the Office Manager was responsible for preparing the bank reconciliation without independent review. The Office Assistant helped with some of these tasks but there remained a lack of segregation of duties for incompatible functions.

During the current year audit, we noted that there continues to be a lack of segregation of duties in the financial reporting system. We continue to recommend that the Treasurer review the monthly bank reconciliations and financial statements and initial these reports to indicate their review and approval in order to minimize the risk of possible fraud and error from occurring in the financial reporting system of the Association.

GST Registration

As was raised in the prior year, we once again noted that the Association is registered for GST but has less than \$50,000 in taxable revenue. As a GST registrant, the Association is required to collect and remit GST on all taxable revenue and can claim ITC's on taxable expenses. Should the Association choose to deregister, it will no longer be required to collect and remit GST on taxable revenue nor claim ITC's on taxable expenses. In the spirit of simplifying record-keeping we recommend that management review the Association's revenue and, if taxable revenue is consistently below \$50,000 annually, determine whether it would be beneficial for the Association to deregister from collecting GST.

Dual Signatures on Cheques

During the prior year audit, we had noted three instances where only one signature was contained on the cancelled cheques. In order to minimize the risk of possible fraud or error from occurring, we had recommended that two signatures continue to be required on all cheques. Furthermore, we had recommended that the individuals signing cheques review and initial the supporting invoice for each payment as evidence of their review.

During the current year audit, for all items tested, we noted all cancelled cheques contained two authorized signatures.

Credit Card Account

During the prior year audit, we had noted that a credit card account existed that left the Association vulnerable to misappropriation. During the current year audit, we noted that this matter has been resolved as the credit card was cancelled in November 2012.

This communication is prepared solely for the information of Council and management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

Pamela Dupuis, CA
Partner
BDO Canada LLP
Chartered Accountants

cc: Council

**GRADUATE STUDENTS'
ASSOCIATION
THE UNIVERSITY OF MANITOBA**

Financial Statements
For the year ended March 31, 2013

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA**

Financial Statements
For the year ended March 31, 2013

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Independent Auditor's Report

To the Members of the Graduate Students' Association

We have audited the accompanying financial statements of the **Graduate Students' Association**, which comprise the statements of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011, and the statements of operations, changes in net assets, and cash flows for the years ended March 31, 2013 and 2012, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

The Association has a satellite office operating as Health Sciences Graduate Students' Association ("HSGSA") whose financial records were not available during the audit. Accordingly, verification of the HSGSA's assets, liabilities, net assets, revenue, and expenses was not possible. Therefore, we were not able to determine whether any adjustments might be necessary to revenue, expenses, excess of revenue over expenses and cash flows from operations for the years ended March 31, 2013 and 2012, assets, liabilities and net assets as at April 1, and March 31 for both the 2013 and 2012 years.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of **Graduate Students' Association** as at March 31, 2013, March 31, 2012 and April 1, 2011 and the results of its operations and its cash flows for the years ended March 31, 2013 and 2012 in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Accountants

Winnipeg, Manitoba
January 29, 2014

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Financial Position**

	Restricted			March 31 2013	March 31 2012	April 1 2011
	Endowment Fund	Capital Fund	Capital Sinking Fund	Operating Fund	Total	Total
					(Schedule 2)	(Schedule 3)
Assets						
Current Assets						
Cash and bank	\$ 30,426	\$ 17,856	\$ -	\$ 296,486	\$ 344,768	\$ 1,567,552
Accounts receivable	-	-	-	1,804	1,804	91,352
Prepaid expenses	-	-	-	270	270	270
	30,426	17,856	-	298,560	346,842	1,659,174
Investments (Note 3)	1,029,571	451,271	-	-	1,480,842	-
Capital assets (Note 4)	-	137,547	-	-	137,547	-
Interfund balances	(1,443)	(398,385)	132,684	267,144	-	-
	\$ 1,058,554	\$ 208,289	\$ 132,684	\$ 565,704	\$ 1,965,231	\$ 1,938,043
						1,659,174
Liabilities and Net Assets						
Current Liabilities						
Accounts payable and accrued liabilities	\$ -	\$ -	\$ -	\$ 143,846	\$ 143,846	\$ 212,536
						29,644
Commitments (Note 5)						
Net Assets						
Restricted for endowment	1,058,554	-	-	-	1,058,554	959,391
Internally restricted	-	208,289	132,684	-	340,973	327,425
Unrestricted	-	-	-	421,858	421,858	438,691
	1,058,554	208,289	132,684	421,858	1,821,385	1,725,507
	\$ 1,058,554	\$ 208,289	\$ 132,684	\$ 565,704	\$ 1,965,231	\$ 1,938,043
						1,659,174

Approved on behalf of the Council:

President

Vice-President

The accompanying notes are an integral part of these financial statements.

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**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Changes in Net Assets**

For the year ended March 31, 2013

	Restricted				
	Endowment Fund	Capital Fund	Capital Sinking Fund	Operating Fund	Total
Net assets as at April 1, 2011	\$ 861,063	\$ 183,163	\$ 132,684	\$ 452,620	\$ 1,629,530
Excess (deficiency) of revenue over expenses for the year	98,328	11,578	-	(13,929)	95,977
Net assets as at March 31, 2012	959,391	194,741	132,684	438,691	1,725,507
Excess (deficiency) of revenue over expenses for the year	99,163	13,548	-	(16,833)	95,878
Net assets as at March 31, 2013	\$ 1,058,554	\$ 208,289	\$ 132,684	\$ 421,858	\$ 1,821,385

The accompanying notes are an integral part of these financial statements.

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Operations**

For the year ended March 31	2013	2012
Revenue		
Awards	\$ 99,163	\$ 98,328
CFS fees	46,276	44,576
General activities (Schedule 1)	19,833	27,885
Investment income		
Realized	48,499	44,552
Unrealized	40,324	16,326
Student organization fees	356,194	353,196
	610,289	584,863
Expenses		
CFS fees	46,485	44,576
General activities (Schedule 1)	281,658	265,681
Honouraria (Note 6)	72,350	73,525
Investment management fees	14,853	11,048
Salaries and benefits	99,065	94,056
	514,411	488,886
Excess of revenue over expenses for the year	\$ 95,878	\$ 95,977

The accompanying notes are an integral part of these financial statements.

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**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Cash Flows**

For the year ended March 31	2013	2012
Cash flows from Operating Activities		
Excess of revenue over expenses for the year	\$ 95,878	\$ 95,977
Adjustments for items not affecting cash		
Amortization of capital assets	16,365	3,858
Unrealized gain on investments	(40,324)	(16,326)
	<u>71,919</u>	<u>83,509</u>
Changes in non-cash working capital balances		
Accounts receivable	231,334	(141,786)
Prepaid expenses	5,897	(5,897)
Accounts payable and accrued liabilities	(68,690)	182,892
	<u>240,460</u>	<u>118,718</u>
Cash flows from Investing and Financing Activities		
Acquisition of investments, net	(242,271)	(1,181,921)
Acquisition of capital assets	(21,367)	(136,403)
	<u>(263,638)</u>	<u>(1,318,324)</u>
Net decrease in cash and bank during the year	(23,178)	(1,199,606)
Cash and bank, beginning of year	367,946	1,567,552
Cash and bank, end of year	\$ 344,768	\$ 367,946

The accompanying notes are an integral part of these financial statements.

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**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Notes to Financial Statements**

For the year ended March 31, 2013

1. Nature of the Organization and Summary of Significant Accounting Policies

a. Nature of the Organization

The Graduate Students' Association of the University of Manitoba ("Association") is the student-run association for graduate students at the University of Manitoba. The Association serves dual purposes in providing its membership a wide variety of benefits and services: representation and advocacy on behalf of graduate students issues, and provision of services to its members including travel grants, the Gradzette, and bursaries for students.

The Association is a non-profit organization and, as such, is exempt from income taxes under The Income Tax Act.

b. Basis of Accounting

These financial statements were prepared by management in accordance with Canadian accounting standards for not-for-profit organizations.

c. Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The Operating Fund reports the assets, liabilities, revenue and expenses related to the Association's program delivery and operation. The Operating Fund reports unrestricted resources.

The Capital Fund was established through assessments of student organization fees to help finance capital purchases for the Association.

The Capital Sinking Fund was established through assessments of student organization fees to fund certain expenses of the Association and is financed through student assessments. Expenses charged to the Capital Sinking Fund require Council approval.

The Endowment Fund was established through assessments of student organization fees to be maintained in perpetuity. Investment income earned on Endowment Fund resources are restricted to finance conference grants for Association members at Council's discretion. Investment income earned on Endowment Fund resources are reported in the Operating Fund in the year conference grants are awarded.

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Notes to Financial Statements**

For the year ended March 31, 2013

1. Summary of Significant Accounting Policies (continued)

d. Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred.

Student organization fees are recognized as revenue of the Operating Fund when earned as outlined in an agreement with the University of Manitoba Students' Union ("UMSU") and collection is reasonably assured.

CFS fees are recognized as revenue of the Operating Fund when earned. Restricted investment income is recognized in the appropriate fund when earned.

Other revenue is recognized as revenue of the Operating Fund when the amount is determinable, collection is reasonably assured and upon acceptance by the other party. Reasonable assurance is based upon the Association's previous collections.

e. Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market are reported at fair value, with any unrealized gains and losses reported in operations. In addition, all bonds and guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

f. Capital Assets

Capital assets are stated at cost less accumulated amortization. Amortization based on the estimated useful life of the asset is calculated using the straight-line method over the following periods:

Leasehold improvements	10% straight-line method
Furniture and equipment	10% straight-line method
Computer equipment	20% straight-line method

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Notes to Financial Statements**

For the year ended March 31, 2013

1. Summary of Significant Accounting Policies (continued)

g. Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires the Council to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual amounts could differ from those estimates as additional information becomes available in the future.

2. First-time Adoption

Effective April 1, 2012, the Association adopted the requirements of the new accounting framework, Canadian Accounting Standards for Not-for-Profit Organizations ("ASNPO") or Part III of the requirements of the Canadian Institute of Chartered Accountants ("CICA") Handbook - Accounting. These are the Association's first financial statements prepared in accordance with this framework and the transitional provisions of Section 1501, First-time Adoption have been applied. Section 1501 requires retrospective application of the accounting standards with certain elective exemptions and retrospective exceptions. The accounting policies set out in Note 1 have been applied in preparing the financial statements for the year ended March 31, 2013, the comparative information presented in these financial statements for the year ended March 31, 2012 and the preparation of an opening ASNPO statement of financial position at the date of transition of April 1, 2011.

The Association issued financial statements for the year ended March 31, 2012 using Canadian generally accepted accounting principles prescribed by the CICA Handbook - Accounting Part V - Pre-changeover Accounting Standards. The adoption of ASNPO did not result in adjustments to the previously reported assets, liabilities, net assets, excess of revenue over expenses and cash flows of the Association.

The Association elected to designate certain investments to be measured at fair value at the date of transition to Canadian accounting standards for not-for-profit organizations as disclosed in Note 1 (e).

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Notes to Financial Statements**

For the year ended March 31, 2013

3. Investments

	2013		2012	
	Cost	Market	Cost	Market
Fixed income	\$ 959,538	\$ 1,190,150	\$ 991,856	\$ 939,651
Canadian equities	214,774	230,333	209,623	208,762
U.S. equities	21,584	25,833	24,009	26,358
International and global equities	30,804	34,526	23,971	23,476
	\$ 1,226,700	\$ 1,480,842	\$ 1,249,459	1,198,247

4. Capital Assets

	2013		2012	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Leasehold improvements	\$ 125,064	\$ 12,506	\$ 110,278	\$ -
Furniture and equipment	9,887	1,977	9,887	989
Computer equipment	22,818	5,739	16,238	2,869
	\$ 157,769	\$ 20,222	\$ 136,403	\$ 3,858
Net book value		\$ 137,547		\$ 132,545

5. Commitments

The Association has committed to lease a photocopier with quarterly payments of \$783 until July 2015.

6. Related Party Transactions

During the current year, the Association paid honorariums totaling \$72,350 (\$73,525 in 2012) to Council. All transactions have been recorded at the exchange amount.

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Notes to Financial Statements**

For the year ended March 31, 2013

7. Financial Risk Management

The Association, through its financial assets and liabilities, is exposed to various risks in the normal course of operations. The Association's objective in risk management is to optimize the risk return trade-off, within set limits, by applying integrated risk management and control strategies, policies and procedures throughout the Association's activities. The following analysis provides a measurement of those risks at year end.

Credit Risk

Credit risk is the risk that the Association will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the Association to significant concentrations of credit risk consist primarily of accounts receivables and investments. The Association is not exposed to significant credit risk as the receivable is due from University of Manitoba Students' Union and payment in full is typically collected when it is due. Investments are diversified.

Liquidity Risk

Liquidity risk is the risk that the Association will not be able to meet its obligations as they fall due. The Association maintains adequate levels of working capital to ensure all its obligations can be met when they fall due. Investments are also held in securities that can be liquidated within a few days notice.

Interest Rate and Market Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market conditions and interest rates. The Association is not exposed to significant interest rate risk as cash is held at floating interest rates, and investments are diversified. The Association is exposed to market risk through its investments, which is reduced by the Association monitoring the investments in an effort to safeguard against market fluctuations.

Foreign Exchange Risk

Foreign exchange risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Association is exposed to foreign exchange risk since it holds a portion of its investments in the United States and international equities. The Association monitors the investments in an effort to minimize its exposure to foreign exchange risk.

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Schedule 1 - General Activities - Revenue and Expenses**

For the year ended March 31	2013	2012
Revenue		
Gradzette	\$ 19,833	\$ 19,666
Rent	-	7,245
Engineers Without Borders	-	819
Other	-	155
	19,833	27,885
Expenses		
Amortization	16,365	3,858
Bonding insurance	4,501	7,340
Donations	3,600	1,000
Dues and subscriptions	1,125	310
Engineers Without Borders	819	822
External meetings	11,305	18,690
Grad teaching award	72,770	72,449
Gradzette	16,046	18,446
Grants and sponsorships	49,549	44,160
Food bank	6,000	3,000
Handbook	4,439	2,279
Health Sciences GSA	14,732	17,618
Holiday hampers	6,310	6,000
Office supplies	3,979	3,901
Other	15,398	10,108
Orientation	9,919	7,287
Photocopier	3,314	3,309
Professional development	260	571
Professional fees	21,839	13,585
Promotions	388	3,550
Repairs and maintenance	327	-
Social events	2,460	6,436
Speaker Series	800	5,552
Special projects grants	4,750	5,798
Tax office support	3,500	2,500
Website administration	7,163	7,112
	281,658	265,681
Deficiency of revenue over expenses for the year	\$ (261,825)	\$ (237,796)

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Schedule 2 - Statement of Financial Position**

As at March 31, 2012

	Restricted				
	Endowment Fund	Capital Fund	Capital Sinking Fund	Operating Fund	Total
Assets					
Current Assets					
Cash and bank	\$ 68,438	\$ 34,907	\$ -	\$ 264,601	\$ 367,946
Accounts receivable	-	-	-	233,138	233,138
Prepaid expenses	-	-	-	6,167	6,167
	<u>68,438</u>	<u>34,907</u>	<u>-</u>	<u>503,906</u>	<u>607,251</u>
Investments (Note 3)	787,259	410,988	-	-	1,198,247
Capital assets (Note 4)	-	132,545	-	-	132,545
Interfund balances	<u>103,694</u>	<u>(383,699)</u>	<u>132,684</u>	<u>147,321</u>	<u>-</u>
	\$ 959,391	\$ 194,741	\$ 132,684	\$ 651,227	\$ 1,938,043
Liabilities and Net Assets					
Current Liabilities					
Accounts payable and accrued liabilities	\$ -	\$ -	\$ -	\$ 212,536	\$ 212,536
Net Assets					
Restricted for endowment	959,391	-	-	-	959,391
Internally restricted	-	194,741	132,684	-	327,425
Unrestricted	-	-	-	438,691	438,691
	<u>959,391</u>	<u>194,741</u>	<u>132,684</u>	<u>438,691</u>	<u>1,725,507</u>
	\$ 959,391	\$ 194,741	\$ 132,684	\$ 651,227	\$ 1,938,043

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Schedule 3 - Statement of Financial Position**

As at April 1, 2011

	Restricted				
	Endowment Fund	Capital Fund	Capital Sinking Fund	Operating Fund	Total
Assets					
Current Assets					
Cash and bank	\$ 861,063	\$ -	\$ -	\$ 706,489	\$ 1,567,552
Accounts receivable	-	-	-	91,352	91,352
Prepaid expenses	-	-	-	270	270
	<u>861,063</u>	<u>-</u>	<u>-</u>	<u>798,111</u>	<u>1,659,174</u>
Interfund balances	<u>-</u>	<u>183,163</u>	<u>132,684</u>	<u>(315,847)</u>	<u>-</u>
	\$ 861,063	\$ 183,163	\$ 132,684	\$ 482,264	\$ 1,659,174
Liabilities and Net Assets					
Current Liabilities					
Accounts payable and accrued liabilities	\$ -	\$ -	\$ -	\$ 29,644	\$ 29,644
Net Assets					
Restricted for endowment	861,063	-	-	-	861,063
Internally restricted	-	183,163	132,684	-	315,847
Unrestricted	-	-	-	452,620	452,620
	<u>861,063</u>	<u>183,163</u>	<u>132,684</u>	<u>452,620</u>	<u>1,629,530</u>
	\$ 861,063	\$ 183,163	\$ 132,684	\$ 482,264	\$ 1,659,174

Appendix D: Reports

11.1 Executive Report

I feel that this far in my term, our main role has been associated with connecting, whether connecting with students to improve awareness and create a relationship between GSA and graduate students, connecting with each other as a team on a project, connecting students to appropriate resources, or connecting with external offices (e.g., FGS, Student Life, UMSU, PET, ICS, Career Services, Gradzette...) or committees to collaborate on achieving GSA current goals.

List of activities driven by the executive as a whole (other UMGSA activities also under internal committee reports):

- **Office Hours:** weekly office hours by all executive and many additional hours in office.
- **Monthly reports:** executives presented monthly reports at Council meetings for information and accountability.
- **New website/email:** finish the website redesign and email transition started by last year's executive teams.
- **Business cards/ letterhead:** finish the design/printing of business cards and letterhead for UMGSA started by last year's executive teams.
- **Summer Softball Event:** Scheduling and executing a summer softball league.
- **Student Planner:** development/ delivery of day planners for graduate students. Day planners included information resources at the beginning
- **New Health and Dental Plan:** Consultations and selection of Student Care Networks as new insurance provider with UMSU, address student concerns, promote new benefits.
- **Orientation Week:** While the events committee led orientation planning, the entire executive was involved in its execution because we work as a team. It was wildly successful (almost at capacity for every presentation and under budget (more information in Events Committee Report)!
- **Council Retreat:** Full-day event of presentations to orient UMGSA and HSGSA councilors to GSA structure, Budget, Bylaws, Robert's Rules of Order etc. with food and guest speaker.
- **Socials:** While led by the Events committee, the Executive all contributed to 3 very successful socials, including by set-up, cleaning, liquor, tickets, checking IDs, UMSAFE training, food, prizes, games...
- **Promote Student successes:** use FGS and Gradzette to post stories on the university home page, News releases/ advisories, the Bulletin newspaper, On Manitoba magazine, ResearchLIFE magazine, U of M social media channels, etc. depending on the type of story, stories for entire year have been collected!
- **Review Donation Requests:** Two Day Graduate Student Seminar, World Wise conference, Kola's family.
- **Keep students informed and engaged:** Facebook, department presentations, Council, office hours, send material to Office Assistant to populate weekly GSA newsletter, Gradzette, meeting with students
- **Executive Guideline Manuals:** guidelines to improve GSA transition and leadership.

- **Child Care:** incorporation into Bannatyne Master Plan + Southwood plans, signatory and collect signature for open letter to government on MB child care, solicit input about parent support group.
- **U of M IST contract:** review/coordinate computer contract for sustainable computer care and seamless service provision for the association. In turn, selling of current PC computes to graduate students.
- **Represent GSA locally and nationally:** Canadian Association for Graduate Studies Conference, develop and maintain relationship with Minister of Advanced Education (previous and current).
- **Informing Student Enrollment Management Planning:** while some have requested student feedback on their subcommittees about ways to improve the experience of graduate, international and indigenous students, 5 execs also sit on committees to inform recommendations to the Presidents Executive Team.
- **Holiday Hampers:** organize/distribute 71 hampers to graduate students, helping 130 adults, 30 children.
- **Possible Kokobi Contract:** investigate options related to CFS issues to be responsible to UMGSA's future welfare.
- **Roundtable:** evening wine and dinner workshop soliciting student feedback on how to improve the experience and success of graduate students, internal students, and indigenous students.
- **Annual General Meeting:** Preparing appropriate documents, motions, food, presentations for AGM. Being accountable as an association.
- **Orientation 2014:** Organizing new/improved plan for next year's orientation, which collaborates effectively with FGS and Student Life as partners.
- **Orientation Handbook:** develop concise and timeless resource for graduate students with the use of URLs. Now in the consultation process with students, FGS, Student Life, and Departments.
- **Fill Committees:** ensure/appoint appropriate representation in all internal, external, and senate committees. This sometimes includes giving opportunities to students-at-large and other times require executive members' holistic perspective.

List of the Committees UMGSA Executive Members Serve On:

President – Monika

GSA Committees
GSA Council (Chair)
GSA Executive Committee (Chair)
GSA Awards Committee
GSA Events Committee
GSA Elections Committee
GSA Bylaws Committee
GSA Campaigns Committee
GSA Finance Committee
GSA IDR Committee (Chair)
GSA Office Committee

Faculty of Graduate Studies Committees
Faculty of Graduate Studies Executive Committee
FGS Academic Guidelines
FGS Academic Programs Meeting
Faculty of Graduate Studies Council
FGS-GSA meetings
University Committees
Academic Advisory Committee
Senate Planning and Priorities Committee
Student Health and Dental Committee
Alumni Student Engagement Committee
Council on Student Affairs (COSA)
Alumni Board Meeting
President's Advisory Committee on Information Technology Innovation (PACITi)
Student Learning First Committee
Board of Governors (BOG)
BOG Governance and Nominating Committee
Student Enrollment and Management Planning
Student Experience Committee
Budget Advisory Committee
Instructional Space Management Planning Cmtee
Strategic Planning Framework
Campus Planning and Design Committee

Vice President Academic – Mehdi

GSA Committees
GSA Council
GSA Executive Committee
GSA Awards Committee (Chair)
GSA Bylaws Committee
GSA Campaigns Committee
Senate Committees
Senate
Student Senate Caucus (Co-chair)
Senate Executive Committee
Faculty of Graduate Studies Committees
Faculty of Graduate Studies Executive Committee
Faculty of Graduate Studies Council
FGS-GSA meetings

University Committees
Council on Student Affairs (COSA)
Student Experience Committee
Rh Awards Selection Committee
Academic Integrity
Academic Integrity Sub-Committee Students

Vice President Internal – Farhoud

GSA Committees
GSA Council
GSA Executive Committee
GSA Finance Committee (Chair)
GSA Bylaws Committee (Chair)
GSA Student Planner Committee
University Committee
SEMP Recruitment Committee

Vice President External – Crystal Cook

GSA Committees
GSA Council
GSA Executive Committee
GSA Awards Committee
GSA Events Committee
GSA Finance Committee
GSA Campaigns Committee (Chair)
University Committees
Student Health and Dental Committee
2014 Graduate Student Orientation Committee
Respect Campaigns Committee
SEMP Indigenous Students Committee
Sustainability Committee
External Committees
Winnipeg Transit Riders Association

Vice President Marketing and Events– Mike Cardillo

GSA Committees
GSA Council
GSA Executive Committee
GSA Events Committee (Chair)
GSA Campaigns Committee (Chair)

University Committees
The Bison Sports and Active Living Council
Alcohol Awareness Advisory Committee

Senator – Emeka Okeke

GSA Committees
GSA Council
GSA Executive Committee
GSA IDR Committee
GSA Awards Committee
Senate Committees
Senate Committee
Student Senate Caucus
Senate Committee on Calendar
University Committees
Recreation Services and Bison Sports
SEMP Success Committee

Senator- Gustavo Mejicanos

GSA Committees
GSA Council
GSA Executive Committee
GSA IDR Committee
GSA Finance Committee
GSA Campaigns Committee
Senate Committees
Senate
Student Senate Caucus
Senate Executive Committee
Senate Committee on Academic Review
University Committees
Experiential Education Committee

Senator – Calistus

GSA Committees
GSA Council
GSA Executive Committee
GSA IDR Committee
GSA Events Committee
GSA Bylaws Committee

Senate Committees
Senate Committee
Student Senate Caucus
Senate Committee on Rules and Procedures
University Committees
Child Care Working Group
SEMP International Committee

Executive at Large– Jennifer

GSA Committees
GSA Council (non-voting)
GSA Executive Committee (non-voting)
GSA Awards Committee (non-voting)
GSA Events Committee (non-voting)
GSA Bylaws Committee (non-voting)
GSA Finance Committee (non-voting)
GSA IDR Committee (non-voting)
University Committee
SEMP Graduate Students Committee

11.2 HSGSA Internal Activities 2013-2014

From: Melissa Rabb, Vice President Health Sciences

To: University of Manitoba Graduate Students

Date: January 29, 2014

Re: Annual General Meeting Report

- **Canadian Student Health Research Forum (Research Days):** The 3 day conference was a great success. Graduate students from any health-related fields were able to enter an abstract and accepted abstracts were presented as posters. Close to 300 provincial and national students attended on June 4-6, 2013. The first day was the poster competition for Manitoban students. Manitoban winners competed in the national CIHR poster competition the next day. In addition to the poster sessions, a wine and cheese event was held to encourage networking. The HSGSA sponsored a pub night at the Tavern United downtown for Manitoban and national students. The University Of Manitoba Faculty Of Medicine sponsored a dinner and social at the Lower Fort Garry for all participants, which was very successful (~75% of registrants attended). The HSGSA organized receiving prizes from sponsors, welcome bags for all participants, scheduled buses to and from the hotel (for national participants), and UMSU lent us their “Answers” booth which we manned for the 3 days of the research forum to answer any questions participants had. We also scheduled 4 tours for participants: a Half Pints Brewery tour, an NML tour, a St. Boniface Research Centre tour, and a City of Winnipeg Trolley Tour. The last day of the conference was the final judging and a symposium on ‘Big Science

and the Role of Informatics' where we hand out 3 HSGSA-sponsored poster prizes (each \$200). During this conference the HSGSA Dr. Edwin Kroeger Mentorship Award was also given out to a professor from the Bannatyne Campus that was nominated by the HSGSA membership. The HSGSA Mentorship Award 2012-2013 committee selected the winner based on specific criteria.

- **Dragon Boat Racing:** The HSGSA continued our annual tradition of submitting a Dragon Boat Team (the Winnipeg Hot Dragon's) in support of CancerCare earlier in the summer. We had close to 25 individuals on our team that had a great time competing in the races!
- **Orientation:** The HSGSA held a full day orientation for new Graduate Students at Bannatyne campus on September 6, 2013. Both the Faculty of Medicine and the GSA contributed to this event. The HSGSA contributed to the UMSU Welcome Lunches served the following week at Bannatyne. Our Orientation Social was well attended (~80 students). The schedule of our orientation was as follows:

Time	Event
8:00-9:00am	Pancake Breakfast and Welcome
9:00-9:30am	Student Life
10:00-10:45am	Intro to (HS)GSA
11:00-12:00pm	How to Deal with Procrastination
12-1:30pm	Round Table Lunch (with reps from council & U of M International Centre for Students - ~100 attendees)
1:30-1:50pm	Bison Recreation Introduction & Tour
2:00-3:00pm	Working with your Advisor
3:00-3:30pm	Student Advisor Guidelines
3:45-4:30pm	Health and Dental Plan: Student Care Networks
4:30-4:45pm	Bannatyne Campus Tour
5:30-8:00pm	Orientation Social

- **Halloween Social:** The HSGSA Halloween social was held October 25, 2013. The major attendees were students from Medical Microbiology and Physical Therapy. Attendance was around 60 people. Students enjoyed the polish food (perogies, chicken, etc.), games (pumpkin carving, gross anatomy, costume contest) and decorations.
- **Laser Tag Event:** We had approx. 50 students join us for our laser tag event on Oct 28th, 2013 from both Fort Garry and Bannatyne Campuses. The event was held at LaserTopia. Students received 2 games of laser tag and pizza for \$10. Students also had the option of taking a school bus to and from Bannatyne to the event location, which the HSGSA organized. Overall the event was very successful!
- **Ugly Sweater Holiday Social:** The HSGSA held our annual Holiday social on Dec. 6, 2013. We had our largest number of graduate students yet (close to 100!). Somalian food was served and was very popular. We had an eggnog chugging contest, a reverse holiday songs contest and a best ugly sweater contest. Graduate students had a lot of fun and are excited about our events in the New Year.
- **Upcoming Events:** In the next few months the HSGSA will be planning and hosting the next Research Days with the incoming 2014-2015 Executive. We will be planning our next social on April 18th, 2014, as well as a Pub Quiz night and an additional winter

activity based on student responses to a survey we have distributed among the student population. We are also planning a career round table event in conjunction with the University of Manitoba Alumni Association. In addition, we're planning our Distinguished Lecturer luncheon and beginning to organize an important speaker for the 2014-2015 year.

- **HSGSA External and Internal Committee List:** HSGSA Executive sit on a number of external university committees, along with the HSGSA and GSA internal committees. Full reports of Executive duties and committees are made at the HSGSA AGM; reports can be requested from president@hsgsa.org.
 - President:
 - HSGSA Executive Committee (Chair)
 - GSA Executive Committee
 - HSGSA Bylaws Committee
 - HSGSA Finance Committee
 - HSGSA Research Days Committee
 - HSGSA Internal Development and Review Committee (Chair)
 - GSA Events Committee
 - Faculty of Grad Studies Executive Committee
 - Faculty of Grad Studies Council
 - FGS-GSA meetings
 - Faculty of Medicine Graduate Studies Committee
 - Faculty of Medicine Executive Committee
 - Master's of Physician Assistants Progress Committee
 - Co-Curricular Review Committee
 - University Search Committees
 - VP Internal
 - Student Services at Bannatyne Committee
 - Research Days Committee (Co-Chair)
 - GSA Finance Committee
 - HSGSA Finance Committee (Chair)
 - HSGSA Bylaws Committee
 - VP Academic
 - HSGSA Mentorship Award Committee (Chair)
 - HSGSA Distinguished Lectureship Committee (Co-Chair)
 - GSA Awards Committee
 - Biological Safety Advisory Committee (BSAC)
 - HSGSA Bylaws Committee
 - VP External
 - Bannatyne Campus Animal Care Committee (BCACC)
 - Diversity and Inclusion Working Group at Bannatyne
 - Distinguished Lectureship Committee (Co-Chair)
 - HSGSA Bylaws Committee
 - VP St. Boniface
 - GSA Bylaws
 - HSGSA Bylaws (Chair)
 - VP Marketing and Events

- Student Services at Bannatyne
- Research Days Committee (Co-Chairs)
- HSGSA Finance Committee

11.3 Awards Committee Report

From: Mehdi Rahimian, Vice President Academic

To: University of Manitoba Graduate Students

Date: January 29, 2014

Re: Annual General Meeting Report

The Association confers peer-to-peer recognition of members who are currently not recognized the UMGF or any national awards or granting bodies (i.e., SSHRC, NSERC, CIHR, MHRC, MGS). The awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement. There are 2 awards offered to full-time Master's students (\$12,000.00 each), 1 award offered to a full-time PhD Student (\$16,000.00), and 2 awards offered to part-time students (\$5,000.00 each). In addition, a Graduate Teaching Award is given to an individual who has taught a graduate level course during the current academic term and has made a significant contribution to the teaching profession and graduate community (\$500.00 & Scroll to be given at the Fall Convocation during the following academic year).

In March, the VPA *sent out emails to graduate students about the awards*. Awards applications were then reviewed by the VPA and President to ensure all documents are included, as instructed in the awards application. In turn, an email was sent to students to let them know the application has been received. In preparation for the Awards' Luncheon Marshall McLuhan Hall was rented *and an Awards Committee Meeting* was set in June at which point the criteria for Awards Selection was decided on in the meeting and the committee was split into two groups; one reviewing Full-time Master's Student Applications, and the other reviewing PhD and Part-time Applications. All applications were scanned to flash memories for Awards Committee Members and Distributed at this meeting. *Sample Criteria included:* On campus involvement (35%), off campus community services (35%), Reference letters (20%), and Overall impression (10%) to give total score out of 100. At the second awards meeting we compared all members' scaling to determine the Awards Recipients. The Faculty of Graduate Studies was informed of all Awards Recipients *selected to ensure they were not holding a major award*. Invitation cards to the Award's luncheon were then sent out to final recipients and reminders to RSVP were sent. The VPA worked with Conference and Catering Services to select foods for the Award's luncheon. *Financial expenditures of the event were report to the VPI and the Council received a report of this event as well.*

Later on this year, the UMGSA Awards Application Form was reviewed by the VPA President and Awards Committee, and modifications were made especially addressing the problematic section that mentioned students have to submit their applications through their departments. This section changed to confirm with the fact that students are asked to submit their applications to the UMGSA main office, 221 University Centre. The members voted online for the changes with some extra minor editorial suggestions that were endorsed by the VPA. Some of these changes

included being consistent throughout the document when referring to UMGSA, or correcting word classes.

11.4 Finance Committee Report

From: Farhoud Deljani, Vice President External
To: University of Manitoba Graduate Students
Date: January 29, 2014
Re: Annual General Meeting Report

As articulated in UMGSA's Committee Policy and Procedure Manual, finance committee oversees the disbursement of grants and donations for the association, provides monthly reports to Council on the finances of the association (including spending), makes policy recommendations regarding the "Finance Policy and Procedure Manual" and designs of all grant and donation application forms. The committee must ensure that all documents and forms published by the Committee are current to the upcoming granting year and no discrepancies exist between applications and their governing subsections within the "Finance Policy and Procedure Manual". The Finance Committee will meet a minimum of once per month.

Current finance committee has met at least once a month this year. By the end of November 2013, Total of 198 conference/travel grants and total of 6 special project grants has been reviewed by this committee. So far, total of \$86,312.54 has been paid to graduate students in form of conference/travel grants and UMGSA has donated \$ 2,115.00 to special projects.

11.5 Bylaws Committee Report

From: Farhoud Deljani, Vice President External
To: University of Manitoba Graduate Students
Date: January 29, 2014
Re: Annual General Meeting Report

Based on UMGSA's Committee Policy and Procedure Manual, Bylaws and Policy Committee shall develop and maintain all legislative documents for the Association. This includes developing and maintaining the Legislation (including the Bylaws and the Constitution), Policy (including the Financial Policy Manual) and Administration (including a Terms of Reference for Non GSA Committees) documents. Bylaws and Policy Committee also presents an annual review of the Bylaws and Policy Manuals at the March meeting of Council.

Bylaws and Policy Committee shall meet in September and in January of each year to determine a meeting schedule for each academic term. The current Bylaws and Policy Committee has met on a monthly basis starting in September 2013. At the moment, Bylaws and Policy Committee is working on revising the Finance Policy Manual of the UMGSA. The new updated Finance Policy Manual will be represented to the council for final approval.

11.6 Campaigns Committee Report

From: Crystal Cook, Vice President External
To: University of Manitoba Graduate Students
Date: January 29, 2014
Re: Annual General Meeting Report

The University of Manitoba Graduate Students' Association's Campaigns Committee meetings were scheduled for the second Thursday of every month. The fall term comprised of meetings on October 17, November 14, and December 12, 2013. We discussed food services on campus, the UPass situation, daycare needs, housing, recruitment and increasing awareness of the GSA.

Several key areas such as food services, the UPass, daycare and housing have been removed from the committee's objectives due to several different reasons. The food service provider on campus has come to the end of their contract and so the University is currently soliciting for new proposals. The UPass situation has stalled due to the rapid transit corridor expansion and issues of costs. Daycare has been identified as a large need for graduate students and has been brought forward to the government through official correspondence by the President of the GSA. As well, housing for graduate students is earmarked in the future construction of the area formerly known as the Southwood Golf Club.

This entailed the committee to focus on raising awareness of the GSA and recruitment of graduate students. Committee members are currently gathering the links to all the 92 departments included in the GSA membership and ensuring that these links have current graduate program information for inquiring future graduate students. Other objectives include providing the GSA link for each department website and gathering links from each available departmental graduate student run association for the GSA website. As can be seen, the committee is currently compiling relevant graduate student information from each department at the University of Manitoba, so that it can be accessed on our new impressive GSA website and therefore, accessible to all graduate students in one easy location. The next meeting will be held in February 2014.

Events Committees

The Campaigns committee does not meet during the summer session and so, the events committee was established to plan the fall orientation for graduate students. Council members volunteered to be part of this committee that met every two weeks during the four months of summer session. Members planned a week of events for students that included key departments and resources of the University. Tours, games and goodie bags were also engineered and gathered by committee members for the orientation week. The record number of attendees for each session was a clear indication of the success in planning this event by the committee members. Hearty congratulations and thank you to the members of this committee on a significantly successful GSA orientation. The goodie bags were a welcome acquisition and the trolley tour was a big hit for students. These are likely to be adopted in future events and committees.

UMSU Health and Dental Plan

The summer session was spent reviewing presentations from several brokers for this year's health and dental plan. The final decision came down to the wire with Student Care Networks coming out on top and gaining the contract. This is a new provider in the province and has been going through initial growing pains at the start up of the semester. The whole process has not been a smooth or good one for some of the graduate student population with issues in the coverage of medications that were provided by the previous health plan. This subject will be revisited in the winter term, as requested by the membership, through a meeting with the provider representative.

Food Services Request for Proposal

The food services contract is expiring and the University was looking for representatives to assist in establishing the criteria for the next proposal. I was selected to provide the graduate student perspective. Areas of priority for students included having services available on evenings, weekends and breaks plus a healthy variety, sustainability and ethnic selections. Consideration for locally grown products and services has also been recommended for inclusion in this proposal and supported by graduate students. The committee wrapped up the final draft of the RFP in August and it was released on August 26, 2013 with a deadline date for submissions of October 17, 2013.

Twitter

Twitter has not been used as much as Facebook has. The former VPE was proficient in using this social site but the current Vice-president could not acquire this skill and chose to focus on the GSA Facebook page. The twitter account will remain open for future executive representatives.

Facebook

Both students and executive members alike regularly access the UMGSA Facebook page. The page has regular requests from other people wishing to join the group. It has been very useful for highlighting workshops and events for and on graduate students. There are 463 members who are currently following the page. Several pictures of students attending social functions have appeared on the page, along with some student announcements, fundraising events and residential postings. It has become a useful forum for passing on timely information and maintaining contact with others.

11.7 Events Committee Report

From: Mike Cardillo, VP (Marketing and Events)

To: University of Manitoba Graduate Students

Date: January 29th, 2014 Annual General Meeting

I was elected VP of Marketing and Events at the November 27th Council Meeting, and have been currently building the portfolio of this VP position. There has been two major events have been planned, including they are the Ugly Sweat Social and the Round Table Event: How to improve the graduate student experience.

Major Event Summaries

a) UMGSA Ugly Sweater Social:

The idea of the ugly sweater social was to provide an event for graduate students to celebrate the holiday season. The event ran from 5-9 pm on December 19th in the GSA lounge.

All students had to show government issued ID to enter the social. Once ID was shown students were presented with a raffle ticket option of getting two drink tickets. The alcohol provided was Bacardi Breezers in four different flavors and two types of beer (regular and light), there was also and non-alcoholic beverages available. Food was provided during the event chip bowls on every table, pizza was ordered from pizza hotline at 5:30 pm and again at 7:00 pm.

There were two raffle draws throughout the night for a 20-dollar gift certificate to the U of M bookstore. Several gifts were handed out thought a trivia game. The conclusion of the evening was awarding the ugliest sweater award by popular vote (a 20 dollars gift certificate from the U of M bookstore was awarded to the winner).

Over the course of the evening there was a total 62 people who attended along with the executives, in total 123 drink tickets were handed out. The experience was very positive and it is recommended to future council's to organize a social every holiday season.

b) UMGSA Round Table Event: How to Improve the Graduate Student Experience

The Round Table Event: How to improve the graduate student experience will take place in the GSA lounge on January.13th from 5:00-9:00 pm. Space is limited to 56 people and all spots have been RVSP by graduate students.

We have applied for a liquor license and ordered food through catering services. There will 7 tables set up that fit 8 people per table. Each table will have a flip chart which people at each table will discuss a topic, which affects graduate students.

The beginning of the Round Table Jay Doering (Dean of Graduate Studies) will start with a speech opening up the discussions. The participants will be asked to highlight areas that the university has been doing well, what needs to be improved upon and solutions to improving these issues.

A report of the findings and discussion during the event will be provided at the next council meeting.

11.8 Internal Development and Review Committee Report:

From: Karalyn Dokurno, IDRSC Chair

To: University of Manitoba Graduate Students

Date: January 29, 2014

Re: Annual General Meeting Report

Internal Development and Review Subcommittee Report

From: Internal Development and Review Subcommittee
To: GSA Council
Date: January 7, 2014
Re: First GSA Executive Review of the 2013/2014 term

Members of the Internal Development and Review Subcommittee

Karalyn Dokurno (Chair)
Mohammad Abdullah
Jaymie Borchardt
Joseph Dipple
Masoumeh Esfandiari
Shuo Huang
Julie Hyde
Nicholson Jeke
Jill Norminton
Halya Petzold
Morgan Stirling

Meetings

October 18, 2013: Review of Executive Committee assigned to IDRSC; appointment of chair; assignment of tasks; discussion of review format

November 22, 2013: Discussion of reviews and recommendations

Executive Members Reviewed

President: Monika Wetzel
VP Internal: Farhoud Delijani
VP External: Crystal Cook
VP Academic: Mehdi Rahimian
VPHSGSA: Melissa Rabb
Executive-at-large: Jennifer Chen
Senator 1: Calistus Ekenna
Senator 2: Gustavo Mejicanos
Senator 3: Emeka Okeke

Review Period

May 1, 2013 – November 1, 2013

Review Process

Each subcommittee member reviewed 1 – 2 executive members, depending on the level of responsibility of those being reviewed. Each executive member was assigned at least 2 reviewers.

The IDRSC considered the following documents: Council documents and minutes; internal committee agendas and minutes; Executive Committee minutes; peer reviews; student survey responses; and personal reflections of the Executive Committee.

Individual Executive Reviews

Position: President

Name: Monika Wetzel

Attendance: Monika's attendance is virtually perfect in every arena. She has not missed a single Council or Executive Committee meeting. On the very rare occasion she has been unable to attend internal meetings, she has provided comments to the chair prior to the meeting, either verbally or via email. She also attends a wide variety of external committee meetings (missing very few) and sends a proxy when scheduling conflicts occur.

Participation: Monika has exhibited a high level of engagement in all internal meetings, and additionally spends a good deal of time conferring with the chairs of internal committees outside of meeting times. Her reports on external meetings are substantial and detailed, and likewise indicate a high level of engagement.

Office Hours: Mondays, 2:00 pm – 4:00 pm (May, June, July); Tuesdays, 12:00 pm – 4:00 pm (August, September, October). Monika logs far more office hours than required, often spending 6 – 8 hours a day in the office. While there are a few occasions on which she did not stay for the full four-hour block, she has never actually missed one, and missed time is always more than made up for.

Peer/Student Review: Monika's performance was highly rated in reviews by other UMGSA executives. Her capacity to supervise, her meeting attendance and discussions, and her overall capacity to represent the association have all been rated positively, and she was often associated with words such as "serious," "care," and

“commitment.” A few suggestions for improvement were provided. It was indicated that Monika might benefit from evaluating the manner in which she balances her efforts to address the priorities of the university’s administration with the needs/priorities of the student body (or to provide a clearer rationale for her approach); the impression may be given – at times – that the administration’s concerns are overemphasized. While her ability to manage internal/staff issues and relations was evaluated positively overall, it was evident that it might be beneficial for her to continue to improve her strategies in this area. This includes being careful to maintain boundaries within professional relationships and addressing concerns that arise when conflicts occur (e.g. when overruling decisions made by other executives).

Other: The subcommittee feels that Monika’s leadership has been strong and that she has been very productive during the first half of her term as President. She shows a high level of commitment to the UMGSA, and it is evident that she has put in a great deal of hard work. She leads Executive Committee and Council meetings appropriately and showcases awareness and involvement in student activities. She has worked hard to improve relationships between executives, staff, council members, and graduate students at large.

Position: Vice President Internal
Name: Farhoud Delijani

Attendance: Farhoud’s attendance has been very good; very few meetings have been missed, and when he cannot physically attend a meeting he makes an effort to contribute by phoning in.

Participation: Farhoud’s participation in UMGSA Council and internal meetings is good.

Office Hours: Wednesdays, 11:00 am – 1:00 pm. Overall, Farhoud has been diligent in attending his office hours. While some Wednesdays are missed, he always makes an effort to make up for them on other days.

Peer/Student Review: Overall, Farhoud’s performance was highly rated by other UMGSA executives. His honesty, positivity, and reliability in completing his work were all commended. While it was noted that he occasionally has difficulty attending meetings, it was also noted that this is due to familial responsibilities and that this should be taken into account. The peer reviews indicated that it would be nice to see Farhoud participate more in external committees. One other concern, which was noted both through peer review and in a response to the student survey, was that it is occasionally difficult for students to get ahold of him by email.

Other: The subcommittee feels that Farhoud is doing a very good job in his role as Vice President Internal and that he works hard on behalf of the UMGSA.

Position: Vice President External
Name: Crystal Cook

Attendance: Crystal's attendance has been very good; while some meetings have been missed, these were usually due to sickness.

Participation: Crystal is a very active participant in Council and internal committee meetings. She sits on a number of external committees, for which her attendance is strong.

Office Hours: Mondays, 9:00 am – 11:00 am. Crystal's Monday office hours are often missed, although she almost always makes up for them on other days. The subcommittee does believe that it would be beneficial for more of her posted office hours to be met in case students are specifically looking to speak with her.

Peer/Student Review: Overall, Crystal's performance was highly rated in reviews by other UMGSA executives. Her energy, excitement, and honesty were all commended. Some concern was expressed over her missed office hours, and it was also indicated that she can occasionally speak out of turn at Council meetings.

Other: Some concern has been expressed over the low number of Campaigns Committee meetings that have been held (only 2 since May). Otherwise, the subcommittee feels that Crystal is doing a good job in her role as Vice President External.

Position: Vice President Academic
Name: Mehdi Rahimian

Attendance: Mehdi has missed a number of meetings since May, including 3 Council meetings, 4 Executive Committee meetings, and an Awards Committee meeting. However, these have been for academic reasons (class conflicts and conference papers). In all cases, regrets were sent, and a proxy (Executive-at-large) was arranged for the Awards Committee meeting. Otherwise, Mehdi's attendance has been good.

Participation: Mehdi is active in Council and internal meetings and sits on a number of external committees, for which his attendance and participation are strong.

Office Hours: Thursdays, 11:00 am – 1:00 pm. Although Mehdi missed a number of office hours during the summer due to being away, the time has more than been made up for. His office hours since August have been regular, with very few blocks missed, and the overall amount of time that Mehdi spends in the office is impressive.

Peer/Student Review: Overall, Mehdi's performance was highly rated in reviews by other UMGSA executives. He was described as "an active advocate for students," and was commended for his hard work, dedication, and honesty. It was indicated that there has been a lack of academic events or speaker series occurring this semester; otherwise, no other concerns were raised.

Other: Although Mehdi occasionally has difficulty making it to meetings, these are mostly excusable because academics are understandably very important. He makes up for these missed meetings through his dedicated work and the subcommittee feels that he is doing a good job in his role as Vice President Academic.

Position: Vice President HSGSA

Name: Melissa Rabb

Attendance: Melissa's attendance is very good; although she has often been late for meetings, this is accounted for by the fact that she is not a student at the Fort Garry campus. This understandably makes it difficult to balance classes and commitments at the Bannatyne campus with meetings at the Fort Garry campus with perfect punctuality.

Participation: Melissa is active in Council and internal meetings; additionally, she sits on a number of external committees, for which she attends meetings regularly.

Office Hours: Mondays, 9:00 am – 11:00 am. Although Melissa did not maintain office hours in early May, this was due to a class conflict. Her record of office hour attendance is otherwise perfect.

Peer/Student Review: Melissa's performance was highly rated in reviews by other UMGSA executives. Peer review indicated that she acts appropriately and effectively as a representative of students of the Bannatyne campus. The planning of the summer 2013 slo pitch league received some negative feedback; however, it was also noted that the difficulties that arose during slo pitch planning were beyond her control.

Other: The subcommittee feels that Melissa is doing an excellent job in her role as VPHSGSA.

Position: Executive-at-large

Name: Jennifer Chen

Attendance: Jennifer's attendance has been excellent, with very few meetings missed. Additionally, she often attends meetings as proxy for other executive members.

Participation: Jennifer's participation has been very good. She has been very active in UMGSA events, meetings, and other activities including Orientation and the Council Retreat.

Office Hours: Tuesdays, 2:00 pm – 4:00 pm. Jennifer's attendance of office hours has been very good. The only times missed appear to be 1 week in August, but this was due to her wedding and the time was made up.

Peer/Student Review: Jennifer's performance was highly rated in reviews by other UMGSA executives. Her capability, reliability, helpfulness, and ability to get things done were all commended. In addition, her previous experience on the executive team is highly appreciated.

Other: The subcommittee feels that Jennifer is very committed to speaking and working on behalf of UMGSA students and that she is doing an excellent job in her role as Executive-at-large.

Position: Senator 1

Name: Calistus Ekenna

Attendance: Calistus' attendance of Senate meetings and committees is perfect. However, a quarter of his total UMGSA Council and committee meetings have been missed. Missed Bylaws Committee meetings in particular are understandably due to a conflict with classes; however, these meetings have not been reported as missed in Council reports, while his personal reflections indicate that he has attended all necessary UMGSA meetings (with the exception of 1 Council meeting, to which it is noted that he sent regrets).

Participation: Calistus's participation in Council and internal meetings is good, and he sits on a number of external committees.

Office Hours: Fridays, 2:00 pm – 4:00 pm. Council reports and his personal reflections indicate that Calistus has held his office hours consistently since May. Peer reviews, however, indicate that he did not attend office hours throughout the summer. However, missed office hours were due to family obligations and have since been made up.

Peer/Student Review: Overall, Calistus's performance was highly rated in reviews by other UMGSA executives. He was described by other executives as a very pleasant individual to work with. The only concerns appeared to be, as mentioned above, his summer office hours, and a suggestion that he might prepare more for meetings.

Other: Due to points made under Attendance and Office Hours, the subcommittee would like to request that Calistus be a little more careful in compiling his Council reports. Otherwise, while there is room for improvement in attendance, the subcommittee feels that Calistus is doing a good job in his role as a Senator.

Position: Senator 2
Name: Gustavo Mejicanos

Attendance: Gustavo's attendance has been virtually perfect; only 1 Executive Committee meeting has been missed, for which regrets were sent.

Participation: Gusatvo's participation in Council and internal meetings is strong. He also sits on a number of external committees.

Office Hours: Tuesdays, 11:00 am – 1:00 pm. Gustavo's attendance of office hours has been good; although office hours have occasionally been missed, particularly in October, Gustavo always more than makes up for them on other days.

Peer/Student Review: Overall, Gusatvo's performance was highly rated in reviews by other UMGSA executives. He was commended for being hardworking, dedicated, reliable, and for his initiative and participation. The only major suggestion indicated that some occasional sensitivity in making remarks could be beneficial.

Other: The subcommittee feels that Gustavo is doing a very good job in his role as a Senator.

Position: Senator 3
Name: Emeka Okeke

Attendance: Emeka's attendance has been almost perfect; for the very few meetings he missed, regrets were sent.

Participation: Emeka's participation in UMGSA and HSGSA meetings and events has been good.

Office Hours: Wednesdays, 10:00 am – 12:00 pm. Overall, Emeka’s attendance of office hours has been consistent. While some office hours have been missed, he has always made up for them on other days.

Peer/Student Review: Overall, Emeka’s performance was highly rated in reviews by other UMGSA executives. His participation and efforts to attend meetings at the Fort Gary Campus were commended, and he is considered to be doing a great job representing students of both campuses. The only concern raised was that he is sometimes late for meetings, but this was also noted to be due to the fact that he is from the Bannatyne campus.

Other: The subcommittee feels that Emeka is doing a good job in his role as a Senator.

Overall Executive Performance and Recommendations

In both peer reviews and student survey responses, it has been noted how well the current UMGSA Executive Committee works together. The subcommittee feels that this is something that should be especially commended, and that overall, the May 1, 2013 – November 1, 2013 review period has run smoothly and successfully.

The student survey, which generated 122 anonymous responses, suggests that while many members of the general student population continue to be unaware of the role played by the Executive Committee and the UMGSA in general, few feel that the Executive Committee has done a poor job. Most responses sit within the neutral to very satisfied range. Nevertheless, comments from the student survey do provide several suggestions for improvement.

A number of students indicated that the UMGSA does not place enough emphasis on the types of issues that concern them. One response maintains that “as a graduate student I am much more concerned about academics than I am about parties”; another reads that “I want to hear about things that actually matter to me as a grad student”; and a third states that “Important messages are often buried in less pertinent information in newsletters – for example information about the Halloween social preceded information on the new Academic Guide last month.” Because this desired emphasis on academic issues appears several times, the subcommittee thus recommends that the UMGSA Executive Committee take steps to determine precisely what academic matters (and other matters in general) the majority of graduate students wish to see the UMGSA take action on.

Linked to the question of what, precisely, graduate students wish to see from the UMGSA, the subcommittee feels that many graduate students appear to have very different ideas and expectations regarding what the UMGSA actually does. The

subcommittee feels that it would be beneficial to consider ways in which concise information regarding the mission of the UMGSA could be disseminated to students.

The subcommittee would also like to suggest that the Executive Committee provide a single document each term outlining what their precise goals are for the term. While individual goals were often indicated in the personal reports, and team goals are referenced in Executive Committee minutes, the lack of a single document addressing the Executive Committee's goals for the term made it more difficult to determine what the Executive Committee as a whole wished to accomplish this term, and what they hope to accomplish next term.

The subcommittee would like to thank those who provided detailed comments within their peer evaluations. However, we would like to encourage more of the executives to provide written feedback on future peer evaluation forms. The written feedback helps to clarify the numerical scores given within evaluation and helps the subcommittee to make more specific recommendations.

The subcommittee would also like to address a very valid concern raised, through peer review, regarding the review process itself. It was expressed that parts of the review process do not allow the subcommittee to adequately review the team dynamics of the Executive Committee but are more focused on reviewing individual executives. The subcommittee concurs and, in an effort to update the review process, would like to solicit feedback and inquire into the process that the Executive Committee uses for reviewing its own dynamics.

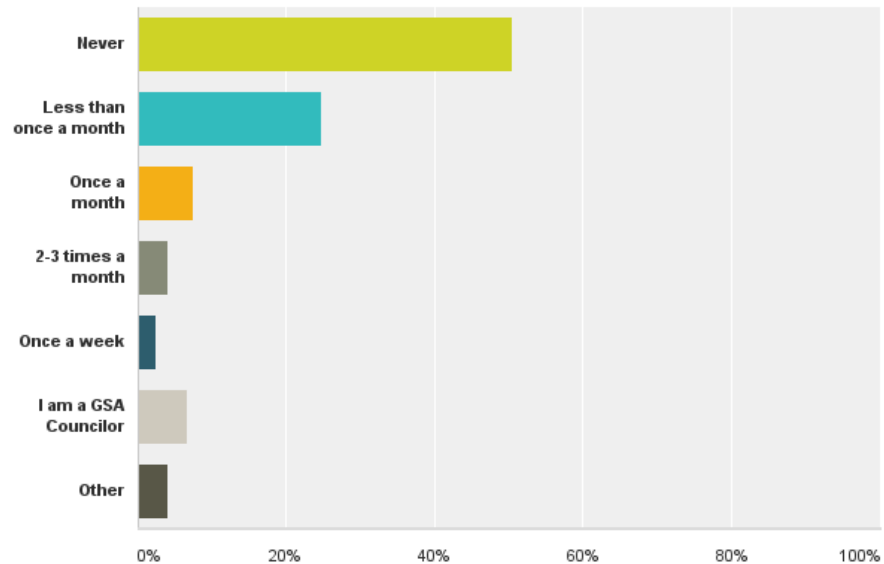
Finally, after reviewing the hours and work that the executives put into their positions, as well as information from other universities across Canada, the subcommittee would like to recommend that all executive honorariums be increased. The subcommittee is currently in discussions to determine precise recommendations, and will present a motion at the next Bylaws Committee meeting on January 16 or 17, 2014.

Information gathered through the anonymous responses received in the student survey is appended in the remaining pages of this report. Included are graphs displaying responses from all student respondents, followed by graphs displaying responses from GSA Council respondents only. Further information regarding individual comments received through the student survey is available upon request.

Student Survey Results – All Graduate Students

Q1 How often do you interact with the GSA Executive Team?

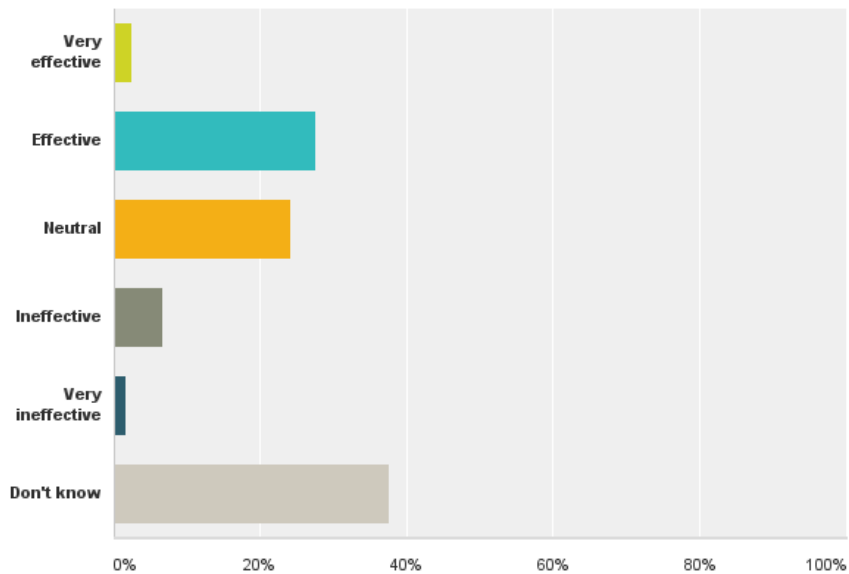
Answered: 121 Skipped: 1



Answer Choices	Responses
Never	50.41% 61
Less than once a month	24.79% 30
Once a month	7.44% 9
2-3 times a month	4.13% 5
Once a week	2.48% 3
I am a GSA Councilor	6.61% 8
Other	4.13% 5
Total	121

Q2 How would you rate the performance of the GSA Executive Team during their first months in office?

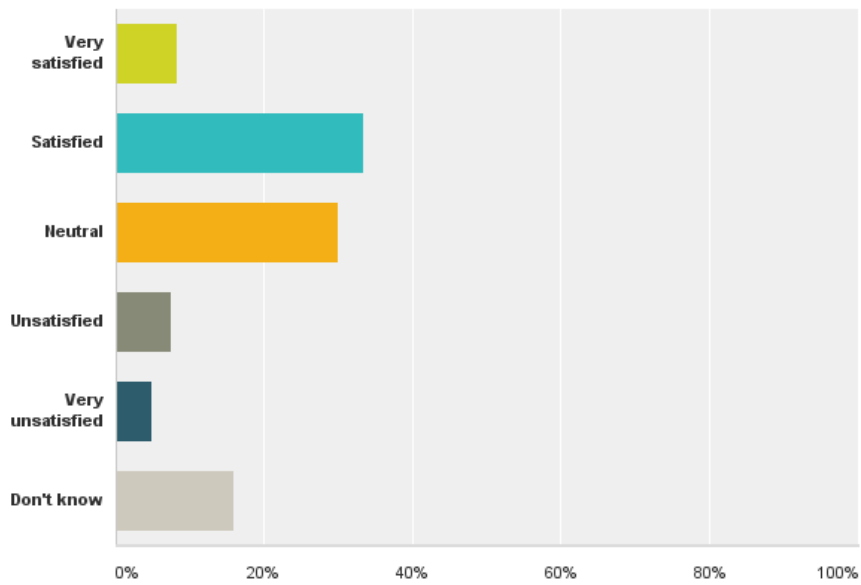
Answered: 120 Skipped: 2



Answer Choices	Responses
Very effective	2.50% 3
Effective	27.50% 33
Neutral	24.17% 29
Ineffective	6.67% 8
Very ineffective	1.67% 2
Don't know	37.50% 45
Total	120

Q3 How satisfied are you with the level of communication and information coming from the GSA Executive Team?

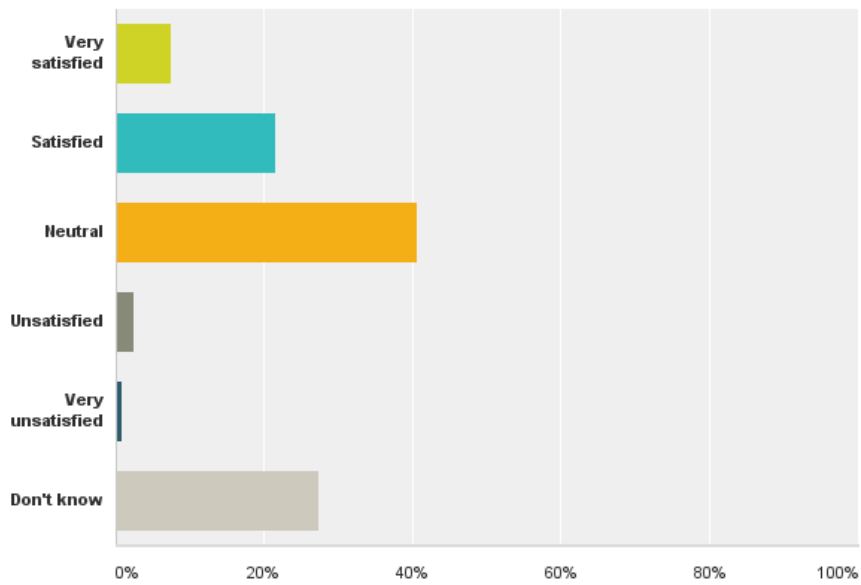
Answered: 120 Skipped: 2



Answer Choices	Responses
Very satisfied	8.33% 10
Satisfied	33.33% 40
Neutral	30% 36
Unsatisfied	7.50% 9
Very unsatisfied	5% 6
Don't know	15.83% 19
Total	120

Q4 How satisfied are you with the availability and accessibility of the GSA Executive Team?

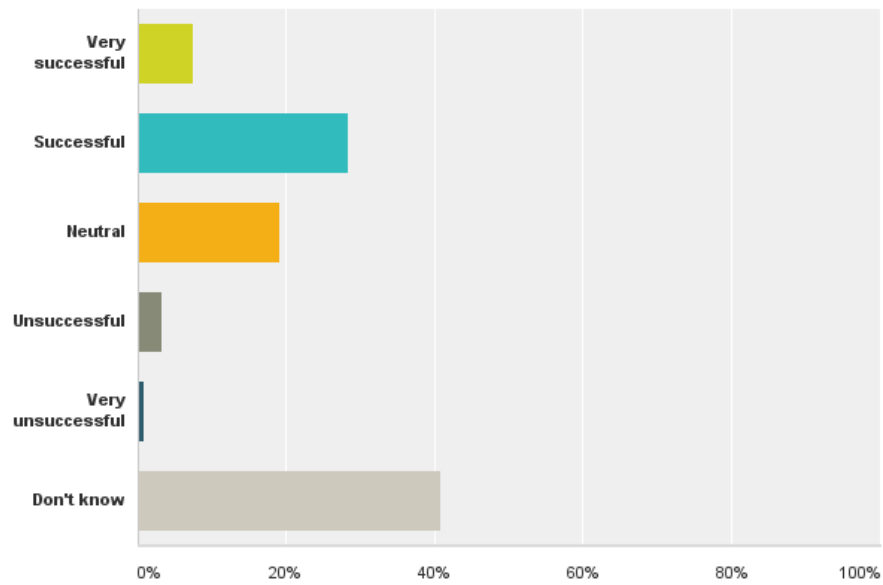
Answered: 121 Skipped: 1



Answer Choices	Responses
Very satisfied	7.44% 9
Satisfied	21.49% 26
Neutral	40.50% 49
Unsatisfied	2.48% 3
Very unsatisfied	0.83% 1
Don't know	27.27% 33
Total	121

Q5 Overall, how successful do you feel the GSA events (Orientation, Halloween Social, etc.) have been?

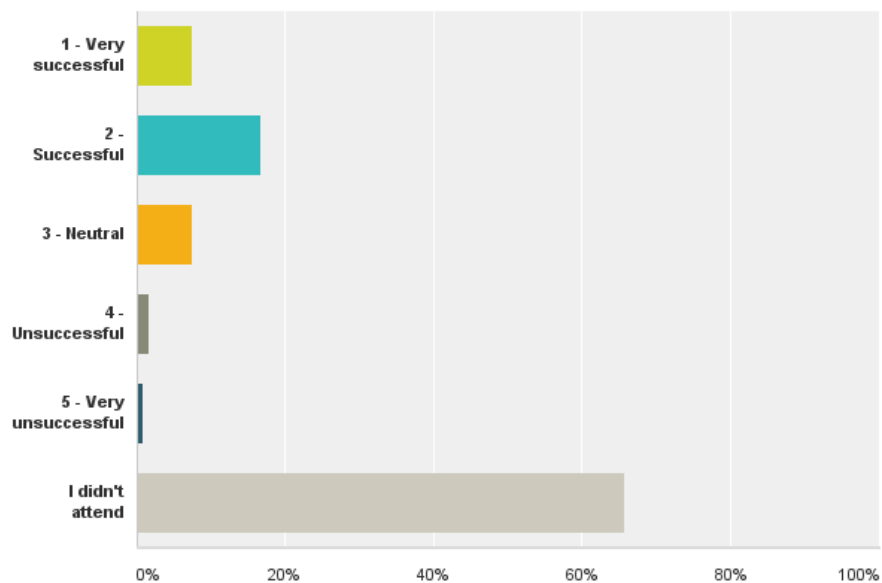
Answered: 120 Skipped: 2



Answer Choices	Responses
Very successful	7.50% 9
Successful	28.33% 34
Neutral	19.17% 23
Unsuccessful	3.33% 4
Very unsuccessful	0.83% 1
Don't know	40.83% 49
Total	120

Q6 If you attended Orientation this year, please rate it from 1 to 5.

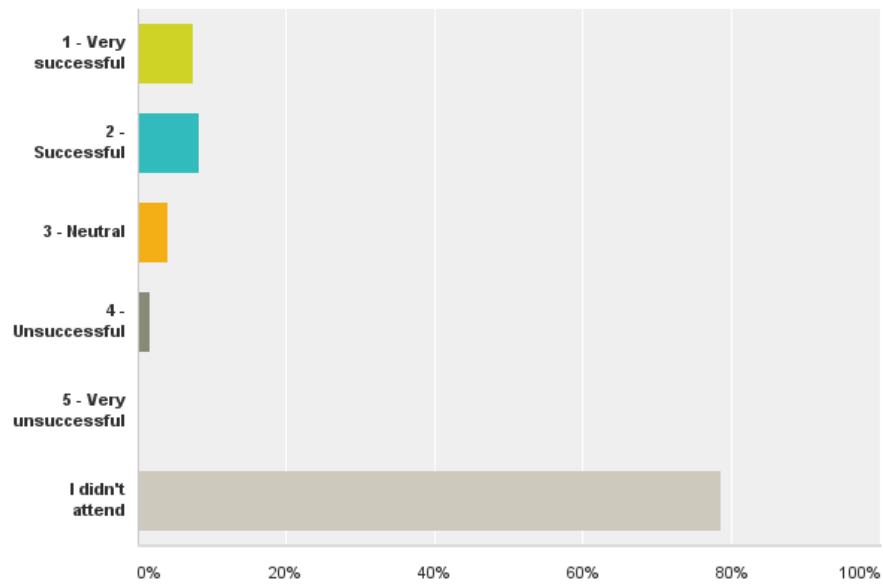
Answered: 119 Skipped: 3



Answer Choices	Responses
1 - Very successful	7.56% 9
2 - Successful	16.81% 20
3 - Neutral	7.56% 9
4 - Unsuccessful	1.68% 2
5 - Very unsuccessful	0.84% 1
I didn't attend	65.55% 78
Total	119

Q7 If you attended the Halloween Social this year, please rate it from 1 - 5.

Answered: 121 Skipped: 1

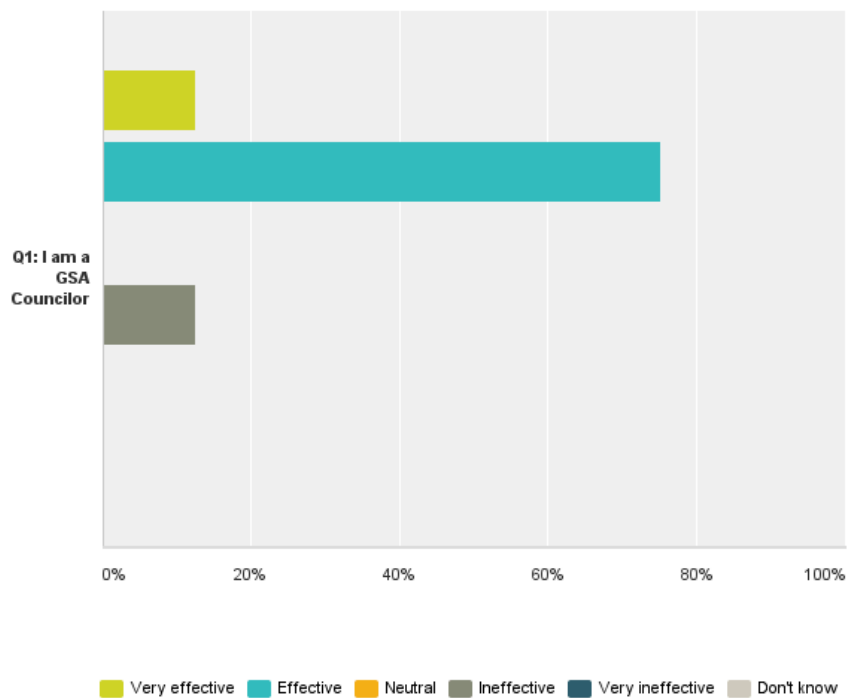


Answer Choices	Responses
1 - Very successful	7.44% 9
2 - Successful	8.26% 10
3 - Neutral	4.13% 5
4 - Unsuccessful	1.65% 2
5 - Very unsuccessful	0% 0
I didn't attend	78.51% 95
Total	121

Student Survey Results – GSA Councilors

Q2 How would you rate the performance of the GSA Executive Team during their first months in office?

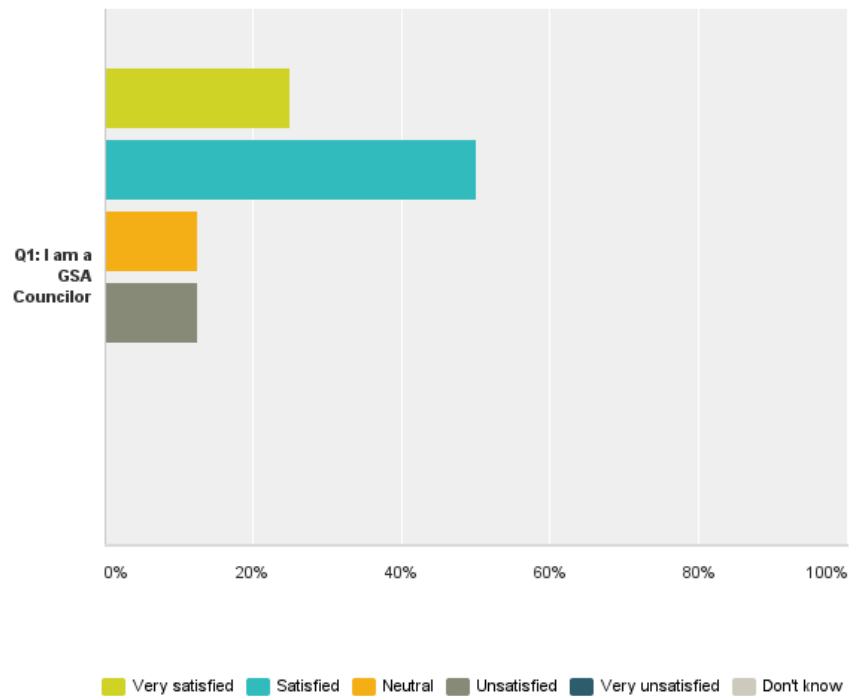
Answered: 8 Skipped: 0



	Very effective	Effective	Neutral	Ineffective	Very ineffective	Don't know	Total
Q1: I am a GSA Councilor	12.50%	75%	0%	12.50%	0%	0%	8
	1	6	0	1	0	0	
Total Respondents	1	6	0	1	0	0	8

Q3 How satisfied are you with the level of communication and information coming from the GSA Executive Team?

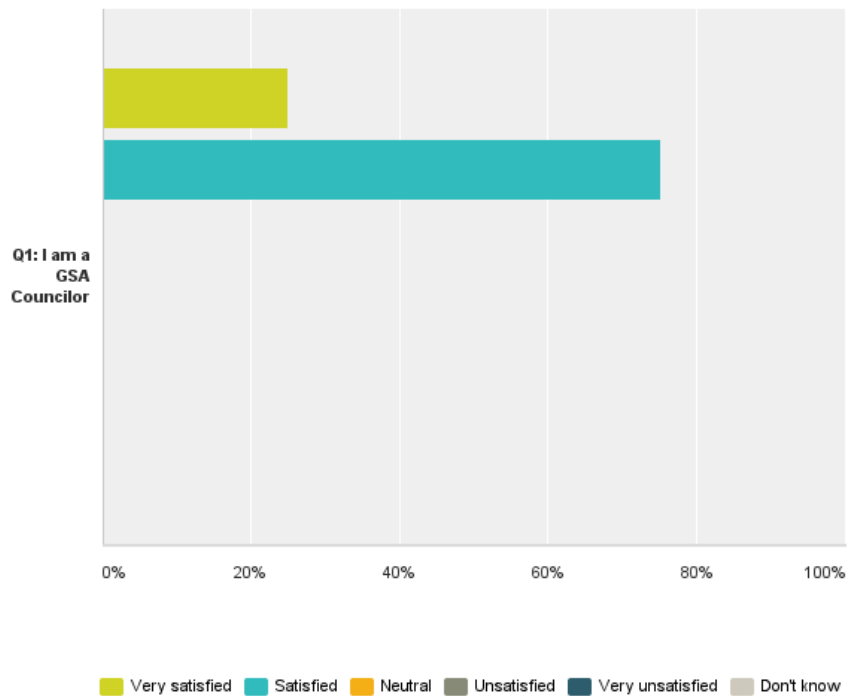
Answered: 8 Skipped: 0



	Very satisfied	Satisfied	Neutral	Unsatisfied	Very unsatisfied	Don't know	Total
Q1: I am a GSA Councilor	25% 2	50% 4	12.50% 1	12.50% 1	0% 0	0% 0	8
Total Respondents	2	4	1	1	0	0	8

Q4 How satisfied are you with the availability and accessibility of the GSA Executive Team?

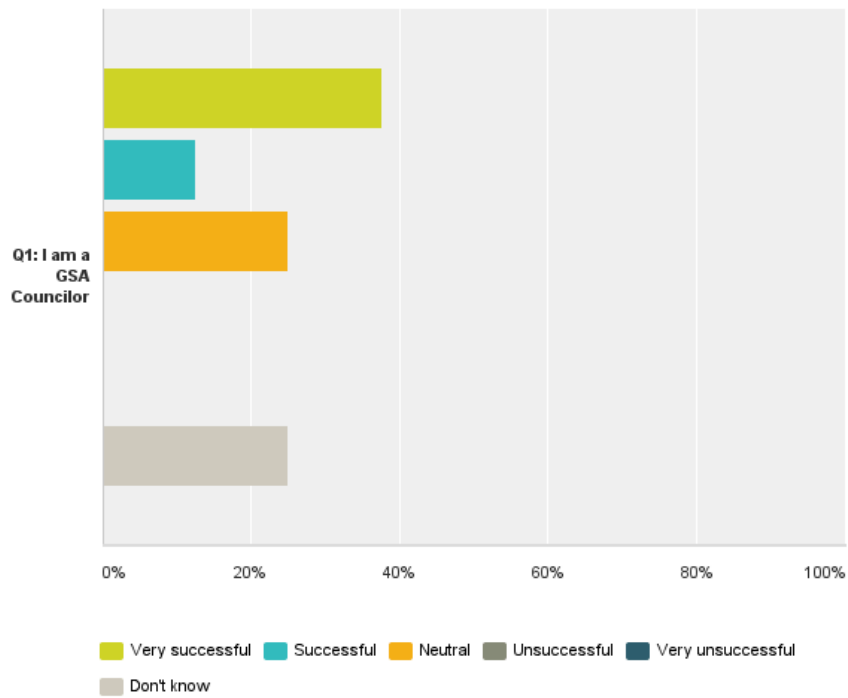
Answered: 8 Skipped: 0



	Very satisfied	Satisfied	Neutral	Unsatisfied	Very unsatisfied	Don't know	Total
Q1: I am a GSA Councilor	25% 2	75% 6	0% 0	0% 0	0% 0	0% 0	8
Total Respondents	2	6	0	0	0	0	8

Q5 Overall, how successful do you feel the GSA events (Orientation, Halloween Social, etc.) have been?

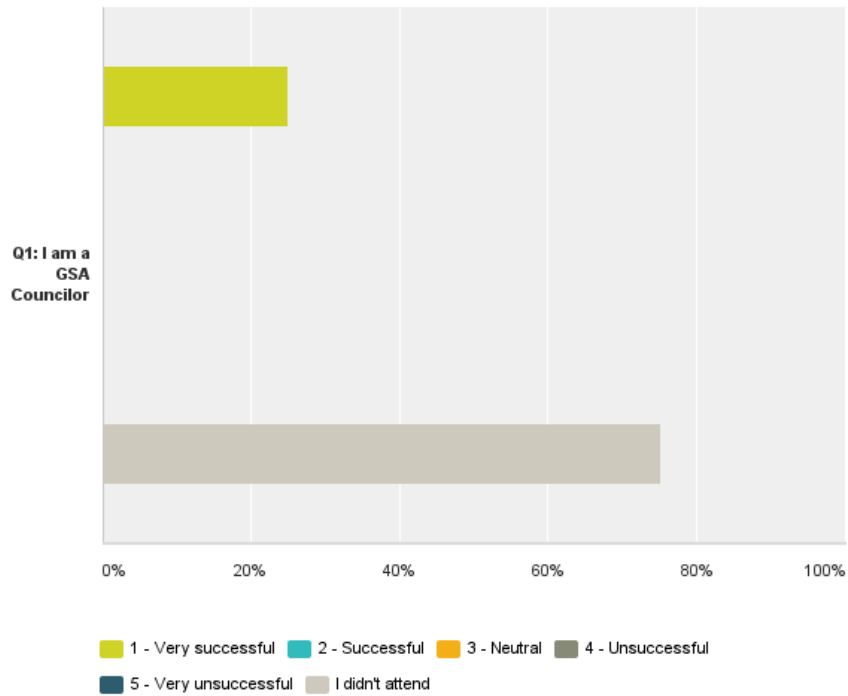
Answered: 8 Skipped: 0



	Very successful	Successful	Neutral	Unsuccessful	Very unsuccessful	Don't know	Total
Q1: I am a GSA Councilor	37.50%	12.50%	25%	0%	0%	25%	8
	3	1	2	0	0	2	
Total Respondents	3	1	2	0	0	2	8

Q6 If you attended Orientation this year, please rate it from 1 to 5.

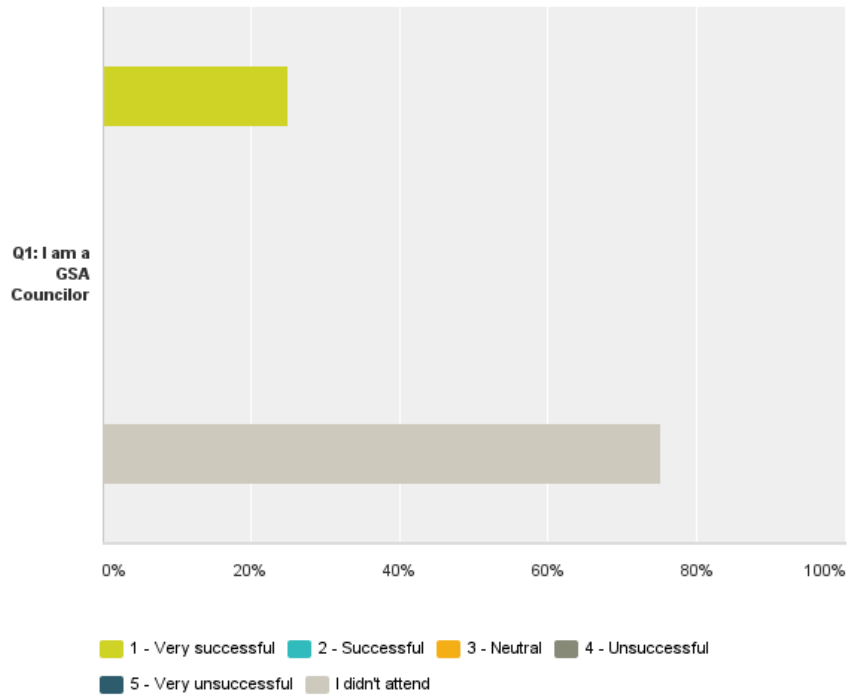
Answered: 8 Skipped: 0



	1 - Very successful	2- Successful	3- Neutral	4- Unsuccessful	5 - Very unsuccessful	I didn't attend	Total
Q1: I am a GSA Councilor	25%	0%	0%	0%	0%	75%	8
	2	0	0	0	0	6	
Total Respondents	2	0	0	0	0	6	8

Q7 If you attended the Halloween Social this year, please rate it from 1 - 5.

Answered: 8 Skipped: 0



	1 - Very successful	2- Successful	3- Neutral	4- Unsuccessful	5 - Very unsuccessful	I didn't attend	Total
Q1: I am a GSA Councilor	25%	0%	0%	0%	0%	75%	8
	2	0	0	0	0	6	
Total Respondents	2	0	0	0	0	6	8

Appendix E: HSGSA Disbursement

Approximate number of HSGSA students: 550
Approximate number of UMGSA students: 3700
(HSGSA is approximately 15% of the student population)

Total student fees: \$84.26 (per semester)
Student fees dedicated to operating budget: \$53.88 (per semester)

Total amount of money that UMGSA receives from HSGSA members per term

$$550 \times \$53.88 = \$29,634$$

Total amount of money that UMGSA receives from HSGSA members per year

$$\$29,634 \times 2 = \$59,268$$

30% of the amount given to GSA's operating budget per term

(The amount that GSA should be giving HSGSA per term)

$$\$29,634 \times 0.30 = \$8,890$$

30% of the amount given to GSA's operating budget per year

(The amount that GSA should be giving HSGSA per year)

$$\$8,890 \times 2 = \$17,780$$

Honorariums given to HSGSA per year:

$$\$8,400 + (\$3,600 \times 5) = \$26,400$$

Amount UMGSA is currently giving HSGSA per year as an operating budget:

$$17,500.00$$

Total amount UMGSA gave HSGSA this year:

$$26,400 + 17,500.00 = \$43,900$$

APPROXIMATE total amount UMGSA will give HSGSA in future years according to 30%:

$$26,400 + 17,780 = \$44,180$$

Amount UMGSA receives from HSGSA to pay for conference grants, department grants, special project grants, and donations in 2013/14:

$$59,268 - 43,900 = \$15,368$$

Approximate amount UMGSA receives from HSGSA to pay for conference grants, department grants, special project grants, donations and other expenses in 2014/15:

$$59,268 - 44,180 = \$15,088$$

To conclude: The change would lead to an approximate difference of 280 dollars.

Appendix F: October 30, 2012 SGM Minutes

Special General Meeting Minutes

October 30, 2012. 5:00pm

Senate Chambers (E3-262)

1. Call to Order

5:09pm

2. Approval of the Agenda

Chad Cowie (VP Internal)/ Jennifer Chen (VP Academic)

E. RoTimi Ojo (President): Additions to the Agenda: Under Item 3., add Opening Address By the President; add Item 4. Recognition of Guests

Carried

3. Introduction of UMGSA Executive Members and Opening Address by the President

All members of the Executive introduced themselves.

E. Rotimi Ojo (President):

In line with University Policy, we acknowledge that we are on the Treaty 1 territory, the traditional territory of the Anishinaabe people, and the homeland of the Metis nation. The university and the Forks of the City of Winnipeg sit at the crossroads of the Anishinaabe, Metis, Cree, Dakota, and Oji-Cree Nations. The decision today is a crucial one in the history of the UMGSA, and we have options to choose from. In all of our discussion, we need to put into perspective what we decide will be in place for graduate students who come after us.

4. Recognition of Guests

- I. Tony Gonsalves, father of Liz Gonsalves, UMGSA Researcher
- II. Mohamed Abdel Karim Ammoumou, current Chairperson of CFS-MB
- III. Marakary Bayo, former chairperson of CFS-MB. Bayo dealt with most of the issues the GSA had with the CFS last year.

MOTION: BIRT the GSA consider the attendance of all three guests.

Tonia Bates (VP External)/ Pouria Jabari (Civil Engineering)

8 in favour 18 against, 5 abstain

Defeated

MOTION: BIRT the GSA allow Mr. Gonsalves to stay for the Special General Meeting.

Kendra Magnusson (English, Film and Theatre)/Tonia Bates (Vice President External)

MOTION: BIRT the motion regarding Mr. Gonsalves' attendance be amended to state: BIRT the GSA allow Mr. Gonsalves to stay for the Special General Meeting, but that he leaves the meeting before discussion of Item 5b. Research Staff Employment.

Kurt Hildebrand (Physics and Astronomy)/Chad Cowie (Vice President Internal)

2 abstain

Carried

MOTION: BIRT the GSA allow Mr. Gonsalves to stay for the Special General Meeting, but that he leaves the meeting before discussion of Item 5b, Research Staff Employment.

Calistus Ekenna, Social Work. (Against) What we are doing tonight is a package, nothing is in isolation from any other part of the meeting.

1 abstain

Carried

MOTION: BIRT the GSA allow Mr. Marakary Bayo, former CFS-MB Chairperson to stay for the Special General Meeting.

Ahmed Byagowi (Electrical and Computer Engineering)/ Daniel Labine (Sociology)

MOTION: BIRT the motion regarding Mr. Marakary Bayo's attendance at the SGM be amended to read: BIRT the GSA allow Mr. Marakary Bayo, former CFS-MB Chairperson be allowed to stay for the Special General Meeting.

BIFRT Mr. Marakary Bayo be given speaking rights during the discussion on CFS-MB and CFS, and leave the meeting when discussion on Item 5b, Research Staff Employment, begins..

Chad Cowie (Vice President Internal)/ Jennifer Chen (Vice President Academic)

Carried

MOTION: BIRT the GSA allow Mr. Marakary Bayo, former CFS-MB Chairperson be allowed to stay for the Special General Meeting.

BIFRT Mr. Marakary Bayo be given speaking rights during the discussion on CFS-MB and CFS, and leave the meeting when discussion on Item 5b. Research Staff Employment, begins.

2 abstain

Carried

MOTION: BIRT the GSA allow Mr. Mohamed Abdel Karim Ammoumou, the current CFS-MB Chairperson, to stay for the Special General Meeting.

Tonia Bates (Vice-President External)/Calistus Ekenna (Social Work)

MOTION: BIRT the motion regarding Mr. Mohamed Abdel Karim Ammoumou's attendance at the SGM be amended to read: BIRT the GSA allow Mr. Mohamed Abdel Karim Ammoumou, the current CFS-MB Chairperson, to stay for the Special General Meeting.

BIFRT Mr. Mohamed Abdel Karim Ammoumou be given speaking rights during the discussion on CFS-MB and CFS, and leave the meeting when discussion on Item 5b. Research Staff Employment, begins

Chad Cowie (Vice President Internal)/Kurt Hildebrand (Physics and Astronomy)

Carried

MOTION: BIRT the GSA allow Mr. Mohamed Abdel Karim Ammoumou, the current CFS-MB Chairperson, to stay for the Special General Meeting.

BIFRT Mr. Mohamed Abdel Karim Ammoumou be given speaking rights during the discussion on CFS-MB and CFS, and leave the meeting when discussion on Item 5b. Research Staff Employment, begins.

Carried

5. GSA-CFS Report Presentation

a. There are four options currently open to the UMGSA:

- I. Decide that the UMGSA is a full member of the CFS/CFS-S and the CFS-MB. This may include a) assigning all fees collected in trust to be remitted to the CFS/CFS-S and the CFS-MB and to continue collecting and remitting these fees from the UMGSA students, and/or b) pursuing decertification from the CFS/CFS-S and the CFS-MB.
- II. Decide that the UMGSA is not a member of the CFS/CFS-S and the CFS-MB. This may include a) continuing to collect and hold the fees in trust (for any length of time), or b) requesting that the University of Manitoba Board of Governors discontinue collecting those fees from graduate students (which may lead to a decision about what to do with the current funds sitting in trust and/or a decision on when this issue should be reconsidered by the membership).
- III. Seek the decision from an external authority (i.e. in court) to declare whether or not the UMGSA is a member of the CFS. This may include a) continuing to collect and hold the fees in trust (for any length of time), or b) requesting that the University of Manitoba Board of Governors discontinue collecting those fees from graduate students (which may lead to a decision about what to do with the current funds sitting in trust and/or a decision on when this issue should be reconsidered by the membership).
- IV. Continue with the mandate of the last UMGSA general meeting to continue research and attempt to acquire relevant information in pursuit of an agreement on the question of membership between the legal counsels of the University of Manitoba, the UMGSA and the CFS/CFS-S and the CFS-MB. This may include a) continuing to collect and hold the fees in trust (for any length of time), or b) requesting that the University of Manitoba Board of Governors discontinue collecting those fees from graduate students (which may lead to a decision about what to do with the current funds sitting in trust and/or a decision on when this issue should be reconsidered by the membership).

Presentation by Ms. Liz Gonsalves, UMGSA Researcher.

MOTION: BIRT the GSA reconsider the original motion to allow Mr. Mohamed Abdel Karim Ammoumou to stay during this part of the meeting.

Kurt Hildebrand (Physics and Astronomy)/Johanu Botha (Senator)

Carried.

MOTION: BIRT the GSA allow Mr. Mohamed Abdel Karim Ammoumou to stay for the Special General Meeting, and leave the meeting when discussion of Item 5b. Research Staff Employment, begins.

Tonia Bates (Vice President External)/Shannon Price(Linguistics)

6 in favour, 3 abstain

Motion defeated.

MOTION: BIRT the University of Manitoba Graduate Students' Association (UMGSA) maintain the position that it is not, in fact, a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students-Services (CFS-S) or the Canadian

Federation of Students-Manitoba (CFS-MB), herein referred to as CFS/-S/-MB and in that regard if and when necessary it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB; and BIFRT the UMGSA President is authorized in his sole discretion to communicate the position of the UMGSA on membership in the CFS/-S/-MB immediately to the CFS/-S/-MB in writing, with the President having full discretion as to when and whether to communicate the UMGSA position to the CFS/-S/-MB and the appropriate manner of doing so, and that the UMGSA President is authorized in his discretion to take such advice from legal counsel to UMGSA and the University of Manitoba as he shall deem appropriate in making all determinations as to communication of the position of UMGSA with respect to said membership issues ; and BIFRT the UMGSA membership approve the use of fees which have been to date and may in the future be collected from the UMGSA members in respect of possible membership in CFS/-S/-MB, and held in a contingency fund, toward the reasonable costs associated with the process of defending the position of UMGSA regarding membership in the CFS/-S/-MB until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by the courts, whichever is sooner; and BIFRT the UMGSA continue to collect and hold related fees from the UMGSA members in a contingency fund, up to and including the completion of the 2017-2018 academic term (for a total of seven [7] full academic terms) or until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by the courts, whichever is sooner; and BIFRT the UMGSA revisit and determine the use of all remaining related fees collected from the UMGSA members and held in a contingency fund at each annual general meeting of the UMGSA membership until the issue of membership in the CFS/-S/-MB is finally resolved; and BIFRT the UMGSA immediately cease to participate as a member of the CFS and the CFS/-S; and BIFRT the UMGSA immediately cease to participate as a member of the CFS-MB; and BIFRT the UMGSA Bylaws Committee be charged with presenting Bylaw updates, for approval at the next general membership meeting, that reflect the aforementioned decisions on membership (fees) and participation in the CFS/-S/-MB.

Tonia Bates (Vice President External)/Johanu Botha (Senator)

MOTION: BIRT the GSA table the vote on the standing motion regarding the UMGSA's potential membership in the CFS.

Kurt Hildebrand (Physics and Astronomy)/Jessica Rebizant (Senator)

MOTION: BIRT the GSA debate the four options regarding the UMGSA's potential membership presented in the agenda.

Kurt Hildebrand (Physics and Astronomy)/ Joey Lucier (Chemistry)

MOTION: BIRT the speaker's list be extended by five people.

Chad Cowie (Vice President Internal)/ Valery Agbor(Biosystems Engineering)

Carried

MOTION: BIRT the UMGSA consider the first option regarding our relationship to CFS presented on the agenda.

E. Rotimi Ojo (President)/Chad Cowie (Vice President Internal)

Carried

MOTION: BIRT the UMGSA affirm full membership in the Canadian Federation of Students (CFS), the Canadian Federation of Students – Services (CFSS), and the Canadian Federation of Students – Manitoba (CFS-MB).

BIFRT the UMGSA remit all membership fees collected and held in trust on behalf of those organizations for the 2011-212 academic term including any interest accrued to the CFS, CFSS and CFS-MB.

BIFRT the UMGSA continue to collect and remit those fees until such time that we cease to be a member through the relevant decertification processes outlined in the bylaws of all three organizations or until the dissolution of the relevant organizations, whichever is sooner.

BIFRT the UMGSA participate as a full member of CFS and CFSS.

BIFRT the UMGSA participate as a full member of CFS-MB.

BIFRT the UMGSA President immediately inform those bodies of the UMGSA position on membership in the CFS and CFS-MB in writing.

BIFRT the UMGSA pursue decertification from those bodies via membership referendum according to the bylaws of those bodies to be initiated as soon as reasonably practical.

BIFRT the UMGSA Bylaws Committee be charged with presenting bylaw updates for approval at the next general membership meeting that reflect the aforementioned decisions on membership and participation in those organizations.

E. RoTimi Ojo (President)/Calistus Ekenna (Social Work)

MOTION: Amend the motion to read: "BIRT the UMGSA affirm full membership in the Canadian Federation of Students (CFS), the Canadian Federation of Students – Services (CFSS), and the Canadian Federation of Students – Manitoba (CFS-MB).

BIFRT the UMGSA remit all membership fees collected and held in trust on behalf of those organizations for the 2011-212 academic term including any interest accrued to the CFS, CFSS and CFS-MB.

BIFRT the UMGSA continue to collect and remit those fees until such time that we cease to be a member through the relevant decertification processes outlined in the bylaws of all three organizations or until the dissolution of the relevant organizations, whichever is sooner.

BIFRT the UMGSA participate as a full member of CFS and CFSS.

BIFRT the UMGSA participate as a full member of CFS-MB.

BIFRT the UMGSA President immediately inform those bodies of the UMGSA position on membership in the CFS and CFS-MB in writing.

BIFRT the UMGSA Bylaws Committee be charged with presenting bylaw updates for approval at the next general membership meeting that reflect the aforementioned decisions on membership and participation in those organizations.”

Propser Koto (Economics)/Shannon Price (Linguistics)

Defeated (2 in favour)

Vote on Original Motion:

6 for, 4 abstain

Motion Defeated.

MOTION: BIRT the UMGSA dissolve as a corporation.

Shannon Price (Linguistics)/ Kendra Magnusson (English, Film and Theatre)

Motion Defeated.

MOTION: BIRT the University of Manitoba Graduate Students' Association (UMGSA) maintain the position that it is not, in fact, a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students-Services (CFS-S) or the Canadian Federation of Students-Manitoba (CFS-MB), herein referred to as CFS/-S/-MB and in that regard if and when necessary it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB; and BIFRT the UMGSA President is authorized in his sole discretion to communicate the position of the UMGSA on membership in the CFS/-S/-MB immediately to the CFS/-S/-MB in writing, with the President having full discretion as to when and whether to communicate the UMGSA position to the CFS/-S/-MB and the appropriate manner of doing so, and that the UMGSA President is authorized in his discretion to take such advice from legal counsel to UMGSA and the University of Manitoba as he shall deem appropriate in making all determinations as to communication of the position of UMGSA with respect to said membership issues ; and BIFRT the UMGSA membership approve the use of fees which have been to date and may in the future be collected from the UMGSA members in respect of possible membership in CFS/-S/-MB, and held in a contingency fund, toward the reasonable costs associated with the process of defending the position of UMGSA regarding membership in the CFS/-S/-MB until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by the courts, whichever is sooner; and BIFRT the UMGSA continue to collect and hold related fees from the UMGSA members in a contingency fund, up to and including the completion of the 2017-2018 academic term (for a total of seven [7] full academic terms) or until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by the courts, whichever is sooner; and

BIFRT the UMGSA revisit and determine the use of all remaining related fees collected from the UMGSA members and held in a contingency fund at each annual general meeting of the UMGSA membership until the issue of membership in the CFS/-S/-MB is finally resolved; and

BIFRT the UMGSA immediately cease to participate as a member of the CFS and the CFS/-S; and

BIFRT the UMGSA immediately cease to participate as a member of the CFS-MB; and

BIFRT the UMGSA Bylaws Committee be charged with presenting Bylaw updates, for approval at the next general membership meeting, that reflect the aforementioned decisions on membership (fees) and participation in the CFS/-S/-MB.

Kurt Hildebrand (Physics and Astronomy)/ Sem Moreno (Senator)

Motion carried.

b. Research Staff Employment

MOTION: Whereas a motion to approve and continue the employment of a research assistant was carried at the February 2, 2012 UMGSA Annual General Meeting

Whereas staff employment or termination should not be tied to the occurrence of an Annual General Meeting

Whereas the position is estimated to cost about \$30,000/annum

Whereas the membership can vote to increase the budget line for staff salary

BIRT the UMGSA membership terminates the employment of Ms. Elizabeth Gonsalves, the Association's current research assistant with immediate effect.

BIFRT the position of research assistant, if needed, be determined by an ad hoc hiring committee who will advertise the position, conduct interviews for applicants and recommend the best candidate to the UMGSA Council for ratification.

Chad Cowie (Vice President Internal)/ Aiman Syed (Education)

MOTION: BIRT the UMGSA allow Vice President External, Tonia Bates, to speak on behalf of a student, Deborah Lawless from the Department of Psychology, who could not be present at the meeting.

Dan Levin (Sociology)/Kurt Hildebrand (Physics and Astronomy)

Carried

MOTION: BIRT the motion regarding a research staff position at the UMGSA be amended to read: Whereas a motion to approve and continue the employment of a research assistant was carried at the February 2, 2012 UMGSA Annual General Meeting

Whereas staff employment or termination should not be tied to the occurrence of an Annual General Meeting

Whereas the position is estimated to cost about \$30,000/annum

Whereas the membership can vote to increase the budget line for staff salary

BIRT the UMGSA membership terminates the employment of Ms. Elizabeth Gonsalves, the Association's current research assistant with immediate effect.

BIFRT the position of research assistant be determined by an ad hoc hiring committee who will advertise the position, conduct interviews for applicants and recommend the best candidate to the UMGSA Council for ratification.

Kurt Hildebrand (Physics and Astronomy)/ Valery Agbor (Biosystems Engineering)

13 for, 18 against, 7 abstain.

Motion defeated

Vote on original motion:

7 abstain

Carried

6. Other Business

7. Announcements

- a. Halloween Social- October 30, 2012 at 7:30pm at the HUB.
- b. Leadership Speaker Series with Spencer West- November 1, 2012 at 7pm (seating begins at 6:30pm) at the Engineering Atrium.
- c. GSA/FGS Workshop Series: Using Reference Management Software (pre-registration required).
 - Fort Garry: November 6, 2012 at 1pm at the Science and Technology Library.*
 - Bannatyne: November 14, 2012 at 1pm at the Paterson Lab, Neil John Maclean Health Sciences Library.*
- d. UMGSA Council Meeting- November 27, 2012 at the GSA Lounge.
- e. Holiday Hamper Program- Registration Deadline November 30. Fill out online form at <http://umgsa.ca/section/43>

8. Adjournment.

MOTION: BIRT the Special General Meeting of the UMGSA adjourn.

Tonia Bates (Vice President External)/Trish Kelley (Environment and Geography)

Carried

Meeting adjourned at 8:09pm