
UMGSA Council Meeting Documents Index Page

Wednesday, January 31st, 2024 – 5:30 PM – Zoom

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UMGSA Council Meeting Agenda

Wednesday, January 31st, 2024 – 5:30 PM – Zoom

1. Call to Order

2. Traditional Territories Acknowledgement

The University of Manitoba campuses are located on original lands of the Anishinaabeg, Cree, Ojibway-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 31st, 2024, UMGSA Council Meeting as presented.

4. Approval of the Minutes

The minutes of the November 22nd, 2023, UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes of the November 22nd, 2023, 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 Report

7.1. November & December Senate Report (Appendix IV)

8. Executive Reports

8.1. November & December Reports (Appendix V)

9. Departmental Reports

10. Unfinished Business

10.1 Semi-Annual Approval of UMGSA Financial Budget

- i. The budget was pre-circulated via email. Chris is present to answer any questions.

MOTION: BIRT The UMGSA General Council approves of the UMGSA financial budget for the 2023/24 fiscal year.

11. New Business

11.1 Executive & Officers Policy Manual Approval

- i. The manual was pre-circulated via email. Chris is present to answer any questions.

MOTION: BIRT The UMGSA General Council approves of the Executive & Officers Policy Manual.

11.2 Amendment to the Governance & Operations Manual

- i. Removal of Articles V, & VII.
- ii. Article XII adjustment: Senators > VP External.

MOTION: BIRT The UMGSA General Council approves the amendment made to the Governance & Operations Manual.

13. Announcements

13.1. Next Council Meeting:

- i. Wednesday, February 28th, 2024 - 5:30PM – Zoom.

13.2. February Newsletter:

- i. If anyone has anything they want to share e-mail gcc@umgsa.org

14. Adjournment

Appendix II :

UMGSA Committee Reports November 1st- December 31st, 2023

Executive Committee

Chair: Christopher Yendt (UMGSA President)

Meeting Dates: November 9th, November 23rd, December 7th

- We have incorporated Land Acknowledgement's and Reflections at the beginning of each meeting. We rotate speakers and invite everyone in to share perspectives and the discussion and to learn from what is shared.
- Approval of the reallocation of funds for additional Holiday Hamper disbursements, these were further approved by Council to get more money back to students as a part of our process to evaluate and execute plans to address in year savings. We have had high level conversations surrounding additional policy to make this process clearer and more transparent moving forward.
- Ongoing discussion around organizational position, risk review and decision making regarding external events and activity.
- Discussion around executive restructuring and proposed new job descriptions for staff. These remain ongoing, and we hope to post for a new position shortly and hope to access the networks of individual members of council to further promote.
- Committee discussed high level thoughts and impacts associated with the outcomes of the ERC recommendations regarding Executive performance evaluation. The team agreed to continue the conversation moving forward, and to engage in a series of one-on-one sessions with the President debriefing the review and investigating opportunities to improve these scores moving forward. Anticipating completion in January with additional outcomes provided, if any, at that time.
- The Committee discussed the existing two intake period process for onboarding new representatives onto the UMGSA Council, as outlined in the UMGSA Governance and Operations manual. High level discussion took place, and will be continued moving forward, around the ways in which we could create additional entry points and alter the process to be more reflective of the different timelines of different departments. Further considerations to be provided following the recruitment and appointment of additional staff and the successful staff transition taking place over the Winter 2024 term.
- Discussion focused on the potential impacts of a strike on behalf of Winnipeg Transit Union, and what opportunities exist for further leverage by UMGSA. The President shared that they sit on a task force the University struck to examine the issue and potential impacts. Planning and strategies were developed to deal with issues related to accessing campus but were ultimately not required as the Transit Authority and the Union reached an agreement prior to the strike deadline.
- The committee held a generative conversation on discussion topics for the team with the UM President the following week. These included issues surrounding the cost of software

for students, student employee wages, ongoing construction projects and updates on the plans of the provincial government regarding international students.

Finance Committee

Chair: Julie Xue (UMGSA VPFA)

Meeting Dates: November 20th, December 18th, 2023

- The Committee reviewed and processed all conference grants applications up to date.

Bylaws and Policy Committee

Chair: Julie Xue (UMGSA VPFA)

Meeting Dates: November 17th, 2023

- Bylaws meeting passed a revision of a few articles in the UMGSA bylaws document, regarding issues of: clarification of the relationship between HSGSA and UMGSA, addition of “senator” on UMGSA executive titles if the position involves attending senate committees, quorum rules, the use of External relations fund regarding unresolved legal disputes.
- The revised document was sent to the council meeting for approval.

Bylaws and Policy Committee

Chair: Julie Xue (UMGSA VPFA)

Meeting Dates:

- No bylaws meeting was held because there was no issue in need of discussion, also normal bylaws meeting schedule coincides with the holiday season.

Events Committee

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates: November 3rd, December 7th, 2023.

- Orientation lecture
- Social event/ UMGSA pizza day meet and greet (Wednesday September 13th, 2023).
- Mental health workshop (Tuesday 10th October 2023)
- Halloween/ Pumpkin Carving Competition (Monday 30th October 2023)
- Holiday hamper (December 2023)
- Faculty of graduate studies orientation (January 4, 2024)
- Tax filling workshop (April 2024)

Services and Support Committee

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates:

- There were no meetings in November & December 2023.

Awards and Academic Affairs Committee

Chair: Hanieh Rezasoltani (UMGSA VPA)

Meeting Dates: There were no meetings held in November 2023.

- The Holiday Hamper application was released on November 22nd and closed on November 30th, 2023.

Awards and Academic Affairs Committee

Chair: Hanieh Rezasoltani (UMGSA VPA)

Meeting Dates: December 6th, 2023

- There were 342 applications for Holiday Hamper. There were 15 applications that were not in the review process because the student residency is located outside of Manitoba. The award committee reviewed 327 applications. 215 applications were selected for the hamper based on the budget (\$21,500).
- VPA notified selected students via email on 20th December that they were selected for Hamper program.
- Since the issue arose unexpectedly and was beyond our control, the process of picking up gift cards has been postponed to early January 2024. Gift cards were picked up by students between 8 and 10 January 2024.

Ad-Hoc Committee on Food Insecurity

Chair: Jamie Sookhoo

Meeting Dates: November 24th, 2023, December 13th, 2023.

The FIC moved forward with the intent of creating a proposal to apply for the UofM Green Investment Fund - \$50,000 with Dr. Leslie Redmond being the faculty representative on the proposal application. The FIC's sole focus until the end of December will be to create this proposal as the deadline on December 21st, 2023. The proposal is to create a mobile application which can alert students to when there is extra food available at campus events. It was decided that if the FIC is granted this money, members will seek out students and staff who have experience and are interested in developing the app. If approved, long-term plans for the app include integration into the current UM App, integrate other on-campus food initiatives and potentially have the UM IST services take over the app. FIC members were to reach out to other universities who have already done a similar project to get information on how they did theirs so we can do ours similarly. It was decided that once the proposal is submitted, the FIC will continue to look for other avenues which we can alleviate the campus food insecurity issues among students.

The draft proposal was presented to the FIC and there was some discussion on wording. Minor improvements and improvements on tone. The proposal was then submitted on December 21st, 2023.

Appendix III :

HSGSA Report November 1st – December 31st, 2023

HSGSA Executive Committee and Council

Chair: Akshi Malik

In November, HSGSA hosted its first multicultural event on November 25th at the Brodie Centre atrium to celebrate the cultural diversity at University of Manitoba to enrich us collectively and reaffirm our commitment to equity, inclusion, and mutual respect. The event was a super hit and over 15 students volunteered to bring food from their culture and over 50 students plus their guests attended the event.

HSGSA President also hosted the Diwali celebration for HSGSA-SBRC multicultural event series. The event was well attended by SBRC staff, faculty and students. November 15th, HSGSA executives and other student volunteers volunteered at the Rady Faculty Open House at different stations including transport, registration desk, food counter, emceed the event and Q&A.

The HSGSA Multidisciplinary Research Experience (MHRE) hosted their first meet and greet event at the fort garry campus to award the best presenters of 2023 as well as introduced the new instructors for the coming year. The event was attended by over 50 undergraduate students who are enrolled in the MHRE program. The MHRE ad-hoc committee started interviews for the graduate student instructors in November and 12 students have been selected for the program. All the selected instructors received teaching training and the lecture series have begun.

The HSGSA council approved the first HSGSA parental leave bursary application to provide support of \$1000 to a student who had to take a leave of absence in their program and does not have any other monetary support. In December, there were no executive meetings, but the HSGSA finance committee had their meeting at the end of the Fall term.

Akshi Malik
HSGSA President (2023-24)

Appendix IV :

November & December Senate Report

Meeting Date: November 1, 2023

Meeting Link: https://umanitoba.ca/governance/sites/governance/files/2023-11/2023_11_01_Senate_minutes.pdf

Meeting Date: December 6, 2023

Meeting Link: https://umanitoba.ca/governance/sites/governance/files/2023-12/2023_12_06_Senate_minutes.pdf

Student Senate Caucus (Dec. 5th):

- Issues regarding the volunteers needed for the committee teams were discussed.

Senate Committee on Academic Admissions (Dec. 14th):

- Integrity issues regarding the AI-based content which are used by the students were discussed.
- Launching structured and clear rules for students to make sure they are not violating the Integrity unknowingly was discussed.

Meeting with Michael Benarroch, Laurie Schnarr, and Kelley Main (Dec. 12th)

- I followed up with Dr. Benarroch for the Health Insurance coverage for students. Because of the previous effort by the team, this plan is now on the new government to-do list, Dr. Benarroch agreed to follow that up as well to hopefully have it for the new academic year. We are also trying to set an appointment with the education minister to put it on the high-priority jobs.
- Dr. Benarroch talked about the plans for extending the residences for staff and students which also include daycare, clinic, etc.
- I brought up the challenge that international students are going to have with the new financial requirements defined for the financial proof. From the new admission year, the students are no longer able to put their scholarship letter as the financial support of their visa application as it is not enough for that. Dr. Benarroch mentioned that this is mainly for short-term students. He also mentioned that they will discuss that and find a solution by the new admission year.

Graduate Students Experience Committee (Dec. 15th):

- Dr. Kelly Main discussed the courses that are going to be removed from the College of Nursing.
- Students' reps discussed the challenges students already face including economic and residential issues.
- I proposed a plan to ask all Graduate Students Advisors (GSA) administrators of departments to inform their students regarding the Students Association activities. We are still seeing that the student associations dynamic has not returned to the before Covid status.

Appendix V :

UMGSA Executive Reports November 1st – December 31st, 2023

UMGSA President – C. Yendt

Executive Summary of Work:

- Where possible meetings were rescheduled, or efforts were made to gain insights and updates into what was missed to remain relevant and current with topics discussed.
- Attended an introductory meeting with Vanessa Koldingnes, Vice-President, External and Dr. Catherine Cook, Vice-President, Indigenous at the University of Manitoba, discussing the details of their role and opportunities to partner more closely between their office and the UMGSA (the meeting with V. Koldingnes was misstated in my previous report to have occurred in October).
- Continued work on staff succession and team building as we prepare to the hiring of additional full-time, permanent staff.
- Attended meetings with UMSU, with more to come, regarding potential partnerships around space and access. This also includes attending regular board meetings.
- Spent a significant amount of time focused on developing revisions to the UMGSA Bylaw, and consulting with all relevant Continued work on policy development, to propose alternatives to current processes and focus on long-term sustainability and moving the association to more clearly articulated leading practices within our sector.
- Continued work with MAPSS Executive and Governance Committees to move forward plans for formal establishment.

Meetings Attended:

Date	Meeting	Hours
November 1 st , 2023	Staff Meeting	1 hour
November 1 st , 2023	UM Senate Meeting	1.5 hours
November 3 rd , 2023	UM Strategic Planning Committee	2 hours
November 3 rd , 2023	Meeting with UM VP External	1 hour
November 6 th , 2023	Presidential Advisory Committee – Extended Education	1.5 hours
November 7 th , 2023	CJOB Interview	0.5 hours
November 7 th , 2023	UM Governance Committee	1.5 hours
November 8 th , 2023	UM Today Article Follow-up	1 hour
November 8 th , 2023	Staff Meeting	1 hour
November 8 th , 2023	Meeting with Laurie and Kelley	1 hour
November 9 th , 2023	UMGSA Executive Committee Meeting	1.5 hours
November 9 th , 2023	UMSU Board Meeting	4 hours
November 10 th , 2023	MAPSS Executive Meeting	1 hour
November 10 th , 2023	UMGSA Finance Committee Meeting	1 hour

November 10 th , 2023	Meeting with University Secretary	2 hours
November 14 th , 2023	MAPSS Board Meeting	1 hour
November 15 th , 2023	Staff Meeting	1 hour
November 16 th , 2023	Selections Committee Meeting	1 hour
November 16 th , 2023	UMGSA + HSGSA President's Meeting	1 hour
November 17 th , 2023	UMGSA Bylaws Committee Meeting	1 hour
November 17 th , 2023	Meeting with UM VP Indigenous	1 hour
November 17 th , 2023	HSGSA Executive Committee Meeting	1.5 hours
November 20 th , 2023	UM Strategic Planning Committee	2 hours
November 20 th , 2023	UMGSA Finance Committee Meeting	1.5 hours
November 20 th , 2023	HSGSA Council Meeting	1.5 hours
November 21 st , 2023	Meeting with Armin	1 hour
November 21 st , 2023	Extended Education Public Presentation	1.5 hours
November 21 st , 2023	HSGSA Bylaws Committee Meeting	1 hour
November 21 st , 2023	Meeting with UMGSA Councillor	0.5 hours
November 21 st , 2023	UM PAC Extended Education Debrief	1 hour
November 22 nd , 2023	Extended Education Public Presentation	1.5 hours
November 22 nd , 2023	UM Senate Executive Committee Meeting	1.5 hours
November 22 nd , 2023	Staff Meeting	1 hour
November 22 nd , 2023	Meeting with Laurie and Kelley	1 hour
November 22 nd , 2023	UMGSA Council Meeting	1.5 hours
November 23 rd , 2023	UM PAC Extended Education Debrief	1 hour
November 23 rd , 2023	UMGSA Executive Committee Meeting	1.5 hours
November 27 th , 2023	CAGS-FGS Workshop Planning Meeting	0.5 hours
November 28 th , 2023	Budget Advisory Committee	1.5 hours
November 28 th , 2023	Meeting with UMSU Governance	0.5 hours
November 29 th , 2023	UM Senate Executive Committee	1.5 hours
November 30 th , 2023	UMSU Board Meeting	4 hours

Meetings missed:

Date	Meeting

Time Spent in Meetings in November: 55 Hours

Time Spent in Official Office Hours in November: 8 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
In-Office / Other	25 hours
Email / Correspondence	30 hours

Total hours spent on the UMGSA for November 2023: 118 Hours

UMGSA President – C. Yendt

Executive Summary of Work:

- Continued work on UMGSA Bylaw revisions in preparation for the Annual General Meeting (AGM) which were passed unanimously. These revisions required significant consultations with individuals across the organization and the university to be able to present this proposed structure.
- Began work on manual revisions for the Executive Job descriptions, coming forward to the January meeting for approval.
- Engaged with UM Reconciliation Action Plan committee, providing full commitment for UMGSA on the efforts currently underway to complete the plan and recommend for approval by March.
- Connected with external financial firm to begin process of completing a contractual relationship for ongoing back-office support on a monthly basis.
- Conducted a series of interview with a revised selection process for both the Chief Returning Officer and the Deputy Returning Officer, and recommended the successful candidates to council for approval.
- Met with post-doctoral student representatives with the aim for further collaboration and partnership between our organizations in the new year.

Meetings Attended:

Date	Meeting	Hours
December 4 th , 2023	UMGSA Selections Committee Meeting	3 hours
December 5 th , 2023	UMGSA Selections Committee Meeting (Candidate Finalization)	1 hour
December 5 th , 2023	UM Board of Governors Meeting	3 hours
December 6 th , 2023	UM Senate Meeting	1.5 hours
December 6 th , 2023	Transit Strike Prep Meeting	1 hour
December 6 th , 2023	Meeting with Kelley and Laurie	1 hour
December 6 th , 2023	UMGSA Annual General Meeting	1.5 hours
December 6 th , 2023	Staff Meeting	1 hour
December 7 th , 2023	UMGSA Executive Committee Meeting	1.5 hours
December 7 th , 2023	UM Reconciliation Action Plan Advisory Committee	2 hours
December 8 th , 2023	FGS Council Meeting	2 hours
December 11 th , 2023	UMGSA Finance Committee Meeting	1 hours
December 11 th , 2023	Meeting with UM President	1 hour
December 11 th , 2023	Advisory Committee – Extended Education	2 hours
December 12 th , 2023	Presidential Review Committee	1 hour
December 13 th , 2023	Food Insecurity Committee	0.5 hours
December 13 th , 2023	Meeting with Post-Doctoral Students	1 hour
December 13 th , 2023	UM Senate Executive Committee Meeting	1.5 hours
December 18 th , 2023	UMGSA Finance Committee	1 hour

December 19 th , 2023	Meeting with Plains Edge	1 hour
December 19 th , 2023	Budget Advisory Committee Meeting	1.5 hours

Meetings missed:

Date	Meeting

Time Spent in Meetings in December: 30 Hours

Office Hours:

Time Spent in Official Office Hours in December: 4 Hours

Working events attended:

Executive Holiday Dinner: 2 hours

Approximate time spent on other activities:

Activity	Hours
In-Office / Other	14 hours
Email / Correspondence	30 hours

Total hours spent on the UMGSA for December 2023: 80 Hours

Vice-President Finance and Administration- Julie Xue

Executive Summary of Work:

Meetings Attended:

Date	Meeting	Hours
November 9 th , 2023	Executive Meeting	2 Hours
November 16 th , 2023	Selection Committee Meeting	1 Hour
November 17 th , 2023	Bylaws Meeting	1 Hour
November 20 th , 2023	Finance Meeting	1 Hour
November 23 rd , 2023	Executive Meeting	2 Hours

Meetings Missed: 0

Date	Meeting

Time Spent in Meetings in November: 7 Hours

Office Hours:

Time Spent in Official Office Hours in November: 0 Hours

Working Events Attended: None

Time Spent at Working Events in November: 0 Hours

Approximate Time Spent on Other Activities:

Activity	Hours
Replying emails, scheduling meetings & processing conference grants	35 Hours

Total Hours Spent on the UMGSA in November 2023: 42 Hours

Vice-President Finance and Administration- Julie Xue

Executive Summary of Work:

Meetings Attended:

Date	Meeting	Hours
December 5 th , 2023	CRO Interviews	1 Hour
December 6 th , 2023	UMGSA Annual General Meeting	1.5 Hours
December 7 th , 2023	Executive Meeting	2 Hours
December 18 th , 2023	Finance Meeting	1 Hour

Meetings Missed: 0

Date	Meeting

Time Spent in Meetings in November: 5.5 Hours

Office Hours:

Time Spent in Official Office Hours in November: 0 Hours

Working Events Attended: None

Time Spent at Working Events in November: 0 Hours

Approximate Time Spent on Other Activities:

Activity	Hours
Replying emails and scheduling meetings	25 Hours

Total Hours Spent on the UMGSA in November 2023: 30.5 Hours

Vice-President Services and Support – Timilehin Oluwajuyitan

Executive Summary of Work:

- Attended UMGSA Events Committee Meeting
- Attended UMGSA Annual General Meeting
- Attended UMGSA Finance Committee Meeting
- Attended UMGSA Executive Committee Meeting
- Attended UMGSA Awards and Academic Fairs Committee Meeting
- Attended UMGSA Holiday Get-Together
- Attended UMGSA Council Meeting

Meetings Attended:

Date	Meeting	Hours
2 – November 2023	UMGSA Executive Committee Meeting	1.0
3 – November 2023	UMGSA Event Committee Meeting	1.0
20 – November 2023	UMGSA Finance Committee Meeting	1.5
22 – November 2023	UMGSA Council Meeting	1.0
23 – November 2023	UMGSA Executive Committee meeting	1.0
6 – December 2023	UMGSA Annual General Meeting	3.0
6 – December 2023	UMGSA Awards and Academic Fairs Committee Meeting	1.0
7 – December 2023	UMGSA Executive Committee Meeting	1.0
7 – December 2023	UMGSA Event Committee Meeting	1.0
11 – December 2023	UMGSA Holiday Get-Together	2.0
11 – December 2023	UMGSA Finance Committee Meeting	1.5
18 – December 2023	UMGSA Finance Committee Meeting	1.5

Meetings missed: None

Date	Meeting
None	None

Time Spent in Meetings in November and December: 16.5 Hours

Office Hours:

Date	Hours
7 – November 2023	2.0
14 – November 2023	2.0
21 – November 2023	2.0
28 – November 2023	2.0
5 – December 2023	2.0
12 – December 2023	2.0
19 – December 2023	2.0

Time Spent in Official Office Hours in November and December: 14 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
Preparation for UMGSA/ Faculty of graduate studies orientation	10 Hours
Preparation for UMGSA Tax clinic	2 Hours
Email corresponding	20 Hours

Total hours spent on the UMGSA for November and December 2023: 62.5 Hours

VP Academic – Hanieh Rezasoltani

Executive Summary of Work:

- Attending to Senate meeting.
- Attending to UMGSA Executive meeting.
- Attending to Meeting with career office adviser for making plan for some workshops.
- Attending to Multicultural event at HSGSA.
- Attending to Senate Committee on Academic Review meeting.
- Attending to 75th anniversary of FGS and announce name of UMGSA student awards winner.
- Finalize the application of Holiday Hamper program and announce students by email about it.

Meetings Attended:

Date	Meeting	Hours
1-Nov-2023	UM Senate meeting	2.0
9-Nov-2023	UMGSA Executive meeting	2.0
23-Nov-2023	UMGSA Executive meeting	3.0
23-Nov-2023	Meeting with career office adviser	1.0
25-Nov-2023	Multicultural event at HSGSA	3.0
27-Nov-2023	Senate Committee on Academic Review meeting	1.5
30-Nov-2023	75th anniversary of FGS	3.0

Time Spent in Meetings in Nov: 15.5 Hours

Missed meeting: 1 meeting

Office Hours:

Time Spent in Official Office Hours in Nov: 8 Hours

2 Hours- 1 Nov 2023 – location: UMGSA office

2 Hours- 8 Nov 2023– location: UMGSA office

2 Hours- 22 Nov 2023– location: UMGSA office

2 Hours- 29 Nov 2023– location: UMGSA office

Working events attended:

Approximate time spent on other activities: 57 Hours

Activity	Hours
Advocacy meeting with students and following up	2 Hours
Responding to emails, approving cheques and payments, Emergency grants, and signing them	35 Hours
Preparation report for Annual General meeting and survey about executive team	10 Hours
Preparation of Holiday Hamper Program application and sending email to students	10 Hours

Total hours spent on the UMGSA for November 2023: 80.5 Hours

Vice-President Academic – Hanieh Rezasoltani

Executive Summary of Work:

- Attending to UM Senate caucus meeting
- Attending to UMGSA Executive meeting.
- Attending to UM Senate meeting
- Attending to UMGSA award committee and review the applications for holiday hamper
- Attending to UMGSA Annual General Meeting and present VPA annual report for graduate students
- Attending to Graduate Student Experience Committee
- Attending to Award Senate Committee meeting
- Follow up the process of ordering Holiday Hamper gift cards and announce the selected students by email

Meetings Attended:

Date	Meeting	Hours
5-Dec-2023	UM Senate caucus meeting	1.0
6-Dec-2023	UM Senate meeting	2.0
6-Dec-2023	UMGSA award committee (review Hamper)	3.0
6-Dec-2023	UMGSA Annual General Meeting	2.0
7-Dec-2023	UMGSA executive meeting	2.0
15-Dec-2023	Graduate Student Experience Committee	1.0
19-Dec-2023	Award Senate Committee meeting	3.0

Time Spent in Meetings in Dec: 14 Hours

Office Hours:

Time Spent in Official Office Hours in Dec: 6 Hours

2 Hours- 6 Dec 2023 – location: UMGSA office

2 Hours- 13 Dec 2023– location: UMGSA office

2 Hours- 19 Dec 2023– location: UMGSA office

Working events attended:

Approximate time spent on other activities: 59 Hours

Activity	Hours
Advocacy meeting with students and following up	4 Hours
Responding to emails, approving cheques and payments, Emergency grants, and signing them	20 Hours
Review process of Holiday Hamper Program application with award committee, and follow up the process of ordering gift card, sending email to selected students	35 Hours

Total hours spent on the UMGSA for December 2023: 79 Hours

HSGSA President – Akshi Malik

Executive Summary of Work:

- Attended UMGSA Exec and council meetings
- Chaired HSGSA Exec and Council meeting
- Participated in MHRE interviews
- Regular meeting with Chris to discuss HSGSA-UMGSA relationship
- RFHS Open house planning, emcee and organizing

Meetings Attended:

November 5 th , 2023	HSGSA Executive Meeting	1.5 Hours
November 7 th , 2023	Meeting with Erin (IDRC Co-Chair)	0.5 Hours
November 2 nd , 2023	UMGSA Exec Meeting (everyone was absent but Chris)	0.25 Hours
November 9 th , 2023	UMGSA Exec Meeting	1.5 Hours
November 9 th , 2023	MHRE Interviews	4 Hours
November 17 th , 2023	HSGSA Exec Meeting	1 Hour
November 20 th , 2023	HSGSA Council Meeting	1.5 Hours
November 22 nd , 2023	UMGSA Council Meeting	1.5 Hours
November 16 th , 2023	Meeting with Chris	1 Hour
November 21 st , 2023	HSGSA Bylaws Committee Meeting	1 Hour
	RFHS 140 th Anniversary Gala	7 Hours
	RFHS Open House	10 Hours
	Email correspondence	10 Hours
	Documents & record keeping	5 Hours

Time spent in meetings in November 2023: 13.75 Hours

Meetings missed: none

Office hours: 0 hours

Total hours spent on HSGSA & UMGSA for November 2023: 45.75 Hours

HSGSA President – Akshi Malik

Executive Summary of Work:

- Usual business monitoring via emails and texts
- No HSGSA and UMGSA Exec meetings (due to holidays)

Meetings Attended:

December, 2023	Meeting with a graduate student	1 Hour
Email Correspondence		5 Hours
Documents and record keeping		3 Hours

Time spent in meetings in December 2023: 1 Hour

Meetings missed: HSGSA Finance meeting and UMGSA AGM (due to personal travel) - proxy was arranged for both meetings.

Office hours: 0 hours

Total hours spent on HSGSA & UMGSA for December 2023: 9 Hours

Senator 1 – Uche Nwankwo

Executive Summary of Work:

- Senator Meetings: Student Senate Caucus (SSC), Senate Executive, and Regular Senate. General Senate meeting was held in January.
- Participation in Full Senate Meeting
- Participation in Senate Committee meetings
- Held meetings in-person and Zoom meetings focusing on student advocacy.
- Continued working on the GSA Forestry Initiative project.
- Graduate Students Food poverty and high cost of food at the University
- Attended the 75th Anniversary of the FGS
- Continue to receive/respond to emails from grad students regarding the African grad students club.

Note: The summary here is not exhaustive but rather a synopsis of the activities I engaged myself during the reporting period.

Meetings Attended:

Date	Meeting	Hours
November 1 st , 2023	Senate Executive Meeting	2 Hours
November 1 st , 2023	Meeting at the Donor Relations Office	0.5 Hours
November 3 rd , 2023	Meeting at UMGSA office for GSA/CFI	0.75 Hours
November 9 th , 2023	UMGSA Executive Meeting	1.5 Hours
November 22 nd , 2023	Senate Executive Committee Meeting	1.75 Hours
November 22 nd , 2023	Student Advocacy	0.75 Hours
November 23 rd , 2023	UMGSA Executive Meeting	1 Hour
November 24 th , 2023	Food Insecurity Committee Meeting	1.25 Hours
November 29 th , 2023	Office Hours	2.25 Hours
November 30 th , 2023	GSA 75 th Anniversary	2.5 Hours

Time Spent in Meetings in November: 14.25 Hours

Office Hours:

Working Events Attended: None

Approximate Time Spent on Other Activities:

Activity	Hours
Communications (Support duties as Senator 1), emails, phone calls, and WhatsApp chat 2.10 hours per week	10.5 Hours
Preparing and reviewing documents before meetings driving to meeting venue, and writing reports	6.5 Hours

Total Hours Spent on the UMGSA in November 2023: 31.25 Hours

Senator 1 – Uche Nwankwo

Executive Summary of Work:

- Senator Meetings: Student Senate Caucus (SSC), Senate Executive, and Regular Senate. General Senate meeting was held in January.
- Participation in Full Senate Meeting
- Participation in Senate Committee meetings
- Held meetings in-person and Zoom meetings focusing on student advocacy.
- Continued working on the GSA Forestry Initiative project.
- Graduate Students Food poverty and high cost of food at the University
- Attended the 75th Anniversary of the FGS
- Continue to receive/respond to emails from grad students regarding the African grad students club.

Note: The summary here is not exhaustive but rather a synopsis of the activities I engaged myself during the reporting period.

Meetings Attended:

Date	Meeting	Hours
December 6 th , 2023	Senate Meeting	2 Hours
December 7 th , 2023	Executive Meeting	1.75 Hours
December 8 th , 2023	FGS Council Meeting	2 Hours
December 13 th , 2023	Food Insecurity Committee Meeting	0.75 Hours
December 15 th , 2023	Grad Experience Meeting	0.75 Hours
December 15 th , 2023	Student Advocacy UMAGSC	1.5 Hours
December 18 th , 2023	Student Advocacy	1 Hour
December 22 nd , 2023	African Grad Student Club (UMAGSC)	4 Hours

Time Spent in Meetings in December: 13.75 Hours

Office Hours:

Working Events Attended: None

Approximate Time Spent on Other Activities:

Activity	Hours
Communications (Support duties as Senator 1), emails, phone calls, and WhatsApp chat 2.0 hours per week	8 Hours
Preparing and reviewing documents before meetings driving to meeting venue, and writing reports	4.5 Hours

Total Hours Spent on the UMGSA in December 2023: 26.25 Hours

Senator 2 – Armin Aghajani

Executive Summary of Work:

- Attended Student Senate Meetings
- Attended FGS Exec and Council Meetings
- Meetings with students regarding their current issues
- FGS Appeals Committee Meetings

Meetings Attended:

Date	Meeting	Hours
11-09-23	Executive Meeting	1.5 hr
11-10-23	FGS Appeals Committee Meeting	1hr
11-21-23	Meeting with UMGSA president (Chris)	1 hr
11-22-23	Executive Meeting	1.5 hr
11-22-23	UMGSA Council Meeting	1 hr
11-24-23	FGS Appeals Committee Meeting	1.5 hr

Meetings missed:

One executive meeting due to leave of absence.

Time Spent in Meetings in November: 7.5 Hours

Office Hours:

Time Spent in Official Office Hours in November: 8 Hours

Working events attended:

Approximate time spent on other activities:

Activity	Hours
Documents and record keeping, answering the emails	6 hr
Answering students' issues through email/phone/social media/in-person	20 hr
Studying the agendas and minutes to get ready for the meetings	2 hr

Total hours spent on the UMGSA for November 2023: **43.5 Hours**

Senator 2 – Armin Aghajani

Executive Summary of Work:

- Attended Student Senate Meetings
- Attended FGS Exec and Council Meetings
- Meetings with students regarding their current issues
- Meeting with Dr. Benarroch, Schnarr, and Main

Meetings Attended:

Date	Meeting	Hours
12-07-23	Executive Meeting	1.5 hr
12-21-23	Executive Meeting	1.5 hr
12-14-23	SCADM	1 hr
12-05-23	Senate Caucus	1.5 hr
12-11-23	Meeting with UMGSA President (Chris)	1 hr
12-11-23	Meeting with Dr. Benarroch, Schnarr, and Main	1 hr
12-15-23	GSEC meeting	1.5 hr

Meetings missed:

None

Time Spent in Meetings in December: 9 Hours

Office Hours:

Time Spent in Official Office Hours in December: 8 Hours

Working events attended:

End-of-year get-together with the Executive Members

Approximate time spent on other activities:

Activity	Hours
Documents and record keeping, answering the emails	6 hr
Answering students' issues through email/phone/social media/in-person	30 hr
Studying the agendas and minutes to get ready for the meetings	2 hr

Total hours spent on the UMGSA for December 2023: 55 Hours