

**UMGSA Council Meeting Documents  
March 23<sup>rd</sup>, 2016, 5:00pm UMGSA Lounge**

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## Council Meeting Agenda

March 23<sup>rd</sup>, 2016, 17:00

GSA Lounge

### 1. Call to Order

### 2. Approval of the Agenda

**MOTION: BIRT the agenda for the March 23<sup>rd</sup>, 2016 UMGSA Council meeting be approved.**

#### 2.1. Unanimous consent agenda

2.1.1. Any item that has a  beside it denotes unanimous consent agenda

*Any member who wishes to debate an item that is listed below may have it removed from the consent agenda by contacting the Chair prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the following motions.*

**MOTION: BIRT all Executive Reports and Senate Report are accepted omnibus.**

### 3. Approval of Minutes

**MOTION: BIRT the minutes from the February 24<sup>th</sup>, 2016 UMGSA Council Meeting be approved.**

### 4. Special Project Grants

4.1. History - \$500 - Ulysses Patola

**MOTION: BIRT the special project grant for \$500 put forward by the History department be approved as presented.**

4.2. Physics and Astronomy - \$500 - Jennifer West

**MOTION: BIRT the special project grant for \$500 put forward by the Physics and Astronomy department be approved as presented.**

### 5. Business Arising from the Minutes

5.1. **BFAR Presentation** - As some of you may know the U of M has begun instituting a Bonafide Academic Requirement Process across all of the varied programs on campus. U of M Graduate Student, and director of the BFAR project, Laurie Anne Vermette will be in attendance to explain the process, what it means for grads, and to answer any questions you may have (Held over from February Council).

5.2. **Internal Development and Review Sub-Committee Report and Recommendations** - the final version of the IDRSC Executive Review report was presented at the last council meeting by the IDRSC chairperson Carl Neumann. Are there any questions or proposed revisions before council accepts this report. There were also several recommendations

that ere presented separate from the final report and discussion of those items which were formatted as motions was tabled to the next council meeting. Since the IDRSC and the UMGSA executive committee has not had enough time to meet and formulate revised recommendations the executive proposes that a completely new report of IDRSC recommendations be formulated at a joint IDRSC / UMGSA Executive meeting at least one week prior to the April council meeting.

**MOTION: BIRT the Internal Development and Review Sub-Committee Executive Review Report #1 be approved as presented.**

**MOTION: BIRT the Internal Development and Review Sub-Committee and the UMGSA Executive organize a joint meeting to revise the IDRSC recommendations at least one week prior to the April council meeting.**

## **6. New Business**

6.1. **Daycare Project** - As discussed at past council meetings the University has planned to implement improved and expanded daycare services on campus, this project is contingent on support from the UMGSA, UMSU, and the provincial government. With long-term operational costs being funded by the University of Manitoba. The proposition requires that the UMGSA contribute proportionally to that of UMSU in order to ensure proportionally equal graduate student access to the program and facilities. This contribution would be an annual installment lasting approximately 10 years.

## **7. Verbal Committee Reports**

- 7.1. Executive Committee Report
- 7.2. Finance Committee Report
- 7.3. Bylaws and Policy Committee Report
- 7.4. Events Committee Report

7.4.1 UMGSA VPME, Beibei Lu, has prepared a report on the UMGSA's social events during her time in office for presentation to council.

**MOTION: BIRT the VPME's "I HEART" Social Report be accepted as presented.**

- 7.5. Campaigns Committee Report
- 7.6. Awards Committee
- 7.7. Elections Committee

7.7.1. General Election Report (will be shared electronically ASAP)

**MOTION: BIRT Council ratifies the results of the UMGSA 2015-16 elections and approves the Elections Committee Report as presented.**

## **8. Senate Report**

- Senate Report.

## **9. Executive Committee Reports**

- President
- Vice President Internal
- Vice President External
- Vice President Academic
- Vice President Marketing and Events
- Vice President Health Sciences
- Senator 1
- Senator 2
- Senator 3

## **10. Department Reports**

## **11. Other Business/Announcements**

**12.1 TEDX** - Didn't get in to the limited seating TEDx event on campus? Come out for the UMGSA sponsored Livestream which will be happening at the same time (March 24<sup>th</sup>, 2016 from 2 to 6pm) in 172 Agriculture. Beverages and snacks will be available.

## **12. Adjournment**

**MOTION: BIRT the UMGSA Council meeting be adjourned.**

**Next Meeting: April 27<sup>th</sup> 2016 @ 17:00 in the UMGSA Lounge**

## Council Meeting Minutes from February 24<sup>th</sup>, 2016

February 24<sup>th</sup> 2016, 17:00

GSA Lounge

### 1. Call to Order at 5:04 pm

### 2. Approval of the Agenda

**MOTION:** BIRT the agenda for the February 24<sup>th</sup>, 2016 UMGSA Council meeting be approved.

*Sociology/Linguistics*

CARRIED

### 3. Unanimous consent agenda

3.1 Any item that has a p beside it denotes unanimous consent agenda

*Any member who wishes to debate an item that is listed below may have it removed from the consent agenda by contacting the Chair prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the following motions.*

**MOTION: BIRT all Executive Reports and Senate Report are accepted omnibus.**

*Linguistics/Entomology*

CARRIED

### 4. Approval of Minutes

**MOTION: BIRT the minutes from the January 27<sup>th</sup>, 2016 UMGSA Council Meeting be approved.**

*Human Nutritional Sciences/Linguistics*

CARRIED.

### 5. New Business

**4.1 Health and Dental Presentation from Student Care:** Following the issues surrounding the renewal of the UMSU student plan with our health and dental broker, Student Care, the UMGSA executive has worked on establishing a more direct relationship with our broker. Representatives from student care will be in attendance to present on our current plan as well as answer any questions. Questions of a more personal nature may also be addressed following the council meeting in a more private setting.

- Alex from student care gave a presentation outlining the current Health and Dental insurance package for graduate students at U of M. It was just an overview with all the information presented easily obtained from the website “ihaveaplan.ca”.

## 6. Business Arising from the Minutes

**6.1 Gradzette Year in Review** The current Editor of the UMGSA Gradzette, Tom Ingram, has prepared an end of year report on the Magazine (see attachment from January 2016 council) with highlights including increased readership, expanded content, and an overview of our return to print. Tom will make a brief presentation and will be available to answer any questions.

### **Tom's presentation and question period is summarized as follows:**

- Print edition of the Gradzette is necessary because people didn't know the Gradzette existed; views via print and online views have gone up since printing was re-started
- The Gradzette is searching for new staff writers, with preference given to graduate students; trying to ensure that all future hires are graduate students when possible
- **Anthropology:** Does the Gradzette need to be published monthly, bi-monthly, tri-monthly (less often)?
- **Tom:** It would be cheaper, but we would risk losing interest.
- **Anthropology:** Just a suggestion, maybe we could make one major academic issue to be published once a year.
- **Tom:** That's an interesting idea, the issue there would be to make the material understandable for readers of different background/the layreader.
- **Human Nutritional Sciences:** Is advertising an option to offset costs?
- **Tom:** The readership is not so high that we would be able to attract very many advertisers, however if readership were to increase then perhaps that would be possible.
- **President:** Ads were present in the past, so perhaps now that the Gradzette is back in print we could eventually do that.
- **Kinesiology and Recreation Management:** Could we offer ads for cheaper rates perhaps to build interest?
- **Tom/President:** That's a possibility.
- **Biosystems Engineering.:** Could I write for the Gradzette?
- **Tom:** Yes, you would just have to get in touch with the Gradzette staff.
- **Electrical & Comp Engineering:** Is there any survey data on how much the Gradzette is valued?
- **Tom:** Not at this time.

**6.2 Campus Day Care Update** The proposal for improved campus daycare services is nearing completion and it looks as though there could be as many as 54 new

student spots for a total of 74 spots dedicated for U of M students. This has been a cooperative community driven initiative from the beginning and was first proposed by the UMGSA roughly 3 years ago at the student experience committee. This project is contingent on funding from the province, university, and from the U of M student associations (UMSU and the UMGSA) and we will be bringing the final proposals to council in the coming months.

**6.3 UPass Update** Negotiations with Winnipeg transit regarding the UPass system are ongoing with implementation still scheduled for this fall. The UMGSA is taking steps to ensure that any program requirements take into account the differential needs of grads compared to other students in relation to issues like full time student status in relation to credit hours as well as extended time away from campus for fieldwork, etc...

- **Kinesiology and Recreation Management:** I read somewhere that UMSU is promising in campaigns to negotiate for more opt-in and opt-out plans. Is it possible that any incoming executive will be able to completely override the current negotiations that are taking place?
- **President:** I don't think they can undo any of the negotiation work that has been done so far. However, perhaps a few years down the road that may happen.
- **Economics:** What are the features of the UPASS system.
- **VPE:** The UPASS system would be convenient and involve a smart pass system involving a single card allowing students access to transit.
- **CUPE3909:** Are the draft agreements publicly available for students to review?
- **President:** Not at this time, because we would like for the documents to go through due process before publicizing them

**6.4 Internal Development and Review Sub-Committee Report** The preliminary report was presented by the IDRSC Chairperson at the January 27<sup>th</sup>, 2016 Council Meeting. The report has now been finalized and there are several recommendations stemming from this report. The final report and a document of recommendations will be circulated to councilors separately by February 19<sup>th</sup>, 2016. Since there are 9 official **MOTIONS** in these recommendations, it is advised that councilors review these carefully and vote on them omnibus (as a group) aside from any motions requiring further discussion or amendments, which can be pulled out from the omnibus group by request.

- **Human Nutritional Sciences:** Does the full report include the full comments from the reviews?
- **Carl Neumann:** For confidentiality reasons the exact words were not used. But

the general comments from the review were summarized.

- **VPI:** We will sit down with the IDRSC chair and go over the recommended motions and come up with resolutions.
- **Chair:** Perhaps given the need to review the recommendations, we could have a motion to table this matter until next months meeting.

**Motion: BIRT the motions recommended by the IDRSC be tabled to be voted on at the next council meeting in March so that they can be reviewed and streamlined for efficiency.**

Native Studies/Human Nutritional Sciences.

CARRIED.

**6.5 Resolution: for the most recent versions of the UMGSA Policy Manuals to be uploaded to the UMGSA website** This motion was passed at the last Council meeting, however, despite the best efforts of executives, ongoing issues surrounding the UMGSA website's migration between service providers hasn't allowed access to our own website for more than the last entire month. A written report has been attached as APPENDIX I.

- **President:** The website with netfirms was problematic. I have moved the UMGSA website to the GREEN GEEKS service provider and we are just waiting to complete that transition.

**6.6 Resolution: for a report to be presented regarding the proceeds from advertisements in the UMGSA handbooks.** This motion was passed at the last Council meeting and the VPI Val Agbor is prepared to give a report on this issue.

- **VPI:** The invoices have been sent to all the advertisers and we should be hearing from them soon regarding payment.

## 7. **Senate Report**

↳ Senate Report.

## 8. **Executive Committee Reports**

↳ President

↳ Vice President Internal

↳ Vice President External

↳ Vice President Academic

↳ Vice President Marketing and Events

↳ Vice President Health Sciences

↳ Senator 1



p Senator 2

p Senator 3

## 9. Department Reports

- **Native Studies:** Rising up graduate student conference next weekend, free for graduate students to attend in the Senate Chambers in Engineering
- **Ruth:** 3MT is tomorrow in St Johns
- **Colin:** HSGSA conference coming up June, abstract due in March for Health science related research

## 10. Other Business/Announcements

- ~~a. **UMGSA St. Patrick's Day Social – Thursday March 17<sup>th</sup>** Make sure to wear green!~~
- b. **UMGSA Elections March 14-16 2016** – Nominations are in and the UMGSA election dates are set. Please take the time to spread the word and make your voice heard by voting online this March 14<sup>th</sup> to 16<sup>th</sup>!
- c. **TEDX – March 24<sup>th</sup> 2016** This year the UMGSA will be co-sponsoring the TEDX talks for the first time as well as hosting a live stream for graduate students unable to attend the limited seating event, look for more details on the event to come over the next few weeks in the UMGSA newsletter.
  - **VPME:** Because UMGSA is a high level sponsor of the ted talks this year, please register to attend and use the #UMGSA when trying to get a spot in the audience; we will try to set up a livestream for that which will be another option for students who cannot get a seat in the audience.
  - **HSGSA President:** HSGSA dodgeball event at bannatyne campus on March 9<sup>th</sup>.
  - **VPI:** If anyone would like to go over the Health and dental usage info, please feel free to come by and ask for it
  - **Anthropology:** Could I suggest that the PhD movie be shown to students, it would be very entertaining
  - **CUPE3909:** CUPE representative Jennifer Black gave an announcement at start of meeting announcing the CUPE 3909 Annual General Meeting on Tuesday March 9<sup>th</sup>. There will be important business relevant to all graduate students and working students including bylaw changes and elections.

11. Adjournment (6:28pm)

**MOTION: BIRT the UMGSA Council meeting be adjourned**

Native Studies/Interior design

CARRIED.

**Next Meeting: March 23<sup>rd</sup> 2016 @ 17:00 in the UMGSA Lounge**

<i>Position/Department</i>	<i>Name</i>	<i>Signature</i>
President	Kristjan Mann	Present
VP Internal	Valery Agbor	Present
VP Academic	David Terrazas	Present
VP External	Enoch A-iyeh	Present
VP Marketing & Events	Beibei Lu	Present
VP Health Science	Colin Graydon	Present
Senator	Kathryn Marcynuk	Present
Senator	Gagan Sidhu	Present
Senator	Hadeesha Piyadasa	Present
Chair / Exec At Large (Non-voting)	Rich From	Present
Office Manager (Non-voting)	Ruth Prokesch	Present
<b><i>Agric &amp; Food Science</i></b>		
Agribusiness & Agric. Economics	Tao Wang (Co-Councilors) Tijani Bio Abdul-Salam	Tao Present
Animal Science	Yue (Yvette) Shang (Co-Councils) Deepak Ettungalpadi Velayud	Yue Present
Biosystems Engineering	Afua Mante	Present
Entomology	Megan Colwell	Present
Food Science	Carly Isaak	Present
Human Nutritional Sciences	Ifeanyi Nwachukwu Tara Loader (Co-Councilors)	Both Present
Plant Science	Anjan Neupane (Co-Councilors) Suraj Sapkota	Both Absent
Soil Science	Ashley Soloway (Co-Council) Mick Runzika	Both Absent

<b>Architecture</b>		
Architecture	Brooke Conrad (Co-Council) Jonathan Ferreira	Brooke Present
City Planning	Adam Fiss (Co-Councilors) Jessica Russell-Edmonds	Jessica Regrets
Interior Design	Erns Walls	Present
Landscape Architecture	Connor Redman	Present
<b>Arts</b>		
Anthropology	Sardana Nikolaeva	Present AL5:15
Economics	Oluwafemi Bamikole Hubert Scarlett (Co-Council)	Oluwafemi Present
English, Film & Theatre	Mike Hayden (Co-Councilors) Karalyn Dokurno	Karalyn Present
History	Ulysses Patola	Ulysses Present
Linguistics	Irina Volchok	Present
Native Studies	Joseph Dipple (Co-Councilors) Colleen McIvor	Joe Present AL 5:15
Philosophy	Carl Neumann	Present
Political Studies & Public Admin.	Ethan Cabel	Present
Psychology	Kristene Cheung (Co-Council) Karmen McDivitt	Both Absent
Sociology	Erin Scott	Present
<b>Management</b>		
Management – PhD and MSc	Ji Zhou	Present
Management – MBA	Amanda Macdonald Anita Trudel (Co-Councilors)	Amanda Present
<b>Education</b>		
Education – PhD – Ad hoc	Mehdi Rahimian	Absent
<b>Engineering</b>		
Civil Engineering	Sam Esfandianpour Mahmud Amin (Co-Council)	Both Absent
Electrical & Computer Engineering	Hamid Reza Nasrinpour	Present
Mechanical & Manufacturing Eng.	Ehsan Alishahi	Present
<b>Environment, Earth &amp; Resources</b>		
Environment & Geography	Darcy McDougall	Present
Geological Sciences	Cody Ross Proxy: Maxwell C. Day	Regrets Proxy Present

Natural Resources Institute	Anderson Assuah	Present AL 5:25pm
<b>Graduate Studies</b>		
Applied Health Sciences	Navjot Pachu (Co-Councilors) Scott Kehler	Scott Present
Biomedical Engineering	Ahmed Elwali	Present
Peace and Conflict Studies	Bonface Beti	Present

<b>Kinesiology &amp; Recreation Mgmt.</b>		
Kinesiology & Recreation Mgmt.	Travis Hrubeniuk	Present
<b>Nursing</b>		
Nursing	Hemaxi Patel	Absent
<b>Science</b>		
Biological Sciences	Kyle Ritchie	Present
Chemistry	Currently No Rep	No Rep
Microbiology	Mac Kohlmeier	Present
Physics & Astronomy	Mohammad Hussein	Absent
Statistics	Currently No Rep	No Rep
<b>Social Work</b>		
Social Work	Currently No Rep	No Rep
<b>UMSU (Non-Voting)</b>		
President or Designate		Absent
<b>CUPE 3909 (Non-Voting)</b>		
President or Designate	Jen Black	Present LE 6:05
<b>FGS Rep (Non-Voting)</b>		
Dean or Designate	Jay Doering	Absent
<b>Student Life (Non-Voting)</b>		
Office of Student Life	Cora Dupuis	Absent
<b>Guests</b>		
Ryan Catte	Gradzette Staff Writer & grad student	Present LE 5:30
Tom Ingram (Presentation)	Gradzette Editor	Present LE 5:30
Alexander Golovko (Presentation)	StudentCare Networks	Present LE 6:05

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**UMGSA Council Meeting Documents  
February 24<sup>th</sup>, 2016**

**Executive Reports February 1<sup>st</sup> – 29<sup>th</sup>, 2016**

***Kristjan W. K. Mann – President***

**Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting  
Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

**Executive Summary of Work:**

- The student daycare project has continued to move along with a motion for support for the project coming before council this month to approve or disprove continued participation in the project. A demographically proportional financial commitment in comparison to UMSU, roughly \$300,000, is required to ensure graduate student participation in the project, without which the project will be taken over by UMSU; whose primary requirement, if this were the case, would be to have the facilities accessed exclusively by undergraduate students.
- We have had continued issues with email service over the past month, I have spoken with both IST and our service provider in this regard and am hoping to have a resolution for early next month, though these issues have plagued the UMGSA for more than the past two years, initiating our changeover to our new provider, Greengeeks, who should be taking over all of our services, including email, over the next month.
- I have been working with the elections committee over the next month to make sure that the process went as smoothly as possible for the 2015-2016 CRO, Jessica Whattam. There will be several recommendations coming from the committee which will be presented with the full elections report at the April council meeting.
- I had several meetings and conversations this month surrounding my participation in the Review of the Responsibilities of Academic Staff with Regard to Students (ROASS), and The Respectful Work and Learning Environment Policy (RWLE), as well as the national review of the U of M's Financial Aid and Awards office. The revisions to ROASS and the RWLE should lead to improved and more transparent regulations surrounding instructor responsibilities in relation to their students. While the results of the UofM FAA review will hopefully, in time, provide for better access to the office and its resources.
- Upass negotiations continue to move along and I have had to take a larger role in the process as we have begun to meet with representatives from all stakeholders to finalize the process before the end of March so that we can ensure a smooth

implementation process, whether it be paper passes or a new smartcard system.

- I was also the student representative on the search and hiring committee for the role of the U of M VPA and Provost as Joanne Kesselmen steps down from the role at the end of her term, while still confidential the results of the process should be public knowledge by the March council meeting. .

### Executive Summary of Hours:

Day	Start	Finish		
01/02/2016	4:00:00 AM	4:00:00 PM	Email, IDRSC Response	12
	7:00:00 PM	3:30:00 AM	IDRSC Response, Email, Committee Prep	6
02/02/2016	11:00:00 AM	3:00:00 PM	SEC Agenda Setting (1), UMGSA Office, Elections Committee (.5)	4
03/02/2016	12:00:00 PM	9:00:00 PM	Office Hours (2), UMGSA Office, UFMF Board (2.5), Meeting RE: TEDX	9
04/02/2016	3:00:00 PM	7:00:00 PM	Meeting Prep, RWLE Behavioral Policies Meeting (2)	4
05/02/2016	11:30:00 AM	2:30:00 PM	Meeting with IDRSC Chair (1), UMGSA Office, Meeting with EAL re: Website (1)	3
	3:30:00 PM	5:30:00 PM	Email, response to Manitoban	2
08/02/2016	11:30:00 AM	6:30:00 PM	Email + Agendas, TC with Office Manager (.5), Council docs	7
	5:30:00 PM	11:30:00 AM	Exec reports, Email + Agendas	6
09/02/2016	10:00:00 AM	12:30:00 PM	Meeting with Jay (.5), Alumni Student Engagement (1.5)	2.5
	1:30:00 PM	4:30:00 PM	Email + Agendas, BOG Executive (1)	3
	5:30:00 PM	8:30:00 PM	Email + Agendas	3
	11:30:00 PM	1:00:00 AM	Email + Agendas	1.5
10/02/2016	10:30:00 AM	8:00:00 PM	SEC (1.5), Office Hours (2), Executive Committee (2), UMGSA Office,	9.5
11/02/2016	10:00:00 AM	9:00:00 PM	Upass Meeting (2), External Relations (1) + Picking up Ice (10km), UMGSA Valentines Social (4), UMGSA Office	12
12/02/2016	1:00:00 PM	5:30:00 PM	All Candidates Meeting, Elections Committee (.5)	4.5
13/02/2016	1:00:00 PM	3:00:00 PM	Email + Agendas	2

16/02/2016	11:30:00 AM	3:00:00 PM	Upass Meeting (1), Childcare Meeting (1), UMGSA Office	3.5
	5:00:00 PM	6:30:00 PM	Campaigns Committee (TC), Email	1.5
17/02/2016	1:00:00 PM	9:00:00 PM	Office Hours (2), UMGSA Office, Email	8
18/02/2016	10:00:00 AM	12:00:00 PM	FAA Review, UMGSA Office	2
20/02/2016	3:00:00 PM	4:30:00 PM	Expense Calculations	1.5
21/02/2016	2:00:00 PM	7:00:00 PM	VPA Provost Search Committee Doc Review , Email	5
22/02/2016	12:00:00 PM	1:00:00 PM	UMGSA Office	1
23/02/2016	12:00:00 PM	7:00:00 PM	Email + Agendas , Alumni Assoc. Board (2)	7
24/02/2016	2:00:00 PM	7:00:00 PM	Office Hours (1 of 2), UMGSA Office, Council (1.5), UMGSA Exec (1.5)	5
25/02/2016	1:00:00 PM	3:30:00 PM	Office Hours (2 of 2), ROASS	2.5
26/02/2016	8:30:00 AM	3:00:00 PM	VPA Provost Search Committee	7
27/02/2016	9:00:00 AM	5:00:00 PM	VPA Provost Search Committee	8
28/02/2016	9:00:00 AM	5:00:00 PM	VPA Provost Search Committee	8
29/02/2016	1:00:00 PM	4:00:00 PM	Email and Agendas	3
<b>Monthly Total</b>				<b>154</b>

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

February 2 <sup>nd</sup> , 2016	SEC Agenda Setting	1 hour
February 2 <sup>nd</sup> , 2016	Elections Committee	½ hour
February 3 <sup>rd</sup> , 2016	UMFM Board	2 ½ hours
February 3 <sup>rd</sup> , 2016	TEDX Meeting	½ hour
February 4 <sup>th</sup> , 2016	RWLE Meeting	2 hours
February 5 <sup>th</sup> , 2016	IDRSC Chair	1 hour
February 5 <sup>th</sup> , 2016	EAL Re: Website	½ hour
February 8 <sup>th</sup> , 2016	Office Manager	½ hour
February 9 <sup>th</sup> , 2016	Alumni Association Committee	1 ½ hours
February 9 <sup>th</sup> , 2016	FGS Dean	½ hour

February 9 <sup>th</sup> , 2016	BOG Executive	1 hour
February 10 <sup>th</sup> , 2016	SEC	1 ½ hours
February 10 <sup>th</sup> , 2016	Exec Comm	2 hours
February 10 <sup>th</sup> , 2016	UMGSA Valentines Social	4 hours
February 12 <sup>th</sup> , 2016	Elections Committee	1/2 hour
February 12 <sup>th</sup> , 2016	All Candidates Meeting	1 hour
February 16 <sup>th</sup> , 2016	UPass	1 hour
February 16 <sup>th</sup> , 2016	Childcare Meeting	1 hour
February 16 <sup>th</sup> , 2016	Campaigns (TC)	1 1/2 hour
February 18 <sup>th</sup> , 2016	FAA review	1 hour
February 23 <sup>rd</sup> , 2016	Alumni Assoc. Board	2 hours
February 24 <sup>th</sup> , 2016	UMGSA Council	1 1/2 hours
February 24 <sup>th</sup> , 2016	UMGSA Executive	1 ½ hours
February 16 <sup>th</sup> , 2016	ROASS Meeting	1 hour
February 26 <sup>th</sup> , 2016	UM VPA/Provost Search	7 hour
February 27 <sup>th</sup> , 2016	UM VPA/Provost Search	8 hour
February 28 <sup>th</sup> , 2016	UM VPA/Provost Search	8 hour

**Time spent in meetings:** 48 hours

**Meetings Cancelled:** None

**Meetings Missed:**

February 22 <sup>nd</sup> , 2016	UMGSA Bylaws and Policy	had a scheduling conflict
February 29 <sup>th</sup> , 2016	UMGSA Finance	had a scheduling conflict

**Office Hours:**

Wednesdays: 1pm - 3 pm

**Time spent in the office:** 27 hours (Not including meetings in the office, and office hours (@ 8 hrs for February)

**Total Hours Spent on UMGSA for February: 154**

***Valery Agbor – VPI***

**Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting



Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

### **Executive Summary of Work:**

- I began the month by processing an application for hardship fund by consulting with VPA and scheduling appointment with the student to go over the details the case.
- I contacted applicants whose conference grants was pending or rejected for supporting documents.
- I sent out a request to NFB for a statement of accounts and investment holdings to be sent to the UMGSA office Manager.
- Maintain open communication with Student Care \inviting to present at the February Council meeting.
- Invoice all the sponsors of the 2015/2016 UMGSA hand book for their ads in the UMGSA student Planner. .
- I attended the Child care working group meeting.
- I also invited the applicants of the RISE conference organized by Native studies to present at the UMGSA council.
- I attended the health and dental committee meeting on February the 8<sup>th</sup>.
- I read and reviewed the draft Upass agreement presented by UMSU executives to the City Council and reminded the UMGSA executives of the ongoing negotiation meetings,
- I reminded and encourage more candidates to run for the UMGSA 2016/2017 elections
- I read and reviewed the report submitted by IDRC chairperson on behalf of the IDRC committee.
- I help to plan and prepare for the UMGSA I Valentine's day social.
- Scheduled the Bylaws and Policy Committee and the Finance Committee meetings via doodle pools.
- I updated and printed copies of the Elections and Executive Policy Manuals to handed candidates that running for the UMGSA elections and soft copies were sent to the CRO as well to distribute to the all the candidates via email.
- Prepared the office for the all candidates meeting and attended the meeting proving answers where necessary.
- Approved the applicant for hardship fund on the 16<sup>th</sup> of February 2016.
- Forwarded the Bonafide Academic Requirements from the Faculty of Graduate Studies to the President and included it in the UMGSA agenda.
- Discussed the current UMGSA contracts with IST with president
- Held the Bylaws and Policy meeting on Monday the 22 of February.
- I attended the health and Dental committee Meeting on the 28<sup>th</sup> of February 2016.
- I processed and prepared all conference grants and special projects going to the finance committee.
- Invited special project presenters to Finance Committee.
- Finance committee meeting held on the 29<sup>th</sup> of February 2016
- Requested for more information on Special project MPA as directed by the finance

committee.

- RSVP for the Emerging Leader Dinner and Responded to student inquiring about how set up a conference grants Fund.
- Requested for a cheque in the amount of \$ 3000 Dollars to be Issued to TEDx UManitoba as per the approval of UMGSA council for Gold sponsorship Donation.
- Reported to the UMGSA executive the donation Request to the Front and Center Campaign and Child Care Initiative.
- Had a discussion meeting with office manager regarding applying for UMGSA credit and how it will used.

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

Office hours	8h
Health and dental committee	2h
Bylaws Committee	1.5h
Finance Committee meeting	1.5h
Executive meeting	2 h
Meeting with hardship fund applicant	1.0h
Email communication	3.h
Child Care working group meeting	1h
Meeting with Donor relations	1h
Meeting With President and Administration	1h
Time on spent on the Phone	1h
UMGSA Valentines Social	3h
Time spent processing travel grants and special projects	2 h
Council Meeting	2h
Meetings to discuss UMGSA business	1h
Time spent reviewing/meeting with rejected applications	3h
All candidates meeting	1h
Time spent writing report	2h

**Time spent in meetings:** 37 hours

### Meetings Cancelled:

Non.

### Meetings Missed:

Non.

### Office Hours:

Wednesday: 12 - 2:00 pm

**Time spent in the office: 40 hours**

**Total Hours Spent on UMGSA for February 1st - February 29th: 77 hours**

***David Terrazas – Vice-President Academic***

**Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting

Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

**Executive Summary of Work:**

- Counseling for students
  - Provided assistance to students with specific needs in their programs. They were addressed further to specific offices within the University of Manitoba so that access resources that will be beneficial to their program development.
- UMGSA Executive Meeting
  - Proposed Day Care Expansion. Providing input about balancing accessibility equality like to undergraduate and graduate students
  - Provided input about predatory behavior that some students exhibit by holding class spots and then reselling them to other students.
- UMGSA Campaigns Committee
  - Overview of funding availability made available to UofM to the government.
- UMGSA Bylaws Committee
  - Review of (i) Examination of BonaFide Academic Requirements from the Faculty of Graduate Studies and (ii) Recommendations for family friendly policies to University of Manitoba Child Care Working Group.
  - Extensive discussion about recommendations from UMGSA Awards Committee regarding awards process.
- UMGSA Awards Committee
  - Extensive revision of both the application form for awards and the application form for teaching awards.
  - Feeding corrections to the applications and having consensus about their correctness and applicability
- UMGSA Awards Committee
  - Verbal report of the works on the UMGSA Awards Committee.

**Executive Summary of Hours:**

01/02/2016	1:30:00 PM	2:30:00 PM	Counselling Session	2
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	2:30:00 PM	4:30:00 PM	Office hours	2
05/02/2016	12:00:00 PM	1:00:00 PM	Office hours	1
	9:00:00 AM	11:30:00 AM	Email   Weekly activities	2.5
09/02/2016	12:30:00 PM	2:30:00 PM	Office hours	2
	2:30:00 PM	4:00:00 PM	Counselling Session	1.5
10/02/2016	5:00:00 PM	6:00:00 PM	Meeting   Executive Committee	
12/02/2016	9:00:00 AM	11:30:00 AM	Email   Weekly activities	2.5
15/02/2016	2:00:00 PM	4:00:00 PM	Counselling Session	2
16/02/2016	5:30:00 PM	6:30:00 PM	Meeting   Campaigns Committee	1
18/02/2016	2:30:00 PM	4:00:00 PM	Office hours	1.5
19/02/2016	9:00:00 AM	11:30:00 AM	Email   Weekly activities	2.5
	2:00:00 PM	4:00:00 PM	Office hours	2
22/02/2016	5:00:00 PM	6:30:00 PM	Meeting   Bylaws Committee	1.5
23/02/2016	2:00:00 PM	5:00:00 PM	Office hours	3
	5:00:00 PM	6:00:00 PM	Meeting   Awards Committee	1
24/02/2016	4:30:00 PM	5:00:00 PM	Meeting   Executive Committee	0.5
	5:00:00 PM	6:30:00 PM	Meeting   Council	1.5
26/02/2016	9:00:00 AM	11:30:00 AM	Email   Weekly activities	2.5

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

February 10 <sup>th</sup> , 2016	UMGSA Executive Committee	2 hours
February 16 <sup>th</sup> , 2016	UMGSA Campaigns Committee	1 hours
February 22 <sup>th</sup> , 2016	UMGSA Bylaws Committee	1.5 hours
February 22 <sup>th</sup> , 2016	UMGSA Awards Committee	1 hours
February 24 <sup>th</sup> , 2016	UMGSA Executive Committee	.5 hours

February 24<sup>th</sup>, 2016 UMGSA Council  
**Time spent in meetings:** 7.5 hours

1.5 hours

**Meetings Cancelled: None**

**Meetings Missed: None**

**Office Hours: 11.5**

Fridays: 14:00 - 16:00

**Time spent in the office:** 22.5 hours

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

### *Beibei Lu – VP Marketing and Events*

#### **Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting  
Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

#### **Executive Summary of Work:**

##### **1. UMGSA 2016 I HEART social**

- UMGSA 2016 I HEART Feb social plan has been confirmed by the events committee during events committee meeting. UMGSA 2016 I HEART Feb social was planned on Feb 11. Detailed social plan include date and location, social entertainment, games, social promotion, social follow-up promotion, etc. After confirmed by the committee, VPME began to work on the detailed plan and booking/confirmation.
- Organizing:
  1. Venue booking and necessary equipment rental for the social setting
  2. Organize volunteers, confirm details and process for each tasks. Two assigned events committee members are in charge of purchasing and preparing social games. One assigned executive is in charge of social food supply order and coordination.
  3. Permits application, including liquor permit application, special occasion permit, cater waiver application and alcohol supply order confirmation. A side note is that this event needs special coordination with Conference and Catering services due to the changed rules and regulations from conference and catering services. Further confirmation about social food order agreement need follow up.
  4. Preparation and shopping for events, including alcohol supply order and supply purchase, decoration, prizes and other items.

5. Meetings with UFMF and Recreation Services about social prize sponsorship. Due to the limitation of the sponsorship for prize, more prize options from UMGSA will be provided for the social.
  6. With supports from events committee members and executives, room arrangement, gifts and prizes preparation, food preparation have been organized properly before the social started. VPME prepared all the gift set for different games and social with coordination from events committee members, UMGSA social began to encourage students to bring canned food for Food Bank, so as to support Food Bank as UMGSA's mission. Each student who brings canned food will have one more opportunity for door prize ticket.
  7. Event entertainment have been discussed with committee members, due to the great feedback from the last social DJ, events committee agreed on having the same DJ working for Feb social. A special equipment rental cost of 200 CAD had been asked by the DJ for equipment needed for the social.
  8. Events promotion and marketing. Events posters have been designed and printed for the executives and councilors to post in their departments. Event poster has also been distributed through newsletter, Facebook. Due to computer damage, UMGSA website update cannot be made.
  9. Post-event promotion include update social photos on Facebook, provide social photos for the Gradzette for a better promotion for UMGSA socials. VPME has received positive students' feedbacks from the photos on UMGSA Facebook, and student indicated that it was a great opportunity for them to share with their friends, which in return, a better word-of-mouth promotion for UMGSA.
- After the UMGSA I HEART social, follow up to collect feedbacks, wrap up the payment for the event, and prepare UMGSA social reports.
  - 2016 UMGSA I HEART social has been set up with Valentine's Day's spirit, but not limited to celebrating this holiday. Instead, a broader theme for the social has been confirmed, and the general promotion has been highlighting I HEART UMGSA as a build-in branding strategy. This setting concerns more about students at large without referring to couple specially, as well as for graduate students to stay closer with UMGSA.

## 2. Fulfill the responsibilities of VPME

- Newsletter update including hot issues about graduate students, general GSA news, upcoming scholarships and funding application, etc.
- Other regular update including UMGSA social media, UMGSA website, etc. (Due to computer damage that has been reported in the past six months, UMGSA website update cannot be made.)
- **Gradzette monthly update.** Media cooperation with the Gradzette for feature articles on UMGSA focused event. General information about UMGSA social events, UMGSA election has been update with the chief editor of the Gradzette, VPME help with the connection building as soon as the CRO be confirmed.
- Kept the office while office manager was away, answered the door, responding to requests from students.
- Prepare for the Feb UMGSA I HEART social, in cooperation with executive team and events committee.

- Winter Orientation wrap up, further cooperation with Student Life has been recognized and confirmed with executive team.
- Due to the computer damage from UMGSA designing workload (not included in the VPME work portfolio) that has been reported in the past six months, it got influenced for update on UMGSA website for events and info. It also influence the working hours for VPME to coordinate UMGSA promotion material design and production, as well as other UMGSA related stuff.
- UMGSA General election all candidates meeting: prepare and process with supporting from CRO to confirm all candidates signed the photo consent form for UMGSA to general use their photos to UMGSA election promotion and process.

### **3. Follow up report on UMGSA's collaborates in the U of M winter orientation**

- After holding UMGSA winter orientation in collaboration with Student Life, VPME gave a winter orientation report on the Feb 4<sup>th</sup>, New Student Orientation Committee meeting. Great feedbacks from the cooperating offices have been given to GSA, and more further cooperation plan has been discussed.
- A follow up meeting will be set up with Student Life referring to further cooperation plan. However, due to the upcoming election of UMGSA, the orientation plan will be taken care by the incoming executives, as a result, not many detailed plan can be confirmed regarding to the cooperation with Student Life.
- UMGSA's internal discussion and feedbacks about winter orientation as well as the related information will be provided to the incoming UMGSA executives for further consideration. It has been suggested that UMGSA participate and take its role in winter orientation to make a information session and campus tour for new graduate students.

### **4. Events committee : UMGSA social events and student club application**

- Follow up the student club application as well as the social event planning. Events committee helped with the process of planning and organizing, and both events received great feedbacks from graduate students.
- UMGSA student club establishment has been confirmed as:
  - Events committee go through the application and approve according to policy
  - Events committee confirm with VPME
  - VPME have a follow up meeting with the applicant about the details
  - As confirmation, a certificate signed by UMGSA VPME will be sent to the group chair.

### **5. TEDxUmanitoba sponsorship coordination and followup**

- Follow up with the TEDxUmanitoba event sponsorship, keep the communication between the UMGSA and TEDxUmanitoba, including sponsorship confirmation, sponsorship payment.
- Communicate and cooperate with TEDxUmanitoba about further cooperation plan that will be helpful with UMGSA branding and promotion. For example, VPME suggested to include #UMGSA when TED set up the audience application process, with the concern of increasing UMGSA awareness in a broader student body.
- As the main sponsor of the TEDxUmanitoba, VPME has planned and organized the UMGSA promotion merchandizes to be provided for the TEDxUmanitoba being included in TED event packages for speakers and audience, as well as for UMGSA

general daily promotion. With the permission from the president and VPI referring to the budget, design of UMGSA branded lanyard and pen has been made by VPME, and the order has been processed for further production.

**Executive Summary of Hours:**

16-2-1	Office hour: Newsletter and office work	2
	Meeting with Student Life about student orientation plan	0.5
	Social: purchase liquor permit and cater waiver application	2
	Social: contact DJ for social entertainment	0.5
	Social: confirm booking with conference and catering services	1
	Social: social poster design	2
16-2-2	Social: poster printing and promotion	2
	Social: update facebook	0.5
	Meeting with the last social event payment with the HUB	1
16-2-3	Office hour: newsletter and office work	2
	Follow up for Dec social payment	1
	Follow up for Dec social feedback collection	1
	Connect Gradzette with CRO about UMGSA general election	
16-2-4	NSOC meeting	2
	UMGSA newsletter correction and release	0.5
	Contact recreation services for social prize donation	1
	Social: confirm DJ for social entertainment	0.5
	Set up meeting with Student Life on orientation	0.5
	Office hour	1
16-2-5	Social: material purchases	3
	TED follow up communication	2
16-2-6	Social: confirm DJ for social payment request	1
16-2-7	Social: material purchases	3
16-2-8	Social: material purchases	4
16-2-9	TED follow up communication	1
16-2-10	Executive meeting	2
	Office hour: Newsletter and office work	2
	Social update with events committee members	1.5
	Report writing	1.5
16-2-11	UMGSA I HEART social	3
	Social preparation and wrap-up	
	Contact GRADZETTE for events update	4
16-2-12	UMGSA election all candidates meeting	3
	candidates signed the photo consent form confirmed	0.5
16-2-13	Communicate with Gradzette for next issue content support	2
15-12-14	Social pic editing/submit to Gradzette	3



	Social media update	0.5
16-2-15	Long weekend, reading week	
16-2-16	Campaign committee meeting	1.5
16-2-17	TED follow up communication	1
16-2-22	TED follow up communication	1
16-2-23	Awards committee meeting	1.5
	Office hour: newsletter and office work	2
16-2-24	Executive meeting	2
	Council meeting	2
	Office hour	1
16-2-25	TED follow up communication	0.5
16-2-26	TED follow up communication: sponsorship confirmation	0.5
	TED follow up communication: sponsor info meeting	1.5
16-2-26	UMGSA promotion merchandize plan	1
16-2-27	UMGSA promotion merchandize price quote collection	2
16-2-28	UMGSA promotion merchandize price quote collection	2
Monthly Total		77.5

## **COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

### **Meetings Attended:**

Feb 1, 2015	Meeting with Student Life on wrapup winter orientation	0.5 hour
Feb 2, 2015	Meeting with HUB on UMGSA social followup	1 hour
Feb 4, 2015	New Student Orientation committee meeting	2 hour
Feb 4, 2015	Meeting with recreation services for social prize donation	1 hour
Feb 5, 2015	TED follow up communication meeting	1 hour
Feb 10, 2015	Executive meeting	2 hours
Feb 12, 2015	All candidates meeting	2.5 hours
Feb 16, 2015	Campaign committee meeting	1.5 hours
Feb 22, 2015	TED follow up communication meeting	1 hour
Feb 23, 2015	Awards committee meeting	1.5 hours
Feb 24, 2015	Executive meeting	2 hours
Feb 24, 2015	Council meeting	1 hours
Feb 26, 2015	TED follow up communication meeting	0.5 hour

**Time spent in meetings: 17.5 hours**

### **Events Attended:**

Feb 11, 2015 UMGSA I HEART SOCIAL 3 hours

**Time spent in meetings and events: 3 hours**

### **Office Hours:**

Wednesday: 1:00 pm – 3:00 pm/12:00-2:00

Feb3, Feb 10, Feb 17, Feb 24

**Time spent in office: 8 hours office hours + extra hours as listed**

**Additional Time:**

**Photography**

Photography for UMGSA I HEART social and photo editing 5 hours

**Graphic Design**

Graphic Design for UMGSA social events and promotion 2 hours

**Total time spent in Photography and Graphic Design: 7 hours**

**Total Hours Spent on UMGSA for February: 77.5 hours**

***Enoch A-iyeh – Vice President-External***

**Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting

Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

**Executive report not available at the time of council document submission.**

***Richard From – Executive at large***

**Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting

Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

**Executive Summary of Work:**

- Initiated discussion on the topics for the UMGSA Annual General meeting to take place on January 21<sup>st</sup>, 2016 and assembled the relevant documents and reports into a formatted document package for the President
- Assembled executive reports and documents relevant to the UMGSA council meeting on January 27<sup>th</sup>, 2016.
- Chaired the UMGSA Annual General meeting and UMGSA Council meeting
- Attended both the UMGSA internal committees where I am a non-voting resource member (Finance committee and Bylaws and Policy committee)
- Missed both UMGSA executive meetings this month as they were scheduled during Wednesday afternoons when I am teaching geology lab (GEOL
- Finalized meeting minutes for the UMGSA executive meetings, annual general meeting

and council meeting

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

January 20 <sup>th</sup> , 2016	UMGSA Bylaws and Policy committee	1.5 hours
January 21 <sup>st</sup> , 2016	Annual General Meeting	2.5 hours
January 25 <sup>th</sup> , 2016	UMGSA Finance committee	1.5 hours
January 27 <sup>th</sup> , 2016	Council Meeting	2.0 hours

**Time spent in meetings:** 7.5 hours

### Meetings Missed:

January 13 <sup>th</sup> , 2016	Executive Committee Meeting
January 27 <sup>th</sup> , 2016	Executive Committee Meeting

- Regrets were sent for both of these meetings as I have a schedule conflict on Wednesday afternoons as I am teaching assistant for a third year geology lab from 2:30-5:30.

### Other Activities:

January 1-31 <sup>st</sup> , 2016	email correspondence	3.0 hours
January 6 <sup>th</sup> , 2016	writing executive report	1.0 hour
January 6-8 <sup>th</sup> , 2016	collaborative brainstorming for Annual General meeting	1.5 hours
January 6-8 <sup>th</sup> , 2016	assembly of Annual General meeting document package	1.5 hours
January 7-13 <sup>th</sup> , 2016	reviewing and assembling incoming executive reports	0.5 hours
January 21-22 <sup>nd</sup> , 2016	preparation to chair the Annual General meeting	1.0 hours
January 26-27 <sup>th</sup> , 2016	preparation to chair the monthly council meeting	0.5 hours
January 27 <sup>th</sup> , 2016	UMGSA New Year Social event @ HUB	1.0 hour
January 13, 21, 27, 2016	ordering food for exec, AGM and council meetings	1.5 hours

### Office Hours:

Thursdays @ 12pm - 2pm 8.0

**Total Hours Spent on UMGSA for January: 27.0 hours**

*Colin Graydon – VP Health Sciences*

### Report

Date: February 23<sup>rd</sup>, 2016 Council Meeting  
Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

### Executive Summary of Work:

- Aided CRO in establishing elections committee and his duties
- At FCGS meeting, most of the discussion centralized around re-thinking the graduate degree; mostly brainstorming theoretical concepts and issues, although this would be an extremely long and arduous process, university administration is considering options carefully.
- Discussion of child care and UPass at UMGSA exec meetings.
- Defining HSGSA Senator roles with UMGSA pres and current HSGSA Senator.
- Work on CSHRF planning in committee.

### Executive Summary of Hours:

2016-02-01	Email, Co-ordinating CRO information and duties	2
2016-02-01	Office hours	2
2016-02-02	Email, CRO business and Exec report compiling.	2
2016-02-08	Email	3
2016-02-09	Email	1.5
2016-02-10	Email	1
2016-02-10	FCGS meeting	2
2016-02-10	UMGSA Executive Committee	1.75
2016-02-11	HSGSA Executive Meeting	1.25
2016-02-12	Email	2
2016-02-12	Elections Info Session	1
2016-02-12	Med Micro orientation	1
2016-02-16	Office hours	2
2016-02-16	Research Days Committee Meeting	1.5
2016-02-19	Council agenda prep/exec reports compile/email	2.5
2016-02-22	CSHRF meeting with Ed and Amanda	1
2016-02-22	Office Hours	2
2016-02-23	HSGSA Council	1.25
2016-02-24	Senator roles meeting and UMGSA Executive and Council	4.25
2016-02-25	Email	1.5
2016-02-29	Office Hours	2
Monthly Total		38.5

### COMMITTEES, MEETINGS, AND BUSINESS MATTERS

#### Meetings Attended:

Feb, 10, 2016	FCGS meeting	2 hours
Feb, 10, 2016	UMGSA Executive Committee	1.75 hour
Feb, 11, 2016	HSGSA Exec Meeting	1.25 hour
Feb, 12, 2016	Elections Info Session	1 hour

Feb, 12, 2016	Med Micro orientation	1 hour
Feb, 16, 2016	Research Days Committee Meeting	1.5 hour
Feb, 22, 2016	CSHRF meeting with Ed and Amanda	1 hour
Feb, 23, 2016	HSGSA Council	1.25 hour
Feb, 24, 2016	Senator roles meeting	0.5 hour
Feb, 24, 2016	UMGSA Executive and Council	3.75 hour

**Time spent in meetings:** 15 hrs

**Meetings Cancelled:**

FGS Executive  
HSGSA Executive  
Bannatyne Board of Senior Sticks

**Meetings Missed:**

Office Hours 1x

**Office Hours:**

Monday: 11:00 - 13:00

**Time spent in the office:** 15 hrs

**Total Hours Spent on UMGSA for February:** 38.5 hrs

***Kathryn Marcynuk – Senator 1***

**Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting

Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

**Executive Summary of Work:**

I was available to address any graduate student concerns during my office hours as well as by email. I attended the Senate and Senate Executive meetings for February and reported back on these meetings to the GSA Executive.

During February I also took minutes at the February 10<sup>th</sup> and February 24<sup>th</sup> GSA Executive meetings, making these available to the Exec-at-Large shortly thereafter.

Due to Reading Week I had fewer Office Hours in February, and I also needed to reschedule one week to the next month.

From February 29<sup>th</sup> – March 11<sup>th</sup>, 2016 I will be on the Leave of Absence required of all current GSA Executives who are running in the 2016-2017 GSA Elections.

**COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

**Meetings Attended:**

February 3 <sup>rd</sup> , 2016	Senate	2 hours
February 10 <sup>th</sup> , 2016	Senate Executive	0.5 hours
February 10 <sup>th</sup> , 2016	GSA Executive Meeting	2 hours

February 23 <sup>rd</sup> , 2016	GSA Awards Committee Meeting	2 hours
February 24 <sup>th</sup> , 2016	GSA Executive Meeting	2 hours
February 24 <sup>th</sup> , 2016	GSA Council Meeting	1.5 hours

**Time spent in meetings:** 10 hours

**Meetings Missed:** Regrets sent for the Student Senate Caucus Meeting that was rescheduled to February 8<sup>th</sup>, 2016 due to timing conflicts with a class at this new time.

**Other Activities:**

I spent a total of 2.25 hours outside of meetings and office hours on report preparation, answering emails, and preparing meeting minutes. Additionally, for the GSA Social I spent 3.25 hours setting up and helping with the event.

**Office Hours:**

Wednesdays: 9:00 am - 11:00 am

**Time spent in office hours:** 4 hours

**Total Hours Spent on UMGSA:** 19.5 hours

***Gagan Sidhu – Senator 2***

**Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting

Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

**Executive Summary of Work:**

In the month of February, I attended the February senate meeting and prepared the January senate report. Along with having regular office hours, I attended executive meetings, a Bylaws committee meeting and helped with the valentines’ themed social.

**COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

**Meetings Attended:**

February 3 <sup>rd</sup> , 2016	Senate Meeting	1.5 hours
February 10 <sup>th</sup> , 2016	Executive Committee Meeting	1.5 hours
February 11 <sup>th</sup> , 2016	Valentines’ Social	4 hours
February 22 <sup>nd</sup> , 2016	Bylaws & Policy Committee Meeting	1.5 hours
February 24 <sup>th</sup> , 2016	Executive Committee Meeting	1.5 hours
February 24 <sup>th</sup> , 2016	Council Meeting	1.5 hours

**Time Spent in meetings:** 11.5 hours

**Meetings missed:**

Student Senate Caucus – February 8<sup>th</sup>, 2016 - Regrets sent

**Office Hours:**

Thursdays: 11 am – 1 pm

**Time spent in office:** 8 hours

**Time spent on reports and documents:** 3.0 hours

**Total Hours spent on UMGSA for February:** **22.50 hours**

***Hadeesha Piyadasa – HSGSA Senator***

**Report**

Date: February 23<sup>rd</sup>, 2016 Council Meeting

Re: February 1<sup>st</sup>, 2015 – February 29<sup>th</sup>, 2015

**Executive Summary of Work:**

I attended Student senate caucus and Senate meeting and wrote the report this month. Participated and helped out with the GSA social. Helped with the HSGSA elections info session by attending and promoting the role of senator to interested students. I was unable to physically attend campaigns committee, therefore I called in. Attended HSGSA council meeting and gave a verbal senate report. Attended both GSA Exec meetings this month. Also attended GSA council meeting. Finally attended finance committee where we had record number of special project grants to review. I have extended my office hours by 1 hour each week to make up for the missed office hours.

**COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

**Meetings and events Attended:**

February 3 <sup>rd</sup> , 2015	Senate meeting	1.0 hours
February 8 <sup>th</sup> , 2015	Student senate caucus meeting	2.0 hours
February 10 <sup>th</sup> , 2015	GSA Exec meeting	2.0 hours
February 11 <sup>th</sup> , 2015	GSA Social	4.0 hours
February 12 <sup>th</sup> , 2015	HSGSA Elections info session	1.5 hours
February 16 <sup>th</sup> , 2015	Campaigns committee	1.0 hours
February 23 <sup>rd</sup> , 2015	HSGSA Council meeting	1.5 hours
February 24 <sup>th</sup> , 2015	GSA Exec meeting	2.0 hours

February 24 <sup>th</sup> , 2015	GSA Council meeting	2.5 hours
February 29 <sup>th</sup> , 2015	Finance committee meeting	2.0 hours

**Time spent in meetings and events:** 19.5 hours

**Meetings Cancelled:**

N/A

**Meetings Missed:**

**Office Hours:**

Wednesdays: 11am -2pm

Time spent report writing: 1.5 hours

**Time spent in the office:** 12 hours

**Total hours spent on UMGSA for February:** **33 hours**

## **APPENDIX I – UMGSA “I HEART” Social Report**

From: Beibei Lu, VP Marketing and Events

To: Graduate Students of the University of Manitoba

Social date: Feb 11<sup>th</sup>, 2016

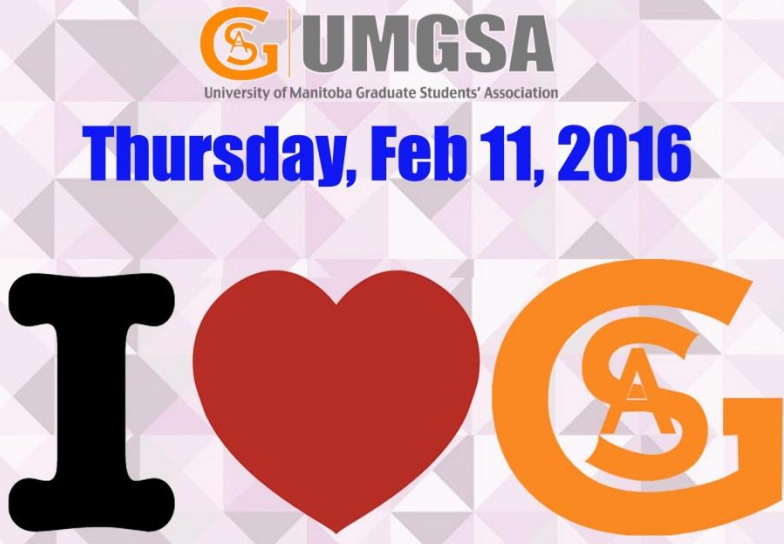
Location: 217UC, UMGSA lounge

1. UMGSA 2016 I HEART Feb social plan has been confirmed by the events committee during events committee meeting. UMGSA 2016 I HEART Feb social was planned on Feb 11. Detailed social plan include date and location, social entertainment, games, social promotion, social follow-up promotion, etc. After confirmed by the committee, VPME began to work on the detailed plan and booking/confirmation.
2. Organizing:
  - Venue booking and necessary equipment rental for the social setting
  - Organize volunteers, confirm details and process for each tasks. Two assigned events committee members are in charge of purchasing and preparing social games. One assigned executive is in charge of social food supply order and coordination.
  - Permits application, including liquor permit application, special occasion permit, cater waiver application and alcohol supply order confirmation. A side note is that this event needs special coordination with Conference and Catering services due to the changed rules and regulations from conference and catering services. Further confirmation about social food order agreement need follow up.
  - Preparation and shopping for events, including alcohol supply order and supply purchase, decoration, prizes and other items.
  - Meetings with UMF and Recreation Services about social prize sponsorship.



Due to the limitation of the sponsorship for prize, more prize options from UMGSA will be provided for the social.

- With supports from events committee members and executives, room arrangement, gifts and prizes preparation, food preparation have been organized properly before the social started. VPME prepared all the gift set for different games and social with coordination from events committee members, UMGSA social began to encourage students to bring canned food for Food Bank, so as to support Food Bank as UMGSA's mission. Each student who brings canned food will have one more opportunity for door prize ticket.
- Event entertainment have been discussed with committee members, due to the great feedback from the last social DJ, events committee agreed on having the same DJ working for Feb social. A special equipment rental cost of 200 CAD had been asked by the DJ for equipment needed for the social.
- Events promotion and marketing. Events posters have been designed and printed for the executives and councilors to post in their departments. Event poster has also been distributed through newsletter, Facebook. Due to computer damage, UMGSA website update cannot be made.
- Post-event promotion include update social photos on Facebook, provide social photos for the Gradzette for a better promotion for UMGSA socials. VPME has received positive students' feedbacks from the photos on UMGSA Facebook, and student indicated that it was a great opportunity for them to share with their friends, which in return, a better word-of-mouth promotion for UMGSA.
- Event poster:



**UMGSA**  
University of Manitoba Graduate Students' Association

**Thursday, Feb 11, 2016**

**I ♥ UG**

**UMGSA FEBRUARY SOCIAL**

Join us at the UMGSA 2016 I heart social! Let's celebrate for your passion in this most sweet month! Please **DRESS IN RED** to win the best RED prize! **BRING GOVERNMENT ISSUED PHOTO ID** to get in, and enjoy our **GAMES, FOOD, PRIZE, and MORE!** Mark the date show us **YOU HEART UMGSA!**

**When: 17:00, Feb 11, 2016**  
**Where: 217 University Centre,  
UMGSA Lounge, Fort Garry campus**

University of Manitoba Graduate Students' Association  
221 University Centre, University of Manitoba  
Winnipeg, Manitoba R3T 2N2  
www.umgsa.org Tel. 204-474-9101 gsa@umgsa.org

3. After the UMGSA I HEART social, follow up to collect feedbacks, wrap up the payment for the event, and prepare UMGSA social reports.
4. 2016 UMGSA I HEART social has been set up with Valentine's Day's spirit, but not limited to celebrating this holiday. Instead, a broader theme for the social has been confirmed, and the general promotion has been highlighting I HEART UMGSA as a build-in branding strategy. This setting concerns more about students at large without referring to couple specially, as well as for graduate students to stay closer with UMGSA.

## APPENDIX II – UMGSA 2016-17 Executive Elections Results

Prepared by Jessica Whattam (Chief Returning Officer)

A fully detailed elections report will be finalized for the April Council Meeting. This report contains the results of the election.

### Voter Turnout

A total of 680 Students logged into the voting website. This number is 19.6% of the total registered voters. 626 students voted for at least one position (18% of total voters) and only 489 students voted for all categories (14.1%)

### Results

#### President

**Enoch A-iyeh.....312 Votes (Elected)**

Carl Neuman.....176 Votes

Write in / Spoiled Votes....15 Votes

#### VP – Academic – Kathryn Marcynuk Uncontested

**Yes.....447 Votes (Elected)**

No.....43 Votes

Write In / Spoiled Votes.....5 Votes

#### VP – Internal – Ben Akoh Uncontested

**Yes..... 430 Votes (Elected)**

No.....52 Votes

Write In/ Spoil.....6 Votes

#### VP – External

**Albert Boakye.....329 Votes (Elected)**

Abdullah Al-Abassi .....148 Votes

Write In / Spoiled Votes..... 14 votes

#### VP- Marketing Events

**Md Waliullah.....276 Votes (Elected)**

Ehsan Tahmasebian.....236 Votes

Write in / Spoiled Votes.....10 Votes

#### Senator

**Mohammad Emrul Hasan.... 212 Votes (Elected)**

**Md Monjurul Islam Khan.....189 Votes (Elected)**

Amin Yousefi .....157 Votes

Patrick Eleazer Ndolo.....150 Votes

Ramin Naseri Oskouie.....145 Votes

Sampath Liyanage.....145 Votes

Write In / Spoiled Votes.....10 Votes