

UMGSA Council Meeting Documents

Wednesday, January 24th, 2018 - 5:30 PM - UMGSA Lounge

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Appendix II :

UMGSA Committee Reports November 1st - 30th, 2017

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Dates: November 6th and 20th, 2017

- The Executive discussed and endorsed the Indigenous Ad-Hoc Committee's recommendation to create an ex-officio non-voting Council position for an Indigenous Student Centre Representative.
- The Executive reviewed and discussed the Bi-Annual UMGSA Financial Report to Council, which was then presented at the November Council meeting.
- The Executive discussed plans for the implementation of this year's UMGSA Holiday Hamper Program.
- The Executive discussed plans for the November Alumni Mentorship Event.

Awards Committee

Chair: Emrul Hasan (VP Academic)

Meeting Date: November 9th, 2017

At its meeting on Nov 9th, we discussed on amendment of awards. We had an extensive debate on ranking system of the proposed amendment of the awards. Finally, committee decided to stay with original decision, the ranking system. We also had a discussion on GPA requirements and minimum funding requirement.

The committee proposed the following changes.

- a. With the new changes we are going back to original terms of references, student would not hold any major funding such as UMGF, CHIR etc. But if they receive funds from their supervisor or department stipend are eligible to apply. Currently, students with funding 6000 dollars from any source are not eligible to apply for masters and for Phd it's 8000. Similarly for part time, they can't hold any funding of 2500.
- b. Committee proposed to increase the GPA from 3.5 to 3.75.

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

Bylaws & Policy Committee

Chair: Chandan Q Howlader (VP Internal)
Meeting Date: November 16th, 2017

a. Matters Discussed at the Bylaws committee

1. Indigenous Centre Representative
2. Election policy

b. Motions:

1. BIRT the UMGSA Bylaws committee approved the article 9.2 of November council document which is “Amendment to the Council Policy to Create an Ex-Officio Non-Voting Council Position for an Indigenous Student Centre Representative”.
2. BIRT the UMGSA bylaws committee recommends that CRO and DRO selection committee shall form no later than November council meeting
3. BIRT the UMGSA bylaws committee recommends that CRO and DRO shall be ratified by the January council meeting
4. BIRT the UMGSA bylaws committee recommends that the office manager shall send out email to each standing committee chairs regarding assign one non-executive member for the CRO and DRO selection committee at the October council meeting
5. BIRT the UMGSA bylaws committee recommends that the office manager shall circulate the application for the post of CRO and DRO among the UMGSA member (Exclude executives) counseling with CRO and DRO selection committee no later than the first Friday of December.
6. BIRT the UMGSA bylaws committee recommend that the CRO and DRO selection committee shall recommend one CRO and one DRO from the poll of applicants based on the CRO and DRO selection criteria from article V of election policy. If there are insufficient or/and unqualified applicants, then CRO and DRO selection committee may extend the application deadline. CRO and DRO selection committee must complete all the necessary procedure to select one CRO and one DRO by the January council meeting.
7. BIRT the UMGSA bylaws committee recommend that the CRO and DRO selection committee shall be dormant after ratifying CRO and DRO by the council.

N.B: CRO = Chief Returning Officer, DRO = Deputy Returning Officer

Issues discussed:

1. Allocate a budget for DRO 250 or 500 and increase the honorarium of CRO from 1000 to 1250/2000.
2. There should be a complaint form and appeal form
3. If CRO misconducts, then DRO shall took over the CRO’s position and honorarium will be switched like their duties. They will get paid after finished all the election procedure.
4. Election committee shall overlook the CRO’s duties and appeal shall go to them.

Campaigns Committee

Chair: Albert Boakye (VP External)
Meeting Date: November 7th, 2017

Items Discussed:

- a. Suggestions on Improving Alumni Relations
 - Networking events such as panel discussions
- b. Graduate Student U-Pass Issues with UMSU

Motion: No motion was passed.

Events Committee

Chair: Obiajulu Nnaemeka (VP Marketing & Events)
Meeting Date: November 20th, 2017

The Events committee met on the 20th November from 5-6pm. At the meeting, an update was given on the upcoming Alumni networking event. All arrangements for the Event had been concluded and 5 Alumni confirmed attendance. The event will be held on the 30th November at the Marshall McLuhan Hall.

The main agenda of the meeting was to discuss to UMGSA Holiday Dinner scheduled for December 15. The committee earlier planned to hold an outdoor event, but it reconsidered due to the period as many students would be writing exams and hesitate to attend the event. Also, the weather condition was another factor. Finally, it was agreed that the dinner will be held within the University and the VPME agreed to get in touch with Degrees and The Hub. After consultation with the Hub Manager, the VPME decided the event will be held at The Hub with 3-course meal. Also, a live band was invited to play at the dinner. The committee also discussed plans for the winter Graduate student orientation to be held on January 2nd, 2018.

Finance Committee

Chair: Chandan Q Howlader (VP Internal)
Meeting Date: November 14th, 2017

- a. Matters Discussed at the Finance Committee
 1. Conference grant applications
 2. Conference grant application form and budget sheet

Discussion:

1. Any exceptional cases approved by the committee should be noted for future reference
2. Music workshop considered as conference
3. Every financial circumstances should be discussed at the committee meeting
4. Budget form modification and all the document should be ordered for grant application

Indigenous Ad-Hoc Committee

Chair: Laura Forsythe
Meeting Date: November 6th, 2017

UMGSA's continued support for the Rising Up Conference hosted by Native Studies Graduate Student Association has resulted in thirteen Graduate student's submissions from faculties throughout the institution new to the NSGSA. As well as increased the overall awareness of the conference to the graduate student body of the U of M. With the deadline being extended to January 28th, there is a continued opportunity for the UMGSA to continue to demonstrate support for Indigenous research.

Following our last meeting a recommendation to the council resulted in the following motion being passed by UMGSA Council:

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.

The Indigenous Ad Hoc committee will be meeting in January.

Appendix III :

UMGSA Committee Reports December 1st - 31st, 2017

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Dates: December 4th and 15th, 2017

- The Executive discussed changes to the UMGSA Awards Policy proposed by the Awards Committee. The Executive had mixed opinions about the proposed changes, and decided to request that the Awards Committee reconsider some of their recommendations.
- The Executive discussed whether stale-dated cheques should be reissued. The Executive had mixed opinions about this, and decided to request that the Finance Committee discuss and decide this matter.
- The Executive discussed proposed updates to the UMGSA Budget.
- The Executive discussed how to deal with the imminent resignations of the VP Internal and the Executive-at-Large. The Executive opted to recommend to Council that the duties and committee commitments of both of these Executives will be divided between the UMGSA President, Senator 1 and Senator 2, and also that the VPI's remaining honorarium be shared equally by those three Executives.
- The Executive discussed and endorsed a recommendation to grant signing authority for the UMGSA to the VP Marketing & Events.

Awards Committee

Chair: Emrul Hasan (VP Academic)

Meeting Date: None

Bylaws & Policy Committee

Chair: Chandan Q Howlader (VP Internal)

Meeting Date: None

Campaigns Committee

Chair: Albert Boakye (VP External)

Meeting Date: None

- a. There was no campaign meeting in the month of December.
- b. **Reason:** No pertinent issue came up during the month of December

Events Committee

Chair: Obiajulu Nnaemeka (VP Marketing & Events)

Meeting Date: None

The Events committee did not meet in the month of December because the Holiday Dinner was already planned at the previous meeting. The Holiday Dinner was held at the Hub on the 15th of December with about 90 students and guests in attendance. A live band was invited to play and a 3-course dinner was served. The event was generally a success and had great feedback from the students.

Finance Committee

Chair: Chandan Q Howlader (VP Internal)

Meeting Date: None

Appendix IV :

November Senate Report

Written by: Silvia Araujo

To: Graduate Students of the University of Manitoba

Date Written: November 16th, 2017

Re: November 1st, 2017 Senate Meeting

Link to Senate agenda:

http://umanitoba.ca/admin/governance/media/2017_11_01_Senate_Agenda.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 November 1st, 2017 Senate Meeting.

MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Curriculum changes (pages 4-9):

- The **Department of Geological Sciences** removed 15 courses of its program that have not been taught for a while, corresponding to a reduction of 45 credit hours.
- The Asper School of Business added SCM 7014 (a 3-credit hour course) to enhance the research aspect of its **M.Sc. in Supply Chain Management** program.
- The **Faculty of Engineering** added ENG 7510 (a 3-credit hour course, focusing on understanding the operations of the industry using statistical analysis). Targeted to students of Mechanical Engineering.
- The **Department of Mathematics** modified MATH 8310 (a 3-credit hour course) to update the syllabus; and added MATH 8140 (a 3-credit hour course) designed for Ph.D. students.
- The **Department of Pathology** removed a 20-credit hour course (PATH 7030), replacing its content into 5 new 3-credit hour courses (PATH 7032, PATH 7034, PATH 7036, PATH 7038 and PATH 7042).

MATTERS FORWARDED FOR INFORMATION AND OTHER REPORTS

1. New awards (pages 11-12):

- Dr. Kofi Freeman K. Adane Graduate Scholarship for graduate students researching thermo-fluid engineering.

2. Awards amended (pages 13-16):

- Douglas Rennie Graduate Scholarship
- Marcel A. Desautels Faculty of Music Graduate Scholarship

3. Appeals (pages 17-18):

- Three appeals were received against the FGS. One was granted, one the committee determined that there were no grounds to proceed to a hearing and the last one the committee determined that it did not have jurisdiction.

4. Proposal of an Academic Calendar Content Guide for Graduate Programs (pages 44-59):
 - The Senate Committee on Calendar received a proposal from FGS to create an “**Academic Calendar Content Guide for Graduate Programs**”, which aims on standardizing the information that is included in the academic calendar for all graduate programs.
5. Change in the name of some departments (pages 124-128):
 - From “**Department of English, Film and Theatre**” to “Department of English, Theatre, Film & Media”
 - From “**Department of Sociology**” to “Department of Sociology and Criminology”

ADDITIONAL BUSINESS

1. Report on the Review of the Academic Schedule (pages 132-153):

This was the topic with the greatest impact on students, addressed in this Senate meeting. The 8 following changes will be in effect starting in Fall 2018.

- Every program may continue having different start and end dates, as long as programs that share courses follow the same (standard) academic schedule.
- The Fall break will now be a week-long break, happening on the same week as the observance of Remembrance Day. The Winter break will continue to be a week-long, happening on the week of Louis Riel Day.
- The Fall term will now start on the Wednesday after Labour Day (as opposed to the current practice of starting on the Thursday). Therefore, the Fall orientation will be a one-day activity only, happening the day after Labour Day.
- Both Fall and Winter terms will have the same length: 62 teaching days.
- The Winter term will now start the Monday following the re-opening of the university after the Winter Holiday closure, to allow enough time for the students to receive their grades from the Fall term. This will not impact greatly on the April Exam period nor will delay the start of the Summer term.
- The deadline to drop classes without penalty remains on the 10th day of the term, but the last day to add classes has now moved to the 11th day to guarantee that some students on the waitlist will be able to register even if a registered student drops the course at 23:59 PM.
- The current method of scheduling the final exams will remain the same.
- A thorough review of the Summer term did not happen at this moment and the committee understands that some issues may arise from these current changes, needed to be discusses in a near future.

Appendix V :

December Senate Report

Written by: Silvia Araujo

To: Graduate Students of the University of Manitoba

Date: January 20th, 2018

Re: December 6th, 2017 Senate Meeting

Link to Senate agenda:

http://umanitoba.ca/admin/governance/media/2017_12_06_Senate_Agenda_v4.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 December 6th, 2017 Senate Meeting.

MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

- None relevant.

MATTERS FORWARDED FOR INFORMATION AND OTHER REPORTS

1. New awards (page 217):
 - Penny Stevenson Brydon Memorial Scholarship in **Nursing** (for any doctoral program in Nursing).
2. Awards amended (page 217):
 - A.G. Robinson Memorial Scholarship (for graduate students in **Entomology**).
3. Senate Committee on Instruction and Evaluation
 - Teaching and Course Evaluation Review Committee (to review and propose changes to the Student's Evaluation of Educational Quality – **SEEQ**, as the last review was in 2007).
4. Curriculum changes (pages 271-278)
 - The **Department of Human Anatomy & Cell Science** proposed changes to the elective courses of its Master program, to accommodate more topics in cell and molecular biology.
 - The **College of Nursing** proposed changing the expectations for the students to the paper-based Thesis Ph.D. program. Now they will have to submit 3 papers to a peer-reviewed journal, instead of 2.

REPORT OF THE PRESIDENT

The President mentioned many important achievements of the University, including:

1. The official start of the expansion of the **Campus Day Care Centre** happened on October 5th, 2017.
2. 68 instructors received a total of **\$1,918,470.51** to be invested in research in various areas, including, for instance, Physiology, Plant Science, and Geological Sciences.

ADDITIONAL BUSINESS

- None.

Appendix VI :

UMGSA Executive Reports November 1st - 30th, 2017

President - Carl Neumann

Executive Summary of Work:

- **Alumni Forum:** On November 4th, I participated in the University's Alumni Forum. The primary focus was to get feedback about the University's advertising campaigns, as well as about possible changes to the University logo. A couple noteworthy comments were that the ads had little or no depiction of collaboration or learning, and that they showed a marked lack of diversity in the people shown in them. Many including myself suggested that the University logo should incorporate Indigenous representation in some appropriate form.
- **UMGSA Alumni Mentorship Event:** On November 30th, I served as MC for our Alumni Mentorship Event. The event included a panel discussion, as well as a speed-networking session. There was good turnout, and both the Alumni and the students present were happy with the event.
- **Follow-up with Archival Studies Students:** There was a vote at the UMGSA Council in late October to support the students in the Archival Studies program in resisting troubling changes to their program. During the first half of November, I followed-up on that motion by writing a letter to the head of the History department explaining the Council's vote of support for these students and the program, as well as by attending an information and strategy meeting with these students prior to the matter coming up for discussion at their department council.

Meetings Attended:

November 1 st , 2017	Senate Meeting	0.5 Hours
November 2 nd , 2017	UMGSA Events Committee Meeting	1 Hour
November 6 th , 2017	UMGSA Indigenous Ad-Hoc Committee Meeting	1 Hour
November 6 th , 2017	UMGSA Executive Meeting	1.5 Hours
November 7 th , 2017	UMGSA Campaigns Committee Meeting	1 Hour
November 9 th , 2017	UMGSA Awards Committee Meeting	1 Hour
November 9 th , 2017	UMSU Council Meeting	1.5 Hours
November 14 th , 2017	UMGSA Finance Committee Meeting	1.5 Hours
November 14 th , 2017	Meeting with Archival Studies Students	1 Hour
November 16 th , 2017	Meeting with Career Services	1 Hour
November 16 th , 2017	Instructional Space Management Advisory Committee	1 Hour
November 16 th , 2017	Childcare Working Group Meeting	1 Hour
November 16 th , 2017	UMGSA Bylaws & Policy Committee Meeting	2.5 Hours
November 20 th , 2017	UMGSA Executive Meeting	2 Hours

November 20 th , 2017	UMGSA Events Committee Meeting	1 Hour
November 21 st , 2017	Board of Governors Meeting	3 Hours
November 22 nd , 2017	Senate Executive Committee Meeting	0.5 Hours
November 22 nd , 2017	UMGSA Council Meeting	0.5 Hours
November 23 rd , 2017	UMSU Council Meeting	1.5 Hours
November 27 th , 2017	Senate Planning and Priorities Committee Meeting	1 Hour
November 28 th , 2017	Champions for Mental Health Group Meeting	1 Hour
November 28 th , 2017	Meeting with the Vice-Provost Students	0.5 Hours
November 28 th , 2017	Campus Alliance for Diversity and Inclusion Meeting	0.5 Hours
November 29 th , 2017	Meeting Regarding Bannatyne Campus Safety Concerns	1 Hour
November 29 th , 2017	UMFM Board Meeting	1.5 Hours
November 30 th , 2017	Accessibility for Manitobans Act Steering Committee	1 Hour

Meetings Missed:

Student Senate Caucus - November 30th - Regrets sent in advance - Conflict with Alumni Event

Time Spent in Meetings in November: 30.5 Hours

Office Hours:

Thursday, November 2 nd , 2017	12:00PM - 2:00PM
Thursday, November 9 th , 2017	1:00PM - 3:00PM
Thursday, November 16 th , 2017	1:00PM - 3:00PM
Thursday, November 23 rd , 2017	2:00PM - 4:00PM
Thursday, November 30 th , 2017	1:30PM - 2:30PM

Time Spent in Official Office Hours in November: 9 Hours

Working Events Attended:

November 4 th , 2017	Alumni Forum	4.5 Hours
November 30 th , 2017	Faculty of Graduate Studies Awards Reception	1 Hour
November 30 th , 2017	UMGSA Alumni Mentorship Event	3.5 Hours

Approximate Time Spent on Other Activities:

Working Events	9 Hours
Preparing Documents for Meetings	10 Hours
Other Email Correspondence	43.5 Hours

Total Hours Spent on the UMGSA in November, 2017: 102 Hours

Vice-President Health Sciences (VPHS) - Andrew Plesniarski

Executive Summary of Work:

Office Hours

- I am down four Office Hours this month due to other commitments, and am planning to make them up In December

Biomedical Youth Program

- I have been working with a professor in the department of Oral Biology to recruit graduate students to participate in a number of mentoring and teaching opportunities directed at enriching science education for students within the junior high to high school range.

TIPs Workshop

- I advertised and participated in a Teaching Improvement Programs (TIPs) Workshop that was offered by the Department of Faculty Education and Development. Turnout for students was very low, and many of them seemed to cancel on the day. I'm not sure if it was the time of year, but much fewer students than normally sign up did this year. For future years it may be better to hold it earlier in September or October.

Executive Summary of Hours:

2017-11-01	Office Hours	2.0
2017-11-02	E-mail Communication	2.0
2017-11-03	E-mail Communication	1.0
2017-11-06	UMGSA Executive Meeting	2.0
2017-11-07	Agenda Prep for HSGSA Executive Meeting	1.0
2017-11-08	Office Hours	2.0
2017-11-10	E-mail Communication	2.0
2017-11-14	HSGSA Executive Meeting	1.0
2017-11-14	E-mail Communication	2.0
2017-11-15	Office Hours	2.0
2017-11-17	Preparing HSGSA Council Agenda	1.0
2017-11-20	UMGSA Executive Meeting	1.5
2017-11-20	HSGSA Council	1.0
2017-11-21	Meeting for Biomedical Youth Program (BYP)	1.0
2017-11-22	UMGSA Council	1.0
2017-11-23	E-mail Communication	2.0
2017-11-24	E-mail Communication	1.0
2017-11-24	Preparing Agenda for HSGSA Executive Meeting	1.0
2017-11-27	HSGSA Exec Meeting	1.0
2017-11-28	FHS Executive Meeting	1.0
2017-11-29	E-mail Communication	2.0
2017-11-30	TIPs Workshop	6.0
Monthly Total		36.5

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Nov. 6, 2017	UMGSA Executive Meeting	2.0 hours
Nov. 14, 2017	HSGSA Executive Meeting	1.0 hour
Nov. 20, 2017	UMGSA Executive Meeting	1.5 hours
Nov. 20, 2017	HSGSA Council	1.0 hour
Nov. 21, 2017	Meeting for Biomedical Youth Program	1.0 hour
Nov. 22, 2017	UMGSA Council	1.0 hour
Nov. 27, 2017	HSGSA Executive Meeting	1.0 hour
Nov. 28, 2017	Faculty of Health Sciences Executive Meeting	1.0 hour

Time spent in meetings: 9.5 hrs

Meetings Cancelled:

Meetings Missed:

Nov. 28, 2017 Champions of Mental Health

Office Hours:

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

Time spent in the office: 6.0 hrs

Total Hours Spent on HSGSA/UMGSA for November: 36.5 hrs

Vice-President Internal (VPI) - Chandan Q Howlader

Vice-President External (VPE) - Albert Boakye

Executive Summary of Work:

- Executive work in this period includes GSA Executive meetings, office hours and external meetings.

Executive Summary of Hours:

2017-11-06	Executive Meeting	2:00
2017-11-07	Office Hours	2:00
2017-11-07	U-Pass Committee Meeting	1:30
2017-11-07	Campaigns Committee Meeting	1:00
2017-11-15	Office Hours	2:00
2017-11-20	Executive Meeting	2:00
2017-11-21	Office Hours	2:00
2017-11-22	Council Meeting	1:30
2017-11-27	Office Hours	2:00
2017-11-27	Co-curricular Meeting	1:30
Monthly Total		17:30hours

Time Spent in Meetings: 5:30 hours

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

Total Hours Spent on UMGSA for November: 17:30 hours

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

Executive Summary of Work:

- **UMGSA Awards Committee:**

Awards committee meets on Nov 9th. We had an extensive discussion on awards application procedure and amendment on awards. I brought up the issue, reconsidering the ranking system. However, Committee decided to keep the previous decision. Also we discussed about the GPA requirements. Committee approved to increase the GPA from 3.50 to 3.75.

- **Bylaws and Policy committee:**

I went to Bylaw and Policy committee. We discussed CRO selection procedure and time line for advertising. We also had a discussion about duties and the honorarium of the CRO and DCRO. Also committee discuss about the time line of advertising the CRO and DCRO position.

Executive Summary of Hours:

Date	Activities	Hours
1/11/2017-30/11/2017	Email communication	2.0
01/11/2017-30/11/2017	Document reading and report writing	2.0
November	Total time spent on the activities excluding office hours and meetings	4.00

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Nov 6, 2017	UMGSA Exec Meeting	2.0 hours
Nov 9, 2017	UMGSA Awards Committee meeting	1.5 hours
Nov 16, 2017	Bylaw and Policy Committee meeting	1.0 hour
Nov 20, 2017	UMGSA Exec meeting	2.0 hours
Nov 30, 2017	UMGSA Alumni Mentorship Event	3.5 hours

Total hours spend in meetings: 11.00hrs

Meetings Cancelled: None

Meetings Missed: Student Senate Caucus. I missed the meeting because at the same time we had Alumni Mentorship Event. On behalf of UMGSA senators were there.

Office Hours: Regular-Friday: 2:30 pm to 4.30pm =8.0hrs

Time spent in the office: 8.0 hours

Total Hours Spent on UMGSA for November: 4.00+11+8= 23.0hours

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

Executive Summary of Work:

- Served all office hours and attended the executive meetings.
- Sent out the November newsletters and worked with the office assistant to maintain social media pages.
- Began preparation for upcoming UMGSA holiday dinner scheduled to be held on 15th December at the Hub social club.
- Planned and organized the UMGSA Alumni mentorship event which held on the 30th of November at the Marshal McLuhan Hall. There were 5 alumni and about 80 graduate students in attendance. The event consisted of an introduction segment, panel discussion and a speed networking segment. The general feedback from the survey given to students about the event was great. Some students suggested inviting more alumni for future events and having a more extensive networking segment.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
02/11/2017	5:00 PM	6:00 PM	Events committee meeting	1
05/11/2017	8:00 AM	10:30 AM	Preparing and sending out December newsletter	2.5
06/11/2017	4:30 PM	6:00 PM	Executive committee meeting	1.5
	8:30 PM	10:00 PM	October executive report preparation	1.5
07/11/2017	11:00 AM	3:30 PM	Office hours (including makeup hours for Oct 31)	4.5
14/11/2017	11:00 AM	1:00 PM	Office hours	2
17/11/2017	5:00 PM	5:30 PM	Meeting with Sharon at conference and catering to plan UMGSA holiday dinner	0.5
20/11/2017	2:00 PM	3:30 PM	Executive committee meeting	1.5
	5:00 PM	6:00 PM	Events committee meeting	1
21/11/2017	11:00 AM	1:00 PM	Office hours	2
	12:00 PM	2:00 PM	Compiled and sent out CCR records for Fall Orientation Volunteers	2
22/11/2017	5:30 PM	6:30 PM	Council meeting	1
23/11/2017	4:00 PM	4:30 PM	Meeting with Hub Manager to discuss UMGSA Holiday Dinner	0.5
28/11/2017	11:00 AM	4:30 PM	Office hours	5.5
30/11/2017	10:30 AM	5:30 PM	UMGSA Alumni mentorship event preparations	7
	5:30 PM	9:00 PM	UMGSA Alumni mentorship event	3.5
November Total				37.5

Time spent in meetings: 6 hours

Meetings Cancelled: None

Meetings Missed: None

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

Time spent in the office: 14 hours

Total Hours Spent on UMGSA for November: 37.5 hours (37 hours 30 minutes)

Senator 1 - Silvia Araujo

Executive Summary of Work:

- Attended various meetings, including: Executive, Senate, Council, Senate Committee on Awards, and internal (UMGSA) Events Committee.
- Held regular office hours (Tuesdays from Noon to 2 PM);
- Maintained regular e-mail and personal communications with the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
11/1/2017	1:30 PM	2:00 PM	Senate Meeting	0:30
11/2/2017	4:45 PM	7:00 PM	UMGSA Events Committee Meeting (4:45-6:10) + creating questions for the panel discussion (6:10-7)	2:15
11/6/2017	4:20 PM	6:25 PM	Executive meeting	2:05
11/7/2017	11:20 AM	4:40 PM	Office hours (Noon-2) + extra hours in the office (11:20 - Noon; and 2-4:40)	5:20
11/11/2017	9:00 PM	10:00 PM	Choosing food for Alumni Networking Event	1:00
11/12/2017	6:30 PM	8:20 PM	Reading documents of the Senate Committee on Awards	1:50
11/14/2017	11:30 AM	2:05 PM	Office hours (11:30-1:30; Senate Committee on Awards meeting 1:30-2:05)	2:35
11/16/2017	3:00 PM	5:00 PM	Writing senate report	2:00
11/20/2017	11:00 AM	5:20 PM	IDRSC survey + emails + Exec Meeting + time in the office + Events committee meeting	6:20
11/22/2017	4:45 PM	6:00 PM	Council Meeting	1:15
Monthly Total				25:10:00

Summary of Hours:

Time spent in meetings: 9:10

Meetings Cancelled: None.

Meetings Missed: 1 UMGSA Awards and 1 Executive meeting (regrets sent).

Time spent in the office: 14:10

Total Hours Spent on UMGSA for November: 25:10

Senator 2 - D. Skye Kushner

Executive Summary of Work:

- Absent from November 1st – November 25th completing field component of M.Sc. research

November – Office Commitments

Day	Start	Finish	Note	Total
29th	10:50:00 AM	12:50:0 PM	Caught up on office work and UMGSA developments	2
Total				2

November - Meetings/Other

Day	Start	Finish	Note	Total
30th	5:30	9:00	UMGSA Alumni Mentorship Event	3.5
30th	5:30	6:00	Student Senate Caucus	0.5
Total				4

Summary of hours:

Total time spent in meeting: 0.5

Meetings cancelled: none

Meetings missed with regrets: Senate (November 1st), UMGSA Executive (November 6th), Finance Committee (November 14th) Bylaws and Policy Committee (November 16th), UMGSA Executive meeting (November 20th), Senate Executive (November 22nd), and UMGSA Council Meeting (November 22nd).

Time away: November 1st – November 25th (fieldwork)

Total hours spent on UMGSA for November 2017: 6

Senator 3 (HSGSA) - Nour Eissa

Executive Summary of Work November 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
11/07/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
11/07/2017	5:00AM	6:30 PM	UMGSA Campaign Meeting	1.5
11/13/2017	5:00 PM	6:30 PM	HSGSA-Council Meeting	1.5
11/14/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
11/20/2017	4:45 PM	6:30 PM	HSGSA-Council Meeting	1.5
11/21/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
11/27/2017	5:00 PM	6:30 PM	HSGSA Exec Meeting	1.5
11/28/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
11/30/2017	6:00 PM	7:00 PM	Student Caucus Senate Meeting -UMSU	1
Monthly Total: 15::00				

Summary of Hours:

Time spent in Meetings: 7

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 November 2017: (15 hours).

Executive-at-Large - Richard From

Executive Summary of Work:

- Participated in UMGSA Executive meetings raising concerns and providing historical memory when needed. Also organized refreshments for these meetings and made snacks available for other committee meetings.
- Participated in several external committees such as the UMSU members services committee and the newly formed Spiritual Care committee
- Could not attend UMGSA internal committee (Finance; Bylaws) this month due to scheduling conflicts.

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

November 6 th , 2017	UMSU Member Services committee meeting	1.0 hour
November 6 th , 2017	UMGSA Executive committee meeting	1.5 hours
November 20 th , 2017	UMGSA Executive committee meeting	2.0 hours
November 22 nd , 2017	UMSU Member Services committee meeting	0.5 hours
November 22 nd , 2017	UMGSA Council meeting	1.5 hours
November 29 th , 2017	Spiritual Care committee meeting	2.0 hours

Time spent in meetings: 8.5 hours

Other Activities:

November 1-31, 2017	email correspondence	4.0 hours
November 21 st , 2017	reviewing UMGSA council documents	1.0 hours
November 29 th , 2017	UMGSA Alumni networking event	4.5 hours
November 30 th , 2017	writing executive report	1.0 hour

Office Hours:

Fridays @ 9 am - 11 am	8.0 hours
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Additional time spent in the office collaborating: 4.5 hours

Total Hours Spent on UMGSA for November: 31.5 hours

Appendix VII :

UMGSA Executive Reports December 1st - 31st, 2017

President - Carl Neumann

Executive Summary of Work:

- **Meeting with City Councillor Morantz:** On December 11th, I and several members of UMSU met with City Councillor Marty Morantz, who is the chairperson of the city committee that oversees transit services. We discussed ongoing issues relating to transit service and possible cuts to service. We also discussed opportunities for improvement to the U-Pass program, in particular allowing exemptions for students who live within the boundaries of Winnipeg, but outside of the transit service area, as well as the potential for an optional Summer U-Pass.
- **ThinkGrad Meeting via Skype:** On December 18th, I participated in the ThinkGrad Meeting held via Skype, along with other member associations belonging to this organization of graduate student groups. Finalized procedural and legal documents were approved so that incorporation of the group will proceed early in 2018. Executives were elected, and the budget for the coming year was also approved.

Meetings Attended:

December 1 st , 2017	Meeting with UofM Financial Services	1 Hour
December 4 th , 2017	UMGSA Executive Meeting	2 Hours
December 4 th , 2017	Alumni Association Board Meeting	1.5 Hours
December 6 th , 2017	UofM Student Experience Committee Meeting with P.E.T.	1.5 Hours
December 6 th , 2017	Senate Meeting	1 Hour
December 7 th , 2017	University IT Advisory Council Meeting	2 Hours
December 7 th , 2017	UMSU Council Meeting	2 Hours
December 11 th , 2017	Meeting with City Councillor Morantz - Transit & U-Pass	1 Hour
December 11 th , 2017	Guest at UMGSA IDRSC Meeting - Feedback on Review	1 Hour
December 13 th , 2017	Senate Executive Committee Meeting	0.5 Hours
December 13 th , 2017	Meeting with FGS Communications Coordinator	0.5 Hours
December 14 th , 2017	International Advisory Committee Meeting	2 Hours
December 15 th , 2017	UMGSA Executive Meeting	2.5 Hours
December 18 th , 2017	ThinkGrad Meeting via Skype	1.5 Hours

Meetings Missed: None

Time Spent in Meetings in December: 20 Hours

Office Hours:

Friday, December 1st, 2017 3:30PM - 4:30PM
Thursday, December 7th, 2017 11:00AM - 12:00PM & 1:00PM - 2:00PM
Thursday, December 14th, 2017 12:30PM - 2:30PM
Thursday, December 21st, 2017 1:00PM - 3:00PM

Time Spent in Official Office Hours in December: 7 Hours

Working Events Attended:

December 15th, 2017 UMGSA Holiday Dinner 2 Hours
December 19th, 2017 Grad Talks on UMF 0.5 Hours

Approximate Time Spent on Other Activities:

Working Events 2.5 Hours
Preparing Documents for Meetings 3 Hours
Other Email Correspondence 17.5 Hours

Total Hours Spent on the UMGSA in December, 2017: 50 Hours

Vice-President Health Sciences (VPHS) - Andrew Plesniarski

Executive Summary of Work:

TIPs Workshop

- I advertised and participated in a Teaching Improvement Programs (TIPs) Workshop that was offered by the Department of Faculty Education and Development. Turnout for students was very low, and many of them seemed to cancel on the day. I'm not sure if it was the time of year, but much fewer students than normally sign up did this year. For future years it may be better to hold it earlier in September or October.

Biomedical Youth Program

- I have been working with a professor in the department of Oral Biology to recruit graduate students to participate in a number of mentoring and teaching opportunities directed at enriching science education for students within the junior high to high school range.

HSGSA Holiday Party

- We held a Holiday Party in the HSGSA Lounge (402 Brodie), which ultimately was a success. I think in future years we will want to try to utilize the room next door (403 Brodie), and perhaps have board games running concurrently with our Jackbox TV games in 402 Brodie. It was a bit cramped trying to fit everyone into 402 Brodie alone, and I'm worried it caused people to leave earlier than they might have otherwise.

HSGSA Committee Meetings

- We were able to organize our By-Laws, Finance, and IDRC Meetings this month, which is great because they all had to meet before our January Council Meeting.

Office Hours

- I have made up all of my missing Office Hours.

Executive Summary of Hours:

2017-12-01	TIPS Workshop	6.0
2017-12-04	E-mail Communication	1.0
2017-12-05	E-mail Communication	1.0
2017-12-06	Office Hours	2.0
2017-12-08	E-mail and Research on HSGSA By-Laws	2.0
2017-12-11	HSGSA Executive Meeting Agenda Prep	0.5
2017-12-11	HSGSA Executive Meeting	1.0
2017-12-12	E-mail Communication	1.0
2017-12-12	HSGSA IDRC Meeting	1.0
2017-12-12	HSGSA Finance Meeting	1.0
2017-12-12	Biomedical Youth Program Meeting	1.0
2017-12-13	Office Hours	2.0
2017-12-14	Preparation for HSGSA Holiday Party	1.0
2017-12-15	E-mail Communication	2.0
2017-12-15	UMGSA Executive Meeting (Called-in)	2.0

2017-12-15	HSGSA Holiday Party	3.0
2017-12-19	Office Hours (Catch-up)	2.0
2017-12-20	Office Hours	1.0
2017-12-20	HSGSA By-Laws Meeting	1.0
2017-12-21	Office Hours (Catch-up)	1.0
2017-12-26	No Office Hours (Holidays)	0.0
2017-12-28	Writing Executive Report	1.5
Monthly Total		34.0

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Dec. 11, 2017	HSGSA Executive Meeting	1.0 hour
Dec. 12, 2017	HSGSA IDRC Meeting	1.0 hour
Dec. 12, 2017	HSGSA Finance Meeting	1.0 hour
Dec. 12, 2017	Biomedical Youth Program Meeting	1.0 hour
Dec. 15, 2017	UMGSA Executive Meeting	2.0 hours
Dec. 20, 2017	HSGSA By-Laws Meeting	1.0 hour

Time spent in meetings: 7.0 hrs

Meetings Cancelled:

Meetings Missed:

Dec. 4, 2017 UMGSA Executive Meeting

Office Hours:

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

Time spent in the office: 8.0 hrs

Total Hours Spent on HSGSA/UMGSA for December: 34.0 hrs

Vice-President Internal (VPI) - Chandan Q Howlader

Vice-President External (VPE) - Albert Boakye

Executive Summary of Work:

- Executive work in this period includes GSA Executive meetings, office hours and external meetings.

Executive Summary of Hours:

2017-12-04	Office Hours	2:00
2017-12-04	Executive Meeting	2:00
2017-12-11	Office Hours	2:00
2017-12-15	Executive Meeting	2:00
2017-12-15	GSA Christmas Dinner	3:00
2017-12-18	Executive Meeting	2:00
Monthly Total		13:00hours

Time Spent in Meetings: 6:00 hours

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

Total Hours Spent on UMGSA for December: 13:00 hours

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

Executive Summary of Work:

- **UMGSA Holiday Hamper:**

I worked on Holiday Hamper program. Application package is circulated to all graduate student and students are requested to submit the application with supporting letter from their supervisor or graduate coordinator or FGS or any other document that proofs financial needs. This year we received total of 31 applications and all are approved. Each recipient is given \$100 superstore gift card. Among 31 gift cards 29 has been received and 3 recipient were unable to pick before the vacation. Rest of the three contacted me to pick up after the holiday.

Executive Summary of Hours:

Date	Activities	hours
01/12/2017-08/12/2017	Prepared and circulated Holiday Hamper application to student body	2.0
01/12/2017-21/12/2017	Email response about holiday hamper	6.0
18/12/2017-20/12/2017	Worked on office to hand over Gift card	12.00
01/12/2017-01/12/2017	Document reading and report writing	2.0
December	Total time spent on the activities excluding office hours and meetings	22.00

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Dec 4, 2017	UMGSA Exec Meeting	2.0 hour
Dec 6, 2017	Graduate student Experience Committee	2.0 hour
Dec 11, 2017	FGS Holiday party	1.50hour
Dec 15, 2017	UMGSA Exec meeting	2.0hour
Dec 20, 2017	UMGSA Holiday dinner	2.0hour

Total hours spend in meetings: 9.50hrs

Meetings Cancelled: None

Meetings Missed: None

Office Hours: Regular-Friday: 2:30 pm to 4.30pm =6.0hrs

Time spent in the office: 6.0 hours

Total Hours Spent on UMGSA for December: 22.00+9.50+6.00= 37.50hours

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

Executive Summary of Work:

- Served all office hours and attended the executive meetings.
- Sent out the December newsletters and worked with the office assistant to maintain social media pages.
- Lead preparation for upcoming UMGSA holiday dinner scheduled to be held on 15th December at the Hub social club.
- Prepared for the upcoming winter orientation in collaboration with FGS.
- Organized the UMGSA holiday dinner which had in attendance 72 graduate students, 8 executive/staff members and 6 guests. The event had a live musical band, 3-course dinner, Santa, and prizes awarded to winners of the Christmas crossword puzzle game.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
04/12/2017	2:00 PM	4:00 PM	Executive meeting	2
06/12/2017	11:00 AM	1:30 PM	Office hours	2.5
12/12/2017	11:00 AM	1:45 PM	Office hours	2.75
13/12/2017	3:00 PM	3:30 PM	Meeting with Carl and Jaclyn concerning winter orientation	0.5
14/12/2017	4:00 PM	8:00 PM	Shopping for UMGSA Holiday dinner	4
15/12/2017	10:00 AM	2:00 PM	Preparation for UMGSA holiday dinner	4
	2:00 PM	4:30 PM	Executive meeting	2.5
	6:30 PM	9:00 PM	UMGSA Holiday Dinner	2.5
21/12/2017	2:00 PM	4:00 PM	Office hours	2
December Total				22.75

Time spent in meetings: 5 hours

Meetings Cancelled: None

Meetings Missed: None

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

Time spent in the office: 11.25 hours

Total Hours Spent on UMGSA for December: 22.75 hours (22 hours 45 minutes)

Senator 1 - Silvia Araujo

Executive Summary of Work:

- Attended various meetings, including: Executive, Council, and Senate Committee on Awards;
- Attended events representing the UMGSA, including: Client appreciation dinner from Tetrault and UMGSA holiday dinner;
- Held regular office hours (Tuesdays from Noon to 2 PM);
- Maintained regular e-mail and personal communications with the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
12/11/2017	1:00 PM	3:30 PM	Office hours	2:30
12/12/2017	12:00 PM	10:00 PM	Office hours (Noon-2) + extra time in the office (2-5) + Client Appreciation Event from Tetrault (6:30-10)	8:30
12/15/2017	2:00 PM	8:30 PM	Executive Meeting (2-3:50) + UMGSA Holliday Dinner (6:20-8:30)	3:30
12/18/2017	11:20 AM	1:50 PM	Reading material Senate Committee on Awards and Senate Committee on Academic Dress	2:30
12/19/2017	12:00 PM	3:30 PM	Office hours (Noon-1:30) + Senate Committee on Awards Meeting (1:30-2:40) + Office hours (2:40-3:30)	3:30
Monthly Total				20:30:00

Summary of Hours:

Time spent in meetings: 3:00

Meetings Cancelled: None.

Meetings Missed: None.

Time spent in the office: 9:50

Total Hours Spent on UMGSA for December: 20:30

Senator 2 - D. Skye Kushner

Executive summary of work:

- Took over as chair of finance committee
- Joined the Cooper commission

December – Office Commitments

Day	Start	Finish	Note	Total
6th	10:00	12:00	Reviewed senate documents	2
13th	10:30	12:30	Reviewed documents for upcoming senate meeting	2
20th	10:30	12:30	Answered emails, reviewed finance committee minutes and procedures	2
Total				6

December - Meetings/Other

Day	Start	Finish	Note	Total
4th	2:00	4:00	UMGSA Executive meeting	2
6th	1:30	2:30	Senate	1
12th	2:15	4:00	Campus sustainability committee	1:45
13th	1:30	2:00	Senate Executive meeting	1
15th	2:00	4:00	UMGSA Executive meeting	2
Total				7:45

Summary of hours:

Total time spent in meeting: 7:45

Meetings cancelled: none

Meetings missed: Student senate caucus (December 21st)

Total hours spent on UMGSA for December 2017: 13:45

Senator 3 (HSGSA) - Nour Eissa

Executive Summary of Work December 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
12/01/2017	6:00 PM	7:00 PM	Student Caucus Senate Meeting -UMSU	1
12/05/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
12/06/2017	1:30 PM	2:30 PM	U of M Senate Meeting	1.5
12/11/2017	5:00 PM	6:30 PM	HSGSA-Exec Meeting	1.5
12/12/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
12/15/2017	4:00 PM	7:00 PM	HSGSA Holiday party	3
12/19/2017	9:00 AM	11:00 AM	Office hours-HSGSA	2
Monthly Total: 13::00				

Summary of Hours:

Time spent in Meetings: 4

Meetings Cancelled: None.

Meetings Missed: None

Time spent in the Office: 6

Total Hours Spent on UMGSA for December 2017: (13 hours).

Executive-at-Large - Richard From

Executive Summary of Work:

- Participated in all Executive meetings raising concerns and providing historical memory when needed. Also organized refreshments for these meetings and made snacks available for other committee meetings.
- Was unable to attend UMGSA internal committee this month due to schedule conflicts.
- Organized my resignation from the UMGSA effective January 2nd, 2018; filled my spots on committees, passed USB drive to Office Assistant.

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

December 4 th , 2017	UMGSA Executive committee meeting	2.0 hours
December 15 th , 2017	UMGSA Executive committee meeting	2.0 hours

Time spent in meetings: 4.0 hours

Other Activities:

December 1-31, 2017	email correspondence	1.5 hours
December 15-20, 2017	organized details of my resignation from UMGSA	1.5 hours
December 30 th , 2017	writing executive report	0.5 hour

Office Hours:

Fridays @ 9 am - 11 am	8.0 hours
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Additional time spent in the office collaborating: 1.5 hours

Total Hours Spent on UMGSA for December: 10.0 hours

Appendix VIII :

UMGSA Budget Revision Table

	Actual (May 2017 - Dec 2017)	Current (May 2017 to April 2018)	Proposed (May 2017 to April 2018)
Income			
4000 - Revenue			
4005 - Student Organization Fees	0.00	0.00	0.00
4010 - Membership Fees	321,709.60	385,000.00	385,000.00
4050 - Ad Sales - Student Handbook	3,050.00	2,000.00	3,050.00
4070 - Endowment Fund	89,562.80	106,000.00	106,000.00
4085 - To External Relations Fund	44,721.70	52,500.00	52,500.00
4110 - Gradzette Fees (Manitoban)	17,912.56	21,200.00	21,200.00
4111 - UFMF Radio Fund	14,927.13	18,000.00	18,000.00
4112 - UMREG Fee	7,463.57	8,900.00	8,900.00
4113 - WUSC Fee	7,463.57	8,900.00	8,900.00
4114 - World Wise Fee	1,492.71	1,800.00	1,800.00
4115 - Engineers Without Borders	746.36	900.00	900.00
4120 - Interest on Bank Accts	362.12	600.00	600.00
4130 - Interest - Endowment Fund	31,500.00	54,000.00	54,000.00
Total 4000 - Revenue	540,912.12	659,800.00	660,850.00
4150 - Other income	0.00	30,000.00	30,000.00
Total Income	540,912.12	689,800.00	690,850.00
Expense			
5000 - Honorarium/salary/benefits			
5005 - Executive	64,933.36	97,500.00	94,400.00
5010 - HSGSA	14,000.00	21,000.00	21,000.00
5015 - Election Returning Officers			
5015.1 - Chief Returning Officer	0.00	1,000.00	1,200.00
5015.2 - Deputy Receiving Officer	0.00	0.00	600.00
5015 - Election Returning Officers - Other	0.00	0.00	0.00
Total 5015 - Election Returning Officers	0.00	1,000.00	1,800.00
5016 - IDRSC-Chair	0.00	1,500.00	1,500.00
5020 - Council Chairperson	250.00	600.00	600.00
5030 - Employee Pay	47,192.82	77,000.00	77,000.00
5040 - Employer Paid CPP	4,440.04	7,500.00	7,500.00
5045 - Employer Paid EI	2,168.95	5,300.00	5,300.00
5050 - Employer Paid RRSP	2,805.76	4,300.00	4,300.00
5055 - Employee Health/Dental Premiums	1,499.98	2,300.00	2,300.00
5060 - Employee Parking or Bus Pass	710.09	1,500.00	1,200.00
Total 5000 - Honorarium/salary/benefits	138,001.00	219,500.00	216,900.00

6005 · HSGSA - Bannatyne Disbursements	10,467.56	21,000.00	21,000.00
6150 · External Relations Fund	44,721.69	52,500.00	52,500.00
6200 · Council & Committees			
6210 · Hospitality for Committee Mtgs	625.24	1,600.00	1,100.00
6215 · Hospitality for Council Mtgs	1,022.89	2,500.00	2,100.00
6220 · Pking/Bus/Mileage - Exec- Mtgs	10.67	100.00	100.00
Total 6200 · Council & Committees	1,658.80	4,200.00	3,300.00
6325 · Elections			
6321 · Elections	0.00	1,100.00	1,100.00
6322 · Elections - Online Voting	0.00	700.00	1,000.00
Total 6325 · Elections	0.00	1,800.00	2,100.00
6375 · External meeting Expenses			
6376 · ThinkGrad Membership & Meetings	3,336.02	5,300.00	5,300.00
6385 · Other External Mtgs(UM Tickets)	0.00	1,200.00	500.00
6375 · External meeting Expenses - Other	0.00	0.00	0.00
Total 6375 · External meeting Expenses	3,336.02	6,500.00	5,800.00
6400 · Fees			
6405 · Bank Service Charges	0.00	25.00	25.00
6410 · Annual Incorporation Fee	25.00	25.00	25.00
6415 · Subscriptions, Etc	158.20	300.00	300.00
6425 · Revenue Canada - Penalty Charge	-257.61	0.00	0.00
6435 · Other Fees	56.60	0.00	60.00
6440 · UPass Admin Fees to UMSU	0.00	5,400.00	5,400.00
Total 6400 · Fees	-17.81	5,750.00	5,810.00
6450 · Fees Paid to UMSU			
6451 · UMFM	14,927.13	18,000.00	18,000.00
6452 · UMREG	7,463.57	8,900.00	8,900.00
6453 · WUSC	7,463.57	8,900.00	8,900.00
6454 · World Wise	1,492.71	1,800.00	1,800.00
Total 6450 · Fees Paid to UMSU	31,346.98	37,600.00	37,600.00
6460 · Fees Paid to Other Organization			
6461 · Engineers Without Borders	0.00	900.00	900.00
Total 6460 · Fees Paid to Other Organization	0.00	900.00	900.00
6475 · Gradzette	10,061.06	21,900.00	21,900.00
6500 · Grants			
6503 · Departmental Grants	23,953.00	54,000.00	51,000.00
6505 · Graduate Teaching Award	500.00	250.00	250.00
6510 · Special Projects	965.00	5,000.00	2,000.00
6520 · Conference Grants	103,004.91	161,000.00	161,000.00
6535 · Donations	0.00	1,000.00	1,000.00
6540 · Emergency Grants	0.00	2,000.00	1,000.00
6545 · Childcare (PlayCare DayCare)	0.00	1,500.00	1,500.00

6550 · Holiday Hampers	3,100.00	2,000.00	3,125.00
6555 · Food Bank	0.00	2,000.00	2,000.00
6560 · Tax Office Support	50.00	200.00	200.00
Total 6500 · Grants	131,572.91	228,950.00	223,075.00
6600 · Promotions			
6604 · GSA Marketing & Promotion	583.45	350.00	600.00
6605 · GSA Designed Items	587.68	500.00	600.00
6610 · Handbook/Student Planner	6,558.86	6,100.00	6,560.00
6620 · Social Non-Alcohol (Movie Nite)	0.00	0.00	0.00
Total 6600 · Promotions	7,729.99	6,950.00	7,760.00
66900 · Reconciliation Discrepancies	1,077.58	0.00	1080.00
6750 · Office Expenses & Supplies			
6754 · Office Coffee & Snack Supplies	159.72	500.00	300.00
6755 · Stationery and office supplies	432.40	400.00	800.00
6760 · IOS Copier Lease	1,663.70	3,400.00	3,400.00
6765 · IKON Photocopies	147.27	550.00	550.00
6770 · Insurance	4,801.68	4,800.00	4,805.00
6780 · U of M - Monthly Ledger	968.30	1,700.00	1,700.00
6785 · Office Expenses/Supplies-Other	51.18	0.00	100.00
Total 6750 · Office Expenses & Supplies	8,224.25	11,350.00	11,655.00
6795 · Professional Development	0.00	500.00	500.00
6800 · Programming			
6805 · Orientation	2,398.51	3,600.00	2,400.00
6810 · Social Events	1,931.86	7,000.00	8,500.00
6812 · Sports Events	975.38	950.00	980.00
6820 · Speakers Series	0.00	2,000.00	0.00
6822 · Alumni Collaboration Event	1,348.67	2,000.00	2,300.00
6825 · GSA Awards Luncheon	261.65	2,600.00	1,900.00
6830 · Council Orientation Day	0.00	250.00	100.00
6800 · Programming - Other	0.00	0.00	0.00
Total 6800 · Programming	6,916.07	18,400.00	16,180.00
6850 · Endowment			
6851 · Endowment Fund	0.00	0.00	0.00
6853 · Front & Centre Campaign-Daycare	0.00	30,000.00	30,000.00
Total 6850 · Endowment	0.00	30,000.00	30,000.00
6925 · Professional Consulting			
6930 · Audit	14,313.71	14,000.00	14,315.00
6935 · Legal	0.00	2,000.00	2,000.00
6940 · Computer & Website Maintenance	5,033.42	7,000.00	7,300.00
Total 6925 · Professional Consulting	19,347.13	23,000.00	23,615.00
Total Expense	414,443.23	690,800.00	681,675.00
	126,468.89	-1,000.00	9,175.00

Appendix XI :

Proposed and Current Elections Committee Policy

Committee Policy and Procedure Manual

Article III - Standing Committees

PROPOSED VERSION

5. Elections Committee

a. Membership

- i. Five members of the Association.

b. Mandate

- i. The Elections Committee shall be struck by Council prior to the January meeting of Council.
- ii. The Elections Committee shall vote to select a committee chairperson from its membership prior to the January meeting of Council. This chairperson cannot serve as CRO or as DRO.
- iii. The Elections Committee shall operate in accordance with the “Elections and Referendum Policy and Procedure Manual.”
- iv. No one shall be eligible to run for any Executive position in a UMGSA Election while they are a member of the Elections Committee.
- v. The Elections Committee shall vote to select from its membership one person to serve as the Chief Returning Officer (CRO) for any UMGSA Elections and Referenda, as well as one person to serve as the Deputy Returning Officer (DRO).
- vi. The CRO and the DRO do not participate as members of the Elections committee during any appeal proceedings.
- vii. The CRO and the DRO shall have the duty to ensure that all those participating in any UMGSA Election follow the policies and procedures as stipulated in the “Elections and Referendum Policy and Procedure Manual.”

c. Meetings

- i. The Elections Committee shall vote to select the committee chairperson, the CRO, and the DRO prior to the January Meeting of Council, either in person, or by email.
- ii. The Elections Committee will meet and conduct its proceedings in accordance with the “Elections and Referendum Policy and Procedure Manual.” The Committee will adhere to the timelines and deadlines stipulated therein.
- iii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.

- d. Reporting and Authority
 - i. The committee chair will report the activities and decisions made by the Elections committee to Council during and immediately subsequent to the period(s) in which the committee has been active.
 - ii. The CRO shall report to Council as stipulated in the “Elections and Referendum Policy and Procedure Manual.”

CURRENT VERSION

- 5. Election Committee
 - a. Membership
 - i. Four members of the Association.
 - b. Mandate
 - i. The GSA General Election Committee shall be struck by Council no later than the January meeting of Council.
 - ii. Operate as per the “Elections Policy and Procedure Manual.”
 - iii. No GSA General Election Committee member shall be considered eligible to run in the GSA General Election for any Executive position.
 - iv. The General Election Committee shall select from its membership one person to serve as Chief Returning Officer for the GSA General Election.
 - v. The Chief Returning Officer for the GSA General Election shall have the duty to ensure the GSA General Election follows the policy and procedures outlined in the “Elections Policy and Procedure Manual.”
 - c. Meetings
 - i. The GSA General Election Committee shall meet no later than the first Friday subsequent to the January meeting of Council to elect a Chief Returning Officer for the GSA General Election.
 - ii. Subsequent to the selection of a Chief Returning Officer for the GSA General Election, the GSA General Election Committee shall meet a minimum of once per week during the GSA General Election Period at times and dates to be established by the Chief Returning Officer of the GSA General Election.
 - iii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets
 - d. Reporting and Authority
 - i. The Chief Returning Officer of the GSA General Election shall report the results of the GSA By-Election at the March meeting of Council following the GSA General Election.