

## **UMGSA Annual General Meeting Documents Index Page** **Tuesday, January 16<sup>th</sup>, 2018 - 5:30 PM - UMGSA Lounge**

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# **UMGSA Annual General Meeting Agenda**

## **Tuesday, January 16<sup>th</sup>, 2018 - 5:30 PM - UMGSA Lounge**

**1. Call to Order**

**2. Ratification of the Chairperson**

**MOTION: Be It Resolved That the UMGSA membership ratifies Karalyn Dokurno as the Chairperson for today's UMGSA Annual General Meeting.**

**3. 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.

**4. Approval of the Agenda**

**MOTION: BIRT the UMGSA membership approves the agenda for the January 16<sup>th</sup>, 2018, UMGSA Annual General Meeting as presented.**

**5. Approval of the Minutes**

The minutes of the January 19<sup>th</sup>, 2017, UMGSA Annual General Meeting are included as Appendix I to this meeting agenda, in a separate document.

**MOTION: BIRT the UMGSA membership approves the minutes from the January 19<sup>th</sup>, 2017, UMGSA Annual General Meeting as presented.**

**6. Introduction of Executive Members and Office Staff**

**6.1. Annual Full Listing of Executive Council and Committee Membership:** This listing is included as Appendix II to this meeting agenda.

**7. Committee Reports**

**7.1. Annual Committee Reports:** These reports are included as Appendix III to this meeting agenda.

**8. Health Sciences Graduate Students' Association Report**

**8.1. Annual HSGSA Report:** This report is included as Appendix IV to this meeting agenda.

**9. Senate Report**

**9.1. Annual Senate Report:** This report is included as Appendix V to this meeting agenda.

**10. New Business**

**10.1. UMGSA Budget Update:** This budget update includes the actual revenues and expenditures of the UMGSA from May to the end of December, 2017. Also listed is the currently-approved budget for the full fiscal year (May 2017 to April 2018), as well as the proposed amended budget which will be voted-on by the UMGSA Council later this month. The UMGSA Budget Update is included as Appendix VI to this meeting agenda.

**10.2. Audited UMGSA Financial Statements for 2016-17:** In accordance with the UMGSA's Financial Policy, the Association's Financial Statements are audited annually by an external accounting body. BDO Canada, LLP conducted the audit for the 2016-17 fiscal year, and found no uncorrected errors at the conclusion of the audit. The Audited UMGSA Financial Statements for 2016-17 are included as Appendix VII to this meeting agenda.

**MOTION: BIRT the UMGSA membership approves the Audited Financial Statements for the UMGSA for the 2016-17 fiscal year, as prepared by BDO Canada, LLP.**

**10.3. Auditors for the UMGSA for the 2017-18 Fiscal Year:** BDO Canada, LLP has been our auditor for many years, and they know us as an organization quite well. That knowledge aids them in their work, and produces more precise audit results for the UMGSA. Their fees are comparable to other similarly-qualified auditors.

**MOTION: BIRT the UMGSA membership approves the appointment of BDO Canada, LLP as the auditors for the UMGSA for the 2017-18 fiscal year.**

**10.4. Relationship with the Canadian Federation of Students:** The Bylaws of the UMGSA stipulate that our relationship with the Canadian Federation of Students will be discussed at each Annual General Meeting. The UMGSA is not a member of the Canadian Federation of Students (CFS), nor its affiliated groups (CFS-S & CFS-MB). Because the CFS has not been willing to concede that fact, per-student fees equal to the amounts that would have been paid to the CFS by equivalent student groups have been collected in a contingency fund to defend the UMGSA's position on this matter. The relevant section of the UMGSA Bylaws, Article IX, is included as Appendix VIII to this meeting agenda.

**MOTION: BIRT the UMGSA membership approves no change in the money dedicated to the External Relations Fund at this time.**

## **11. Announcements**

**11.1. UMGSA Executive Election:** The 2018 UMGSA Executive Election is coming up in March. The official election timeline with important dates will be approved by the UMGSA Council later this month. Notices and more information will be made available to all graduate students by early February, before the start of the nomination period. All interested individuals are encouraged to participate. Potential candidates are also reminded not to campaign before the official election campaign period.

## **12. Adjournment**

**Appendix I :**

**Minutes of the January 19, 2017, UMGSA AGM**

(Provided as a Separate File)

## **Appendix II :**

### **Full Listing of Council and Committee Membership for All Executives**

#### **President - Carl Neumann**

- UMGSA Council
- UMGSA Executive Committee (Chairperson)
- UMGSA Internal Development and Review Committee (Chairperson)
- UMGSA Bylaws and Policy Committee (Chairperson)
- UMGSA Finance Committee
- UMGSA Awards Committee
- UMGSA Events Committee
- UMGSA Campaigns Committee
- UMGSA Indigenous Ad-Hoc Committee
- University of Manitoba Board of Governors
- UofM Distinguished Service Award Committee
- University of Manitoba Senate (Assessor - Non-Voting)
- Senate Executive Committee (Assessor - Non-Voting)
- Senate Planning and Priorities Committee
- Senate Committee on Libraries
- Student Senate Caucus
- University of Manitoba Students' Union (UMSU) Council (Non-Voting)
- Faculty of Graduate Studies (FGS) Faculty Council
- FGS Executive Committee
- FGS Graduate Student Experience Committee
- UofM Student Experience Committee
- University IT Advisory Council
- UofM Alumni Association Board of Directors
- UMF Board of Directors
- Champions for Mental Health Group
- Childcare Working Group
- Campus Planning and Design Committee
- Academic Schedule Review Committee
- Strategic Enrollment Management Planning Committee
- Instructional Space Management Advisory Committee
- Responsible Conduct of Research Committee
- Co-Curricular Record Review Committee
- International Advisory Committee
- Campus Alliance for Diversity and Inclusion
- Respectful Work & Learning Environment & Sexual Assault Policy Advisory Committee

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

- HSGSA Council
- HSGSA Executive Committee (Chairperson)
- HSGSA Bylaws Committee
- HSGSA Finance Committee
- HSGSA Internal Development and Review Committee
- HSGSA Research Days Committee
- UMGSA Council
- UMGSA Executive Committee
- UMGSA Internal Development and Review Committee
- FGS Council
- FGS Executive Committee

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

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Campaigns Committee (Chairperson)
- UMGSA Awards Committee
- UMGSA Events Committee
- UMGSA Finance Committee
- Joint Senate Committee on Masters Programs
- Joint Discipline Committee
- UMSU U-Pass Committee
- Co-Curricular Record Review Committee
- FGS Appeals Committee

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

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Awards Committee (Chairperson)
- UMGSA Bylaws and Policy Committee
- UMGSA Campaigns Committee
- Senate Committee on Instruction and Evaluation
- FGS Faculty Council
- FGS Executive Committee
- FGS Awards Committee
- UofM Student Experience Committee

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

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Events Committee (Chairperson)
- UMGSA Awards Committee
- UMGSA Campaigns Committee
- FGS Appeals Committee
- FGS Graduate Student Experience Committee

## **Senator 1 - Silvia Araujo**

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Awards Committee
- UMGSA Events Committee
- University of Manitoba Senate
- Senate Committee on Awards
- Senate Committee on Academic Dress
- Subcommittee of the Senate Committee on Instruction and Evaluation (reviewing SEEQ)
- Student Senate Caucus
- UMSU Member Services Committee
- FGS Graduate Student Experience Committee
- Spiritual Care Advisory Committee

## **Senator 2 - D. Skye Kushner**

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Finance Committee (Chairperson)
- UMGSA Bylaws and Policy Committee
- University of Manitoba Senate
- Senate Executive Committee
- Senate Committee on Academic Freedom
- Student Senate Caucus

### **Senator 3 (HSGSA) - Nour Eissa**

- HSGSA Council
- HSGSA Executive Committee
- UMGSA Campaigns Committee
- UMGSA Internal Development and Review Committee
- University of Manitoba Senate
- Senate Committee on Academic Review
- Senate Committee on Libraries
- Senate Committee on Rules and Procedures
- Student Senate Caucus



## **Appendix III :**

### **Annual UMGSA Committee Reports**

#### **Executive Committee**

Chairperson: Carl Neumann (UMGSA President)

The Executive Committee has had a busy and active year. Here are some highlights:

We started our term in office with our website and emails non-functional. We solved those problems quickly, but related problems have continued to pop up, and we keep finding new solutions. Crucial to our success in dealing with these problems is Jayne Hammond, our new Office Assistant, who was hired in late May.

Contact and collaboration has been a priority for us. We reestablished more active contact and collaboration with UMSU. Our collaboration on the Our Turn Initiative for the prevention of sexual violence on campus is particularly important. The Executive also attended many fall orientation events for individual departments and faculties to boost contact with graduate students at large.

In addition, we have been active participants as members of ThinkGrad, formerly known as the GU15, a national association of graduate student groups. Our collaborations and information sharing through this group has provided valuable insight and solutions to problems we have in common as graduate students.

We faced a tight budget at the beginning of our term in office, but we have found significant opportunities for savings, and in addition earned over 50% more than budgeted for advertisements in our Handbooks.

We initiated the creation of our Indigenous Ad-Hoc Committee, to support reconciliation and better inclusion of Indigenous grad students and Indigenous perspectives within and beyond the UMGSA. We have also started the process to retire our former publication, the Gradzette, and have graduate student issues covered in the Manitoban instead.

Our Alumni Mentorship Event was very successful, and another event in collaboration with the Alumni Association and External Relations is planned for later in the semester.

We also added an iMac as an additional public use workstation in our office, in addition to the existing 2 PCs.

Two of our members, our VP Internal, Chandan Howlader, and our Executive-at-Large, Richard From, have both recently resigned their positions after completing their programs.

#### **Executive Committee Membership (Current):**

- Carl Neumann, UMGSA President (Chairperson)
- Andrew Plesniarski, VP Health Sciences
- Albert Boakye, VP External
- Mohammad Emrul Hasan, VP Academic
- Obi Nnaemeka, VP Marketing and Events
- Silvia Araujo, Senator
- Skye Kushner, Senator

## **Internal Development and Review Committee**

Chairperson: Carl Neumann (UMGSA President)

The UMGSA's Internal Development and Review Committee formed the IDR Sub-Committee (IDRSC), which conducts the annual reviews of the Executive. The Committee voted to approve Sakib Rahman and Md. Jahidul Islam as co-chairpersons of the IDRSC. The IDRSC includes all the members of the IDRC, excluding the Executive members. The IDRSC has since completed the First Executive Review Report, which will be presented to the UMGSA Council later this month.

### Internal Development and Review Committee Membership (Current):

- Carl Neumann, UMGSA President (Chairperson)
- Andrew Plesniarski, VP Health Sciences
- Nour Eissa, HSGSA Senator
- Md. Jahidul Islam, Family Social Sciences (IDRSC Co-Chairperson)
- Sakib Rahman, Physics & Astronomy (IDRSC Co-Chairperson)
- Maria Cristina Gheorghe, Political Studies
- Opeyemi Ogunniran, Political Studies
- Mick Runzika, Soil Science
- M M Uzzal Ahmed, Plant Science
- Syed Abdullah Mohit, Civil Engineering
- Nick Kosmenko, Applied Health Sciences
- Nnaemeka Ugodilinwa, Mechanical Engineering
- Ikra Iftekhar Shuvo, Biosystems Engineering
- Salina Pirzada, Physiology & Pathophysiology
- Steven Hung, Architecture

## **Bylaws and Policy Committee**

Chairperson: Carl Neumann (UMGSA President)

The UMGSA Bylaws & Policy Committee has worked on a few changes to our policies so far this year. The first three have already been implemented.

- The first was to amend the membership of the Finance Committee to make it equivalent to other similar committees which do not have a cap on the number of members.
- The second change was a major revision to the Conference Grant Policy. Simpler \$65 per diems to cover food and intra-city travel costs replace the need to submit receipts for those items. The types of expenses that may be claimed have been clarified and limited. Many other portions of the policy have also been made more clear.
- The third was the creation of a new ex-officio non-voting position on the UMGSA Council for an Indigenous Student Centre Representative. This new role on Council will support more meaningful engagement with Indigenous graduate students. This position is equivalent to the non-voting spot on our Council already held by CUPE 3909.
- The fourth and most lengthy project is a review of the Elections Policy. Work is ongoing. Several preliminary recommendations can be summarized, but these changes are subject to approval by the UMGSA Council:
  - Social Media campaigning would no longer be banned.
  - Rules around the use of email campaigning will be clarified.
  - The role of the Elections Committee will be clarified significantly.
  - The CRO would be chosen by a position-specific open selection process.
  - The role of Deputy Returning Officer would be created to support the CRO.
  - Rules about infractions and penalties will be clarified.

### Bylaws and Policy Committee Membership (Current):

- Carl Neumann, UMGSA President (Chairperson)
- Mohammad Emrul Hasan, VP Academic
- Skye Kushner, Senator
- Danielle Lee, HSGSA VP St. Boniface
- Kasey Morgan, English, Theatre, Film and Media
- Shaylyn Maharaj-Poliah, English, Theatre, Film and Media
- Craig Adolphe, Sociology and Criminology
- Cody Ross, Geological Studies
- M M Uzzal Ahmed, Plant Science
- Alex Reimer, Physics & Astronomy
- Sakib Rahman, Physics & Astronomy
- Chidiebere Nwaiwu, Mechanical Engineering

## Finance Committee

Chairperson: Skye Kushner (Senator)

For the period of May 2017 to December 2017, The Finance Committee held monthly meetings adhering to procedures dictated by the UMGSA Committee Policy and Procedure Manual. No meetings were held in December due to a change in the committee chair position.

The current iteration of the committee concentrated on processing and approving UMGSA Conference Grants and Special Projects applications. For the period of May 2017 to December 2017, financial distribution is given below with the previous years allocations for the same period:

|                        | 2017<br>(MAY 1 <sup>ST</sup> – DECEMBER 31 <sup>ST</sup> ) |               | 2016<br>(MAY 1 <sup>ST</sup> – DECEMBER 31 <sup>ST</sup> ) |               |
|------------------------|------------------------------------------------------------|---------------|------------------------------------------------------------|---------------|
|                        | Distributed (\$)                                           | Budgeted (\$) | Distributed (\$)                                           | Budgeted (\$) |
| CONFERENCE GRANTS      | 103,004.91                                                 | 161,000.00    | 127,082.92                                                 | 167,232.00    |
| DEPARTMENTAL GRANTS    | 23,953.00                                                  | 54,000.00     | 23,181.75                                                  | 47,000.00     |
| SPECIAL PROJECT GRANTS | 965.00                                                     | 5,000.00      | 840.00                                                     | 2,000.00      |
| TOTAL                  | 127,922.91                                                 | 220,000.00    | 151,104.67                                                 | 216,232.00    |

The Finance Committee recognizes that our work constitutes a significant portion of UMGSA spending and takes pride in providing increased capability of University of Manitoba graduate students to be able to attend conferences globally.

### Finance Committee Membership (Current):

- Skye Kushner, Senator (Chair)
- Carl Neumann, UMGSA President
- Albert Boakye, Vice President (External)
- Rahmat Rahman, HSGSA Designate
- Tash Francis Holness, Linguistics
- Brenna Henrikson, Psychology (Co-Councillors)
- Michelle Ward, Psychology (Co-Councillors)
- Mac Kohlmeier, Microbiology
- Haben Gabir, Chemistry
- Yash Rawal, Kinesiology/Recreation Management (Co-Councillors)
- Laura Ceccarelli, Kinesiology/Recreation Management (Co-Councillors)
- Tyler Kelsch, Education: AF&P
- Meer (Farhan) Shahriar, Asper School/Finance
- Qing Qiu, Asper School/Finance
- Heather Krepiski, Education
- Zul Ali Haider, Management
- Udit Khanna, Management

## **Campaigns Committee**

Chairperson: Albert Boakye (VP External)

The Campaigns Committee since May 2017 has worked both internal and external matters. The Chair of the Committee worked with the various stakeholders in taking proactive future steps towards ending illegal rooming housing.

The Committee deliberated extensively on estimates, role of UMGSA and its potential benefits for joining the ThinkGrad Inc. The Chair of the Committee represented the GSA at the last ThinkGrad Conference at McGill University for bringing updates for the committee to agree and become a member of ThinkGrad Conference for sharing students' best practices and experiences.

The Committee has also worked on u-pass op-out category for graduate students from the U-Pass Committee. We have strengthened our relations with UMSU in working on the challenges of graduate students U-Pass issues.

The Campaigns Committee deliberated on Sexual Violence Policy Action Plan across Canada and signed onto the Plan for its endorsement across other partnering universities.

The Committee also endorsed the textbook campaign which was in collaboration with universities and colleges in Winnipeg.

The Committee also discussed measures on strengthening Alumni relations and networking. In its role, members brought suggestions and together collaborated with the Events Committee in organizing Alumni Mentorship Program for graduate students.

Going forward, the Committee would be looking at measures of strengthening supervisor and students' contractual agreement as well as funding options. Again, the committee would be dealing with the challenges of health and dental plan, on-going graduate student' U-Pass issues, and our future participation at ThinkGrad Conference in Spring 2018.

## Awards Committee

Chairperson: Emrul Hasan (VP Academic)

UMGSA awards committee is an internal committee to work on UMGSA awards. The members of the committee include five members of UMGSA executives (Vice-president Academic, President, VPE, VPME and Senator), HSGSA VPA, Vice provost faculty of graduate studies, and 12 other members from different faculties. This committee is chaired by UMSA VPA. Usually in between June and July awards recipient's selections are done.

### **Summary of the works done by awards committee from May 1, 2017 to December 31, 2017.**

This year application for UMGSA award was advertised on May 23 and the deadline was June 26. We received total of 70 applications (Fulltime Master's =44, Full time PhD=16, Part time Masters=3, Part time PhD =1) in all categories. Also, for teaching awards we had 6 applications. Total 15 applications were disqualified based on late and incomplete submissions. Among them, we have selected our final 5 student award recipients (2 Full time Masters, 1 Full time PhD and 2 Part time Awards) and one teaching award recipients.

After finalizing I worked on UMGSA Awards Luncheon. This year luncheon had great success. We had attendance total of 42 people including, Todd Mondor, Associate Dean, Faculty of graduate studies and some others university administrative persons and staff. In the luncheon, total of 4 recipients were present to talk about their research including teaching awards recipients. However, two part time awards recipients were unable to attend the luncheon.

After the luncheon awards committee met and we have been discussing on amendment of the process and increasing number of awards. Committee proposed to increase the number of awards from 5 to 6 by reducing the amount. Also committee realised that over the past years and also this year we received very few applications for Part time Awards, so committee proposed to eliminate one part time awards. With proposed changes, Full time master awards would be 3 instead of 2 and Full time PhD awards would 2 whereas currently we have 1 and part time awards would 1 instead of 2. Teaching awards is unchanged. Committee also proposed to increase the GPA from 3.5 to 3.75. At some point, collaboration with financial aids and awards, I figured out that there is a mismatch between our terms of references and FGS's term of references. It means that the terms of reference we are following has been changed without approval of the University senate. So we proposed to change on this. In addition, committee proposed to eliminate the minimum funding requirement to apply for the awards that meet the original terms of references. Another change proposed by the committee is allowing the students who have stipend or departmental guaranteed funding to apply for the awards. However, all these proposed changes are not finalized yet, still we are closely looking into them. Once we are done with all those changes, we will forward our recommendation to senate.

I also worked on holiday hamper program. This year we have received total of 31 application. All of them are approved and each recipients is offered \$100 superstore gift card. I also proposed more career related workshops for the graduate students. Hopefully in the future, we will see series of workshop on career development.

In the next few month awards committee will be finalizing the all amendments, including clear rubrics for evaluating the applications.

## Events Committee

Chairperson: Obiajulu Nnaemeka (VP Marketing & Events)

The UMGSA Events committee plans and organizes events socials, dinners, sporting and networking events for graduate students frequently during the academic year to help students in their work-life balance. The committee usually meets once a month to plan on upcoming events and consists of some GSA executives, councilors and non-council graduate students. Members of the Events committee are also actively involved in executing the events and making sure everything goes as planned. The following activities were handled by the committee since May 2017:

### 1. Events

- **UMGSA Summer Games (July 21 and 22, 2017):** Held a successful 2-day UMGSA Summer Games event. On Friday, July 21<sup>st</sup>, the Basketball and Badminton competitions took place at the Frank Kennedy Centre and the turn out was impressive and attendance stood at 42. On Saturday, 22<sup>nd</sup> July, graduate students came together at St. Vitals park for the Soccer and Volleyball, 100m men and women race and longest Frisbee competitions. Total attendance for the 2<sup>nd</sup> day was 27 which was lower than expected because of the rain. Despite the weather conditions, the games were still very successful. Gift cards, medals, and trophies were awarded to the winning teams and individuals. In general, we received great feedback from both days of the event with some graduate students suggesting the UMGSA holds a similar sports event for winter.
- **Fall Orientation / Orientation Social (September 5 and 6, 2017):** Worked alongside the executive team, volunteers and the FGS to facilitate the Fall Orientation program and the orientation socials on the 5<sup>th</sup> and 6<sup>th</sup> of September. The Orientation consisted of a welcome session, various Grad Steps workshops, campus tours and a networking event. The Orientation social held on the 6<sup>th</sup> of September with attendance above 120. The social was very successful and got very positive feedback.
- **UMGSA Halloween social (October 27, 2017):** Planned and organized the 2017 Halloween social which held on Friday, 27<sup>th</sup> of October. The attendance was great and was estimated to be at least 80. The event was held at the GSA lounge which was decorated to suit the Halloween theme. Masks and other spooky accessories were provided to the graduate students at the door and there was music, pizzas, pita, beer and coke beverages. Magician Evan Morgan was also invited to add some excitement to the event. He performed both stage and walkaround magic to the amazement of the audience.
- **UMGSA Alumni networking event (November 30, 2017):** Planned and organized the UMGSA Alumni mentorship event which held on the 30<sup>th</sup> of November at the Marshal McLuhan Hall. There were 5 alumni and about 80 graduate students in attendance. The event consisted of an introduction segment, panel discussion and a speed networking segment. The general feedback from the survey given to students about the event was great. Some students suggested inviting more alumni for future events and having a more extensive networking segment.

- **UMGSA Holiday Dinner (December 15, 2017):** The Holiday Dinner was held at the Hub with about 90 students and guests in attendance. A live band was invited to play and a 3-course dinner was served. Also, prizes were given out to the winners of the Christmas crossword puzzle game. One of the GSA Executives volunteered to wear a Santa costume to bring more excitement to the event. The event was generally a success and had great feedback from the students.
- **Winter Orientation (January 2, 2018):** In collaboration with the FGS and Student Life, the UMGSA organized the graduate student winter orientation. There was a traditional welcome session, address the UMGSA president and Dean of FGS, student panel session and Grad Steps workshops.

## **2. Student Clubs**

The committee reviewed and recommended to the Executive committee the approval of the following student groups after they met the requirements outlined in the UMGSA clubs policy:

- Effective United Nations
- Christian Graduate Students Association

## **Upcoming Events**

For the remainder of academic term, the committee will meet to plan for the Valentines social, St. Patrick's social and Hello/Goodbye Dinner. Details of the upcoming events will be communicated to the graduate students in due course.



## **Indigenous Ad-Hoc Committee**

Chairperson: Laura Forsythe

For the period of May 2017 to December 2017, The Indigenous Ad Hoc Committee held two meetings adhering to procedures dictated by the UMGSA Committee Policy and Procedure Manual. No meetings were held in December due to availability.

Contributions to date of the committee have resulted in two recommendations with the NSGSA demonstrating its' commitment to beginning the journey to reconciliation needed to sign the Indigenous Accord. Acknowledging the territory prior to all council meetings began in May 2017. In November the council passed the motion to amend the Council Policy to add an Ex-Officio Non-Voting Council Position for an Indigenous Student Centre Representative.

Indigenous Ad Hoc Committee Membership (Current):

- Laura Forsythe (Chair)
- Naithan Lagace, Native Studies
- Angelina McLeod, Native Studies
- Kristene Cheung, Psychology
- Irina Volchok, Linguistics
- Anderson Assuah, Natural Resources Institute
- Sonikile Tembo, City Planning
- Ikra Iftekhar Shuvo, Biosystems Engineering
- Koushik Chakma, Biosystems Engineering
- Carl Neumann, UMGSA President

Non-Voting Members:

- Trevor Phillips, Indigenous Grad Success Coordinator
- Niigaan Sinclair, Associate Professor Native Studies

## **Appendix IV :**

### **Annual HSGSA Report**

The HSGSA has been busy catering to the needs of students over at the Bannatyne Campus over the year with multiple social events, such as our Taco Party day in the summer, our Fall Orientation and post-Orientation Social, our Halloween Corn Maze Event, and the recent Holiday Social that occurred right before the Winter break. We also helped organize the Canadian Student Health Research Forum that occurred in June, and promoted the TIPs workshop that occurred near the end of December.

Future projects for the HSGSA are the upcoming Industry Days event in the Winter term that will be aimed at connecting students with potential industry employers, and the next Canadian Student Health Research Forum that will be held this coming June 2018. We also plan on holding one more social event in the Spring to help bring everyone together, and create a sense of community on campus.

Andrew Plesniarski  
HSGSA President 2017-2018

## **Appendix V :**

### **Annual Senate Report**

**From:** Silvia Araujo (Senator), Skye Kushner (Senator), Nour Eissa (Senator, HSGSA)

During the current UMGSA and HSGSA Senators terms (May 1<sup>st</sup> – December 31<sup>st</sup>, 2017), graduate student interests have been represented at 100% of meetings for The University of Manitoba Senate. Collectively, all three graduate student votes have moved pertinent issues, and amplified the student voting block by coordinating with UMSU through the Student Senate Caucus. Representation on senate subcommittees was carried out by each senator (subcommittees for each senator given in Appendix II), further insuring that graduate students had a voice in shaping the policies to reach senate. Specific highlights of the term have been:

- Approval of new graduate degree programs, including a new Masters of Human Rights (MHR).
- Approval of recommended graduate student course changes and alteration of program requirements.
- Submission of questions holding the University Administration accountable for incidents affecting graduate students.

The opportunity to provide a small steering direction in university policies is a duty which we do not take lightly. We look forward to completing the rest of our remaining terms with the same degree of significance as has been the case so far.

## Appendix VI :

### UMGSA Budget Update

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

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

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

**Appendix VII :**

**Audited UMGSA Financial Statements for 2016-17**

(Provided as a Separate File)

## **Appendix VIII :**

### **Article IX of the UMGSA Bylaws**

#### **ARTICLE IX - RELATIONSHIP WITH THE CANADIAN FEDERATION OF STUDENTS**

1. University of Manitoba Graduate Students' Association is not a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students-Services (CFS-S), or the Canadian Federation of Students-Manitoba (CFS-MB), herein referred to as CFS/-S/-MB and in that regard if and when necessary, it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB.
2. The UMGSA shall continue to collect and hold fees related to possible membership in CFS/-S/-MB in a contingency fund up to and including the completion of the 2017-2018 academic term or until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba, and the UMGSA or determined by courts, whichever is sooner.
3. Fees that are collected in respect of possible membership in CFS/-S/-MB may be used toward the reasonable costs associated with the process of defending the position of the UMGSA regarding membership in the CFS/-S/-MB until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba, and the UMGSA or determined by courts, whichever is sooner.
4. At each Annual General Meeting, the UMGSA membership shall revisit and determine the use of all remaining fees collected from the UMGSA members and held in a contingency fund until the issue of membership in the CFS/-S/-MB is finally resolved.
5. The general membership of the UMGSA and the HSGSA shall discuss affiliations with external organizations, included but not limited to CFS/-S/-MB and/or Canadian Alliance of Student Associations, at each Special/Annual General Meeting.



**GRADUATE STUDENTS'  
ASSOCIATION  
THE UNIVERSITY OF MANITOBA**

**Financial Statements**  
For the year ended April 30, 2017

Draft Subject to Change

**GRADUATE STUDENTS' ASSOCIATION  
THE UNIVERSITY OF MANITOBA**

**Financial Statements**  
For the year ended April 30, 2017

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## Independent Auditor's Report

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### To the Members of the Graduate Students' Association

We have audited the accompanying financial statements of the **Graduate Students' Association**, which comprise the statement of financial position as at April 30, 2017, and the statements of operations, changes in fund balances, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of **Graduate Students' Association** as at April 30, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants

Winnipeg, Manitoba  
January \_\_, 2018

**GRADUATE STUDENTS' ASSOCIATION  
THE UNIVERSITY OF MANITOBA  
Statement of Financial Position**

**As at April 30, 2017**

|                                  | <u>Restricted</u>   |                   |                            |                               |                   | April 30<br>2017<br>Total | April 30<br>2016<br>Total |
|----------------------------------|---------------------|-------------------|----------------------------|-------------------------------|-------------------|---------------------------|---------------------------|
|                                  | Endowment<br>Fund   | Capital<br>Fund   | Capital<br>Sinking<br>Fund | External<br>Relations<br>Fund | Operating<br>Fund |                           |                           |
| <b>Assets</b>                    |                     |                   |                            |                               |                   |                           |                           |
| <b>Current Assets</b>            |                     |                   |                            |                               |                   |                           |                           |
| Cash and bank                    | \$ 46,371           | \$ 255,268        | -                          | \$ 63,885                     | \$ 295,282        | \$ 660,806                | 753,039                   |
| Accounts receivable<br>and other | -                   | -                 | -                          | -                             | 548               | 548                       | 698                       |
|                                  | <u>46,371</u>       | <u>255,268</u>    | <u>-</u>                   | <u>63,885</u>                 | <u>295,830</u>    | <u>661,354</u>            | <u>753,737</u>            |
| Investments (Note 2)             | 1,156,942           | 290,514           | -                          | 260,163                       | -                 | 1,707,619                 | 1,496,990                 |
| Capital assets (Note 3)          | -                   | 71,123            | -                          | -                             | -                 | 71,123                    | 81,804                    |
| Interfund balances               | 288,873             | (380,668)         | 132,684                    | (5,636)                       | (35,253)          | -                         | -                         |
|                                  | <u>\$ 1,492,186</u> | <u>\$ 236,237</u> | <u>\$ 132,684</u>          | <u>\$ 318,412</u>             | <u>\$ 260,577</u> | <u>\$ 2,440,096</u>       | <u>\$ 2,332,531</u>       |

**Liabilities and Fund Balances**

|                                             |                     |                   |                   |                   |                   |                     |                     |
|---------------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| <b>Current Liabilities</b>                  |                     |                   |                   |                   |                   |                     |                     |
| Accounts payable and<br>accrued liabilities | \$ -                | \$ -              | \$ -              | \$ -              | \$ 36,659         | \$ 36,659           | 38,141              |
| <b>Commitments (Note 4)</b>                 |                     |                   |                   |                   |                   |                     |                     |
| <b>Fund Balances</b>                        |                     |                   |                   |                   |                   |                     |                     |
| Restricted for<br>endowment                 | 1,492,186           | -                 | -                 | -                 | -                 | 1,492,186           | 1,386,486           |
| Internally restricted                       | -                   | 236,237           | 132,684           | 318,412           | -                 | 687,333             | 617,621             |
| Unrestricted                                | -                   | -                 | -                 | -                 | 223,918           | 223,918             | 290,283             |
|                                             | <u>1,492,186</u>    | <u>236,237</u>    | <u>132,684</u>    | <u>318,412</u>    | <u>223,918</u>    | <u>2,403,437</u>    | <u>2,294,390</u>    |
|                                             | <u>\$ 1,492,186</u> | <u>\$ 236,237</u> | <u>\$ 132,684</u> | <u>\$ 318,412</u> | <u>\$ 260,577</u> | <u>\$ 2,440,096</u> | <u>\$ 2,332,531</u> |

Approved on behalf of the Council:

\_\_\_\_\_ President

\_\_\_\_\_ Vice-President

**GRADUATE STUDENTS' ASSOCIATION  
THE UNIVERSITY OF MANITOBA  
Statement of Operations**

| <b>For the year ended April 30</b>                  | <b>2017</b>       | <b>2016</b>     |
|-----------------------------------------------------|-------------------|-----------------|
| <b>Revenue</b>                                      |                   |                 |
| Awards                                              | \$ 105,700        | \$ 109,455      |
| External relations                                  | 52,075            | 53,268          |
| Gradzette and other                                 | 22,889            | 23,584          |
| Investment income                                   |                   |                 |
| Realized                                            | 69,188            | 71,011          |
| Unrealized                                          | 80,140            | (52,196)        |
| Student organization fees                           | 379,676           | 393,248         |
|                                                     | <u>709,668</u>    | <u>598,370</u>  |
| <b>Expenses</b>                                     |                   |                 |
| Operating (see Schedule)                            | 370,318           | 403,840         |
| Honouraria (Note 5)                                 | 118,825           | 104,525         |
| Investment management fees                          | 20,860            | 18,165          |
| Salaries and benefits                               | 90,618            | 61,860          |
|                                                     | <u>600,621</u>    | <u>588,390</u>  |
| <b>Excess of revenue over expenses for the year</b> | <b>\$ 109,047</b> | <b>\$ 9,980</b> |

**GRADUATE STUDENTS' ASSOCIATION  
THE UNIVERSITY OF MANITOBA  
Statement of Changes in Fund Balances**

**For the year ended April 30, 2017**

|                                                                          | Restricted          |                   |                            |                               |                   | Total               |
|--------------------------------------------------------------------------|---------------------|-------------------|----------------------------|-------------------------------|-------------------|---------------------|
|                                                                          | Endowment<br>Fund   | Capital<br>Fund   | Capital<br>Sinking<br>Fund | External<br>Relations<br>Fund | Operating<br>Fund |                     |
| Fund balances as at<br>April 30, 2015                                    | \$ 1,277,031        | \$ 243,614        | \$ 132,684                 | \$ 197,327                    | \$ 433,754        | \$ 2,284,410        |
| Excess of revenue<br>over expenses<br>for the year                       | 109,455             | (17,499)          | -                          | 61,495                        | (143,471)         | 9,980               |
| <b>Fund balances as at<br/>April 30, 2016</b>                            | <b>1,386,486</b>    | <b>226,115</b>    | <b>132,684</b>             | <b>258,822</b>                | <b>290,283</b>    | <b>2,294,390</b>    |
| <b>Excess (deficiency) of<br/>revenue over<br/>expenses for the year</b> | <b>105,700</b>      | <b>10,122</b>     | <b>-</b>                   | <b>59,590</b>                 | <b>(66,365)</b>   | <b>109,047</b>      |
| <b>Fund balances as at<br/>April 30, 2017</b>                            | <b>\$ 1,492,186</b> | <b>\$ 236,237</b> | <b>\$ 132,684</b>          | <b>\$ 318,412</b>             | <b>\$ 223,918</b> | <b>\$ 2,403,437</b> |

**GRADUATE STUDENTS' ASSOCIATION  
THE UNIVERSITY OF MANITOBA  
Statement of Cash Flows**

| <b>For the year ended April 30</b>                              | <b>2017</b>       | <b>2016</b>       |
|-----------------------------------------------------------------|-------------------|-------------------|
| <b>Cash Flows from Operating Activities</b>                     |                   |                   |
| Excess of revenue over expenses for the year                    | \$ 109,047        | \$ 9,980          |
| Adjustments for items not affecting cash                        |                   |                   |
| Amortization of capital assets                                  | 13,807            | 13,591            |
| Unrealized loss (gain) on investments                           | (80,140)          | 52,196            |
|                                                                 | <u>42,714</u>     | <u>75,767</u>     |
| Changes in non-cash working capital balances                    |                   |                   |
| Accounts receivable and other                                   | 150               | -                 |
| Accounts payable and accrued liabilities                        | (1,482)           | 5,149             |
|                                                                 | <u>41,382</u>     | <u>80,916</u>     |
| <b>Cash Flows from Investing and Financing Activities</b>       |                   |                   |
| Acquisition of capital assets                                   | (3,126)           | (1,918)           |
| Redemption (acquisition) of investments, net                    | (130,489)         | 121,787           |
|                                                                 | <u>(133,615)</u>  | <u>119,869</u>    |
| <b>Net increase (decrease) in cash and bank during the year</b> | <b>(92,233)</b>   | <b>200,785</b>    |
| <b>Cash and bank, beginning of year</b>                         | <b>753,039</b>    | <b>552,254</b>    |
| <b>Cash and bank, end of year</b>                               | <b>\$ 660,806</b> | <b>\$ 753,039</b> |

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# GRADUATE STUDENTS' ASSOCIATION THE UNIVERSITY OF MANITOBA Notes to Financial Statements

**For the year ended April 30, 2017**

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## 1. Nature of the Organization and Summary of Significant Accounting Policies

### a. Nature of the Organization

The Graduate Students' Association of the University of Manitoba ("Association") is the student-run association for graduate students at the University of Manitoba. The Association serves dual purposes in providing its membership a wide variety of benefits and services: representation and advocacy on behalf of graduate students issues, and provision of services to its members including travel grants, the Gradzette, and bursaries for students.

The Association is a non-profit organization and, as such, is exempt from income taxes under The Income Tax Act.

### b. Basis of Accounting

These financial statements were prepared by management in accordance with Canadian accounting standards for not-for-profit organizations.

### c. Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The Operating Fund reports the assets, liabilities, revenue and expenses related to the Association's program delivery and operation. The Operating Fund reports unrestricted resources.

The Endowment Fund was established through assessments of student organization fees to be maintained in perpetuity. Investment income earned on Endowment Fund resources are restricted to finance conference grants for Association members at Council's discretion. Investment income earned on Endowment Fund resources are reported in the Operating Fund in the year conference grants are awarded.

The Capital Fund was established through assessments of student organization fees to help finance capital purchases for the Association.

The Capital Sinking Fund was established through assessments of student organization fees to fund certain expenses of the Association and is financed through student assessments. Expenses charged to the Capital Sinking Fund require Council approval.

The External Relations Fund was established through assessments of fees collected by the Association related to possible membership in Canadian Federation of Students ("CFS/-S/-MB"). Fees will be collected until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the Association or determined by courts, or the completion of the 2017-2018 academic term, whichever is sooner. Funds will be used to defend such membership. Council members will determine the use of the Fund when the issue of membership in the CFS/-S/-MB is finally resolved. Investment income earned on the External Relations Fund resources are restricted for external relations.



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# GRADUATE STUDENTS' ASSOCIATION THE UNIVERSITY OF MANITOBA Notes to Financial Statements

**For the year ended April 30, 2017**

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## 1. Summary of Significant Accounting Policies (continued)

### d. Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate fund in the year received.

Student organization fees are recognized as revenue of the Operating Fund when earned and collection is reasonably assured. Restricted CFS/-S/-MB fees for possible membership are recognized as revenue of the External Relations Fund when earned. Restricted investment income is recognized in the appropriate fund when earned. Other revenue is recognized as revenue of the Operating Fund when the amount is determinable, collection is reasonably assured and upon acceptance by the other party. Reasonable assurance is based upon the Association's previous collections.

### e. Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market are reported at fair value, with any unrealized gains and losses reported in operations. In addition, all bonds and guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

### f. Capital Assets

Capital assets are stated at cost less accumulated amortization. Amortization based on the estimated useful life of the asset is calculated using the straight-line method over the following periods:

|                         |     |
|-------------------------|-----|
| Leasehold improvements  | 10% |
| Furniture and equipment | 10% |
| Computer equipment      | 20% |

### g. Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires the Council to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual amounts could differ from those estimates as additional information becomes available in the future.

**GRADUATE STUDENTS' ASSOCIATION  
THE UNIVERSITY OF MANITOBA  
Notes to Financial Statements**

**For the year ended April 30, 2017**

**2. Investments**

|                                   | <u>2017</u>         | <u>2016</u>      |
|-----------------------------------|---------------------|------------------|
| Canadian equities                 | \$ 524,783          | \$ 518,600       |
| Fixed income                      | 1,067,251           | 871,900          |
| International and global equities | 78,947              | 19,733           |
| U.S. equities                     | 21,774              | 18,110           |
| Other                             | 14,864              | 68,647           |
|                                   | <u>\$ 1,707,619</u> | <u>1,496,990</u> |

**3. Capital Assets**

|                         | <u>2017</u>       |                                     | <u>2016</u>       |                                     |
|-------------------------|-------------------|-------------------------------------|-------------------|-------------------------------------|
|                         | <u>Cost</u>       | <u>Accumulated<br/>Amortization</u> | <u>Cost</u>       | <u>Accumulated<br/>Amortization</u> |
| Leasehold improvements  | \$ 125,064        | \$ 62,532                           | \$ 125,064        | \$ 50,026                           |
| Furniture and equipment | 11,806            | 6,028                               | 11,806            | 5,040                               |
| Computer equipment      | 3,126             | 313                                 | -                 | -                                   |
|                         | <u>\$ 139,996</u> | <u>\$ 68,873</u>                    | <u>\$ 136,870</u> | <u>\$ 55,066</u>                    |
| Net book value          |                   | <u>\$ 71,123</u>                    |                   | <u>\$ 81,804</u>                    |

**4. Commitments**

During the prior year, the Association entered into an agreement with the University of Manitoba ("University"), whereby the Association agreed to support the construction of an extension to the pre-existing Campus Day Care Centre at 15 Dysart Road by gifting \$300,000 to the University to be paid in annual instalments over ten years beginning in April 2016. The gift for the year ended April 30, 2017 in the amount of \$30,000 is included in donations in the Schedule of Operating Expenses.

**5. Related Party Transactions**

During the current year, the Association paid honorariums totaling \$118,825 (\$104,525 in 2016) to the Executive. All transactions have been recorded at the exchange amount and were incurred in the normal course of operations.

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# GRADUATE STUDENTS' ASSOCIATION THE UNIVERSITY OF MANITOBA Notes to Financial Statements

**For the year ended April 30, 2017**

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## **6. Financial Risk Management**

The Association, through its financial assets and liabilities, is exposed to various risks in the normal course of operations. The Association's objective in risk management is to optimize the risk return trade-off, within set limits, by applying integrated risk management and control strategies, policies and procedures throughout the Association's activities. The following analysis provides a measurement of those risks at year end.

### Credit Risk

Credit risk is the risk that the Association will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the Association to significant concentrations of credit risk consist primarily of accounts receivables and investments. The Association is not exposed to significant credit risk as the receivable is due from University of Manitoba and payment in full is typically collected when it is due. Investments are diversified.

### Liquidity Risk

Liquidity risk is the risk that the Association will not be able to meet its obligations as they fall due. The Association maintains adequate levels of working capital to ensure all its obligations can be met when they fall due. Investments are also held in securities that can be liquidated within a few days notice.

### Interest Rate and Market Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market conditions and interest rates. The Association is not exposed to significant interest rate risk as cash is held at floating interest rates, and investments are diversified. The Association is exposed to market risk through its investments, which is reduced by the Association monitoring the investments in an effort to safeguard against market fluctuations.

### Foreign Exchange Risk

Foreign exchange risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Association is exposed to foreign exchange risk since it holds a portion of its investments in the United States and international equities. The Association monitors the investments in an effort to minimize its exposure to foreign exchange risk.

**GRADUATE STUDENTS' ASSOCIATION  
THE UNIVERSITY OF MANITOBA  
Schedule of Operating Expenses**

| <b>For the year ended April 30</b> | <b>2017</b>       | <b>2016</b>       |
|------------------------------------|-------------------|-------------------|
| Amortization                       | \$ 13,807         | \$ 13,591         |
| Bonding insurance                  | 4,790             | 4,601             |
| Conference grants                  | 158,337           | 170,112           |
| Donations                          | 30,750            | 30,995            |
| Dues and subscriptions             | 305               | 1,096             |
| External meetings                  | 5,686             | 7,181             |
| Food bank                          | 2,000             | 3,000             |
| Gradzette                          | 24,000            | 23,753            |
| Grants and sponsorships            | 48,844            | 43,181            |
| Handbook                           | 6,092             | 5,445             |
| Health Sciences GSA activities     | 12,984            | 25,012            |
| Holiday hampers                    | 4,114             | 5,338             |
| Office supplies                    | 2,835             | 3,398             |
| Orientation                        | 2,697             | 5,287             |
| Other                              | 14,346            | 14,535            |
| Photocopier                        | 3,327             | 3,327             |
| Professional fees                  | 14,829            | 19,835            |
| Promotions                         | 1,896             | 605               |
| Repairs and maintenance            | -                 | 204               |
| Social events                      | 6,433             | 6,896             |
| Speaker Series                     | 2,000             | 4,405             |
| Special projects grants            | 3,239             | 2,990             |
| Website administration             | 7,007             | 9,053             |
|                                    | <b>\$ 370,318</b> | <b>\$ 403,840</b> |

Draft Subject to Change