

## **UMGSA Council Meeting Documents Index Page** **Wednesday, November 22<sup>nd</sup>, 2017 - 5:30 PM - UMGSA Lounge**

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# UMGSA Council Meeting Agenda

Wednesday, November 22<sup>nd</sup>, 2017 - 5:30 PM - UMGSA Lounge

## 1. Call to Order

## 2. Approval of the Agenda

### **Note: Agenda Items for Concurrence Without Debate**

Any item that has a  beside it denotes an item intended for Concurrence Without Debate. These items include reports and other routine matters, and are considered accepted or adopted by the UMGSA Council without debate or a vote. Any Council Member who wishes to remove any item so-noted from the list of items for Concurrence Without Debate may do so by contacting the Council Chairperson prior to the meeting, or by requesting that it be removed when the Chair asks if there is any opposition to accepting these items for Concurrence Without Debate, immediately prior to the motion to approve the agenda as presented or as amended.

**MOTION: BIRT the UMGSA Council approves the agenda for the November 22<sup>nd</sup>, 2017, UMGSA Council Meeting as presented.**

## 3. Approval of the Minutes

The minutes of the October 25<sup>th</sup>, 2017, UMGSA Council Meeting are included as Appendix I to this council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the minutes from the October 25<sup>th</sup>, 2017, UMGSA Council Meeting as presented.**

## 4. Committee Reports

- 4.1.  October Committee Reports (Appendix II)

## 5. Senate Report

## 6. Executive Reports

- 6.1.  October Executive Reports (Appendix III)

## 7. Departmental Reports

## 8. Unfinished Business

## 9. New Business

### **9.1. Approval of an Amendment to the Graduate Student Membership of the FGS**

**Awards Committee:** A graduate student member of the Faculty of Graduate Studies Awards Committee had to resign her position. After seeking replacements, in consultation with FGS, Zachary Janzen was determined to be the best choice of replacement.

**MOTION: BIRT the UMGSA Council approves Zachary Janzen as the replacement for Michele Lemonius on the FGS Awards Committee.**

**9.2. Amendment to the Council Policy to Create an Ex-Officio Non-Voting Council Position for an Indigenous Student Centre Representative:** The Indigenous Ad-Hoc Committee recommends that we create another ex-officio non-voting position on Council for an Indigenous Student Centre Representative. The Committee believes that this is a good first step in promoting more meaningful engagement with Indigenous students. Trevor Phillips is the current Indigenous Grad Student Success Coordinator, and he is eager to serve as this representative. This position is equivalent to the current CUPE 3909 spot on Council. The policy amendment is as follows:

Council Policy Manual

Article IV - Membership and Voting Rights

1. Members of Council

b. The following shall be ex-officio non-voting members of Council

**add:** "vi. Indigenous Student Centre Representative"

**MOTION: BIRT the UMGSA Council approves this amendment to the Council Policy Manual as written.**

**9.3. Bi-Annual Financial Report to Council:** The Vice-President Internal is mandated to present a bi-annual financial report to Council. The report presents the actual income and expenses of the UMGSA up to the end of October, with reference to the Association's approved Budget. The Financial Report is included in the Council Documents Package as Appendix IV.

**MOTION: BIRT the UMGSA Council accepts the Bi-Annual Financial Report to Council as information.**

## **10. Announcements**

**10.1. Alumni Mentorship Event:** Thursday, November 30<sup>th</sup>, 2017 - 5:30PM - Marshall McLuhan Hall

**10.2. Next Council Meeting:** Wednesday, January 24<sup>th</sup>, 2017 - 5:30PM - UMGSA Lounge

## **11. Adjournment**

## **Appendix II :**

### **UMGSA Committee Reports October 1<sup>st</sup> - 31<sup>st</sup>, 2017**

#### **Executive Committee**

Chair: Carl Neumann (UMGSA President)

Meeting Dates: October 2<sup>nd</sup> and 16<sup>th</sup>, 2017

- The Executive had a debrief discussion after this year's UMGSA Awards Luncheon. We considered what went well and what could be improved for the Luncheon next year.
- The Executive discussed the Our Turn Initiative Press Conference, and resolved concerns surrounding CFS participation at the event.
- The Executive discussed plans for the New Councilor Orientation Session.

#### **Internal Development and Review Committee**

Chair: Carl Neumann (UMGSA President)

Meeting Date: October 25<sup>th</sup>, 2017

- The IDRC reviewed the role and duties of the IDR Sub-Committee (IDRSC), which is chiefly to conduct the annual reviews of the Executive.
- The IDRC officially formed the IDRSC, which includes all members of the IDRC except for the Executive members.
- The IDRC voted in favour of Sakib Rahman and Md. Jahidul Islam as co-chairpersons of the IDRSC.

## **Bylaws & Policy Committee**

Chair: Chandan Q Howlader (VP Internal)

Bylaws Committee Meeting Dated: 20<sup>th</sup> October 2017

### a. Matters Discussed at the Bylaws committee

1. Election policy

### b. Motion:

1. BIRT the UMGSA Bylaws committee allow to remove the executive roles from the election policy manual.
2. BIRT the UMGSA bylaws committee recommend selecting CRO from an open application process among UMGSA members and an ad-hoc committee will choose the CRO.
3. BIRT the UMGSA bylaws committee propose to create ad-hoc committee assigning one member from each internal committee excluding executive member.

## **Finance Committee**

Chair: Chandan Q Howlader (VP Internal)

Finance Committee Meeting Dated: 10<sup>th</sup> October 2017

### a. Matters Discussed at the Finance

2. Conference grant application
3. Conference grant application form and budget sheet
4. Departmental grant

### b. Motion:

1. BIRT the UMGSA finance committee allows to make necessary changes on Conference grant application form and budget sheet.
2. BIRT the UMGSA finance committee agrees to not changing any Departmental grant procedure.

## Campaigns Committee

Chair: Albert Boakye (VP External)

- a. There was no campaign meeting in the month of October.
- b. **Reason:** The only campaign agenda was appeals on U-Pass and there was an extensive review of U-Pass appeals by the U-Pass Committee causing delays to report at Campaigns Committee.

## Awards Committee

Chair: Emrul Hasan (VP Academic)

At its meeting on October 30<sup>th</sup>, we discussed on amendment of awards. We had an extensive debate on increasing the number of awards. Finally, committee moved following motions:

- a. BIRT UMGSA awards committee agreed to offer 3 awards valued each at \$9000, two awards each at valued 10000 and one award valued at 3000 to Full-time Masters, Full time PhD and part-time masters/PhD respectively.  
Moved by: Emrul  
Seconded by Albert  
1 person is in favour and rest of them opposed
- b. BIRT UMGSA awards committee agreed to offer 3 awards valued at \$8,500, two awards at valued 11000 and one ward valued at 2500 for Full-time Masters, Full time PhD and part-time masters/PhD respectively.  
Moved by: Emrul  
Seconded by Albert  
1 person is in favour and rest of them opposed  
Motion rejected.
- c. BIRT UMGSA awards committee agreed to offer 3 awards (i 11,000, ii. 8000, and iii. 6000), two awards (i. 13000 and ii. 9000) and one ward valued at 3000 for Full Time Masters, Full time PhD and part-time masters/PhD.  
Moved by: Emrul  
Seconded by Carl  
Motion carried

This change will be effective from May 2018 subject to senate approval.

## **Events Committee**

Chair: Obiajulu Nnaemeka (VP Marketing & Events)

The Events committee meeting was held on the 2nd of November 2017 at 5 pm in lieu of the October committee meeting. The meetings which is usually held in the last week of each month was moved due to the preparation and organizing of the Halloween social which held on the 27th of October.

There were some feedbacks on the Halloween social event. The committee members agreed that the event was generally a success. Some points were raised about strategies to reduced food wastage by students. It was agreed that going forward, tickets will be provided for food to enable better management of food. A point was also raised about notifying graduate students an hour to the event closing if there were still alcohol available to reduce or prevent left over alcohol.

The main agenda for the meeting was planning for the upcoming Alumni networking event scheduled for Thursday, November 30, 2017 at the Marshall McLuhan hall between 5:30-8:00 pm. The preliminary programming was presented to the committee and suggestions were made to improve it. The committee also brainstormed on topics to be discussed at the event to capture the interest of graduate students. The highlight of the event would be 2 alumni speakers discussing the chosen topics, a panel discussion and a networking session. The President, VPE and VPME would go into further discussions with the Alumni association to make appropriate plans for the event.

The committee also reviewed the student club application of the Christian Graduate Students' Association. It was agreed that the group met the requirements as outlined in the UMGSA clubs policy and therefore a recommendation would be made to the Executive committee for approval of the group.

Finally, preliminary plans were made for the Holiday social. The committee agreed to try out hosting the event outside the university for the very first time. The date of the event, venue and other details are yet to be decided.

## Appendix III :

### UMGSA Executive Reports October 1<sup>st</sup> - 31<sup>st</sup>, 2017

#### President - Carl Neumann

##### Executive Summary of Work:

- **Meetings with Bank Representatives:** On October 2<sup>nd</sup>, I and the other Executives with signing authority meet with representatives from RBC and from National Bank, the two banks with whom the UMGSA has investments. We received brief presentations about our investments, and updated the signatures for signing authority on those accounts.
- **Campus Daycare Expansion Ground Breaking Ceremony:** On October 5<sup>th</sup>, I participated in the Campus Daycare expansion ground breaking ceremony. Beginning two years ago, the UMGSA has committed \$30,000 per year for 10 years towards the creation of greatly-needed grad student childcare spaces on campus.
- **Our Turn Press Conference:** On October 11<sup>th</sup>, I participated in the provincial press conference for the Our Turn Initiative against sexual violence on campuses across Canada, as the spokesperson for grad students at the University of Manitoba. Organized by UMSU, we were also joined at this event by representatives from the University of Winnipeg and other supporters of the Initiative.
- **CUPE 3909 AGM:** On October 26<sup>th</sup>, I participated in the CUPE 3909 AGM, both as a Teaching Assistant and Grader/Marker, as well as in the capacity of a representative of the UMGSA. This is an important organizational relationship since so many grad students are members of CUPE 3909. Budget updates and Executive reports were presented.

##### Meetings Attended:

October 2 <sup>nd</sup> , 2017	UMGSA Executive Meeting	1 Hour
October 2 <sup>nd</sup> , 2017	Meeting with Representative from RBC	1 Hour
October 2 <sup>nd</sup> , 2017	Meeting with Representative from National Bank	0.5 Hours
October 2 <sup>nd</sup> , 2017	Alumni Association Board Meeting	1.5 Hours
October 4 <sup>th</sup> , 2017	Meeting with the Vice-Provost Students	0.5 Hours
October 4 <sup>th</sup> , 2017	Senate Meeting	1.5 Hours
October 10 <sup>th</sup> , 2017	UMGSA Finance Committee Meeting	1.5 Hours
October 11 <sup>th</sup> , 2017	Student Experience Committee Meeting	1.5 Hours
October 12 <sup>th</sup> , 2017	RCR Investigation Procedure Revisions Meeting	0.5 Hours
October 12 <sup>th</sup> , 2017	UMSU Council Meeting	2 Hours
October 13 <sup>th</sup> , 2017	Strategic Enrollment Management Planning Committee	2 Hours
October 16 <sup>th</sup> , 2017	UMGSA Executive Meeting	1 Hour
October 18 <sup>th</sup> , 2017	Senate Executive Committee Meeting	1 Hour
October 20 <sup>th</sup> , 2017	UMGSA Bylaws & Policy Committee Meeting	1.5 Hours



October 23 <sup>rd</sup> , 2017	FGS Faculty Council Meeting	1 Hour
October 25 <sup>th</sup> , 2017	UMGSA IDRC Meeting	1 Hour
October 25 <sup>th</sup> , 2017	UMGSA Council Meeting	0.5 Hours
October 26 <sup>th</sup> , 2017	CUPE 3909 AGM	2 Hours
October 26 <sup>th</sup> , 2017	UMSU Council Meeting	2 Hours
October 27 <sup>th</sup> , 2017	Campus Planning and Design Committee Meeting	1.5 Hours
October 30 <sup>th</sup> , 2017	Senate Planning and Priorities Committee Meeting	1 Hour
October 30 <sup>th</sup> , 2017	UMGSA Awards Committee Meeting	1 Hour
October 30 <sup>th</sup> , 2017	Student Senate Caucus Meeting	1.5 Hours

**Meetings Missed:**

Student Senate Caucus - October 2<sup>nd</sup> - Regrets sent in advance - Conflict with other meetings  
 International Advisory Committee - October 24<sup>th</sup> - Regrets sent in advance - Conflict with class

**Time Spent in Meetings in October: 28.5 Hours**

**Office Hours:**

Thursday, October 5 <sup>th</sup> , 2017	12:00PM - 2:00PM
Thursday, October 12 <sup>th</sup> , 2017	12:00PM - 2:00PM
Thursday, October 19 <sup>th</sup> , 2017	12:00PM - 2:00PM
Thursday, October 26 <sup>th</sup> , 2017	2:30PM - 4:30PM

**Time Spent in Official Office Hours in October: 8 Hours**

**Working Events Attended:**

October 4 <sup>th</sup> , 2017	Front and Centre Campaign Gift Announcement	1 Hour
October 5 <sup>th</sup> , 2017	Campus Daycare Expansion Ground Breaking Ceremony	1 Hour
October 11 <sup>th</sup> , 2017	Our Turn Press Conference	0.5 Hours
October 19 <sup>th</sup> , 2017	Convocation Ceremony	3.5 Hours
October 25 <sup>th</sup> , 2017	Councilor Orientation	0.5 Hours
October 25 <sup>th</sup> , 2017	Council-Member Social	2 Hours
October 27 <sup>th</sup> , 2017	UMGSA Halloween Social	3 Hours

**Approximate Time Spent on Other Activities:**

Working Events	11.5 Hours
Preparing Documents for Meetings	10 Hours
Other Email Correspondence	27.5 Hours

**Total Hours Spent on the UMGSA in October, 2017: 85.5 Hours**

## Vice-President Health Sciences (VPHS) - Andrew Plesniarski

### Executive Summary of Work:

#### Office Hours

- Made up for all owed office hours

#### Distinguished Lectureship

- Assisted with the luncheon for the Distinguished Lectureship, and participated in the event.

#### A Maze In Corn

- This was our Halloween event for HSGSA members.
- Participated with a few other Executives in directing students at the event, and enjoying the festivities.

#### Councillor Mixer

- Attended the post-council mixer for UMGSA Councillors at IQs.

### Executive Summary of Hours:

2017-10-02	UMGSA Exec Meeting	1.5
2017-10-03	Office Hours	2.0
2017-10-04	Office Hours	2.0
2017-10-05	E-mail Communication	1.0
2017-10-10	HSGSA Exec Meeting (Called In)	1.0
2017-10-11	Office Hours	2.0
2017-10-12	Council Agenda Prep + E-mail Communication	2.0
2017-10-13	E-mail Communication + Distinguished Lectureship Advertisement	1.0
2017-10-15	Council Agenda Prep	2.0
2017-10-16	Distinguished Lectureship	1.5
2017-10-16	HSGSA Council	1.0
2017-10-17	Distinguished Lectureship Luncheon	2.0
2017-10-18	Office Hours	2.0
2017-10-19	E-mail Communication	1.0
2017-10-19	Attended Fall Convocation	4.0
2017-10-20	E-mail Communication	1.0
2017-10-20	A Maze In Corn Halloween Event	5.0
2017-10-23	E-mail Communication	2.0
2017-10-23	HSGSA Exec Meeting	1.0
2017-10-25	Office Hours	2.0
2017-10-25	IDRC Meeting for UMGSA	1.0
2017-10-25	UMGSA Council	1.5
2017-10-25	Councillor Mixer for UMGSA	2.5

2017-10-26	E-mail Communication	1.5
2017-10-27	Meeting with Vice-Dean Academic/Medicine	1.5
2017-10-30	E-mail Communication	1.0
Monthly Total		46.0

**COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

**Meetings Attended:**

Oct. 2, 2017	UMGSA Executive Meeting	1.5 hours
Oct. 10, 2017	HSGSA Executive Meeting	1.0 hour
Oct. 16, 2017	HSGSA Council	1.0 hour
Oct. 23, 2017	HSGSA Executive Meeting	1.0 hour
Oct. 25, 2017	IDRC Meeting for UMGSA	1.0 hour
Oct. 25, 2017	UMGSA Council	1.5 hours
Oct. 27, 2017	Meeting with Vice-Dean Academic/Medicine	1.5 hours

**Time spent in meetings: 7.0 hrs**

**Meetings Cancelled:**

**Meetings Missed:**

Oct. 16, 2017                      UMGSA Executive

**Office Hours:**

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

**Time spent in the office: 10.0 hrs**

**Total Hours Spent on HSGSA/UMGSA for October: 46.0 hrs**

## Vice-President Internal (VPI) - Chandan Q Howlader

### Executive Summary of Work:

- Discussed about UMGSA financial condition and how does our investment distributed and how can we be benefited with RBC bank. NBL bank representative had limitation of time so we did not have time to discuss on issues.
- Attended Upass committee meeting and discuss on appeal application of opt-out process.
- Worked on the election policy to make it more accountable
- Attended convocation as a representative of UMGSA.
- Helped to arrange the Halloween social
- I Did the regular office hour and meetings. Unfortunately, I missed IDRC meeting

### Executive Summary of Hours:

02/10/2017	Meeting with RBC bank and NBL bank, office hour, Exec meeting	5.00
05/10/2017	U pass meting	2.00
10/10/2017	Office hour and finance committee meeting	4.00
12/10/2017	Election policy, agenda, travel grant	2.75
16/10/2017	Exec meeting	1.60
17/10/2017	Attended Convocation	3.50
20/10/2017	Bylaws meetings	1.00
23/10/2017	Office hour	2.00
25/10/2017	Council meeting and orientation social	2.20
27/10/2017	Halloween Social	1.33
30/10/2017	Regular and make up office hours	4.00
October	Total time spent on committee meetings including office hours	29.18

### Time spends on other activities

Email correspondence	2.0 hrs
Campus daycare ground break	0.7hrs
Preparing exec report	1.5 hrs
Miscellaneous task in office	2.0 hrs

Total: 6.20hrs

**Meetings Cancelled:** None

**Meetings Missed:** One, IDRC meeting

**Office Hours:**

Monday: 3:00 pm - 5:00 pm.

**Time spent in the office: 31.18 hrs**

**Total Hours Spent on UMGSA for October: 35.38 hours**

## Vice-President External (VPE) - Albert Boakye

### Executive Summary of Work:

- Executive work in this period covered Executive meetings, office hours and both internal and external meetings.
- Represented the GSA on the 50<sup>th</sup> Annual Fall Convocation

### Executive Summary of Hours:

2017-10-02	Meeting with RBC officials for signatures	1:00
2017-10-02	Office Hours	2:00
2017-10-02	Executive Meeting	2:00
2017-10-05	U-Pass Committee	1:00
2017-10-10	Office Hours	2:00
2017-10-16	Office Hours	2:00
2017-10-16	Executive Meeting	1:30
2017-10-17	Representing GSA at Fall Convocation	4:00
2017-10-22	Office Hours	2:00
2017-10-25	Council Meeting	2:00
2017-10-27	GSA Halloween Social	2:30
2017-10-30	Office Hours	2:00
<b>Monthly Total</b>		<b>19:30hours</b>

**Time Spent in Meetings: 4:30 hours**

**Office Hours:** Mondays: 11am to 1:00pm

**Total Hours Spent on UMGSA for October: 19:30 hours**

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

### Executive Summary of Work:

- UMGSA Awards Committee:**  
 Awards committee meets on Oct 30<sup>th</sup>. We had an extensive discussion on awards application procedure and amendment on awards. Committee approved a motion to change number of awards from 2 to 3(full time Masters) and 1 to 2(full time PhD) and 2 to 1(Part time) by reducing the amount. This amendment will be effective from 2018/2019 academic year subject to senate approval.
- Bylaws and Policy committee:**  
 I went to Bylaw and Policy committee. We discussed CRO selection procedure and time line for advertising. Committee agreed to form an ad-hoc committee for CRO selection. The member of the ad-hoc committee would be from internal committees. Total of seven members would be in the committee.
- Fall convocation**  
 As a GSA representative attended on convocation on October 17 and read the citation for UMGSA teaching awards and presented the award.

### Executive Summary of Hours:

Date	Activities	hours
09/10/2017-28/10/2017	Email communication, Vanier and NSERC application review	10.0
02/10/2017	Meeting with Banking representative to get the update of services they have and sign for the signing authority, financial aids and awards to get information about award amendment procedure	2.0
01/10/2017-31/10/2017	Document reading and report writing	4.0
October	Total time spent on the activities excluding office hours and meetings	16.00

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

Oct 2, 2017	UMGSA Exec Meeting	2.0 hour
Oct 2, 2017	Student Senate Caucus	1.0 hour
Oct 6, 2017	Academic Advisory committee	1.0 hour
Oct 11, 2017	Student Experience Committee	1.0hours
Oct 12, 2017	Senate Committee on University Research	1.0hour
Oct 16, 2017	UMGSA Exec meeting	2.0hrs
Oct 17, 2017	Convocation ceremony	3.0hrs
Oct 21, 2017	Bylaw and Policy Committee	1.0hrs

Oct 23, 2017	FGS faculty council	1.5hrs
Oct 25, 2017	Council orientation & meeting	2.0hrs
Oct 30, 2017	Awards committee meeting	1.0hrs
Oct 30, 2017	SSCM	1.50hrs

Total hours spend in meetings: 17.50hrs

**Meetings Cancelled:**

None

**Meetings Missed:**

N/A

**Office Hours:**

Regular-Friday: 2:30 pm to 4.30pm =10.0hrs

**Time spent in the office: 10.0 hours**

**Total Hours Spent on UMGSA for October: 16.00+17.5+10= 43.5hours**



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

### Executive Summary of Work:

- Served all office hours and attended the executive meetings.
- Sent out the September newsletters and worked with the office assistant to maintain social media pages.
- Launched the UFM GradTalks program for the Fall term which has since gained great participation by graduate students. The GradTalks aired on all weeks of October every Tuesday at 10:30 – 11:00 am.
- Planned and organized the 2017 Halloween social which held on Friday, 27<sup>th</sup> of October. The attendance was great and was estimated to be at least 80. The event was held at the GSA lounge which was decorated to suit the Halloween theme. Masks and other spooky accessories were provided to the graduate students at the door and there was music, pizzas, pita, beer and coke beverages. Magician Evan Morgan was also invited to add some excitement to the event. He performed both stage and walkaround magic to the amazement of the audience.

### Executive Summary of Hours:

Day	Start	Finish	Note	Total
02/10/2017	2:00 PM	3:16 PM	Executive committee meeting	1.27
03/10/2017	10:30 AM	11:00 AM	Grad Talks at the UFM	0.5
	11:00 AM	1:25 PM	Office hours	2.42
04/10/2017	10:00 AM	12:30 PM	Preparing and sending out October newsletter	2.5
05/10/2017	11:30 AM	1:00 PM	September executive report preparation	1.5
10/10/2017	11:00 AM	1:00 PM	Office hours	2
16/10/2017	4:30 PM	5:36 PM	Executive committee meeting	1.1
17/10/2017	11:00 AM	1:40 PM	Office hours	2.67
24/10/2017	9:00 AM	10:00 AM	FGS Appeals committee teleconference	1
	11:00 AM	1:40 PM	Office hours	2.67
25/10/2017	5:30 PM	8:00 PM	Council orientation, council meeting and social	2.5
26/10/2017	5:30 PM	8:30 PM	Trip to purchase alcohol and other materials for Halloween social	3
27/10/2017	3:00 PM	8:00 PM	Halloween social: preparation and event	5
<b>October Total</b>				<b>28.11</b>

**Time spent in meetings:** 5.87 hours

**Meetings Cancelled:** None

**Meetings Missed:** Awards committee meeting (Regrets) – 30/10/2017, 5:00 pm

**Office Hours:** Tuesdays: 11:00 am to 1pm

**Time spent in the office:** 9.76 hours

**Total Hours Spent on UMGSA for October: 28.11 hours (28 hours 7 minutes)**

## Senator 1 - Silvia Araujo

Contact: senator1@umgsa.org

Office hours: Tuesdays from Noon to 2 PM at the UMGSA Office.

### Executive Summary of Work:

- Attended various meetings, including: Executive, Student Senate Caucus, Senate, Council, Senate Committee on Awards, and internal (UMGSA) Awards Committee.
- Attended events representing the UMGSA (Councilor's social and Halloween social).
- Held regular office hours (Tuesdays from Noon to 2 PM);
- 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
10/2/2017	2:05 PM	7:00 PM	Executive meeting (2:05-3 pm); Student Senate Caucus Meeting (5:50-7)	2:05
10/3/2017	12:00 PM	4:00 PM	Office hours	4:00
10/4/2017	1:30 PM	2:30 PM	Senate meeting	1:00
10/10/2017	12:00 PM	3:00 PM	Office hours (Noon-2) + Extra time in the office (2-3)	3:00
10/12/2017	11:00 AM	1:40 PM	Shopping for Halloween Social	2:40
10/16/2017	4:10 PM	6:00 PM	Executive meeting	1:50
10/17/2017	12:00 PM	3:00 PM	Office hours	3:00
10/18/2017	1:50 PM	3:00 PM	In the office	1:10
10/23/2017	4:00 PM	6:45 PM	Reading material Senate Committee on Awards	2:45
10/24/2017	1:30 PM	7:20 PM	Senate Committee on Awards meeting (1:30-2:30); Council Meeting + Councilors' Social at IQs (5:20-7:20)	3:00
10/27/2017	3:00 PM	8:00 PM	Halloween Social (decorating the lounge and party)	5:00
10/29/2017	7:00 PM	10:00 PM	Reading Senate Agenda (7-8:45); Reading material GSA Awards Committee (8:45-9:15); Reading material GSA Events committee (9:15-10:00)	3:00
10/30/2017	4:50 PM	7:40 PM	Awards Committee Meeting (5-6); Student Senate Caucus Meeting (6-7:40)	2:50
10/31/2017	12:00 PM	2:00 PM	Office hours	2:00
			Monthy Total	37:20:00

**Summary of Hours:**

Time spent in meetings: 9:25

Meetings Cancelled: None.

Meetings Missed: None.

Time spent in the office: 13:10

**Total Hours Spent on UMGSA for October: 37:20**

## Senator 2 - D. Skye Kushner

Contact: senator2@umgsa.org

Office hours: Wednesdays, 10:30 PM – 12:30 PM

### Executive summary of work:

- Maintained office hours and email
- Attended Senate meetings and committees
- Absent conducting fieldwork for M.Sc. from October 18<sup>th</sup>-October 31<sup>st</sup>

### October – office commitments

Day	Start	Finish	Note	Total
4th	10:30:00 AM	12:30:0 PM	Reviewed agenda for senate	2
11th	10:30:00 AM	12:30:0 PM	Reviewed travel award applications	2
<b>Total</b>				<b>4</b>

### October - meetings/other

Day	Start	Finish	Note	Total
4th	1:30:00 PM	3:00:00 PM	Senate	1.5
16th	4:30:00 PM	6:30:00 PM	UMGSA Executive	2
<b>Total</b>				<b>3.5</b>

### Summary of hours:

Total time spent in meeting: 3.5

Meetings cancelled: none

Meetings missed: Senate Executive (October 18<sup>th</sup>, Bylaws and Policy Committee (October 20<sup>th</sup>), UMGSA Council meeting (October 25<sup>th</sup>), Student Senate Caucus (October 30<sup>th</sup>)

Time away: October 18<sup>th</sup>-October 31<sup>st</sup> (fieldwork)

**Total hours spent on UMGSA for October 2017: 7.5**

### Senator 3 (HSGSA) - Nour Eissa

#### Executive Summary of Work October 2017:

- Held office hours (Tuesdays 9:00-11:00)
- 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
10/03/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
10/09/2017	5:00AM	6:30 PM	HSGSA Exec Meeting	1.5
10/10/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
10/16/2017	4:45 PM	6:30 PM	HSGSA-Council Meeting	1.5
10/17/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
10/17/2017	12:00 PM	1:00 PM	HSGSA Distinguished Lecture	1
10/23/2017	5:00 PM	6:30 PM	HSGSA Exec Meeting	1.5
10/24/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
10/25/2017	12:00 PM	1:00 PM	UMGSA IDRC Committee Meeting	1
<b>Monthly Total: 14:30:00</b>				

#### Summary of Hours:

**Time spent in Meetings: 5.5**

**Meetings Cancelled:** None.

**Meetings Missed:** Senate Committee Meeting (I was attending a conference)

**Time spent in the Office: 8**

**Total Hours Spent on UMGSA for October 2017: (14.5 hours).**

## Executive-at-Large - Richard From

### Executive Summary of Work:

- Executive Meetings: Participated in all Executive meetings raising concerns and providing historical memory when needed. Also organized refreshments for each meeting.
- Attended UMGSA internal committee meetings as a non-voting resource member, participating fully and providing input when prompted.
- Participated in several external committees such as the UMSU members services committee, Bringing in the Bystander sub-committee and the Sexual Violence and Assault Committee.
- Collaborated on the UMGSA council orientation and Halloween social events

### COMMITTEES, MEETINGS, AND BUSINESS MATTERS

#### Meetings Attended:

October 2 <sup>nd</sup> , 2017	UMGSA Executive committee meeting	1.5 hours
October 2 <sup>nd</sup> , 2017	UMSU Member Services committee meeting	1.5 hours
October 10 <sup>th</sup> , 2017	UMGSA Finance committee meeting	1.5 hour
October 12 <sup>th</sup> , 2017	Bringing in the Bystander committee meeting	1.0 hour
October 16 <sup>th</sup> , 2017	UMSU Member Services committee meeting	1.3 hours
October 16 <sup>th</sup> , 2017	UMGSA Executive meeting	1.2 hours
October 24 <sup>th</sup> , 2017	Sexual Assault and Violence committee meeting	1.0 hours
October 25 <sup>th</sup> , 2017	UMGSA IDRC committee meeting	0.5 hours
October 25 <sup>th</sup> , 2017	UMGSA Council meeting	2.0 hours

**Time spent in meetings:** 11.5 hours

#### Other Activities:

October 1-31, 2017	email correspondence	3.0 hours
October 11 <sup>th</sup> , 2017	attending “our turn” press conference	1.0 hour
October 16 <sup>th</sup> , 2017	crafting revisions for UMGSA Elections policy	1.0 hour
October 21 <sup>st</sup> , 2017	reviewing UMGSA council documents	1.0 hour
October 24-25 <sup>th</sup> , 2017	preparing UMGSA council orientation	2.5 hour
October 27 <sup>th</sup> , 2017	UMGSA Halloween Social	2.0 hours
October 30-31, 2017	writing executive report	1.0 hour

#### Office Hours:

Fridays @ 11 am - 1 pm 8.0 hours

**Additional time spent in the office collaborating:** 2.5 hours

**Total Hours Spent on UMGSA for October: 33.5 hours**

**UMGSA**  
**Profit & Loss Budget vs. Actual**  
**May through October 2017**

	May - Oct 17	Budget
<b>Income</b>		
<b>4000 · Revenue</b>		
4005 · Student Organization Fees	0.00	0.00
4010 · Membership Fees	321,709.60	385,000.00
4050 · Ad Sales - Student Handbook	3,050.00	2,000.00
4070 · Endowment Fund	89,562.80	106,000.00
4085 · To External Relations Fund	44,721.70	52,500.00
4110 · Gradzette Fees (Manitoban)	17,912.56	21,200.00
4111 · UFMF Radio Fund	14,927.13	18,000.00
4112 · UMREG Fee	7,463.57	8,900.00
4113 · WUSC Fee	7,463.57	8,900.00
4114 · World Wise Fee	1,492.71	1,800.00
4115 · Engineers Without Borders	746.36	900.00
4120 · Interest on Bank Accts	193.59	600.00
4130 · Interest - Endowment Fund	22,500.00	54,000.00
<b>Total 4000 · Revenue</b>	<b>531,743.59</b>	<b>659,800.00</b>
<b>4150 · Other income</b>	<b>0.00</b>	<b>30,000.00</b>
<b>Total Income</b>	<b>531,743.59</b>	<b>689,800.00</b>
<b>Expense</b>		
<b>5000 · Honorarium/salary/benefits</b>		
5005 · Executive	48,700.02	97,500.00
5010 · HSGSA	10,500.00	21,000.00
5015 · CRO	0.00	1,000.00
5016 · IDRSC-Chair	0.00	1,500.00
5020 · Council Chairperson	200.00	600.00
5030 · Employee Pay	34,080.79	77,000.00
5040 · Employer Paid CPP	3,271.29	7,500.00
5045 · Employer Paid EI	1,498.30	5,300.00
5050 · Employer Paid RRSP	2,145.56	4,300.00
5055 · Employee Health/Dental Premiums	1,117.56	2,300.00
5060 · Employee Parking or Bus Pass	543.01	1,500.00
<b>Total 5000 · Honorarium/salary/benefits</b>	<b>102,056.53</b>	<b>219,500.00</b>
<b>6005 · HSGSA - Bannatyne Disbursements</b>	<b>510.35</b>	<b>21,000.00</b>
<b>6150 · External Relations Fund</b>	<b>44,721.69</b>	<b>52,500.00</b>
<b>6200 · Council &amp; Committees</b>		
6210 · Hospitality for Committee Mtgs	442.33	1,600.00
6215 · Hospitality for Council Mtgs	644.29	2,500.00
6220 · Pking/Bus/Mileage - Exec- Mtgs	5.67	100.00
<b>Total 6200 · Council &amp; Committees</b>	<b>1,092.29</b>	<b>4,200.00</b>
<b>6325 · Elections</b>		
6321 · Elections	0.00	1,100.00
6322 · Elections - Online Voting	0.00	700.00
<b>Total 6325 · Elections</b>	<b>0.00</b>	<b>1,800.00</b>
<b>6375 · External meeting Expenses</b>		
6376 · ThinkGrad Membership & Meetings	3,336.02	5,300.00
6385 · Other External Mtgs(UM Tickets)	0.00	1,200.00
6375 · External meeting Expenses - Other	0.00	0.00
<b>Total 6375 · External meeting Expenses</b>	<b>3,336.02</b>	<b>6,500.00</b>

**UMGSA**  
**Profit & Loss Budget vs. Actual**  
**May through October 2017**

	May - Oct 17	Budget
<b>6400 · Fees</b>		
6405 · Bank Service Charges	0.00	25.00
6410 · Annual Incorporation Fee	25.00	25.00
6415 · Subscriptions, Etc	113.00	300.00
6425 · Revenue Canada - Penalty Charge	-257.61	0.00
6435 · Other Fees	56.60	
6440 · UPass Admin Fees to UMSU	0.00	5,400.00
<b>Total 6400 · Fees</b>	-63.01	5,750.00
<b>6450 · Fees Paid to UMSU</b>		
6451 · UFMF	14,927.13	18,000.00
6452 · UMREG	7,463.57	8,900.00
6453 · WUSC	7,463.57	8,900.00
6454 · World Wise	1,492.71	1,800.00
<b>Total 6450 · Fees Paid to UMSU</b>	31,346.98	37,600.00
<b>6460 · Fees Paid to Other Organization</b>		
6461 · Engineers Without Borders	0.00	900.00
<b>Total 6460 · Fees Paid to Other Organization</b>	0.00	900.00
<b>6475 · Gradzette</b>	0.00	21,900.00
<b>6500 · Grants</b>		
6503 · Departmental Grants	225.00	54,000.00
6505 · Graduate Teaching Award	500.00	250.00
6510 · Special Projects	740.00	5,000.00
6520 · Conference Grants	81,958.28	161,000.00
6535 · Donations	0.00	1,000.00
6540 · Emergency	0.00	2,000.00
6545 · Childcare (PlayCare DayCare)	0.00	1,500.00
6550 · Holiday Hampers	0.00	2,000.00
6555 · Food Bank	0.00	2,000.00
6560 · Tax Office Support	50.00	200.00
<b>Total 6500 · Grants</b>	83,473.28	228,950.00
<b>6600 · Promotions</b>		
6604 · GSA Marketing & Promotion	583.45	350.00
6605 · GSA Designed Items	587.68	500.00
6610 · Handbook/Student Planner	6,537.31	6,100.00
6620 · Social Non-Alcohol (Movie Nite)	0.00	0.00
<b>Total 6600 · Promotions</b>	7,708.44	6,950.00
<b>66900 · Reconciliation Discrepancies</b>	1,077.58	0.00
<b>6750 · Office Expenses &amp; Supplies</b>		
6754 · Office Coffee & Snack Supplies	152.72	500.00
6755 · Stationery and office supplies	62.21	400.00
6760 · IOS Copier Lease	1,663.70	3,400.00
6765 · IKON Photocopies	147.27	550.00
6770 · Insurance	4,801.68	4,800.00
6780 · U of M - Monthly Ledger	821.64	1,700.00
6785 · Office Expenses/Supplies-Other	51.18	
<b>Total 6750 · Office Expenses &amp; Supplies</b>	7,700.40	11,350.00
<b>6795 · Professional Development</b>	0.00	500.00



**UMGSA**  
**Profit & Loss Budget vs. Actual**  
 May through October 2017

	May - Oct 17	Budget
<b>6800 · Programming</b>		
6805 · Orientation	2,398.51	3,600.00
6810 · Social Events	512.77	7,000.00
6812 · Sports Events	975.38	950.00
6820 · Speakers Series	0.00	2,000.00
6822 · Alumni Collaboration Event	0.00	2,000.00
6825 · GSA Awards Luncheon	259.50	2,600.00
6830 · Council Orientation Day	0.00	250.00
6800 · Programming - Other	0.00	0.00
<b>Total 6800 · Programming</b>	4,146.16	18,400.00
<b>6850 · Endowment</b>		
6851 · Endowment Fund	0.00	0.00
6853 · Front & Centre Campaign-Daycare	0.00	30,000.00
<b>Total 6850 · Endowment</b>	0.00	30,000.00
<b>6925 · Professional Consulting</b>		
6930 · Audit	11,978.00	14,000.00
6935 · Legal	0.00	2,000.00
6940 · Computer & Website Maintenance	1,694.42	7,000.00
<b>Total 6925 · Professional Consulting</b>	13,672.42	23,000.00
<b>Total Expense</b>	300,779.13	690,800.00
<b>Net Income</b>	<b>230,964.46</b>	<b>-1,000.00</b>