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UMGSA Council Meeting Documents Index Page **Wednesday, September 27th, 2017 - 5:30 PM - UMGSA Lounge**

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Appendix II :

UMGSA Executive Reports July 1st – 31st, 2017

Emrul Hasan, Vice President-Academic

Executive Summary of Work:

- **UMGSA Awards:**
On Friday, July 7th, award committee submitted their short list of selected. In the following meeting on July 10th, we have selected our final award recipients. For further verification, I send the list of award recipients to financial aids and awards. Once financial verification is done, they will send an offer directly to the recipients.
- **Academic Integrity:**
For the academic integrity month, we decided to advertise the information about academic integrity in our new letter and make some fliers.

Executive Summary of Hours:

Date	Activities	hours
07/07/2017	Compiled short list of selected candidates by award committee members	1.0
10/07/2017	Awards committee meeting	1.5
18/07/2017	Writing meeting minutes, answering student's questions	2.0
July	Total time spent on the committee meetings excluding office hours	4.5

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

July 18, 2017 UMGSA Executive 2.5 hour

Total hours spend in meetings: 2.50hrs

Office Hours:

Regular-Friday: 2:30 pm to 4.30pm =4hrs

Advance make up: (2+2+2) = 6hrs

Time spent in the office: 10.0 hours

Total Hours Spent on UMGSA for July: 4.5+2.5+10= 17.0hours

Richard From – Executive at large

Executive Summary of Work:

- Executive Meetings: Organized the food for the meetings, As a non-voting member of the executive, I provided historical memory and advice to the executive team and ensured that appropriate protocols were followed and that all viewpoints were considered.
- Attended a Bringing in the Bystander sub-committee and Sexual Violence and Assault Steering Committee, along with the UMGSA Finance committee as a non-voting resource member
- Assembled executive reports into compilation document, providing feedback on the reports

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

July 4 th , 2017	UMGSA Executive meeting	1.5 hours
July 5 th , 2017	Bringing in the Bystander sub-committee	1.0 hour
July 7 th , 2017	Sexual Violence and Assault Steering committee	1.5 hours
July 9 th , 2017	UMGSA teambuilding BBQ event	4.0 hours
July 18 th , 2017	UMGSA Executive meeting	2.0 hours
July 26 th , 2017	UMGSA Finance committee meeting	2.5 hours

Time spent in meetings: 12.5 hours

Other Activities:

July 1-31, 2017	email correspondence	4.0 hours
July 13-31, 2017	discussions and teamwork on GU15 conference tasks	3.0 hours
July 21 st , 2017	helping with UMGSA sports tournament (setup – cleanup)	4.0 hours
July 30-31, 2017	preparing and reviewing GU15 conference welcome package	3.5 hours
July 30-31, 2017	writing executive report	1.0 hour

Office Hours:

Fridays @ 11 am - 1 pm
hours 8.0

Additional time spent in the office collaborating: 1.5 hours

Total Hours Spent on UMGSA for July: 37.5 hours

Appendix III :

UMGSA Executive Reports August 1st - 31st, 2017

President - Carl Neumann

Executive Summary of Work:

- **ThinkGrad Conference:** Along with the VPE and Exec-at-Large, I attended the August ThinkGrad Conference hosted at McGill University in Montreal. ThinkGrad is a collaborative group of graduate student associations across Canada, and numerous issues concerning graduate students were discussed. These topics included sexual violence awareness and prevention, peer support for mental health, as well as health and safety concerns for students working alone on campus. For more information, please see the full August ThinkGrad Conference Report.
- **International Centre Fall Orientation:** Along with other Executives, I staffed an information table at the IC Fall Orientation over two days. We informed students about the role of the Association, gave out UMGSA Handbooks, and answered various International Grad student questions.
- **Updates to the Conference Grant Policy:** In collaboration with the Bylaws & Policy Committee, I worked extensively to support badly-needed revisions to the UMGSA's Conference Grant Policy. These changes will significantly improve the process of applying for these grants, making the process much more clear, the documents easier to submit, and the reviews of applications by the Finance Committee much simpler and more consistent.
- **Student Appeals Workshop:** This workshop, run by the Office of Student Advocacy, gave all students serving on Appeals committees at all levels, including myself and several other Grad students, the opportunity to learn more about the process of student appeals, how to effectively go through an appeals package, and how to judge a fair appeal.

Deleted: One student accused for plagiarism on his thesis proposal and I was

Meetings Attended:

August 11 th , 2017	Co-Curricular Record Review Committee Meeting	1 Hour
August 15 th , 2017	UMGSA Executive Meeting	1.5 Hours
August 17 th , 2017	Meeting with the Mech. Engineering Representative	1 Hour
August 17 th , 2017	UMGSA Finance Committee Meeting	1 Hour
August 21 st , 2017	UMGSA Bylaws & Policy Committee Meeting	1.5 Hours
August 22 nd , 2017	UMGSA Events Committee Meeting	1 Hour
August 23 rd , 2017	Meeting with UMSU Executive Assistant	0.5 Hours
August 23 rd , 2017	Meeting with UMGSA Council Chair	0.5 Hours
August 23 rd , 2017	UMGSA Council Meeting	1 Hour
August 24 th , 2017	UMSU Council Meeting	1.5 Hours
August 28 th , 2017	Senate Planning and Priorities Committee Meeting	1 Hour
August 28 th , 2017	UMFM Board Meeting	1.5 Hours

August 29 th , 2017	Board of Governors Negotiations Briefing	1 Hour
August 30 th , 2017	Student Appeals Workshop	2 Hours

Meetings Missed: None

Time Spent in Meetings in August: 16 Hours

Office Hours:

Friday, August 11 th , 2017	1:00PM - 3:00PM
Friday, August 18 th , 2017	1:00PM - 3:00PM
Friday, August 25 th , 2017	1:00PM - 3:00PM

Time Spent in Official Office Hours in August: 6 Hours

Working Events Attended:

August 2 nd , 2017	ThinkGrad Conference Day 1	6.5 Hours
August 3 rd , 2017	ThinkGrad Conference Day 2	6 Hours
August 4 th , 2017	ThinkGrad Conference Day 3	3.5 Hours
August 29 th , 2017	Effective UN Meeting for New Members	0.5 Hours
August 29 th , 2017	International Centre Fall Orientation Day 1	1.5 Hours
August 30 th , 2017	International Centre Fall Orientation Day 2	1.5 Hours

Approximate Time Spent on Other Activities:

Working Events	19.5 Hours
Preparing Documents for Meetings	21 Hours
Other Email Correspondence	41.5 Hours

Vacation Days Taken in August: 3 Days - August 8th - 10th

Total Hours Spent on the UMGSA in August, 2017: 104 Hours

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Vice-President Health Sciences (VPHS) - Andrew Plesniarski

Executive Summary of Work:

Orientation Prep:

- Met with the Faculty of Graduate Studies (FGS) Communications Director regarding how to best organize the Bannatyne Orientation for next year, and incorporate a FGS presence at the orientation this year.
- Worked with the other HSGSA Executive to prepare for the upcoming orientation on Sep. 8th.

UMSU Tabling:

- Was present at the Student Services Fair on Bannatyne during the UMSU Orientation to promote the HSGSA, and get to know both new undergrads and graduates.

Executive Summary of Hours:

2017-08-07	Office Hours (Catch-Up)	4.0
2017-08-09	Office Hours	2.0
2017-08-11	Meeting with FGS Communications Director about Orientation	1.0
2017-08-15	UMGSA Executive Meeting	2.5
2017-08-16	Office Hours	2.0
2017-08-17	E-mail Communication	0.5
2017-08-17	Getting Bank Statements from BMO	1.0
2017-08-22	HSGSA Executive Meeting	1.5
2017-08-23	Office Hours	2.0
2017-08-23	UMGSA Council	1.0
2017-08-24	E-mail Communication	1.0
2017-08-25	E-mail Communication	1.0
2017-08-28	Office Hours (Catch-Up)	2.0
2017-08-28	Speaking at Physician Assistant Orientation	1.0
2017-08-29	E-mail Communication	1.0
2017-08-30	Office Hours	2.0
2017-08-30	Tabling for the UMSU Orientation	1.5
Monthly Total		27.0

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

August 11, 2017	Meeting with FGS Communications Director about Orientation	1.0 hour
August 15, 2017	UMGSA Executive Meeting	2.5 hours
August 22, 2017	HSGSA Executive Meeting	1.5 hours
August 23, 2017	UMGSA Council	1.0 hour

Time spent in meetings: 6.0 hrs

Meetings Cancelled:

Meetings Missed:

Office Hours:

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

Time spent in the office: 14.0 hrs

Total Hours Spent on HSGSA/UMGSA for August: 27.0 hrs

Vice-President Internal (VPI) - Chandan Q Howlader

Executive Summary of Work:

- **Meeting With UMSU:** Met at UMSU office in U-pass committee.
- **Handbook:** Worked on handbook publishing and finally it arrived on 25th August in GSA office.
- **Travel Grant:** Worked with Carl to update the travel grant policy to make it student friendly.

Executive Summary of Hours:

11/08/2017	Office Hours	2
14/08/2017	Office Hours	2
15/08/2017	Exec meeting	2
17/08/2017	Discussed on a special project grant and finance committee meeting	2.5
21/08/2017	Office hour and Bylaws Committee meeting	4
23/08/2017	Council meeting	1
28/08/2017	Office hour	2
August	Total time spent on committee meetings including office hours	15.5

Time spends on other activities

Responding to email	2.0 hrs
Preparing exec report	1.0 hrs
Others	3.0 hrs

Total: 6.00hrs

Meetings Cancelled: None

Meetings Missed: None

Office Hours:

Monday: 3:00 pm - 5:00 pm

Time spent in the office: 18.5 hrs

Total Hours Spent on UMGSA for August: 21.50 hours

Vice-President External (VPE) - Albert Boakye

Executive Summary of Work:

- Executive work in this period covered Executive meetings and office hours.
- Represented GSA at the ThinkGrad Conference with other Executive Members at McGill University, Montreal-Quebec.

Executive Summary of Hours:

2017-08-01	Travelling to ThinkGrad Conference	7:00
2017-08-02	Conference Day 1	8:00
2017-08-03	Conference Day 2	8:00
2017-08-04	Conference Day 3	4:00
2017-08-09	Office Hours	2:00
2017-08-15	Executive Meeting	2:00
2017-08-16	Office Hours	2:00
2017-08-24	Office Hours	2:00
2017-08-31	Office Hours	2:00
Monthly Total		37:00hours

Time Spent in Meetings: 20:00 hours

Meeting Cancelled: Agenda for campaign committee meeting was pushed to the Fall term as a result of re-composition of the committee. Regret was sent to Finance Committee meeting.

Office Hours:

Wednesday: 9:00am to 11:00am

Total Hours Spent on UMGSA for August: 37:00 hours

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

Executive Summary of Work:

For the whole month of August I was in leave. However, I checked email regularly and published awards results. Also I worked on awards luncheon invitation.

Summary of work:

Email conversation: 3hrs

Total Hours Spent on UMGSA for August: 3.0 hours

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

Executive Summary of Work:

- Served all office hours and attended the executive meetings.
- Launched new official Facebook page for the UMGSA. Worked with the office assistant to manage social media accounts and publicize upcoming events. Sent out monthly newsletter to the graduate students.
- Worked on UMGSA branding for the Fall orientation. This involved coming up with T-shirt designs for the executives and volunteers. Also, designed and ordered name badges for the executive team and pens as gift items for the orientation.
- Worked with the FGS and Student Life on the preparation of a successful Fall Orientation event. Sourced for volunteers and student panelists for the program.
- Collaborated with the UFMF to create radio ads for the orientation event and social which played repeatedly on the station. Also, working to start the Grad Talks program which will be aired on the UFMF 101.5 beginning this Fall term. Some students already expressed interest in the program and we will be following up on this in the coming weeks. Reached an agreement with the UFMF to provide the UMGSA with a DJ for the orientation social at no additional cost.
- Held the Events committee meeting on the 22nd of August. The meeting focused on preparing for the upcoming orientation and orientation social. Decisions were made on the programming and members' responsibilities at this meeting.
- Worked alongside the executive team, volunteers and the FGS to facilitate the Fall Orientation program and the orientation socials on the 5th and 6th of September. The Orientation consisted of a welcome session, various Grad Steps workshops, campus tours and a networking event. The Orientation social held on the 6th of September with attendance above 120. The social was very successful and got very positive feedback.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
01/08/2017	11:00 AM	1:45 PM	Office hours	2.75
04/08/2017	12:00 PM	4:00 PM	Created new official Facebook page for the UMGSA. Compiled and sent out August newsletter.	4
06/08/2017	10:00 AM	11:30 AM	Preparing July Executive report	1.5
11/08/2017	11:00 AM	1:00 PM	Office hours (shifted from 8 August)	2
14/08/2017	10:00 AM	1:30 PM	Designing and ordering executive name tags online	3.5
15/08/2017	11:00 AM	1:40 PM	Office hours	2.67
	2:00 PM	4:00 PM	Executive committee meeting	2
18/08/2017	12:00 PM	1:00 PM	Meeting with Jared at UFMF	1
21/08/2017	11:30 AM	3:30 PM	Designing, sourcing supplier and ordering volunteer and executive t-shirts for orientation	4

22/08/2017	11:00 AM	1:00 PM	Office hours	2
	5:00 PM	6:00 PM	Events committee meeting	1
23/08/2017	5:00 PM	6:00 PM	Council meeting	1
24/08/2017	10:00 AM	12:30 PM	Sourcing and ordering UMGSA pens for orientation	2.5
25/08/2017	12:00 PM	2:30 PM	Sourcing caterers for orientation social food	2.5
29/08/2017	9:00 AM	10:30 AM	Trip downtown to collect executive and volunteer orientation t-shirts	1.5
	11:00 AM	1:00 PM	Office hours	2
30/08/2017	5:00 PM	8:00 PM	Appeals committee orientation	3
31/08/2015	12:00 PM	12:30 PM	Meeting with Sara Enns of UMFm for DJ services	0.5
Month's Total				39.42

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: 11.42 hours

Total Hours Spent on UMGSA for August: 39.42 hours (39 hours 25 minutes)

Senator 1 - Silvia Araujo

Contact: senator1@umgsa.org

Executive Summary of Work:

- Attended UMGSA Executive Meeting, Senate Committee on Awards meeting, and special events representing the UMGSA (such as the International Students Orientation);
- 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
8/1/2017	3:00 PM	3:50 PM	Preparing executive report + updating calendar + e-mails	0:50
8/2/2017	10:00 AM	12:00 PM	Office hours	2:00
8/9/2017	10:00 AM	12:00 PM	Office hours	2:00
8/15/2017	11:30 AM	4:30 PM	Office hours (11:30-1:30) + Executive Meeting (2:12-3:36) + Ruth's bday	5:00
8/21/2017	12:00 PM	2:00 PM	Reading council documents + e-mails	2:00
8/23/2017	4:40 PM	6:00 PM	Council meeting + Distributing posters for the orientation	1:20
8/24/2017	9:30 AM	11:45 AM	Senate Committee on Awards Meeting	2:15
8/29/2017	8:30 AM	2:30 PM	Office hours + International Students Orientation	6:00
8/31/2015	9:00 PM	10:00 PM	Updating calendar + e-mails	1:00
Monthly Total				22:25:00

Summary of Hours:

Time spent in meetings: 4:09

Meetings Cancelled: None.

Meetings Missed: Events Committee.

Time spent in the office: 11:00

Total Hours Spent on UMGSA for August: 22:25 (22h and 25 minutes).

Senator 2 - D. Skye Kushner

Contact: senator2@umgsa.org

Office hours: Wednesdays, 1:00 PM – 3:00 PM

Executive summary of work:

- Senate not in session, no senate related materials covered.
- When possible, I will now be using free office hours to review travel award applications and ease work on finance committee.
- Meetings attended: Bylaws and Policy Committee, UMGSA executive.
- Held office hours (Wednesday 13:00-15:00).
- Maintained email with UMGSA executive
 - UMGSA email account temporarily unavailable (August 21st – September 10th)

August – office commitments

Day	Start	Finish	Note	Total
2nd	1:00:00 PM	3:00:00 PM	Reviewed travel award applications	2
9th	1:00:00 PM	3:00:00 PM	Reviewed travel award applications	2
16th	2:00:00 AM	3:00:00 PM	Reviewed travel award applications, language of policies for upcoming Bylaws and Policy meeting	1
23rd	1:00:00 PM	3:00:00 PM	Reviewed travel award applications, documents for UMGSA council meeting	2
30th	1:00:00 PM	3:00:00 PM	Reviewed travel award applications, made commitments for upcoming orientation events with NRI/Kinesiology/Senate orientation	2
Total				9

August - meetings/other

Day	Start	Finish	Note	Total
15th	2:00:00 PM	4:00:00 PM	Executive meeting	2
21th	5:30:00 PM	7:00:00 PM	Bylaws and Policy committee meeting	1.5
23rd	5:00:00 AM	6:00:00 PM	UMGSA council meeting	1
Total				4.5

Summary of hours:

Total time spent in meeting: 4.5

Meetings cancelled: none

Meetings missed: Finance Committee (August 17th)

Time away: None

Total hours spent on UMGSA for August, 2017: 13.5

Senator 3 (HSGSA) - Nour Eissa

Executive Summary of Work August 2017:

- 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
8/1/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
8/8/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
8/15/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
8/22/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
8/29/2017	9:30 AM	11:30 AM	Office hours-HSGSA	2
8/22/2017	5:00 PM	6:30 PM	HSGSA-Exec Meeting	1.5
Monthly Total: 11:30:00				

Summary of Hours:

Time spent in Meetings: 1.5

Meetings Cancelled: None.

Meetings Missed:

Time spent in the Office: 10

Total Hours Spent on UMGSA for August: (11.5 hours).

Executive-at-Large - Richard From

Executive Summary of Work:

- Attended a Canada wide Graduate Student Association workshop in Montreal from August 2-4, 2017 (ThinkGRAD) representing students at University of Manitoba. The UMGSA President and VP External and myself attended together as a team representing the UMGSA.
- Assembled executive reports into compilation document, providing feedback on the reports.
- **Took 4 weeks of vacation time (honeymoon) from August 7-September 8, 2017.

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

None as I was out of town (see above)

Other Activities:

August 1, 2017 hours	travelling to ThinkGRAD conference in Montreal	7.0
August 2-4, 2017 hours	attending ThinkGRAD conference in Montreal	25.0
August 5, 2017 hours	stranded in Montreal due to cancelled flight, travel back	12.0
August 6, 2017 hours	reviewing and assembling UMGSA executive reports	2.5

Office Hours:

To be made up in September hours 0

Additional time spent in the office collaborating: 0.0 hours

Total Hours Spent on UMGSA for August: 46.5 hours

Appendix IV :

August ThinkGrad Conference Report

Written by: Albert Boakye, VPE

Date: August 30, 2017

Re: ThinkGrad Conference, August 2-4, 2017, at McGill University

Attendees: Carl Neumann, President, Albert Boakye, VPE, and Richard From, Exec-at-Large

Introduction

The 2017 ThinkGrad Conference was hosted by the McGill University from August 2nd to 4th August 2017 in the City of Montreal, Quebec. The Conference was attended by three UMGSA Executives (Carl Neumann, Albert Boakye, and Richard From). This 3-day conference was attended by student leaders from 9 universities including the host McGill University, University of British Columbia, University of Montreal, Sherbrook University, Laval University, Concordia University, McMaster University, University of Saskatchewan and University of Manitoba. This report outlines the various activities and programs at the conference.

Day One: Wednesday, August 02, 2017

The conference started at 9:00 am at 3650 McTavish Building on McGill University campus. Chaired by Jacob Lavigne of McGill University, it began with welcome remarks from Suzanne Fortier (Principal and Vice-Chancellor of McGill University). She talked briefly about McGill University and the City of Montreal and the current developments about the University. She was impressed by the role of student governments and advised strongly on the possible ways of looking for solutions to confront future problems. She emphasized that progress around the world should be the aim of everyone and that it is best to utilize all available resources to transform and shape our future. In her remarks, she briefly talked about two critical issues about post-secondary education in Canada. First, she stressed the need for support to engage in a more purpose-driven fundamental research to challenge our thinking and advance knowledge. On the second part, she talked about the lack of skills for the job market and workplace integration. She advised that universities should be more focused on integrated work placement for students to develop the skills to enter the job markets to connect theory and practice. She indicated that it is a step McGill University has already taken for partnering with corporations and institutions for work placement for its undergraduate and graduate students. After her remarks, we all exchanged pleasantries and took a group picture with her.

This was followed by a roundtable discussion in which all student leaders were asked to highlight some of the confronting issues facing their student associations. Some of the issues highlighted across included internal changes of unions, implementation of a universal bus pass, developing strategic plans, health and dental plan modifications, issues regarding sexual violence, measures on tightening federations, generation of support system, illegal rooming housing, and challenges on working with undergraduate student unions.

After the roundtable discussions, lunch was served at 12noon. Following this, the first presentation was led by a Vice President External from the University of British Columbia at 1:00 pm. She presented on their GSA's relationship with undergraduate student union and solicited views from all participating universities on the relationships they have with their undergraduate unions.

The second presentation was led by a representative from McGill University on sexual violence policies in Canada. She led us through a brief history of sexual violence in Canada, highlighted the encountered problems, presented on the thematic possibilities for improvement and the role student leaders can channel their efforts to overcome sexual violence on our campuses.

The third presentation was led by a representative from the University of Montreal on "Internships". Led by Philippe LeBel, he shared with participants the internship opportunities for students at the University of Montreal and sought for views on the structure of internship opportunities for graduate students. As a form of a roundtable discussion, each representative shared their views on co-op opportunities as well as internship opportunities across the various faculties and departments in their respective universities.

After an hour and a half discussion, the conference ended with a personal time for relaxation from 4:30 to 6:30 pm upon which a dinner was scheduled at Bombay Halal Restaurant located in Downtown.

Day Two: Thursday, August 03, 2017

The second day of the conference started at 9:00 am with a presentation on Workplace-Entry by a representative from the University of Montreal. Related from the internship, the presenter solicited ideas on workplace orientations for students and how internship opportunities could serve as a means of preparing students for workplace entry and the kinds of orientations fostering such purposes.

After a coffee break at 10:30 am, a representative from McGill University presented on Peer Support Centre at their University. The presenter described the various peer support programs that are available for both undergraduate and graduate students at McGill. Some of these supports included financial, confidential counseling, student savings, studying times, dealing with relationships and other resources meant for peer support and mentorship. As well, various views shared on peer support systems from various universities.

The follow-up agenda was followed by a social event hosted by the University of Montreal. The social event started at 4:00 pm and ended at 8:00 pm.

Day Three: Friday, August 04, 2017

The last day of the conference covered a white paper discussion led by Philippe LeBel from the University of Montreal. Phil led the group on the structure of ThinkGrad and its composition.

With a detailed presentation on the composition of ThinkGrad and its future, he explained the structure of the white paper policy on graduate student funding as the first project that would be undertaken by ThinkGrad. The aim of the paper as described is to produce a discussion paper on a guaranteed graduate school funding across Canadian universities for policy making purposes.

In the same discussion, Ashely from McMaster also shared with participants about AMICCUS-Association of Managers in Canadian Colleges University and Student Centre, a resource platform where universities could access file sharing on issues that affect students in Canada. All universities decided and voted to be part of AMICCUS. As part of the composition of ThinkGrad, bylaws were discussed extensively among student leaders until an agreement was reached by all participants. The discussion also covered budget which detailed expenses and income. The budget was finalized to facilitate the actual incorporation of ThinkGrad. A date (15th December 2017) was agreed among members to volunteer to serving on a structural committee to spearhead the incorporation. This discussion was preceded by a presentation from University of Laval representative on Health and Safety. Each University student representative

was asked to respond to attached questionnaires sent by Laval University through an email. The last part of the conference was for student leaders to respond to labour unions and collective agreements issues through a phone-in conversation from University of Alberta representative. The entire discussion was to identify whether research and teaching assistants in various associations were covered by unions or separated and the challenges that embody the whole collective bargaining agreements. Finally, an evaluation paper was shared to identify issues that could help improve future conferences. The conference ended at 12noon. Lunch was served after which a group picture was taken.

Appendix V :

Full Wording for Motion to Amend the Committee Policy

Proposed: (Changes in bold and underlined for clarity during this vote only.)
(Bold and underlines will not appear in the actual policy. Plain text only.)

7. Finance Committee

a. Membership

- i. The Vice President (Internal) of the Association as Chairperson.
- ii. The President of the Association.
- iii. The Vice President (External) of the Association.
- iv. One HSGSA designate.
- v. One Senator of the Association.
- vi. The Executive at Large as a non-voting resource member.
- vii. **A minimum of** four representatives of the Association, with **no fewer than** one representative from each of the following disciplines:
 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Pharmacy, Architecture, Law, Medicine, Dentistry, Social Work, etc.

Existing:

7. Finance Committee

a. Membership

- i. The Vice President (Internal) of the Association as Chairperson.
- ii. The President of the Association.
- iii. The Vice President (External) of the Association.
- iv. One HSGSA designate.
- v. One Senator of the Association.
- vi. The Executive at Large as a non-voting resource member.
- vii. Four representatives of the Association, with one representative from each of the following disciplines:
 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.

3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Pharmacy, Architecture, Law, Medicine, Dentistry, Social Work, etc.

Appendix VI :

Full Wording for Motion to Amend the Financial Policy

Proposed: A Single Policy - No Separate Procedures Document

Please note: (Changes in bold and underlined for clarity during revision and voting only.)
(Bold and underlines will not appear in the actual policy. Plain text only.)

Finance Policy (Section Dealing with Conference Grants)

ARTICLE IV — GRANTS AND AWARDS

I. Conference Grants

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate resources to do so. Conferences must advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. **The resolution of any unresolved appeals that remain at the end of an executive term will become the responsibility of the new executive.**

1. General Regulations:
 - a. **Applicants must use the UMGSA Conference Grant Application form, including a completed budget section listing all sources of funding and permitted expenses. In order to receive funding from the UMGSA, the applicant's total costs must exceed or meet the amount of the grant applied for.** Applications for **Conference Grants** must be complete or they will not be considered.
 - b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence. **They must also provide a copy of their conference ID badge, as well as boarding passes or tickets for inter-city transportation, as proof of attendance.**
 - c. **In order to qualify as a presenter, the applicant's presentation has to be listed on the official program. A copy of the front page of the conference program, as well as the page where the presentation is listed, must both be submitted. Equivalent correspondence is also acceptable.**
 - d. **Applicants may only claim daily expenses for the official days of the conference, as well as two travel days for conferences outside of the applicant's city of residence. Applicants will automatically be entitled to claim \$65 per day for each of these eligible days. These per diems cover food and in-city travel costs, as well as other incidental costs at the discretion of the applicant. No receipts in support of per diems will be required.**
 - e. **Permitted expenses which can be claimed are limited to the following:**

- i. \$65 per diems, for food, in-city travel costs, and incidental costs.
- ii. The cost of inter-city travel from the applicant's city of residence to and from the city where the conference is taking place. The costs of economy air, train, or bus travel are permitted, including any associated fees. If driving, only \$0.43/km may be claimed to cover all related expenses including gas, and only the round-trip minimum driving distance between the applicant's home and the address of the conference venue may be claimed for travel mileage to and from the conference city. Rental car expenses will only be permitted if the applicant provides evidence that economy air, train, and bus fares would all be more expensive.
- iii. Conference registration costs, including any related professional association fees, and any fees for conference-linked extras including technical tours, additional sessions, etc.
- iv. Printing costs for any posters or other materials in support of a presentation at a conference.
- v. Fees to obtain a travel visa to attend or present at a conference.
- vi. Travel Insurance for travel to a conference.
- f. Applicants must provide conversions to Canadian Dollars, and proof of exchange rates from the Bank of Canada for either the date of purchase or the date of the conference, for all expenses being claimed in foreign funds.
- g. Applicants are required to provide a basic translation into English of any foreign language receipts, making clear what the expense is, and any breakdowns of the parts of that expense if present.
- h. The maximum amounts available will be as follows:
 - i. \$750.00 for those giving presentations at conferences outside North America
 - ii. \$600.00 for those attending conferences outside North America
 - iii. \$500.00 for those giving presentations in North America
 - iv. \$400.00 for those attending conferences in North America
 - v. \$200.00 for those giving presentations in their province of residence
 - vi. \$150.00 for those attending conferences in their province of residence
 - vii. \$100.00 for those giving presentations in their city of residence
 - viii. \$75.00 for those attending conferences in their city of residence
- i. No Applicant may receive Conference Grants totaling in excess of \$750.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$750.00 within that period of a year.
- j. All Conference Grants submitted between April 18 to April 30 will be included in the following fiscal year (May 1 to April 30).

- k. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
 - l. **Complete applications must be received by the UMGSA Office no later than exactly four months after the final official day of the conference.**
 - m. **The applicant must declare their city of residence as a part of their application.**
 - n. Attendance and presentation at web conferences will be treated as conferences in the **applicant's city of residence.**
 - o. UMGSA funding for **Conference Grants** will only be awarded to a University of Manitoba Graduate Student. Financial costs for friends and/or family who accompany the **applicant** to a conference will not be covered by the UMGSA.
2. **Conference Grant Applications may only be submitted by the attending or presenting student at an academic conference, symposium, workshop, or similar event. Applications will not be accepted if the presentation or attendance is part of a job interview process.**
 3. **All expense claims, other than per diems, must be accompanied by the relevant receipts. Expenses for which a receipt has been lost or misplaced will be reimbursed at the discretion of the UMGSA Finance Committee.**
 4. **Applicants must declare all funding sources and amounts which have been or will be provided in support of their presentation or attendance at the conference.**
 5. **If sharing any expenses with another person, the names of all those sharing particular expenses must be listed clearly on the application. If sharing any expenses with another UMGSA Member who is also applying, the applications must be submitted together.**

Existing: 2 Separate Documents, Policy & Procedures

Finance Policy (Section Dealing with Conference Grants)

ARTICLE IV — GRANTS AND AWARDS

I. Conference/Travel Grants

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate personal or departmental resources to do so. Conferences should advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance

Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. Any appeals made after March 15th will be the responsibility of the incoming executive, which will resume on May 1st. It will be the responsibility of the current executive to file necessary documents associated with the appeals.

1. General Regulations:
 - a. Applications for Conference/Travel Grants must be complete or they will not be considered.
 - b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence.
 - c. If the conference attended is outside the applicant's field of study, a supporting letter from the supervisor is required to show the advancement of the student's course of study.
 - d. If the applicant is presenting, a copy of the conference program must be submitted. The applicant's presentation has to be listed on the official program to be qualified.
 - e. Applications must include a Travel Grant Application form (Appendix A) and a budget, which outlines all other sources of revenue and estimated expenses. A copy of receipts substantiating the costs outlined in the budget must be submitted (e.g. registration, airfare, ground-transit, hotel expenses). A maximum per diem of \$40 may be included for each day of travel. A total of two days travel will be considered for round trips to conferences within North America and a total of four days will be considered for round trips to conferences outside of North America. Total costs must exceed or meet the amount of the grant applied for.
 - f. Students are to provide proof of exchange rates from the Bank of Canada for each day that purchases are being claimed in foreign funds.
 - g. Students are required to provide a summary translation in English stating the amount and purpose of items on foreign language receipts.
 - h. The maximum amounts available will be as follows:
 - i. \$750.00 for those giving presentations in conferences outside North America
 - ii. \$600.00 for those attending conferences outside North America
 - iii. \$500.00 for those giving presentations in North America
 - iv. \$400.00 for those attending conferences in North America
 - v. \$200.00 for those giving presentations in Manitoba
 - vi. \$150.00 for those attending conferences in Manitoba
 - vii. \$100.00 for those giving presentations in Winnipeg
 - viii. \$75.00 for those students attending conferences in Winnipeg
 - i. No member of the Association may receive conference and travel grant(s) totalling in excess of \$750.00 from 18 April to 17 April of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$750.00 in said year.
 - j. All Conference/Travel Grants submitted between 18 April to 30 April will be included with the new fiscal year (1 May to 30 April) of the following year.
 - k. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.

- l. Applications must be received within four (4) months of the conference date.
 - m. Distance studies students are expected to follow the Conference/Travel Grants Award stipulations in accordance to the area they reside when applying (ie: If a student resides in Vancouver and attends a conference in Vancouver the grant will not exceed \$75.00, presenting in Vancouver will not exceed \$100.00, attending in British Columbia will not exceed \$150.00, presenting in British Columbia will not exceed \$200.00, and so on).
 - n. Attendance and presentation at web conferences will be treated as conferences in the student's current city of residence.
 - o. UMGSA funding for Conference/Travel Grants will only be awarded to a University of Manitoba graduate student (financial costs for friends and/or family who accompany the student to a conference will not be covered by the UMGSA).
2. Conference/Travel Grants may not be used for purposes other than the attendance of a conference or procurement of necessary documents to do so. Applications will only be considered from the attending or presenting student.
 3. Priority for awards will be:
 - a. Students who are PRESENTING/GIVING papers who do not have access to any departmental or outside resources.
 - b. Students who are ATTENDING conferences who do not have access to outside resources.
 4. A summary of Conference/Travel Grant applications must be presented to Council for concurrence without debate at the monthly council meeting.

Conference Grant Procedures Document

Conference Grant Procedures

1. General Regulations
 - a. Every applicant traveling for a conference is responsible for following this policy procedures and guidelines for expenses detailed in the Finance Policy Manual.
 - b. In general, UMGSA recognizes the following as normal travel expenses:
 - i. Economy class air fares, train and bus tickets to the city of destination; if the estimated costs are expected to be less, a rental car or personal car on mileage for travel to the city of destination is considered a reasonable alternative. UMGSA will not cover any business class or first class fare.
 - ii. Travel Insurance for Emergency Medical Health coverage.
 - iii. Airport fees.
 - iv. Meals while traveling will be reimbursed under the following guidelines. Personal meals should not exceed \$40 per day per person. Alcohol will not be reimbursed, and itemized meal receipts must be given for all meals, with alcoholic purchases (and associated taxes) adjusted out from the total.

- v. Taxi or bus fares to and from destinations within a city; if estimated costs are expected to be less, a rental car or personal car on mileage is considered a reasonable alternative.
- vi. Parking and gasoline charges in the case where a rental car has been deemed appropriate.
- vii. Mileage charges @ 0.43 cents per kilometer in the case where a personal car has been deemed appropriate or the most updated UM mileage rate (see: https://umanitoba.ca/admin/financial_services/travel/rates.html). If reimbursement for mileage is requested, fuel costs will not be reimbursed. It is the responsibility of the applicant to purchase car rental insurance.
- c. Applications for Conference/Travel Grants must be complete or they will not be considered.
- d. Applicants are required to provide a copy of their official conference registration or equivalent correspondence.
- e. If the conference attended is outside the applicant's field of study, a supporting letter from the supervisor is required to show the advancement of the student's course of study.
- f. If the applicant is presenting, a copy of the conference program must be submitted. The applicant's presentation has to be listed on the official program to be qualified.
- g. Applications must include a Travel Grant Application form and a Travel Expenses (Mandatory Form), which outlines all other sources of revenue and estimated expenses. A copy of receipts substantiating the costs outlined in the Travel Expenses (Mandatory Form) must be submitted (e.g. registration, airfare, ground-transit, hotel expenses). A per diem of \$40 may be included for each day of travel. These costs must exceed the amount of the award applied for.
- h. Students are to provide proof of exchange rates from the Bank of Canada for each day that purchases are being claimed in foreign funds.
- i. Students are required to provide a summary translation in English stating the amount and purpose of items on foreign language receipts.
- j. The maximum amounts available will be as follows:
 - i. \$750.00 for those giving presentations in conferences outside North America
 - ii. \$600.00 for those attending conferences outside North America
 - iii. \$500.00 for those giving presentations in North America
 - iv. \$400.00 for those attending conferences in North America
 - v. \$200.00 for those giving presentations in Manitoba
 - vi. \$150.00 for those attending conferences in Manitoba
 - vii. \$100.00 for those giving presentations in Winnipeg
 - viii. \$75.00 for those students attending conferences in Winnipeg
- k. No member of the Association may receive conference and travel grant(s) totaling in excess of \$750.00 from 18 April to 17 April of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$750.00 in said year.
- l. All Conference/Travel Grants submitted between 18 April to 30 April will be included with the new fiscal year (1 May to 30 April) of the following year.

- m. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
 - n. Applications must be received within four (4) months of the conference date.
 - o. Distance studies students are expected to follow the Conference/Travel Grants Award stipulations in accordance to the area they reside when applying (ie: If a student resides in Vancouver and attends a conference in Vancouver the grant will not exceed \$75.00, presenting in Vancouver will not exceed \$100.00, attending in British Columbia will not exceed \$150.00, presenting in British Columbia will not exceed \$200.00, and so on).
 - p. Attendance and presentation at web conferences will be treated as conferences in the student's current city of residence.
 - q. UMGSA funding for Conference/Travel Grants will only be awarded to a University of Manitoba graduate student (financial costs for friends and/or family who accompany the student to a conference will not be covered by the UMGSA).
2. Conference grants may not be used for purposes other than the attendance of a conference or procurement of necessary documents to do so. In general, UMGSA does not reimburse applicants for:
 - a. Entertainment in the city of destination except if it is a scheduled part of the conference program.
 - b. Alcoholic purchases
 - c. Upgrades to high classes of service for air, train or bus unless cost of high class ticket is cheaper than economy. Applicant should submit evidence and reason for upgrades.
 - d. Fines for traffic violations
 - e. Personal items and duty or sales tax charges on personal items.
 - f. Additional expenses related to traveling with a spouse or other guest.
 - g. Cost of repairs, damages to rental car or deductibles.
 - h. Expenses for job interviews.
 3. Priority for awards will be:
 - a. Students who are PRESENTING/GIVING papers who do not have access to any departmental or outside resources.
 - b. Students who are ATTENDING conferences who do not have access to outside resources.
 4. When applicant traveling on a conference has an opportunity to lodge with a friend or relative and in doing so will reduce the overall cost to the UMGSA, a gift donation of \$20 per day will be given in lieu of hotel accommodation and meals. Applicant should indicate this on their Travel Expense (Mandatory Form).
 5. Individuals are reimbursed for expenses in CAD. Foreign currencies are converted to CAD based on the exchange rate effective on the date the expense was incurred. Please attach a copy of the printout from the Bank of Canada website used to determine the foreign exchange rate.
 6. Submission of Receipts and accompanying documents
 - a. The UMGSA expects all receipts to be retained and submitted with a Conference Travel expense form. All receipts should indicate the nature of the expense, the date, and the location and purpose of the expense incurred. Expenses for which a

- receipt has been lost or misplaced will be reimbursed only at the discretion of the UMGSA Finance committee or with the discretion of the VPI Internal.
- b. Applications must be accompanied by an email from the Faculty of Graduate Studies (FGS) stating that applicant has applied, been approved or declined funding. If approved, the amount approved should be indicated in the email.
 - c. Applications must be accompanied by a signed copy of the Available Resources Form.
7. A summary of Conference/Travel Grant applications must be presented to Council for concurrence without debate at the monthly council meeting.