
UMGSA Council Meeting Documents Index Page

Wednesday, August 23rd, 2023 – 5:30 PM – Zoom

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UMGSA Council Meeting Agenda

Wednesday, August 23rd, 2023 – 5:30 PM – Zoom

1. Call to Order

2. Traditional Territories Acknowledgement

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

3. Approval of the Agenda

MOTION: BIRT the UMGSA Council approves the agenda for the August 23rd, 2023, UMGSA Council Meeting as presented.

4. Approval of the Minutes

The minutes of the May 31st, 2023, UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes of the May 31st, 2023, UMGSA Council Meeting as presented.

5. Committee Reports

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

6. HSGSA Report

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

7. Senate Report

7.1. May, June, July Senate Report (Appendix IV)

8. Executive Reports

8.1. May, June, July Reports (Appendix V)

9. Departmental Reports

10. Unfinished Business

i. No unfinished business.

11. New Business

11.1 Generative Governance Introduction

12. Announcements

12.1. Next Council Meeting: Wednesday, **September 27th, 2023** - 5:30PM – Zoom.

12.2. September Newsletter: If anyone has anything they want to share e-mail
gcc@umgsa.org

13. Adjournment

Appendix II :

UMGSA Committee Reports April 1st- April 30th, 2023

Executive Committee

Chair: Christopher Yendt (UMGSA President)

Meeting Dates: May 9th & 23rd, 2023

- Reviewed and approved the 2023-24 UMGSA Budget, and recommended approval to Council at our May Meeting.
- Executive chose to bring back weekly office hours for each executive team member.
- Discussed ongoing aspects of transition related to each executive's role.
- Determined bi-weekly meeting schedule.
- Bill Dowie (former UMGSA Senator) was approved for the role of Special Advisor for a two-month term to support the transition of the executive.
- Monetary support of UMGSA Clubs was formalized regarding expectations of clubs if they wish to receive disbursements.
- Executive discussed the next steps regarding the tree planting initiative, following Council's discussion in late April.
- Further conversation held on the Food Poverty Survey and next steps.
- Initial discussion on Handbook Advertising rates for the 2023-24 year.

Executive Committee

Chair: Christopher Yendt (UMGSA President)

Meeting Dates: June 6th & 20th, 2023

- Executive agrees to draft a term of reference for an Ad-Hoc Committee on Food Poverty and circulate to council for approval.
- Executive set advertising rates for the UMGSA handbook and agreed to print a small number of physical copies, to be available at both campuses.
- Discussed outcomes regarding a meeting with Grammarly representatives and the potential for partnership.
- Initial discussions regarding UMGSA's current webmail and office software provider and plans for transition moving forward.
- Campus Forestry initiative discussed and agreement to put to Council for an e-vote to determine UMGSA level of support.

Executive Committee

Chair: Christopher Yendt (UMGSA President)

Meeting Dates: July 5th & 19th, 2023

- Ad-Hoc Committee on Food Poverty ToR approved and sent to Bylaws Committee, followed by Council, for approval
- Crowdfunding Webpage for Forestry Initiative completed, and motion sent to council for approval
- Executive approved and launched a survey regarding editing tools and software support for graduate students.
- Executive discussed process for external communications from various organizations, that they should be forwarded to the UMGSA President.
- Begun discussions around decolonization and indigenization of UMGSA, and how as an organization we can begin to show our commitment to these active and ongoing processes.

Finance Committee - May

Chair: Julie Xue (UMGSA VPFA)

Meeting Dates: May 11th, 2023

- The Committee reviewed 1 special project grant
- The Committee reviewed and processed about 10 Conference Grant applications ending at Samuel Quan, submission date 4/17.
- Total amount of cheques released during the month: 7.

Finance Committee - June

Chair: Julie Xue (UMGSA VPFA)

Meeting Date: June 5th & 19th, 2023

- The Committee reviewed and processed about 70 Conference Grant applications, ending at Mahsa Shab, submission date 6/5. The committee improved efficiency and processed all the existent applications up to the meeting date.
- The Committee reviewed about 30 conference grants and improved on efficiency in scheduling meeting time reviewing applications.
- Total amount of cheques released during the month: 110.

Finance Committee - July

Chair: Julie Xue (UMGSA VPFA)

Meeting Date: July 6th & 24th, 2023

- The Committee reviewed about 30 conference grants.
- The Committee reviewed about 30 conference grants.
- The Committee discussed certain rule changes for local and virtual conferences if there is no registration fee.
- Total amount of cheques released during the month: 51.

Bylaws and Policy Committee - May

Chair: Julie Xue (UMGSA VPFA)

Meeting Dates: May 23rd, 2023

- The Committee discussed adjusting the executive honorarium with the inflation index that the university chooses. President Chris proposed the motion, and it was approved by the committee.
- The committee discussed revising the policy manuals and referenda to provide clearer job descriptions and responsibilities for UMGSA executives.
- The committee discussed HSGSA representation in UMGSA council, and the possibility of joint bylaws meetings.

Bylaws and Policy Committee - June

Chair: Julie Xue (UMGSA VPFA)

Meeting Date: Rescheduled into July

Bylaws and Policy Committee - July

Chair: Julie Xue (UMGSA VPFA)

Meeting Date: July 10th, 2023

- The Committee approved the motion to propose the formation of an ad hoc committee to address the food insecurity issue on campus.

Events Committee

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates:

- No meetings held in May.

Events Committee

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates: Thursday, June 1, 2023.

- Transition document review
- Study groups
- UMGSA Orientation lecture, socials, consent culture training

Events Committee

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates: Thursday, July 6, 2023.

- Study groups
- UMGSA Orientation lecture, socials, consent culture training Review and approval recommendation for
 - a. Filipinos Advancing Research in the Health Sciences (FLARES)
 - b. Queer & Trans Health Sciences Graduate Student Group (QTHSGSG)

Services and Support Committee

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates:

- No meetings held in May.

Services and Support Committee

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates: Thursday, June 1, 2023.

- Food poverty and graduate student
- University of Manitoba Graduate Students' Association (UMGSA) Award

Services and Support Committee

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates: Friday, July 7, 2023.

- Food poverty and graduate student
- University of Manitoba Graduate Students' Association (UMGSA) Award

Awards and Academic Affairs Committee

Chair: Hanieh Rezasoltani (UMGSA VPA)

Forming the committee: May and June 2023

- The VPA announced the UMGSA students and teaching awards in May, with a deadline of 23 June 2023.
- In June, the VPA formed a committee and recruited volunteers. The UMGSA office and the VPA investigated the status of volunteers and the diversity of members in review groups.

Meeting date: July 12th, 2023

- The VPA report on applications received (number and type of applications received)
- An explanation of the application review method was provided by VPA.
- The VPA introduced the members responsible for reviewing applications.
- The committee discussed the method and criteria for reviewing applications.
- An application review deadline was assigned by the committee.
- The committee begins reviewing applications.
- A rubric and method for reviewing student and teaching awards applications were approved by the Awards and Academic Affairs Committee.
- The committee decided to review the rubrics for future years and improve it.

Appendix III :

HSGSA Report May 1st – July 31st, 2023

HSGSA Executive Committee and Council

Chair: Akshi Malik

In May, the HSGSA's new executive team took office. Transition period for all team members was smooth and each member had started working towards their respective roles. In consultation with previous execs, HSGSA budget for 2023-24 was presented to council and was approved in May Council meeting. HSGSA new signing authorities (President, VP Internal, and VP Marketing and Events) are now set up with BMO and Assiniboine Credit Union.

In June, the Annual Manitoba Student Health Research Forum (MSHRF) was organised in collaboration with the Rady Faculty of Health Sciences. HSGSA was in charge of registration/information booths, networking sessions, reception events and the student social evening. The student social evening for ~30 students was hosted at Tavern United downtown and students had the opportunity to network with fellow students from different universities across Manitoba. This event was well received and students had many opportunities to network. All of this was possible because of over 15 volunteers and execs' teamwork. HSGSA also gave out 3 Graduate Student Excellence Awards (\$1000 each) and 6 Graduate Student Merit Awards (\$500 each) as well as 9 poster awards for \$200 each. Two Forough Khadem Memorial Awards for 1000\$ each (one masters and one PhD) during the MSHRF awards ceremony. The HSGSA Ed-Kroger Mentorship Award 2023 was presented to Dr. Sherif Eltonsy, at the MSHRF awards ceremony.

In July, the executive committee worked on planning for Bannatyne's Fall orientation in September and a summer event on August 19th at Birds Hill Park.

Akshi Malik
HSGSA President (2023-24)

Appendix IV :

May Senate Report

Meeting Date: May

Meeting Link:

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students.

Report Includes:

- 1. President's Report**

Appendix V :

UMGSA Executive Reports May 1st – May 31st, 2023

President – Christopher Yendt

Executive Summary of Work:

- Attended several introductory meetings to meet counterparts across the institution and begin to develop new relationships where necessary. Additional meetings and involvement determined by evaluating opportunities to engage with former/current partners to strengthen these partnerships.
- Supported the re-establishment of the student senate caucus and worked with the UMSU VPA to clarify roles and responsibilities of the caucus.
- Worked with Office Staff to prepare the 2023-24 UMGSA Budget, ensuring services remain funded while accounting for additional investments into other upcoming initiatives and concerns.
- Restructured Executive agendas to allow for more roundtable discussion and engagement between team members.

Meetings Attended:

Date	Meeting	Hours
May 1 st , 2023	FGS Executive Committee	2 hours
May 3 rd , 2023	Meet the International Centre	2 hours
May 4 th , 2023	UMGSA Bylaws Committee Meeting	1 hour
May 9 th , 2023	UM Update on Indigenous Identity	1.5 hours
May 9 th , 2023	Executive Committee Meeting	1.5 hours
May 11 th , 2023	Board of Governors Orientation	1 hour
May 11 th , 2023	UMGSA Finance Committee	1.5 hours
May 11 th , 2023	Meeting with UMSU VPA	0.5 hours
May 11 th , 2023	Student Senate Caucus Orientation	1 hour
May 11 th , 2023	UMSU Board Meeting	2 hours
May 15 th , 2023	Faculty Council Meeting, FGS	2 hours
May 17 th , 2023	UM Senate Meeting	2 hours
May 18 th , 2023	Campus Forestry Initiative	0.5 hours
May 22 nd , 2023	UMGSA Finance Committee	1.5 hours
May 26 th , 2023	Monthly UMSU / UMGSA President's Meeting	1 hour
May 29 th , 2023	Meeting with Dean, FGS and Vice-Provost, Students	0.5 hours
May 30 th , 2023	Board of Governors Meeting	2 hours
May 31 st , 2023	UMGSA Council Meeting	1.5 hours

Meetings missed: None

Date	Meeting	Time Spent in

Meetings in May: 25 Hours

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in May: 4 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
In-Office / Other	20 hours
Email / Correspondence	30 hours

- **Total hours spent on the UMGSA for May 2023: 79 Hours**

Vice-President Finance and Administration- Julie Xue

Executive Summary of Work:

Meetings Attended:

Date	Meeting	Hours
May 11 th , 2023	Finance Meeting	1 Hour
May 23 rd , 2023	Executive Meeting	2 Hours
May 23 rd , 2023	Bylaws Meeting	0.5 Hours
May	FGS Council Meeting	3 Hours
May 31 st , 2023	UMGSA Council Meeting	0.5 Hours

Meetings Missed:

Time Spent in Meetings in May: 7 Hours

Office Hours:

Time Spent in Official Office Hours in May: 0 Hours

Working Events Attended: None

Time Spent at Working Events in May: 0 Hours

Approximate Time Spent on Other Activities:

Activity	Hours
Replying emails and scheduling meetings	15 Hours

Total Hours Spent on the UMGSA in May 2023: 22 Hours

Vice-President Finance and Administration- Julie Xue

Executive Summary of Work:

Meetings Attended:

Date	Meeting	Hours
June 5	Finance meeting	1.5 Hours
June 6	Executive meeting	2 Hours
June 19	Finance meeting	1.5 Hours
June 20	Executive meeting	2 Hours

Meetings missed: None

Date	Meeting

Time Spent in Meetings in June: 10 Hours

Office Hours:

Time Spent in Official Office Hours in June: 0 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
Replying emails and scheduling meetings	40 Hours
Office hours	8 Hours

Total hours spent on the UMGSA for June 2023: 58 Hours

Vice-President Finance and Administration- Julie Xue

Executive Summary of Work:

Meetings Attended:

Date	Meeting	Hours
July 5	Executive meeting	2 Hours
July 6	Finance meeting	1.5 Hours
July 10	Bylaws meeting	0.5 Hours
July 24	Finance meeting	1.5 Hours
July 19	Executive meeting	2 Hours

Meetings missed: None

Date	Meeting

Time Spent in Meetings in July: 7.5 Hours

Office Hours:

Time Spent in Official Office Hours in July: 0 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
Replying emails and scheduling meetings	30 Hours
Office hours	16 Hours

Total hours spent on the UMGSA for July 2023: 53.5 Hours

Vice-President Services and Support – Timilehin Oluwajuyitan

Executive Summary of Work:

- Attended FGS Executive Committee Meeting.
- Attended meeting with past UMGSA VPSS (Marianne)
- Attended UMGSA Executive Committee Meeting.
- Attended UMGSA Finance Committee Meeting
- Attended UMGSA Council Meeting.
- Attended bank appointments to set up signing authorities.

Meetings Attended:

Date	Meeting	Hours
1 – May 2023	FGS Executive meeting	1.0
2 – May 2023	Meeting with Past UMGSA VPSS – Marianne	2.0
9 – May 2023	UMGSA Executive committee meeting	1.5
11 – May 2023	UMGSA Finance committee meeting	1.5
23 – May 2023	UMGSA Executive committee meeting	1.5
31 – May 2023	UMGSA Council meeting	1.0

Meetings missed: None

Date	Meeting
-	-

Time Spent in Meetings in May: 8.5 Hours

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in May: 0 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
Signature Authorization process for Bank account	2 Hours
Transferring process	2 Hours
Email corresponding	10 Hours

Total hours spent on the UMGSA for May 2023: 22.5 Hours

VP Service and Support – Timilehin Oluwajuyitan

Executive Summary of Work:

- Attended Service and Support Meeting.
- Attended Events Committee Meeting
- Attended Finance Committee Meeting
- Attended UMGSA Executive Committee Meeting.
- Reviewed new club constitution and proposal application.

Meetings Attended:

Date	Meeting	Hours
1 – June 2023	UMGSA Service and Support Committee Meeting	1.0
1 – June 2023	Event Committee Meeting	1.0
5 – June 2023	UMGSA Finance committee meeting	1.5
20 – June 2023	UMGSA Executive committee meeting	2.0

Meetings missed: 1

Date	Meeting
6 – June 2023	UMGSA Executive committee meeting

Time Spent in Meetings in May: 5.5 Hours

Office Hours:

Date	Hours
6 – June 2023	2.0
13 – June 2023	2.0
20 – June 2023	2.0
27 – June 2023	2.0

Time Spent in Official Office Hours in May: 8 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
Review of new club constitution and proposal for approval	20 Hours
Email corresponding	25 Hours

Total hours spent on the UMGSA for May 2023: 61.5 Hours

VP Service and Support – Timilehin Oluwajuyitan

Executive Summary of Work:

- Attended Service and Support Meeting.
- Attended Events Committee Meeting
- Attended Finance Committee Meeting
- Attended UMGSA Award Meeting.
- Attended UMGSA Executive Committee Meeting.
- Reviewed club reactivation constitution and proposal application.

Meetings Attended:

Date	Meeting	Hours
5 – July 2023	UMGSA Executive committee meeting	2.0
6 – July 2023	UMGSA Event Committee Meeting	1.0
7 – July 2023	UMGSA Service and Support Committee Meeting	1.0
12 – June 2023	UMGSA Award and Academic Affair Meeting	1.5
19 – July 2023	UMGSA Executive committee meeting	2.0
24 – July 2023	UMGSA Finance committee meeting	1.5

Meetings missed: None

Date	Meeting
None	None

Time Spent in Meetings in May: 9 Hours

Office Hours:

Date	Hours
4 – June 2023	2.0
11 – June 2023	2.0
18 – June 2023	2.0
25 – June 2023	2.0

Time Spent in Official Office Hours in May: 8 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
Review of club reactivation constitution and proposal for approval	10 Hours
Email corresponding	20 Hours

Total hours spent on the UMGSA for May 2023: 47 Hours

Vice-President Academic – Hanieh Rezasoltani

Executive Summary of Work:

- Attending to FGS Executive Committee meeting
- Attending to UMGSA Executive Committee Meeting
- Attending to Student Senate Caucus
- Attending to FGS Faculty Council Meeting
- Attending to Senate meeting
- Attending to UMGSA Council Meeting
- Preparation of instructions and emails for UMGSA Students and Teaching awards
- Meeting and transferring process with previous and current UMGSA presidents and familiarizing myself with the rules.
- In relation to responsible communication with the VP academic 2021-2022
- As a new member in each committee including FGS, Senate and Senate Caucus, I communicate with various persons.

Meetings Attended:

Date	Meeting	Hours
May 1 st , 2023	FGS Executive Committee Meeting	1.5 Hours
May 9 th , 2023	UMGSA Executive Committee Meeting	1.5 Hours
May 11 th , 2023	Student Senate Caucus Meeting	1 Hour
May 15 th , 2023	FGS Faculty Council Meeting	1.5 Hours
May 16 th , 2023	Meeting with UMGSA President	1 Hour
May 17 th , 2023	Senate Meeting	2.5 Hours
May 31 st , 2023	UMGSA Council Meeting	1 Hour

Time Spent in Meetings: 10 Hours

Office Hours:

Time Spent in Official Office Hours: 0 Hours

Working Events Attended: None

Approximate Time Spent on Other Activities:

Activity	Hours
Signature authorization process for bank accounts	2 Hours
Transferring process	2 Hours
E-mail Correspondence	10 Hours
Preparing UMGSA Student & Teaching Award application	6 Hours

Total Hours Spent on the UMGSA in May 2023: 30 Hours

VP Academic – Hanieh Rezasoltani

Executive Summary of Work:

- Attending to Support and services Committee meeting
- Meeting with VPA UMSU to discuss the role of co-chair in Student Senate Caucus meetings.
- Communication with applicants of UMGSA student and teaching awards and guidance in the application process via email and phone
- By email, seeking volunteers for UMGSA's award committee.
- Communication with previous members of the award committee to determine the best method for reviewing applications and awarding prizes.
- Attending the UMGSA Executive Committee meeting
- Attending the meeting of the FGS Executive Committee
- Attending the Student Senate Caucus
- Attending Senate meetings
- Participation in the convocation class 2023 at the invitation of the UM president as a VPA of the UMGSA
- Training by advocacy office to answer students' concerns and guide them.
- Answering students' emails as soon as possible during the day of the awards deadline and managing the situation without issue
- Selecting the award committee

Meetings Attended:

Date	Meeting	Hours
1-June-2023	Support and services committee meeting	1
5-June-2023	Meeting with VP Advocacy UMSU	1
6-June-2023	UMGSA Executive Committee Meeting- 6 th June	2
9-June-2023	Faculty of Science convocation class 2023	4
12-June-2023	Meeting with previous/current member of award committee	1
19-June-2023	Student Senate Caucus meeting	1
20-June-2023	UMGSA Executive Committee Meeting- 20 th June	2
21-June-2023	Meeting with advocacy office-Training role	1
21-June-2023	Senate meeting-21 st June	2

Meetings missed: None

Time Spent in Meetings in June: 15 Hours

Office Hours:

Time Spent in Official Office Hours in June: 9 Hours

2 Hours- 1 June2023 – location: UMGSA office

- 2 Hours- 8 June2023– location: UMGSA office
- 2 Hours- 15 June2023– location: UMGSA office
- 1 Hours- 22 June2023– location: UMGSA office (dentist appointment)
- 2 Hours- 29 June2023– location: UMGSA office

Working events attended:

Approximate time spent on other activities:

Activity	Hours
<ul style="list-style-type: none"> • Communication by email in related to UMGSA Awards • Preparing information for finding the award committee members and its application • Preparing for role of student advocacy • Emails communications • Approvals and signature field 	50

Total hours spent on the UMGSA for June 2023: 74 Hours

VP Academic – Hanieh Rezasoltani

Executive Summary of Work:

- Attending to Support and services Committee meeting
- Attending the meeting of the UMGSA Executive Committee
- Communication with applicants of UMGSA student and teaching awards about rejecting applicants for lack of documents, specific reference letters.
- Chairing the awards and affairs meeting and preparation rubrics and condition of awards
- Preparing applications for awards committee to starting the awards process
- Sorting the awards committee members in 10 groups for checking and review the applications.
- Checking documents of awards committee members like code of conducts form
- Meeting with a student regard to advocacy reason
- Approval emergency grants, signing conference cheques, approval payments and communication by email in related VPA roles.

Meetings Attended:

Date	Meeting	Hours
5-July-2023	UMGSA Executive Committee Meeting- 5 th July	2
7-July-2023	Support and services committee meeting	1
11-July-2023	Meeting with a student for advocacy reason	2
12-July-2023	Award and academic affairs committee meeting	1.5
13-July-2023	Meeting with a student for advocacy reason	2
19-July-2023	UMGSA Executive Committee Meeting- 19 th July	2

Meetings missed: None

Time Spent in Meetings in July: 10.5 Hours

Office Hours:

Time Spent in Official Office Hours in July: 8 Hours

2 Hours- 6 July2023 – location: UMGSA office

2 Hours- 13 July2023 – location: UMGSA office

2 Hours- 20 July2023 – location: UMGSA office

2 Hours- 27 July2023 – location: UMGSA office

Working events attended:

Approximate time spent on other activities: 66 Hours

Activity	Hours
Email communication regarding UMGSA Awards-refusing applicants due to lack of documents	5
Preparation of rubrics for the awards meeting	7

Sorting awards applications and documents into categories for committee members	20
Verification of awards committee members' documents, such as their codes of conduct	4
Sorting the award committee into various groups	5
Communication with awards committee members about the review process and FAQs	15
Responding to emails, approving cheques and payments, Emergency grants, and signing them	10

Total hours spent on the UMGSA for July 2023: 84.5 Hours

HSGSA President – Akshi Malik

Executive Summary of Work:

- Attended HSGSA Exec and Council Meetings
- Attended UMGSA Exec and Council Meetings
- Attended FGS Exec and Council Meetings
- Attended bank appointments to set up signing authorities.

Meetings Attended:

05-01-23	FGS Executive Meeting	1hr
05-01-23	Assiniboine Credit Union appointment	0.5hr
05-07-23	HSGSA Exec Meeting	2hr
05-09-23	UMGSA Exec Meeting	1.5hr
05-05-23	BMO Meeting	1hr
05-10-23	MSHRF Meeting	1.5hr
05-11-23	Meeting with Hope and Dean Nickerson	1hr
05-22-23	HSGSA Exec Meeting	1.5hr
05-23-23	UMGSA Exec Meeting	1.5hr
05-24-23	Meeting with Willow	0.5hr
05-29-23	HSGSA Council Meeting	
05-30-23	UMGSA Council Meeting	
	GNSA Transition	1hr
	Nation-wide walkout planning and execution	6hr
	Transition meeting	2hr
	Documents and record keeping	2hr

Time spent in meetings in May 2023: 12 Hours

Meetings missed: none

Office hours: 0 hours

Total hours spent on HSGSA & UMGSA for May 2023: 23 Hours

HSGSA President – Akshi Malik

Executive Summary of Work:

- Chaired HSGSA Exec meetings
- Attended UMGSA meeting
- Presented Awards at MSHRF
- Helped in the planning and execution of the MSHRF
- Working on HSGSA website update
- Met with UMGSA Pres to discuss HSGSA-UMGSA relationship

Executive Summary of Hours:

06-06-23	UMGSA Executive Meeting	1.5hr
06-07-23	HSGSA Exec Meeting	1.5hr
06-19-23	MHRE Committee meeting	0.5hr
06-20-23	UMGSA Exec committee meeting	2hr
06-23-23	Meeting with UMGSA Pres Chris	2hr
MSHRF Planning and execution		10hr
Website designing and updates		2hr
Documents and record keeping		2hr

Time spent in meetings in June: 22.5hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for June: 22.5hrs

HSGSA President – Akshi Malik

Executive Summary of Work:

- Attended UMGSA Exec meetings
- Chaired HSGSA Exec meetings
- Helped in planning HSGSA summer activity

Executive Summary of Hours:

07-05-23	UMGSA Executive Meeting	1.5hr
07-03-23	HSGSA Exec Meeting	2hr
07-19-23	UMGSA Exec meeting	1.5hr
07-21-23	HSGSA Exec Meeting	2hr
Email correspondence		5hr
Documents and record keeping		5hr

Time spent in meetings in July: 6hr

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for July: 16hr

Senator 1 – Uche Nwankwo

Executive Summary of Work:

- Yet to be received.

Meetings Attended:

Date	Meeting	Hours

Time Spent in Meetings in May: Hours

Meetings missed: 0

Office Hours:

Working Events Attended: None

Approximate Time Spent on Other Activities:

Activity	Hours
Redesigning, reviewing, and revising CFI document for crowdfunding, food poverty survey review, promoting the survey, corresponding with donor relations, etc..	Hours
Driving to Meetings and Graduate Student Activities	Hours
Communications (Support duties as Senator 1), emails, phone calls, and WhatsApp chat 1.40 hours per week	Hours
Preparing and reviewing documents before meetings and writing reports	Hours

Total Hours Spent on the UMGSA in May 2023: Hours

Senator 2 – Armin Aghajani

Executive Summary of Work:

- Yet to be received.

Meetings Attended:

Date	Meeting	Hours

Meetings Missed: None

Time Spent in Meetings in May: Hours

Office Hours:

Time Spent in Official Office Hours in May: 0 Hours

Working Events Attended:

		Hour
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Time Spent at Working Events in May: 0 Hours

Approximate Time Spent on Other Activities:

Activity	Hours
Preparing for Council – Review Tasks, Peer Review, and Reports	Hours
Email / WhatsApp correspondence (one hour per week allotted)	Hours

Total Hours Spent on the UMGSA in May 2023: Hours