

UMGSA Council Meeting Documents Index Page **Wednesday, August 22nd, 2018 - 5:30 PM - UMGSA Lounge**

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UMGSA Council Meeting Agenda

Wednesday, August 22nd, 2018 - 5:30 PM - UMGSA Lounge

1. Call to Order

2. Traditional Territories Acknowledgement

The University of Manitoba campuses are located on original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

3. 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 August 22nd, 2018, UMGSA Council Meeting as presented.

4. Approval of the Minutes

The minutes of the May 23rd, 2018, UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes from the May 23rd, 2018, UMGSA Council Meeting as presented.

5. Committee Reports

5.1. May, June & July Committee Reports (Appendix II)

6. HSGSA Report

6.1. May, June & July HSGSA Report (Appendix III)

7. Senate Reports

7.1. May Senate Report (Appendix IV)

7.2. June Senate Report (Appendix V)

8. Executive Reports

8.1. May Executive Reports (Appendix VI)

8.2. June Executive Reports (Appendix VII)

8.3. July Executive Reports (Appendix VIII)

9. Departmental Reports

10. Unfinished Business

None.

11. New Business

11.1. Amendment to the Election and Referendum Policy and Procedure Manual

Regarding Email Communications: This change to the Election and Referendum Policy and Procedure Manual is being proposed by the Bylaws and Policy Committee in response to recommendations by the CRO and DRO from the last election. The proposed change addresses issues of unsolicited or excess emails being sent to students during the election period. The policy amendment is as follows:

Elections and Referendum Policy and Procedure Manual

Article XIII: Prohibitions & Violations

Current Policy:

7. No Candidate, Slate or Side may use any email distribution list administered by the UMGSA, the University of Manitoba (including those of its Faculties, Schools, and Departments), nor any other student group email list during their campaign.

After Proposed Change:

7. No Candidate, Slate or Side may send, nor allow others to send, emails or private messages, with the exception of communications within slates or sides, with volunteers, with the CRO and DRO, and in direct response to specific inquiries from the public.

MOTION: BIRT the UMGSA Council approves this amendment to Article XIII, point 7 of the Election and Referendum Policy and Procedure Manual as written.
Moved by the Bylaws and Policy Committee.

11.2. Amendment to the Election and Referendum Policy and Procedure Manual

Regarding Campaign Material Removal: This change to the Election and Referendum Policy and Procedure Manual is being proposed by the Bylaws and Policy Committee in response to recommendations by the CRO and DRO from the last election. The proposed change allows for candidates to remove materials in a timely fashion while considering the reality of building closures on weekends and holidays. The policy amendment is as follows:

Elections and Referendum Policy and Procedure Manual

Article XX: Campaign Materials

Current Policy:

7. All Campaign Materials must be removed no later than forty-eight (48) hours after the close of polls on the final day of voting.

After Proposed Change:

7. All physical Campaign Materials must be removed no later than midnight of the second full business day following the close of polls on the final day of voting.

MOTION: BIRT the UMGSA Council approves this amendment to Article XX, point 7 of the Election and Referendum Policy and Procedure Manual as written.
Moved by the Bylaws and Policy Committee.

- 11.3. Amendment to the Financial Policy and Procedure Manual Regarding Stale-Dated Cheques:** Not allowing stale-dated cheques is an institutional standard that was not previously in place at the UMGSA and has resulted in re-issuing of cheques in a different fiscal year, increasing administrative costs and time. The Bylaws and Policy Committee recommends the following addition to the Financial Policy and Procedure Manual, to prohibit the reissuing of stale-dated cheques:

Financial Policy and Procedure Manual

Article VII: Audits and Transparency

2. Credit Card, Reimbursements and Signatory Restrictions

- e. The UMGSA will not re-issue stale-dated cheques.

MOTION: BIRT the UMGSA Council approves this addition to Article VII, point 2 of the Financial Policy and Procedure Manual as written.

Moved by the Bylaws and Policy Committee.

- 11.4. Amendment to the Financial Policy and Procedure Manual Regarding the Definition of North America:** This amendment has been recommended by the Bylaws and Policy Committee in order to clarify conference grant amount eligibility for locations in the Caribbean, Mexico and the non-continental United States. Altering the wording for Conference Grants will avoid ambiguity about what is included within North America and will better represent true differences in travel costs. The proposed change is as follows:

Financial Policy and Procedure Manual

Article IV: Grants and Awards

Current Policy:

I. Conference Grants

1. General Regulations:

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

After Proposed Change:

I. Conference Grants

1. General Regulations:

i. The maximum amounts available will be as follows:

- i. \$750.00 for those giving presentations at conferences outside of Canada and the 48 conterminous states of the USA
- ii. \$600.00 for those attending conferences outside of Canada and the 48 conterminous states of the USA
- iii. \$500.00 for those giving presentations within Canada or the 48 conterminous states of the USA

- iv. \$400.00 for those attending conferences within Canada or the 48 conterminous states of the USA

MOTION: BIRT the UMGSA Council approves the above changes to the Conference Grants section of Article IV of the Financial Policy and Procedure Manual as written.

Moved by the Bylaws and Policy Committee.

12. Announcements

12.1. Next Council Meeting: Wednesday, September 26, 2018 - 5:30PM - UMGSA Lounge

13. Adjournment

Appendix II :

UMGSA Committee Reports May 1st – July 31st, 2018

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Dates: May 10th, May 24th, June 14th, June 28th, July 12th, and July 26th, 2018

- The Executive discussed many things over the past 3 months. A few of the most important things are specifically noted below.
- The Executive is investigating opportunities to better include Indigenous grad students and Indigenous perspectives within the UMGSA.
- The Executive reviewed the proposed 2018-19 UMGSA Budget, and filled numerous committee spots for executives.
- The Executive discussed improvements to the UMGSA Handbook, and opportunities to increase ad revenue therein.
- The Executive discussed updates about International Student Health Insurance coverage as new information gradually became available.
- The Executive discussed planning and sessions for the August ThinkGRAD Meeting.
- The Executive discussed various issues surrounding grad student funding and rights.
- The Executive also discussed the UMGSA Awards, the UMGSA Lounge Use Policy, Fall Orientation, and various ideas for events.

Finance Committee

Chair: Cody A. Ross (UMGSA VP Internal)

Meeting Dates: June 19th, July 17th, 2018

- The Finance Committee did not meet in May since executive roles were still transitioning and committee membership and scheduling had yet to be confirmed.

Meeting Date: June 19th, 2018

- The committee processed conference grant applications. In total, 71 applications were approved, while 12 were declined with recommendations for changes to meet application guidelines.
- The committee had an open discussion about the possible implementation of degree-based conference grant limits.

Meeting Date: July 17th, 2018

- The committee processed conference grant applications. In total, 42 applications were approved.
- The committee discussed the current status of the conference grant budget line.

Bylaws and Policy Committee

Chair: Cody A. Ross (UMGSA VP Internal)

Meeting Dates: June 5th, July 3rd, 2018

- The Bylaws and Policy Committee did not meet in May since executive rolls were still transitioning and committee membership and scheduling had yet to be confirmed.
- The committee had a scheduled meeting on July 3rd, however there were not enough members in attendance to hold a meeting.

Meeting Date: June 5th, 2018

- The committee introduced some potential changes to the elections policy based on the recommendations of the CRO, DRO and Elections Committee.
- Discussion of potential changes to UMGSA conference grants.

Events Committee

Chair: Sakib Rahman (UMGSA VP Marketing and Events)

Meeting Dates: June 15th, July 20th, 2018

May:

The events committee did not meet in person in May. But the committee communicated electronically to set a road map for events in Summer. The committee started planning for the Manitoba Museum Visit.

June:

The events committee met in person for the first time. The committee discussed the details for the Manitoba Museum Visit and the Mini Soccer World Cup. The committee also set a guide for method of communication among committee members.

July:

The events committee successfully held two events in July. The Manitoba Museum Visit attracted 45 graduate students and the UMGSA Mini Soccer World Cup attracted 60 participants. The committee also met in person in July and set August 18 as the date for our next event (Trip to un Mountain Water Park). The next event will be co-hosted by UMGSA and HSGSA. We reviewed the application for a student group and made a list of recommendations.

Awards Committee

Chair: Silvia Araujo (VP Academic)

Meeting Dates: June 22nd, July 5th, 6th & 12th, 2018

Awards timeline

- June 11, 11:20AM – open to submissions
- July 5, 4PM – deadline

Dates and times of the meeting and summary of the discussions

- June 22, 4PM – 5PM
 - Introduction of the members present at the meeting.
 - Review of the importance and need of signing the code of conduct.
 - Review on how to evaluate the applications.
 - Brief discussion about the response from the University about the changes of the awards (proposed last year). – The committee agreed that a further discussion with the University is needed.
- July 5, 11:25AM – 4PM
 - Online vote for adding one aspect on the review of the applications, in order to assure the committee reviews every document in accordance to the terms of reference of the awards. – Suggestion approved.
- July 6, 4:30PM – 5:30PM
 - Delivery of the flash drives with the applications to the members of the committee.
- July 12, 4PM – 5PM
 - Decision about the proposed recipients of the awards and possible alternate candidates.

Extra aspects related to the Awards

- July 7 to July 31
 - Contact with FGS and Financial Aid and Awards to hand in the list of proposed recipients, discussing about the University observing the terms of reference for the recipients (e.g. no ‘major award’ being held) and trying to schedule a meeting to review the changes to the awards as proposed by the UMGSA Awards Committee and Council last year.
 - By July 31st the names of the proposed recipients were still under review with FGS.

Appendix III :

HSGSA Report May 1st – July 31st, 2018

May of 2018 was my first month starting as HSGSA President and all new/existing members of Executive have met and have been trained and shadowing in their respective positions. We have also attended a bank appointment to have signing authority changed on the HSGSA BMO account for new members. Volunteer lists and final preparations for CSHRF Research Days was also finalized in May. All departmental grants and cheques were also distributed to respective members.

For June HSGSA was busy with CSHRF Research Days from June 11th-15th, which turned out to be a great success. We have received lots of positive feedback from Health Research students attending from across Canada, and we await the formal feedback that was emailed to students after the event. The final banquet dinner was held at the Qualico Centre in Assiniboine Park, and was very well received by students and also a much more cost-effective option than the Museum for Human Rights that was booked for this event last year. The volunteers that participated in Research Days were essential to its success and we have set up a program to recognize their contribution through their co-curricular record, but have also established an appreciation fund to further recognize those who went above and beyond with their volunteer work for the event, but also to encourage more volunteers to join our list and participate in the future. HSGSA also co-hosted an Open House with Graduate Studies for prospective Graduate students to spend the day touring the Bannatyne campus, visit with professors in various departments, and have a casual coffee conversation with current grad students to get some advice and insight into Health Research graduate life. Students received this event very well and we look forward to providing this opportunity to more prospective students in the future.

In July there was another BMO bank appointment to finalize signing authority as a record of signed council minutes was requested mentioning the approval of Exec turnover in May, and signing authority was changed to issue a debit card for future HSGSA expenses, but the card will not go into use until bylaw changes are approved by council in September regarding debit card policy. Three HSGSA executive representatives also attended and helped referee and clean-up at the UMGSA World Cup soccer event.

**-Carmine Slipski
HSGSA President 2018-2019**

Appendix IV :

May 2018 Senate Report

Link to Senate agenda:

http://umanitoba.ca/admin/governance/media/2018_05_16_Senate_Agenda_v3.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students. All motions presented in this report were carried during the May 16th, 2018 Senate Meeting.

ELECTION OF SENATE REPRESENTATIVES

1. Senator 1 Felix Nwaiwu was elected to the Senate Executive Committee (page 11)

MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Reports of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes
 - The Department of Landscape Architecture modified the wordings of a course to reflect the full requirements for the course (Page 165)
 - The Department of Physiology & Pathophysiology deleted two (2) 3 credit hour courses and replaced by four (4) 1.5 credit hour courses that cover the same materials that were taught in IMED 7101 and IMED 7102

MATTERS FORWARDED FOR INFORMATION

1. Annual Report of Senate Committee on Appeals (Page 184)
 - During the reporting period from April 1, 2017, to March 31, 2018, the committee received five (5) appeals from FGS. One (1) was granted, one (1) returned and three (3) had no grounds.
2. Report of the Senate Committee on Awards – Part A (Page 209)
 - Amendments were made to Clayton H. Riddell Faculty of Environment, Earth, and Resources Graduate Entrance Scholarships, Faculty of Science Graduate Fellowship – Cangene, Richard C. Goulden Memorial Scholarship, and Roma Zenovea Hawirko Graduate Scholarship. A number of awards have also been withdrawn.
3. Report of the Senate Committee on Curriculum and Course Changes RE: Annual Update on Academic Program Listing (Page 225)
 - Contains a list of new program introductions and program closures. Suspension of admission and name changes of some programs.
4. Correspondence from Provost and Vice-President (Academic) RE: Implementation of Doctor of Pharmacy (Pharm.D.) (Page 229)
 - Formal notification of approval from Manitoba Education and Training (MET) to establish a Doctor of Pharmacy (Pharm.D.) program.

REPORT OF THE PRESIDENT

1. No significant announcement.

ADDITIONAL BUSINESS

1. Report of the University Disciplinary Committee RE: Revised Student Discipline Bylaw and Related Procedures (Page 476)
 - A number of revisions, as well as clarifications and editorial changes, have been made. Summary of changes made has also been included in the report.

Appendix V :

June 2018 Senate Report

Link to Senate agenda:

http://umanitoba.ca/admin/governance/media/2018_06_20_Senate_Agenda_v2.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students. All motions presented in this report were carried during the June 20th, 2018 Senate Meeting.

ELECTION OF SENATE REPRESENTATIVES

2. President Carl Neumann was elected to Senate Committee on Libraries
3. VPME Sakib Rahman was elected to Senate Committee on Libraries
4. VPA Silvia Araujo was elected to Senate Committee on Academic Dress and Senate Committee on Instruction and Evaluation
5. Senator 2 Laura Forsythe was elected to the Senate Committee on Academic Review, Senate Committee on Instruction and Evaluation, Senate Planning and Priorities and Committee, and Senate Committee on University Research

MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Reports of the Faculty Council of Graduate Studies on Program and Curriculum Changes (page 12-30)
 - Changes made to all listed programs Departments of Community, Health Sciences, Immunology, Religion, Sociology and Criminology, Mathematics, Microbiology, and College of Pharmacy, Department of Interior Design and Physics and Astronomy

MATTERS FORWARDED FOR INFORMATION

5. Senate Committee on Awards New awards for Graduates (Page 44)
 - Judy Micay Linhart and Samuel Linhart Scholarship in Interior Design
 - Lew-King Li Bursary

REPORT OF THE PRESIDENT

1. Enrolment at the University of Manitoba: What's on the Horizon?
 - Statistics from STEM starting in 2006
 - Masters completed program following 5 years at the U of M 79.3%,
 - PhD completed their program after 9 years at the U of M 74.6%
 - STEM strategies for enrollment include
 - New admissions framework
 - New admission policy
 - Using data to drive design
 - New system of central offices
 - Enhance policies to support indigenous students
 - STEM presented International statistics
 - From 2012-2017 increase in International student enrollment
 - A large jump from 2012 to 2013

- Question to the floor regarding new policy changes and tuition hike and the effect on International Enrollment the Dean of FGS replied
 - “we receive more applications than admissions which can withstand any fluctuation”
 - “International students with a 3.5 pay fee scholarship”
 - “eligible in second year to pay differential fee”
- Domestic Grads engagement is down
 - Question to the floor regarding this issue brought conversation about targeted recruitment and increased funding for out of province students.

ADDITIONAL BUSINESS

1. Graduate Senate Terms (Page 112)
 - Senate Committee on Nominations be approved by Senate for one-year terms beginning June 1, 2018, and ending May 31, 2019 forwarded by Cody Ross

Appendix VI :

UMGSA Executive Reports

May 1st - 31st, 2018

President - Carl Neumann

Executive Summary of Work:

- **2018-19 Budget Planning:** During the first half of May, I worked with the VPI and the Office Manager to review and revise the UMGSA Budget for the 2018-19 budget-year. The budget remains largely the same from the previous budget-year, with mostly minor adjustments to spending and to expected revenue. Estimated revenues and allocated spending are balanced, with no net loss to the Association.
- **International Student Health Insurance:** During the month of May, the VPE and I began meetings with the University, along with UMSU, to review proposals for the provision of health insurance to international students at the UofM. These review meetings continued into June.
- **Filling Committee Spots:** In May I began the extensive process of filling grad student spots on internal UMGSA Committees, Senate Committees, and FGS Committees. The first step was to confirm what committees would be filled by which Executives, including by our Senators in particular. Grad students for Senate Committees were submitted to the University in late May.

Meetings Attended:

May 2 nd , 2018	Senate Executive Meeting	1.5 Hours
May 2 nd , 2018	Meeting with the Dean of the Faculty of Graduate Studies	0.5 Hours
May 4 th , 2018	Budget Planning Meeting with VPI and Office Manager	1.5 Hours
May 7 th , 2018	Signing Authority Turnover Meeting at ACU	1 Hour
May 7 th , 2018	Alumni Association Board Meeting	1.5 Hours
May 9 th , 2018	Student Senate Caucus Meeting	1 Hour
May 10 th , 2018	UMGSA Executive Meeting	3 Hours
May 11 th , 2018	FGS Faculty Council Meeting	0.5 Hours
May 16 th , 2018	Senate Meeting	1.5 Hours
May 17 th , 2018	RWLE & SA Policy Advisory Committee Meeting	1.5 Hours
May 17 th , 2018	UMSU Council Meeting	1.5 Hours
May 22 nd , 2018	Meeting with Student Regarding Committee Involvement	0.5 Hours
May 22 nd , 2018	Board of Governors Meeting	3 Hours
May 23 rd , 2018	Orientation Planning Meeting with FGS	0.5 Hours
May 23 rd , 2018	UMGSA Council Meeting	0.5 Hours
May 24 th , 2018	UMGSA Executive Meeting	2 Hours
May 24 th , 2018	Meeting with the Editor-in-Chief of the Manitoban	0.5 Hours
May 25 th , 2018	International Student Health Insurance Review Meeting	1 Hour

Meetings Missed:

Champions for Mental Health Group Meeting - May 14th - Regrets Sent - Scheduling Conflict

Time Spent in Meetings in May: 23 Hours

Office Hours:

Wednesday, May 2 nd , 2018	11:00AM - 11:30AM & 12:00PM - 1:30PM
Wednesday, May 9 th , 2018	3:00PM - 5:00PM
Wednesday, May 16 th , 2018	12:00PM - 1:30PM & 3:00PM - 3:30PM
Wednesday, May 23 rd , 2018	1:00PM - 3:00PM
Wednesday, May 30 th , 2018	1:30PM - 3:30PM

Time Spent in Official Office Hours in May: 10 Hours

Working Events Attended:

May 10 th , 2018	Distinguished Alumni Awards Celebration of Excellence	3.5 Hours
May 29 th , 2018	Front and Centre Campaign Announcement for Dentistry	2 Hours
May 31 st , 2018	Pride Week Drag Show	1 Hour

Time Spent at Working Events in May: 6.5 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	13 Hours
Other Email Correspondence	29 Hours

Total Hours Spent on the UMGSA in May, 2018: 81.5 Hours

Vice-President Internal (VPI) – Cody Ross

Executive Summary of Work:

Most of May was spent transitioning to the VPI role and reviewing the bylaws and procedures of the UMGSA. Significant time was spent assisting with the preparation of the upcoming budget. Committee meetings were not held during this transition before new chairs were ratified by council. I was able to attend all scheduled office hours and meetings.

Meetings Attended:

May 4 th , 2018	Budget Meeting with President and Office Manager	1.5 Hours
May 7 th , 2018	Meeting at Assiniboine Credit Union	1.0 Hour
May 10 th , 2018	UMGSA Executive Meeting	1.5 Hours
May 23 rd , 2018	UMGSA Council Meeting	1.5 Hours
May 24 th , 2018	UMGSA Executive Meeting	1.5 Hours

Meetings Missed:

None

Time Spent in Meetings in May: 7 Hours

Office Hours:

Thursday, May 2 nd , 2018	8:45AM - 11:25AM
Thursday, May 10 th , 2018	8:00AM - 10:00AM
Thursday, May 17 th , 2018	9:00AM – 11:00AM
Thursday, May 24 th , 2018	8:00AM – 10:00AM
Thursday, May 31 st , 2018	9:00AM - 11:00AM

Time Spent in Official Office Hours in May: 10.5 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	12 Hours
Other Email Correspondence	10 Hours

Total Hours Spent on the UMGSA in May, 2018: 39.5 Hours

Vice-President Health Sciences (VPHS) – Carmine Slipski

Executive Summary of Work:

Research Days

- Met with HSGSA VPA, VP ST.B, and VPME to delegate tasks to the volunteers for CSHRF Research Days

Science Rendezvous

- Represented UMGSA as a VIP tour guide for events and presentations at Fort Garry Campus for Science Rendezvous

Housekeeping

- Continuing transition of the HSGSA Executive, and new team.
- Handed out remaining departmental grants and executive payments, and attended all meetings and office hours

Executive Summary of Hours:

2018-05-02	Office Hours	2.0
2018-05-08	E-mail communication, profiles, committee organization, budget review	4.0
2018-05-09	Office Hours	2.0
2018-05-10	Agenda preparation for HSGSA Exec meeting	1.0
2018-05-10	UMGSA Executive Meeting	2.5
2018-05-11	BMO Bank Appointment	1.5
2018-05-11	FGS Meeting	1.5
2018-05-11	E-mail communication, profile development, committee refinement	2.0
2018-05-12	Science Rendezvous escort VIP guests	5.0
2018-05-14	HSGSA Executive Meeting	1.75
2018-05-15	E-mail communication among UMGSA and HSGSA exec	2.0
2018-05-16	Office Hours	2.0
2018-05-16	Agenda preparation for HSGSA Council meeting	1.0
2018-05-18	E-mail communication among execs	2.0
2018-05-22	UMGSA Budget review and e-mail communication	0.5
2018-05-22	HSGSA Council Meeting	1.5
2018-05-23	Office Hours	2.0
2018-05-23	UMGSA Council Meeting	1.0
2018-05-24	UMGSA Executive meeting	2.5
2018-05-25	Research Days Volunteer Meeting	2.0
2018-05-28	HSGSA Executive Meeting	2.0
2018-05-30	E-mail communication, business cards, profile update	3.0
2018-05-30	E-mail communication	0.5
2018-05-31	Distributing Remaining Departmental cheques	1.0
Monthly Total		46.25

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

May 10, 2018	UMGSA Executive	2.5 hour
May 11, 2018	BMO HSGSA Bank Appointment	1.5 hour
May 11, 2018	FGS Meeting	1.5 hour
May 14, 2018	HSGSA Executive	1.75 hour
May 22, 2018	HSGSA Council	1.5 hour
May 23, 2018	UMGSA Council	1.0 hour
May 24, 2018	UMGSA Executive	2.5 hour
May 25, 2018	Research Days Volunteer Meeting	2.0 hour
May 28, 2018	HSGSA Executive Meeting	2.0 hour

Time spent in meetings: 16.25

Meetings Cancelled:

Meetings Missed:

Office Hours:

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

Time spent in the office: 8 hrs

Total Hours Spent on HSGSA/UMGSA for May: 46.25 hrs

Vice-President Academic (VPA) – Silvia Araujo

Executive Summary of Work:

- Attended various meetings related to academic or GSA matters, including: Senate Committee on Academic Dress, UMGSA Executive, and SEEQ Review.
- Attended various meetings related to graduate student life, including: one at the International Centre to discuss some external events to grad students; one with the Brazilian Ambassador in Canada, to discuss improvements for the academic life of Brazilian students in general.
- Attended some events representing the UMGSA, including: Distinguished Alumni Awards and Campus Beautification Day.
- Held office hours in various times.
- Maintained e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
5/4/2018	1:00 PM	3:30 PM	Office hours (1-3) + time in the office (3-4)	2:30
			Time in the office (2-2:30; 3-3:30) + Senate Committee on Academic Dress (2:30-3) + Going to the bank to change signing authorities (3:30-4:30)	2:30
5/7/2018	2:00 PM	4:30 PM		
5/9/2018			Missed Student Senate Caucus Meeting	
			Executive Meeting (10-12:47) + office hours (12:47-2) + Distinguished Alumni Awards Event (6-9:15)	7:15
5/10/2018	10:00 AM	9:15 PM		
5/12/2018	10:00 AM	3:00 PM	Reading material SEEQ Review	5:00
5/13/2018	9:00 AM	11:00 AM	Reading material SEEQ Review	2:00
5/14/2018	8:50 AM	10:15 AM	SEEQ Review meeting	1:25
			E-mail communications + Writing the year-end report of my Senate term	2:00
5/16/2018	2:00 PM	4:00 PM		
5/17/2018	12:00 PM	4:00 PM	Time in the office (12-1) + Meeting with the International Centre (1-2) + Office hours (2-4)	4:00
5/22/2018	12:00 PM	3:00 PM	E-mail communications	3:00
5/23/2018	5:15 PM	7:00 PM	Council meeting + meeting with a grad student	1:45
5/24/2018	10:00 AM	12:00 PM	Executive Meeting	2:00
			Meeting with the Brazilian Ambassador (10:30-1); Campus beautification day (1-2:30); Office hours (2:30-4:30)	6:00
5/25/2018	10:30 AM	4:30 PM		
5/31/2018	3:00 PM	6:00 PM	Office hours (3-5) + e-mails (5-6)	3:00
			Monthly Total	42:25:00

Summary of Hours:

Time spent in meetings: 11:12.

Meetings Cancelled: FGS Executive Committee Meeting.

Meetings Missed: Student Senate Caucus.

Total Hours Spent on UMGSA for May: 42:25.

Vice-President Marketing & Events (VPME) – Sakib Rahman

Executive Summary of Work:

- Served all office hours.
- Attended all Executive meetings and council meeting.
- Met with previous VPME to coordinate transition.
- Worked on designing executive business cards.
- Worked on planning the Manitoba Museum Visit.

Executive Summary of Hours:

	Day	Start	Finish	Note	Total
Time in Office	1 May 2018	12:00 PM	1:00 PM	Office Hours	1
	7 May 2018	12:00 PM	1:00 PM	Office Hours	1
	8 May 2018	12:00 PM	1:00 PM	Office Hours	1
	14 May 2018	12:00 PM	1:00 PM	Office Hours	1
	15 May 2018	12:00 PM	1:00 PM	Office Hours	1
	22 May 2018	12:00 PM	1:00 PM	Office Hours	1
	23 May 2018	12:00 PM	1:00 PM	Office Hours	1
	28 May 2018	12:00 PM	1:00 PM	Office Hours	1
	29 May 2018	12:00 PM	1:00 PM	Office Hours	1
Time in Meetings	23 May 2018	5:30 PM	6:30 PM	Council Meeting	1
	23 May 2018	1:30 PM	2:30 PM	FGS Meeting about Orientation	1
	10 May 2018	10:14 AM	12:47 PM	Executive Meeting	2.55
	24 May 2018	10:22 AM	11:51 AM	Executive Meeting	1.48
	7 May 2018	4:00 PM	4:30 PM	Assiniboine Credit Union	0.5
Time in Other Activities	2 May 2018	12:00 PM	1:00 PM	Updating Executive Bio On Website and responding to emails	1
	9 May 2018	12:00 PM	1:00 PM	Reviewing Student Group Application	1
	16 May 2018	8:00 PM	10:00 PM	Business Card Design	2
	31 May 2018	8:00 PM	10:00 PM	Business Card Design	2
	12 May 2018	10:30 AM	12:30 PM	Volunteer Tour Guide at Science Rendezvous	2
	Monthly Total				23.53

Time in Office: 9 hours (Regular Schedule: 12:00 pm-1:00 pm on Monday and Tuesday.)

Time in meetings: 6.53 hours (Meetings Cancelled: None, Meetings Missed: Champions for Mental Health Group)

Time in Other Activities: 8 hours

Total Hours Spent on UMGSA for May: 23.53 hours

Senator 1 –Chidiebere Felix Nwaiwu

Executive Summary of Work

- Attended May Student Caucus Meeting, Senate Meeting,, UMGSA Executive Meetings, UMGSA Council Meeting and special event representing the UMGSA;
- Selected senate and UMGSA committees to sit on
- Held regular office hours (Fridays, 12:00 NOON – 2:00 PM)
- Wrote Senate Report
- Maintained regular e-mail communications

Summary of hours

Date	Start	End	Note	Total
5/1/18			Assumed duty as UMGSA Executive	
5/2/18			Reading Bylaws and attending meetings regarding Committee selections	3:00
5/4/18	12 Noon	2 PM	Office hours	2:00
5/9/18	3 PM	5:45 PM	Reading the Senate agenda in preparation for meetings	2:45
5/9/18	6PM	7PM	Student Senate Caucus Meeting	1:00
5/10/18	10 AM	1 PM	UMGSA Executive meeting	3:00
5/10/18	6 PM	9:30 PM	Distinguished Alumni Award	3:30
5/11/18	12 Noon	2 PM	Office hours	2:00
5/16/18	1:30 PM	3 PM	Senate meeting	1:30
5/18/18	12 Noon	2 PM	Office hours	2:00
5/23/18	5:30 PM	6 PM	UMGSA Council meeting	0:30
5/24/18	10 AM	12 Noon	UMGSA Executive meeting	2:00
5/25/18	12 Noon	2 PM	Office hours	2:00
Monthly Total				25:15

Time spent in meetings: 8 hours

Meetings cancelled: None

Meetings missed: None

Office hours:

Fridays; 12 Noon – 2 Pm

Time spent in the office: 10 hours

Total Hours Spent on UMGSA for May: 25:15 (25 hours and 15 minutes)

Senator 2 – Laura Forsythe

Executive Summary of work

- Job tutorial with Ruth and Jayne
- Understanding the senate

Meetings attended

April 4 th	1:30-2:30	Senate Committee meeting – required prior to beginning of term	1 hour
April 2 nd	6:30-7:30	Senate Caucus meeting	1 hour

Meetings Missed

May 16th Senate Meeting Sent regrets attending Native American and Indigenous Studies Association conference in Los Angeles May 14-19

Times spent in meetings 2 hours

Office Hours

May 4 th	10:00-12:00	2 hours
May 28 th	10:00-12:00	2 hours

Time Spent in Office 4 hours

Time spent on other activities

Recruit Graduates to be featured on UMGSA website 2 hours

Total hours on UMGSA in May, 2018: 10 hours

Appendix VII :

UMGSA Executive Reports

June 1st - 30th, 2018

President - Carl Neumann

Executive Summary of Work:

- **Reviewing Applications for FGS Awards:** In early June, I spent time reviewing applications and ranking possible recipients for multiple FGS Awards. These are the Outstanding Support Staff Award, the Outstanding Administrator Award, and the Excellence in Graduate Student Mentoring Award. There are a very large number of applicants for each award, many of them are very well-qualified, and it is difficult to choose just one recipient for each.
- **International Student Health Insurance:** During the month of June, the VPE and I continued to meet with the University, along with UMSU, to narrow down options for the provision of health insurance to international students at the UofM, and to continue pushing for the best possible coverage for grad students at reasonable costs. The health insurance solution for international students was announced by the University at the start of July. The University will be covering the full cost of this insurance for the first year.
- **Spring Convocation:** I attended all six spring convocation ceremonies held at the Fort Garry campus, representing the UMGSA as part of the official platform party. This was once again a good opportunity to strengthen relationships with the University's central administration, and to boost the visibility of the Association and of graduate students at large.

Meetings Attended:

June 4 th , 2018	International Student Health Insurance Review Meeting	1 Hour
June 5 th , 2018	Senate Executive Meeting	1 Hour
June 5 th , 2018	Campus Alliance for Diversity and Inclusion Meeting	1 Hour
June 5 th , 2018	UMGSA Bylaws & Policy Committee Meeting	1 Hour
June 6 th , 2018	Meeting with the International Centre	0.5 Hours
June 6 th , 2018	Meeting with the Vice-Provost Students	0.5 Hours
June 11 th , 2018	Strategic Enrollment Management Planning Meeting	1.5 Hours
June 11 th , 2018	Alumni Association Annual General Meeting	1.5 Hours
June 12 th , 2018	Meeting with UofM Donor Relations	0.5 Hours
June 13 th , 2018	University Digital Strategy Onboarding Meeting	0.5 Hours
June 13 th , 2018	University IT Advisory Council Meeting	2 Hours
June 14 th , 2018	UMGSA Executive Meeting	2 Hours
June 15 th , 2018	UMGSA Events Committee Meeting	1.5 Hours
June 18 th , 2018	Student Senate Caucus Meeting	1 Hour
June 19 th , 2018	UMGSA Finance Committee Meeting	1 Hour
June 20 th , 2018	Childcare Working Group Meeting	1 Hour

June 20 th , 2018	Senate Meeting	2 Hours
June 21 st , 2018	UMSU Council Meeting	1.5 Hours
June 22 nd , 2018	UMGSA Awards Committee Meeting	1 Hour
June 25 th , 2018	UITAC Transition Meeting	0.5 Hours
June 26 th , 2018	Board of Governors Meeting	3 Hours
June 28 th , 2018	UMGSA Executive Meeting	2.5 Hours

Meetings Missed:

International Student Health Insurance Meeting - June 14th - Regrets Sent - Scheduling Conflict

Time Spent in Meetings in June: 28 Hours

Office Hours:

Thursday, June 7 th , 2018	11:30AM - 1:30PM
Wednesday, June 13 th , 2018	12:00PM - 2:00PM
Friday, June 22 nd , 2018	2:00PM - 4:00PM
Thursday, June 28 th , 2018	1:00PM - 3:00PM

Time Spent in Official Office Hours in June: 8 Hours

Working Events Attended:

June 5 th , 2018	Spring Convocation - Day 1	3.5 Hours
June 6 th , 2018	Spring Convocation - Day 2	7 Hours
June 7 th , 2018	Spring Convocation - Day 3	7 Hours
June 8 th , 2018	Spring Convocation - Day 4	3.5 Hours
June 12 th , 2018	Big Bold Beautiful Breakfast	1 Hour
June 14 th , 2018	Board Performance Training	3.5 Hours
June 19 th , 2018	Board of Governors Campus Tour	2 Hours
June 26 th , 2018	Board of Governors BBQ	2 Hours

Time Spent at Working Events in June: 29.5 Hours

Approximate Time Spent on Other Activities:

Reviewing Applications for Awards	2.5 Hours
Preparing Documents for Meetings	3.5 Hours
Other Email Correspondence	25 Hours

Total Hours Spent on the UMGSA in June, 2018: 96.5 Hours

Vice-President Internal (VPI) – Cody Ross

Executive Summary of Work:

I was away from June 10th -15th for a conference related to my PhD research. June had a large number of conference grant applications and I spent a significant amount of time preparing them for the Finance Committee Meeting. Other highlights included progress made in the Bylaws and Policy Committee Meeting as well as an introduction meeting for the UITAC. I was able to attend all scheduled office hours and meetings.

Meetings Attended:

June 5 th , 2018	UMGSA Bylaws and Policy Committee Meeting	1.5 Hours
June 14 th , 2018	UMGSA Executive Meeting	1.5 Hours
June 19 th , 2018	UMGSA Finance Committee Meeting	1.5 Hours
June 25 th , 2018	UITAC Transition Meeting	0.5 Hours
June 28 th , 2018	UMGSA Executive Meeting/NBA Meeting	1.5 Hours

Meetings Missed:

None

Time Spent in Meetings in June: 6.5 Hours

Office Hours:

Thursday, June 7 th , 2018	9:00AM - 11:00AM
Thursday, June 21 st , 2018	9:00AM - 11:00AM
Monday, June 25 th , 2018	11:00AM - 1:00PM
Thursday, June 28 th , 2018	9:00AM - 11:00AM

Time Spent in Official Office Hours in June: 8 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	9 Hours
Other Email Correspondence	6 Hours

Total Hours Spent on the UMGSA in June, 2018: 29.5 Hours

Vice-President Health Sciences (VPHS) – Carmine Slipski

Executive Summary of Work:

CSHRF Research Days

Research Days was a great success and was well received by students as well as the Banquet dinner that was held at the Qualico Centre in Assiniboine Park

Open House

HSGSA co-hosted an open house for prospective graduate students to tour the Bannatyne campus and to meet with professors in various departments as well as to meet with current graduate students over coffee to get insight into graduate health research life

Housekeeping

- Handed out departmental grants and executive payments, and attended all meetings and office hours

Executive Summary of Hours:

2018-06-06	Office Hours	2.0
2018-06-11	CSHRF Research Days	8.0
2018-06-12	CSHRF Research Days	11.0
2018-06-13	Office Hours	2.0
2018-06-13	CSHRF Research Days	6.0
2018-06-13	CSHRF Banquet Dinner	6.0
2018-06-14	UMGSA Executive Meeting	2.5
2018-06-15	HSGSA Open House	6.0
2018-06-20	Office hours	2.0
2018-06-25	HSGSA Executive Meeting	1.5
2018-06-27	Office hours	2.0
2018-06-28	UMGSA Executive Meeting	1.5
Monthly Total	50.5 hours	

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

June 14, 2018	UMGSA Executive	2.5 hours
June 25, 2018	HSGSA Executive	1.5 hours
June 28, 2018	UMGSA Executive	3.0 hours

Time spent in meetings: 7

Meetings Cancelled:0

Meetings Missed:0

Office Hours:

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

Time spent in the office: 8 hrs

Total Hours Spent on HSGSA/UMGSA for June: 50.5 hrs

Vice-President Academic (VPA) – Silvia Araujo

Executive Summary of Work:

- Attended various meetings related to academic or GSA matters, including: Student Senate Caucus, UMGSA Awards, UMGSA Bylaws, UMGSA Executive, Academic Integrity Advisory Committee meeting and SEEQ Review.
- Attended various meetings related to graduate student life, including: Meeting with the Academic Integrity Coordinator, and videoshooting for the International Centre for Canada Day, representing the Grad Students
- Attended some events representing the UMGSA, including the one session of the Convocation Ceremony
- Held office hours in various times.
- Maintained e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
6/5/2018	5:00 PM	5:25 PM	UMGSA Bylaws committee meeting	0:25
6/7/2018	8:00 AM	5:15 PM	Convocation Ceremony (8-12:30) + Office hours (3-5:15)	6:45
6/10/2018	5:30 PM	11:00 PM	Reading material for SEEQ Review meeting (5:30-8:30) + E-mail communications + material for awards	5:30
6/11/2018	8:30 AM	12:30 PM	Writing VPA report (1h) + SEEQ Review Meeting (9:00-11:00) + Time in the office	4:00
6/14/2018	10:00 AM	8:00 PM	Exec meeting (10-12) + meeting with the Academic Integrity Coordinator (Loie Gervais - 12-1) + time in the office and awards (1-3) + office hours and awards (3-5) + reading senate agenda (5-8)	10:00
6/18/2018	9:00 AM	7:00 PM	E-mail communications (grad students + UMSU + Awards committee meeting - 9-12) + Student Senate Caucus Meeting (6-7)	4:00
6/19/2018	4:00 PM	5:00 PM	Time in the office	1:00
6/21/2018	11:20 AM	12:20 PM	Emails	1:00
6/22/2018	3:30 PM	5:20 PM	UMGSA Awards Committee Meeting (4-5) + time in the office (3:30-5 and 5-5:20)	1:50
6/25/2018	10:00 AM	2:00 PM	Video shooting for the International Centre regarding Canada Day (10-11) + Academic Integrity Advisory Committee Meeting (11-12) + Meeting with some grad students (12-2)	4:00
6/28/2018	10:00 AM	5:15 PM	Exec meeting (10-1) + emails/time in the office (1-4) + office hours (3-5:15)	7:15
Monthly Total				45:45

Summary of Hours:

Time spent in meetings: 13:25.

Meetings Cancelled: FGS Executive Committee Meeting. Meetings Missed: None.

Total Hours Spent on UMGSA for June: 45:45.

Vice-President Marketing & Events (VPME) – Sakib Rahman

Executive Summary of Work:

- Served all office hours.
- Attended all Executive meetings.
- Worked on designing executive business cards.
- Worked on planning the Manitoba Museum Visit.
- Contacted Advertisers for UMGSA Handbook.
- Reviewed co-curricular record applications.

Executive Summary of Hours:

	Day	Start	Finish	Note	Total
Time in Office	4 June 2018	12:00 PM	1:00 PM	Office Hours	1
	5 June 2018	12:00 PM	1:00 PM	Office Hours	1
	11 June 2018	12:00 PM	1:00 PM	Office Hours	1
	12 June 2018	12:00 PM	1:00 PM	Office Hours	1
	18 June 2018	12:00 PM	1:00 PM	Office Hours	1
	19 June 2018	12:00 PM	1:00 PM	Office Hours	1
	25 June 2018	12:00 PM	1:00 PM	Office Hours	1
	26 June 2018	12:00 PM	1:00 PM	Office Hours	1
Time in Meetings	28 June 2018	10:48 AM	12:32 PM	Executive Meeting	1.73
	28 June 2018	10:00 AM	10:48 AM	National Bank Rep	0.8
	14 June 2018	11:06 AM	11:35 AM	Executive Meeting	0.48
	14 June 2018	10:00 AM	11:00 AM	RBC Rep	1
	22 June 2018	4:00 PM	5:00 PM	Awards Committee	1
	5 June 2018	5:00 PM	6:00 PM	B&P Committee	1
	15 June 2018	4:15 PM	5:27 PM	Events Committee	1.2
Time in Other Activities	6 June 2018	2:30 PM	5:30 PM	Fall Convocation	3
	8 June 2018	7:00 PM	11:00 PM	June Newsletter	4
	20 June 2018	3:00 PM	4:00 PM	Email Correspondence (Manitoba Museum)	1
	22 June 2018	12:00 PM	12:15 PM	UMGSA Social Media	0.25
	29 June 2018	12:00 PM	1:00 PM	Email Correspondence (Mini World Cup)	1
	17 June 2018	9:00 AM	12:00 PM	Promotional Fliers	3
	13 June 2018	12:00 AM	12:15 PM	UMGSA Social Media	0.25
	Monthly Total				27.71

Time in Office: 8 hours (Regular Schedule: 12:00 pm-1:00 pm on Monday and Tuesday.)

Time in meetings: 7.21 hours (Meetings Cancelled: None, Meetings Missed: Shaping Innovators Campaign, International Center)

Time in Other Activities: 12.5 hours

Total Hours Spent on UMGSA for June: 27.71 hours

Senator 1 –Chidiebere Felix Nwaiwu

Executive Summary of Work

- Attended May Student Caucus Meeting, Senate Meeting,, UMGSA Executive Meetings and UMGSA Council Meeting
- Held regular office hours (Fridays, 12:00 NOON – 2:00 PM)
- Maintained regular e-mail communications

Summary of hours

Date	Start	End	Note	Total
6/1/18	12 Noon	2 PM	Office hours	2:00
6/5/18	9 AM	10:30 PM	Senate Executive meeting	1:30
6/5/18	5 PM	6 PM	Bylaws Committee meeting	1:00
6/8/18	12 Noon	2 PM	Office hours	2:00
6/14/18	10 AM	12 Noon	UMGSA Executive meeting	2:00
6/15/18	12 Noon	2 PM	Office hours	2:00
6/15/18	4 PM	5:30 PM	Events Committee meeting	1:30
6/17/18	6 PM	10:30 PM	Studying Appeal Packages for FGS Appeal Teleconference	4:30
6/18/18	3 PM	4:30 PM	FGS Academic Appeal Teleconference	1:30
6/17/18	6 PM	9 PM	Reading the Senate agenda in preparation for meetings	3:00
6/18/18	6 PM	7 PM	Student Senate Caucus	1:00
6/20/18	1:30 PM	3:30 PM	Senate Meeting	2:00
6/22/18	12 Noon	2 PM	Office hours	2:00
6/28/18	10 AM	12:30 PM	UMGSA Executive meeting	2:30
6/29/18	12 Noon	2 PM	Office hours	2:00
Monthly Total				30:30

Time spent in meetings: 13 hours

Meetings cancelled:

Meetings missed:

Office hours:

Fridays; 12 Noon – 2 Pm

Time spent in the office: 10 hours

Total Hours Spent on UMGSA for June: 30:30 (30 hours and 30 minutes)

Senator 2 – Laura Forsythe

Executive Summary of work

- Met with Minister of Education for MMF to discuss potential of Graduate funding
- Represented Graduates at the Career Month meetings a brainstorming session looking for ideas to serve grads during career month in November
- Worked with UMFM to find Indigenous representation for upcoming PSA and made connection between potential on air talent.

Meetings attended

June 14 th	10:00-1:00	UMGSA Executive Meeting	3 hours
June 18 th	5:30-7:30	Senate Caucus meeting	2 hours
June 20 th	1:30-3:30pm	June Senate Meeting	2 hours
June 25 th	9:30-10:00am	MMF Minister of Education Meeting	½ hour
June 27 th	6:30-8:30pm	UMFM Board Meeting	2 hours
June 28 th	10:00-12:30pm	UMGSA Executive Meeting	2 ½ hours
June 28 th	2:00-3:30pm	UM Career Month Meeting	1 ½ hours

Times spent in meetings 11 hours

Office Hours

June 11 th	10:00-12:00	2 hours
June 18 th	10:00-12:00	2 hours

Time Spent in Office 4 hours

Total hours on UMGSA in June, 2018: 17 hours

Appendix VIII :

UMGSA Executive Reports July 1st - 31st, 2018

President - Carl Neumann

Executive Summary of Work:

- **Reviewing Applications for UMGSA Awards:** In mid-July, I spent time reviewing applications and ranking possible recipients for UMGSA Awards. I was assigned the PhD group of applicants for review. There are a very large number of applicants for each of our awards, most of them are very well-qualified, and it is difficult to choose just a few recipients.
- **UMSU Board of Directors Retreat:** On July 28th, our VP External, Skye, and I attended the full day UMSU Board of Directors Retreat. Though we are an independent student association, the UMGSA has a non-voting seat on the UMSU Board of Directors. I served in this role last year, and Skye is serving in this role this year. We were both invited to take part in the Retreat. Among various team-building activities, various sessions included an overview of UMSU operations and governance, as well as collaborative brainstorming sessions to guide initiatives in various areas of endeavor. Skye and I had the opportunity to provide input, and identify areas of possible collaboration between our two groups. The Retreat also included an interactive session facilitated by Volunteer Manitoba, which covered a broad overview and best practices relating to the roles and responsibilities of well-run Boards. This included information on good governance and financial accountability. In addition, this was a valuable opportunity to strengthen our working relationship with the UMSU Executives and staff.
- **Planning and Preparations to Host the August ThinkGRAD Meeting:** During the month of July, I spent lots of time preparing to Host the August ThinkGRAD Meeting from August 1st to 3rd. ThinkGRAD meets twice a year, and there is a preset schedule for hosting the meetings rotating among the group's members. As hosts, we arranged to hold the meeting in the UMGSA Lounge, and arranged for Degrees to provide food and drinks for the delegates in the morning and at lunch. In my role as ThinkGRAD Chairperson this year, I was also responsible for assembling the Agenda and supporting documents for the meeting. Each of the 9 participating grad student groups had the opportunity to propose topics for discussion and best-practice sharing. One focus for the UMGSA was to feature a session on Indigenous Graduate Engagement, with Elder Carl Stone joining us for a presentation and discussion. On the last day, delegates had a guided tour scheduled for the Canadian Museum for Human Rights, with Indigenous perspectives as part of the tour. There were also dinners and social events planned for each evening, including a Meet-n-Greet on the night before the conference started.

Meetings Attended:

July 3 rd , 2018	UMGSA Bylaws & Policy Committee Meeting	0.5 Hours
July 6 th , 2018	UMGSA Awards Committee Meeting	0.5 Hours
July 12 th , 2018	UMGSA Executive Meeting	1 Hour
July 12 th , 2018	UMGSA Awards Committee Meeting	1 Hour
July 17 th , 2018	UMGSA Finance Committee Meeting	0.5 Hours
July 20 th , 2018	Meeting at Degrees to Arrange ThinkGRAD Catering	0.5 Hours
July 20 th , 2018	UMGSA Events Committee Meeting	1 Hour
July 26 th , 2018	UMGSA Executive Meeting	1.5 Hours
July 26 th , 2018	Planning Meeting for ThinkGRAD Indigenous Session	1.5 Hours

Meetings Missed: None.

Time Spent in Meetings in July: 8 Hours

Office Hours:

Thursday, July 5 th , 2018	10:30AM - 12:30PM
Thursday, July 12 th , 2018	1:30PM - 3:30PM
Wednesday, July 18 th , 2018	1:00PM - 3:00PM
Wednesday, July 25 th , 2018	1:30PM - 3:30PM
Tuesday, July 31 st , 2018	2:00PM - 4:00PM

Time Spent in Official Office Hours in July: 10 Hours

Working Events Attended:

July 12 th , 2018	Mitacs Welcome Event	0.5 Hours
July 28 th , 2018	UMSU Board of Directors Retreat	10 Hours
July 31 st , 2018	ThinkGRAD Conference Meet-n-Greet and Dinner	4 Hours

Time Spent at Working Events in July: 14.5 Hours

Approximate Time Spent on Other Activities:

Reviewing Applications for Awards	4.5 Hours
Preparing Documents for Meetings	7.5 Hours
Other Email Correspondence	42.5 Hours

Total Hours Spent on the UMGSA in July, 2018: 87 Hours

Vice President Internal (VPI) – Cody A. Ross

Executive Summary of Work:

July was spent preparing and reviewing a large number of conference grant applications. Also, time was spent reaching out and communicating with potential advertisers for the student handbook. I was able to attend all scheduled office hours and meetings.

Meetings Attended:

July 3 rd , 2018	UMGSA Bylaws and Policy Meeting	1.0 Hour
July 12 th , 2018	UMGSA Executive Meeting	1.5 Hours
July 17 th , 2018	UMGSA Finance Committee Meeting	1.5 Hours
July 26 th , 2018	UMGSA Executive Meeting	1.5 Hours

Meetings Missed:

None

Time Spent in Meetings in July: 5.5 Hours

Office Hours:

Thursday, July 5 th , 2018	9:00AM - 11:00AM
Thursday, July 12 th , 2018	8:00AM - 10:00AM
Thursday, July 19 th , 2018	9:00AM – 11:00AM
Thursday, July 26 th , 2018	8:00AM – 10:00AM

Time Spent in Official Office Hours in July: 8 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	9 Hours
Other Email Correspondence	12 Hours

Total Hours Spent on the UMGSA in July, 2018: 34.5 Hours

Vice-President Health Sciences (VPHS) – Carmine Slipski

Executive Summary of Work:

- Attended BMO bank meeting to submit requested paper work to finalize signing authority, and to convert signing authority to be able to Issue a debit card for HSGSA expenses going forward card will not go into use until bylaw changes are approved by council in September
- Attended the UMGSA World cup as an HSGSA executive representative and also helped with clean-up

Housekeeping

- Handed out departmental grants and executive payments, and attended all meetings and office hours

Executive Summary of Hours:

2018-07-04	Office Hours	2.0
2018-07-11	Office Hours	2.0
2018-07-12	UMGSA Executive Meeting	2.5
2018-07-13	BMO Bank Appointment	2.0
2018-07-14	UMGSA World Cup Soccer	4.0
2018-07-18	Office Hours	2.0
2018-07-23	HSGSA Executive Meeting	2.0
2018-07-25	Office hours	2.0
2018-07-26	UMGSA Executive Meeting	1.5
Monthly Total		20 hours

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

July 12, 2018	UMGSA Executive	2.5 hours
July 23, 2018	HSGSA Executive	2.0 hours
July 26, 2018	UMGSA Executive	1.5 hours

Time spent in meetings: 6 hours

Meetings Cancelled:0

Meetings Missed:0

Office Hours:

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

Time spent in the office: 8 hrs

Total Hours Spent on HSGSA/UMGSA for July: 20 hours

Vice-President Academic (VPA) – Silvia Araujo

Executive Summary of Work:

- Most of the work done for the first half of July was related to the receiving and working on the UMGSA Awards.
- Attended various meetings related to academic or GSA matters, including: UMGSA Awards, and UMGSA Executive.
- Attended various meetings related to graduate student life, including: meeting with FGS for submitting the names of the proposed awards' recipients.
- Held office hours in various times.
- Maintained e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
7/3/2018	1:00 PM	7:30 PM	Emails	6:30
7/5/2018	5:00 AM	9:30 PM	Emails + awards	16:30
7/6/2018	4:00 AM	5:30 PM	Awards documents (4-12) + Awards meeting (4:30-5:30)	9:00
7/7/2018	3:00 PM	5:00 PM	Emails	2:00
7/12/2018	9:50 AM	5:30 PM	Exec Meeting (9:50-12) + Time in the office (12-2:30) + Office hours (2:30-4) + Awards Meeting (4-5) + Time in the office (5-5:30)	7:40
7/16/2018	11:00 AM	12:00 PM	Emails	1:00
7/20/2018	3:00 PM	5:00 PM	Office hours	2:00
7/26/2018	9:30 AM	11:30 AM	Executive Meeting	2:00
7/27/2018	3:00 PM	5:00 PM	Office hours	2:00
			Monthly Total	48:40:00

Summary of Hours:

Time spent in meetings: 6:10.

Meetings Cancelled: UMGSA Bylaws.

Meetings Missed: None.

Total Hours Spent on UMGSA for July: 48:40.

Vice-President Marking and Events (VPME) – Sakib Rahman

Executive Summary of Work:

- Served all office hours.
- Attended all Executive meetings.
- Organized the Manitoba Museum Visit and UMGSA Mini Soccer World Cup.
- Planned for the Fun Mountain Trip.
- Coordinated the UMGSA Handbook Printing.
- Reviewed Survey application.

Executive Summary of Hours:

	Day	Start	Finish	Note	Total
Time in Office	9 July 2018	12:00 PM	1:00 PM	Office Hours	1
	10 July 2018	12:00 PM	1:00 PM	Office Hours	1
	16 July 2018	12:00 PM	1:00 PM	Office Hours	1
	17 July 2018	12:00 PM	1:00 PM	Office Hours	1
	27 July 2018	3:00 PM	5:00 PM	Office Hours	2
	30 July 2018	12:00 PM	1:00 PM	Office Hours	1
	30 July 2018	4:00 PM	5:00 PM	Office Hours	1
	31 July 2018	12:00 PM	1:00 PM	Office Hours	1
	31 July 2018	12:00 PM	1:00 PM	Office Hours	1
Time in Meetings	12 July 2018	10:15 AM	11:08 AM	Executive Meeting (Phone)	0.88
	26 July 2018	10:15 AM	11:45 AM	Executive Meeting (Phone)	1.5
	20 July 2018	4:40 AM	5:40 PM	Events Committee	1
Time in Other Activities	5 July 2018	3:00 PM	4:00 PM	Email Correspondence	1
	6 July 2018	4:00 PM	8:00 PM	Manitoba Museum Visit	4
	14 July 2018	4:00 PM	8:00 PM	UMGSA Mini Soccer World Cup	4
	14 July 2018	10:00 PM	11:00 PM	UMGSA Social Media	1
	18 July 2018	1:50 PM	2:05 PM	Handbook Correspondence	0.25
	20 July 2018	7:00 PM	11:00 PM	July Newsletter	4
	27 July 2018	2:00 PM	2:30 PM	Email Correspondence (VPME-HSGSA regarding Fun Mountain Trip)	0.5
	30 July 2018	3:00 PM	3:30 PM	Handbook Correspondence	0.5
	Monthly Total				28.63

Time in Office: 10 hours (Regular Schedule: 12:00 pm-1:00 pm on Monday and Tuesday.)

Time in meetings: 3.38 hours (Meetings Cancelled: None, Meetings Missed: Awards Committee Meeting)

Time in Other Activities: 15.25 hours

Total Hours Spent on UMGSA for July: 28.63 hours

Senator 1 – Chidiebere Felix Nwaiwu

Executive Summary of Work

- Attended May Student Caucus Meeting, Senate Meeting,, UMGSA Executive Meetings, UMGSA Council Meeting and special event representing the UMGSA;
- Held regular office hours (Fridays, 12:00 NOON – 2:00 PM)
- Maintained regular e-mail communications
- Was away from 15th to 30th July for a one week conference and a week vacation

Summary of hours

Date	Start	End	Note	Total
07/06/18	12 Noon	2 PM	Office hours	2:00
07/06/18	4 PM	7 PM	Visit to Manitoba Museum	3:00
07/12/18	10 AM	11 AM	UMGSA Executive meeting	1:00
07/13/18	1 PM	4:30 PM	Office hours	3:30
07/14/18	4 PM	8 PM	Mini Soccer Tournament	4:00
Monthly Total				13:30

Time spent in meetings: 2 hours

Meetings cancelled: Bylaws and Policy Committee meeting on 07/03/2018 was cancelled as not enough members were in attendance.

Meetings missed: Events committee meeting on 07/20/18 (Was away for a conference)
UMGSA Executive meeting on 07/26/18 (Away on vacation)

Office hours:

Fridays; 12 Noon – 2 Pm

Time spent in the office: 5 hours; 30 minutes

Total Hours Spent on UMGSA for July: 13:30 (13 hours and 30 minutes)

Senator 2 – Laura Forsythe

Executive Summary of work

- Planned and hosted Indigenous ThinkGrad session for delegates from across Canada
- Organized, promoted and ran Indigenous research writing retreat with attendees from 7 different departments of both Indigenous and non-indigenous ancestry

Meetings attended

July 26 th	10:00-12:30	Executive meeting	2 ½ hours
July 26 th	12:30-1:15	ThinkGrad planning meeting	¾ hours

Meetings Missed

July 12th – Executive Meeting out of province on holidays

Times spent in meetings 3.25 hours

Office Hours

July 23rd 12:00-4:00pm 4 Hours

Time Spent in Office 4 hours

Time spent on other activities

July 27th 8:30-4:30 Indigenous/ Indigenous researchers writing retreat 8 hours

Total hours on UMGSA in July, 2018: 15.25 hours