

UMGSA Council Meeting Documents Index Page

Wednesday, February 27th, 2019 - 5:30 PM - UMGSA Lounge

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UMGSA Council Meeting Agenda

Wednesday, February 27th, 2019 - 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 February 27th, 2019, UMGSA Council Meeting as presented.

4. Approval of the Minutes

The minutes of the January 23rd, 2019, UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes from the January 23rd, 2019 UMGSA Council Meeting as presented.

5. Committee Reports

5.1. ☒ January Committee Reports (Appendix II)

6. HSGSA Report

6.1. ☒ January HSGSA Report (Appendix III)

7. Senate Report

7.1. ☒ January Senate Report (Appendix IV)

8. Executive Reports

8.1. ☒ January Executive Reports (Appendix V)

9. Departmental Reports

10. Unfinished Business

None.

11. New Business

11.1. Creation of an Executive Advisor Position: These additions to the Governance and Operations Manual are being recommended by the Bylaws and Policy Committee. The proposed additions outline the duties and honorarium of an optional, short-term Executive Advisor position. All following articles and points will be renumbered accordingly.

Proposed Additions

Governance and Operations Manual

Executive, Article VII: Executive Advisor

1. An Executive Advisor can be appointed by the Executive Committee for a limited period.
2. The appointed Executive Advisor shall be selected based on their past experience with the UMGSA or comparable organization(s) and their ability to cooperate with the UMGSA Executive.
3. The appointment of an Executive Advisor shall begin at the start of a new Executive term and should last between 1 and 4 months, as specified by the Executive Committee.
4. The Executive Advisor shall attend all UMGSA Council and Executive Committee meetings for the duration of their contract.
5. The Executive Advisor shall provide operational and strategic advice based on their experience.
6. An Executive Advisor contract can be terminated if they have not reasonably fulfilled the outlined duties.
7. Termination of an Executive Advisor contract requires a majority vote by the Executive Committee.

Finance, Article XI (*current Article #*): Honoraria

4. If an Executive Advisor is appointed, their honorarium shall be \$250/month for a maximum of 4 months.

MOTION: BIRT the UMGSA Council approves the addition of Article VII and Article XI (*current Article #*), point 4, to the Governance and Operations Manual as written, with all following articles and points renumbered accordingly.

Bylaws and Policy Committee.

11.2. Removal of the Executive-at-Large Position from the Governance and Operations Manual: These changes to the Governance and Operations Manual are being recommended by the Bylaws and Policy Committee. The position of Executive-at-Large has already been eliminated, and is being replaced by an optional Executive Advisor position, outlined in agenda item 11.1. The changes will remove any mention of the Executive-at-Large position from the Governance and Operations Manual, with following points renumbered accordingly.

Clauses to be Removed

Governance and Operations Manual

Committees, Article VII: Standing Committees

1. Bylaws and Policy Committee

- a. Membership
 - v. The Executive-at-Large as a non-voting resource member.
- 6. Executive Committee
 - a. Membership
 - vii. The Executive-at-Large as a non-voting resource member.
- 8. Executive Review Committee
 - a. Membership
 - v. The Executive-at-Large as a non-voting resource member.

Finance, Article XI: Honoraria

- 2. The per annum honorarium amount of UMGSA Executive members shall be as follows:
 - f. Executive-at-Large \$9,300.00 CAD

MOTION: BIRT the UMGSA Council approves the removal of all mentions of the Executive-at-Large position from the Governance and Operations Manual, as written, with all following points renumbered accordingly.

Bylaws and Policy Committee.

- 11.3. Addition to the Governance and Operations Manual Regulating Use of the UMGSA Debit Card:** This addition to the Governance and Operations Manual is being recommended by the Bylaws and Policy Committee. The addition will outline limitations and regulations to govern the use of a UMGSA Debit Card and associated account.

Proposed Addition

Governance and Operations Manual

Finance, Article XV (*current Article #*): Audits and Transparency

- 3. Debit Card Usage
 - a. The UMGSA shall have no more than one debit card.
 - b. Only UMGSA signing authorities shall have access to the debit card.
 - c. To sign out the debit card for a UMGSA expense, the signing authority will have to provide an expense estimate approved by one other signing authority.
 - d. UMGSA office staff will be responsible for distributing the debit card and obtaining a record of date, time and signature when the debit card has been signed out and back in.
 - e. The debit card can only be signed out for a maximum of two business days.
 - f. The UMGSA debit card shall be restricted to a maximum point of sale transaction amount of \$3,500.
 - g. The UMGSA debit card shall be restricted to prohibit cash withdrawals.
 - h. The account associated with the UMGSA debit card shall hold no more than \$5,000 at any given time.
 - i. Upon return of the debit card, all purchases must have accompanying receipts to be recorded by the office staff and must be forwarded to the UMGSA Finance Committee for a monthly debit card expense audit.

- j. Any unresolved misuse of the UMGSA debit card shall be brought forward to the next Council meeting for review. The signing authority and card access of the member in question shall be immediately suspended until the Council meeting. Further legal action may be taken if fraud, misrepresentation of funds, or any misconduct pertaining to the use of the debit card or corresponding account is suspected.
- k. Any misspent funds from the UMGSA debit card shall be repaid in full by the card user responsible. The sum may be recovered through a reduction in their honorarium.
- l. The UMGSA debit card is to be kept in a secure location when signed out and not in use, and the card holder is responsible for notifying the Executive and UMGSA Office Staff immediately if the card is lost or stolen so it may be suspended, and a replacement ordered through the financial institution.

MOTION: BIRT the UMGSA Council approves this addition of Point 3 to Article XV (current Article #) in the Governance and Operations Manual as written.
Bylaws and Policy Committee.

- 11.4. Nonliability for Assiniboine Credit Union Regarding Shared use of the UMGSA Debit Card:** Assiniboine Credit Union requires that the UMGSA Council accept the following term of use for the UMGSA Debit Card: Assiniboine Credit Union will not be held liable for any loss of funds from the associated account should the PIN for the UMGSA Debit Card be shared by the card holder. The full terms of use are attached as Appendix VII to this Council meeting agenda.

MOTION: BIRT the UMGSA Council agrees that Assiniboine Credit Union will not be held liable for any losses suffered in the event that the card holder shares the PIN number for the UMGSA Debit Card, as outlined in the Assiniboine Credit Union Debit Card Agreement.

- 11.5. Changes to the Governance and Operations Manual Regarding Senator Responsibilities:** These changes to Senator responsibilities are being recommended by the Bylaws and Policy Committee. Senators will be required to serve on a minimum of two Senate committees rather than one, and will no longer be required to serve on internal committees. The following points will be renumbered accordingly with the removal of Article V, point 9.f.

Existing Policy

Governance and Operations Manual

Executive, Article V: Executive Roles and Responsibilities

- 9. Each Senator of the UMGSA shall perform the following duties:
 - b. Serve on at least one Senate Committee.
 - f. Serve on at least two internal committees.

Proposed Changes (bold and strikethrough used for emphasis only)

Governance and Operations Manual

Executive, Article V: Executive Roles and Responsibilities

9. Each Senator of the UMGSA shall perform the following duties:

b. Serve on at least **two** Senate Committees.

~~f. Serve on at least two internal committees.~~

MOTION: BIRT the UMGSA Council approves the change to Article V, point 9.b, and the removal of Article V, point 9.f, with the following points renumbered accordingly.

Bylaws and Policy Committee.

11.6. Change to the Governance and Operations Manual Regarding Senator

Honoraria: This change to the Governance and Operations Manual is being recommended by the Bylaws and Policy Committee. The change would increase the annual honoraria for UMGSA Senators from \$4200.00 CAD to \$6000.00 CAD.

Existing Policy

Governance and Operations Manual

Finance, Article XI (*current Article #*): Honoraria

1. The per-annum honorarium amount of UMGSA Executive members shall be as follows:

e. Senators \$4,200.00 CAD each

Proposed Change (bold used for emphasis only)

Governance and Operations Manual

Finance, Article XI (*current Article #*): Honoraria

1. The per-annum honorarium amount of UMGSA Executive members shall be as follows:

e. Senators **\$6,000.00** CAD each

MOTION: BIRT the UMGSA Council approves this change to Article XI (*current Article #*), point 1.e of the Governance and Operations Manual as written.

Bylaws and Policy Committee.

12. Announcements

12.1. Next Council Meeting: Wednesday, March 27, 2019 - 5:30PM - UMGSA Lounge

12.2. Election Campaign Period: Monday, March 11, 2019 to Friday, March 22, 2019

12.3. UMGSA Election Forum: Tuesday, March 19, 2019 - 11:30AM - UMGSA Lounge

12.4. UMGSA Voting Period: Wednesday, March 20, 2019 to Friday, March 22, 2019

13. Adjournment

Appendix II :

UMGSA Committee Reports January 1st - 31st, 2019

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Dates: January 11th and 21st, 2019

- The Executive adjusted the Committee's meeting times to better-accommodate executives' schedules.
- New opportunities for promoting the UMGSA were discussed, including new window decals. Options will be further-investigated.
- The need to create a stronger executive transition process for incoming executives starting May 1st was discussed. Executives will be creating or augmenting transition documentation. Job shadowing in April, to the extent schedules allow, will also be implemented.
- Possible options to accommodate advance or debit payments for events, food for Council meetings, and other larger expenses where a cheque cannot be used were considered.
- Planning for the 2019-2020 UMGSA Handbook was discussed. The cost of advertisements was agreed-upon, as well as a preliminary strategy for retaining current advertisers and for gaining new ones.

Finance Committee

Chair: Cody A. Ross (UMGSA VPI)

Meeting Date: January 17th, 2019

- The committee processed conference grant and special project grant applications.
- The committee established guidelines for the usage of a potential UMGSA debit card.
- The committee discussed the status of the conference grant budget line.

Bylaws and Policy Committee

Chair: Cody A. Ross (UMGSA VPI)

Meeting Date: January 10th, 2019

- Our meeting was focused on discussing, altering and voting on minor editorial revisions to the UMGSA Governance and Operations Manual.
- Began drafting a new Executive Advisor position to replace the old Executive at Large position.

Executive Review Sub-Committee (IDR Sub-Committee)

Co-Chairs: Chantal Asselin and Kevin Boreskie

Meeting Date: January 9th 2019 (Co-Chairs only)

- All executives returned Self & Peer Evaluation forms in early January
- All members of the ERSC assigned to submit their reviews of their assigned executives to the co-chairs by February 1st, 2019
- Co-chairs have continued working on the creation of an “instruction manual” for future ERSC in an attempt to streamline the review process

Events Committee

Chair: Sakib Rahman (UMGSA VPME)

Meeting Date: January 25th, 2019

The events committee met on 25 January, 2019 between 4:00 and 5:00 pm in the UMGSA office. We discussed the UMGSA writing retreat and Alumni Mentorship Event plans. Decision was taken to survey the students regarding the Alumni Mentorship Event. The date for the Alumni Mentorship Event was set for April 4, 2019. We also discussed a possible event at the Flying Squirrel Trampoline park tentatively in the third week of March.

Services and Support Committee (Campaigns Committee)

Chair: Skye Kushner (UMGSA VPE)

Meeting Date: January 15th, 2019

During the period of January 2019, the Services and Support Committee met to discuss the role of indigenous inclusion in the UMGSA mission statements. Due to a substantial lack of indigenous representation on the campaigns committee itself, it was felt that the UMGSA indigenous ad-hoc committee would be better suited to draft language which they feel would best reflect the UMGSA’s desired mission statements on this subject. As of such, the job of crafting mission statements on the subject was given to the Indigenous Ad-Hoc Committee.

Awards Committee

Chair: Silvia Araujo (UMGSA VPA)

Meeting Date: No Meeting Held

Extra aspects related to the Academic Affairs

- Alumni Networking Event
 - Since December the UMGSA President (Carl), the VPME (Sakib) and I were communicating with the External Relations to arrange a meeting to discuss about a possible Alumni Networking Event.
 - On January 8 we had our meeting and we decided that we will have a business-style, 3-course meal, event where each table will have one Alumnus and this professional will move 3 tables throughout the event.
 - The event will be held in the evening of April 4.
- Awards:
 - The President (Carl) and I worked on the final, revised, draft of the UMGSA Awards. A meeting with Financial Aid and Awards has been scheduled to February 1st.
- Writing Retreat
 - The Senator 1 (Laura) and I worked together in November and December to put together 3 Writing Retreats to the Graduate Students at-large: one in December, another in January and the last one in February.
 - The idea of this event is to offer a quiet space for the Graduate Students, other than their offices, to help them focus only on the written content of their thesis. Professional help from an English tutors and snacks are provided.
 - Because of the low turn-out in December, we have agreed that the Events committee will be in charge of organizing and promoting the next ones, including the one offered in January.

Appendix III :

HSGSA Report January 1st - 31st, 2019

January was a busy month for the HSGSA with the start of the new semester for students. We held a January orientation on the 7th for newly enrolled Health Science graduate students, which was well received and ~ 15 students were given a welcome address by myself and Carl (UMGSA pres) as well as talks from the offices of student services, career services, and the Associate Dean Louise Simard. The orientation students also had the opportunity to attend 2 Gradsteps workshops, as well as a campus tour.

The committees for HSGSA bylaws, and the IDRC review committee met. We also met with the executive planning team for the CSHRF Research days conference to begin planning for the large June event. Our CSHRF student committee met to give suggestions for venues for evening events and the final banquet dinner for the conference week. The HSGSA held its Annual General Meeting (AGM) on Jan 24th, which went smoothly, and major changes to our bylaws and policies manual were approved including adding debit card handling and rules to allow easier purchases for events.

Carmine Slipski
President HSGSA 2018-19

Appendix IV :

January Senate Report

Link to Senate agenda:

http://umanitoba.ca/admin/governance/media/2019_01_09_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 Jan 09th, 2019 Senate Meeting.

MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

- **Department of Occupational Therapy**
 - Deletion of 3 courses, replaced by 3 new ones, and 7 course modifications with minor changes to course titles and descriptions. (p.4)
- **Department of Pathology**
 - Formal deletion of a 6 credit hour course that has already been replaced by 3 shorter and more focused ones. (p.6)

MATTERS FORWARDED FOR INFORMATION

SENATE COMMITTEE ON AWARDS

- Faculty of Graduate Studies Research Completion Scholarships (Page 8-9)
 - are enrolled full-time in a thesis-based program in the Faculty of Graduate Studies within the first two years of a Master's program or the first four years of a Ph.D. program.
- Amendments
 - Dean of Graduate Studies Student Achievement Award: open to most of the full-time grad students (Page 10-11)
 - Dr. Murray Gordon Bell Graduate Scholarship: open to full-time grad students in mathematics (Page 11-12)
 - Thomas J. Pounder Memorial Scholarship: open to full-time grad students in Civil Engineering (Page 12)

REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS

1. **Proposal for Post-baccalaureate Diploma in Medical Physiology and Pathophysiology** by Max Rady College of Medicine, Rady Faculty of Health Sciences (p.30)
 - 1-yr program (27 credit hour – all 6 courses are new and at 5000 level) for students needing a background in lab research. Similar to the pre-Master's program that was existent before.
 - Maximum enrolment of 30 students at a time, each paying a total of \$4,927.
 - No need for additional financial, teaching, or bibliographic resources to deliver this program.
2. Proposed Essential Skills and Abilities (Technical Standards) for Admission, Promotion, and Graduation in the **M.Sc. in Genetic Counselling Program** (p.224)
 - Graduates of this program must master essential skills and abilities in four key areas

- This exigence complies with the standards used for the program accreditation by the Accreditation Council for Genetic Counseling (ACGC)
- 3. Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes RE: **Department of Electrical and Computer Engineering** (p.242)
 - Change in minimum credit hour requirements for the M.Sc. program from 18 to 12.
 - This has been the current practice, but FGS and Senate had not been formally notified before.
 - Also, falls in line with what rest of the U15 Universities follow.
 - Enables more focus on research rather than coursework.

REPORT OF THE PRESIDENT

The President welcomed everyone back to the session after the Winter Break. Despite predictions for a rather harsh temperatures this Winter, he hoped that everyone will be safe and sail through it this term.

ADDITIONAL BUSINESS

UMGSA President Carl Neumann inducted into the Presidential Search Committee by the Board of Governors. Also, the Senate voting of UMSU President Jakob Sanderson as Student Representative to the Presidential Search Committee that took place in December was formally approved.

NOTICE OF MOTION

A motion was carried forward by Professor Gabbert, Faculty of Arts asking for Senate to recommend that the Board of Governors modify procedures for Presidential Search Process to stipulate that the names of short-listed candidates be made known to the University community, that each short-listed candidate deliver a public presentation to the University community of his or her vision of the University, and that members of the University community be permitted to make submissions to the search committee regarding their assessments of short-listed candidates. **After extensive debate, the Senate approved the motion with overwhelming majority.**

Appendix V :

UMGSA Executive Reports January 1st – 31st, 2019

President - Carl Neumann

Executive Summary of Work:

- **Winter Term New Graduate Student Orientations:** On January 4th and 7th, I attended the Fort Garry Campus and Bannatyne Campus New Graduate Student Orientations. These were organized in collaboration with the Faculty of Graduate Studies as usual. I spoke at the welcome sessions at both orientations, letting new students know about the UMGSA and what we provide for graduate students.
- **Campus Children's Centre Opening Celebration:** On January 8th, I attended the Campus Children's Centre Opening Celebration. This was the official opening of the Centre's newly expanded facility, which had already opened with a greatly expanded capacity of children and upgraded facilities including a small indoor gymnasium. I spoke at the event, noting the UMGSA's significant contribution of funds toward the expansion, thanking UMSU and the Government of Manitoba for their respective contributions, and expressing just how much of a positive difference this expansion will have for graduate student parents.
- **UMGSA Back-to-School Dinner:** On January 18th, I attended the UMGSA Back-to-School Dinner at the East India Company Pub & Eatery in downtown Winnipeg. This was an opportunity for new and continuing graduate students to meet, socialize, and share a meal. We were pleased to have several families in attendance with their children, as we have been striving to hold events that will appeal to a larger array of graduate students.

Meetings Attended:

January 7 th , 2019	Student Senate Caucus Meeting	1 Hour
January 8 th , 2019	Planning Meeting for UMGSA Alumni Mentorship Event	1 Hour
January 9 th , 2019	Student Experience Committee w. President's Exec Team	1.5 Hours
January 9 th , 2019	Senate Meeting	1 Hour
January 10 th , 2019	Preliminary Staff Contract Renewal Consultation Meeting	1.5 Hours
January 10 th , 2019	RWLE & SA Policy Advisory Committee Meeting	1 Hour
January 10 th , 2019	Policy Review Meeting with the Vice-President Internal	1.5 Hours
January 10 th , 2019	UMGSA Bylaws & Policy Committee Meeting	1 Hour
January 11 th , 2019	Strategic Enrolment Management Planning Committee	1 Hour
January 11 th , 2019	UMGSA Executive Meeting	2 Hours
January 11 th , 2019	Special Meeting of the Board of Governors	0.5 Hours
January 14 th , 2019	Alumni Association Board of Directors Meeting	2 Hours
January 15 th , 2019	Alumni Relations Working Group Meeting	2 Hours
January 15 th , 2019	Financial Essentials for Directors Workshop	3.5 Hours
January 17 th , 2019	UMGSA Finance Committee Meeting	1 Hour

January 21 st , 2019	UMGSA Executive Meeting	1 Hour
January 21 st , 2019	Meeting with UMGSA Senator 2	0.5 Hours
January 23 rd , 2019	Senate Executive Meeting	0.5 Hours
January 23 rd , 2019	UMGSA Council Meeting	1 Hour
January 24 th , 2019	Board Evaluation & Governance Assessment Workshop	3.5 Hours
January 25 th , 2019	UMGSA Events Committee Meeting	1.5 Hours
January 29 th , 2019	Board of Governors Meeting	2.5 Hours
January 30 th , 2019	Wellness Sharing Circle	1 Hour
January 31 st , 2019	FGS Executive Committee Meeting	0.5 Hours

Meetings Missed:

Next Gen. Web Experience Project Board - January 10th - Regrets Sent - Scheduling Conflict
 UMGSA Services and Support Committee - January 15th - Regrets Sent - Scheduling Conflict
 RWLE & SA Policy Advisory Committee - January 24th - Regrets Sent - Scheduling Conflict

Time Spent in Meetings in January: 33.5 Hours

Office Hours:

Friday, January 4 th , 2019	2:00PM - 4:00PM
Wednesday, January 9 th , 2019	12:30PM - 1:30PM & 3:00PM - 4:00PM
Wednesday, January 16 th , 2019	1:00PM - 3:00PM
Wednesday, January 23 rd , 2019	12:30PM - 1:30PM & 3:30PM - 4:30PM
Wednesday, January 30 th , 2019	2:30PM - 3:30PM
Thursday, January 31 st , 2019	2:30PM - 3:30PM

Time Spent in Official Office Hours in January: 10 Hours

Working Events Attended:

January 4 th , 2019	New Graduate Student Orientation - Fort Garry Campus	3 Hours
January 7 th , 2019	New Graduate Student Orientation - Bannatyne Campus	1 Hour
January 8 th , 2019	Campus Children's Centre Opening Celebration	1 Hour
January 18 th , 2019	UMGSA Back-to-School Dinner	2 Hours

Time Spent at Working Events in January: 7 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	15 Hours
Other Email Correspondence	39 Hours

Total Hours Spent on the UMGSA in January, 2019: 104.5 Hours

Vice-President Internal (VPI) - Cody Ross

Executive Summary of Work:

January was mostly spent working on revisions to the Governance and Operations Manual as well as forthcoming policies related to a new Executive Advisor role and UMGSA debit card. Office hours that were missed on January 31st were made up in the following week (February 7th).

Meetings Attended:

January 9 th , 2019	Student Experience Committee	1.5 hours
January 10 th , 2019	UMGSA Bylaws and Policy Committee	2 hours
January 10 th , 2019	UMGSA Office Staff Contract Discussion	1 hours
January 10 th , 2019	UMGSA policy review with President	1.5 hours
January 11 th , 2019	UMGSA Executive Committee	2 hours
January 17 th , 2019	UMGSA Finance Committee	1.25 hours
January 21 st , 2019	UMGSA Executive Committee	1 hour

Meetings Missed:

None

Time Spent in Meetings in January: 10.75 Hours

Office Hours:

Thursday, January 3 rd , 2019	9:00AM – 11:00AM
Thursday, January 10 th , 2019	9:00AM – 11:00AM
Thursday, January 17 th , 2019	9:00AM – 11:00AM
Thursday, January 24 th , 2019	9:00AM – 11:00AM

Time Spent in Official Office Hours in January: 8 Hours

Approximate Time Spent on Other Activities:

Preparing December UMGSA reports	1 hour
Pre-processing Conference Grant Applications	3 hours
Conference Grant Application Follow-up	2 hours
Research for Debit-card usage policy	2 hours
Preparation for B&P and Finance Committee meetings	2 hours
Communications with Manitoban following January Council meeting	2 hours

Total Hours Spent on the UMGSA in January, 2019: 30.75 Hours

Vice-President External (VPE) - Skye Kushner

Executive Summary of Work:

- Attended usual meetings
- Chaired campaigns committee meeting

January – office commitments

Day	Start	Finish	Note	Total
3 rd	2:00	4:00	Reviewed material for upcoming RCR investigation and UPASS meeting	2
9 th	2:30	4:30	Planned for upcoming campaigns committee meeting	2
16 th	2:30	4:30	Prepared material and remarks for meetings over the upcoming week	2
23 rd	2:30	4:30	Prepared for UMGSA council meeting	2
30 th	2:30	4:30	Prepared monthly reports	2
Total				10

January - meetings/other

Day	Start	Finish	Note	Total
8 th	1:00	2:45	RCR investigation	2
8 th	4:00	5:00	UPASS committee meeting	1
10 th	6:00	8:00	UMSU BOD meeting	2
11 th	10:00	12:00	UMGSA executive committee meeting	2
15 th	12:00	1:00	Campaigns committee meeting	1
17 th	1:00	2:00	Members services committee meeting	1
18 th	1:00	3:00	Sustainability committee meeting	2
18 th	5:30	7:30	UMGSA back to school dinner	2
21 st	9:00	10:00	UMGSA executive committee meeting	1
23 rd	5:30	6:30	UMGSA council meeting	1
24 th	5:00	6:00	HSGSA AGM	1
Total				16

Summary of hours:

Total time spent in meetings: 16

Meetings Absent: Student Experience Committee (January 9th; represented with proxy), UMSU Board of directors meeting (January 24th, with regrets, conflicted with HSGSA AGM)

Meetings cancelled: UPASS meeting (January 28th)

Total hours spent on UMGSA in January, 2019: 26 Hours

Vice-President Health Sciences (VPHS) - Carmine Slipski

Executive Summary of Work:

- This month the HSGSA bylaws, IDRC, and CSHRF committees met.
- I also met with the CSHRF Research Days Executive committee to PLAN for the event.
- The HSGSA held its AGM meeting on Jan 24th
- I attended the FGS Executive meeting at Fort Garry campus

Housekeeping

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

Executive Summary of Hours:

2019-01-02	Office Hours	2.0
2019-01-07	Bannatyne Winter Orientation	5.0
2019-01-09	Office Hours	2.0
2019-01-14	HSGSA Executive Meeting	2.0
2019-01-15	HSGSA Bylaws Committee meeting	1.0
2019-01-15	HSGSA IDRC Meeting	1.0
2019-01-16	Office Hours	2.0
2019-01-21	UMGSA Executive Meeting	1.5
2019-01-21	HSGSA Executive Meeting	2.0
2019-01-23	Office Hours	2.0
2019-01-23	UMGSA Council Meeting	1.5
2019-01-24	CSHRF Research Days Executive Meeting	1.0
2019-01-24	HSGSA AGM	1.0
2019-01-30	HSGSA Executive Meeting	1.0
2019-01-30	CSHRF Committee Meeting	1.5
2019-01-31	FGS Executive Meeting	1.5
Monthly Total		28.0 hours

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

January 14, 2019	HSGSA Executive Meeting	2.0 hours
January 15, 2019	HSGSA Bylaws Committee Meeting	1.0 hours
January 15, 2019	HSGSA IDRC Committee Meeting	1.0 hours
January 21, 2019	UMGSA Executive Meeting	1.5 hours
January 21, 2019	HSGSA Executive Meeting	2.0 hours
January 23, 2019	UMGSA Council Meeting	2.0 hours
January 24, 2019	CSHRF Research Days Executive	1.0 hours
January 24, 2019	HSGSA AGM	1.0 hours
January 30, 2019	HSGSA Executive Meeting	1.5 hours
January 30, 2019	CSHRF Committee Meeting	1.5 hours
January 31, 2019	FGS Executive Meeting	1.5 hours

Time spent in meetings: 10.0 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 in January, 2019: 28.0 Hours

Vice-President Academic (VPA) - Silvia Araujo

Executive Summary of Work:

- Attended a few meetings related to the graduate student life and UMGSA, including: Student Senate Caucus, UMGSA Executive, UMGSA Campaigns, SEEQ Review, UMGSA Council, Family Friendly Policies and FGS Executive.
- Participated as a member of an FGS award selection committee for faculty members.
- Worked with other Execs to promote academic-related events, such as the Alumni Networking and the writing retreat.
- Maintained more consistent office hours for January.
- 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
1/3/2019	10:30 AM	12:30 PM	Rewriting the UMGSA Awards proposal + revising falconers applications	2:00
1/4/2019	10:50 AM	3:00 PM	Office hours (10:50-1); revising falconers applications (1-3)	4:10
1/5/2019	11:30 AM	1:30 PM	Reading Senate Agenda + writing the Agenda for the Student Senate Caucus Meeting	2:00
1/7/2019	6:00 PM	7:00 PM	Student Senate Caucus	1:00
1/8/2019	11:00 AM	12:00 PM	Meeting with External Relations to discuss the Alumni Event	1:00
1/10/2019			UMGSA Bylaws Committee Meeting missed (sent regrets - TAing)	
1/11/2019	10:00 AM	2:00 PM	UMGSA Executive meeting + meeting grad students from Civil Engineering Graduate Students' Association (CEGSA)	4:00
1/12/2019	8:00 PM	10:00 PM	Revising Falconers application	2:00
1/14/2019			SCADR cancelled	
1/15/2019	12:00 PM	12:30 PM	UMGSA Campaigns meeting (called in)	0:30
1/16/2019	8:00 PM	10:00 PM	Revising Falconers application	2:00
1/17/2019			SCIE cancelled	
1/18/2019	10:30 AM	12:50 PM	Office hours	2:20
1/20/2019	9:00 PM	11:00 PM	Revising Falconers application	2:00
1/21/2019	8:55 AM	9:55 AM	Executive Meeting (called in)	1:00
1/23/2019	3:00 PM	6:30 PM	SEEQ Review meeting (3-4:30) + emails (4:30-5) + Council meeting (5:00-6:30)	3:30
1/26/2019	10:00 AM	1:45 PM	Falconers review + Office hours	3:45
1/29/2019	8:50 AM	10:15 AM	Family Friendly Policies Meeting	1:25
1/30/2019	10:30 AM	12:15 PM	reading FGS Executive meeting agenda	1:45
1/31/2019	1:00 PM	2:40 PM	FGS Exec meeting (1-2) + Writing the last draft of the Awards (2-2:40)	1:40
Monthly Total				36:05

Summary of Hours:

Time spent in meetings: 10:55.

Meetings Cancelled: Senate Committee on Academic Dress (SCADR) and Senate Committee on Instruction and Evaluation (SCIE).

Meetings Missed: UMGSA Bylaws and Policy – regrets sent (TAing).

Total Hours Spent on the UMGSA in January, 2019: 36:05.

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

Executive Summary of Work:

- Served all office hours.
- Coordinated volunteers for UofM Graduate Student Orientation.
- Organized the January UMGSA games night.
- Organized the UMGSA Back-to-School Dinner.

Executive Summary of Hours:

	Day	Start	Finish	Note	Total
Time in Office	4 January 2019	4:00 PM	5:00 PM	Office Hours	1
	8 January 2019	4:00 PM	5:00 PM	Office Hours	1
	11 January 2019	3:00 PM	4:00 PM	Office Hours	1
	18 January 2019	2:30 PM	4:30 PM	Office Hours	2
	22 January 2019	4:00 PM	5:00 PM	Office Hours	1
	25 January 2019	3:00 PM	4:00 PM	Office Hours	1
	29 January 2019	4:00 PM	5:00 PM	Office Hours	1
Time in Meetings	11 January 2019	10:00 AM	11:30 PM	Executive Meeting	1.5
	21 January 2019	9:00 AM	10:00 AM	Executive Meeting	1
	15 January 2019	12:00 PM	12:30 PM	Campaigns Committee Meeting	0.5
	25 January 2019	4:15 PM	5:15 PM	Events Committee Meeting	1
Time in Other Activities	4 January 2019	9:00 AM	3:00 PM	Graduate Student Orientation	6
	4 January 2019	5:00 PM	5:30 PM	Email Correspondence	0.5
	4 January 2019	5:30 PM	7:30 PM	Games Night	2
	10 January 2019	1:00 PM	1:30 PM	Email Correspondence	0.5
	14 January 2019	6:00 PM	10:00 PM	Accounting for Back-to-School Dinner	4
	18 January 2019	5:30 PM	7:30 PM	Back-to-School Dinner	2
	Monthly Total				27

Time in Office: 8 hours (4:00 pm-5:00 pm on Tuesday and Friday usually)

Time in meetings: 4 hours

Time in Other Activities: 15 hours

Total Hours Spent on the UMGSA in January, 2019: 27 Hours

Senator 1 - Chidiebere Felix Nwaiwu

- UMGSA Executive meetings, UMGSA Council meeting
- Held regular office hours
- Maintained regular e-mail communications

Summary of Hours

Date	Start	End	Note	Hours
04/01/19	12:30 pm	6:30 pm	Office Hours	6:00
05/01/19	3:00 pm	6:30 pm	November & December Executive Reports	2:30
07/01/19	6:00 pm	7:00 pm	Student Senate Caucus Meeting	1:00
09/01/19	10:30 am	12: 00 noon	Student Experience Committee with President's Executive Team	1:30
09/01/19	1:30 pm	2:30 pm	Senate Meeting	1:00
09/01/19	7:00 pm	9:00 pm	December Senate Report	2:00
10/01/19	5:30 pm	6:30 pm	Bylaws & Policy Committee Meeting	1:00
11/01/19	10:00 am	12:00 pm	UMGSA Executive Meeting	2:00
18/01/19	12:00 pm	2:00 pm	Office Hours	2:00
21/01/19	9:30 am	10:00 am	UMGSA Executive Meeting	0:30
23/01/19	1:30 pm	1:47 pm	Senate Executive Committee Meeting	0:47
23/01/19	5:30 pm	6:30 pm	UMGSA Council Meeting	1:00
25/01/19	1:00 pm	3:00 pm	Office Hours	2:00
25/01/19	4:00 pm	5:30 pm	Events Committee Meeting	1:30
Total				24:47

Time spent in meetings: 10:17 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 the UMGSA in January, 2019: 24 hours, 47 minutes

Senator 2 - Laura Forsythe

Meetings attended

January 11	Exec Meeting	9:30-11:30	2.0 hours
January 11	Louis Riel Day Meeting	1:00-2:00	1 Hour
January 16	Diversity and Inclusion	2:30-3:30	1 Hour
January 21	UMGSA Exec Meeting	9:00-10:00	1 Hours
January 23	UMGSA Council Meeting	5:30-6:30	1 hour
January 24	Senate Committee on University Research	3:00-5:00	2 hours

Meetings Missed

January 9th Senate Meeting Sent regrets out of the country

Times spent in meetings hours 8 hours

Office Hours

January 15 th	12:30-1:15	Counted towards December
January 16 th	10:00-12:30	Counted towards December
January 21 st	9:59-11:25	Counted towards December
January 21 st	12:32-2:30	Counted towards December
January 22 nd	9:34-11:34	Counted towards December
January 29 th	10:00-12:00	
January 30 th	2:00-4:00	

Time Spent in Office hours 4 hours – asked for forgiveness and understanding to the council for the hours unmet due to the many hours required from December

In total spent 12 hours and 15 mins spent in UMGSA offices in the month of January

Total hours spent on UMGSA in January, 2019: 12 Hours

Bi-Annual UMGSA Executive Review Subcommittee Report



May 1, 2018 to November 30, 2018

Introduction

Time-Period Covered by this Review: May 1 to November 30, 2018

Collaboratively prepared by the members of the Executive Review Subcommittee. Thank you to all those who have contributed to the completion of this bi-annual review.

Members of the ERSC

Chantal Asselin – ERSC Co-Chair

Eric Gagnon

Kevin Boreskie - ERSC Co-Chair

Junfei Guo

Luis Cordero-Monroy

Navjot Kaur Brar

Julia Minarik

Razia Sultana

Avwerosuo Amromanoh

Longwei Yang

Hrishekesh Banik

About the Bi-Annual Review of the UMGSA Executive

As written in the UMGSA Policies, the role of the Executive Review Subcommittee (ERSC) is to perform the bi-annual review of the current UMGSA executives and to make recommendations based on the review, particularly relating to the development and maintenance of the review process. This review includes self and peer reviews by the executive team, an online survey of graduate students at large, as well as a review of Council and Executive Meeting minutes, Council and Committee Attendance records, and other relevant documents.

The subcommittee of the ERSC was formed November 20, 2018. The ERSC co-chairs distributed Self & Peer Review Forms to the executive team on December 6, 2018. All of those review forms were completed and returned by a January 7, 2019 due date. The subcommittee has met in person once and has conducted multiple online discussions via email. The review work was divided-up amongst the subcommittee members, with each executive being reviewed by at least two committee members. The final report reflects the combined comments and assessments of many voices and perspectives, with each executive receiving their own individual summary. The online survey was conducted from January 15, 2019 to January 27, 2019 and provides us with a much wider perspective on how well the executive is connecting with graduate students at large. A brief summary of the survey results is provided after the individual executive summaries.

The ERSC based this report on information compiled from the following documents:

- UMGSA Executive Self and Peer Review
- UMGSA Executive Review Survey for General Students
- UMGSA Executive Meeting Minutes
- UMGSA Council Documents Package
- UMGSA Executive Calendar
- UMGSA Internal Committees Attendance Sheet

Please Note: This report seeks to be as accurate as possible and seeks to evenly balance all comments/ratings along with all documentation submitted to the subcommittee. In drafting this report, the ERSC deals with evidence and facts primarily in the form of Council, Committee, and Attendance documentation. Otherwise, the subcommittee relies on the ratings and comments provided by the Executives themselves through the Self & Peer Review Forms, in addition to ratings and comments provided by graduate students at large through the online survey. The subcommittee endeavors to maintain neutrality in several ways: first, through procedures that maintain the confidentiality of comments provided to the subcommittee; second, through procedures to ensure that each executive is reviewed by at least two reviewers, with comments from each combined to create the individual review summaries; and three, by starting from what evidence we have to draw from, and then examining comments and ratings provided to us in light of the evidence. The reviewers cannot ensure that all comments provided to the subcommittee provide a complete and accurate picture of any given executive that we are reviewing nor of their performance, and we never presume that one opinion is entirely right nor another one entirely wrong. We seek to balance all comments and ratings, and the review summaries are based on our earnest attempts to achieve that balance, grounded in the evidence that we have.

Peer-Review Performance Ratings Guide:

9.0-10.0 Excellent

8.0-8.9 Good

7.0-7.9 Satisfactory (Room for Improvement)

5.0-6.9 Alarming (Action is Needed)

0.0-4.9 Unsatisfactory (Immediate and Significant Action is Needed)

Carl Neumann – President

Positive Aspects and Contributions:

- Dedicated to the long-term success of the UMGSA
- Highly active in the student community, representing the UMGSA in various committees, events, and orientations
- Good attendance record, especially considering the quantity of meetings he is required to attend.
- Valuable and knowledgeable asset to the UMGSA



Reported Areas of Opportunity:

- Increased time management and punctuality should be prioritized to respect other's time
- Delegate more tasks to ease heavy workload and avoid micromanaging
- Communication improvements could be made by having more in-person meetings and responding to emails in a timely fashion
- Focus on collaborative conversation, rather than always having to lead meetings. Assigning a different executive to lead certain meetings was a suggested alternative.

Self & Peer Review Scores:

Average Peer Review Score: 8.74 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: 9 Peer: 9.22

How well has this executive worked with Other Members of the Executive Team?

Self: 8 Peer: 8.22

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: 9 Peer: 8.75

How well has this executive worked with Graduate Students at Large?

Self: 9 Peer: 8.75

Office hours:

(10-May) (8-June) (10-July) (8-Aug) (8-Sept) (10-Oct) (8-Nov)

= **62 hrs (May-November)**

Total logged hours:

(81.5-May) (96.5-June) (87-July) (97.5-Aug) (107-Sept) (120-Oct) (110.5-Nov)
= **700 (May-November)**

Attendance and Punctuality at Meetings:

- Fully attended all UMGSA Council Meetings.
- Did not miss any Executive Meetings, & Slightly Late once (Nov 23 - missed only the first 4 minutes of meeting)
- Attended all Committee Meetings with a few late ones – 1 Awards Committee Meeting (July 12 – 10 minutes late); & 2 Bylaws and Policy Meetings ([June 5 – 5 mins late] & [October 18 – 20 minutes late]); 2 out of 3 Campaign meetings ([September 18 – 5 mins late] & [October 25 – 40 minutes late]); 1 Events Committee Meeting (October 19 – 5 mins late); 2 Finance Committee Meetings ([June 19 – 15 mins late] & [July 17 – 20 mins late]).

Overview:

All Executives acknowledge the level of commitment Carl has to the UMGSA. Carl serves on many different committees and is highly active in the student community. Carl has taken on several initiatives collaboratively with other Executives to ensure graduate students are advocated for and the UMGSA is actively heard. In his role, he has proven to be an asset to the UMGSA with notable examples including (but not limited to): helping in securing international student health insurance, helping negotiate a contract with the Manitoban providing ad space for the UMGSA, providing crucial documents regarding the legal stalemate with the Canadian Federation of Students, and successfully negotiating the office assistant contract with the UMGSA staff union. While no one doubts his commitment to the role, an area of concern for Carl was his punctuality to meetings. It is understood that the role of the president requires a breadth of commitments, but habitual lateness was seen as not respecting other committee members' time. Working on time management was encouraged. In his Self & Peer Evaluation Form, Carl recognized both this and his need to improve communication. A more consistent routine for responding to emails, including expectations of response time, especially to other Executives, was recommended. As well, an effort needs to be made to communicate more in-person to avoid miscommunications and misinterpretations that can arise over email. Carl is consistently willing to take on extra work, and his strong dedication to the UMGSA was noted, but increased delegation of tasks to other executives was noted as an area of opportunity. More effective delegation of tasks and reduced micromanaging could ease his workload and show trust in his team. With the long-term success of the organization at heart, Carl's dedication to the role ensures that the UMGSA is active and well-represented at the University.

Carmine Slipski – Vice President Health Sciences

Positive Aspects and Contributions:

- Accessible, visible and effective executive
- Good organization skills in campus events
- Professional, productive and considerate of the students
- Puts forward valuable ideas

Reported Areas of Opportunity:

- Sometimes slow to respond to emails
- Better communication between the HSGSA and the UMGSA could allow for a more connected feel between the two groups



Self & Peer Review Scores:

Average Peer Review Score: 8.79 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: 10 Peer: 8.875

How well has this executive worked with Other Members of the Executive Team?

Self: 9 Peer: 8.78

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: 10 Peer: 8.75

How well has this executive worked with Graduate Students at Large?

Self: 10 Peer: 8.75

Office hours:

(8-May) (8-June) (8-July) (8-Aug) (8-Sept) (8-Oct) (8-Nov)

= **56 (May-November)**

Total logged hours:

(46.25-May) (50.5-June) (20-July) (19.5-Aug) (32.5-Sept) (19-Oct) (20-Nov)

= **207.75 (May-November)**

Attendance and Punctuality at Meetings:

- Regrets UMGSA Council Meeting on Nov28
- Regrets on 3 Executive Meetings (Aug9 during his wedding holiday, Oct12 and Nov9, respectively). Reasons for absences were not recorded.
- Attended all committee meetings
- Overall good attendance considering travel from Bannatyne

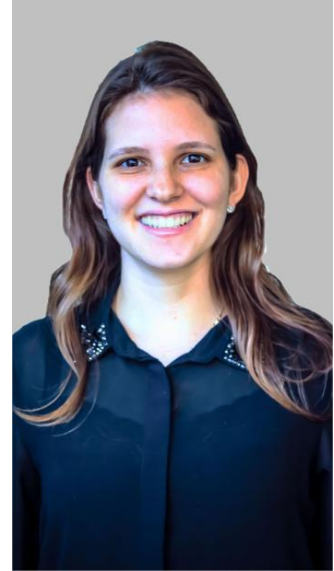
Overview:

Fellow UMGSA executives thought highly of Carmine and the work he has done with the HSGSA and the UMGSA. It was noted that he effectively advocated for identified graduate student issues. Specifically, his work advocating for graduate students who received less funding than promised from supervisors after receiving awards was complimented. Due to his work on this issue, the UMGSA is now in talks with FGS to come up with a solution. As the VPHS, Carmine has been productive on the Bannatyne Campus through the hosting of successful events, acquiring an HSGSA seat on the College of Medicine Council, and playing a role in creating a childcare space for students or staff who are caring for children. His good attendance at UMGSA and executive meetings was noted, especially considering his travel from the Bannatyne Campus. While recognizing his hard work and accomplishments, further improving communication between the HSGSA and the UMGSA was noted as an area that could potentially use improvement. The notes that some executives felt that could not adequately evaluate the job-specific duties Carmine is filling may speak to this and the fact that he is based on another campus. Overall, Carmine's evaluation gives indication of a diligent worker committed to his duties for the UMGSA and HSGSA.

Silvia Araujo – Vice President Academic

Positive Aspects and Contributions:

- Very conscientious
- Good work and commitment to fulfilling duties in UMGSA
- Oversaw successful UMGSA processes/programs
- Has taken on a variety of committees
- Strong advocate for graduate students



Reported Areas of Opportunity:

- Communications with other executive members could be improved
- Office hours could be improved

Self & Peer Review Scores:

Average Peer Review Score: 8.52 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: 7 Peer: 8.11

How well has this executive worked with Other Members of the Executive Team?

Self: 9 Peer: 8.33

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: 9 Peer: 8.88

How well has this executive worked with Graduate Students at Large?

Self: 10 Peer: 8.75

Office hours:

(10-May) (8-June) (8-July) (12.5-Aug) (4-Sept) (0-Oct) (8.75-Nov)
= **51.25 hrs (May-November)**

Total logged hours:

(42.5-May) (45.75-June) (48.66-July) (46-Aug) (23-Sept) (14.25-Oct) (35.5-Nov)
= **255.66 (May-November)**

Attendance and Punctuality at Meetings:

- Attended all UMGSA Council Meetings
- Regrets on 3 Executive Meetings (Sep14, Sep28 and Oct 1, respectively), missed one awards committee meeting (on July12), missed one bylaws and policy committee meeting (on Sep20), missed two campaigns committee meeting (Sep18 and Oct25).
- Behind on office hours

Overview:

Silvia performed her role as the VPA well over the past year and multiple notes were made regarding her conscientious attitude. She has taken on more committees than most and her concerted efforts on these committees was appreciated. Her work on the UMGSA awards process and the holiday hamper program, despite having the added responsibility of a recent baby, were identified as being highlights. Some executive members identify communication as an area of opportunity for Silvia. As well, she understandably fell behind in office hours due to her newborn, but it will be important for her to catch up on this missed time. Silvia acknowledged this in her own Self & Peer Review Form. Fellow executives found Silvia easy to work with and noted that she has shown commitment to the UMGSA and the students at large.

Skye Kushner – Vice President External

Positive Aspects and Contributions:

- Outreach to the Faculty, Staff, and Students
- Good work advocating for students on issues such as international student health coverage
- Taken on several committee duties and has assisted with many special events

Reported Areas of Opportunity:

- Increased collaboration with UMSU and other external organizations
- Increased professionalism in person, through online/email communications and regarding UMGSA policies
- More activity with the Campaign Committee



Self & Peer Review Scores:

Average Peer Review Score: 8.00 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: N/A Peer: 7.38

How well has this executive worked with Other Members of the Executive Team?

Self: N/A Peer: 7.67

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: N/A Peer: 8.63

How well has this executive worked with Graduate Students at Large?

Self: N/A Peer: 8.25

Office hours:

(10-May) (8-June) (4-July) (4-August) (9.5-September) (5-October) (6-November)
= **46.5 hrs (May-November)**

Total logged hours:

(21-May) (23.5-June) (25.5-July) (25-Aug) (25.5-Sept) (31-Oct) (31-Nov)
= **182.5 (May-November)**

Attendance and Punctuality at Meetings:

- Fully attended all UMGSA Council Meetings. Got regret for the council meeting on August 22, 2018 and left early on November 28, 2018.
- Left early during 4 Executive Meetings - Meeting 1 (May 10, 2018, 10 am to 12:47 pm, Left early), Meeting 2 (June 28, 2018, 10:40 am to 12:38 pm, Left early), Meeting 3 (September 14, 2018, 9:30 am to 11:15 am, Left early),
- Missed three Executive meetings - Meeting 1 (August 09, 2018, regret), Meeting 2 (August 23, 2018, regret), Meeting 3 (September 28, 2018, regret).
- Attended five of eight committee meetings. The three missed meetings are: Bylaws & Policy committee meeting (June 5th, 2018), IDRSC committee meeting (November 20th, 2018), and Events committee meeting (November 23rd, 2018).

Overview:

Skye is a strong voice advocating for the rights of graduate students. Specifically, his work on the issues regarding healthcare coverage for international students was commended by his peers. His positivity and willingness to assist with special events were also noted as strength in his role as VPE. While this positivity was good, increased professionalism and seriousness in the role was recommended, specifically in email communications and abiding by UMGSA policy. Further initiative should be made to expand the UMGSA's connections to external organizations like city hall and legislature. Skye did this during the summer with members of legislature, but these external initiatives have died out during the school year. Collaborating in house with UMSU on shared issues such as mental health awareness or healthy sexuality was also listed as an area for improvement. Though Skye's participation on many committees was appreciated by his peers, it was felt that the Campaign Committee had been particularly stagnant in year with several serious allegations at the University. More work should be done to move this committee's work forward by creating concrete initiatives. Increased availability through office hours and improved attendance at executive and council meetings are areas of opportunity for the VPE. Skye is willing to go above-and-beyond to assist graduate students and acts as an outspoken advocate for them.

Cody Ross – Vice President Internal

Positive Aspects and Contributions:

- Knowledgeable on UMGSA policies
- Performance as the chair of the Bylaws and Policy Committee was praised
- Professional and respectful
- Committed to the financial health of the UMGSA.



Reported Areas of Opportunity:

- Sometimes slow to respond to emails
- Could have improved attendance at special events/opportunities to meet with students at large
- Emphasize using more tact when discussing suggestions that he does not favor

Self & Peer Review Scores:

Average Peer Review Score: 8.75 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: 10 Peer: 9

How well has this executive worked with Other Members of the Executive Team?

Self: 8 Peer: 8.5

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: 10 Peer: 9

How well has this executive worked with Graduate Students at Large?

Self: 9 Peer: 8.5

Office hours:

(10.75 -May) (10 -June) (8 -July) (10 -Aug) (8 - Sept) (8 -Oct) (10 -Nov)

= 64.75 (May-Nov)

Total logged hours:

(39.5-May) (29.5-June) (34.5-July) (40.75-Aug) (45.75-Sept) (38.5-Oct) (39.5-Nov)

= 268 (May-November)

Attendance and Punctuality at Meetings:

- Attended all UMGSA Council Meetings
- Attended all Committee Meetings

Overview:

Overall, it was thought that Cody was professional in his conduct toward his role as the VPI and was agreeable to work with. His work on the budget and bylaws were identified as highlights of his work by his peers, although some concerns were raised regarding the potential ramifications of eliminating executive roles. His move to digitize the grant applications was applauded, both for bringing UMGSA into the modern era and for simplifying paperwork. Cody was praised for the valuable insight and ideas that he brings to discussions. It was suggested that Cody could use more tact when dealing with suggestions that he himself does not favor, an area for improvement that he identified in his own Self & Peer Review Form. While the VPI's attendance at meetings was stellar, he could improve his attendance at special events and opportunities to interact with the students at large. Cody is highly rated by his peers, reflecting their thoughts that he is an exemplary VPI.

Sakib Rahman – VP Marketing & Events

Positive Aspects and Contributions:

- Organized well varied events attracting a broader audience compared to previous years
- Described by peers as positive, respectful and supportive
- Collaborating well with the HSGSA to host joint events
- Increased volunteer participation during the fall and winter orientations

Reported Areas of Opportunity:

- Increased attendance at council and executive meetings and timely regrets when not able to attend
- Improved communication with other executives, particularly regarding upcoming events
- Meeting punctuality, responding to emails in a timely-fashion, and submitting work on time are areas of opportunity



Self & Peer Review Scores:

Average Peer Review Score: 7.5 Satisfactory

How well has this executive fulfilled their Job-Specific Duties?

Self: 6 Peer: 6.89

How well has this executive worked with Other Members of the Executive Team?

Self: 8 Peer: 7.11

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: 8 Peer: 7.62

How well has this executive worked with Graduate Students at Large?

Self: 10 Peer: 8.38

Office hours:

(7.5-May) (9-June) (10-July) (8-August) (9-September) (10-October) (7-November)
= **60.5 hrs (May-November)**

Total logged hours:

(23.53-May) (27.71-June) (28.63-July) (27.17-Aug) (28.03-Sept) (26.82-Oct) (22.5-Nov)
= **184.39 (May-November)**

Attendance and Punctuality at Meetings:

- Perfect attendance for the Events Committee meetings
- Arrived on time to 7 of the 14 meetings, where 2 of these instances, Sakib attended via phone.
- Absent for the August 9 Executive meeting. One hour late for the September 25 Executive meeting and attended via the phone. Absent and failed to send regrets for the November 9 Executive meeting. Additionally, arrived 20 minutes late to 3 Executive meetings and 15 minutes late to another.
- Absent for the July 12 Awards Committee meeting but arrived on time for the rest of the Awards Committee meetings.
- Arrived 24 minutes late to the first meeting Campaign Committee meeting and failed to attend the next 2 meetings.

Overview:

Many positive attributes have been assigned to Sakib including being good-natured and a pleasure to work with. Sakib's creativity has led to increasingly varied events attracting a broader audience compared to previous years. These events have included: Manitoba Museum Visit, UMGSA Mini-Soccer World Cup, Fun Mountain Water Park Trip, UMGSA Fall Welcome BBQ, Corn Maze and Haunted Forest Trip, Games Night at IQs, and UMGSA Back-to-School Dinner. Currently Sakib is planning a joint UMGSA-HSGSA trip to Fun Mountain in August. A suggestion was made to include more "family friendly" in the agenda so that graduate students can enjoy these events with their families as well. Most executives noted that he was being accountable financially in his role as VPME. Increased volunteer participation during the fall and winter orientations, as well as turning a profit on the handbook printing are also highlights. Although Sakib has organized many events on behalf of the UMGSA, more effort should be spent promoting the events ahead of time. Many executives expressed regret that they were unable to participate in events as they did not feel that they knew about them far enough in advance. Improved marketing of the planned events to the general student body with enough notice was also recommended. Last minute planning of events is limiting the participation of graduate students and the other Executives as well. It was noted that lack of communication with others may stem from poor attendance at council and executive meetings, as well as irregular office hours that do not coincide with other executives. Regrets sent in a timely fashion would be appreciated by meeting attendees. These issues were all recognized by Sakib in his own Self & Peer Evaluation Form. Sakib is a positive and supportive team member, but review scores indicate there is room for improvement in job specific duties.

Felix Nwaiwu – Senator



Positive Aspects and Contributions:

- Outspoken advocate for graduate students
- Hardworking and open-minded
- Described as helpful and delivering quality work
- Assisted with all the events put on by the UMGSA.

Reported Areas of Opportunity:

- Commitment to advocating for a variety of views was sometimes seen as being overly argumentative
- Should be conscious of other's time during executive and council meetings by keeping discussions focused

Self & Peer Review Scores:

Average Peer Review Score: 8.94 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: 10 Peer: 9.11

How well has this executive worked with Other Members of the Executive Team?

Self: 10 Peer: 8.33

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: 10 Peer: 9.00

How well has this executive worked with Graduate Students at Large?

Self: 10 Peer: 9.33

Office hours:

(8-May) (10-June) (5.5-July) (12.5-Aug) (8-Sep) (8-Oct) (10-Nov)

= **62 hrs (May-Nov)**

Total logged hours:

(25.25-May) (30.5-June) (13.5-July) (36.5-Aug) (31-Sept) (29-Oct) (28.1-Nov)

= **193.85 (May-November)**

Attendance and Punctuality at Meetings:

- Fully attended all UMGSA Council Meetings
- Fully attended all Senate Meetings but 1 where regrets were sent.
- Incomplete (3) Executive Meetings either due to lateness or early departure ([May 10 – 9 mins left], [July 12 – 8 minutes left], [November 9 – 64 mins late]).
- Late to few internal committee meetings – 1 Bylaws and Policy Meeting (August 7 – 5 mins late); and 1 Events Committee Meeting (September 21 – 21 minutes late).
- 1 absence from the Events Committee (July 20) due to being away at a conference
- 1 unexplained absence from the Bylaws and Policy Meeting (November 15)

Overview:

Felix has a positive personality, and is described as hardworking, open-minded, and a good team player. His sincere commitment to his role has resulted in great attendance at council and senate meetings and accessibility through his office hours. An active member of the executive, Felix's willingness to volunteer at many events was much appreciated by his peers. Many of his peers commended him on his ability to reach out to students at large and within his faculty, getting them more involved with the UMGSA. Felix has the best interests of graduate students at heart and is passionate in his work, but sometimes this can result in scenarios where he was seen as being a little too argumentative. While his consideration of the diverse perspectives of the UMGSA membership in meetings was considered a strength, this sometimes made it difficult to ensure that agenda items were met on time as discussions lost focus. Felix's meeting attendance was good, but he could pursue even better attendance by seeing meetings to conclusion and ensuring he is present on time. A diligent worker and an advocate for the student body, Felix was rated highly in all categories by his peers.

Laura Forsythe - Senator

Positive Aspects and Contributions:

- Strong character is used to argue for change and for advocating for students
- Dedicated to engaging the Indigenous graduate student body within the UMGSA
- Supportive individual and a good representative for the graduate student body
- Described as being very positive and fun to be around
- Good attendance and presence at non-UMGSA events and meetings around campus



Reported Areas of Opportunity:

- Engaged in many different roles and committees but attendance to meetings could be improved
- Increased office hours/improved logging of office hours
- Focus on representation of the graduate student body as a whole

Self & Peer Review Scores:

Average Peer Review Score: 8.44 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: N/A Peer: 8.33

How well has this executive worked with Other Members of the Executive Team?

Self: N/A Peer: 8.44

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: N/A Peer: 8.55

How well has this executive worked with Graduate Students at Large?

Self: N/A Peer: 8.44

Office hours:

(8-May) (6-June) (4-July) (4-August) (6-September) (10-October) (1-November)
= **39 hrs (May-November)**

Total logged hours:

(10-May) (17-June) (15.25-July) (24.4-Aug) (27.5-Sept) (27.5-Oct) (24-Nov)
= **145.65 (May-November)**

Attendance and Punctuality at Meetings:

- Attended the Indigenous Ad-Hoc Committee meeting on November 6, 2018.
- Did not attend most of the other UMGSA Council Meetings. Got regret for council meeting May 23, 2018 and Left early another meeting which was held on November 28, 2018.
- Executive Meetings – Came late and left early in Meeting at May 10, 2018 (arrived at 10:25 am; left at 12:40 pm), Left early in Meeting at August 23, 2018 (left at 11:30 am), Left early in Meeting at September 28, 2018 (left at 11:15 am), Left early in Meeting at October 12, 2018 (left at 11:08 am).
- Absent at two Executive meetings- Meeting 1 on June 14, 2018, Meeting 2 on August 9, 2018.
- Expressed regret in two Executive meetings- Meeting 1 at July 12, 2018, Meeting 2 at November 23, 2018.

Overview:

Laura is a goal-oriented individual who is featured by her co-curricular activity. All executives thought highly of Laura and of the work she has done as a Senator, specifically her participation on many different committees. Laura's passion toward indigenous engagement and advocacy has allowed her to present related opportunities to the UMGSA and Faculty of Graduate Studies, a strength in her profile as a Senator. For example, Laura expressed her concern for the lack of Indigenous and female representation during the Chancellor Search Committee. This passion, and the influence of Laura's position as a Senator has made her a valuable member of the UMGSA team. Her dedication to the university community was commended, but it was thought that these commitments may sometimes hamper her participation in executive and committee meetings. Improved attendance at these and increased, consistent office hours would improve accessibility to the Senator. Laura was encouraged to continue advocating for the student body as a whole, and to continue her specific work engaging with the indigenous student body. The praise given by her peers is reflected in her peer review score.

Summary of the Online Survey of Graduate Students:

Unfortunately, only 90 Graduate Students took the online survey. The survey consisted of 9 questions plus the opportunity to leave written comments if desired. Students had the opportunity to skip each question if they wished, and all this data is provided for each question individually. The online survey sent out for the next Executive Review Report will include branching logic to ensure validity of questions in the questionnaire. As well, we will make further efforts to ensure broader distribution and reminders to fill out the survey. Suggestions that have been given on improving the survey are appreciated and will be incorporated when creating surveys in the future.

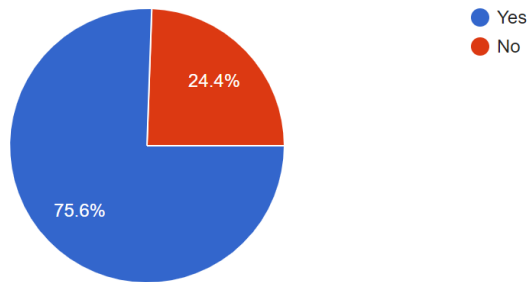
Most respondents (89%) rate that the UMGSA is serving them as Average to Very Well. There remain some who feel that the UMGSA is falling short of their expectations. A significant number of respondents have little or no interaction with the UMGSA or its executives and/or are unfamiliar with the role of the UMGSA.

Despite the majority of respondents rating the quality of information and communication from the UMGSA as being Average to Good, a number of individual comments stressed the need for improved communication from UMGSA, specifically in relation to events.

As past review reports have recommended, the executives and the UMGSA generally should endeavor to improve their communications with Graduate Students, and work to foster a stronger connection with far more of these students.

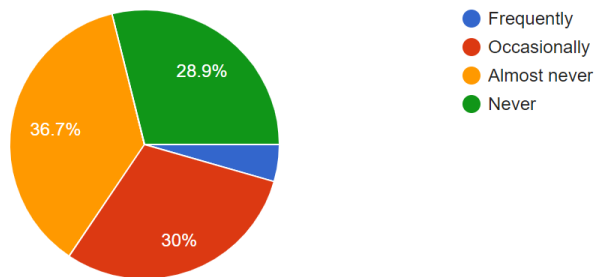
Are you familiar with the role of the University of Manitoba Graduate Students' Association (UMGSA)?

90 responses



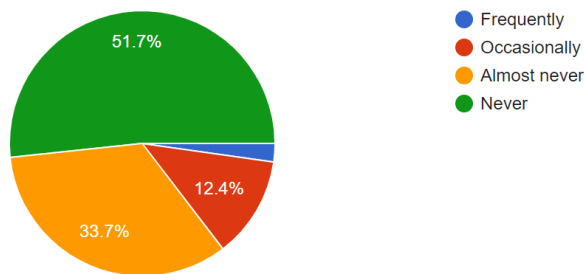
How often do you visit the UMGSA website? (<http://www.umgsa.org/>)?

90 responses



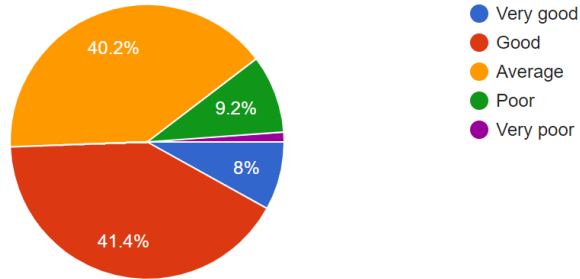
How often do you visit the UMGSA Facebook page (<https://www.facebook.com/UManitobaGSA/>)?

89 responses



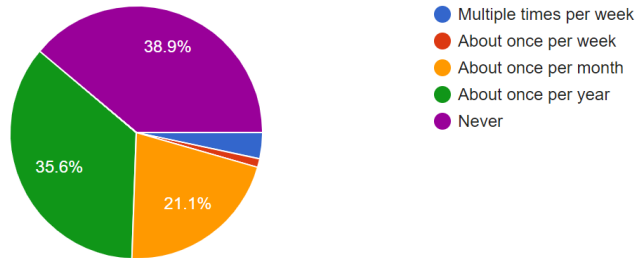
How would you rate the quality of information and communications you have received from the UMGSA during this school year?

87 responses



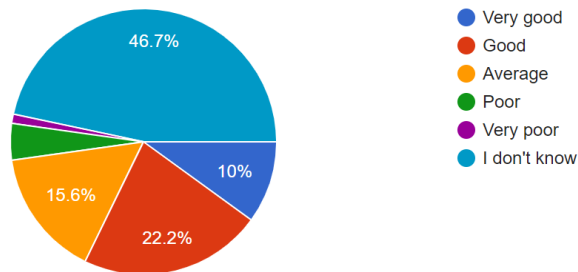
How often do you usually interact with the UMGSA Executive Team during this school year?

90 responses



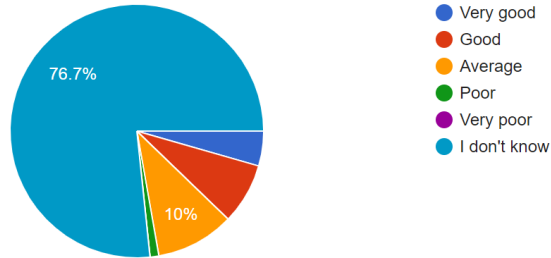
How would you rate the quality and timeliness of email responses from the UMGSA executives?

90 responses



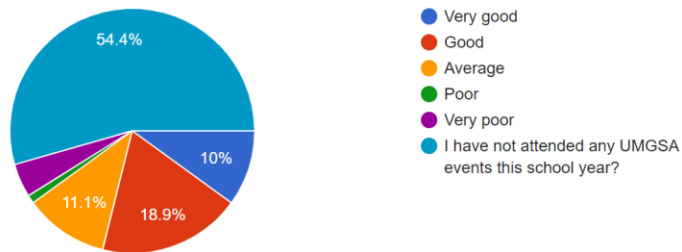
How would you rate the UMGSA Executives' availability to meet in person, whether during office hours or by appointment?

90 responses



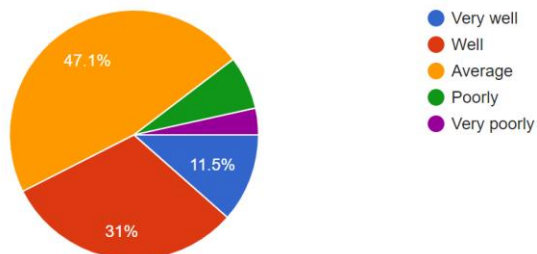
On average, how would you rate the UMGSA events you have attended this school year?

90 responses



Please rate how well the UMGSA is serving you as a Graduate Student

87 responses



Assiniboine Credit Union

Agreements

- *Member Account Agreement*
 - *Debit Card Agreement*
 - *Privacy Agreement*
-

**This document provides you with information
about your Member Account and Debit Card
Agreements and how we protect your privacy.**

Please take the time to read about the agreements, consider the content, learn what you can expect from us and understand your responsibilities as a member of Assiniboine Credit Union.

Should you have any questions, please do not hesitate to contact us.

Your Member Account Agreement

By signing the Membership Application, the applicant requests membership in the credit union and agrees to be bound by the terms of this Member Account Agreement. If the application for membership is not accepted, the credit union may close any accounts opened under the Membership Application. The terms of this Account Agreement still apply.

Wherever the terms “I”, “me” or “my” are used, they mean the person or persons who signed the Membership Application, whether the Membership pertains to an individual, business or organization. Wherever the terms “you” and “your” are used, they mean the credit union. Wherever the term “payment order” is used, it means any order by one person directing another to pay money, including cheques, withdrawal, automated funds transfers, direct deposits, pre-authorized debits and any other orders communicated in writing or by means of a computer or telecommunications or digital device.

Any terms set out in this Account Agreement that clearly do not apply to the applicant should be disregarded. References to a person or persons include partnerships and corporations, and the singular includes the plural, where applicable.

Application of Account Agreement

This Account Agreement applies to anyone who has signed a Membership Application and opened an account, even if, for some reason, the Membership Application has not been effectively signed by every person who had been intended to sign it. This Account Agreement is binding on me and on my estate even if I should die, lose mental capacity or become bankrupt. This Account Agreement

applies to all accounts opened by you for me, unless you have opened an account for me under a different Account Agreement and then such other Account Agreement will apply to the accounts opened under it. The types of account to which this Account Agreement applies includes RRSP, RRIF, RESP, TFSA, savings, chequing, line of credit, loan accounts and any other types of account that you might offer.

Joint Accounts

If two or more persons signed an application to open an account, the account will be joint with right of survivorship. All obligations under this Account Agreement will be joint obligations, including the obligation to pay any overdrafts and the obligation to pay interest, fees and charges.

Statements

You agree to provide to me a periodic statement that sets out all transactions affecting my account. I agree to review and verify transactions posted on my account using paper statements or Internet and Telephone Banking services made available to me by you. I agree that you may provide me with a statement at such intervals as you may determine and that you may provide it by mail, electronically or by personally handing it to me, or by such other means as we may both agree. If I have not received a statement for a particular period, I acknowledge that I should ask you to produce a statement;

otherwise you will not be responsible to me for any errors. You will not be liable to me for any errors, omissions or unauthorized transactions, charges or debits to my account unless I bring these to your attention within 30 days of when I received or should normally have received my statement. If you mail my statement, I will be deemed to have received it three days after you mail it.

Fees and Charges

I agree to pay the usual charges and fees set by you, from time to time, including any costs incurred in providing information about my accounts to me or to those who are authorized by this agreement, by law or by me to request information and I agree that you may debit my account for such charges and fees. You will make a list of your usual charges and fees available to me, but I agree that you may change the amounts of your charges and fees without actual notice to me.

Overdrafts and NSF Items

I agree that, should I issue any payment order that would result in the Account being overdrawn, I will be responsible for repayment of the overdrawn amount in full. I further agree that you may debit one account to cover an overdraft amount in another account and that you may charge an appropriate fee for overdrawn amounts in compliance with your overdraft policies.

Deposits to My Account

You may accept payment orders on deposit to my account or on collection and you may use the services of another financial institution or other agents as you think best to present a payment order for payment, acceptance or collection. I waive, as far as possible, all requirements of any legislation governing payment orders and agree that I will not hold you responsible if any payment order payable to or endorsed to me is not honoured. I will indemnify you against all claims made against you or liability incurred by you in connection with any payment order deposited to my credit, including payment orders that have forged or unauthorized signatures or endorsements and those that have been contradicted.

I also agree to pay to you, and I agree that you may debit my account with the amount of any payment orders that I or others may deposit to my account or that I may cash (if your policies allow me to cash payment orders) and that are not honoured or paid to you.

Withdrawals from My Account

You may debit my account the amount of any payment order communicated to you by any means unless you have reason to believe that the payment order is not proper or unless I have contradicted that order by verifiable means. You are not obliged to certify any payment order made by me. If you do not honour a payment order because you do not believe it to be proper, I agree that you will not be responsible for any damage resulting to me. If I have more than one account, you may debit any one of them, even if the payment order refers to a particular account. I will be responsible for the accuracy and validity of any pre-authorized debits (PADs) from my account

unless I report any errors within the applicable period (10 business days for business PADs and 90 calendar days for consumer).

Closing My Account

You may close any account without notice to me without affecting any other accounts operated under this Account Agreement, and I agree that any outstanding charges against that account may be debited to another account. Either you or I may, on written notice, close the account.

RRSP/RRIF/RESP/TFSA Accounts

The provisions of this Account Agreement as they relate to joint accounts (including the application of monies from one account against debits in another and closing accounts) do not apply to any RRSP, RRIF, RESP or Tax-Free Savings Accounts that I may open with you. I agree that each RRSP, RRIF, RESP or TFSA will be the subject of a separate agreement between us and that such separate RRSP, RRIF, RESP or TFSA agreements will apply in the event of a conflict between it and this Account Agreement.

Insurance

Where I have requested insurance with respect to any deposit or loan account with you, I agree that the terms of any master policy that you have with the insurer, including any limitations on coverage, will apply to and be binding on me.

Identification

I agree that I may, from time to time, authorize you to accept a mechanical, computer generated or digital version of my signature. If I have authorized you to accept a mechanical, computer generated or digital version of my signature, you are entitled to accept instructions that contain such

mechanical, computer generated or digital version of my signature and to rely on them as having been authorized by me, until you receive actual notice from me that I have cancelled that authority. I agree as well that my use of any card, personal access code, password or personal identification number issued to or chosen by me in connection with my account is at my sole risk and responsibility. You will not be responsible for any unauthorized use of any card, personal access code, password or personal identification number or any loss that I may suffer because of unauthorized use until I have actually communicated to you that such use is unauthorized. I am fully responsible for maintaining the security of all cards, personal access codes, passwords and personal identification numbers issued to or chosen by me in connection with my account.

CU@HOME Internet Banking

I agree to use CU@HOME Internet Banking only for the purpose of obtaining such services as are agreed upon between me and Assiniboine Credit Union.

I may request Bill Payment and authorize Credit Union Payment Services (CUPS) to debit payments authorized by me from the accounts specified by me. I will use a Personal Access Code (PAC) to make payments, which I will keep confidential and under no circumstances will I disclose my PAC to any other person. Notice of cancellation of this authorization may be made to me at any time. Such notice shall have effect on debits made prior to cancellation.

CU by PHONE Telephone Banking

I agree to use Telephone Banking only for the purpose of obtaining such services as are agreed upon between me and Assiniboine Credit Union. I may request Bill Payment and authorize Credit Union Payment Services (CUPS) to debit payments authorized by me from the accounts specified by me. I will use a Personal Access Code (PAC) to make payments, which I will keep confidential and under no circumstances will I disclose my PAC to any other person. Notice of cancellation of this authorization may be made to me at any time. Such notice shall have effect on debits made prior to cancellation.

Fax and Email Instructions

In some cases you may advise me that faxes or emails to Assiniboine Credit Union are acceptable. I authorize you to accept such signed instructions or documents without any further verification, and I agree to be responsible

for these instructions. I agree that what, in your sole determination based on your records, appears as my signature on such instructions or documents binds me legally and makes me responsible to the same extent and effect as if I had given original, signed, written instructions or documents to you. You will advise me as to what kind of instructions and documents are acceptable by fax or email.

You may verify faxed or emailed communications or the source of the communications before accepting them, but you are not obliged to do so. In addition to communication by voice and mail, I authorize you to communicate with me by fax, online notices or email to my personal communication devices at such numbers or addresses as I provide to you.

Legislation

Nothing in this Member Account Agreement alters any provision of The Credit Unions and Caisses Populaires Act or any regulation under that Act. The laws of Manitoba apply to this Account Agreement and to any disputes relating to it.

Notices

Either you or I can give notice to the other in writing or by such electronic or digital means as may be convenient. If electronic or digital means are used, both you and I must have access to such means of communication and the communication must be transmitted and received in a way that is reliable and can be confirmed.

Your Debit Card Agreement

Nature and Purpose of the Debit Card

I will use the debit card only for the purposes of obtaining such services as are agreed upon between me and my credit union. On 30 days written notice, my credit union may add to or delete from the types of use that are permitted, and the issuance of the debit card does not amount to a representation or a warranty that any particular type of service is available or shall be available at any time in the future. This agreement, and the

fact that I have the use of the debit card, does not give me any credit privileges or any entitlement to overdraw my account, except as provided by separate agreement with my credit union.

Confidentiality and Personal Identification Number (PIN)

I will not select an obvious combination of digits for my PIN (e.g., address, telephone number, birth date, or Social Insurance Number). I understand that my credit union has only disclosed the PIN to me

and to no one else, and I will never, under any circumstances, disclose the PIN to any other person. I will not keep a written record of the PIN, unless the written record is not carried next to the debit card and is in a form indecipherable to others. I will always screen the entry of the PIN with my hand or body.

Withdrawals and Deposits

Unless I have made other arrangements with my credit union, amounts credited to my account as a result of deposits using the debit card will not be available for withdrawal until the deposits are verified and negotiable items such as cheques are honoured. Withdrawals or transfers affected by the use of the debit card will be debited to my account at the time they are made. I will not deposit any coins, non-negotiable items or anything not acceptable for deposit to my account into any automated teller machine, and will pay to my credit union any damages, costs or losses suffered by my credit union as a result of any such deposit.

Consequences of a Breach of Card Security

Once I have requested and first used the debit card service, I will be liable for all authorized and unauthorized uses of the debit card by any person up to my established withdrawal limit (including funds accessible through a line of credit or overdraft privilege), prior to the expiry or cancellation of the debit card. However, in the event of alteration of my account balance due to technical problems, card issuer errors and system malfunctions, I will be liable only to the extent of any benefit I have received, and will be entitled to recover from the credit union any direct losses I may have suffered. My credit union will have the discretion to relieve me from liability for unauthorized use of my debit card either through no fault of my own or in a case where I have inadvertently contributed to

the unauthorized use of my debit card, and I will cooperate in an investigation. My credit union will not be liable to me for any action or failure to act of a Merchant or refusal by a Merchant to honour the debit card, whether or not such failure or refusal is the result of any error or malfunction of a device used to effect or authorize the use of the debit card for a point-of-sale transaction. I understand that I must not use my debit card and PIN for any unlawful purpose, including the purchase of goods and services prohibited by local law applicable in my jurisdiction.

Lost, Stolen Card, or Compromised PIN

If I become aware that my debit card is lost or stolen, or that the PIN has been made accessible to another person, I will notify my credit union or its agent immediately, whereupon my credit union will cancel the debit card. The instant such notice is actually received or when my credit union is satisfied that I became the victim of fraud, theft, or coercion by trickery, force or intimidation, my liability for further use of the debit card will terminate, and I will be entitled to recover from my credit union any further losses suffered by me through the use of the debit card.

Procedures For Addressing Unauthorized Transactions and Other Transaction Problems

In the event of a problem with a debit card transaction, or unauthorized debit card transaction, other than a matter related to goods or services provided by Merchants, I will report

the issue promptly to my credit union and the credit union will investigate and respond to the issue on a timely basis. You will not unreasonably restrict me from the use of any funds subject to dispute, provided that it is reasonably evident that I did not contribute to the problem or unauthorized transaction. You will respond to my report of a problem or unauthorized transaction within 10 business days and will indicate what reimbursement, if any, will be made for any loss incurred by me. Reimbursement will be made for losses from a problem or unauthorized use in this timeframe provided that on the balance of probabilities it is shown that I did not contribute knowingly to the problem or unauthorized transaction and that I took reasonable steps to protect the confidentiality of my PIN. An extension of the 10-day limit may be necessary if my credit union requires me to provide a written statement or affidavit to aid its investigation.

Dispute Resolution

If I am not satisfied with my credit union's response, my credit union will provide me, upon request, with a written account of its investigation and the reasons for its findings. If I am not satisfied, the issue will be referred to either a credit union system dispute-resolution service or external mediator, as agreed between me and my credit union. Neither my credit union nor I will have the right to start court action until 30 days have passed since the issue was first raised with my credit union.

Any dispute related to goods or services supplied in a point-of-sale transaction is strictly between me and the Merchant, and I will raise no defense or claim against my credit union.

Fees

I acknowledge having been advised of, and will pay, the applicable fees now in effect for services available under this agreement. New or amended fees will only become effective 30 days after publication by my credit union.

Foreign Currency Transaction

If the debit card is used in connection with a transaction in foreign currency, I understand that the rate of conversion into Canadian currency will be fixed according to the rules of the electronic network through which the transaction is conducted.

Evidence of Transactions

A paper Transaction Record dispensed mechanically as a result of the use of the debit card constitutes a record of my instructions. Whether such a Transaction Record is issued or not, it is my responsibility to verify that the transaction has been properly executed by checking the periodic statement which itemizes transactions. In the absence of evidence to the contrary, the records of my credit union are conclusive for all purposes, including litigation, in respect of any instructions given by me to my credit union through the use of the debit card; the contents of any envelope deposited by me into an automated teller machine; the making of a withdrawal, deposit or transfer through the use of the debit card; and any other matter or thing relating to the state of accounts between me and my credit union in respect of any electronic transaction.

Scope of Agreement

This agreement replaces any prior agreement governing the use of the debit card and the PIN, but does not replace or supersede any agreement or provision of any agreement relating to any loan, credit product or the operation of any account. This agreement applies to any account specified in my Debit Card Agreement and, as well, to any other account designated by me from time-to-time for use in connection with the debit card.

Termination of Agreement

My credit union remains the owner of the debit card. It may restrict the use of the debit card, or may terminate this agreement and my right to use the debit card, at any time without notice. I will return the debit card to my credit union upon request.

Code of Practice

I understand that the credit union system, in concert with the banking industry, has endorsed the voluntary Canadian Code of Practice for Consumer debit card Services, a copy of which is available from my credit union on request, and credit unions will be guided by the principles of the Code in administering the operation of debit card matters.

Interpretation and Definitions

This agreement is intended to be interpreted in accordance with its plain English meaning. Except where otherwise indicated, capitalized terms are used in accordance with the definitions set out in the *Canadian Code of Practice for Consumer Debit Card Services*. For the purposes of this agreement, point-of-sale transaction means the use of the debit card to conduct a contact transaction with

its associated PIN or a contactless transaction without the card's associated PIN for such purposes as may be permitted from time-to-time by my credit union, including: (a) the transfer of funds from my account to purchase or lease goods or services from a seller, leaser or service provider (a Merchant); (b) the transfer of funds from my account to obtain a voucher, chit, scrip, token or other thing that may be exchanged for goods, services or money, or (c) the transfer of funds into my account from an account of a Merchant (e.g. a refund).

Receipt of Copy of Agreement

I acknowledge the receipt of this agreement and that this agreement does not require signature by my credit union. I acknowledge that this agreement may be amended by my credit union upon 30 days notice, and until the agreement is terminated, the use or continued use of the card by me shall be deemed to be the acceptance by me of any amendments to this agreement. I acknowledge that notice will be given to me in writing either by mail to my most recent address as shown on the Credit Union's records, by the Credit Union posting notice at its premises or on its website, by personal delivery, or by any other means the Credit Union, acting responsibly, considers appropriate to bring the change to my attention. I also agree to keep a copy of this agreement for my records.

Protecting Member Privacy

Protecting the personal information we collect and maintain is as important to us as it is to you. Like any organization, we require a certain amount of personal information to conduct business and provide you with the products and services you want and need. At the same time, you have a right to know that your privacy is being respected and that your personal information is collected, used and protected appropriately. For that reason, we have policies and practices in place to safeguard and maintain the accuracy and security of your personal information (in this Privacy Agreement, when we use the term “personal information”, we mean information about an identifiable individual).

Our Privacy Agreement

Our Privacy Agreement is a key part of our commitment to treat you fairly, provide you with superior member service, and maintain the accuracy and security of your personal information. The agreement is guided by the following 10 principles:

Principle 1. Accountability

We are responsible for maintaining and protecting all member personal information under our control and have designated a Privacy Officer who is accountable for our compliance with the 10 principles that comprise this Privacy Agreement and applicable law.

Principle 2. Identifying Purposes

When we ask for your personal information, we identify what it will be used for.

Principle 3. Consent

We require your knowledge and consent for the collection, use or disclosure of your personal information, except where it is required or permitted by law.

Principle 4. Limiting Collection

We collect personal information by fair and lawful means and limit our collection to those details necessary for identified purposes.

Principle 5. Limiting Use, Disclosure and Retention

We use or disclose your personal information only for the purpose(s) for which it was collected, unless you consent otherwise, or when it is required or permitted by law. We retain personal information only for the time required to fulfill the purpose(s) for which it was collected.

Principle 6. Accuracy

We maintain and update your personal information as accurately and completely as necessary to fulfill the purposes for which it is used.

Principle 7. Safeguarding Member Information

We protect your personal information with security safeguards appropriate to the sensitivity level of the personal information.

Principle 8. Openness

We make information available to you concerning the policies and practices that apply to the management of your personal information.

Principle 9. Member Access

At your request, and subject to applicable law, you will be informed of the existence, use and disclosure of your personal information, and be given access to it. You may verify the accuracy and completeness of your personal information provided, and may request that it be amended.

Principle 10. Handling member complaints and suggestions

Our Privacy Officer will answer any questions or enquiries you have about this Privacy Agreement or our privacy practices.

Safeguarding Your Personal Information

We have comprehensive security safeguards and standards in place to protect our systems and your personal information against unauthorized access and use.

All ACU employees are familiar with procedures that safeguard member personal information. The protection of your personal information is specified in our employment agreements and regularly confirmed in writing.

Every employee is required to pass an annual privacy training course.

We audit our procedures and security measures regularly to ensure that they are properly administered and remain effective and appropriate.

We retain your personal information only as long as it is required for the reasons it was collected, or as is required by law. Depending on the product or service and the nature of the personal information, this period may extend beyond your relationship with us but only as long as it is necessary to accomplish the purposes for which it was collected, or as required by law.

When your personal information is no longer needed, we have procedures in place to securely destroy, delete, erase or convert it to an anonymous form.

Our systems ensure your Personal Identification Number (PIN), password and other access codes are kept private and confidential. For example, when you use your PIN at an ATM, the code is scrambled after you enter it. In addition, only you know your access codes. Our employees can't find out what they are and will not ask you to reveal them.

When you enroll in online services such as CU@HOME Internet banking, the passwords you use are encrypted to ensure data security.

As part of their contracts with us, our suppliers and agents have confidentiality agreements in place and may not use your personal information for unauthorized purposes.

We ensure all legal enquiries or orders are valid and disclose only the personal information required or permitted by law to be disclosed.

We will never use email to send you information about important financial matters, such as the status of your account or any security breaches. We also will not request sensitive financial or personal information by email. Please contact us if you receive an email about these matters.



What We Collect and Why We Need It

You look to us to offer responsible, reliable financial services and value-added advice. Collecting current, accurate personal information allows us to provide you with the best possible financial advice, as well as products and services you may find valuable.



To this end, ACU and our affiliates and partners in the Canadian Credit Union system collect, use or disclose your personal information to:

- verify your identity.
- provide you with the products and services you request.
- determine what products or services may benefit you.
- develop, offer, manage and provide products and services that meet your needs.
- determine your eligibility for products and services.
- detect and prevent fraud, and to help safeguard your and our financial interests.
- help us collect debts or enforce obligations which are owed or guaranteed by you to us.
- respond to lawful requests for information about you.
- meet those purposes we may indicate on our website or otherwise communicate with you.
- meet our regulatory requirements.
- carry out any other purpose that you authorize or that is required or permitted by law.

The information we request depends on the product or service you want. Much of the personal information we

ask for is either mandatory by law or vital for us to be able to do business with you. Here are a few examples where you must provide us with specific personal information in order to obtain the product or service you want.

Social Insurance Number (SIN)

In order to comply with the Canada Revenue Agency's income reporting requirements, we must collect your SIN when you open a savings account or apply for an RRSP, RRIF or TFSA or other product that earns investment income.

Financial Information

Your financial information is also necessary to assess your eligibility for credit products you request, such as a line of credit, loan or mortgage. At the same time, it helps us give you the most appropriate financial planning advice about investments and other products and services.

Health Information

Information about your health may be required to determine your eligibility for some of the insurance products you request.

Date of Birth

Knowing your birth date helps us identify you and reduces the risk if someone is trying to impersonate you.

Transfer of Personal Information to Service Providers Outside Canada

We may engage service providers to assist us in fulfilling the purposes that are set out in this agreement, and, in some instances, these service providers may be located outside Canada. We only select service providers that protect personal information in a manner that is comparable to the protection we provide under our own privacy policies. Please be advised that personal information may be subject to, and accessed under, the laws of the countries in which our service providers operate. If you have any questions about our transfer of personal information to our service providers outside Canada, or if you would like to learn more about our privacy policies in that regard, please contact our Privacy Officer.

Why We May Ask Others for Personal Information About You

We obtain most personal information about you directly from you. However, with your consent, we may ask for personal information about you from a third party. For example, if you are applying for a loan or other credit, we may contact other lenders or credit bureaus for personal information about your credit history and we may also contact your employer or other sources to verify personal information you provide to us. If you have a product or service with us, where ownership or liability is shared with others (such as a joint account or a guarantor on a loan), we may share any or all of the information relating to or about that product or service with these other people, including any of your personal information which relates to the account.

When We Share Personal Information

We are not in the business of selling member lists or personal information about you to others but, under certain circumstances, we may release your personal information to outside parties, including:

To Provide You with Service

We give the minimum amount of personal information necessary for our suppliers and agents to produce goods and services provided to you through us. For example, we must provide a cheque production company with the personal information you want printed on your ACU cheques. As well, at times we exchange member personal information with our Credit Union System affiliates regarding products and services offered countrywide. Examples include Credit Union Member Insurance Services (CUMIS) regarding insurance products and Credential Group regarding mutual funds. Also, as part of our commitment to continuous improvement, we sometimes employ the services of professional research companies to conduct independent member satisfaction surveys. These surveys will be conducted during your relationship with us or within a reasonable period of time thereafter.

If you do not want to participate in these surveys, please contact our Privacy Officer.

In addition, we regularly refer ACU members to Assiniboine Financial Group, our affiliated wealth management division.

For Credit Granting Purposes

Just as we may request personal information from a third party when you apply to ACU for credit, with your consent, we may disclose your ACU credit history to other lenders or credit bureaus if you apply for credit at another financial institution. In these cases, we release only the information required to identify you and credit records about your repayment history.

To Complete a Business Transaction

We may disclose your personal information in order to complete a business transaction, such as a merger with another credit union or

the sale to, or purchase of, another credit union. In such circumstances, we will only disclose your personal information to the other party to the transaction if the disclosure is necessary to complete the transaction and there is a written agreement that restricts the collection, use and disclosure of such personal information to purposes that relate to the business transaction.

If the business transaction is not completed, all personal information disclosed and collected by us will be destroyed or returned.

When Required or Permitted by Law

We are obligated to provide personal information in response to a valid demand, search warrant or other legal enquiry or order. We may also disclose personal information to help us collect a debt owed to us and in the case of a breach of agreement or contravention of law.

What We Will Do if Your Information is Compromised

We are proud of the policies and practices we use to protect your personal information. We also believe that you have the right to know how your personal information is being collected, used and disclosed. That is why we have developed procedures to restore the integrity of your personal information if the policies and practices we use to safeguard your personal information are breached.

Our procedures to respond to security breaches include breach notification. We will notify you, as soon as reasonably practicable in the circumstances, of any security breaches of your personal information, and what it might mean to you.

We will consider the sensitivity of the personal information that is involved and the probability that the personal information has been, is being or will be misused. If the breach creates a real risk of significant harm to you, such as the potential for financial loss, identity theft or negative effects on your credit, we will notify you of the

breach as soon as we can. We will ensure that you have enough information to take whatever steps are possible to reduce the risk of the harm that could result from the breach.

Second, if there has been a material breach of the security of your personal information (determined by a number of factors, including the sensitivity of the personal information and the number of individuals whose personal information was involved), we will also notify the Office of the Privacy Commissioner of Canada and the applicable provincial information

and privacy commissioner and/or ombudsman as appropriate.

Third, we will investigate whether any other government institutions may be able to help us reduce the risk of harm from the breach. If so, we may notify those institutions, so that they can help us respond to the breach.

In all cases, we will strive to make our notifications as soon as we confirm the breach has occurred, and that notification is required, in a manner which is consistent with applicable laws.

The Choice is Yours

As an Assiniboine Credit Union member, you must provide required information for a product or service you request. However, you can opt out of receiving promotional information sent to you by us and/or our credit union system affiliates (excluding promotional material sent with your statements). You have the right, at any time and subject to the applicable law, to withdraw the consent given to us to collect, use and disclose your personal information, or you may alter the terms of your consent. If you wish to opt out of receiving promotional materials, or to learn more about our privacy policies, contact our Privacy Office by:

mail

Privacy Office
Assiniboine Credit Union
6th Floor, 200 Main Street
Box 2, Station Main
Winnipeg, MB R3C 2G1

email

PrivacyOfficer@assiniboine.mb.ca

Note: For your protection, do not send sensitive financial or personal information by email.

fax

204.478.5524