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Appendix II :

Senate Report May 2017

Report on the May 27th, 2017 Senate Meeting:

Written by: Silvia Araujo

Reviewed by: Skye Kushner, Nour Eissa

To: Graduate Students of the University of Manitoba

Date Written: May 29th, 2017

Link to this Meeting's Senate Agenda:

http://umanitoba.ca/admin/governance/media/2017_05_17_Senate_Agenda_v2.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students. All motions presented in this report were carried during the May 27th, 2017 Senate Meeting.

1. CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES – MAY 2017

II

A total of **115** graduate students will receive their respective degrees in the Spring of 2017.

2. ELECTION OF SENATE REPRESENTATIVES

TO THE SENATE EXECUTIVE COMMITTEE

Dr. **Todd Mondor** was re-elected to serve in the Senate Executive Committee, as his current term would expire on May 31, 2017.

ELECTION OF A STUDENT MEMBER TO THE SENATE EXECUTIVE COMMITTEE

There are only four students assigned to compose the Senate Executive Committee. Three of them have no voting power, but work as assessors, from whose:

one is the President of UMSU (Ms. Tanjit Nagra),

one is the President of UMGSA (Mr. Carl Neumann),

and one is a student senator;

the fourth student is the **only student with the voting power** at the Senate Executive Committee and, for the 2017-2018 term, the student chosen is **Mr. Skye Kushner**, Senator 2 of UMGSA.

3. MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

REPORT OF THE EXECUTIVE COMMITTEE OF THE FACULTY OF GRADUATE STUDIES ON COURSE AND CURRICULUM CHANGES RE: DEPARTMENT OF CIVIL ENGINEERING, I.H. ASPER SCHOOL OF BUSINESS, DEPARTMENT OF HISTORY, UNIVERSITÉ DE SAINT-BONIFACE

The **Department of Civil Engineering** recommended the addition of one Graduate course called CIVL 7810 Flow and Transport in Fractured Rock (3 credits), because the instructor

identified that this topic is not covered during undergraduate studies and there is a demand from both Civil and Geology graduate students to it.

The **Asper School of Business** proposed the deletion of one course, the addition of one course and the modification of two courses, as follows. MIS 5110 – IT Seminar would be replaced by MIS 5120 – Spreadsheet Skills Management (1 credit), since they identified that the use of spreadsheets is primordial for their graduate students. Any student able to proof proficiency in spreadsheets would be exempt from this course.

FIN 7000 – Managerial Economics and FIN 7020 – Corporate Finance had their syllabus modified to better fit on the courses pre-requisites.

The **Department of History** proposed one zero-credit course (HIST 7776 – Major Research Paper), where the students must write a 35-45 pages paper to be evaluated by one selected advisor and a second reader, to improve the student's skills.

The **Université de Saint-Boniface** proposed the addition of one elective course (EDUB 7241 – La sociolinguistique et la pédagogie du Français langue seconde; 3 Credits) for French Education, known as Langue, Littérature et curriculum specialization.

4. MATTERS FORWARDED FOR INFORMATION

ANNUAL REPORTS OF STANDING COMMITTEES OF SENATE

Academic Review

Mentioned that the Committee considered Summaries of Graduate Program Reviews for Graduate Programs in Architecture, Biosystems Engineering, Civil Engineering, Electrical and Computer Engineering, German and Slavic Studies, Human Nutritional Sciences, Interior Design, Mathematics, Mechanical Engineering, Psychology, and Sociology.

Awards

23 new awards are available for Graduate Students, from which 1 is an Entrance award and the remaining 22 are for in-course and graduating students, but only one of them is not department-specific.

Planning and Priorities

This committee reported Graduate course changes for 6 departments (I.H. Asper School of Business, Computer Science, Environment and Geography, Mathematics, Joint Master of Public Administration); proposal of a Master of Finance at the I.H. Asper School of Business; proposal of a Master of Science in Prosthodontics, at the College of Dentistry; and proposal for a Master of Human Rights. It also proposed the building site for the Engineering Innovation Centre and the Centre for Research, Teaching and Innovation in Health Care.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A [APRIL 4, 2017]

New Offers:

Beginning in 2018-2019, the **Canadian Institute of Food Science and Technology Graduate Travel Award** will be given to graduate students studying in food science programs, travelling to present their work at major events.

Beginning in 2019-2020, the **Number TEN Scholarship in Architecture** will be given to a graduate student to encourage and recognize Architecture students whose studies have a Northern Canada and/or Indigenous focus.

Beginning in 2017-2018, the **William Wilson Muir Graduate Fellowship** will be given to graduate students working in a research-based graduate program focusing on agronomy in the Faculty of Agricultural and Food Sciences.

Amendments were made to other awards, fellowships, medal of excellence, etc, but the new wording presented in this Senate Agenda do not allow a complete knowledge if these awards are for graduate students or not. Please refer to the Senate Agenda for further details.

REPORT OF THE SENATE COMMITTEE ON ACADEMIC REVIEW RE: GRADUATE PROGRAM REVIEWS

In 2016 the Faculty of Graduate Studies performed a **Program Review of the Department of Human Nutritional Sciences**, due to the merge of the Department of Human Nutritional Sciences and Food Science. Seven main aspects arose from this review, including the duration and expenses for M.Sc. and Ph.D. students, a more balanced recruitment of national and international students, a new procedure for the candidacy exam, etc. Please refer to the Senate Agenda, pages 205-211, for further details.

In 2016 the Faculty of Graduate Studies performed a second round of the **Program Review of the Department of Psychology**. They evaluated that changes have been made on communications, supervisory relationships and the ASG, and in the curriculum, but the department do not agree with FGS about a need for a more student and faculty diversity.

REPORT OF THE SENATE COMMITTEE ON CURRICULUM AND COURSE CHANGES RE: ANNUAL UPDATE ON ACADEMIC PROGRAM LISTING

From March 2016 to February 2017 3 new graduate programs were introduced: Collaborative Ph.D., Master of Finances and M.Sc. in Genetic Counselling. Four graduate programs had the admissions suspended for various reasons: M.A. Icelandic, M.Sc. Family Social Sciences, M.Sc. Textile Sciences, Ph.D. Cancer Control. One graduate program changed name: M.Sc. and Ph.D. in Medical Microbiology became Medical Microbiology and Infectious Diseases.

REQUESTS TO EXTEND SUSPENSION OF ADMISSIONS TO GRADUATE PROGRAMS (PH.D. IN CANCER CONTROL, M.SC. IN FAMILY SOCIAL SCIENCES, M.A. IN ICELANDIC, M.SC. IN TEXTILE SCIENCES)

As mentioned above, 4 graduate programs were suspended and, during the May Senate Meeting there were requests to extend these suspensions: Ph.D. in Cancer control until May 2018 and all the other 3 until May 2019. Motion carried during meeting.

5. REPORT OF THE PRESIDENT

The **Province recently announced that it will provide \$600,000** in capital funding to expand the **Campus Day Care Centre** and create **52 new spaces**. The announcement comes less than a year after the **Graduate Student's Association donated \$300,000** and University of Manitoba Students Union donated \$2.4 million to support this childcare expansion. Indigenous students will be given priority access to the newly created spaces.

Work on the child care expansion project is expected to begin in late spring or early summer 2017, with the additional spaces **ready for enrolment for the 2018/19** academic year.

On March 22, the **federal government** introduced its budget for 2017/18. **New funds** include support for Indigenous education and additional funding for post-secondary student grants and bursaries. External Relations is continuing to follow-up for additional information. The provincial budget is scheduled to be released on April 11, 2017.

Senior executive searches are in the process for the recruitment of a Vice-Provost (Indigenous Engagement) and a **Dean of Graduate Studies** and Vice-Provost (Graduate Education).

Asper MBA's business planning competition team, Paramergent, enjoyed amazing success on the March international competition circuit receiving second place overall in the fast pitch competition at the prestigious Brown-Forman Cardinal Challenge at the University of Louisville. The team also placed a close second in their division at Cardinal's business plan competition, and fourth at the U of M's Stu Clark Investment Competition. Paramergent is pitching a business plan for the first all-in-one mobile software application that paramedics can use to track and report a patient's pre-hospital journey and transmit the relevant information directly into a hospital's records.

Two **occupational therapy graduate students organized a community art show** at The Madison, a supportive housing complex operated by Siloam Mission. The students used art therapy to help residents of The Madison develop life skills. The art show enabled the residents to display or sell their works to the public.

On March 3, 2017, the provincial and federal governments announced **\$2,732,998 to nine research projects** at the University of Manitoba. The recipients are:

- Kristine Cowley and Katinka Stecina (Physiology), \$400,000 - Human Spinal Cord Injury Research Centre for Health, Balance and Motor Control;
- Rebecca Davis (Chemistry), \$320,000 - Laboratory for Asymmetric Organocatalysis;
- Chuang Deng (Mechanical Engineering), \$319,682 - In-situ Nano-mechanical and Nanoelectrical Characterization of Low-dimensional Nanomaterials;
- Joseph Gordon (Nursing/Children's Hospital Research Institute of Manitoba), \$319,670 - Comprehensive In Vivo and Culture-based Exercise and Metabolic Analysis Platform;
- Ian Jeffrey (Electrical & Computer Engineering), \$181,344 - Near Real-Time Electromagnetic Imaging;
- Sachin Katyal (Pharmacology/Research Institute of Oncology & Hematology), \$319,986 - Identification of Novel Therapeutics to Modulate DNA Damage Repair in the Treatment of Cancer;
- Peter Pelka (Microbiology), \$318,480 - Studies of Cellular Reprogramming by Adenovirus;
- Qiuyan Yuan (Civil Engineering), \$320,000 - A Tissue Engineering Platform for Fibrotic and Developmental Diseases;
- Adrian West (Physiology), \$233,836 - Infrastructure for Zero Waste Research Program.

On March 15, 2017, the **University of Winnipeg and University of Manitoba** announced the recent signing of a **service agreement** that will have the two universities collaborate on commercialization of technologies. The University of Winnipeg will have access to the expertise and services of the University of Manitoba's Technology Transfer Office.

Twenty-six researchers were awarded **funding** from various external sponsors totaling **\$1,461,506**. Please refer to page 226 of the Senate Agenda to see the names and projects of those receiving more than \$25,000 per project.

Appendix III :

UMGSA Executive Reports

May 1st - 31st, 2017

President - Carl Neumann

Executive Summary of Work:

- **Restoration of the UMGSA and HSGSA Websites and Emails:** Just days before the start of our new Executive term, all access to both the UMGSA and HSGSA Websites and Emails was lost. After some investigation, I determined that payments for the two domain names had not been paid. These payments were immediately made, but because our domains are registered with a different company than our primary web-service provider, numerous other problems that arose when the domains were deactivated had to be overcome. Access to both websites and emails was restored within a few days.
- **Hiring of the New UMGSA Office Assistant:** I spearheaded the hiring sub-committee, which received 18 applications and interviewed 7 candidates. We had several strong candidates. We went through the hiring process at a very quick pace, to make sure our new hire would get as much training as possible before our outgoing assistant, Danielle Filecia, left. We are very happy with our final choice of Jayne Hammond.
- **UMGSA Budget Planning:** I worked closely with Ruth, our Office Manager, to go through the previous year's budget, to understand precisely what each line covered. The past year's budget had estimated significantly more fee revenue than was actually received earlier this year. Despite this, we have maintained essential funding for Conference Grants, and increased funding for Orientation and for Special Project Grants. This was possible under these difficult circumstances only due to one-time revenue from unspent funds from a previous year.
- **Filling Internal and External Committee Spots:** All Senate Committee Spots were filled at the end of May. It took a significant amount of time, mostly by email, to completely fill the long list of committee spots.
- **Redesign of Official Documents:** I have initiated a redesign of our Council Agendas and Minutes, in the interest of greater clarity and consistency.

Meetings Attended:

May 2 nd , 2017	Student Housing Survey Meeting	1.5 Hours
May 3 rd , 2017	Senate Executive Meeting	1 Hour
May 4 th , 2017	Orientation Planning Meeting	1 Hour
May 4 th , 2017	UMGSA Executive Meeting	1.5 Hours
May 8 th , 2017	Childcare Working Group Meeting	1 Hour
May 8 th , 2017	Campus Planning and Design Committee Meeting	1.5 Hours

May 9 th , 2017	FGS Faculty Council Meeting	2 Hours
May 11 th , 2017	UMGSA Finance Committee Meeting	1.5 Hours
May 11 th , 2017	Student Senate Caucus Meeting	1.5 Hours
May 16 th , 2017	Academic Schedule Review Committee Meeting	1.5 Hours
May 17 th , 2017	Senate Meeting	1.5 Hours
May 19 th , 2017	Info Meeting for New Members of the Board of Governors	1 Hour
May 19 th , 2017	Meeting with the UMSU President	0.5 Hours
May 23 rd , 2017	Meeting with the Vice-Provost Students	1 Hour
May 23 rd , 2017	UMGSA Executive Meeting	2 Hours
May 23 rd , 2017	Board of Governors Meeting	3 Hours
May 24 th , 2017	UMGSA Council Meeting	1.5 Hours
May 25 th , 2017	Champions of Mental Health Group Meeting	1.5 Hours
May 25 th , 2017	Meeting with the President of AMPSO	0.5 Hours
May 29 th , 2017	Alumni Association AGM	1 Hour
May 30 th , 2017	Meeting with UofM Financial Services	1 Hour
May 30 th , 2017	UMSU Council Meeting	1.5 Hours
May 31 st , 2017	UofM Student Experience Committee Meeting	1.5 Hours
May 31 st , 2017	Senate Executive Meeting	1 Hour

Meetings Missed: None

Time Spent in Meetings in May: 32.5 Hours

Office Hours:

Friday, May 5 th , 2017	1:30PM - 3:30PM
Wednesday, May 10 th , 2017	1:30PM - 3:30PM
Tuesday, May 16 th , 2017	2:30PM - 4:30PM
Thursday, May 25 th , 2017	12:00PM - 2:00PM
Wednesday, May 31 st , 2017	2:30PM - 4:30PM

Time Spent in Official Office Hours in May: 10 Hours

Working Events Attended:

May 4 th , 2017	Indigenous Leadership Roundtable	2 Hours
May 11 th , 2017	Public Presentation by FGS Dean Nominee Todd Mondor	1.5 Hours
May 11 th , 2017	Informal Session with FGS Dean Nominee Todd Mondor	1 Hour
May 23 rd , 2017	Interviews for the New UMGSA Office Assistant	3 Hours
May 29 th , 2017	UofM Pride Flag Raising Ceremony	1 Hour

Approximate Time Spent on Other Activities:

Working Events	8.5 Hours
Restoration of UMGSA and HSGSA Websites and Emails	5 Hours
Filling Internal and External Committee Spots	12 Hours
UMGSA Budget Planning	5 Hours
Preparing Documents for Meetings	14 Hours
Other Email Correspondence	50 Hours

Total Hours Spent on the UMGSA in May, 2017: 137 Hours

Vice-President Health Sciences (VPHS) - Andrew Plesniarski

Executive Summary of Work:

UMGSA Handbook

- Coordinated with UMGSA and HSGSA Executives to get all of the necessary HSGSA information to the UMGSA VPI and VPME for Student Handbooks

Research Days

- Worked with HSGSA VPA and VPME to get up to speed on Research Days organization, and assist with promotion of the event

Volunteer Team

- Met with HSGSA councilors and executive interested in volunteering, and began creating a volunteer list for use with future HSGSA activities

Housekeeping

- Ensured a smooth running of the HSGSA Executive, and a good transition to the new team.
- Handed out departmental grants and executive payments, and attended all meetings and office hours

Executive Summary of Hours:

2017-05-03	Truncated Office Hours due to Time Constraints	1
2017-05-04	UMGSA Executive Meeting	3.5
2017-05-07	Preparing HSGSA Executive Agenda	1
2017-05-08	E-mail communication, profiles, committee organization, budget review	2
2017-05-09	FGS Meeting	0.5
2017-05-09	E-mail communication among UMGSA and HSGSA executive	2
2017-05-09	Agenda preparation for HSGSA Executive meeting	1
2017-05-10	Extended Office Hours – No Students	2.5
2017-05-10	CCGS Meeting	1
2017-05-10	E-mail communication among executives	2
2017-05-11	E-mail communication, profile development, committee refinement	2
2017-05-11	Agenda preparation for HSGSA Council meeting	1
2017-05-12	Meeting with potential Dean of Graduate Studies	1
2017-05-12	Meeting with VPA and Immunology Rep to discuss Special Projects Team	1
2017-05-12	E-mail communication, business cards, submitted HSGSA profiles for UMGSA handbook	3
2017-05-15	HSGSA Executive Meeting	1.75
2017-05-16	Extra Office Hours – No Students	1
2017-05-16	HSGSA Council Meeting and handing out departmental grants	1.5
2017-05-17	Office Hours – No Students	2
2017-05-18	UMGSA Budget review and e-mail communication	0.25
2017-05-23	UMGSA Executive Meeting	2.0
2017-05-24	Office Hours – No Students	2.0
2017-05-24	E-mail communication	0.5
2017-05-24	UMGSA Council (beautifully short)	0.75

2017-05-25	Mental Health Champions Meeting	1.0
2017-05-26	Research Days Volunteer Meeting	2.0
2017-05-31	Office Hours – No Students	2.0
2017-05-31	Running around for Research Days Posters	1.0
Monthly Total		42.25

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

May 4, 2017	UMGSA Executive	3.5 hour
May 9, 2017	FGS Faculty Council Meeting	0.5 hour
May 10, 2017	CCGS Meeting	1.0 hour
May 12, 2017	Student Interview of Potential Dean of Graduate Studies	1.0 hour
May 15, 2017	HSGSA Executive	1.75 hour
May 16, 2017	HSGSA Council	1.5 hour
May 23, 2017	UMGSA Executive	2.0 hour
May 24, 2017	UMGSA Council	0.75 hour
May 25, 2017	Mental Health Champions	1.0 hour
May 26, 2017	Research Days Volunteer Meeting	2.0 hour

Time spent in Meetings: 15.0 hrs

Meetings Cancelled:

Meetings Missed:

Office Hours:

Wednesdays: 9:00 - 11:00 a.m.

Time spent in the Office: 10.5 hrs

Total Hours Spent on HSGSA/UMGSA for May: 42.25 hrs

Vice-President Internal (VPI) - Chandan Q Howlader

Executive Summary of Work:

- **Meeting With UMSU:** Met with MUSU Vice President Student Services (Jeremy Semchyshyn) and talked different issues like Campus parking, email communication, advertisement in our handbook as well as advertisement on UMSU's display.
- **Handbook:** Gathering all the necessary documents for handbook like Executive's profile, welcome letter from FGS and Minister, collecting advertisement, looking for designer and publisher.
- **UMGSA Budget:** Worked on the budget for the year of 2017-2018 along with Carl and Ruth. Discussed our accounts and investigated the apparent short fall from the previous year's budget (Set meeting with Administrative contact to discuss?)
- **External meetings:** Volunteered as a student representative on the i Responsible Conduct of Research (RCR) committee meeting.
- **UMGSA account:**

Executive Summary of Hours:

01/05/2017	Office Hours (making up for office hours for May XX)	2
02/05/2017	Office Hours(making up for office hours for May XX)	2
04/05/2017	Office Hours and Exec meeting	6
09/05/2017	Office hours(making up for office hours for May XX)	4
11/05/2017	Finance Committee meeting	1.25
16/05/2017	Office hours (ANY RELEVANT ACTIVITIES TO REPORT HERE?)	2.5
17/05/2017	Meeting with UMSU regarding??	0.5
18/05/2017	Responsible Conduct of Research (RCR) meeting	2
19/05/2017	Meeting with UMSU and again regarding what issue(s)?? you need to be accountable for the time...	0.33
23/05/2017	Office Hours & Exec meeting	6
24/05/2017	UMGSA Council meeting	1.5
30/05/2017	Office hours, meeting with Vanessa (accounts responsible person)	4
May	Total time spent on committee meetings including office	32.08

Time spent on other activities:

Working on Handbook	10.0 hrs
Working on Budget	4.0 hrs
Responding to old email	6.0 hrs
Preparing exec report	1.5 hrs

Total: 21.50hrs

Meetings Cancelled:

Bylaws and Policy Committee meeting was cancelled because the number of committee members present was not enough to hold quorum.

Meetings Missed:

Office Hours:

Wednesdays: 9:00 - 11:00 a.m.

Time spent in the Office: 10.5 hrs

Total Hours Spent on UMGSA for May: 53.58 hours

Vice-President External (VPE) - Albert Boakye

Executive Summary of Work:

- My Executive work in this period of reporting includes: Committee works and meetings.
- Honored other external committee meetings and commitments.
- Worked on Graduate Student Housing Survey for Review with Survey Review Committee.

Executive Summary of Hours:

2017-05-02	GSA office hours in May (Combined)	8.0
2017-05-02	Survey Review Committee	1.3
2017-05-04	GSA Executive Committee	2.0
2017-05-08	Driving to campus to help sign checks	0.3
2016-09-14	Finance Committee	1.0
Monthly Total		13 hours

Time Spent in Meetings: 4.30 hours

Meetings Cancelled: External meeting such as Sustainability Committee was postponed in May. For May's Council Meeting, regret was sent because I was out of the country.

Office Hours:

Wednesdays: 9:00am to 11:00am

Total Hours Spent on UMGSA for May: 13 hours

Vice-President Academic (VPA) - Md. Emrul Hasan

Executive Summary of Work:

Grad Steps workshop:

- Attended FGS grad steps workshop committee meeting. We discussed about how to improve the workshops. I suggested to introduce more workshop that are related to graduate research and career.

Senate Caucus:

- Met with UMSU Vice-president Advocacy and planned for student senate caucus running for 2017/2018 term. Also went to senate caucus meeting.

UMGSA Awards:

- Met with previous UMGSA VPA, Kathryn, and got a brief overview of UMGSA Awards application and selection process. Planned and advertised the awards application for students and teachers. Also continuously responding to emails from applicants regarding application process.

External committee meetings:

- Went to students experience committee meetings. As an introductory meeting we introduced ourselves in the committee. Also I updated what I am currently working on and raised the concerns about illegal housing around University community.

Executive Summary of Hours:

Date	Activities	Hours
01/05/2017	FGS grad step committee meeting	2
04/05/2017	UMGSA Executive meeting	2
09/05/2017	Meeting with UMSU	1
11/05/2017	Student senate caucus meeting	1.5
31/05/2017	Student Experience Committee	2
01/05/2017-31/05/2017	Discussion with previous UMGSA VPA, reading awards applications documents and preparing application forms to advertise, responding to email questions regarding the awards application process and executive report writing.	10
May	Total time spent on committee meetings including office hours	18.5

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

May 4, 2017	UMGSA Executive	2.5 hour
May 24, 2017	UMGSA Council	1.5 hour

Total hours spend in Meetings: 4.00 hours

Meetings Cancelled:

Bylaws and Policy committee meeting was cancelled because of absence of committee members.

Meetings Missed:

UMGSA Executive meeting: Schedule conflict. Meeting was scheduled at 1:30pm.

Office Hours:

Thursdays: 2:30 pm to 4.30pm

Time spent in the Office: (2x4) =8.0 hours

Total Hours Spent on UMGSA for May: 18.5 + 4 + 8 = 30.5 hours

Vice-President Marketing & Events (VPME) - Obiajulu Nnaemeka

Executive Summary of Work:

- Served all office hours and attended the executive and council meetings.
- Worked with the VPI to collate profiles, information and source off-campus adverts for the UMGSA student day planner.
- Worked on planning the UMGSA Summer 2017 Games to be held on July 22; contacted Campus Recreation services to secure a venue for the games; Prepared a preliminary budget for the games.
- Designing and printing UMGSA business cards for all GSA executive and office staff.
- Compiling and sending out May Newsletter to graduate students to inform about upcoming GSA awards, GSA office assistant vacancy, Vanier scholarship and other relevant news.
- Planning dates for UMGSA events to be held in the 2017-2018 executive term.
- Scheduled the first UMGSA Events committee meeting for June 15 to plan the Summer games.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
01/05/2017	5:00:00 PM	9:00:00 PM	UMSAFE Training and exam	4
02/05/2017	11:00:00 AM	1:45:00 PM	Office hours (Meeting with VPI to discuss student day planner)	2.75
04/05/2017	2:30:00 PM	4:30:00 PM	UMGSA Executive meeting	2
08/05/2017	1:00:00 PM	4:00:00 PM	Designing business cards for GSA executive	3
10/05/2017	2:00:00 PM	4:30:00 PM	Office hours (Going through previous social and event planning documents)	2.5
11/05/2017	11:30:00 AM	1:00:00 PM	Meeting with ICS to discuss international students' welcome event	1.5
12/05/2017	10:40:00 AM	1:30:00 PM	Collating and writing news for UMGSA May 2017 Newsletter	2.83
13/05/2017	3:00:00 PM	6:00:00 PM	Review executive business card designs, format for printing	3
16/05/2017	11:00:00 AM	1:30:00 PM	Office hours (gathering contact of potential off-campus handbook advertisers)	2.5
17/05/2017	11:30:00 AM	12:00:00 PM	Meeting with VPI and UMSU VP Student Services to discuss handbook adverts	0.5
18/05/2017	12:00:00 PM	4:30:00 PM	Phone calls and sending emails to potential handbook advertisers	4.5
19/05/2017	11:00:00 AM	11:30:00 AM	Follow up meeting with VPI, UMSU student services to discuss handbook adverts	0.5

20/05/2017	10:30:00 AM	11:30:00 AM	Transition meeting with Wali (Outgoing UMGSA VPME)	1
23/05/2017	11:00:00 AM	1:00:00 PM	Office hours (Summer games preparation and responding to handbook advertisers)	2
	1:30:00 PM	3:30:00 PM	UMGSA executive meeting	2
24/05/2017	5:00:00 PM	6:00:00 PM	UMGSA Council meeting	1
27/05/2017	5:00:00 PM	6:30:00 PM	Preparing preliminary budget for the summer games	1.5
30/05/2017	11:00:00 AM	1:30:00 PM	Office hours (preparing agenda for events committee meeting)	2.5
31/05/2017	10:00:00 AM	10:35:00 AM	Printing business cards at the UMSU print shop	0.58
Monthly Total				40.17

Time spent in Meetings: 8.5 hours

Meetings Cancelled: None

Meetings Missed: None

Office Hours:

Tuesdays: 11:00 am to 1pm

Time spent in the Office: 12.25 hours

Total Hours Spent on UMGSA for May: 40.17 hours (40 hours 10 minutes)

Senator 1 - Silvia Araujo

Executive Summary of Work:

- Attended May Student Caucus Meeting, Senate Meeting,, UMGSA Executive Meetings, UMGSA Council Meeting and special events representing the UMGSA;
- Selected senate and UMGSA committees to sit on (LIST COMMITTEES HERE)
- Held regular office hours (Fridays, 9:00 AM – 11:00 AM)
- Wrote Senate Report;
- Maintained regular e-mail and personal communications in general with graduate students and the UMGSA executive team;
- Spoke in favor of what I believe are the priorities and concerns of the majority of Graduate Students at U of M.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
5/1/2017			Officially an Executive (but my duties as a Senator started in April)	
5/2/2017	1:43 PM	10:00 PM	Senate Committee on Awards (1:43-2:17); Documents and Keys with Ruth (2:17-2:30); Distinguished Alumni Event (7-10)	3:47
5/4/2017	2:45 PM	4:55 PM	Executive Meeting	2:10
5/5/2017	9:00 AM	11:00 AM	Office Hour (can add any significant activities in here)	2:00
5/8/2017	9:00 AM	12:10 PM	Reading the bylaws and choosing committees to sit on; sending e-mails to the executive team regarding bio and business cards	
5/11/2017	6:00 PM	7:00 PM	Student Senate Caucus	1:00
5/12/2017	9:00 AM	11:00 AM	Office Hours (can add any significant activities in here)	2:00
5/13/2017	1:00 PM	4:00 PM	Reading the Senate Agenda and preparing for upcoming meeting	3:00
5/17/2017	1:30 PM	2:20 PM	Senate Meeting	0:50
5/19/2017	9:00 AM	11:00 AM	Office Hours (can add any significant activities in here)	2:00
5/23/2017	1:30 PM	3:30 PM	Executive Meeting	2:00
5/24/2017	5:02 PM	5:42 PM	Council Meeting	0:40
5/26/2017	9:00 AM	11:10 AM	Office Hours (can add any significant activities in here)	2:10
5/28/2017	9:00 PM	12:20 AM	Writing Senate Report for the May 17th, 2017 meeting	3:20
5/31/2017	9:00 PM	10:15 PM	Preparing Executive report	1:15
Monthly Total				29:22

Summary of Hours:

Time spent in Meetings: 7:14

Meetings Cancelled: None.

Meetings Missed: None.

Office Hours:

Wednesdays: 9:00 - 11:00 a.m.

Time spent in the Office: 10.5 hrs

Total Hours Spent on UMGSA for May: 29:22 (29 hours and 22 minutes)

Senator 2 - D. Skye Kushner

Executive Summary of Work:

- Meetings attended: Senate, Senate Executive Committee, Student Senate Caucus, Finance Committee, UMGSA executive, and UMGSA Council.
- Selected internal and external committees to sit on
- Held office hours
- Maintained email
- Assisted in hiring of a new office assistant
- Participated in an informal lunch with the dean of FGS

May - Office Commitments

Day	Start	Finish	Note	Total
3rd	1:00:00 PM	3:00:00 PM	Email switched over, wrote up bio, reviewed docs/RRO	2
10th	1:00:00 PM	3:00:00 PM	Reviewed past reports, committees to serve on for senate	2
17th	11:00:00 AM	1:30:00 PM	Reviewed upcoming senate report, emails	2.5
31st	11:30:00 AM	1:30:00 PM	Reviewed minutes for senate executive committee, completed UMSAFE training	2
			Total	8.5

May - Meetings/Other

Day	Start	Finish	Note	Total
4th	2:30:00 PM	4:45:00 PM	Exec meeting.	2.15
11th	1:30:00 PM	2:30:00 PM	Informal lunch w/ dean FGS	1
11th	4:00:00 PM	5:00:00 PM	Finance committee	1
11th	6:00:00 PM	7:00:00 PM	Student senate caucus meeting	1
17th	1:30:00 PM	2:30:00 PM	Senate meeting	1
23rd	10:00:00 AM	1:00:00 PM	Hiring committee	3
23rd	1:30:00 PM	3:30:00 PM	Executive meeting	2
31st	1:30:00 PM	2:30:00 PM	Senate executive meeting	1
			Total	11.5

Summary of Hours:

Total time spent in Meetings: 11.5 hrs

Meetings Cancelled: None

Meetings Missed: Bylaws and Policy Committee

Total Hours Spent on UMGSA for May, 2017: 20 hrs

Senator 3 (HSGSA) - Nour Eissa

Executive Summary of Work:

- Attended nearly all UMGSA Executive and UMGSA Council meetings.
- Volunteered for several internal and external committees
- Held office hours (Tuesdays, 9:30 AM – 10:30 AM)
- Maintained email

May - Office Commitments

Day	Start	Finish	Note	Total
16th	1:00:00 PM	3:00:00 PM	Email switched over, wrote up bio, reviewed docs/RRO	2
17th	1:00:00 PM	3:00:00 PM	Reviewed past reports, committees to serve on for senate	2
			Total	4

May - Meetings/Other

Day	Start	Finish	Note	Total
5/23/2017	1:30 PM	3:30 PM	Executive Meeting	2
5/24/2017	5:02 PM	5:42 PM	Council Meeting	1
			Total	3

Summary of Hours:

Total time spent in Meetings: 3hrs

Meetings Cancelled: None

Meetings Missed: Executive Meeting May 4th, 2017. I was going to Conference in Chicago.

Office Hours:

Tuesdays: 9:30 - 10:30 a.m.

Time spent in the Office: 10.5 hrs

Total Hours Spent on UMGSA & HSGSA for May, 2017: 11 hrs including office hours

Executive-at-Large - Richard From

Executive Summary of Work:

- Executive Meetings: As a non-voting member of the executive, I provided historical memory and advice to the executive team. I ensured that appropriate protocols were followed and that all viewpoints were considered.
- Was away from UMGSA from May 9-18th due to teaching assistant responsibilities at a geology field school in Whiteshell Park, Manitoba.
- Met with executives to offer guidance and advice on upcoming UMGSA duties and my role as Executive at large

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

May 4 th , 2017	UMGSA executive meeting	2 hours
May 23 rd , 2017	UMGSA executive meeting	2 hours
May 24 th , 2017	UMGSA council meeting	1.5 hours

Time spent in Meetings: 5.5 hours

Meetings Missed (due to Teaching Assistant Role for Geology Field School May 8-19):

May 11 th , 2017	UMGSA Finance committee meeting
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Other Activities:

May 1-8 th , 2015	Paperwork for new position, reviewing past meetings	2.0 hours
May 22 nd , 2017	Preparing for Hiring Committee interviews	3.0 hours
May 23 rd , 2017	Hiring Committee interviews for Office Assistant	3.5 hours
May 25-31 st , 2017	Email correspondence	3.5 hour
May 31 st , 2017	Writing executive report	2.0 hours

Office Hours:

Fridays @ 11 am - 1 pm **8.0 hours**
(Held additional office hours on May 4 and 5th to make up for absence May 12th and 19th)

Additional time spent in the office Collaborating: 1.5 hours

Total Hours Spent on UMGSA for May: 29.0 hours

Appendix IV :

UMGSA Executive Reports

June 1st - 30th, 2017

President - Carl Neumann

Executive Summary of Work:

- **Creation of the UMGSA Indigenous Ad-Hoc Committee:** An email vote was sent to Council members to support the creation of this new Ad-Hoc Committee. I wrote the preliminary Terms of Reference for the Committee, based on our policies. The email vote was entirely in favour. The creation of this committee will support our efforts towards greater inclusion of Indigenous students and perspectives, as well as provide guidance on our participation in Winnipeg's Indigenous Accord.
- **Investigation of ECEGSA Election Concerns:** Concerns have been raised by multiple Electrical and Computer Engineering (ECE) students about the recent ECEGSA Executive Election. My investigation of these concerns has determined that no current rules appear to have been broken, but limited eligibility to run does remain a concern. In light of these concerns, the Bylaws and Policy Committee will consider whether our rules to qualify for Departmental Grants should be expanded.
- **Conference Grants Appeals and Revisions:** Problems with the process of reviewing Conference Grants were revealed when in two separate cases groups of students attended the same conference and shared expenses amongst themselves. The review of these applications conducted by different members of the Finance Committee, as well as the applications themselves, were not consistent. This was largely due to inconsistencies between our Policy Doc, our Procedures Doc, and our Instructions Doc all relating to Conference Grants. I re-reviewed and resolved these particular cases, but the Bylaws and Policy Committee will be looking at improvements and innovations to avoid these problems in the future.
- **Filling Internal and External Committee Spots:** All spots on FGS Committees and the FGS Faculty Council were filled by the end of June. UMGSA internal committees have few vacancies remaining.
- **Spring Convocation:** I attended all six Spring Convocation Ceremonies over the span of three days. Senior Members of the UofM administration were very pleased to have students officially represented on stage at all ceremonies, since UMSU Executives were entirely absent, and other UMGSA Executives were only able to attend a couple of the ceremonies.

Meetings Attended:

June 2 nd , 2017	UMGSA Executive Meeting	2 Hours
June 2 nd , 2017	Strategic Enrollment Management Planning Meeting	2 Hours
June 7 th , 2017	Gradzette/Manitoban Meeting	1 Hour

June 12 th , 2017	Childcare Working Group Meeting	1 Hour
June 13 th , 2017	UMGSA Bylaws & Policy Committee Meeting	1 Hour
June 14 th , 2017	UMGSA Finance Committee Meeting	1 Hour
June 15 th , 2017	Meeting with Todd Mondor and Concerned Student	1 Hour
June 15 th , 2017	UMGSA Events Committee Meeting	1 Hour
June 20 th , 2017	University IT Advisory Council Meeting	2 Hours
June 21 st , 2017	Senate Meeting	1.5 Hours
June 21 st , 2017	Special Meeting of UMSU Council	3.5 Hours
June 22 nd , 2017	UMFM Meeting	1 Hour
June 22 nd , 2017	Champions of Mental Health Group Meeting	1 Hour
June 26 th , 2017	Meeting with the Provost and President	1 Hour
June 27 th , 2017	Academic Schedule Review Committee Meeting	1 Hour
June 27 th , 2017	Board of Governors Meeting	3 Hours
June 28 th , 2017	FGS Executive Committee Meeting	1.5 Hours
June 28 th , 2017	UMGSA Awards Committee Meeting	1.5 Hours
June 29 th , 2017	UMGSA Campaigns Committee Meeting	1 Hour

Meetings Missed:

June 14 th , 2017	Fall 2018 Orientation Planning Meeting - Ill. Regrets sent in advance.
June 19 th , 2017	Student Senate Caucus Meeting - Unavoidable scheduling conflict.

Time Spent in Meetings in June: 28 Hours

Office Hours:

Friday, June 9 th , 2017	2:00PM - 4:00PM
Monday, June 12 th , 2017	1:00PM - 3:00PM
Thursday, June 22 nd , 2017	2:00PM - 3:00PM & 4:00PM - 5:00PM
Tuesday, June 27 th , 2017	1:00PM - 3:00PM

Time Spent in Official Office Hours in June: 8 Hours

Working Events Attended:

June 4 th , 2017	Marching in the Winnipeg Pride Parade - UofM Group	2 Hours
June 6 th , 2017	Spring Convocation Day 1 - Both Ceremonies	7 Hours
June 7 th , 2017	Spring Convocation Day 2 - Both Ceremonies	7 Hours
June 8 th , 2017	Spring Convocation Day 3 - Both Ceremonies	6 Hours
June 20 th , 2017	Big Bold Beautiful Breakfast - Student Engagement	2 Hours
June 20 th , 2017	Winnipeg Indigenous Accord Partner Signing Ceremony	2 Hours

Approximate Time Spent on Other Activities:

Working Events	26 Hours
Investigation of ECEGSA Election Concerns	4 Hours
Conference Grants Appeals and Revisions	4 Hours
Filling Internal and External Committee Spots	5 Hours
Preparing Documents for Meetings	4 Hours
Other Email Correspondence	45 Hours

Total Hours Spent on the UMGSA in June, 2017: 124 Hours

Vice-President Health Sciences (VPHS) - Andrew Plesniarski

Executive Summary of Work:

Research Days

- Helped with organizing the event by preparing bags for attendees, chaperoning tours, helping with registration and meals, and assisting with the running of the banquet put on for both National and local students

Taco Party

- Hosted a social event for all HSGSA students in the HSGSA Lounge in 402 Brodie in lieu of an outdoors activity day due to weather
- Previously had cooked a large amount of ground beef and prepared taco vegetables and components for the meal presented during the 'Taco Day at the Park' with the other executives at the Vice-President Academic's house

Bike to Work Day

- Assisted Vice-President Marketing and Events and Vice-President Internal with staffing a booth outside the Brodie Atrium to participate in 'Bike to Work Day'
- The Sustainability Office on Campus has taken over the 'Bike to Work Day' station that we typically host, and so we may not take charge of this event in the future

Executive Summary of Hours:

2017-06-02	E-mail communication for HSGSA	0.5
2017-06-02	UMGSA Executive Meeting	2.5
2017-06-02	Executive report for May and E-mail communication	0.5
2017-06-05	Helping with Research Days	1.0
2017-06-06	RESEARCH DAYS!!!	5.0
2017-06-07	RESEARCH DAYS!!!	8.0
2017-06-08	Executive Report Edits and E-mail Communication	1.0
2017-06-08	RESEARCH DAYS!!!	8.0
2017-06-09	RESEARCH DAYS!!!	1.0
2017-06-12	E-mail communication	1.0
2017-06-14	Office Hours	2.0
2017-06-14	E-mail communication for HSGSA	1.0
2017-06-14	Taco Prep for Taco Party on 2017-06-15	4.0
2017-06-15	Taco Party for HSGSA Students	4.0
2017-06-20	Big, Bold, Beautiful Breakfast Event	2.0
2017-06-20	Faculty Executive Committee Meeting	0.5
2017-06-21	Office Hours	2.0
2017-06-23	Bike to Work Day	1.0
2017-06-26	Meeting with U of M President and Provost	1.0
Monthly Total		46.0

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

June 2, 2017	UMGSA Executive	2.5 hours
June 20, 2017	Faculty Executive Committee Meeting	0.5 hour
June 26, 2017	Meeting with U of M President and Provost	1.0 hour

Time spent in Meetings: 4.0 hrs

Meetings Cancelled:

Meetings Missed:

Mental Health Champions Meeting (June 22, 2017)
Faculty Executive Committee (Fort Garry)

Office Hours:

Wednesday: 9:00 - 11:00 a.m.

Time spent in the Office: 4 hrs

Total Hours Spent on HSGSA/UMGSA for June: 46.0 hrs

Vice-President Internal (VPI) - Chandan Q Howlader

Executive Summary of Work:

- **Handbook:** Worked on advertisement, got quotation and engaged designer.

Executive Summary of Hours:

02/06/2017	Exec meeting	2.25
05/06/2017	Office Hours (Email for quotation)	2
13/06/2017	Office Hours and bylaws committee meeting	3
14/06/2017	Finance Committee meeting	1
19/06/2017	Office Hours (signed cheque for travel grand)	2
June	Total time spent on committee meetings including office hours	10.25

Time spent on other Activities:

Working on Handbook	8.0 hrs
Responding to email	6.0 hrs
Preparing exec report	1.0 hrs

Total: 15.00 hrs

Meetings Cancelled: None

Meetings Missed: None

Office Hours:

Tuesday: 10:00 am - 12:00 pm.

Time spent in the Office: 11.25 hrs

Total Hours Spent on UMGSA for June: 26.25 hours

Vice-President External (VPE) - Albert Boakye

Executive Summary of Work:

- My Executive work in this period of reporting includes: Committee works and meetings.
- Executive committee meetings, Awards meeting and Campaigns meeting.
- I maintained my regular office hours and honored other external committee meetings and commitments.

Executive Summary of Hours:

2017-06-02	Executive Meeting (Phone-in)	2.0
2017-06-28	Office Hours(Combined)	8.0
2017-06-28	Awards Committee	1.3
2017-06-29	Campaigns Committee	1.0
Monthly Total		12.30 hours

Time Spent in Meetings: 4.30 hours

Meetings Cancelled: Regret was sent to both Events Committee and Finance Committee

Office Hours:

Wednesdays: 9:00am to 11:00am

Total Hours Spent on UMGSA for June: 12.30 hours

Vice-President Academic (VPA) - Md. Emrul Hasan

Executive Summary of Work:

- UMGSA Awards:**
 After closing the application, I compiled all the documents to review. Awards committee met on June 28th and we discussed various issues related to application review like, selection criteria, marking distributions etc. I distributed the applications to the committee members and requested to submit their score on Friday July 7th. We fixed the next meeting date on July 10th at 5.30pm when we will select the final candidates.
- Senate Caucus:**
 I went to student senate caucus. We finalized the priority registration list for the upcoming fall semester. I briefly explained some of the courses and curriculum changes to be approved in the June 21st senate meeting.
- Academic Integrity:**
 I met with Academic Integrity coordinator Loie Gervais and discussed about the academic integrity month. I planned to participate on the academic integrity month. My plan is to make some fliers having some info about academic integrity and advertised in our UMGSA newsletter.

Executive Summary of Hours:

Date	Activities	Hours
19/06/2017	Student Senate Caucus meeting	2
23/06/2017	Academic integrity meeting	1
28/06/2017	Awards committee meeting	1.5
01/062017-25/06/2017	Spent on average 30minutes/daily on replying questions, receiving and signing on the application forms.	12.5
26/06/2017-28/06/2017	Spent on average 5.0hours/daily on replying to questions, receiving application, signing on the forms, compiling and preparing all documents to review.	15
29/06/2017	Writing meeting minutes, preparing and handing over the flash drive to the committee members	1.5
June	Total time spent on the committee meetings excluding office hours	33.5

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

June 2, 2017	UMGSA Executive	2.0 hour
June 13, 2017	UMGSA Bylaw and policy	1.0 hour
June 29, 2017	Campaign Committee meeting	1.5 hour

Total hours spent in Meetings: 4.50 hours

Meetings Cancelled:

June 20th executive meeting was cancelled because there was no important agenda to discuss.

Meetings Missed:

I missed the “all exec meeting with Provost and President”. I was unable to attend the meeting because that day was last day of awards application submission and I was available to respond the questions from candidate over phone and emails.

Office Hours:

Regular-Fridays: 2:30 pm to 4.30pm = 8 hours

Advance make up: (4.5 + 2 + 2 + 3.5) = 12 hours

Time spent in the Office: (2x4) = 20.0 hours

Total Hours Spent on UMGSA for June: 33.5 + 4.5 + 20 = 58.0 hours

Vice-President Marketing & Events (VPME) - Obiajulu Nnaemeka

Executive Summary of Work:

- Served all office hours and attended the executive meetings.
- Worked with the VPI and office staff to source both internal and off-campus adverts for the UMGSA student day planner. Currently working with the handbook designer to ensure the design includes all relevant information and is ready on time for printing before the Fall Orientation.
- Held the first Events committee meeting on June 15 where we discussed the upcoming summer games. The committee decided to hold a 2-day sports event to get more graduate students involved. The event will feature indoor games on the first day, 21st of July at Frank Kennedy Centre, and outdoor games on the second day, 22nd of July at the St. Vitals Park. Badminton and Basketball were chosen as the indoor games while Soccer and Beach Volleyball were chosen as the outdoor event. Already booked the venues for both events.
- Conducted a preliminary review of a pending student club application from Effective United Nations group to ensure it falls inline with the GSA policies before it is presented to the Events Committee at the next meeting.
- Printed the UMGSA executive posters for office door, wall and GSA lounge.
- Compiled and sent out June Newsletter to graduate students to inform about GSA awards and other relevant news. Sent out a letter to graduate students about the summer games including details and contacts for team and individual registrations.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
02/06/2017	11:00 AM	1:20 PM	Executive meeting	2.33
04/06/2017	5:00 PM	6:30 PM	Preparing executive report	1.5
05/06/2017	7:00 AM	8:30 AM	Collating and sending out June newsletter	1.5
06/06/2017	11:00 AM	1:45 PM	Office hours (contacting advertisers, summer games preparation, executive team poster measurement)	2.75
07/06/2017	8:45 AM	2:00 PM	Convocation procession and luncheon	5.25
08/06/2017	8:00 AM	8:45 AM	Design picture for UMGSA awards for Instagram page	0.75
13/06/2017	11:00 AM	1:00 PM	Office hours	2
	1:30 PM	4:30 PM	Visit to city of Winnipeg office downtown by bus to inquire about Park booking	3
14/06/2017	10:00 AM	11:00 AM	2018 Fall Orientation meeting	1
15/06/2017	4:30 PM	6:15 PM	Events committee meeting	1.75
16/06/2017	4:30 PM	5:30 PM	Meeting with graduate student to discuss student club application	1
19/06/2017	2:00 PM	3:00 PM	Meeting with Karen at Recreational services for summer games	1
20/06/2017	11:00 AM	1:00 PM	Office hours	2

	1:45 PM	4:45 PM	Visit to city of Winnipeg office downtown by bus to book St Vital park for summer games	3
25/06/2017	11:00 AM	12:30 PM	Drafting of summer games letter to graduate students	1.5
26/06/2017	3:00 PM	4:00 PM	Meeting with President and Provost	1
27/06/2017	11:00 AM	1:45 PM	Office hours (requesting quotation from publishers for handbook)	2.75
28/06/2017	4:30 PM	6:00 PM	Awards committee meeting	1.5
29/06/2017	5:00 PM	6:00 PM	Campaigns committee meeting	1
30/06/2017	4:00 PM	5:00 PM	Responding to emails from handbook advertisers and summer games	1
Monthly Total				37.6

Time spent in Meetings: 10.6 hours

Meetings Cancelled: None

Meetings Missed: None

Office Hours:

Tuesdays: 11:00 am to 1pm

Time spent in the Office: 9.5 hours

Total Hours Spent on UMGSA for June: 37.6 hours (37 hours 36 minutes)

Senator 1 - Silvia Araujo

Executive Summary of Work:

- Attended June's Student Caucus Meeting, June's Senate Meeting, UMGSA Executive Meetings, Awards committee meeting and special events representing the UMGSA (such as Spring Convocation Ceremony and Iftar party);
- Held office hours (it varied in times this month);
- Maintained regular e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
6/2/2017	9:00 AM	1:11 PM	Office hours; Executive meeting	4:11
6/7/2017	8:45 AM	2:30 PM	Convocation ceremony; Luncheon	5:45
6/8/2017	8:45 AM	2:30 PM	Convocation ceremony; Luncheon	5:45
6/9/2017	9:10 AM	11:10 AM	Office hours	2:00
6/13/2017	6:00 PM	8:15 PM	Reading the Senate Agenda	2:15
6/15/2017	1:00 PM	1:30 PM	Emails	0:30
6/16/2017	2:05 PM	10:40 PM	Office hours (2:05pm - 4:05pm); Iftar party (9:40pm - 10:40pm)	3:00
6/19/2017	5:30 PM	6:30 PM	Student Senate Caucus	1:00
6/21/2017	12:30 PM	2:20 PM	Senate Meeting (at the Bannatyne Campus + transportation); reading and responding e-mails	1:50
6/23/2017	2:00 PM	4:00 PM	Office Hours	2:00
6/28/2017	4:30 AM	5:25 AM	Awards Committee (left early)	0:55
6/30/2017	3:00 PM	5:00 PM	Office Hours	2:00
Monthly Total:				31:11:00

Summary of Hours:

Time spent in Meetings: 4:06

Meetings Cancelled: None.

Meetings Missed: Events Committee.

Time spent in the Office: 13:06

Total Hours Spent on UMGSA for June: 31:11 (31 hours and 11 minutes).

Senator 2 - D. Skye Kushner

Executive Summary of Work:

- Meetings attended: Senate, Senate Executive Committee, Student Senate Caucus, Finance Committee, UMGSA executive.
- Held office hours where possible (Wednesday 13:00-15:00).
- Maintained email with UMGSA executives
- Began appointments to senate committees (Senate Executive, Academic Freedom)
- Represented the U of M in The Winnipeg Pride Parade

June - Office Commitments

Day	Start	Finish	Note	Total
8th	12:00:00 PM	2:00:00 PM	Emails, light office cleaning, reviewing bylaws for next policies and bylaws meeting.	2
14th	1:00:00 PM	3:00:00 PM	Emails	2
21st	11:00:00 AM	1:00:00 PM	Reviewed upcoming senate minutes	2
28th	1:00:00 AM	3:00:00 PM	Completed executive report for June	2
			Total	8

June - Meetings/Other

Day	Start	Finish	Note	Total
2nd	2:30:00 PM	4:45:00 PM	Exec meeting.	2
4th	9:00:00 AM	12:00:00 PM	Represented UMGSA at Winnipeg Pride Parade	3
7th	9:00:00 AM	1:00:00 PM	Represented UMGSA at convocation	4
19th	5:30:00 PM	6:30:00 PM	Student senate caucus meeting	1
21st	1:30:00 PM	2:30:00 PM	Senate meeting	1
26th	3:00:00 PM	3:30:00 PM	Meeting w/ UMSU exec, UM Pres and Provost	1.5
			Total	12.5

Summary of Hours:

Total time spent in Meetings: 11.5 hrs

Meetings Cancelled: UMGSA Executive Meeting (June 19th)

Meetings Missed: Finance Committee (14th June); Bylaws Committee (13th June)

Total hours spent on UMGSA for June, 2017: 20.5 hrs

Senator 3 (HSGSA) - Nour Eissa

Executive Summary of Work:

- Attended June's Student Caucus Meeting , June's Senate Meeting, UMGSAs Executive Meeting
- Held office hours (Tuesdays 9:30-11:30)
- Maintained regular e-mail and personal communications in general with graduate students and the UMGSAs executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
6/2/2017	11:00AM	1:20 PM	Executive meeting	2.30
6/6/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
6/13/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
6/20/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
6/27/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
6/19/2017	5:30 PM	6:30 PM	Student Senate Caucus	1:00
6/21/2017	12:30 PM	2:20 PM	Senate Meeting	1:50
Monthly Total:				13:20:00

Summary of Hours:

Time spent in Meetings: 5:20

Meetings Cancelled: None.

Meetings Missed:

Time spent in the Office: 8

Total Hours Spent on UMGSAs & HSGSAs for June: (13 hours and 20 minutes).

Executive-at-Large - Richard From

Executive Summary of Work:

- Executive Meetings: As a non-voting member of the executive, I provided historical memory and advice to the executive team. I ensured that appropriate protocols were followed and that all viewpoints were considered.
- Attended the Finance and Bylaws committees as a non-voting resource member.
- Assembled executive reports into compilation document, providing feedback on the reports when necessary.

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

June 2 nd , 2017	UMGSA Executive meeting	2.25 hours
June 13 th , 2017	UMGSA Bylaws and Policy meeting	2 hours
June 14 th , 2017	UMGSA Finance meeting	1 hour
June 15 th , 2017	Meeting with FGS Dean and concerned student	1 hour
June 20 th , 2017	UMGSA Executive meeting	2.25 hours

Time spent in Meetings: 8.5 hours

Other Activities:

June 09, 2015	Organizing office space and renovation brainstorming	2.0 hours
June 10, 2015	Getting email and computer account setup with IT	0.5 hours
June 11-30, 2015	Email correspondence, writing executive report	4.0 hours
June 13, 2015	Writing executive report	2.0 hours

Office Hours:

Fridays @ 11 am - 1 pm **10.0 hours**

Additional time spent in the office Collaborating: 2 hours

Total Hours Spent on UMGSA for June: 27.0 hours

Appendix V :

UMGSA Executive Reports July 1st - 31st, 2017

President - Carl Neumann

Executive Summary of Work:

- **First Meeting of the UMGSA Indigenous Ad-Hoc Committee:** The UMGSA Indigenous Ad-Hoc Committee held its first meeting on July 5th. Laura Forsythe, the Council member representing the Native Studies department, was elected by voting members of the committee to be the committee's Chairperson. Additional voting and non-voting members are being sought, aimed particularly at increasing the number of Indigenous members. The committee's next meeting is planned for September.
- **UMGSA Summer Games:** Held on July 21st and 22nd, this year's UMGSA Summer Games were expanded to two days. The first day featured indoor events in the Frank Kennedy Centre, and the second day featured outdoor events at St. Vital Park. Despite some rain on the second day, both days were a big success, with high turnout and consistently positive feedback.
- **Office Organization and Improvements:** In addition to my official office hours, I have taken extra time to go through disorganized boxes and cabinets, and to organize the files and other materials within them.
- **IST Contract Renewal:** Our contract for services with IST is due for renewal. Due largely to staffing changes at IST, two incorrect versions of the new contract were sent to us for approval. I investigated the discrepancies, and had these errors corrected. The new contract is nearly ready for final approval.

Meetings Attended:

July 4 th , 2017	UMGSA Executive Meeting	1.5 Hours
July 5 th , 2017	UMGSA Indigenous Ad-Hoc Committee Meeting	1.5 Hours
July 10 th , 2017	UMGSA Awards Committee Meeting	1.5 Hours
July 11 th , 2017	Responsible Conduct of Research Meeting	0.5 Hours
July 13 th , 2017	UMSU Council Meeting	3 Hours
July 14 th , 2017	University Negotiations Update Meeting	1 Hour
July 18 th , 2017	UMGSA Executive Meeting	1.5 Hours
July 19 th , 2017	UMGSA Events Committee Meeting	1 Hour
July 26 th , 2017	UMGSA Finance Committee Meeting	2 Hours
July 27 th , 2017	University Centre Space Planning Meeting	1 Hour
July 31 st , 2017	Orientation Update Meeting	1 Hour

Meetings Missed: None

Time Spent in Meetings in July: 15.5 Hours

Office Hours:

Tuesday, July 4 th , 2017	1:00PM - 2:00PM
Wednesday, July 5 th , 2017	3:00PM - 4:00PM
Friday, July 14 th , 2017	12:00PM - 2:00PM
Friday, July 21 st , 2017	1:00PM - 3:00PM
Friday, July 28 th , 2017	1:00PM - 3:00PM
Monday, July 31 st , 2017	1:00PM - 3:00PM

Time Spent in Official Office Hours in July: 10 Hours

Working Events Attended:

July 21 st , 2017	UMGSA Summer Games Day 1	3 Hours
July 22 nd , 2017	UMGSA Summer Games Day 2	3.5 Hours

Approximate Time Spent on Other Activities:

Working Events	6.5 Hours
Review of UMGSA Awards Applications	4 Hours
Office Organization and Improvements	3 Hours
IST Contract Renewal	3 Hours
Preparing Documents for Meetings	12 Hours
Other Email Correspondence	35 Hours

Total Hours Spent on the UMGSA in July, 2017: 89 Hours

Vice-President Health Sciences (VPHS) - Andrew Plesniarski

Executive Summary of Work:

Quiet Month at the HSGSA

- I haven't really done very much over at the HSGSA, as we are pretty dormant during July. I expect things to pick up over August and September as orientation approaches.

Office Hours

- I realize that my office hours have not been honoured as they should be, and I apologize for that. I have been performing a blood draw study that requires me during my normal office hours. I am confident that I can make up the deficit in August.
- Office hours still owed: 4 hrs.

Executive Summary of Hours:

2017-07-04	UMGSA Executive Meeting	2.5
2017-07-07	Office Hours	2.0
2017-07-10	E-mail Communication and Report Update	1.0
2017-07-11	Office Hours (catch-up for last month)	2.0
2017-07-12	Office Hours (one extra for last month)	3.0
2017-07-13	Office Hours (catch-up for last month)	1.0
2017-07-14	Meeting with Student Services Bannatyne Campus	0.5
2017-07-25	HSGSA Executive Meeting	1.0
Monthly Total		13.0

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

July 4, 2017	UMGSA Executive Meeting	2.5 hours
July 14, 2017	Meeting with Student Services Bannatyne Campus	0.5 hour
July 25, 2017	HSGSA Executive Meeting	1.0 hour

Time spent in Meetings: 3.5 hrs

Meetings Cancelled:

Meetings Missed: UMGSA Executive Meeting

Office Hours:

Wednesdays: 9:00 - 11:00 a.m.

Time spent in the Office: 8.0 hrs

Total Hours Spent on HSGSA/UMGSA for July: 13.0 hrs

Vice-President Internal (VPI) - Chandan Q Howlader

Executive Summary of Work:

- **Handbook:** Checked the handbook draft.

Executive Summary of Hours:

18/07/2017	Exec meeting (Via online)	1
July	Total time spent on committee meetings including office hours	1

Time spent on other Activities:

Working on Handbook	1.0 hrs
Responding to email	1.0 hrs
Preparing exec report	0.5 hrs

Total: 2.50 hrs

Meetings Cancelled: None

Meetings Missed: One Executive meeting and Finance committee meeting

Office Hours: None

Total Hours Spent on UMGSA for July: 3.5 hours

N.B. I was on leave.

Vice-President External (VPE) - Albert Boakye

Executive Summary of Work:

- Executive work in this period covered Executive and committee meetings.
- Honored other extra office commitments to review GSA award applications.

Executive Summary of Hours:

2017-07-04	Executive Meeting	2:12
2017-07-05	Office hours + Reviewing GSA Masters' Award Applications	5:00
2017-07-09	GSA Executive Retreat	3:00
2017-07-10	Awards Committee	1:00
2017-07-12	Office Hours	2:00
2017-07-18	Executive Meeting	2:00
2017-07-19	Office Hours	2:00
2017-07-22	UMGSA Summer Games	4:00
2017-07-26	Office Hours + Finance Committee	3:00
Monthly Total		24:12 hours

Time Spent in Meetings: 6:12 hours

Meetings Cancelled: Campaigns Committee was not scheduled because of the preparations towards ThinkGrad Conference in early August at McGill University.

Office Hours:

Wednesdays: 9:00am to 11:00am

Total Hours Spent on UMGSA for July: 24:12 hours

Vice-President Academic (VPA) - Md. Emrul Hasan

Vice-President Marketing & Events (VPME) - Obiajulu Nnaemeka

Executive Summary of Work:

- Served all office hours and attended the executive meetings.
- Redesigned the UMGSA newsletter template to make it more organized and visually appealing. Compiled and sent out July Newsletter to graduate students to inform about UMGSA Summer Games and other relevant news. Also, sent out reminder email to the graduate students on the starting day of the UMGSA Games to assist in locating the venues.
- Worked with the handbook designer and other GSA executive to ensure the design includes all relevant information and is ready on time for printing before the Fall Orientation.
- Evaluated about 40 Masters application for the GSA Awards as part of the Awards Committee. Participated in selecting the final awardees.
- Held the Events committee meeting on the 19th of July. The major focus of the meeting was the upcoming UMGSA Summer Games. Discussed the latest developments concerning the games at the meeting like the equipment and venue bookings, student registration for the event, prizes, and food. The programming for the 2-day event were presented to the committee members and roles were assigned. The committee also discussed the Effective United Nations student club application and made preliminary plans for the upcoming orientation social event scheduled to hold on September 6th between 5-8pm.
- Held a successful 2-day UMGSA Summer Games event. On Friday, July 21st, the Basketball and Badminton competitions took place at the Frank Kennedy Centre and the turn out was impressive and attendance stood at 42. On Saturday, 22nd July, graduate students came together at St. Vitals park for the Soccer and Volleyball, 100m men and women race and longest Frisbee competitions. Total attendance for the 2nd day was 27 which was lower than expected because of the rain. Despite the weather conditions, the games were still very successful. Gift cards, medals, and trophies were awarded to the winning teams and individuals. In general, we received great feedback from both days of the event with some graduate students suggesting the UMGSA holds a similar sports event for winter.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
03/07/2017	6:00 PM	12:00 AM	Evaluating GSA Masters awards application	6
04/07/2017	11:00 AM	1:00 PM	Office hours	2
	2:00 PM	4:15 PM	Executive committee meeting	2.25
	5:00 PM	6:30 PM	Preparing June executive report	2
05/07/2017	9:00 PM	12:00 AM	Evaluating GSA Masters awards application	3
06/07/2017	8:00 AM	10:00 AM	Evaluating GSA Masters awards application	2
07/07/2017	9:00 AM	12:00 PM	Redesigning newsletter template. Preparing and sending out July newsletter	3

10/07/2017	4:30 PM	6:00 PM	Awards committee meeting	1.5
11/07/2017	11:00 AM	1:00 PM	Office hours	2
12/07/2017	10:00 PM	12:00 AM	Providing handbook designer with feedback on Second draft	2
14/07/2017	10:00 AM	1:00 PM	Trip downtown to place order for medals and trophies for summer games	3
18/07/2017	11:00 AM	1:00 PM	Office hours	2
	2:00 PM	4:00 PM	Executive committee meeting	2
19/07/2017	11:00 AM	12:30 PM	Trip downtown to collect medals and trophies	1.5
	5:00 PM	6:00 PM	Events committee meeting	1
21/07/2017	3:00 PM	9:30 PM	Preparation for summer games / Summer games day 1	6.5
22/07/2017	10:00 AM	5:00 PM	Preparation for summer games / Summer games day 2	7
24/07/2017	10:00 AM	12:00 PM	Sorting and uploading Summer games pictures online	2
28/07/2017	11:00 AM	1:05 PM	Office hours	2.08
31/07/2017	3:00 PM	3:45 PM	Meeting with Jaclyn Forbes for Fall Orientation	0.75
Monthly Total				53.08

Time spent in Meetings: 7.5 hours

Meetings Cancelled: None

Meetings Missed: None

Office Hours:

Tuesdays: 11:00 am to 1pm

Time spent in the Office: 8.08 hours

Total Hours Spent on UMGSA for July: 53.08 hours (53 hours 05 minutes)

Senator 1 - Silvia Araujo

Executive Summary of Work:

- Attended UMGSA Executive Meeting, Awards committee meeting and special events representing the UMGSA (such as the executive retreat and the first day of the GSA Summer Games);
- Held office hours (it varied in times this month);
- Maintained regular e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
7/1/2017	8:00 AM	12:30 PM	Review of the applications for the awards	4:30
7/4/2017	1:50 PM	3:40 PM	Executive meeting	1:50
7/7/2017	3:00 PM	4:00 PM	Office hour	1:30
7/9/2017	5:30 PM	9:00 PM	Executive retreat	3:30
7/10/2017	2:00 PM	5:53 PM	Office hour (2-4:30pm) + Awards Committee meeting (4:30-5:53pm)	3:53
7/11/2017	2:00 PM	4:00 PM	UMSAFE reading and test	2:00
7/18/2017	12:00 PM	4:03 PM	Office hour (Noon-2pm) + Executive meeting (2-4:03pm)	4:03
7/21/2017	6:00 PM	9:00 PM	GSA Summer Games	3:00
7/28/2017	11:00 AM	11:30 AM	Time in the office	0:30
7/29/2017	3:30 PM	5:30 PM	Office hours	2:00
Monthly Total				26:46:00

Summary of Hours:**Time spent in Meetings: 5:16****Meetings Cancelled:** None.**Meetings Missed:** Events Committee.**Time spent in the Office: 8:30****Total Hours Spent on UMGSA for July: 26:46 (26 hours and 46 minutes).****Senator 2 - D. Skye Kushner**

Executive Summary of Work:

- Meetings attended: Finance Committee, UMGSA executive.
- Held office hours where possible (Wednesday 13:00-15:00).
- Maintained email with UMGSA executives
- Represented the UMGSA in Canada 150 Research Chair search committee

July - Office Commitments

Day	Start	Finish	Note	Total
5th	1:00:00 PM	2:00:00 PM	Reviewing materials for Canada 150 research chair search committee	1
11th	1:00:00 PM	3:00:00 PM	Emails, updating ad for	2
25th	12:00:00 AM	2:00:00 PM	Reviewed documents for Finance Committee meeting	2
			Total	5

July - Meetings/Other

Day	Start	Finish	Note	Total
4th	2:00:00 PM	4:00:00 PM	Executive meeting	2
7th	1:00:00 AM	2:00:00 PM	Canada 150 research chair search committee	1
26th	1:30:00 PM	3:30:00 PM	Finance committee meeting	2
			Total	5

Summary of Hours:

Total time spent in Meetings: 5 hrs

Meetings Cancelled: None

Meetings Missed: UMGSA Executive meeting (July 18th)

Time Away: 14th-23rd, Reason: Conference attendance

Total hours spent on UMGSA for July, 2017: 10 hrs

Senator 3 (HSGSA) - Nour Eissa

Executive Summary of Work:

- Held office hours (Tuesdays 9:30-11:30)
- Maintained regular e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
7/4/2017	9:00 AM	11:00 am	Office hours-HSGSA	2
7/11/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
7/18/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
7/25/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
7/25/2017	5:30 PM	6:30 PM	HSGSA-Exec Meeting	1:00
Monthly Total: 9:00:00				

Summary of Hours:

Time spent in Meetings: 1

Meetings Cancelled: None.

Meetings Missed:

Time spent in the Office: 8

Total Hours Spent on UMGSA & HSGSA for July: (9 hours).

Appendix VI :

Terms of Reference for the UMGSA Indigenous Ad-Hoc Committee

Membership:

Voting Members:

- The UMGSA President
- Any Interested Member of the Association

Non-Voting Members:

- Any Elder, Undergraduate, or Community Member who accepts an invitation to join, subsequent to a vote of the Committee in favour of extending an invitation to that individual

*The Committee will seek significant Indigenous representation among its members

*Both the Committee Chairperson as well as any Non-Voting Members will be selected by a majority vote (50% plus 1) of the voting members of the Committee

Mandate:

-To make recommendations to the UMGSA Council in support of reconciliation and the inclusion of Indigenous people and perspectives, both within the UMGSA and within our larger community.

-To recommend the goals to be set in the UMGSA's role as a partner in Winnipeg's Indigenous Accord, and to oversee the implementation of those goals.

-To oversee consultations in support of these efforts.

Meetings:

-The Ad-Hoc Committee will meet as frequently as necessary, as determined by the Chairperson in consultation with the other Committee members, but not less than three times per year.

Reporting and Authority:

-The Chairperson will report to Council at any monthly meeting which immediately follows a meeting of the Ad-Hoc Committee, or more frequently if needed, to report on the activities of the Committee.

Appendix VIII :

Graduate Student Appointments to Senate Committees for 2017-18

Senate Executive Committee

- (Assessor) - Mr. Carl Neumann - Arts
- Mr. Skye Kushner - Environment, Earth, and Resources

Senate Committee on Academic Accommodation Appeals

- Mr. Anderson Assuah - Environment, Earth, and Resources

Senate Committee on Academic Computing

- Mr. Md Iftekharul Islam - Engineering
- Mr. Anjan Neupane - Agricultural and Food Sciences

Senate Committee on Academic Dress

- Ms. Silvia Araujo - Engineering

Senate Committee on Academic Freedom

- Mr. Skye Kushner - Environment, Earth, and Resources

Senate Committee on Academic Review

- Mr. Nour Eissa - Health Sciences

Senate Committee on Admissions

- Mr. Kunal Kapoor - Health Sciences

Senate Committee on Admission Appeals

- Mr. Jaseer Ahmed - Science

Senate Committee on Appeals

- Ms. Stephanie Crook - Education
- Mr. Abdul-Manan Sadick - Engineering

Senate Committee on Awards

- Ms. Silvia Araujo - Engineering

Senate Committee on Curriculum and Course Changes

- Mr. Dhruba Ghosh - Science

Senate Committee on Instruction and Evaluation

- Ms. Naomi Armah - Health Sciences
- Mr. Mohammad Emrul Hasan - Science

Joint Senate Committee on Masters Programs

- Mr. Albert Boakye - Arts

Senate Committee on Libraries

- Mr. Nour Eissa - Health Sciences
- Mr. Carl Neumann - Arts

Senate Committee on Nominations

- Mr. Shahriar Bagheri - Engineering

Senate Planning and Priorities Committee

- Mr. Carl Neumann - Arts

Senate Committee on Rules and Procedures

- Mr. Nour Eissa - Health Sciences

Senate Committee on University Research

- Ms. Kathryn Marcynuk - Engineering
- Ms. Karalyn Dokurno - Arts

Appendix IX :

Graduate Student Appointments to FGS Committees and to the FGS Faculty Council for 2017-18

FGS Faculty Council

Mr. Carl Neumann
Mr. Mohammad Emrul Hasan
Mr. Chandan Howlader
Mr. Uzzal Liton
Mr. Prajwal Raghunatha
Mr. Isaac Oppong
Mr. Evan Tremblay
Mr. Nosayaba Osakue
Mr. Nnaemeka Ugodilinwa

FGS Executive Committee

Mr. Carl Neumann
Mr. Mohammad Emrul Hasan
Mr. Chandan Howlader

FGS Appeals Committee

Mr. Albert Boakye
Mr. Godwin Ajaezi
Mr. Md. Iftekharul Islam
Ms. Courtney Thompson
Ms. Sally Ogoe
Ms. Marion Kiprop
(Alternate) Mr. Obiajulu Nnaemeka
(Alternate) Mr. Chidiebere Nwaiwu

FGS Awards Committee

Mr. Mohammad Emrul Hasan
Mr. Uzzal Liton
Ms. Michele Lemonius

FGS Programs and Guidelines Committee

Mr. Godwin Ajaezi

FGS Graduate Student Experience Committee

Mr. Carl Neumann
Mr. Obiajulu Nnaemeka
Mr. Richard From
Ms. Silvia Araujo
Mr. Kaiser Nahiyan
Ms. Marion Kiprop
Mr. Chidiebere Nwaiwu
Mr. Md. Iftekharul Islam
Ms. Michele Lemonius
Mr. Samilat Kaiser