
UMGSA Council Meeting Documents Index Page **Wednesday, June 26th, 2019 - 5:30 PM - UMGSA Lounge**

Index Page for the June 26, 2019 UMGSA Council Meeting Documents	1
Agenda for the June 26, 2019 UMGSA Council Meeting	2
Appendix I Minutes of the May 22, 2019 UMGSA Council Meeting.....	Separate Attachment
Appendix II May Committee Reports	6
Appendix III May HSGSA Report	7
Appendix IV May Senate Report	8
Appendix V May Executive Reports	12
Appendix VI UMGSA Budget for 2019-2020.....	19

UMGSA Council Meeting Agenda

Wednesday, June 26th, 2019 - 5:30 PM - UMGSA Lounge

1. Call to Order

2. Approval of the UMGSA Council Chairperson

Due to scheduling limitations, the Selection Committee to choose a Council Chairperson for the 2019-2020 term has not yet been able to interview applicants. As such, Council needs to ratify a Chairperson for this single meeting.

MOTION: BIRT _____ be ratified as the Council Chairperson for the June 26th, 2019 UMGSA Council 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

Note: Agenda Items for Concurrence Without Debate

Any item that has a beside it denotes an item intended for Concurrence Without Debate. These items include reports and other routine matters, and are considered accepted or adopted by the UMGSA Council without debate or a vote. Any Council Member who wishes to remove any item so-noted from the list of items for Concurrence Without Debate may do so by contacting the Council Chairperson prior to the meeting, or by requesting that it be removed when the Chair asks if there is any opposition to accepting these items for Concurrence Without Debate, immediately prior to the motion to approve the agenda as presented or as amended.

MOTION: BIRT the UMGSA Council approves the agenda for the June 26th, 2019 UMGSA Council Meeting as presented.

5. Approval of the Minutes

The minutes of the May 22nd, 2019 UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes from the May 22nd, 2019 UMGSA Council Meeting as presented.

6. Committee Reports

6.1. May Committee Reports (Appendix II)

7. HSGSA Report

7.1. May HSGSA Report (Appendix III)

8. Senate Report

8.1. May Senate Report (Appendix IV)

9. Executive Reports

9.1. May Executive Reports (Appendix V)

10. Departmental Reports

11. Unfinished Business

None.

12. New Business

12.1. Removal of Senator Membership Requirements in Internal UMGSA Committee

Membership Descriptions Within the Governance and Operations Manual: These changes were approved at Council last year, however details in the committee membership descriptions erroneously remained, creating a discrepancy in the document. These changes are simply to ensure consistency across UMGSA documentation by removing any mention of the Senator positions on the specified internal committees.

Clauses to be Removed:

UMGSA Governance and Operations Manual
Committees Section

Article VIII: Standing Committees

1. Awards Committee

- a. Membership
 - v. One Senator of the UMGSA.

2. Bylaws and Policy Committee

- a. Membership
 - iv. One Senator of the UMGSA.

3. Services and Support Committee

- b. Membership
 - v. One Senator of the UMGSA.

4. Events Committee

- c. Membership
 - iv. One Senator of the UMGSA.

7. Finance Committee

- a. Membership
 - v. One Senator of the UMGSA.

8. Executive Review Committee

- a. Membership
 - iv. One Senator of the UMGSA.

Article IX: Ad-Hoc Committees

2. Selection Committee

- a. Membership
 - iv. One Senator of the UMGSA.

MOTION: BIRT the UMGSA Council approves the removal of the Senator position from each of the specified internal committee descriptions within the UMGSA Governance and Operations Manual, as written, with all following points renumbered accordingly.

Bylaws and Policy Committee

12.2. Addition of a Budgeting and Application Evaluation Mechanism in the Governance and Operations Manual for the Distribution of UMGSA Funds for Conference Grants: These changes are to ensure that the UMGSA awards conference grants in an equitable way while complying with the limitations of the budget, as stipulated in the UMGSA Bylaws and the Governance and Operations Manual. This addition has been developed over the last year through the UMGSA Finance Committee and the Bylaws and Policy Committee.

Proposed Addition:

UMGSA Governance and Operations Manual

Finance Section

Article XIII: Grants and Awards

1. Budgeting and Evaluation

- a. The annual conference grant budget will be divided into 12 periods, each starting on the 18th of one month and running to the 17th of the following month.
- b. The budget for each of the 12 periods will be defined proportionally based on the value of conference grant applications over the past five years.
- c. The distribution of conference grant funding as stipulated in points a and b will be finalized during the first month of each new Executive term.
- d. Following the 17th of each month, conference grant applications from the previous period will be assessed by the Finance committee.
- e. If the total value of conference grant applications is less than the available amount for a given period, then all eligible applications will be approved, and the surplus budget will rollover into the following period.
- f. If the total value of conference grant applications exceeds the available amount for a given period, then applications will be prioritized in the following order:
 - i. Applicants who have received the least amount from the UMGSA conference grant program during their current degree.
 - ii. Applicants who have received the least amount from other funding sources.
 - iii. Applicants with the shortest remaining eligibility period for this application.
- g. Once the applications are prioritized, conference grants will be awarded up to the budgetary threshold of that period. Remaining applications will not be awarded but will automatically be considered at the following Finance Committee meeting. Any given application will be rolled over to the following period a maximum of four times, and if still not awarded, will be deemed ineligible.

MOTION: BIRT the UMGSA Council approves the addition of the described Budgeting and Evaluation section as point 1 to Article XIII: Grants and Awards of the Finance section of the UMGSA Governance and Operations Manual, as written, with all necessary changes needed for formatting and consistency.

Bylaws and Policy Committee

12.3. UMGSA Budget for 2019-2020: Each year the UMGSA's budget is approved by Council at the start of each new Executive term. The proposed budget for 2019-2020 is included as Appendix VI to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the UMGSA Budget for 2019-2020 as presented.

UMGSA Executive Committee

13. Announcements

13.1. Next Council Meeting: Wednesday, August 28th, 2019 - 5:30PM - UMGSA Lounge

14. Adjournment

Appendix II :

UMGSA Committee Reports May 1st - 31st, 2019

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Dates: May 21st and 28th, 2019

- The Executive Committee did not meet earlier in the month due to there being no Executives until ratification at the May 8th UMGSA Special Council Meeting.
- The continuing work on the UMGSA Handbook for 2019-2020 was discussed, as well as updates on the associated advertising sales.
- Updates relating to the proposed conference grant budgeting mechanism were further discussed by the executives.
- Scheduling for meetings and office hours for the summer was considered. The Executive voted to close the UMGSA Office on Mondays for most of the summer, to simplify accommodation of leave days that are owed to our staff.
- Possible responses to the loss of all Manitoba Graduate Scholarship funding were considered.
- Planning for the Selection Committee to choose a new UMGSA Council Chairperson was discussed.
- Executive duties and expectations were reviewed with the new executives.
- Preliminary discussions relating to the UMGSA Budget for 2019-2020 were begun, continuing into June.

Finance Committee

Chair: Cody Ross (UMGSA VPFA)

Meeting Date: May 30th, 2019

- The committee discussed forthcoming changes to the distribution of conference grant awards.
- The committee assessed and approved conference grant applications. Some of those applications are pending due to inadequate information and/or the approval of the budget by Council.

Bylaws and Policy Committee

Chair: Cody Ross (UMGSA VPFA)

Meeting Date: NA

- The Bylaws and Policy Committee did not meet in May.

Appendix III :

HSGSA Report May 1st - 31st, 2019

In May the HSGSA's new executive team took office. We held our first executive and council meetings, which went very well! Departmental grant cheques from the UMGSA have been distributed to Health Sciences Departments except a few that haven't been picked up yet.

The HSGSA has been planning the CSHRF research days conference which has been planned by the previous executives. The event, which is done in co-ordination with Rady Faculty of Health Sciences, will include not only a poster competition, but social activities put on by the HSGSA such as tours around the city and a dinner banquet. This year the HSGSA will be giving out seven \$200 prizes for the poster competition.

Mahder Teffera
President HSGSA 2019-2020

Appendix IV :

May Senate Report

Link to the Senate agenda:

http://umanitoba.ca/admin/governance/media/2019_05_15_Senate_Agenda_v2.pdf

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

IMPORTANT NOTICE: Roxie, Ehsan and Julia were not members of Senate for this meeting given the late ratification by council. We had to leave for closed session: reports on honorary degrees. The session that we could sit in on included the following:

HIGHLIGHTS:

Goodbyes

- Susan Gottheil Vice-Provost Students is gone after 9 years. This was her last Senate meeting.
- Chancellor Harvey Sexter is gone.

University Branding

- Strategic positioning for our brand. What can we appeal to? ‘the world’s northern light’ was offered as a tagline, noted that this might conflict with the University College of the North. There was some desire to take on a particularly Canadian branding.

New logo: <https://vimeo.com/umanitoba/logointroduction>

- Open shield with blue northern lights at the top (the blue is a new colour that has been added), a more active Bison is the central figure, she is facing east walking up a hill (The bison is referred to with she/her pronouns). The hill the bison is ascending is brown and gold, and represents the prairies, the gold is the same colour as it was in the old logo, the brown is slightly darker. There is a Truth and Reconciliation flame in the south east corner of the logo. Apparently the logo has been well received by all parties, including indigenous consults.
- Maple leaf and Crown have been removed, the symbolic content of the book is supposedly retained in a new form in the page-like form of the northern lights.
- One concern raised was that the University College of the North may not respond well to us taking on the Northern Lights in the logo, no official comment has been made by UCN.

On March 7, 2019, the Provincial Government released the 2019 budget, which included a 0.9% decrease to post-secondary operating grants. We have since then been informed by Education and Training that the UM will receive a 1% decrease to the operating grant. - pg. 261, President’s Report.

Notable Occurrences and Motions - Everything noted was PASSED.

1. Bona Fide Academic Requirements (BFAR) statements.

Dept. of Curriculum Teaching & Learning, Dept. of Educational Administration, Foundations & Psychology, Faculty of Education, Dept. of Dental Diagnostic & Surgical Sciences, Dept. of Economics, Dept. of English, Theatre, Film & Media, Dept. of Pharmacology & Therapeutics, and Dept. of Dept. of Biochemistry & Medical Genetics.
See pages 149-182 Senate Agenda

2. Graduate Studies Curriculum and Course Changes

(1) The Dept. of Biochemistry & Medical Genetics

- (a) Introduction of one (1) course, BGEN 7290. Visiting M.Sc. Genetic Counselling summer students had been accepted directly through the Health Region. *BGEN 7290 Visiting Genetic Counselling Student Elective* enables the M.Sc. Genetic Counselling Program to have more oversight of these students. In addition to being admitted as a visiting student in the Faculty of Graduate Studies, they will be registering and tracked via a specific course.

(2) The Dept. of Biochemistry & Medical Genetics

- (a) Modification of two courses, ECON 7650 and ECON 7722, to remove the pre-requisite, ECON 6040. ECON 6040 is a two-week, intensive, pass/fail course. As ECON 6040 is offered immediately preceding the commencement of fall term, students who are not able to arrive at the University in time due to exceptional circumstances such as longer-than-expected wait for a student visa are not prevented from completing the M.A. in one year. ECON 6040 remains a core course in the program.

(3) The Dept. of Geological Sciences

- (a) Introduction of GEOL 7200, a core course in the M.Sc. and Ph.D., offered annually..

See pages 183-184.

3. Graduate Awards

Asper MBA Scholarship - Pg 227.

Dr. Charlie Ferguson Scholarship In Medicine - Pg 227.

Nicholas S. Yanick Scholarship in Chemistry (Graduate) - Pg. 231.

Rewording: Graduate Nursing Students Association Scholarship - pg. 235-236.

MMCF – Graduate Student Travel Awards - pg 237.

4. Continued Admission Suspensions

M.Sc., Textile Sciences - program closure.

M.A., Icelandic Language and Literature - program review, not enough instructional resources to keep open, only a single academic staff member affiliated with the department.

M.Sc., Family Social Sciences - program review, amalgamation of the graduate programs in the Departments of Family Social Sciences and Community Health, open for remaining students.
See page 242-247

5. Program Introductions

Master of Human Rights, *Faculty of Law* - Effective: Fall 2019

Doctor of Pharmacy., College of Pharmacy, Rady Faculty of Health Sciences - Effective: Fall 2019

M.A., Ph.D., Economics, Economics and Econometrics Stream, *Faculty of Arts* - Effective: Fall 2019
M.A., Ph.D., Economics, Economics and Society Stream, *Faculty of Arts* - Effective: Fall 2019

See page 249.

6. Creation of a Policy on Student Awards

Part 2.5 (a-d) Award eligibility: graduate awards

(a) Graduate award eligibility is defined by the ToR for each award.

(b) Where ToR for graduate awards do not specify a minimum GPA or registration requirement, the criteria will be:

(i) Full-time registration in a Master's or doctoral program in the Faculty of Graduate Studies

(ii) A GPA that meets the minimum requirement based on the student's last completed 60 credit hours, or last equivalent two full years, of university level study.

(c) Students are eligible to receive more than one award per academic session, unless the ToR state otherwise.

(d) Students must have been registered full-time in both terms of the academic year in which the award was selected, unless otherwise stated in the ToR.

See page 277. Or page 273-280 for the entire award policy.

7. Graduate Studies on Course, Curriculum and Regulation Changes

(1) Department of Biochemistry and Medical Genetics:

(a) For 'M.Sc. Genetic Counselling' program, first priority for admission will go to Canadian Citizens / Permanent Residents, International applicants have an opportunity for an in-person interview if there are not enough suitable Canadian applicants.

(b) IMED 7410 Biomedical Trainee Skills, may be replaced with an elective in a relevant research methodology area, instead of being a set program requirement.

See page 296.

(2) Department of Educational Administration, Foundations & Psychology

- (a) Allow students to register for Master of Education comprehensive exam in the same term that they are completing their final course, rather than wait until the completion of their coursework.

See page 303

(3) Department of Geological Sciences

- (a) Reduction of Ph.D coursework requirements for students admitted without an M.A. Requirements will now be 18 Cr.h + GEOL 7760 (3) plus a thesis - with GEOL 7200 being a part of those 18 Cr.h for a total of 21 required Cr.h

See page 307

(4) Department of Medical Microbiology & Infectious Diseases

- (a) Clarification on language regarding candidacy exams
- (b) Student advisory committee terms clarified
- (c) Reduction of Cr.h for Ph.D from 12 -> 9

See page 311

(5) Department of Religion

- (a) No proposed changes, just submitted supplemental regulations.

See page 324.

The above are considered to be a true and accurate recording of all items discussed. Please advise the recorder of any ambiguity, discrepancy, inconsistency, error or omission noted. Questions and concerns are welcome.

Appendix V :

UMGSA Executive Reports

May 1st - 31st, 2019

President - Carl Neumann

Executive Summary of Work:

- **Non-Executive Period:** From May 1st until ratification at the May 8th UMGSA Special Council Meeting, there were no UMGSA Executives due to Council's decision not to ratify any election results before the end of the previous executive term. This left the UMGSA with huge gaps in representation and in day-to-day management of the Association. Despite this, some representation continued. All appointees to FGS Committees and Council continue until the end of June, and I did attend the FGS Executive Committee meeting on May 2nd. In addition, I continued as the Association's representative on the Alumni Association Board of Directors at their May 6th meeting, since no new President had yet been ratified, in accordance with their rules.
- **Graduate Student Vacation Entitlements:** Requested edits to the section of the FGS Academic Guide dealing with graduate student vacation entitlements were approved at the FGS Executive Committee Meeting on May 6th, and then again at the FGS Council meeting on May 24th. These changes will provide much greater clarity for all students, faculty, and staff regarding several points. Vacation time is now defined as 21 days rather than 3 weeks for greater precision. Vacation taken on statutory holidays and on all days when the University is officially closed, such as during the December holiday break, now explicitly do not count toward those days. Several other clarifications also strengthen student rights. This now needs only Senate approval to come into force, and that is expected in the near future.
- **UofM Pride Week:** Starting on Monday, May 27th, the UofM held numerous events to celebrate Pride Week. I attended the Pride Flag Raising Ceremony at the Bannatyne campus, the Pride Pub Night at the Hub, as well as the Pride Drag Show again at Bannatyne. I subsequently walked in the Winnipeg Pride Parade as part of the UofM group to conclude the week, on June 2nd.

Meetings Attended:

May 2 nd , 2019	FGS Executive Committee Meeting	1 Hour
May 6 th , 2019	Alumni Association Board of Directors Meeting	2.5 Hours
May 8 th , 2019	UMGSA Special Council Meeting	2.5 Hours
May 13 th , 2019	Student Senate Caucus Meeting	1 Hour
May 14 th , 2019	Public Sector Director Liability Workshop	1.5 Hours
May 15 th , 2019	Alumni Relations Working Group Meeting	2 Hours
May 15 th , 2019	Meeting with Dean of the Faculty of Graduate Studies	0.5 Hours
May 15 th , 2019	Senate Meeting	1.5 Hours

May 21 st , 2019	UMGSA Executive Meeting	1.5 Hours
May 21 st , 2019	Board of Governors Meeting	2 Hours
May 22 nd , 2019	Presidential Search Committee Meeting	1.5 Hours
May 22 nd , 2019	UMGSA Council Meeting	0.5 Hours
May 24 th , 2019	FGS Council Meeting	1 Hour
May 27 th , 2019	Meeting with UMGSA VP Finance & Administration	1 Hour
May 27 th , 2019	University Discipline Committee Appeal Hearing	1 Hour
May 28 th , 2019	UMGSA Executive Meeting	2 Hours
May 30 th , 2019	UMGSA Finance Committee Meeting	1.5 Hours
May 31 st , 2019	Meeting with PACSSA President	1.5 Hours

Meetings Missed:

Strategic Enrolment Management Planning Cttee - May 10th - Regrets Sent - Scheduling Conflict

Time Spent in Meetings in May: 26 Hours

Office Hours:

Friday, May 10 th , 2019	12:30PM - 2:30PM
Thursday, May 16 th , 2019	2:00PM - 4:00PM
Tuesday, May 21 st , 2019	1:00PM - 3:00PM
Friday, May 31 st , 2019	2:00PM - 4:00PM

Time Spent in Official Office Hours in May: 8 Hours

Working Events Attended:

May 8 th , 2019	Distinguished Alumni Awards	2 Hours
May 10 th , 2019	Board of Governors Campus Tour	2.5 Hours
May 15 th , 2019	1919 Winnipeg General Strike Commemorative Rally	1 Hour
May 21 st , 2019	UofM Community Chancellor Celebration	1.5 Hours
May 23 rd , 2019	Bannatyne Campus Convocation Ceremony	2 Hours
May 23 rd , 2019	Bannatyne Campus Convocation Luncheon	1.5 Hours
May 27 th , 2019	UofM Pride Flag Raising Ceremony	0.5 Hours
May 30 th , 2019	UofM Pride Pub Night at the Hub	1 Hour
May 31 st , 2019	UofM Pride Drag Show	1 Hour

Time Spent at Working Events in May: 13 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	8.5 Hours
Other Email Correspondence	21 Hours

Total Hours Spent on the UMGSA in May, 2019: 76.5 Hours

Vice-President Finance & Administration - Cody A. Ross

Executive Summary of Work:

- **UMGSA Budget Discussion:** Preliminary discussion with the UMGSA President and office staff were conducted as we approach a proposed budget for the 2019-2020 Executive term.
- **Internal Committee Membership:** Working with Ruth to confirm membership in internal UMGSA committees. Committee composition for both the Finance Committee and the Bylaws & Policy Committee have been confirmed.
- **Negotiations with COPE Local 342:** Continuation of contract negotiations from April by email to confirm and finalized office staff collective agreements.

Meetings Attended:

May 17 th , 2019	Sustainability Committee meeting	2 Hours
May 27 th , 2019	Internal meeting with President	1.5 Hours
May 28 th , 2019	UMGSA Executive Committee meeting	1.75 Hours
May 30 th , 2019	UMGSA Finance Committee meeting	2 Hours

Meetings Missed:

May 21 st , 2019	UMGSA Executive Committee meeting
May 22 nd , 2019	UMGSA Council meeting

**These meetings were missed because I was away at a conference.

**A written report of activities was provided for the UMGSA Executive Committee meeting.

Time Spent in Meetings in May: 7.25 Hours

Office Hours:

Thursday, May 16 th , 2019	9:00AM – 12:00PM
Thursday, May 30 th , 2019	10:00AM – 1:00PM

Office hours not completed in first week because UMGSA election results had not been ratified by Council.

Office hours extended in 2nd and 4th weeks because I was away during the 3rd week of May at a workshop.

Time Spent in Official Office Hours in May: 6 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	8 Hours
Other Email Correspondence	3 Hours

Total Hours Spent on the UMGSA in May, 2019: 24.25 Hours

HSGSA President - Mahder Teffera

Executive Summary of Work:

Kept regular office hours, attended meetings, chaired the last HSGSA council meeting of the year , attended UMGSA meetings

Executive Summary of Hours:

05-07-19	Adjusting budget, email correspondence	1hr
05-08-19	UMGSA special council meeting	2.5hr
05-09-19	Office Hours	2hr
05-13-19	HSGSA Executive Meeting	1.5hr
05-14-19	Emails/HSGSA Council meeting agenda prep	1hr
05-17-19	Cleaning HSGSA Office	1.5hr
05-17-19	Office Hours	2hr
05-20-19	UMGSA Exec meeting	1.5hr
05-20-19	HSGSA council meeting	0.5hr
05-21-19	UMGSA Council meeting	0.5hr
05-23-19	Office Hours	2hr
05-30-19	Office Hours	2hr
Monthly Total		18hrs

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

May 8, 2019.	UMGSA Special council meeting	2.5 hours
May 13, 2019	HSGSA Executive Meeting	1.5 hours
May 20, 2019	UMGSA Executive Meeting	1.5 hours
May 20, 2019	HSGSA Council meeting	0.5 hours
May 21,2019	UMGSA Council meeting	0.5 hours
May 26,2019.	UMGSA Exec meeting –Sent regrets (Away on a conference)	

Time spent in meetings: 6.5 hours

Office Hours: Thursdays (9:30-11:30) : 8 hours

Total Hours Spent on the UMGSA/HSGSA in May, 2019: 18 Hours

Senator 1 - Julia Minarik

** Please note that ratification occurred on May 8th, 2019 and office hours did not commence until May 13th, 2019.*

Executive Summary of Work:

- **Student Senate Caucus:** On May 13th, I attended the student senate caucus meeting where it was noted that I will be taking over the UMGSA President's assessor position on Senate Executive.
- **Senate Meeting:** See attached Senate report.

Meetings Attended:

May 13 th , 2019	Student Senate Caucus Meeting	1.5 Hours
May 15 th , 2019	Senate Meeting	1 Hour
May 21 st , 2019	UMGSA Executive Meeting	1 Hours
May 28 th , 2019	UMGSA Executive Meeting	2 Hours

Meetings Missed:

Sustainability Meeting - May 17th - Proxy sent (VPFA) - Scheduling Conflict

Time Spent in Meetings in May: 5.5 Hours

Office Hours:

Thursday, May 16 th , 2019	09:00 - 12:00
Thursday, May 23 rd , 2019	10:00 - 12:00
Monday May 27 th , 2019	11:00 - 12:00

May 30th office hours moved to May 16th and May 27th because of absence for a conference presentation May 30th - June 4th, 2019. Office hours up to date.

Time Spent in Official Office Hours in May: 6 Hours

Working Events Attended:

May 21 st , 2019	Chancellor Appreciation Brunch	2 Hours
-----------------------------	--------------------------------	---------

Time Spent at Working Events in May: 2 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	6 Hours
Other Email Correspondence	2 Hours

Total Hours Spent on the UMGSA in May, 2019: 15.5 Hours

Senator 2 - Ehsan Tahmasebian

Executive Summary of Work:

- **Started my work at UMGSA office:** Signing the required forms and gaining access to UMGSA senator2 email address. Writing the bio for the UMGSA handbook. Setting office hours and kept the regular office hours since the second week of May. Maintained regular e-mail communications
- **Senate caucus and senate meeting:** Attended the senate caucus and senate meeting. Details of the meeting in the senate report.
- **Next generation web experience project board (NGWE):** Attended the NGWE meeting, as well as the extra introductory session which was held for the new member to become familiar with the project goals, progress and timeline.

Meetings Attended:

May 13 th , 2019	Student Senate Caucus Meeting	1.25 Hours
May 15 th , 2019	Senate Meeting	1.75 Hours
May 21 st , 2019	UMGSA Executive Meeting	1.5 Hours
May 22 nd , 2019	UMGSA Council Meeting	1 Hours
May 28 nd , 2019	UMGSA Executive Meeting	2 Hours
May 30 th , 2019	Next Gen Web Experience Project Meeting	2 Hour

Meetings Missed:

None

Time Spent in Meetings in May: 9.5 Hours

Office Hours:

Friday, May 17 th , 2019	12:00 - 2:30PM
Friday, May 24 th , 2019	12:30 - 2:30PM
Friday, May 24 th , 2019	12:30 - 2:30PM

Time Spent in Official Office Hours in May: 6.5 Hours

Approximate Time Spent on Other Activities:

Reports and Email Correspondence	4 Hours
----------------------------------	---------

Total Hours Spent on the UMGSA in May, 2019: 20 Hours

Appendix VI :

UMGSA Budget for 2019-2020

	<u>Budget</u>
Income	
4010 · Membership Fees	400,000.00
4031 · GSA Cash Box Revenue	700.00
4033 · Events Revenue	2,500.00
4050 · Ad Sales - Student Handbook	4,630.00
4070 · Endowment Fund	109,000.00
4085 · To External Relations Fund	56,500.00
4110 · The Manitoban Student News	22,250.00
4111 · UFMF Radio Fund	18,500.00
4112 · UMREG Fee	9,250.00
4113 · WUSC Fee	9,250.00
4114 · World Wise Fee	1,850.00
4115 · Engineers Without Borders	950.00
4120 · Interest on Bank Accts	800.00
4130 · Interest - Endowment Fund	<u>54,000.00</u>
Total 4000 · Revenue	<u>690,180.00</u>
Total Income	690,180.00
Expense	
5000 · Honorarium/salary/benefits	
5005 · Executive	63,500.00
5010 · HSGSA	33,000.00
5015 · Election Returning Officers	
5015.1 · Chief Returning Officer	1,500.00
5015.2 · Deputy Returning Officer	600.00
5015.3 · Prior Year Run-Off Election	500.00
5015 · Election Returning Officers - Other	<u>0.00</u>
Total 5015 · Election Returning Officers	2,600.00
5016 · Exec Review Committee-Chair	1,500.00
5020 · Council Chairperson	600.00
5030 · Employee Pay	83,000.00
5040 · Employer Paid CPP	7,300.00
5045 · Employer Paid EI	4,500.00
5050 · Employer Paid RRSP	
5050.1 · - Ruth	4,800.00
5050.2 · - Jayne	360.00
5050 · Employer Paid RRSP - Other	<u>0.00</u>
Total 5050 · Employer Paid RRSP	5,160.00

5055 · Employee Health/Dental Premiums	
5055.1 · Healthy Living Allowance - Ruth	500.00
5055.2 · Healthy Living Allowance-Jayne	500.00
5055 · Employee Health/Dental Premiums - Other	<u>4,400.00</u>
Total 5055 · Employee Health/Dental Premiums	5,400.00
5060 · Employee Parking or Bus Pass	2,000.00
5000 · Honorarium/salary/benefits - Other	<u>0.00</u>
Total 5000 · Honorarium/salary/benefits	208,560.00
6005 · HSGSA - Bannatyne Disbursements	21,000.00
6020 · Capital Expense	
6035 · Office Space	500.00
6040 · GSA Lounge Space	3,000.00
6020 · Capital Expense - Other	<u>0.00</u>
Total 6020 · Capital Expense	3,500.00
6150 · External Relations Fund	56,500.00
6200 · Council & Committees	
6210 · Hospitality for Committee Mtgs	350.00
6215 · Hospitality for Council Mtgs	2,300.00
6220 · Pking/Bus/Mileage - Exec- Mtgs	70.00
6200 · Council & Committees - Other	<u>0.00</u>
Total 6200 · Council & Committees	2,720.00
6325 · Elections	
6321 · Elections	800.00
6322 · Elections - Online Voting	1,800.00
6325 · Elections - Other	<u>0.00</u>
Total 6325 · Elections	2,600.00
6375 · External meeting Expenses	
6376 · ThinkGRAD/CASA Membership & Mtgs	9,000.00
6385 · Other External Mtgs(UM Tickets)	650.00
6375 · External meeting Expenses - Other	<u>0.00</u>
Total 6375 · External meeting Expenses	9,650.00
6400 · Fees	
6405 · Bank Service Charges	25.00
6410 · Annual Incorporation Fee	25.00
6415 · Subscriptions, Etc	275.00
6440 · UPass Admin Fees to UMSU	<u>5,000.00</u>
Total 6400 · Fees	5,325.00
6450 · Fees Paid to UMSU	
6451 · UFMF	18,500.00
6452 · UMREG	9,250.00
6453 · WUSC	9,250.00
6454 · World Wise	1,850.00

Total 6450 · Fees Paid to UMSU	38,850.00
6460 · Fees Paid to Other Organization	
6461 · Engineers Without Borders	950.00
6475 · The Manitoban	<u>22,250.00</u>
Total 6460 · Fees Paid to Other Organization	23,200.00
6500 · Grants	
6503 · Departmental Grants	47,000.00
6505 · Graduate Teaching Award	250.00
6510 · Special Projects	4,000.00
6520 · Conference Grants	165,000.00
6540 · Emergency Grants	1,000.00
6550 · Holiday Hampers	3,200.00
6555 · Food Bank	<u>2,000.00</u>
Total 6500 · Grants	222,450.00
6600 · Promotions	
6604 · GSA Marketing & Promotion	1,000.00
6605 · GSA Designed Items	300.00
6610 · Handbook/Student Planner	<u>6,000.00</u>
Total 6600 · Promotions	7,300.00
66900 · Reconciliation Discrepancies	0.00
6750 · Office Expenses & Supplies	
6754 · Office Coffee & Snack Supplies	200.00
6755 · Stationery and office supplies	600.00
6760 · IOS Copier Lease	0.00
6763 · Kyocera Printer/Copier - 2018	0.00
6765 · Quarterly Copies	240.00
6770 · Insurance	4,815.00
6780 · U of M - Monthly Ledger	1,000.00
6785 · Office Expenses/Supplies-Other	<u>100.00</u>
Total 6750 · Office Expenses & Supplies	6,955.00
6795 · Professional Development	1,000.00
6800 · Programming	
6805 · Orientation	1,500.00
6810 · Social Events	5,000.00
6812 · Sports Events	1,000.00
6823 · Student Development Events	500.00
6825 · GSA Awards Luncheon	2,000.00
6830 · Council Orientation Day	<u>200.00</u>
Total 6800 · Programming	10,200.00
6850 · Endowment	
6851 · Endowment Fund	16,570.00
6853 · Front & Centre Campaign-Daycare	30,000.00

Total 6850 - Endowment	<u>46,570.00</u>
6925 - Professional Consulting	
6930 - Audit	14,800.00
6935 - Legal	2,000.00
6940 - Computer & Website Maintenance	<u>7,000.00</u>
Total 6925 - Professional Consulting	<u>23,800.00</u>
Total Expense	<u>690,180.00</u>
Net Income	<u><u>0.00</u></u>