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**Wednesday, August 28<sup>th</sup>, 2024 – 5:30 PM – Zoom**

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# **UMGSA Council Meeting Agenda**

## **Wednesday, August 28<sup>th</sup>, 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, Ojibwe-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We acknowledge that our water comes from Shoal Lake 40 First Nation, and our hydro from the hydro dams located in Treaty 5. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

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

**MOTION: BIRT the UMGSA Council approves the agenda for the August 28<sup>th</sup>, 2024, UMGSA Council Meeting as presented.**

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

The minutes of the May 29<sup>th</sup>, 2024, UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

**MOTION: BIRT the UMGSA Council approves the minutes of the May 29<sup>th</sup>, 2024, UMGSA Council Meeting as presented.**

### **5. Committee Reports**

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

### **6. Senate Report**

**6.1. May, June & July Senate Report (Appendix IV)**

### **7. Executive Reports**

**7.1. May, June & July Reports (Appendix V)**

### **8. Departmental Reports**

### **9. Unfinished Business**

i. No unfinished business to discuss.

## **10. New Business**

### **11.1 Special Project Grant Approval**

- i. The Finance Committee was unable to meet quorum in July. VPFA (*Armin Aghajani*) will present the outstanding grants for review.

**MOTION: BIRT The UMGSA General Council approves the July 2024 special project grants on behalf of the Finance Committee as presented.**

## **12. Announcements**

### **12.1. Next Council Meeting:**

- i. Wednesday, September 25<sup>th</sup>, 2024 - 5:30PM – Zoom.

### **12.2. September Newsletter:**

- i. If anyone has anything they want to share e-mail [gcc@umgsa.org](mailto:gcc@umgsa.org)

## **14. Adjournment**

## **Appendix II :**

### **UMGSA Committee Reports May 1<sup>st</sup>- July 31<sup>st</sup>, 2024**

#### **Executive Committee**

Chair: C Yendt (UMGSA President)

Meeting Dates: May 21<sup>st</sup> & 28<sup>th</sup>, June 11<sup>th</sup>, 18<sup>th</sup> & 27<sup>th</sup>, July 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> & 30<sup>th</sup>, 2024

In May 2024 the meeting cadence for Executive Committee Meetings was shifted from bi-weekly to weekly, with meetings shortened from 1.5 hours to 1 hour. This collectively increased executive meeting commitment by approximately 1 hour per month. This has been beneficial in giving more space for executives to talk through, informally, challenges within their respective portfolios while given an opportunity to bring the team closer together.

May:

- The Executive Committee approved the appointment of the UMGSA's second Executive Vice-President (EVP), Armin Aghajani who continues to serve as Vice-President, Finance and Administration.
- The Executive Committee reviewed the proposed changes for committee redevelopment, subsequently approved by Council in May 2024.
- The Executive Committee was briefed on the beginnings of office reorganization.
- The Executive Committee discussed of 2024-25 Operating Budget prior to approval by Council.
- The Executive Committee discussed of development of AVP's for Strategic Planning and Post-Doctoral Affairs.

June:

- The Executive Committee assumed responsibility for Conference Grants from the Finance Committee, the committee will begin exploring ways to implement these process improvements moving forward.
- The Executive Committee discussed and submitted an application to the Canadian Alliance of Student Associations (CASA) for observer status, this was accepted and approved.
- The Executive Committee heard updates regarding back-office updates and payroll processing developments.

July:

- The Executive Committee discussed partnership and further support for MHRE.
- The Executive Committee confirmed participation for 2024 Orientations.
- The Executive Committee discussed the potential for partnering further with FGS to manage our conference grant process as well as connecting with Facilities for office redesign/construction work.

## **Governance & Strategy Committee**

Chair: C Yendt (UMGSA President)

Meeting Dates: N/A

- In May the UMGSA Council approved a series of amendments to the UMGSA Governance and Operations Manual, which created several new committees while also clarifying the roles for previous committees. This meant that each Vice-President has one committee directly connected to their mandates.
- A consequence of this shift was the redevelopment of the Bylaws Committee into a broader committee, the Governance and Strategy Committee, whose mandate will now reach beyond the traditional boundaries of policy specifically and look to take a lead role in structural changes for the organization.
- The committee has not met over the summer but will be meeting shortly to tackle some of the biggest items of the year, including organizational restructuring, strategic planning, integration with post-doctoral students and much more.

## **Services & Support Committee**

Chair: Timilehin Oluwajuyitan (UMGSA VPSS)

Meeting Dates: May 7<sup>th</sup>, June 28<sup>th</sup> & July 26<sup>th</sup>, 2024

- Graduate Student Orientation – Virtual, Summer 2024 Term (May 2nd, 2024)
- UMGSA Friday Game Night (Friday August 16<sup>th</sup>, 2024)
- St Malo Beach Trip (Friday August 30<sup>th</sup>, 2024)
- Mental health workshop (Thursday October 10<sup>th</sup>, 2024)
- Halloween/ pumpkin carving competition (Thursday October 24<sup>th</sup>, 2024)
- Holiday Hamper Program (December 2024)
- Free Tax Clinics (April 2025)

## **Finance Committee**

Chair: Armin Aghajani (UMGSA VPFA)

Meeting Date: May 22<sup>nd</sup>, 2024

- New members joined the Finance Committee. The general goals of the committee were discussed, and members' roles and responsibilities were clarified.
- Some of the applications were checked to explain the process of the application checks.
- In May, I suggested getting the council's approval for checking the students' conference grants so that they would not have to wait a long time until the new finance committee started working. Additionally, due to the transfer between the previous committee and the new one, several applications were in line for a long time. After the council's approval, they were all processed in the shortest time.

Meeting Date: June 26<sup>th</sup>, 2024

- I discussed my activities with the members of the Finance Committee:
- We discussed the special grant application, and \$250 was approved by the members.
- I emailed all the conference grant applicants who are supposed to provide us with the supplementary proofs. I'll update you as soon as I receive the proofs.

## **Academic Affairs Committee**

Chair: Oyomikon Jakpa (UMGSA VPA)

Meeting Date: June 15<sup>th</sup>, 2024

- Introduction to the committee.
- The Student and Teaching Awards application deadline is set for June 21<sup>st</sup>, 2024.
- Committee members must review the Code of Conduct and sign the declaration form.
- Concerns from students regarding terms used in the application form.

Meeting Date: June 27<sup>th</sup>, July 25<sup>th</sup> & August 8<sup>th</sup>, 2024

- The Committee reviewed and assessed the 108 award applications, selected recipients and finalized the details to be sent to Faculty of Graduate Studies (FGS) for approval.

## External Affairs Committee

Chair: Anh Pham (UMGSA VPE)

Meeting Date: June 27<sup>th</sup>, 2024

- Each committee member introduced themselves and provided a brief background and interests.
- Regarding the frequency of committee meetings, the committee agreed to meet once a month on the last Thursday of each month, starting from June 2024.
- In terms of appointment of Vice-Chairperson, Anuruddika Hetti Hewage nominated herself for the position of Vice-Chairperson. The committee approved her appointment as Vice-Chairperson of the UMGSA External Affairs Committee.
- Anh Pham and C provided an overview of CASA (Canadian Alliance of Student Associations) and discussed plans as an observing member. They explained how CASA can benefit the committee and the students.
- C gave an update on the current activities with MAPSS (Manitoba Association of Post-Secondary Students). The committee then discussed ideas for contributing to the committee and ways to collect graduate students' input.

Meeting Date: July 25<sup>th</sup>, 2024

### CASA Update:

- Anh Pham informed the members that UMGSA now holds observer status with CASA and highlighted the benefits of joining the organization.
- Due to scheduling conflicts, both Chris and Anh were unable to attend the CASA Second Conference in Ontario in July.
- Anh arranged a meeting with Prabnoor, UMSU VP External Affairs, to discuss graduate student concerns such as food security, housing affordability, and specific issues like permanent residency for PhD students in Manitoba. She plans to follow up with Prabnoor after his return from the conference.

### MAPPS Update:

- C updated the committee on MAPPS (Manitoba Alliance for Post-secondary Students), which is planning to hold a strategy retreat in mid-September to bring members together and finalize plans.

### Student External Advocacy Priority Survey:

- Priority Survey to gather input from graduate students on the issues that matter most to them, ensuring that advocacy work aligns with their needs.
- Anh is refining the final version of the survey based on feedback. The committee members noted that Masters and PhD students might have different advocacy priorities and raised several concerns, most of which are institutional and will require collaboration with the university to address.

## **Appendix III :**

### **HSGSA Report May 1<sup>st</sup> – July 31<sup>st</sup>, 2024**

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

Chair: Sadhana R.N Sudhakar

In May, the HSGSA executives officially started their positions and duties. The beginning of the month was transition-related meetings and discussions. The bank signing authority transfer and setting up the debit card, and check books for both of our banks (ACU and BMO). Based on discussions with Chris, the HSGSA also decided to adopt a similar approach for Performance Appraisal Meetings, and I conducted those meetings with my team. VPME led Manitoba Student Health Research Forum (MSHRF)-based discussions, and we formulated a plan to execute tasks related to MSHRF. With VPIs lead the team formulated the budget for 2024/2025 and had it approved by the HSGSA council. The team also met up with RFHS Vice-Dean Dr. Hope Anderson to discuss the issues faced by graduate students at RFHS. The meeting was fruitful, and we have decided to meet once a term to update and actively work on those matters.

In June, the HSGSA executives decided to re-start office hours and executives are keeping one office hour/week. June was mostly spent on planning, organizing, and executing MSHRF tasks. HSGSA also gave awards – GSEA, Dr. Ed Kroeger Award, and Poster Awards during MSHRF where we introduced HSGSA certificates and letters of appreciation for winners. RFHS highly appreciated HSGSA's effort for our contribution and hard work. During HSGSA executive meetings, the team discussed updating various by-laws and policy manuals and scheduled the events for 204/25.

In July, HSGSA had its first TGIF event (one among the series), where 50 graduate students turned up and had a good time playing games and networking. HSGSA collected written feedback forms for TGIF which collectively represented that the students liked the idea of this event and would like to have more of them (the time and venue needs some change). HSGSA along with the help of an interested graduate student decided to fund and launch the Health Science Art Initiative (HSAI) starting this Fall 2024. HSGSA and UMSU had meetings to discuss possible collaborations with them. HSGSA conducted the movie night event for which 24 students turned up and appreciated HSGSA for taking the students to a movie for free. President took the lead on the multi-disciplinary health research experience (MHRE) program and conducted interviews along with the team to appoint the new MHRE director 2024/25



## **Appendix IV :**

### **May Senate Report**

**Meeting Date:** May 15<sup>th</sup>, 2024

**Meeting Link:** [https://umanitoba.ca/governance/sites/governance/files/2024-06/2024\\_05\\_15\\_senate\\_minutes.pdf](https://umanitoba.ca/governance/sites/governance/files/2024-06/2024_05_15_senate_minutes.pdf)

The following reports were submitted by Oyomikon Jakpa (VPA).

#### **International Student Enrollment**

- The University expects a 5% decrease in overall international student enrollment for 2024/2025, with a notable decline in first-year enrollments. The decline is attributed to the non-refundable \$2,000 deposit required for attestation letters.

#### **Protest and Campus Safety**

- A protest by Students for Justice in Palestine (SJP) is ongoing. The University canceled Science Rendezvous due to anticipated large-scale protests. Efforts are underway to keep the protest peaceful and ensure campus safety.

#### **Freedom of Expression Statement**

- A draft Freedom of Expression Statement is under discussion to guide University policies. The draft emphasizes the balance between academic freedom and responsibility, with considerations for how freedom of expression is managed without disrupting University activities. Further consultations and drafts will be reviewed in the Fall.

#### **Post-Baccalaureate Diploma in Engineering**

- Significant revisions to the Post-Baccalaureate Diploma in Engineering were approved. The updated program will require 24 credit hours and include technical electives and co-operative work placements. The changes aim to attract a broader range of engineering graduates and reduce administrative costs. These revisions will be effective starting the 2025 Fall Term.

#### **Faculty of Graduate Studies Academic Guide Revisions**

- Several updates were approved for the 2024-2025 Academic Guide:
  - **English Proficiency:** Inclusion of the Cambridge Assessment of English.
  - **Generative AI:** Prohibition on AI use in applications unless specified by unit procedures.
  - **Academic Performance:** Reapplication permitted for students previously required to withdraw.

### **Department of Human Anatomy and Cell Science**

- Introduction of a new course, ANAT 7320, to address an educational gap. The course will count towards M.Sc. and Ph.D. requirements.

### **Department of Linguistics**

- A new coursework route for the M.A. in Linguistics will be introduced for students not pursuing a Ph.D. The program will require 24 credit hours, with specific course-level requirements.

All changes are set to take effect in the next available term.

## **June Senate Report**

**Meeting Date:** June 19<sup>th</sup>, 2024

**Meeting Link:** not yet available.

### **Reconciliation Project**

- **Reconciliation Commitment**  
The University of Manitoba (UM) is committed to advancing Reconciliation, aiming to be a national leader in supporting Indigenous self-determination. The Truth and Reconciliation Framework guides this effort, emphasizing the integration of Indigenous ways of knowing.
- **Framework Vision and Mission**  
UM's framework promotes "mino-bimaadiziwin" (the good life) and "mino-ayawin" (good health) as core values, aiming to create an inclusive environment enriched by Indigenous knowledge.
- **Graduate Student Impact**  
Graduate students are encouraged to engage with the framework by integrating Indigenous perspectives into their research and academic activities, fostering a sense of belonging and cultural safety.

### **Process for Naming Buildings**

- Consideration should be given to indigenous people going forward.

### **Digital Project**

- The UM-wide survey highlighted several areas of concern and opportunities:
  - System Access: Need for streamlined access with single logon.
  - Support for Apps: Increased support for high-performance computing and other applications.

- Communications: Enhanced communication strategies to support digital transitions.
- Accessibility: Better support for students with accessibility needs.

### Changes to Programs

- **Dept. of Community Health Sciences:** Deletion (CHSC 7310) and addition (CHSC 7312) of courses due to relevance.
- **Dept. of Chemistry:** M.Sc. & Ph.D. Supplementary Regulation Changes which entail integrating EDIA-related professional development workshops into the graduate student curriculum.
- **Dept. of Civil Engineering:** M.Sc. Supplementary Regulation changes to require at least one full-time UM faculty member on the Advisory/Examining Committee, alongside the advisor and co-advisor. The aim is to maintain thesis quality and address potential discrepancies from involving non-academic adjunct professors.
- **LL.M. Coursework Route:** The Faculty of Law introduced a new course-based Master of Laws (LL.M.) program. This program will include 24 credit hours of coursework, featuring 6 credit hours of required courses and 18 credit hours of electives. The new curriculum aims to address gaps in practical skills and knowledge for JD graduates and appeal to practicing lawyers seeking further academic qualifications. Key elements include a Capstone Seminar (LAW 7002) designed for individual research projects in law. The proposal aligns with Faculty of Graduate Studies (FGS) standards and was endorsed by the Faculty Council of Graduate Studies.
- **Removal of Comprehensive Examinations, Joint Master's Program (JMP) in Religion:** The Joint Discipline Committee of Religion proposed eliminating the comprehensive exam requirement from the Coursework/Comprehensive Stream, transitioning to a simple Coursework Stream. This change aligns with practices at other leading programs and aims to attract more students by simplifying requirements. The new structure includes 24 credit hours of coursework and a major research paper.

## **Appendix V :**

### **UMGSA Executive Reports May 1<sup>st</sup> – July 31<sup>st</sup>, 2024**

#### **UMGSA President – C. Yendt**

#### **Executive Summary of Work: May 2024**

#### **Meetings Attended:**

| <b>Date</b>                 | <b>Meeting</b>                                  | <b>Hours</b> |
|-----------------------------|---|--------------|
| May 1 <sup>st</sup> , 2024  | UM Senate Executive                             | 2.5 hours    |
| May 1 <sup>st</sup> , 2024  | UMGSA Dinner                                    | 2.5 hours    |
| May 2 <sup>nd</sup> , 2024  | Virtual Summer Orientation                      | 2 hours      |
| May 2 <sup>nd</sup> , 2024  | UM Distinguished Postdoctoral Fellow Awards     | 1.5 hours    |
| May 2 <sup>nd</sup> , 2024  | Meeting with VP External                        | 1.5 hours    |
| May 3 <sup>rd</sup> , 2024  | Reconciliation Action Plan Meeting              | 2 hours      |
| May 3 <sup>rd</sup> , 2024  | Travel to/from and Meeting with HSGSA President | 4 hours      |
| May 6 <sup>th</sup> , 2024  | Meeting with Plains Edge                        | 2 hours      |
| May 6 <sup>th</sup> , 2024  | Meeting with HSGSA IDRC                         | 1 hour       |
| May 6 <sup>th</sup> , 2024  | Food Insecurity Committee                       | 1 hour       |
| May 8 <sup>th</sup> , 2024  | Weekly Staff Meeting                            | 1 hour       |
| May 9 <sup>th</sup> , 2024  | Meeting with VP External                        | 0.75 hours   |
| May 9 <sup>th</sup> , 2024  | Meeting with VP Academic                        | 0.75 hours   |
| May 9 <sup>th</sup> , 2024  | UMSU Board Meeting                              | 2 hours      |
| May 10 <sup>th</sup> , 2024 | Meeting with VP Services and Supports           | 0.75 hours   |
| May 10 <sup>th</sup> , 2024 | Meeting with VP Finance and Administration      | 0.75 hours   |
| May 10 <sup>th</sup> , 2024 | Meeting with VP Health Sciences                 | 0.5 hours    |
| May 10 <sup>th</sup> , 2024 | MAPSS Meeting                                   | 2 hours      |
| May 13 <sup>th</sup> , 2024 | FGS Council Meeting                             | 2 hours      |
| May 14 <sup>th</sup> , 2024 | Governance and Board Development Committee      | 1.5 hours    |
| May 15 <sup>th</sup> , 2024 | UM Senate Meeting                               | 2.5 hours    |
| May 21 <sup>st</sup> , 2024 | UMGSA Executive Committee Meeting               | 1 hour       |
| May 21 <sup>st</sup> , 2024 | UMGSA Governance Committee                      | 0.5 hours    |
| May 22 <sup>nd</sup> , 2024 | UMGSA Weekly Staff Meeting                      | 1 hour       |
| May 22 <sup>nd</sup> , 2024 | UMGSA Finance Meeting                           | 1 hour       |
| May 27 <sup>th</sup> , 2024 | Meeting with Legal Counsel                      | 2 hours      |
| May 28 <sup>th</sup> , 2024 | UMGSA Executive Meeting                         | 1 hour       |
| May 28 <sup>th</sup> , 2024 | UM Board of Governors Meeting                   | 5 hours      |
| May 29 <sup>th</sup> , 2024 | Meeting with UM Board Chair                     | 1.5 hours    |
| May 29 <sup>th</sup> , 2024 | UMSU Meeting re: Student Senate Caucus          | 1 hour       |
| May 29 <sup>th</sup> , 2024 | UMGSA Council Meeting                           | 1.5 hours    |

|                             |                                 |            |
|-----------------------------|---------------------------------|------------|
| May 31 <sup>st</sup> , 2024 | Meeting with UMSU               | 2.5 hours  |
| May 31 <sup>st</sup> , 2024 | Meeting with VP External        | 0.75 hours |
| May 31 <sup>st</sup> , 2024 | Meeting with VP Health Sciences | 0.5 hours  |

**Meetings missed: 0**

| Date | Meeting | Time Spent in |
|------|---------|---------------|
|      |         |               |

**Meetings in May: 54 Hours**

**Office Hours: 10 hours**

**Time Spent in Official Office Hours in May: 0 Hours**

**Working events attended:**

**Approximate time spent on other activities:**

| Activity                                 | Hours    |
|--|----------|
| In-Office / Other                        | 10 hours |
| Email / Correspondence / Online Activity | 40 hours |
|  |          |

**Total hours spent on the UMGSA for May 2024: 104 Hours**

# UMGSA President – C. Yendt

## Executive Summary of Work: June 2024

### Meetings Attended:

| Date                         | Meeting                                   | Hours     |
|------------------------------|---|-----------|
| June 3 <sup>rd</sup> , 2024  | Rematriation and Repatriation Apology     | 2 hours   |
| June 5 <sup>th</sup> , 2024  | Weekly Staff Meeting                      | 1 hour    |
| June 7 <sup>th</sup> , 2024  | UM Senate Executive Committee             | 1.5 hours |
| June 11 <sup>th</sup> , 2024 | UMGSA Executive Meeting                   | 1 hour    |
| June 18 <sup>th</sup> , 2024 | UMGSA Executive Meeting                   | 1 hour    |
| June 19 <sup>th</sup> , 2024 | Meeting with VP External                  | 1 hour    |
| June 20 <sup>th</sup> , 2024 | Meeting on Student Spotlighting           | 1 hour    |
| June 20 <sup>th</sup> , 2024 | MAPSS Meeting                             | 1 hour    |
| June 20 <sup>th</sup> , 2024 | Meeting with UMSU President               | 1 hour    |
| June 21 <sup>st</sup> , 2024 | UM Mental Health and Wellbeing Taskforce  | 1 hour    |
| June 22 <sup>nd</sup> , 2024 | Call with UMSU President                  | 1 hour    |
| June 25 <sup>th</sup> , 2024 | UM Board of Governors Meeting             | 3 hours   |
| June 26 <sup>th</sup> , 2024 | UMGSA Staff Meeting                       | 1 hour    |
| June 26 <sup>th</sup> , 2024 | UM Board of Governors Executive Committee | 1 hour    |
| June 26 <sup>th</sup> , 2024 | UMGSA Finance Committee Meeting           | 1 hour    |
| June 27 <sup>th</sup> , 2024 | UMGSA External Affairs Committee          | 1 hour    |
| June 27 <sup>th</sup> , 2024 | UMGSA Executive Committee Meeting         | 1 hour    |
| June 27 <sup>th</sup> , 2024 | MAPSS Executive Committee Meeting         | 1 hour    |

### Meetings missed: 3

| Date                         | Meeting                               |
|------------------------------|---------------------------------------|
| June 19 <sup>th</sup> , 2024 | UM Senate                             |
| June 27 <sup>th</sup> , 2024 | UMGSA Academic Affairs Committee      |
| June 28 <sup>th</sup> , 2024 | UMGSA Services and Supports Committee |

**Time Spent in Meetings in June: 21.5 Hours**

**Office Hours: 4 hours**

**Time Spent in Official Office Hours in June: 0 Hours**

**Working events attended:**

### Approximate time spent on other activities:

| Activity                                 | Hours    |
|--|----------|
| In-Office / Other                        | 4 hours  |
| Email / Correspondence / Online Activity | 30 hours |

**Total hours spent on the UMGSA for June 2024: 55.5 Hours**

**UMGSA President – C. Yendt**

**Executive Summary of Work: July 2024**

**Meetings Attended:**

| <b>Date</b>                  | <b>Meeting</b>                      | <b>Hours</b> |
|------------------------------|-------------------------------------|--------------|
| July 3 <sup>rd</sup> , 2024  | UMSU Board Meeting                  | 4 hours      |
| July 4 <sup>th</sup> , 2024  | MAPSS Meeting                       | 1 hour       |
| July 9 <sup>th</sup> , 2024  | UMGSA Executive Meeting             | 1 hour       |
| July 9 <sup>th</sup> , 2024  | Meeting with ACU + travel           | 2 hours      |
| July 11 <sup>th</sup> , 2024 | Manitoba Students' FC               | 1 hour       |
| July 11 <sup>th</sup> , 2024 | UMGSA Academic Affairs Committee    | 1 hour       |
| July 16 <sup>th</sup> , 2024 | UMGSA Executive Committee           | 1 hour       |
| July 17 <sup>th</sup> , 2024 | Meeting with International Centre   | 1 hour       |
| July 18 <sup>th</sup> , 2024 | ICC Event + travel                  | 2.5 hours    |
| July 19 <sup>th</sup> , 2024 | Meeting with VP Health Sciences     | 0.75 hours   |
| July 23 <sup>rd</sup> , 2024 | UMGSA Executive Committee           | 1 hour       |
| July 25 <sup>th</sup> , 2024 | UMGSA External Affairs Committee    | 1 hour       |
| July 25 <sup>th</sup> , 2024 | Manitoba Students' FC               | 1 hour       |
| July 25 <sup>th</sup> , 2024 | Meeting with former UMGSA President | 1 hour       |
| July 25 <sup>th</sup> , 2024 | UMGSA Academic Affairs Committee    | 1 hour       |
| July 30 <sup>th</sup> , 2024 | UMGSA Executive Committee           | 1 hour       |

**Meetings missed: 0**

| <b>Date</b> | <b>Meeting</b> |
|-------------|----------------|
|             |                |

**Time Spent in Meetings in July: 20.25 Hours**

**Office Hours: 0 hours**

**Time Spent in Official Office Hours in July: 0 Hours**

**Working events attended:**

**Approximate time spent on other activities:**

| <b>Activity</b>                          | <b>Hours</b> |
|--|--------------|
| In-Office / Other                        | 8 hours      |
| Email / Correspondence / Online Activity | 35 hours     |
|  |              |

**Total hours spent on the UMGSA for July 2024: 63.25 Hours**

## Vice-President Services and Support – Timilehin Oluwajuyitan

### Executive Summary of Work:

- Attended UMGSA Events Committee Meeting
- Attended UMGSA Executive Committee Meeting
- Attended UMGSA Council Meeting
- Attended Faculty of Graduate Studies/ UMGSA Virtual Orientation

### Meetings Attended:

| Date                        | Meeting  | Hours     |
|-----------------------------|--|-----------|
| May 2 <sup>nd</sup> , 2024  | Faculty of Graduate Studies/ UMGSA Virtual Orientation | 4 Hours   |
| May 21 <sup>st</sup> , 2024 | UMGSA Executive Committee Meeting                      | 1.5 Hours |
| May 24 <sup>th</sup> , 2024 | UMGSA Events Committee Meeting                         | 1 Hour    |
| May 28 <sup>th</sup> , 2024 | UMGSA Executive Committee Meeting                      | 1.5 Hours |
| May 29 <sup>th</sup> , 2024 | UMGSA Council Meeting                                  | 1 Hour    |

### Meetings missed: 1

| Date                        | Meeting                         |
|-----------------------------|---------------------------------|
| May 29 <sup>th</sup> , 2024 | UMGSA Finance Committee Meeting |

### Time Spent in Meetings in May: 9 Hours

### Office Hours:

| Date                        | Hours   |
|-----------------------------|---------|
| May 7 <sup>th</sup> , 2024  | 2 Hours |
| May 14 <sup>th</sup> , 2024 | 2 Hours |
| May 21 <sup>st</sup> , 2024 | 2 Hours |
| May 28 <sup>th</sup> , 2024 | 2 Hours |

### Time Spent in Official Office Hours in May: 8 Hours

### Working events attended:

### Approximate time spent on other activities:

| Activity            | Hours    |
|---------------------|----------|
| Email corresponding | 22 Hours |

### Total hours spent on the UMGSA for May 2024: 39 Hours



## Vice-President Services and Support – Timilehin Oluwajuyitan

### Executive Summary of Work:

- Attended UMGSA Service and Support Committee Meeting
- Attended UMGSA Executive Committee Meeting
- Attended UMGSA Academic Affairs Committee Meeting

### Meetings Attended:

| Date             | Meeting  | Hours |
|------------------|--|-------|
| 7th – March 2024 | UMGSA Event Committee Meeting                                | 1.0   |
| 4 – June 2024    | UMGSA Executive Committee Meeting                            | 1.5   |
| 13 – June 2024   | UMGSA Academic Affairs Committee Meeting                     | 1.0   |
| 18 – June 2024   | UMGSA Executive Committee Meeting                            | 1.5   |
| 18 – June 2024   | Meeting with Filipinos Advancing Research in Health Sciences | 1.0   |
| 18 – June 2024   | Meeting with The Queer & Trans Graduate Student Group        | 1.0   |
| 21 – June 2024   | Meeting with Cicero Club                                     | 1.0   |
| 25 – June 2024   | UMGSA Executive Committee Meeting                            | 1.5   |
| 27 – June 2024   | UMGSA Academic Affairs Committee Meeting                     | 1.0   |
| 28 – June 2024   | UMGSA Service and Support Committee Meeting                  | 1.0   |

### Meetings missed: 1

| Date           | Meeting                         |
|----------------|---------------------------------|
| 26 – June 2024 | UMGSA Finance Committee Meeting |

### Time Spent in Meetings in June: 11.5 Hours

### Office Hours:

| Date           | Hours |
|----------------|-------|
| 4 – June 2024  | 2.0   |
| 11 – June 2024 | 2.0   |
| 18 – June 2024 | 2.0   |
| 25 – June 2024 | 2.0   |

### Time Spent in Official Office Hours in June: 8 Hours

### Working events attended:

### Approximate time spent on other activities:

| Activity            | Hours    |
|---------------------|----------|
| Email corresponding | 22 Hours |

### Total hours spent on the UMGSA for June 2024: 41.5 Hours

## Vice-President Services and Support – Timilehin Oluwajuyitan

### Executive Summary of Work:

- Attended UMGSA Service and Support Committee Meeting
- Attended UMGSA Executive Committee Meeting
- Attended UMGSA Academic Affairs Committee Meeting

### Meetings Attended:

| Date           | Meeting                                     | Hours |
|----------------|---|-------|
| 9 – July 2024  | UMGSA Executive Committee Meeting           | 1.5   |
| 9 – July 2024  | UMGSA Executive Committee Meeting           | 1.5   |
| 11 – July 2024 | UMGSA Academic Affairs Committee Meeting    | 1.0   |
| 16 – July 2024 | UMGSA Executive Committee Meeting           | 1.5   |
| 23 – July 2024 | UMGSA Executive Committee Meeting           | 1.5   |
| 25 – July 2024 | UMGSA Academic Affairs Committee Meeting    | 1.0   |
| 26 – July 2024 | UMGSA Service and Support Committee Meeting | 1.0   |
| 30 – July 2024 | UMGSA Executive Committee Meeting           | 1.5   |

### Meetings missed: 1

| Date           | Meeting                         |
|----------------|---------------------------------|
| 24 – July 2024 | UMGSA Finance Committee Meeting |

### Time Spent in Meetings in July: 10.5 Hours

### Office Hours:

| Date           | Hours |
|----------------|-------|
| 2 – July 2024  | 2.0   |
| 9 – July 2024  | 2.0   |
| 16 – July 2024 | 2.0   |
| 23 – July 2024 | 2.0   |
| 30 – July 2024 | 2.0   |

### Time Spent in Official Office Hours in July: 10 Hours

### Working events attended:

### Approximate time spent on other activities:

| Activity            | Hours    |
|---------------------|----------|
| Email corresponding | 20 Hours |

### Total hours spent on the UMGSA for July 2024: 40.5 Hours

**Vice-President Finance and Administration – Armin Aghajani**

**Executive Summary of Work: May 2024**

**Meetings Attended:**

| <b>Date</b>                 | <b>Meeting</b>                                | <b>Hours</b> |
|-----------------------------|---|--------------|
| May 7 <sup>th</sup> , 2024  | Executive Meeting                             | 1 Hour       |
| May 14 <sup>th</sup> , 2024 | Executive Meeting                             | 1 Hour       |
| May 21 <sup>st</sup> , 2024 | Executive Meeting                             | 1 Hour       |
| May 28 <sup>th</sup> , 2024 | Executive Meeting                             | 1 Hour       |
| May 9 <sup>th</sup> , 2024  | Meeting w/ prior VPFA for transition training | 1.5 Hours    |
| May 16 <sup>th</sup> , 2024 | Meeting w/ prior VPFA for transition training | 1.5 Hours    |
| May 22 <sup>nd</sup> , 2024 | Finance Committee Meeting                     | 1 Hour       |

**Meetings missed:**

**Time Spent in Meetings in May: 8 Hours**

**Office Hours:**

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

**Working events attended:**

**Approximate time spent on other activities:**

| <b>Activity</b>   | <b>Hours</b> |
|---|--------------|
| Documents and record keeping, answering the emails                    | 20 Hours     |
| Answering students' issues through email/phone/social media/in-person | 5 Hours      |
| Studying the agendas and minutes to get ready for the meetings        | 1 Hour       |

**Total hours spent on the UMGSA for May 2024: 42 Hours**

**Vice-President Finance and Administration – Armin Aghajani**

**Executive Summary of Work: June 2024**

**Meetings Attended:**

| <b>Date</b>                  | <b>Meeting</b>            | <b>Hours</b> |
|------------------------------|---------------------------|--------------|
| June 4 <sup>th</sup> , 2024  | Executive Meeting         | 1 Hour       |
| June 18 <sup>th</sup> , 2024 | Executive Meeting         | 1 Hour       |
| June 26 <sup>th</sup> , 2024 | Finance Committee Meeting | 1 Hour       |

**Meetings missed: 2**

**Time Spent in Meetings in June: 3 Hours**

**Office Hours:**

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

**Working events attended:**

**Approximate time spent on other activities:**

| <b>Activity</b>   | <b>Hours</b> |
|---|--------------|
| Documents and record keeping, answering the emails                    | 20 Hours     |
| Answering students' issues through email/phone/social media/in-person | 5 Hours      |
| Studying the agendas and minutes to get ready for the meetings        | 1 Hour       |

**Total hours spent on the UMGSA for June 2024: 37 Hours**

**Vice-President Finance and Administration – Armin Aghajani**

**Executive Summary of Work: July 2024**

**Meetings Attended:**

| <b>Date</b>                  | <b>Meeting</b>    | <b>Hours</b> |
|------------------------------|-------------------|--------------|
| July 2 <sup>nd</sup> , 2024  | Executive Meeting | 1 Hour       |
| July 9 <sup>th</sup> , 2024  | Executive Meeting | 1 Hour       |
| July 16 <sup>th</sup> , 2024 | Executive Meeting | 1 Hour       |
| July 23 <sup>rd</sup> , 2024 | Executive Meeting | 1 Hour       |

**Meetings missed:**

**Time Spent in Meetings in July: 4 Hours**

**Office Hours:**

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

**Working events attended:**

**Approximate time spent on other activities:**

| <b>Activity</b>   | <b>Hours</b> |
|---|--------------|
| Documents and record keeping, answering the emails                    | 15 Hours     |
| Answering students' issues through email/phone/social media/in-person | 5 Hours      |
| Studying the agendas and minutes to get ready for the meetings        | 1 Hour       |

**Total hours spent on the UMGSA for July 2024: 33 Hours**

## Vice-President Academic & Senator – Oyomikon Jakpa

### Executive Summary of Work:

- First month in office was both exciting and challenging. I attended my first Senate meeting and connected with other executives and office staff to ensure a strong start to my tenure.

### Meetings Attended:

| Date       | Meeting   | Hours |
|------------|---|-------|
| 07/05/2024 | UMGSA Executive Meeting                         | 1     |
| 13/05/2024 | FGS Council Meeting                             | 1     |
| 14/05/2024 | UMGSA Executive Meeting                         | 1     |
| 15/05/2024 | Senate Meeting                                  | 2.5   |
| 21/05/2024 | UMGSA Executive Meeting                         | 1     |
| 21/05/2024 | Dr. Kelley Main – Student Awards and Leadership | 1     |
| 23/05/2024 | Charlotte – Plan for Career Seminar             | 0.5   |
| 24/05/2024 | Student Advocacy Needs                          | 1     |
| 28/05/2024 | UMGSA Executive Meeting                         | 1     |
| 29/05/2024 | UMSU - Senate Intro and Planning                | 2.5   |

**Meetings missed: None**

**Time Spent in Meetings in May: 12.5 Hours**

### Office Hours:

Time Spent in Official Office Hours in May: 8 Hours

Working events attended: NA

### Approximate time spent on other activities:

| Activity   | Hours     |
|--|-----------|
| <b>Awards Prep and Documentation, Writing and Responding to Emails</b> | <b>10</b> |
| <b>Welcome Lunch</b>   | <b>2</b>  |
| <b>Change of Signatory to UMGSA Account</b>                            | <b>2</b>  |
| <b>Impromptu Chats with Grad Students and Hanieh</b>                   | <b>3</b>  |

**Total hours spent on the UMGSA for May 2024: 37.5 Hours**

## Vice-President Academic & Senator – Oyomikon Jakpa

### Executive Summary of Work:

- Attended several meetings to help me get started in my role, and I was excited to participate in the convocation as well as my first meeting with the Academic Affairs Committee.

### Meetings Attended:

| Date       | Meeting  | Hours |
|------------|--|-------|
| 04/06/2024 | UMGSA Executive Meeting                          | 1     |
| 05/06/2024 | Convocation                                      | 4     |
| 06/06/2024 | Convocation                                      | 5     |
| 11/06/2024 | UMGSA Executive Meeting                          | 1     |
| 13/06/2024 | Academic Affairs Committee                       | 1     |
| 17/06/2024 | UMSU Senate Caucus Meeting                       | 2     |
| 18/06/2024 | UMGSA Executive Meeting                          | 1     |
| 19/06/2024 | Senate Meeting                                   | 2.5   |
| 20/06/2024 | Meeting with Chris and Office Staff on Spotlight | 1     |
| 27/06/2024 | UMGSA Executive Meeting                          | 1     |
| 27/06/2024 | Academic Affairs Committee                       | 1     |
| 28/06/2024 | Service and Support Committee Meeting            | 1     |

**Meetings missed: None**

**Time Spent in Meetings in June: 21 Hours**

### Office Hours:

Time Spent in Official Office Hours in June: 8 Hours

Working events attended: N/A

### Approximate time spent on other activities:

| Activity  | Hours |
|---|-------|
| Awards Tracking and Documentation, Writing and Responding to Emails | 40    |
| Impromptu Chats with Grad Students                                  | 2     |

**Total hours spent on the UMGSA for June 2024: 71.5 Hours**

## Vice-President Academic & Senator – Oyomikon Jakpa

### Executive Summary of Work:

- The Grad awards selection meeting provided clarity on awards and prizes at the UoM. Also had the opportunity to connect with grad students within and outside office hours, offering support via student advocacy.

### Meetings Attended:

| Date       | Meeting                             | Hours |
|------------|-------------------------------------|-------|
| 05/07/2024 | FGS - Grad Awards Selection Process | 2     |
| 09/07/2024 | UMGSA Executive Meeting             | 1     |
| 15/07/2024 | Grad Steps Committee                | 1     |
| 16/07/2024 | UMGSA Executive Meeting             | 1     |
| 23/07/2024 | UMGSA Executive Meeting             | 1     |
| 25/07/2024 | Academic Affairs Committee          | 1     |
| 30/07/2024 | UMGSA Executive Meeting             | 1     |

### Meetings missed: 1

| Date       | Meeting                               |
|------------|---------------------------------------|
| 26/07/2024 | Service and Support Committee Meeting |

### Time Spent in Meetings in July: 8 Hours

### Office Hours:

Time Spent in Official Office Hours in July: 8 Hours

Working events attended: N/A

### Approximate time spent on other activities:

| Activity  | Hours |
|---|-------|
| Awards Tracking and Documentation, Writing and Responding to Emails | 40    |
| Impromptu Chats with Grad Students                                  | 2     |

### Total hours spent on the UMGSA for July 2024: 58 Hours



## Vice-President External & Senator – Anh Pham

### Executive Summary of Work:

#### Meetings Attended:

| Date      | Meeting  | Hours |
|-----------|--|-------|
| 5.02.2024 | Graduate Summer Orientation                    | 2     |
| 5.02.2024 | Goal Discussion Meeting with President (Chris) | 1     |
| 5.07.2024 | UMGSA Executive Meeting                        | 1     |
| 5.10.2024 | MAPSS Meeting                                  | 1     |
| 5.14.2024 | UMGSA Executive Meeting                        | 1     |
| 5.15.2024 | Senate Meeting                                 | 2.5   |
| 5.21.2024 | UMGSA Executive Meeting                        | 1     |
| 5.23.2024 | Discussion Meeting with President (Chris)      | 1     |
| 5.24.2024 | MAPSS Meeting                                  | 1.5   |
| 5.26.2024 | UMSU VP External Affairs Discussion Meeting    | 1     |
| 5.28.2024 | UMGSA Executive Meeting                        | 1     |
| 5.29.2024 | Council Meeting                                | 1     |
| 5.30.2024 | Discussion Meeting with President (Chris)      | 1     |

Meetings missed: 0

Time Spent in Meetings in May: **16 Hours**

Office Hours:

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

Working events attended:

Approximate time spent on other activities:

| Activity  | Hours        |
|---|--------------|
| Documents and record keeping, answering the emails                    | 3 hr         |
| Answering students' issues through email/phone/social media/in-person | 8 hr         |
| Studying the agendas and minutes to get ready for the meetings        | 1 hr         |
| <b>TOTAL</b>  | <b>12 hr</b> |

Total hours spent on the UMGSA for May 2024: **36 Hours**

## Vice-President External & Senator – Anh Pham

### Executive Summary of Work:

#### Meetings Attended:

| Date      | Meeting                                   | Hours |
|-----------|---|-------|
| 6.10.2024 | CASA Meeting                              | 1.5   |
| 6.11.2024 | UMGSA Executive Meeting                   | 1     |
| 6.17.2024 | Student Senate Caucus Meeting             | 1.5   |
| 6.18.2024 | UMGSA Executive Meeting                   | 1     |
| 6.19.2024 | Discussion Meeting with President (Chris) | 1     |
| 6.19.2024 | Senate Meeting                            | 2     |
| 6.20.2024 | CASA Meeting                              | 1     |
| 6.25.2024 | UMGSA Executive Meeting                   | 1     |
| 6.27.2024 | External Affairs Committee Meeting        | 1     |
| 6.27.2024 | MAPSS Meeting                             | 1     |

Meetings missed: 0

Time Spent in Meetings in June: **12 Hours**

Office Hours:

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

Working events attended:

Approximate time spent on other activities:

| Activity  | Hours        |
|---|--------------|
| Documents and record keeping, answering the emails                    | 8 hr         |
| Studying the agendas and minutes to get ready for the meetings        | 1 hr         |
| Preparing application for CASA membership                             | 3 hr         |
| Answering students' issues through email/phone/social media/in-person | 3 hr         |
| <b>TOTAL</b>  | <b>15 hr</b> |

Total hours spent on the UMGSA for June 2024: **35 Hours**

## Vice-President External & Senator – Anh Pham

### Executive Summary of Work:

#### Meetings Attended:

| Date      | Meeting                                     | Hours |
|-----------|---|-------|
| 7.02.2024 | UMGSA Executive Meeting                     | 1     |
| 7.08.2024 | CASA Meeting                                | 1     |
| 7.09.2024 | UMGSA Executive Meeting                     | 1     |
| 7.09.2024 | Discussion Meeting with President (Chris)   | 1     |
| 7.11.2024 | UMSU VP External Affairs Meeting Discussion | 1     |
| 7.16.2024 | UMGSA Executive Meeting                     | 1     |
| 7.23.2024 | UMGSA Executive Meeting                     | 1     |
| 7.25.2024 | External Affairs Committee Meeting          | 1     |
| 7.25.2024 | MAPSS Meeting                               | 1     |
| 7.30.2024 | UMGSA Executive Meeting                     | 1     |

Meetings missed: 0

Time Spent in Meetings in May: **10 Hours**

#### Office Hours:

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

#### Working events attended:

#### Approximate time spent on other activities:

| Activity  | Hours        |
|---|--------------|
| Documents and record keeping, answering the emails, drafting survey   | 10 hr        |
| Preparing application for CASA membership                             | 3 hr         |
| Studying the agendas and minutes to get ready for the meetings        | 1 hr         |
| Answering students' issues through email/phone/social media/in-person | 3 hr         |
| <b>TOTAL</b>  | <b>17 hr</b> |

Total hours spent on the UMGSA for May 2024: **35 Hours**

## Vice-President Health Sciences – Sadhana R.N. Sudhakar

### Executive Summary of Work:

- Attended HSGSA executive and council meeting
- Attended UMGSA executive and council meeting
- Attended and presented at the FGS summer orientation
- Bank appointments for signing authority transfer
- Attended senate meeting
- Attended FGS faculty council meeting
- Performance appraisal meetings with executives
- MSHRF meetings (with Bianca and volunteers)
- Meeting with RFHS Vice-Dean Dr. Hope Anderson
- Discussion with VPI - relating to budget formulation and complications
- Discussion with VPME - scheduling of events 2024/25

### Meetings Attended:

| Date                        | Meeting   | Hours      |
|-----------------------------|---|------------|
| May 2 <sup>nd</sup> , 2024  | FGS Summer Orientation Attendance & Presentation        | 1.5 Hours  |
| May 2 <sup>nd</sup> , 2024  | HSGSA Executive Meeting                                 | 2 Hours    |
| May 3 <sup>rd</sup> , 2024  | Assiniboine Credit Union Appointment                    | 0.5 Hours  |
| May 4 <sup>th</sup> , 2024  | BMO Appointment   | 1.5 Hours  |
| May 6 <sup>th</sup> , 2024  | HSGSA Exec Meeting                                      | 4 Hours    |
| May 13 <sup>th</sup> , 2024 | FGS Faculty Council Meeting                             | 0.75 Hours |
| May 14 <sup>th</sup> , 2024 | UMGSA Exec Meeting                                      | 0.75 Hours |
| May 15 <sup>th</sup> , 2024 | Senate Meeting  | 2 Hours    |
| May 16 <sup>th</sup> , 2024 | MHSRF Meeting w/ Bianca                                 | 1 Hour     |
| May 17 <sup>th</sup> , 2024 | Meeting w/ VPI to formulate budget                      | 2 Hours    |
| May 18 <sup>th</sup> , 2024 | HSGSA Exec Meeting                                      | 5 Hours    |
| May 21 <sup>st</sup> , 2024 | UMGSA Exec Meeting                                      | 1 Hour     |
| May 27 <sup>th</sup> , 2024 | HSGSA Council Meeting                                   | 2 Hours    |
| May 28 <sup>th</sup> , 2024 | Discussion w/ VPME for scheduling events 2024/25        | 1 Hour     |
| May 29 <sup>th</sup> , 2024 | Meeting w/ RFHS Vice-Dean Dr. Hope Anderson             | 2.5 Hours  |
| May 29 <sup>th</sup> , 2024 | UMGSA Council Meeting                                   | 0.5 Hours  |
| May 31 <sup>st</sup> , 2024 | Discussion w/ VPI on budget issues (GSEA complications) | 3 Hours    |
| May 31 <sup>st</sup> , 2024 | Meeting w/ MHSRF volunteers                             | 0.5 Hours  |

**Meetings missed: 1**

**Time Spent in Meetings in May: 31.5 Hours**

**Office Hours:**

**Time Spent in Official Office Hours in May: 0 Hours**

Usual office hours: Every Monday 4 to 5 pm starting June

**Approximate time spent on other activities:**

| <b>Activity</b>              | <b>Hours</b> |
|------------------------------|--------------|
| Email Correspondence         | 2 Hours      |
| Documents and Record Keeping | 5 Hours      |

**Total hours spent on the UMGSA for May 2024: 64 Hours**

## Vice-President Health Sciences – Sadhana R.N. Sudhakar

### Executive Summary of Work:

- Kept three Office hours
- MSHRF prep work (name tag and meal ticket organization, coordination with volunteers, drafting congratulations letter and certificates)
- MSHRF day 1,2,3 (Registration desk set-up, coordination with RFHS, signing of certificates and cheques, organizing food and traffic control, award ceremony prep, etc.)
- UMGSA executive meeting
- HSGSA executive meeting
- Others: Meeting with VPME, VPI and VPE

### Meetings Attended:

| Date                         | Meeting  | Hours      |
|------------------------------|--|------------|
| June 3 <sup>rd</sup> , 2024  | Office Hours   | 1.25 Hours |
| June 10 <sup>th</sup> , 2024 | Office Hours   | 1 Hour     |
| June 11 <sup>th</sup> , 2024 | MSHRF prep work  | 2.5 Hours  |
| June 11 <sup>th</sup> , 2024 | UMGSA Exec Meeting   | 1 Hour     |
| June 12 <sup>th</sup> , 2024 | MSHRF prep work  | 2.5 Hours  |
| June 13 <sup>th</sup> , 2024 | MSHRF prep work  | 3 Hours    |
| June 14 <sup>th</sup> , 2024 | MSHRF prep work  | 3 Hours    |
| June 16 <sup>th</sup> , 2024 | Office supplies shopping, MSHRF prep work, HSGSA executive meeting                                     | 4.5 Hours  |
| June 17 <sup>th</sup> , 2024 | MSHRF Day 1  | 11 Hours   |
| June 18 <sup>th</sup> , 2024 | UMGSA Exec Meeting   | 0.75 Hours |
| June 18 <sup>th</sup> , 2024 | MSHRF Day 2  | 10 Hours   |
| June 19 <sup>th</sup> , 2024 | MSHRF Day 3  | 10 Hours   |
| June 24 <sup>th</sup> , 2024 | Office Hours   | 1 Hour     |
| June 25 <sup>th</sup> , 2024 | Meeting w/ VPE (reg office hours)  | 1 Hour     |
| June 27 <sup>th</sup> , 2024 | UMGSA Exec Meeting   | 1 Hour     |
| June 28 <sup>th</sup> , 2024 | Meeting w/ graduate student  | 0.75 Hours |
| Several                      | Meetings w/ VPME for TGIF  | 1 Hour     |
| Several                      | Meetings w/ VPI – volunteer appreciation and collection of cheque book and debit card (out of station) | 1 Hour     |

### Meetings missed:

**Time Spent in Meetings in June: 8 Hours**

### Office Hours:

**Time Spent in Official Office Hours in May: 3 Hours**

### Approximate time spent on other activities:

| <b>Activity</b>              | <b>Hours</b> |
|------------------------------|--------------|
| Email Correspondence         | 10 Hours     |
| Documents and Record Keeping | 9 Hours      |

**Total hours spent on the UMGSA for June 2024: 75 Hours**

## Vice-President Health Sciences – Sadhana R.N. Sudhakar

### Executive Summary of Work:

- TGIF planning, organization and event coordination
- Health Science Art Initiative (HSAI) related meetings and discussion with Jen Spring
- MHRE meetings - introductions, planning, email correspondence for director appointment, UMGSA grant writing, interview questions preparation and conducting the interview sessions
- HSGSA x UMSU collaboration meetings with Bolu (UMSU VP student life)
- Serving on SSBC director hiring committee - attending meetings and interviews
- Meetings with other executives including Chris, Sanjana, Ashraf and Aziz
- BMO bank visit for movie night refund withdrawal
- Movie night refund form preparation and coordination of the event
- Attended UMGSA and HSGSA executive meeting
- Drafted and compiled graduate student representation email for Max Rady College council
- Edited consent form for HSGSA summer picnic
- Attended HSGSA office hours

### Meetings Attended:

| Date                         | Meeting   | Hours      |
|------------------------------|---|------------|
| July 3 <sup>rd</sup> , 2024  | Gift card distribution – office hours                                     | 1.25 Hours |
| July 3 <sup>rd</sup> , 2024  | TGIF planning meeting – exec whatsapp group call                          | 1 Hour     |
| July 5 <sup>th</sup> , 2024  | TGIF organizing and event coordination                                    | 4.5 Hours  |
| July 6 <sup>th</sup> , 2024  | HSGSA Executive Meeting   | 4.5 Hours  |
| July 8 <sup>th</sup> , 2024  | Office Hours  | 1.25 Hours |
| July 9 <sup>th</sup> , 2024  | UMGSA Executive Meeting   | 1 Hour     |
| July 9 <sup>th</sup> , 2024  | Meeting w/ Jen Sebring (Art Initiative)                                   | 0.5 Hours  |
| July 10 <sup>th</sup> , 2024 | Student Service Bannatyne Campus (SSBC) director hiring committee meeting | 1 Hour     |
| July 10 <sup>th</sup> , 2024 | HSGSA Executive Meeting   | 1.25 Hours |
| July 11 <sup>th</sup> , 2024 | MHRE Meeting  | 1 Hour     |
| July 12 <sup>th</sup> , 2024 | HSGSA x UMSU collaboration meeting - UMSU VP student life                 | 0.75 Hours |
| July 15 <sup>th</sup> , 2024 | Office Hours  | 1 Hour     |
| July 16 <sup>th</sup> , 2024 | UMGSA Executive Meeting   | 1 Hour     |
| July 16 <sup>th</sup> , 2024 | HSGSA Executive Meeting   | 1.75 Hours |
| July 17 <sup>th</sup> , 2024 | SSBC Director Interviews  | 8 Hours    |
| July 18 <sup>th</sup> , 2024 | SSBC Director Interview and Deliberation                                  | 2 Hours    |
| July 18 <sup>th</sup> , 2024 | Phone call meeting w/ Bolu (UMSU)   | 0.25 Hours |
| July 19 <sup>th</sup> , 2024 | Meeting w/ C (Credit card – Sanjana) and my updates                       | 0.75 Hours |
| July 19 <sup>th</sup> , 2024 | Meeting w/ Sanjana – MHRE budget discussion                               | 0.75 Hours |



|                              |  |            |
|------------------------------|--|------------|
| July 19 <sup>th</sup> , 2024 | Meeting w/ Ashraf – executive discussion                 | 0.5 Hours  |
| July 22 <sup>nd</sup> , 2024 | BMO bank visit with VPME – movie night refund withdrawal | 0.5 Hours  |
| July 23 <sup>rd</sup> , 2024 | UMGSA Executive Meeting                                  | 1 Hour     |
| July 23 <sup>rd</sup> , 2024 | HSGSA Movie Night  | 3.5 Hours  |
| July 24 <sup>th</sup> , 2024 | HSGSA Executive Meeting                                  | 1.5 Hours  |
| July 29 <sup>th</sup> , 2024 | Office Hours   | 2 Hours    |
| July 30 <sup>th</sup> , 2024 | Meeting w/ VPA   | 0.75 Hours |
| July 30 <sup>th</sup> , 2024 | MHRE Director Interview 1                                | 0.75 Hours |
| July 31 <sup>st</sup> , 2024 | MHRE Director Interview 2                                | 0.75 Hours |

**Meetings missed:**

**Time Spent in Meetings in July: 19 Hours**

**Office Hours:**

**Time Spent in Official Office Hours in May: 3 Hours**

**Approximate time spent on other activities:**

| <b>Activity</b>              | <b>Hours</b> |
|------------------------------|--------------|
| Email Correspondence         | 12 Hours     |
| Documents and Record Keeping | 12 Hours     |

**Total hours spent on the UMGSA for July 2024: 68.75 Hours**