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# **UMGSA Council Meeting Agenda**

## **Wednesday, January 22<sup>nd</sup>, 2020 - 5:30 PM - UMGSA Lounge**

### **1. Call to Order**

### **2. Traditional Territories Acknowledgement**

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

### **3. Approval of the Agenda**

**MOTION: BIRT the UMGSA Council approves the agenda for the January 22<sup>nd</sup>, 2020 UMGSA Council Meeting as presented.**

### **4. Approval of the Minutes**

The minutes of the November 27<sup>th</sup>, 2019 UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the minutes of the November 27<sup>th</sup>, 2019 UMGSA Council Meeting as presented.**

### **5. Committee Reports**

**5.1.** November & December Committee Reports (Appendix II)

### **6. HSGSA Report**

**6.1.** November & December HSGSA Report (Appendix III)

### **7. Senate Reports**

**7.1.** November Senate Report (Appendix IV)

**7.2.** December Senate Report (Appendix V)

### **8. Executive Reports**

**8.1.** November Executive Reports (Appendix VI)

**8.2.** December Executive Reports (Appendix VII)

### **9. Departmental Reports**

### **10. Unfinished Business**

None.

### **11. New Business**

**11.1. In Memoriam:** On January 8<sup>th</sup>, Ukrainian International Airlines Flight PS752 was shot down near Tehran, Iran, killing all those on board. Among the victims were members of the University of Manitoba community, including two students and several alumni. The UMGSA sends its deep condolences to the families, friends and colleagues of those lost in the crash. The speech given by UMGSA Senator Ehsan Tahmasebian at the memorial event honouring the victims, held on campus on January 10<sup>th</sup>, is included as Appendix VIII.

**11.2. Ratification of the Election and Referendum Committee Chairperson:** All non-Executive committee chairpersons must be recommended by the committee's members, and ratified by Council. The Election and Referendum Committee has voted to select Chenée Merchant as the Committee's Chairperson.

**MOTION: BIRT the UMGSA Council ratifies Chenée Merchant as the Election and Referendum Committee Chairperson for the 2020 UMGSA General Election.**  
*Election and Referendum Committee*

**11.3. Formation of the UMGSA Selection Ad-Hoc Committee to Choose a New Governance and Communications Coordinator:** The UMGSA Selection Ad-Hoc Committee is formed as needed for the hiring of employees. Our previous Coordinator, Jayne Hammond, went on maternity leave last year, and a temporary replacement, Colin Ijebor, was hired for a term ending March 6<sup>th</sup>, 2020. Jayne has now informed the UMGSA that she will not be returning to her position, so a new Coordinator must be hired. The full list of Committee members is as follows:

- Carl Neumann - UMGSA President (Chairperson)
- Cody Ross - UMGSA VP Finance and Administration
- (HSGSA Designate)?
- \_\_\_\_\_?
- \_\_\_\_\_?
- \_\_\_\_\_?

**MOTION: BIRT the UMGSA Council forms the UMGSA Selection Ad-Hoc Committee to choose a new Governance and Communications Coordinator with the six members listed above.**

**11.4. Commitment to Pursue an Ethical Investment Portfolio:** Multiple actions taken by the UMGSA indicate a desire for a serious response to climate change as well as interest in pursuing more sustainable operating practices. The UMGSA supported and participated in the climate strike, declared a climate emergency, has governing documents that demand ethical purchasing, and is developing position statements that support sustainability initiatives. The next step is to bring a Motion to Council to commit to pursuing an ethical investment strategy. This implies that we will make this switch, but the exact transition timing and investment portfolio will be decided-upon by Council following presentations from different investment banks.

**MOTION: BIRT the UMGSA Council approves a commitment to pursuing an ethical investment portfolio. The transition schedule, portfolio managers and portfolio composition will be voted-upon by Council following presentations made to the UMGSA Executive and/or UMGSA Finance Committees.**

*Finance Committee*

**11.5. Approval of the UMGSA's Audited Financial Statements for the 2018-2019 Financial Year:** In accordance with the UMGSA's policies and with University regulations, the Association's Financial Statements are audited annually by an external accounting body. BDO Canada, LLP conducted the audit for the 2018-19 UMGSA financial year. The

auditors attest that these statements fairly present the financial position of the UMGSA. The Management Letter from BDO is included as Appendix IX to this Council meeting agenda. The Audited Financial Statements are included as Appendix X.

**MOTION: BIRT the UMGSA Council approves the UMGSA's Audited Financial Statements for the 2018-2019 UMGSA financial year.**

*Executive Committee*

**11.6. Approval of the Auditors for the UMGSA's Financial Statements for the 2019-2020 UMGSA Financial Year:** BDO Canada, LLP has been our auditor for many years, and they know us as an organization quite well. That knowledge aids them in their work, and produces more precise audit results for the UMGSA. Their fees are comparable to other similarly-qualified auditors.

**MOTION: BIRT the UMGSA Council approves the selection of BDO Canada, LLP as the auditors for the UMGSA's financial statements for the 2019-2020 UMGSA financial year.**

*Executive Committee*

**11.7. Approval of U-PASS Referendum Question :** The U-PASS (Universal Bus Pass) is a program offered by the City of Winnipeg in which all full-time students within the transit service area pay a subsidized bus pass fee and have unlimited access to transit through the months to which the program applies. It has been in existence since 2016 and the first contract expires at the end of this academic term. The City of Winnipeg is in the process of approving an increase in the fees for the U-PASS program. Because this increase is higher than the rate of inflation, UMSU is required to have a referendum to approve these increased fees. It is the practice of the UMGSA to likewise not impose increased fees beyond the rate of inflation in the absence of a positive referendum outcome. UMSU will be holding a referendum in mid-February asking undergraduate students to fill out a ranked ballot, like the one you see proposed below for graduate students. The City has not yet decided whether it will allow for the extension of the U-PASS into the May-August period, but we are informed that this will most likely move forward as proposed. Failure to approve these increases in fees would lead to the end of the program for UMGSA students. In order to meet timelines for approval of fee changes through the University's processes, we are proposing to hold our referendum on the U-PASS concurrently with our 2020 UMGSA General Election period. This minimizes costs and is logistically preferable within the structures outlined in our Election and Referendum Manual. The UMGSA Council must give its approval for a referendum question to be posed to graduate students, and that approval must come before the beginning of the nomination period at the start of February. The UMGSA Executive recommends to Council the following ranked ballot referendum question to be posed to all graduate students:

The U-PASS (Universal Bus Pass) is a program offered by the City of Winnipeg in which all full-time students within the transit service area pay a subsidized bus pass fee and have unlimited access to transit through the months to which the program applies. It has been in existence since 2016 and the first contract expires at the end of this academic term.

Please fill out the following ballot concerning the U-PASS program, ranking at least two options in order of preference. If no option secures a majority of respondents' support on the first count, the option receiving the least 1<sup>st</sup> place votes will be dropped from the ballot, and the next-preferred option on each of those ballots will receive those votes.

Q: Which of the following options regarding the U-Pass program would you most like to see implemented?

- Continued enrollment in the U-Pass program at a rate of \$160.75 per term (referring to the fall and winter terms).
- Continued enrollment in the U-Pass program at a rate of \$160.75 in the fall term, and a rate of \$237.90 for the remainder of the year including winter, spring and summer terms.
- No further enrollment in the U-Pass program.

**MOTION: BIRT the UMGSA Council approves the ranked ballot U-PASS referendum question as written, to be posed to students concurrently with the 2020 UMGSA General Election.**

*Executive Committee*

**11.8. Council Endorsement of the Continuation of the U-PASS:** UMSU has passed a motion supporting the continuation of the U-PASS program. The Executive recommends that Council pass a similar motion endorsing the continuation of the U-PASS on the basis of its very positive impacts on students who use public transportation, as well as on the environment through the reduction in greenhouse gas emissions. We hope that this endorsement will provide some help to our efforts to promote the continuation of this very valuable program.

**MOTION: BIRT the UMGSA Council officially endorses the continuation of the U-PASS program.**

*Executive Committee*

## **12. Announcements**

**12.1. Next Council Meeting:** Wednesday, February 26, 2020 - 5:30PM - UMGSA Lounge

## **13. Adjournment**

## **Appendix II :**

### **UMGSA Committee Reports November 1<sup>st</sup> - December 31<sup>st</sup>, 2019**

#### **Executive Committee**

Chair: Carl Neumann (UMGSA President)

Meeting Dates: November 5<sup>th</sup> and 19<sup>th</sup>, and December 3<sup>rd</sup> and 17<sup>th</sup>, 2019

- Executives provided regular updates on meetings attended and other activities.
- The Executive discussed sustainability, and sent a recommendation to Council to endorse a request to the University's senior administration to declare a climate emergency.
- The Executive ratified the UofM Muslim Students' Association as officially being a UMGSA-recognized club.
- The Executive discussed our relationship with UFMF, and about opportunities to collaborate with the station, including the revival of GradTalks.
- The status of U-Pass fees was discussed, as well as UMSU's plans to hold a referendum and our own next steps.
- The Executive discussed possible next steps toward ethical investing.
- Possible simplifications to the conference grant program for the next budget year were discussed.
- There was also an update about discussions with our auditors.

#### **Bylaws and Policy Committee**

Chair: Cody Ross (UMGSA VPFA)

Meeting Date: November 5<sup>th</sup>, 2019

- The committee continued revisions to the UMGSA Election and Referendum Manual.
- The committee considered revisions to the UMGSA Bylaws.

## **Finance Committee**

Chair: Cody Ross (UMGSA VPFA)

Meeting Dates: November 7<sup>th</sup> and December 5<sup>th</sup>, 2019

- The committee discussed the status of the current conference grant budget and distributions/rollovers pertaining to May, June, July, August and September awards.
- The committee evaluated and approved conference grant applications submitted during the September 18<sup>th</sup>- October 17<sup>th</sup> time period.
- The committee trained new members on assessing conference grant applications.
- The committee discussed potential changes to UMGSA investments.
- The committee discussed the status of the current conference grant budget and distributions/rollovers.
- The committee evaluated and approved conference grant applications submitted during the October 18<sup>th</sup>- November 17<sup>th</sup> time period.
- The committee evaluated and approved special project grant applications.
- The committee heard reports from events funded through the UMGSA special project grant program.

In addition to our scheduled meeting in December, the Finance Committee participated in an e-mail vote related to pursuing an ethical investment portfolio and potential simplifications to the UMGSA Conference Grant Program. As a result, a motion related to ethical investments will be presented at the January 2020 Council meeting. Similarly, recommendations relating to simplifications to the Conference Grant Program will be forwarded to the Bylaws and Policy Committee to support changes for the 2020-2021 Executive term.

## **Events Committee**

Chair: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: November 28<sup>th</sup>, 2019

- The committee worked on planning and organization of the winter term orientation for new students.
- Planned for and organized the 2019 UMGSA Holiday Hamper program, and processed the overwhelming number of applications received.

## **Services and Support Committee**

Chair: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: November 12<sup>th</sup>, 2019

- The committee worked on planning and organization of the winter term orientation for new students.
- Discussed the January 2020 Mental Health week being planned in collaboration with UMSU.
- Discussed implications of the proposed U-Pass fees increase (by the City of Winnipeg) and the consequent referendum needed to accept or decline this proposed increase.

## **Appendix III :**

### **HSGSA Report November 1<sup>st</sup> - December 31<sup>st</sup>, 2019**

#### **HSGSA Executive Committee and Council**

Chair: Mahder Teffera (HSGSA President)

Executive Meeting Dates: November 12<sup>th</sup> and 25<sup>th</sup>, and December 9<sup>th</sup>

Council Meeting Date: November 18<sup>th</sup>

-We met to plan and discuss HSGSA events that fell in Nov/Dec (Distinguished Lectureship and December social) and events in the new year (Winter Formal, AGM, Townhall).

-I met with our VPME and catering services to discuss the food options and plan other details regarding the winter formal In January

- Our VPst.B resigned due to not being able to find arrangements for her new born therefore I put out a call for interested students to fill her role

#### **Events:**

Distinguished Lectureship: Occurred on November 21st with the social happening the night before. The lecture was received very well (more people than the theatre could hold) and it was very interesting. The lecturer was happy with the interaction he had with the students at the social although there was a lower turnout than expected possibly due to a snowstorm that occurred prior.

December social: On December 12th we hosted a social at UPUTZ where students who attended played laser tag, bumper cars, mini golf. We then returned to campus to screen 'How the Grinch Stole Christmas' with Pizza and soft drinks, it was very well received.



## **Appendix IV :**

### **November Senate Report**

Link to the Senate agenda:

[https://umanitoba.ca/admin/governance/media/2019\\_11\\_06\\_Senate\\_Agenda.pdf](https://umanitoba.ca/admin/governance/media/2019_11_06_Senate_Agenda.pdf)

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

*The report includes:*

1. *Report of the Faculty of Graduate Studies Executive Committee on Course and Curriculum Changes*
2. *Proposed Academic Schedule, 2020 Summer Term*
3. *Reports of the Senate Committee on Awards*
4. *Memoriams*

### **Report of the Faculty of Graduate Studies Executive Committee on Course and Curriculum Changes:**

1. **The Faculty of Architecture** proposes the deletion of two (2) courses, ARCG 7100 and ARCG 7210. These courses were created together for use in the new Ph.D. Program in Design and Planning in 2005. The courses were used on one occasion and when the Ph.D. in Design and Planning Supplemental Regulations were refined in 2016-17, all references to these courses were deleted. This was in order to be more flexible for the trans-disciplinary program and more appropriate to the incoming students.
2. **The Dept. of Community Health Sciences** proposes the modification of two courses, CHSC 7710 and CHSC 7720. As the Centre on Aging has been undergoing its process of removing all references to the ‘Specialization in Aging’ concentration, the two course descriptions in CHS made specific reference to: “This course is a required course for the Graduate Specialization in Aging Certificate.” In hindsight, such a sentence should not have been part of the course description in the first place. For example, CHS does do not list as part of the calendar description that any of its other core courses are a core course for the M.Sc., M.P.H., or Ph.D. program. Rather, those types of 3 statements are reflected in program descriptions but not actual course content descriptions. It is expected that CHSC 7710 and CHSC 7720 would continue to be listed among a suite of possible graduate course offerings for students interested in Aging.
3. **The Faculty of Engineering** proposes the introduction of two (2) courses, ENG 7030 and ENG 7040. Both courses are designed for a learning experience in the various elements that meets or exceeds the senior undergraduate level. These courses reflect the research focus areas of present and past graduate students in the Faculty of Engineering who have directed their programs on engineering education topics, including three completed students and at least six

students in progress. To date, these topics have been covered through one-on-one advisor mentoring and/or through Special Topics offerings. As the Faculty works towards a stronger and more directed focus on engineering education scholarship, these courses will serve the demonstrated interests and needs of students.

4. **The Faculty of Graduate Studies** proposes the modification of one (1) course, GRAD 7500. A more generic course description will better align with current and future changes to the tutorial in terms of content, structure and scoring.
5. **The Dept. of Human Anatomy & Cell Science** proposes the introduction of one (1) course, ANAT 7012. In Fall 2017, the department introduced IMED 7004 Human Brain Imaging Methods, and in Fall 2018, when the department offered IMED 7004 for the second time, student feedback indicated that more in-depth hands-on experience in the computer lab would be beneficial. Thus, the department is proposing a new course that is focused on computer lab sessions with more advanced brain imaging techniques. This course will cover the basic concepts for different advanced imaging analytic methods. Students will gain practical experience in analyzing brain imaging data using advanced techniques such as voxel-based morphometry, diffusion tensor imaging, independent component analysis, graph theory analysis and support vector machine.
6. **The Université de Saint-Boniface Faculty of Education** proposes the introduction of one (1) course, EDUA 7901 in the area of mental health. As well as addressing an important issue, this new course is also meant to bolster course offerings in the M.Ed. program at USB.  
(Page 3-5)

### **Proposed Academic Schedule, 2020 Summer Term**

A committee established by Senate to review the Summer Term Academic Schedule commenced its work in March 2019. The committee anticipates that recommended changes approved by Senate will be implemented for the 2021 Summer Term. The proposed 2020 Summer Term Academic Schedule has been updated based on established scheduling practices.

(Details: page 7-11)

### **Reports of the Senate Committee on Awards**

#### **Ukrainian National Home Association Scholarship**

The Ukrainian National Home Association was a secular organization designed to support the cultural and educational needs of Ukrainian Canadians, regardless of their religious or political beliefs. In 2011, the membership of the Association decided to bring its operations to a conclusion, and in doing so established awards at the University of Manitoba. With an initial gift of over \$27,000, an endowment fund was established at the University of Manitoba to recognize and encourage students whose studies focus on Ukrainian Canadian or Ukrainian Studies. Each year, beginning in 2019-2020, the available annual income from the fund will be used to offer one scholarship to a student who:

(1) is enrolled either:

- (a) as a full-time graduate student, in any Master's or doctoral program offered through the Faculty of Graduate Studies at the University of Manitoba; or
  - (b) as a full-time (minimum 80% course load) undergraduate student in the second year of study or higher in any faculty, college, or school at the University of Manitoba;
  - (2) has achieved either:
    - (a) as a graduate student, a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; or (
    - b) as an undergraduate student, a minimum degree grade point average of 3.0; and
  - (3) is writing a thesis or conducting a research project in an area of Ukrainian Canadian or Ukrainian Studies.
- (Page 17)

### **Martha Donovan History Scholarship**

A scholarship fund was created through The Winnipeg Foundation to encourage and support graduate students who are conducting historical research in the areas of medicine and health. This is broadly defined to include physical, mental and social well-being, as well as preventing disease and prolonging life through the efforts of public institutions, community organizations or private individuals. Each year, beginning in 2019-2020, one scholarship valued at \$7,500 will be offered to a graduate student who:

- (1) is enrolled full-time in the second year of study in the Faculty of Graduate Studies in the Joint Master's Program in the Department of History at the University of Manitoba;
  - (2) has achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
  - (3) has demonstrated outstanding interest in or commitment to research in the history of medicine or public health.
- (Page 27)

### **In Memoriams**

Dr. Usha Mittoo  
Dr. Deo Poonwassie  
Dr. Lance Roberts  
Dr. Kenneth Standing  
(Page 32-35)

*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 :**

### **December Senate Report**

Full Senate Agenda available here:

[https://umanitoba.ca/admin/governance/media/2019\\_12\\_04\\_Senate\\_Agenda\\_v3.pdf](https://umanitoba.ca/admin/governance/media/2019_12_04_Senate_Agenda_v3.pdf)

*Please note that this report contains only relevant items to Graduate Studies and Graduate Students. Please visit the full agenda for more information.*

*This report includes:*

- 1) *Proposed Academic Schedule for 2020-2021 (Pages 266 – 281)*
- 2) *Report of the Faculty of Graduate Studies Executive Committee on Course, Curriculum, and Regulations Changes RE: BFAR Statements, Departments of Interior Design and Soil Science, Faculty of Graduate Studies, and Université de Saint-Boniface (Education) (Pages 282 – 304)*
- 3) *Report of the Senate Committee on Awards (Pages 305 – 316)*
- 4) *Correspondence from the Provost and Vice-President (Academic) RE: Closure of Ph.D. in Cancer Control (Pages 336 – 337)*
- 5) *Report of the Senate Executive Committee (Page 345)*
- 6) *Reports of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes (Pages 536 – 617)*
  - a) *RE: Closure of Master of Science in Textile Sciences, Faculty of Agricultural and Food Sciences*
  - b) *RE: Department of Curriculum, Teaching and Learning*
  - c) *RE: Department of Pharmacology and Therapeutics*
  - d) *RE: Faculty of Social Work*
- 7) *Report of the Senate Committee on Nominations (Pages 618 – 621)*

1. *Proposed Academic Schedule for 2020-2021 (Page 266-281)*

- Labour Day in 2020 is September 7; New Student Orientation will take place on Tuesday, September 8 (see Section 1.2.1). Fall Term classes in most faculties, colleges and schools will begin on Wednesday, September 9 and end on Friday, December 11 (see Section 1.2.2).
- The last day to drop a Fall Term or Fall/Winter term spanning course without academic or financial penalty is Tuesday, September 22. The last day to register for a Fall Term or Fall/Winter term spanning course is Wednesday, September 23.
- There are two statutory holidays in the 2020 Fall Term: Thanksgiving Day, Monday, October 12 and Remembrance Day, Wednesday, November 11 (see Section 1.1.1).
- The Fall Term Break, for most students, is Monday, November 9 to Friday, November 13 (see Section 1.2.5).
- There are 62 days available for instruction in Fall Term.

- The 2020 December Examination Period will be from Saturday, December 12 through Wednesday, December 23 (see Section 1.2.6).
- The university will re-open after the Winter Holiday on Tuesday, January 5, 2021. Winter Term classes for most faculties, colleges and schools will commence on Monday, January 11, 2021, and end on Wednesday, April 14. (see Section 1.2.2).
- The last day to drop a Winter Term course without academic or financial penalty is Friday, January 22, 2021. The last day to register for a Winter Term course is Monday, January 25.
- There are two statutory holidays in the 2021 Winter Term: Louis Riel Day on Monday, February 15 and Good Friday on April 2.
- Winter Term Break in 2021 is Tuesday, February 16 to Friday, February 19 (see Section 1.2.5).
- There are 62 days available for instruction in Winter Term.
- The 2021 April Examination period will be from Friday, April 16 through Friday, April 30 (see Section 1.2.6).
- The deadline for Voluntary Withdrawal is the 48th teaching day of the term for single term courses. In 2020-2021 these dates are Monday, November 23 for Fall Term courses and Wednesday, March 24 for Winter Term courses (see Section 1.2.3).

Note: Faculties, colleges and schools offering courses with irregular schedules and withdrawal dates must ensure these are well publicized to students.

- The Voluntary Withdrawal deadline for Fall/Winter term spanning classes is Friday, January 22. The Voluntary Withdrawal deadline for Winter/Summer term spanning distance and online courses is Wednesday, May 12 (see Section 1.2.3).
- Convocation ceremonies (see Section 1.2.9) will be held as follows:
 

○ Fall Convocation (Fort Garry Campus)	October 20 - 22, 2020
○ Fall Convocation (Bannatyne Campus)	October 30, 2020
○ Agriculture Diploma Convocation	May 7, 2021
○ Spring Convocation (Bannatyne Campus)	May 20, 2021
○ Spring Convocation (Fort Garry Campus)	June 3 – 8, 2021
○ Université de Saint-Boniface Convocation	June 14, 2021

In addition to Convocation ceremonies, the Annual Traditional Graduation Pow Wow in honour of Indigenous students will be held on Saturday, May 1, 2021.

- Presented as Information: Deadlines to apply for graduation (Section 1.2.9). Fee Payment deadlines are TBD and will be added to the published schedule when they are determined by Financial Services (see Section 1.2.4).
- Dates for the 2021 Summer Term have not been determined.

2. *Report of the Faculty of Graduate Studies Executive Committee on Course, Curriculum, and Regulations Changes RE: BFAR Statements, Departments of Interior Design and Soil Science, Faculty of Graduate Studies, and Université de Saint-Boniface (Education) [October 23, 2019]*

- The Faculty Council of Graduate Studies recommended THAT: the BFAR statements from the Implementation Working Group for the Cooper Commission Report listed below be approved by Senate:
  - Université de Saint-Boniface (Education)
  - Dept. of Interior Design
  - Faculty of Graduate Studies (Disability Studies)
  - Dept. of Soil Science

*More information page 282 – 304*

3. *Report of the Senate Committee on Awards [October 24, 2019]*
  - *New:*
    - **Jacquelynn Garcia Scholarship for Research in Nutraceuticals** (page 307)
  - *Amended:*
    - **Manitoba Society of Occupational Therapists Prize** (Page 312-313)
4. *Correspondence from the Provost and Vice-President (Academic) RE: Closure of Ph.D. in Cancer Control (Pages 336 - 337)*
  - *The University has closed the PhD in Cancer Control Program*
5. *Report of the Senate Executive Committee (Page 345)*
  - *Senate Executive will be reporting back to Senate in January regarding a request made by the Faculty of Arts Senators regarding a letter written to the Manitoba Government regarding the changes to the provincial cabinet positions (moving Post-Secondary Education to Economic Development and Training)*
6. *Reports of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes (Pages 536 – 617)*
  - *RE: Closure of Master of Science in Textile Sciences, Faculty of Agricultural and Food Sciences (Pages 536-544)*
  - *RE: Department of Curriculum, Teaching and Learning (Pages 545-550)*
    - *Program changes*
  - *RE: Department of Pharmacology and Therapeutics (Pages 551-543)*
    - *Program changes*
  - *RE: Faculty of Social Work (Pages 554-617)*
    - *Program chnages*
7. *Report of the Senate Committee on Nominations (Pages 618 – 621)*
  - *Notice was given that Tanjit Nagra was nominated to serve as the student representative on the following Senate Committees:*
    - *Senate Committee on Admission Appeals*
    - *Senate Committee on Appeals*
    - *Senate Committee on Awards*

## Appendix VI :

### **UMGSA Executive Reports November 1<sup>st</sup> - 30<sup>th</sup>, 2019**

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

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

- **Graduate Student Open House at the Engineering Library:** On November 13<sup>th</sup>, the UofM's Sciences and Technology Libraries hosted an open house for graduate students at the Engineering Library. Alongside various University services at other tables, I represented the UMGSA at this event. I answered grad student questions, informed people about what the UMGSA does, and gave out UMGSA handbooks.
- **Sexual Violence Policy Consultation Session:** As part of the ongoing review of the University's sexual violence and harassment policies, a consultation session specifically for the UMGSA was held on November 25<sup>th</sup>. Several grad student representatives, including myself, attended this session and gave feedback on several proposed changes to the University's policies.
- **UMGSA Council Orientation Session:** On November 25<sup>th</sup>, I led the UMGSA's Council Orientation Session. This presentation covered a wide array of information about the UMGSA. This included info about our structure, finances, the roles of the Executive and of Council, as well as meeting procedures.

##### **Meetings Attended:**

November 4 <sup>th</sup> , 2019	Orientation and Training Session for New VP Academic	2 Hours
November 5 <sup>th</sup> , 2019	UMGSA Executive Committee Meeting	1.5 Hours
November 5 <sup>th</sup> , 2019	Policy Review Meeting with VPFA	1 Hour
November 5 <sup>th</sup> , 2019	UMGSA Bylaws & Policy Committee Meeting	2 Hours
November 6 <sup>th</sup> , 2019	Meeting with a Graduate Student	0.5 Hours
November 6 <sup>th</sup> , 2019	Senate Meeting	1 Hour
November 7 <sup>th</sup> , 2019	UMGSA Finance Committee Meeting	1 Hour
November 12 <sup>th</sup> , 2019	UMGSA Services & Support Committee Meeting	1 Hour
November 13 <sup>th</sup> , 2019	Meeting with Director of the International Centre	0.5 Hours
November 19 <sup>th</sup> , 2019	UMGSA Executive Committee Meeting	1 Hour
November 19 <sup>th</sup> , 2019	UofM Board of Governors Meeting	2.5 Hours
November 20 <sup>th</sup> , 2019	Meeting with Vice-Provost Students	1 Hour
November 27 <sup>th</sup> , 2019	Meeting with Vice-Provost Students	0.5 Hours
November 27 <sup>th</sup> , 2019	UMGSA Council Meeting	1 Hour
November 28 <sup>th</sup> , 2019	UMGSA Events Committee Meeting	0.5 Hours

**Meetings Missed:** None.

**Time Spent in Meetings in November: 17 Hours**

**Office Hours:**

Wednesday, November 6<sup>th</sup>, 2019 11:30AM - 1:30PM  
Wednesday, November 13<sup>th</sup>, 2019 12:00PM - 1:00PM & 4:00PM - 5:00PM  
Wednesday, November 20<sup>th</sup>, 2019 12:15PM - 2:15PM  
Wednesday, November 27<sup>th</sup>, 2019 11:30AM - 1:30PM

**Time Spent in Official Office Hours in November: 8 Hours**

**Working Events Attended:**

November 4 <sup>th</sup> , 2019	CUPE 3909 General Membership Meeting	2 Hours
November 13 <sup>th</sup> , 2019	Graduate Student Open House - Engineering Library	3 Hours
November 22 <sup>nd</sup> , 2019	Campaign Gift Announcement	0.5 Hours
November 22 <sup>nd</sup> , 2019	Associates' Achievement Awards Luncheon	1 Hour
November 25 <sup>th</sup> , 2019	Sexual Violence Policy Consultation Session	1.5 Hours
November 25 <sup>th</sup> , 2019	UMGSA Council Orientation Session	1.5 Hours

**Time Spent at Working Events in November: 9.5 Hours**

**Approximate Time Spent on Other Activities:**

Writing and Editing Documents	17 Hours
Other Email Correspondence	37 Hours

**Total Hours Spent on the UMGSA in November, 2019: 88.5 Hours**



## Vice-President Finance & Administration - Cody Ross

### Executive Summary of Work:

- **Assessment of conference grant applications:** Processing conference grant applications and communicating with students the status of their applications.
- **UMGSA Elections and Referendum Manual:** The UMGSA Bylaws and Policy Committee continued work on the Elections and Referendum Manual in response to recommendations from the last annual election.
- **UMGSA Election and Referendum Committee:** a public call for committee members was circulated and Members of the Election and Referendum Committee were appointed.
- **UMGSA Bylaws:** The UMGSA Bylaws and Policy Committee continued work on the UMGSA Bylaws in preparation for the upcoming AGM.

### Meetings Attended:

November 5 <sup>th</sup> , 2019	UMGSA Executive Committee meeting	1.5 Hours
November 5 <sup>th</sup> , 2019	UMGSA Bylaws and Policy Committee meeting	1.5 Hours
November 5 <sup>th</sup> , 2019	Policy review meeting with UMGSA President	1 Hour
November 7 <sup>th</sup> , 2019	UMGSA Finance Committee meeting	1.5 Hours
November 8 <sup>th</sup> , 2019	Meeting with Biological Sciences Councilor	1 Hour
November 19 <sup>th</sup> , 2019	UMGSA Executive Committee meeting	1 Hour
November 27 <sup>th</sup> , 2019	Consent Culture Training	2 Hours

### Time Spent in Meetings in November: 9.5 Hours

**Meetings Missed:** Missed November 27<sup>th</sup> Council Meeting – I was providing a lecture to an evening class and sent regrets.

### Office Hours:

Thursday, November 7 <sup>th</sup> , 2019	9:00AM – 12:00PM
Thursday, November 21 <sup>st</sup> , 2019	9:00AM – 12:00PM
Thursday, November 28 <sup>th</sup> , 2019	9:00AM – 12:00PM

\*\*Missed two office hours during reading week, which were made up later in the month of November.

### Time Spent in Official Office Hours in November: 9 Hours

### Approximate Time Spent on Other Activities:

Draft e-mail for UMGSA Ad-Hoc committees	1 Hour
Preparing documents for B&P Committee meeting	4 Hours
Preparing for Finance Committee meeting	5 Hours
Email correspondence for UMGSA conference grant applications	5 Hours
Preparing for meeting regarding conference funding survey	2 Hour
Other Email Correspondence	2 Hours

### Total Hours Spent on the UMGSA in November, 2019: 37.5 Hours

## Vice-President Services & Support - Okechukwu Efobi

### Executive Summary of Work:

- **UMSU/UMGSA Winter Term Mental Health Week:** Have been coordinating with the UMSU VP Student Life, and UMGSA Services and Support Committee to organize a mental health week in the last week of January 2020. Final details of this program will be communicated on UMGSA platforms shortly.
- **Proposed Changes to the U-Pass fee and consequent referendum:** The City of Winnipeg Council voted for a fee increase of \$24.50 per term to the current U-Pass fees (this will tentatively start from 2020 Fall term). I have been following up with this development. In response to this, UMSU (and on UMGSA behalf) presented a counter proposal that would see overall increase in fees to the current U-Pass fees but with the added benefit of coverage of summer months (May to August) for students (presently, U-Pass only covers months of September to April). This UMSU proposal has been referred to a City of Winnipeg committee for review and they have 90 days (from the day it was presented) to report back on it. Nevertheless, the City of Winnipeg proposed U-Pass fee increase policy still stands for now. Thus, the UMGSA, like UMSU, would need to conduct a referendum on the proposed fee increase. Note that the UMSU Act stipulates that a referendum is needed for increase to fees that are above inflation rates. We are in the process of planning and organizing the referendum and more on it will be communicated to our members in the coming weeks.

### Meetings Attended:

November 5 <sup>th</sup> , 2019	UMGSA Executive Committee meeting	1.5 Hours
November 7 <sup>th</sup> , 2019	UMGSA Finance Committee meeting	1.0 Hours
November 7 <sup>th</sup> , 2019	UMSU BOD meeting	1.5 Hours
November 12 <sup>th</sup> , 2019	Meeting with UMSU VP Student Life	0.75 Hours
November 12 <sup>th</sup> , 2019	UMGSA Services & Support Committee meeting	1.5 Hours
November 21 <sup>st</sup> , 2019	UMSU BOD meeting	0.75 Hours
November 27 <sup>th</sup> , 2019	UMGSA Council meeting	1.0 Hours
November 28 <sup>th</sup> , 2019	UMSU Member Services Committee meeting	0.75 Hours
November 28 <sup>th</sup> , 2019	UMGSA Events Committee meeting	1.25 Hours

### Meetings Missed:

November 14 <sup>th</sup> , 2019	UMSU Member Services Committee meeting – Regrets sent
November 19 <sup>th</sup> , 2019	UMGSA Executive Committee meeting – Regrets sent

### Time Spent in Meetings in November: 10 Hours

### Office Hours:

Tuesday, November 5 <sup>th</sup> , 2019	2:00PM – 4:00PM
Tuesday, November 12 <sup>th</sup> , 2019	2:00PM – 4:00PM
Wednesday, November 27 <sup>th</sup> , 2019	9:00AM – 12:00PM

### Time Spent in Official Office Hours in November: 7 Hours

**Working Events Attended:**

November 27<sup>th</sup>, 2019                      Bringing in the Bystander workshop                      2.0 Hours

**Time Spent in Working Events in November: 2.0 Hours**

**Approximate Time Spent on Other Activities:**

Preparing Documents for Meetings                      6 Hours

Other Email Correspondence                      6 Hours

**Total Hours Spent on the UMGSA in November, 2019: 31 Hours**

## Vice-President Academic - Tanjit Nagra

### Executive Summary of Work:

- **Transitioning into the role of VPA:** As this was my first month in office, I familiarized myself more with the UMGSA, its mandate, bylaws and structure. This also included ensuring I was replaced onto committees where the previous VPA was a member.

### Meetings and Events Attended:

Monday, November 4, 2019	Transition Meeting with President	2 hours
Tuesday, November 5, 2019	UMGSA Executive	2 hours
Wednesday, November 6, 2019	Senate Meeting	2 hours
Thursday, November 7, 2019	Meeting with UMSU VPA	1 hour
Friday, November 8, 2019	Attended Laverne Cox (UMSU Speaker Series)	1.5 hours
Monday, November 11, 2019	Met with outgoing VPA	1.5 hours
Tuesday, November 12, 2019	UMGSA Services and Support Committee	1.5 hours
Wednesday, November 13, 2019	Met with Chair of Academic Integrity Advisory Committee	1 hour
Tuesday, November 19, 2019	UMGSA Executive Meeting	1 hour
Wednesday, November 27, 2019	UMGSA Council Meeting	1 hour

### Office Hours:

Tuesday, November 5, 2019	11:00am – 12:00pm
Friday, November 8, 2019	11:00am – 12:00pm
Thursday, November 14, 2019	2:15pm – 4:15pm
Tuesday, November 19, 2019	11:00am – 1:00pm
Tuesday, November 26, 2019	11:00am – 1:00pm

### Approximate Time Spent on Other Activities:

Administration (Emails, Communication, Etc.)	15 hours
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**Total Hours Spent on the UMGSA in November, 2019: 37.5 Hours**

## **HSGSA President - Mahder Teffera**

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

**HSGSA Executive Meetings:** We met regularly to work on planning HSGSA events (Distinguished letcureship, HSGSA town hall, December social, AGM)

### **Meetings Attended:**

November 1st, 2019	IDRC meeting	0.5Hour
November 4th, 2019	HSGSA Finance Committee Meeting	1 Hour
November 5th, 2019	UMGSA Executive Committee Meeting	1.5 Hour
November 5th, 2019	UMGSA Bylaws and Policy Meeting	2 Hour
November 12th, 2019	HSGSA Executive Meeting	1 Hour
November 18th, 2019	HSGSA Council Meeting	0.5 Hour
November 19th, 2019	UMGSA executive Meeting	1 Hour
November 25th, 2019	HSGSA Executive Meeting	1 Hour
November 27th, 2019	UMGSA Council Meeting	1 Hour

### **Meetings Missed: None**

**Time Spent in Meetings in November: 9.5 Hours**

### **Office Hours**

Thursdays (November 7th, 14th, 21st, 28th) 9:30-11:30AM

**Time Spent in Office Hours in November: 8 Hours**

### **Working Events attended**

November 20th, 2019	Distinguished Lecturer social	3.5 Hours
November 21st, 2019	Distinguished Lecture	1.5 Hours

**5 Hours**

### **Approximate Time Spent on Other Activities:**

Preparing docs for HSGSA council, executive, committee meetings	5 Hours
Other email correspondence + Housekeeping	7 Hours

**Total Hours Spent on HSGSA/UMGSA in November, 2019: 34.5 Hours**

## Senator 1 - Julia Minarik

### Executive Summary of Work:

- Awards Committee (Doctoral SSHRC shortlist)
- Sustainability Committee Updates
- Gathering information About Provincial Cabinet Swap

### Meetings Attended:

November 4 <sup>th</sup> , 2019	Student Senate Caucus	1 Hour
November 5 <sup>th</sup> , 2019	UMGSA Exec Meeting	1.5 Hours
November 6 <sup>th</sup> , 2019	Senate Meeting	1 Hour
November 7 <sup>th</sup> , 2019	Programs and Guidelines	2.5 Hours
November 18 <sup>th</sup> , 2019	Sustainability Meeting	2 Hours
November 19 <sup>th</sup> , 2019	UMGSA Executive Meeting	0.5 Hours
November 20 <sup>th</sup> , 2019	Senate Executive	1.5 Hours
November 27 <sup>th</sup> , 2019	BITB (left for personal reasons)	0.5 Hours
November 27 <sup>th</sup> , 2019	UMGSA Meeting	3 Hours

### Time Spent in Meetings in November: 13.5 Hours

### Meetings Missed:

None.

### Office Hours:

Thursday, November 7 <sup>th</sup> , 2019	09:00 - 12:00	2 Hours
Friday, November 19 <sup>th</sup> , 2019	09:00 - 11:30	2.5 Hours
Thursday, October 24 <sup>th</sup> , 2019	09:00 - 12:00	3 Hours

### Time Spent in Official Office Hours in November: 9.5 Hours

*(0.5 Hours short from reading week – made up in January).*

### Working Events Attended:

None

### Time Spent at Working Events in November: 0 Hours

### Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	8 Hours
Other Email Correspondence	7 Hours
Awards Committee (SSHRC)	20 Hours

### Time Spent on Other Activities in November: 35 Hours

### Total Hours Spent on the UMGSA in November, 2019: 58 Hours

## Senator 2 - Ehsan Tahmasebian

### Executive Summary of Work:

- **UMGSA office:** Attended the UMGSA Executive Meetings and kept my office hours up to date.
- **University IT advisory committee:** Attended the UITAC introductory session to become familiar with my roles. Attended UITAC formal meetings.
- **Research Computing Advisory committee and senate committee on Academic computing :** attended RCAC and SCACOM meetings
- **University Senate :** Attended student caucus senate meeting and senate meeting

### Meetings Attended:

November 6 <sup>th</sup> , 2019	Senate meeting	1.5 Hours
November 6 <sup>th</sup> , 2019	BITB consent culture training	2 Hours
November 20 <sup>th</sup> , 2019	Administrative IT Governance Committee	1.5 Hours
November 22 <sup>nd</sup> , 2019	Asper School gift announcement	1.5 Hours
November 26 <sup>th</sup> , 2019	Research Computing Advisory Committee	1.5 Hours
November 27 <sup>th</sup> , 2019	Senate committee on Academic computing	1.5 Hours
November 27 <sup>th</sup> , 2019	UMGSA Council Meeting	1.5 Hours

### Meetings Missed:

NONE

### Meetings Cancelled:

Student senate Caucus

**Time Spent in Meetings in November: 11 Hours**

### Office Hours:

Friday, November 1<sup>st</sup>, 2019 12:30 - 2:30PM  
Friday, November 8<sup>h</sup>, 2019 12:30 - 2:30PM  
Friday, November 15<sup>th</sup>, 2019 12:30 - 2:30PM  
Friday, November 22<sup>nd</sup>, 2019 12:30 - 2:30PM  
Friday, November 29<sup>th</sup>, 2019 12:30 - 2:30PM

**Time Spent in Official Office Hours in November: 10 Hours**

### Approximate Time Spent on Other Activities:

Reports	2 Hours
Email Correspondence	8 Hours

**Total Hours Spent on the UMGSA in November, 2019: 31 Hours**

## **Appendix VII :**

### **UMGSA Executive Reports December 1<sup>st</sup> - 31<sup>st</sup>, 2019**

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

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

- **30<sup>th</sup> Commemoration of the École Polytechnique Massacre:** On December 6<sup>th</sup>, the UofM somberly marked the 30<sup>th</sup> anniversary of the École Polytechnique Massacre that took place in Montreal in 1989, where the shooter specifically targeted and killed 14 female engineering students based specifically on their gender. The Commemoration at the UofM included both a ceremony honouring those lost in the massacre as well as the unveiling of a new memorial wall in the Engineering Atrium.
- **Alumni Association Winter Reception:** On December 13<sup>th</sup>, the UofM Alumni Association held its Winter Reception for new and former Alumni Board members. I attended as one of the former members. The student spots on the Alumni Board were eliminated during the summer as part of a reorganization of their Board, now including far fewer members.

##### **Meetings Attended:**

December 2 <sup>nd</sup> , 2019	University Discipline Committee Meeting	1 Hour
December 2 <sup>nd</sup> , 2019	UMGSA Annual General Meeting	2 Hours
December 3 <sup>rd</sup> , 2019	UMGSA Executive Committee Meeting	0.5 Hours
December 3 <sup>rd</sup> , 2019	Audit Meeting with VPFA	0.5 Hours
December 4 <sup>th</sup> , 2019	Meeting with a Graduate Student	0.5 Hours
December 4 <sup>th</sup> , 2019	Senate Meeting	1 Hour
December 5 <sup>th</sup> , 2019	UMGSA Finance Committee Meeting	1 Hour
December 6 <sup>th</sup> , 2019	Meeting with Auditor	0.5 Hour
December 9 <sup>th</sup> , 2019	UofM Organizational Safety and Health Advisory Cttee	1 Hour
December 10 <sup>th</sup> , 2019	UofM Board of Governors Executive Committee Meeting	0.5 Hours
December 17 <sup>th</sup> , 2019	UMGSA Executive Committee Meeting	1.5 Hours
December 19 <sup>th</sup> , 2019	RWLE & SV Policy Advisory Committee Meeting	1.5 Hours

##### **Meetings Missed:**

Student Senate Caucus - December 2<sup>nd</sup> - Scheduling Conflict - Regrets Sent in Advance

**Time Spent in Meetings in December: 11.5 Hours**

##### **Office Hours:**

Wednesday, December 4 <sup>th</sup> , 2019	11:30AM - 1:30PM
Friday, December 13 <sup>th</sup> , 2019	1:30PM - 3:30PM
Tuesday, December 17 <sup>th</sup> , 2019	11:00AM - 1:00PM

**Time Spent in Official Office Hours in December: 6 Hours**



**Working Events Attended:**

December 6 <sup>th</sup> , 2019	30 <sup>th</sup> Commemoration of the École Polytechnique Massacre	0.5 Hours
December 9 <sup>th</sup> , 2019	Board of Governors Recognition Dinner	2 Hours
December 10 <sup>th</sup> , 2019	Winnipeg Foundation Gift Announcement	0.5 Hours
December 13 <sup>th</sup> , 2019	Alumni Association Winter Reception	2.5 Hours

**Time Spent at Working Events in December: 5.5 Hours**

**Approximate Time Spent on Other Activities:**

Writing and Editing Documents	11 Hours
Other Email Correspondence	17 Hours

**Total Hours Spent on the UMGSA in December, 2019: 51 Hours**

## **Vice-President Finance & Administration - Cody Ross**

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

- **Assessment of conference grant applications:** Processing conference grant applications and communicating with students the status of their applications.
- An email vote was taken by the Finance Committee to move forward with a motion to Council promoting ethical funding options.
- An email vote was taken by the Finance Committee to simplify aspects of the UMGSA Conference Grant program.

### **Meetings Attended:**

December 2 <sup>nd</sup> , 2019	UMGSA AGM	2 Hours
December 3 <sup>rd</sup> , 2019	UMGSA Executive Committee meeting	2.5 Hours
December 5 <sup>th</sup> , 2019	UMGSA Finance Committee meeting	2 Hours
December 6 <sup>th</sup> , 2019	Audit meeting with UMGA President and BDO	1 Hour
December 17 <sup>th</sup> , 2019	UMGSA Executive Committee meeting	1.5 Hours

**Time Spent in Meetings in December: 9 Hours**

**Meetings Missed:** None

### **Office Hours:**

Tuesday, December 3 <sup>rd</sup> , 2019	10:30AM – 12:30PM
Thursday, December 5 <sup>th</sup> , 2019	9:00AM – 11:00AM
Thursday, December 19 <sup>th</sup> , 2019	9:00AM – 11:00AM

\*\*Two additional office hours were completed during the first week of December to compensate for time missed during the second week of December for a conference.

**Time Spent in Official Office Hours in December: 6 Hours**

### **Approximate Time Spent on Other Activities:**

Preparing for AGM	2 Hours
Preparing for Audit review with BDO	2 Hours
Preparing for Finance Committee meeting	3 Hours
Email correspondence for UMGSA conference grant applications	3 Hours
Preparing online vote for Finance Committee	2 Hours
Other Email Correspondence	2 Hours

**Total Hours Spent on the UMGSA in December, 2019: 29 Hours**

## Vice-President Services & Support - Okechukwu Efobi

### Executive Summary of Work:

- **2019 UMGSA Holiday Hamper Program:** Coordinated this program created to support graduate students and their families in financial need, so they may celebrate the holiday season. Members of the Events committee were very helpful in the successful organization and applications processing process of this program. 160 applications were received but only 32 were selected to receive the hamper, in line with the UMGSA budget for the program.
- **Winter Term Graduate Students Orientation:** Worked in collaboration with the FGS, the Events Committee and the Services and Support Committee to plan for and organize the winter term new graduate students orientation. This was successfully held on the 3<sup>rd</sup> of January, 2020. It was held at the UMGSA Lounge for both Fort-Garry, Bannatyne and other campuses students. I am very grateful for the immeasurable contributions made by volunteers who made the successful organization and implementation of the events a success.

### Meetings Attended:

December 2 <sup>nd</sup> , 2019	University Disciplinary Committee meeting	1.25 Hours
December 2 <sup>nd</sup> , 2019	UMGSA Annual General Meeting	2.0 Hours
December 3 <sup>rd</sup> , 2019	UMGSA Executive Committee meeting	0.75 Hours
December 5 <sup>th</sup> , 2019	UMGSA Finance Committee meeting	1.0 Hours
December 5 <sup>th</sup> , 2019	UMSU BOD meeting	1.5 Hours
December 10 <sup>th</sup> , 2019	Dr. Robin Di Angelo seminar preparation meeting	1.0 Hours
December 11 <sup>th</sup> , 2019	2019 UMGSA Hamper Applications Processing	4.5 Hours
December 12 <sup>th</sup> , 2019	Winter Term Orientation prep meeting with FGS	2.25 Hours
December 17 <sup>th</sup> , 2019	UMGSA Executive Committee meeting	2.0 Hours

### Time Spent in Meetings in December: 16.25 Hours

### Office Hours:

Tuesday, December 3 <sup>rd</sup> , 2019	9:35AM – 11:35AM
Tuesday, December 10 <sup>th</sup> , 2019	11:30AM – 2:30PM
Tuesday, December 17 <sup>th</sup> , 2019	12:30PM – 2:30PM

### Time Spent in Official Office Hours in December: 7 Hours

### Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	5 Hours
Other Email Correspondence	4 Hours

### Total Hours Spent on the UMGSA in December, 2019: 32.25 Hours

## Vice-President Academic - Tanjit Nagra

### Executive Summary of Work:

- Senate Committee Appointments: It can take time to become appointed to Senate Committees as per the governance process. We have put in requests for me to re-assign the committee appointments that the outgoing VPA held. All but one remaining to become final, to be voted on during the January Senate meeting.
- Responsible Conduct of Research Committee: This is a closed and confidential committee regarding an individual student (similar to an appeals committee), therefore I cannot disclose any information regarding these meetings.
- Vacation: Please note I was on Vacation from December 14-26, and due to University Closure I returned to office on January 2, 2020. I did my office hours in advance of my leave and was still accessible by email.
- January: Please note I am participating in a course for my academic program in Murcia, Spain from January 8-19, 2020. I will be away from January 6-24, 2020, returning to office on January 27, 2020. I will be accessible by email during this time.

### Meetings and Events Attended:

Monday, December 2, 2019	UMGSA AGM	1.5 hours
Wednesday, December 4, 2019	Senate	1 hour
Monday, December 9, 2019	Academic Integrity Committee	1 hour
Monday, December 9, 2019	Responsible Conduct of Research Committee	3 hours
Wednesday, December 11, 2019	Sustainability Committee	2 hours
Friday, December 13, 2019	Responsible Conduct of Research Committee	1 hour

### Office Hours:

Tuesday, December 3, 2019	11:00am – 1:00pm
Wednesday, December 4, 2019	3:30pm – 4:30pm
Tuesday, December 10, 2019	10:00am – 1:00pm

### Approximate Time Spent on Other Activities:

Administration (Emails, Communication, Etc.)	10 hours
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**Total Hours Spent on UMGSA in December, 2019: 25.2 Hours**

## **HSGSA President - Mahder Teffera**

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

**HSGSA Christmas Social:** We planned a Laser tag outing followed by a Christmas movie at the HSGSA lounge with food and drinks.

**HSGSA VP St. B resigned:** Put out a call for interested HSGSA students

**Winter orientation cancelled:** in correspondence with FGS, decided to cancel the winter FGS orientation due to low number of students who signed up (there is precedent)

### **Meetings Attended:**

December 2nd, 2019	UMGSA AGM	2 Hour
December 3rd, 2019	UMGSA Executive Meeting	1 Hour
December 6th, 2019	Meeting with Bannatyne Catering and VPME	1 Hour
December 9th, 2019	HSGSA Executive Meeting	1 Hour
December 9th, 2019	Meeting with VPME	2 Hour

**Meetings Missed: 1** (UMGSA Executive meeting on December 17th - outside of the country)

**Time Spent in Meetings in December: 7 Hours**

### **Office Hours**

Thursdays (5th, 12th) 9:30-11:30AM

**Time Spent in Office Hours in December: 4 Hours**

**Office Hours Missed: 4 hours**

### **Working Events attended**

December 12th, 2019 HSGSA Christmas Social 4.5 Hours

### **Approximate Time Spent on Other Activities: 4.5 Hours**

Christmas Social Prep (decorating) 1 Hour

Preparing for Winter formal (tickets, posters, budget, etc..) 3 Hours

Preparing docs for meetings 2 Hours

Other email correspondence + Housekeeping 8 Hours

**Total Hours Spent on HSGSA/UMGSA in December, 2019: 29.5 Hours**

## Senator 1 - Julia Minarik

### Executive Summary of Work:

- **Planning for Sustainability Info Session**

#### Meetings Attended:

December 2 <sup>nd</sup> , 2019	Programs and Guidelines	2 Hours
December 2 <sup>nd</sup> , 2019	University Discipline	1.5 Hours
December 2 <sup>nd</sup> , 2019	UMGSA AGM	3 Hours
December 3 <sup>rd</sup> , 2019	Executive Meeting	0.5 Hours

#### Time Spent in Meetings in December: 7 Hours

#### Meetings Missed:

December 2 <sup>nd</sup> , 2019	Student Senate Caucus (For AGM)
December 11 <sup>th</sup> , 2019	Senate Executive (Travelling)
December 11 <sup>th</sup> , 2019	Sustainability (sent proxy – Tanjit)
December 17 <sup>th</sup> , 2019	UMGSA Exec (Sick)

#### Office Hours:

Tuesday, December 3 <sup>rd</sup> , 2019	09:30 - 12:00	2.5 Hours
Thursday, December 19 <sup>th</sup> , 2019	09:00 - 11:00	2 Hours
SCHOOL CLOSED	xxx	xxx

#### Time Spent in Official Office Hours in December: 4.5 Hours

*(Short 1.5, made up in Jan.)*

#### Working Events Attended:

None

#### Time Spent at Working Events in December: 0 Hours

#### Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	12 Hours
Other Email Correspondence	8 Hours

#### Time Spent on Other Activities in December: 20 Hours

#### Total Hours Spent on the UMGSA in December, 2019: 31.5 Hours

## Senator 2 - Ehsan Tahmasebian

### Executive Summary of Work:

- **UMGSA office:** Attended the UMGSA Executive Meetings and kept my office hours up to date.
- **Next Generation Web Experience Project Board :** attended NGWE meetings
- **University Senate :** Attended senate meeting

### Meetings Attended:

December 2 <sup>nd</sup> , 2019	UMGSA AGM	1.5 Hours
December 3 <sup>rd</sup> , 2019	Next Generation Web experience Project Board	2 Hours
December 4 <sup>th</sup> , 2019	Senate meeting	1.5 Hours

### Meetings Missed:

Student caucus meeting, Conflict with UMGSA AGM, Regrets sent

### Meetings Cancelled:

None

**Time Spent in Meetings in December: 5 Hours**

### Office Hours:

Friday, December 6 <sup>th</sup> , 2019	12:30 - 2:30PM
Tuesday, December 10 <sup>th</sup> , 2019	10:00 - 12:00PM
Friday, December 20 <sup>th</sup> , 2019	12:30 - 2:30PM

**Time Spent in Official Office Hours in December: 6 Hours**

### Approximate Time Spent on Other Activities:

Reports	2 Hours
Email Correspondence	7 Hours

**Total Hours Spent on the UMGSA in December, 2019: 20 Hours**

## **Appendix VIII :**

### **In Memoriam**

The University of Manitoba Graduate Students' Association sends its deepest condolences to the families, friends and colleagues of all those killed in the tragic plane crash in Iran, including UofM students and alumni. This is a great loss for all those who knew them, as well as to the UofM community at large. We grieve and remember them alongside the countless others mourning their loss.

This heartbreaking incident is one of the largest air disasters involving Canadians in decades. It also is one of the most tragic disasters in the history of Canadian academia, as over ten universities and academic institutions across Canada have lost some of their brightest graduate students in this tragedy. The UMGSA offers its deepest condolences to Graduate Students' Associations across Canada who lost their talented members.

Iranian students have always been actively involved in the University of Manitoba Graduate Students' Association and played key roles as Executive members, Councillors, committee members and volunteers. Both UMGSA and HSGSA have Iranian members in their current executive team. The UMGSA expresses its sincere sympathy to Iranian Canadian society and the University of Manitoba Iranian Students' Association, UMISA.

Two students of UofM, Amirhossein Ghorbani, from the International College of Manitoba, Amirhossein Ghasemi, from the Department of Biomedical Engineering, and three alumni, Dr. Pedaram Mousavi and Dr. Mojgan Daneshmand faculty members of University of Alberta, and Dr. Forough Khadem, have lost their lives in the plane crash earlier this week.

Dr. Forough Khadem served as Vice-President Academic in the Health Sciences Graduate Students' Association, HSGSA, of the University of Manitoba in the 2012/13 term.

Dr. Khadem graduated from the University of Manitoba in 2016 with a Ph.D. in immunology. She was one of the finalists of the 3-Minute Thesis competition in 2016. She was among 600 young scientists worldwide selected to participate in the prestigious Lindau Nobel Laureate Meeting in 2018 and had her doctoral research published in eight peer-reviewed articles. After graduation, she joined Mitacs as Business Development Specialist intending to bridge academia to industry.

I've had the honour and privilege of knowing Dr. Khadem. She was a great friend and neighbour. All people who knew Forough would describe her as a kind, smart, talented, hardworking and caring person. She was full of life and energy, always motivating people around her. Many graduate students have told me how supportive and caring she was for graduate students in Mitacs. She loved surprising her friends, a text message and before you know it she was at your door with a delicious dish and a smile on her face. She had a strong personality and always was smiling, even in difficult conditions.

Today we lost our families, friends and colleagues. Heartbroken, sad and devastated. But we must tell their inspirational stories, and following their path with a smile on our face and the pain in our heart, as Forough taught us.

Ehsan Tahmasebian



Mr. Carl Neumann, President  
The University of Manitoba Graduate Students' Association Inc.  
University of Manitoba  
Room 221, University Centre  
Winnipeg, Manitoba  
R3T 2N2

January 22, 2020  
Ref Management Letter

Dear Mr. Neumann

During the course of our audit of the financial statements of The University of Manitoba Graduate Students' Association Inc. ("the Association") for the year ended April 30, 2019, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of Council through management and is a part of management's overall responsibility for the ongoing activities of the Association. Policies and procedures developed by the Association to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the Association's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriately low level.

The comments and concerns expressed herein did not have a material effect on the Association's financial statements and, as such, our opinion thereon was without reservation. However, in order for the Association to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the Association's employees.

The matters we have identified are discussed in the appendix to this letter.

This communication is prepared solely for the information of management and Council, and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the cooperation and assistance that we received during the course of our audit from Mrs. Ruth Prokesch.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

Pamela Dupuis, CPA, CA  
Partner through a corporation  
BDO Canada LLP  
Chartered Professional Accountants

DRAFT - SUBJECT TO CHANGE

Graduate Students' Association  
Appendix of Matters Identified  
For the Year Ended April 30, 2019

Follow-up of Prior Year Recommendations

Monthly Accounting

As was raised in prior years, we once again noted that transactions are being recorded on a cash basis and that withdrawals from investments are recorded as revenue. As a consequence, financial statements prepared internally contain material errors. We once again recommend that the Office Manager enhance the month end accounting routine to record investment transactions and record/reverse year end entries proposed during the course of the audit in order to increase the accuracy of financial statements prepared internally.

Bank Reconciliations

As was raised in prior years, we once again noted that audit adjustments to cash are presented as uncleared transactions on the bank reconciliation. We once again recommend that all audit adjustments to cash be cleared from the bank reconciliation by marking them as cleared in QuickBooks in order to increase the accuracy of bank reconciliations and financial statements prepared internally.

Payroll Remittances Payable

As was raised in prior years, we once again noted that source deductions payable are not adjusted when the payment to Canada Revenue Agency is recorded in the general ledger. In order to increase the accuracy and control over payroll remittances payable, we recommend that source deductions payable balances be reconciled at month end and adjusted as required in order to increase the accuracy of financial statements prepared internally.

HSGSA Member Reimbursement

In prior years, we had noted that expense claim forms for reimbursement were not used by HSGSA members to request and document authorization for payment. In order to increase transparency and accountability, and in order to document authorization for payment, we had recommended that HSGSA members use an expense claim when requesting reimbursement for expenses and that the form include signature of authorized individual as evidence of authorization for payment.

During the current year audit, we noted from a sample of HSGSA member reimbursements tested that an expense claim form was prepared and included the signature of an authorized individual as evidence of authorization for payment.

Current Year Recommendations

Dual Signatures on Cheques Issued

During the current year audit, we observed instances where cheques were issued with only one authorized signature which contravenes the cheque signing policy. In order to minimize risk of possible fraud or error, and to respect cheque signing policy, we recommend that all cheques be signed by two authorized individuals.

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

**Financial Statements**  
For the year ended April 30, 2019

DRAFT - SUBJECT TO CHANGE

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

**Financial Statements**  
For the year ended April 30, 2019

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## Independent Auditor's Report

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To the Members of the The University of Manitoba Graduate Students' Association Inc.

### Opinion

We have audited the financial statements of The University of Manitoba Graduate Students' Association Inc. ("the Association"), which comprise the statement of financial position as at April 30, 2019, and the statement of operations, statement of changes in fund balances, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at April 30, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Winnipeg, Manitoba  
January 22, 2020

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

**As at April 30, 2019**

	Restricted					April 30, 2019 Total	April 30, 2018 Total
	Endowment Fund	Capital Fund	Capital Sinking Fund	External Relations Fund	Operating Fund		
(Restated - Note 8)							
<b>Assets</b>							
<b>Current Assets</b>							
Cash and bank	\$ 30,798	\$ 9,953	\$ -	\$ 6,089	\$ 292,715	\$ 339,555	451,278
Accounts receivable and other	-	-	-	-	1,889	1,889	548
	30,798	9,953	-	6,089	294,604	341,444	451,826
Investments (Note 3)	1,146,467	585,140	-	467,812	-	2,199,419	1,935,310
Capital assets (Note 4)	-	48,064	-	-	-	48,064	57,315
Interfund balances	531,174	(376,340)	132,684	(44,273)	(243,245)	-	-
	\$ 1,708,439	\$ 266,817	\$ 132,684	\$ 429,628	\$ 51,359	\$ 2,588,927	\$ 2,444,451
<b>Liabilities and Fund Balances</b>							
<b>Current Liabilities</b>							
Accounts payable and accrued liabilities	\$ -	\$ -	\$ -	\$ -	\$ 12,358	\$ 12,358	16,746
<b>Commitments (Note 5)</b>							
<b>Fund Balances</b>							
Restricted for endowment	1,708,439	-	-	-	-	1,708,439	1,599,552
Internally restricted	-	266,817	132,684	429,628	-	829,129	729,421
Unrestricted	-	-	-	-	39,001	39,001	98,732
	1,708,439	266,817	132,684	429,628	39,001	2,576,569	2,427,705
	\$ 1,708,439	\$ 266,817	\$ 132,684	\$ 429,628	\$ 51,359	\$ 2,588,927	\$ 2,444,451

Approved on behalf of the Council:

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

<b>For the year ended April 30</b>	<b>2019</b>	<b>2018</b>
		(Restated - Note 8)
<b>Revenue</b>		
Awards	\$ 108,887	\$ 107,366
External relations	55,133	53,611
Gradzette and other	11,009	40,946
Investment income		
Realized	174,479	99,038
Unrealized	17,464	(70,237)
Student organization fees	391,122	385,659
	<b>758,094</b>	<b>616,383</b>
<b>Expenses</b>		
Operating (see Schedule)	376,964	328,328
Honouraria (Note 6)	112,700	118,500
Investment management fees	23,136	22,787
Salaries and benefits	96,430	96,105
	<b>609,230</b>	<b>565,720</b>
<b>Excess of revenue over expenses for the year</b>	<b>\$ 148,864</b>	<b>\$ 50,663</b>

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

**For the year ended April 30, 2019**

	Restricted					2019 Total	2018 Total
	Endowment Fund	Capital Fund	Capital Sinking Fund	External Relations Fund	Operating Fund		
<b>Fund balances, beginning of year, as previously reported</b>	<b>\$1,599,552</b>	<b>\$ 222,794</b>	<b>\$ 132,684</b>	<b>\$ 373,943</b>	<b>\$ 119,836</b>	<b>\$2,448,809</b>	<b>\$2,403,437</b>
<b>Correction of errors in the prior period (Note 8)</b>	-	-	-	-	(21,104)	(21,104)	(26,395)
<b>Fund balance, beginning of year, restated</b>	1,599,552	222,794	132,684	373,943	98,732	2,427,705	<b>2,377,042</b>
<b>Excess (deficiency) of revenue over expenses for the year</b>	<b>108,887</b>	<b>44,023</b>	-	<b>55,685</b>	<b>(59,731)</b>	<b>148,864</b>	<b>50,663</b>
<b>Fund balances, end of year</b>	<b>\$1,708,439</b>	<b>\$ 266,817</b>	<b>\$ 132,684</b>	<b>\$ 429,628</b>	<b>\$ 39,001</b>	<b>\$2,576,569</b>	<b>\$2,427,705</b>

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

<b>For the year ended April 30</b>	<b>2019</b>	<b>2018</b>
		(Restated - Note 8)
<b>Cash Flows from Operating Activities</b>		
Excess of revenue over expenses for the year	\$ 148,864	\$ 50,663
Adjustments for items not affecting cash		
Amortization of capital assets	14,875	13,808
Unrealized loss (gain) on investments	(17,464)	70,237
	<u>146,275</u>	134,708
Changes in non-cash working capital balances		
Accounts receivable and other	(1,341)	-
Accounts payable and accrued liabilities	(4,388)	(19,913)
	<u>140,546</u>	114,795
<b>Cash Flows from Investing and Financing Activities</b>		
Acquisition of capital assets	(5,624)	-
Acquisition of investments, net of proceeds on disposals	(246,645)	(297,928)
	<u>(252,269)</u>	(297,928)
<b>Net decrease in cash and bank during the year</b>	<b>(111,723)</b>	<b>(183,133)</b>
<b>Cash and bank, beginning of year</b>	<b>451,278</b>	<b>634,411</b>
<b>Cash and bank, end of year</b>	<b>\$ 339,555</b>	<b>\$ 451,278</b>

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# THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION INC.

## Notes to Financial Statements

**For the year ended April 30, 2019**

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### 1. Nature of the Organization

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

The Association is incorporated as a non-profit organization without share capital under The Corporations Act, Manitoba and, as such, is exempt from income taxes under the Income Tax Act.

### 2. Summary of Significant Accounting Policies

#### a. Basis of Accounting

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

#### b. Revenue Recognition

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

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

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

#### c. Fund Accounting

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

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

**For the year ended April 30, 2019**

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**2. Summary of Significant Accounting Policies (continued)**

c. Fund Accounting (continued)

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

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

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

The External Relations Fund was established through assessments of fees collected by the Association related to possible membership in Canadian Federation of Students ("CFS/-S/-MB"). Fees will be collected until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB and the Association, or determined by courts, whichever is sooner. Fees that are collected in lieu of membership in the CFS/-S/-MB may be used towards the reasonable costs associated with the process of defending the position of the Association regarding memberships in the CFS/-S/-MB. Association members will determine the use of the Fund at the first annual general meeting after the issue of membership in the CFS/-S/-MB is finally resolved. Investment income earned on the External Relations Fund resources are restricted for external relations.

d. Financial Instruments

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

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

**For the year ended April 30, 2019**

**2. Summary of Significant Accounting Policies (continued)**

e. Capital Assets

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

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

f. Use of Estimates

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

**3. Investments**

	<u>2019</u>	<u>2018</u>
Canadian equities	\$ 1,266,578	\$ 749,039
Fixed income	490,306	973,763
International and global equities	214,383	94,738
U.S. equities	191,273	99,457
Other	36,879	18,313
	<u>\$ 2,199,419</u>	<u>\$ 1,935,310</u>

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

**For the year ended April 30, 2019**

**4. Capital Assets**

	2019		2018	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Leasehold improvements	\$ 125,064	\$ 87,545	\$ 125,064	\$ 75,039
Furniture and equipment	11,806	8,198	11,806	7,017
Computer equipment	8,750	1,813	3,126	625
	<b>\$ 145,620</b>	<b>\$ 97,556</b>	<b>\$ 139,996</b>	<b>\$ 82,681</b>
Net book value		<b>\$ 48,064</b>		<b>\$ 57,315</b>

**5. Commitments**

During the prior years, the Association entered into an agreement with the University of Manitoba ("University"), whereby the Association agreed to support the construction of an extension to the pre-existing Campus Day Care Centre at 15 Dysart Road by gifting \$300,000 to the University to be paid in annual instalments over ten years beginning in April 2016. The gift for the year ended April 30, 2019 in the amount of \$30,000 is included in donations in the Schedule of Operating Expenses.

**6. Related Party Transactions**

During the current year, the Association paid honorariums totaling \$112,700 (\$118,500 in 2018) to the Executive. All transactions have been recorded at the exchange amount and were incurred in the normal course of operations.

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# THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION INC.

## Notes to Financial Statements

**For the year ended April 30, 2019**

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### **7. Financial Risk Management**

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

#### Credit Risk

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

#### Liquidity Risk

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

#### Interest Rate and Market Risk

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

#### Foreign Exchange Risk

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



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

**For the year ended April 30, 2019**

**8. Correction of Error in Prior Periods**

During the year, the Association determined that amounts reported in its prior year financial statements incorrectly included cash and bank for a graduate student association which it did not control. As a consequence, comparative amounts presented in these financial statements have been restated to correct for these errors as follows:

	As Previously Reported	Adjustment	Restated
<u>Statement of Financial Position</u>			
Cash and bank	\$ 472,382	\$ (21,104)	\$ 451,278
Fund balance, unrestricted	119,836	(21,104)	98,732
<u>Statement of Operations</u>			
Operating expense	\$ 333,619	\$ (5,291)	\$ 328,328
Excess of revenue over expenses for the year	45,372	5,291	50,663

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

**Schedule of Operating Expenses**

<b>For the year ended April 30</b>	<b>2019</b>	<b>2018</b>
		(Restated - Note 8)
Amortization	\$ 14,875	\$ 13,808
Bonding insurance	4,814	4,802
Conference grants	202,457	142,386
Contribution to Health Sciences GSA	20,512	20,508
Donations	30,000	30,000
Dues and subscriptions	296	296
External meetings	2,285	6,013
Food bank	2,000	2,000
Grants and sponsorships	46,300	47,183
Handbook	5,440	6,559
Holiday hampers	3,107	4,624
Office supplies	2,851	2,986
Orientation	1,232	2,399
Other	5,480	6,552
Photocopier	832	2,496
Professional fees	14,733	14,314
Promotions	323	1,171
Repairs and maintenance	-	56
Social events	8,676	9,399
Special projects grants	4,073	4,073
Website administration	6,678	6,703
	<b>\$ 376,964</b>	<b>\$ 328,328</b>

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