

Executive Reports and Meeting Agenda

GSA Course Council

Thursday, April 5, 2012

Graduate Students' Association General Assembly Meeting Agenda



University of Saskatchewan
Graduate Students' Association
April, 5 2012, 5:00 P.M -7:00 P.M
GSA Commons

1.0 Call to Order

2.0 Approval of Agenda

3.0 Approval of Minutes

4.0 Guest Speakers:

4.1 Dr. Lawrence Martz. Dean, College of Graduate Studies and Research

4.2 Shannon Dyck: Climate Change Action Plan at the U of S

5.0 President Report

6.0 VP Operations Report

7.0 VP Student Affairs Report

8.0 VP Academics Report

9.0 VP Finance Report

10.0 VP External Report

11.0 Aboriginal Liaison Report

12.0 New Business

12.1 Ratification of 2012/2013 GSA Executives

To be presented by Eamon McDermott

12.2 Ratification of 2012/2013 GSA Budget

University of Saskatchewan Graduate Students' Association

Budget Proposal for the Fiscal Year 2012-2013

Revenues

	Proposed 2011	Proposed 2012
GSA Fees	\$ 136,000.00	\$ 167,000.00
CFS Fees	\$ 22,000.00	\$ -
GSA Commons Booking	\$ 1000.00	\$ 1,000.00
Health and Dental Fees	\$ 5500,000.00	\$ -
GSA Orientation	\$ 4,250.00	\$ 4,500.00
CFS Handbook	\$ 2,000.00	\$ 2,000.00
Bursary	\$ 9,000.00	\$ 20,000.00
GSA Conference		\$ 1,500.00
Total Revenue	\$ <u>724,250.00</u>	\$ <u>196,000.00</u>

Expenses

Audit	\$ 500.00	\$ 500.00
Bursary	\$ 18,000.00	\$ 40,000.00
Conferences	\$ 4,500.00	\$ 5,000.00
CFS Handbook	\$ 2,000.00	\$ 2,000.00
CFS Fees	\$ 22,000.00	\$ -
Course Council Funding	\$ 5,000.00	\$ 8,000.00
Entertainment	\$ 1,500.00	\$ 1,500.00
GSA Orientation	\$ 4,250.00	\$ 4,500.00
Health and Dental Plan Premiums	\$ 550,000.00	\$ -
Honoraria	\$ 28,500.00	\$ 37,200.00
Insurance	\$ 3,500.00	\$ 4,500.00
Miscellaneous	\$ 3,500.00	\$ 3,500.00
Office	\$ 6,000.00	\$ 5,000.00
President/Student Fund	\$ 6,000.00	\$ 6,000.00
Bank Charges	\$ 200.00	\$ 200.00
Office Salaries	\$ 60,600.00	\$ 62,400.00
Operating cost – W/Internet System	\$ 1,000.00	\$ 1,000.00
Operating cost – Media equipment	\$ 700.00	\$ 700.00
Equipment renewal	\$ 6,000.00	\$ 6,000.00
Computer renewal	\$ 500.00	\$ 500.00
GSA Conference		\$ 2,500.00
Clubs Funding		\$ 5,000.00

Total Expenses	\$	<u><u>724,250.00</u></u>	\$	<u><u>196,000.00</u></u>
Difference (Excess/Deficit)		<u><u>0.00</u></u>		<u><u>0.00</u></u>

Revenue	Description
GSA Fees	GSA fees collected from all graduate student and post-doctoral fellows.
CFS Fees	CFS fees collected from all graduate students.
GSA Commons Booking	Money collected for renting out GSA Commons for events related to UofS. Money is collected to cover expensed for coordinators along with wear and tear.
Health and Dental Fees	Health and dental fees collected from all graduate student and post-doctoral fellows.
GSA Orientation	Money raised from each UofS department to help organize a welcome event (food and beverage) for new students in both Fall and Winter terms.
CFS Handbook	Money raised through advertisement to purchase handbook planners.
Bursary	Funds from CGSR. They've decided to match what GSA contributes in giving out bursaries to its' student members
GSA Conference 2010-11.	Funds raised to hold the GSA Conference initiated in the fiscal year 2010-11.
Expenses	
Audit	Money paid to an auditor to audit our accounts annually prior to renewal of GSA status as a non-profit organization.
Bursary	Money distributed three times in a fiscal year to successful candidates for bursary. The whole process is handled by GSA.
Conferences	Conferences attended by executives such as CFS, CAGS, etc.
CFS Handbook	Purchase of handbook planners from CFS.
CFS Fees	Paying out all the CFS fees collected.
Course Council Funding	Funding CC for attending the GSA meetings, helping with committees and chairing CC meetings
Entertainment	Snacks at meetings, cable charges, retreats, etc.
GSA Orientation	Welcoming event for new students in Fall and Winter term.
Health&Dental Premiums	Premiums paid for health and dental coverage. Excess goes to a special sub-account in our main chequing account
Honoraria	GSA Executives honoraria
Insurance	Insurance coverage for GSA Commons along with its assets
Miscellaneous	Any unbudgeted expenditure Such as reimbursing gas mileage for personal use of a car to run an errand for GSA, renting out extra chairs for GSA events, sponsoring event etc.
Office	Office and Commons general expenses such office supplies, coffee, etc
President/Student Fund	Travel funds colleted by UofS which students can apply for when attending conferences or events related to their studies.
Bank Charges	Bank fees such as service, cheque ordering, etc
Office Salaries	Salaries for Administrator and coordinators.
Operating cost – W/Internet System	Money set aside since 2009/10 to renew in the next decade

Operating cost – Media equipment	Money set aside since 2009/10 to renew in the next decade
Equipment renewal	Money set aside since 2009/10 to renew general commons equipments in the next decade
Computer renewal	Money set aside since 2009/10 to renew in the next decade
GSA Conference	Funding GSA Conference initiated in the fiscal year 2010-11
Clubs Funding	Helping out graduate students clubs (who apply seeking financial assistance) in carrying out events beneficial to other graduate students in their respective departments.

12.3 Motion to support the expansion of childcare space at the University of Saskatchewan.

Motion sponsored by Gareth Perry, Course Councillor, Physics and Engineering Physics.

PREAMBLE

The University of Saskatchewan (U of S) has approached the Graduate Students' Association (GSA), with a plan to expand childcare space on campus. The U of S is proposing to create a new fee, to be levied by the U of S on all students, to fund the expansion of childcare space.

Currently, there are approximately 100 childcare spaces on campus, 12 of which are prioritized for members of the GSA. The U of S plans to approximately double the amount of childcare space on campus. This includes a proposal to expand the amount of childcare space prioritized for members of the GSA, to approximately 40 spaces. To do this, the U of S will renovate existing infrastructure on campus. This will involve the relocation of the seed barn, located next to Griffiths Stadium, to a location on Cumberland Avenue South. The seed barn will then be renovated and used for childcare space.

The latest financial cost of the plan exceeds of \$7-million, including an estimated \$750-thousand to relocate the seed barn. The Government of Saskatchewan has already committed \$1.4-million the expansion of childcare space on campus.

In February, the GSA Course Council passed a motion which endorsed a monetary contribution, from the GSA, for the expansion of childcare space on campus. In the same motion, the Course Council also acknowledged the decision by the members of the GSA at an AGM in the spring of 2011, to reject a GSA fee increase, part of which was allocated toward the expansion of childcare space for graduate students.

The U of S has clearly stated that a new childcare fee is inevitable, regardless of any decision by the GSA. This motion is a reaffirmation of the GSA's commitment to the expansion of childcare space on campus. The motion is proactive, proposing -- in principle -- that the GSA levy a fee for childcare space

expansion on its members, rather than the U of S. This way, the GSA retains a more direct role in the on-going maintenance and pending expansion of childcare space on campus. Furthermore, the GSA would also maintain control over the fee, any variation to it and its lifetime.

WHEREAS the Graduate Students' Association (GSA) of the University of Saskatchewan (U of S) Course Council fully supports a monetary contribution from the GSA, to expand childcare space on campus; and

WHEREAS the Government of Saskatchewan has committed a significant financial contribution to expand childcare space on campus; and

WHEREAS childcare space on campus is allocated between a number of groups including the members of the GSA, the members of the University of Saskatchewan Students' Union (USSU) and the employees of the U of S; and

WHEREAS the addition of childcare space on campus will be allocated between these same groups; and

WHEREAS an accurate financial cost of any currently proposed project for the expansion of childcare space on campus does not yet exist.

BE IT RESOLVED THAT the GSA agrees, in principle, to levy a fee of up to \$10 per member, per term (for Term 1 and Term 2 of the U of S academic year), to be remitted to the U of S as an on-going financial contribution to expand childcare space on campus; and

BE IT FURTHER RESOLVED THAT the final decision to approve or disapprove a levied fee shall be made at a Special General Meeting of the GSA, pursuant to Section 8.3 of the GSA Constitution, held during Term 1 of the 2012-2013 U of S academic year; and

BE IT FURTHER RESOLVED THAT the entire financial contribution by students at the U of S, for the expansion of childcare space, shall not exceed the sum of the financial contributions from municipal, provincial and federal funding agencies; and

BE IT FURTHER RESOLVED THAT any fee levied by the GSA, for the expansion of childcare space on campus, is subject to the condition that any project for which the fee is contributing to demonstrate the top priorities of the expansion of childcare space to satisfy unmet need and fiscal prudence.

13.0 Adjournment.

Graduate Students' Association Course Council Meeting Minutes



University of Saskatchewan Graduate Students' Association February, 9 2012, 5:00 P.M -7:15 P.M GSA Commons

Executives: Xue Yao, Ehimai Ohiozebau, Ranjan Datta and Steve Jimbo.

Councillors: Spike Postnikoff, Cherie Dugal, Rodringo Albornog, Kota Kimura, Lindsay A. Stokalko, Matthew Munson, Sara Kuleza, Madison Yurach, Gareth Perry, John McLeod, Layla Gould, Wendie Marks, Collen George, Leanne Flahr, Jonathan Doering, Karen Gesy, Kamalpreet Banye, Sarah Purdy, Madeline Gierc and Eamon McDermott (Speaker).

Others: Bawa Arnita, Farjana Eishita, Mohammad Khan, Sharif Uddin, Muhammad Asaduzzaman, Tanjil Hassan, Miu haz Zibran, Tuhin Paul, Edgar David and Duncan Munron.

1.0 Call to Order: 5:00p.m

2.0 Approval of Agenda

Motion: *BIRT agenda be approved: Sarah and Gareth, motion carries*

3.0 Approval of Meeting

Motion: *BIRT minutes of February, 8 2012, Course Council meeting be approved: Lindsay and Sarah, motion carries.*

4.0 Guest Speakers:

4.1 David Hannah, Vice President, Student Services U of S.:

He spoke about the university's proposed expansion of childcare space. His presentation is a followup to an earlier one at January 2012 GSA Course Council meeting. He commended the GSA for passing a motion to support the expansion of childcare space and further requested the GSA to pass an additional motion supporting a flat fee of \$10/graduate student over time. In his presentation, he reiterated the fact that the UofS currently has 110 childcare spaces, out of which 12 are allocated to graduate students. With the current expansion plan, a total of 220 spaces will be available and two-third will be allocated to students. He assured the house that the new project when

completed, will guarantee graduate students more spaces. His presentation was followed by a discussion session. Amongst others, the house wanted a documented guarantee from the University authority directing the childcare providers on the percentage of spaces that will be allocated to graduate students. Dr. Hannah ended his presentation with a call for more dialogue with GSA representatives.

4.2 Amanda Smytanuik, Studentcare.net Priarie representative: Amanda gave a short presentation on the GSA Health and Dental Plan. A detailed report of the GSA Health and Dental Plan can be found in January Course Council minutes.

5.0 Ratification of new Course Councillors

The following councillors were ratified: David Sanders and Adrian Hunt. Motion to ratify them was moved by Sarah and Gareth. Motion carries.

6.0 President report

Residence Rental Rates Increased

I had a conversation with USSU president about the issue of residence rental rates. He would propose this issue in the Board of Governors meeting as students' representative. The petition letter has been written and delivered to most of the members of the Provost's Committee on Integrated Planning (PCIP). For more information, see VP student affair's and VP academic's reports.

Survey

After contacting IPA, I am working on the documents to go through official ethics approval and determine other steps leading up to fielding the survey. At the same time, I sent email to all course councilors for your inputs of the questionnaire.

Student Association Ratification

USSU has the campus group policy which outlines the requirement, process and services for ratified students group. It is rational for GSA to develop more specific policy for ratification of the students group which has graduate students involved.

Funding for the U of S table tennis tournament

GSA provided the funding for the U of S table tennis tournament in February which has graduate students participated. GSA keeps seeking to provide such students groups with as much support as possible.

Meetings:

Presidential Search Committee

Student Forum

GSA Bursary

University Council

Planning and Priority

7.0 VP Operations and Administrations Report

GSA Bursary: The 2012 winter bursary has been awarded. The sum of \$1,000.00 each was given to six graduate students. Many thanks to the councillors who volunteered to be in this committee.

GSA Election: We have released the 2012 election schedule and call for nomination has been made. We encourage graduate students to participate in the election process. Most especially in the Candidate Forum that will be holding on Tuesday, March 20 at 12:00 pm.

Policy Review Committee: We are in a process of constituting a Policy Review Committee. Our first meeting will be by the end of March. We call for volunteers from course councillors.

2012/2013 Health and Dental Fee: I have been in discussion with Amanda Smytanuik about the process of reforming the Health and Dental Plans. We are looking at changing the present policy on prescription drugs claims.

GSA Commons: The Office Manager is back from her one month annual leave.

8.0 VP Academics Report

Developing Your Career Potential for Graduate Students Session on Feb 17, 2012

We had successful workshop event. More than 100 graduate students had registered for this workshop. We had to close registration for the GSA common space limitation. We provided light breakfast and tea/coffee for all.

GSA 2012 Conference 7th March, 2012 Update (From Conference Coordinator)

The deadline for abstracts and registration has closed and there were a total of 26 oral abstracts submitted as well as 5 poster abstracts. All poster abstracts were accepted but there were only 21 slots for oral presenters. A call was made out to all GSA executives to see if anyone had time to participate as an abstract reviewer. The final abstract selection committee was Ranjan and I. We used a blinded selection process with an evaluation form to select the abstracts. Once the 21 abstracts were selected, authors were sent an email informing them of the selection and were asked to confirm their attendance. A schedule for the day's event was then created and the abstracts were grouped into 7 sections, with 3 presentations for each section. The presentation will be judged against the others within their section and total of 7 prizes valued at \$25 will be provided to the top presenters after the event.

For the conference logistics, breakfast and lunch will be ordered from a catering company as that ended up being less expensive and would require less preparation than purchasing everything separately and setting it up ourselves. Donuts, muffins and fruit trays will be ordered for the refreshment breaks throughout the day. Coffee will not be purchased but will be made throughout the day. There are currently 45 people registered to attend the full day event, not including GSA executives, volunteers and guests of the presenters.

Other activities:

Working for Ombudsman person position, Serving for VP Teaching and learning recruitment process, and various Academic Misconduct meetings.

9.0 VP Finance Report

- 1) We are yet to hear from CGSR despite sending two reminders inquiring on the student list they were to send in order to issue the course council funds for Fall 2011. I urge the CC to put a motion forward to use the student numbers from winter term of 2011 and have the cheques issued effective immediately.
- 2) All the bursary funds have been used for this fiscal year. Like in Fall 2011, the awards were awarded to six successful applicants each getting \$1,000.
- 3) Although the current excess is \$397,387.90, big payments for health and dental premiums (\$274,736.76) along with CFS fees (\$14,525.22) are yet to be made. Payments will be issued this coming week.
- 4) I have attached financial summary (page 3 of this report) for the past four years in order to give CC a clearer picture on our history of financial operations. Commons was in full operation in 2010-11 fiscal year and operated from Jan-April in 2009-10.

University of Saskatchewan Graduate Students' Association

Statement of Operations for the Fiscal Year 2011-2012

Revenues

	Proposed 2011	Current
GSA Fees	\$ 136,000.00	\$ 151,599.99
CFS Fees	\$ 22,000.00	\$ 27,741.34
GSA Commons Booking	\$ 1000.00	\$ 2,756.60
Health and Dental Fees	\$ 5500,000.00	\$ 583,816.77
GSA Orientation	\$ 4,250.00	\$ 940.00
CFS Handbook	\$ 2,000.00	\$ 2,140.00
Bursary	\$ 9,000.00	\$ 9,000.00
Total Revenue	\$ <u>724,250.00</u>	\$ <u>777,994.70</u>

Expenses

Audit	\$ 500.00	\$ -
Bursary	\$ 18,000.00	\$ 18,000.00
Conferences	\$ 4,500.00	\$ 2,762.75
CFS Handbook	\$ 2,000.00	\$ 2,278.50
CFS Fees	\$ 22,000.00	\$ 13,216.12
Course Council Funding	\$ 5,000.00	\$ 150.00
Entertainment	\$ 1,500.00	\$ 1,028.18

GSA Orientation	\$	4,250.00	\$	3,746.03
Health and Dental Plan Premiums	\$	550,000.00	\$	269,754.60
Honoraria	\$	28,500.00	\$	22,749.81
Insurance	\$	3,500.00	\$	4,018.00
Miscellaneous	\$	3,500.00	\$	499.20
Office	\$	6,000.00	\$	3,198.79
President/Student Fund	\$	6,000.00	\$	6,000.00
Bank Charges	\$	200.00	\$	16.71
Office Salaries	\$	60,600.00	\$	24,988.11
Operating cost – W/Internet System	\$	1,000.00	\$	1,000.00
Operating cost – Media equipment	\$	700.00	\$	700.00
Equipment renewal	\$	6,000.00	\$	6,000.00
Computer renewal	\$	500.00	\$	500.00
Total Expenses	\$	<u>724,250.00</u>	\$	<u>380,606.80</u>

Excess **397,387.90**

NB:

Numbers that are not in bold in the proposed column 2011 should add up to \$136,000

The excess is calculated from the figures NOT in bold.

The figures in red indicate overspent accounts.

University of Saskatchewan Graduate Students' Association

Statement of Operations for the Past Fiscal Years

Revenues

		2007-08	2008-09	2009-10	2010-11
GSA Fees	\$	99,420.33	111,541.37	119,686.26	145,382.08
CFS Fees	\$	20,714.43	21,975.53	22,592.42	25,940.48
GSA Commons Booking	\$	-	-	-	850.00
Health and Dental Fees	\$	468,376.52	499,405.79	535,825.98	573,197.677
GSA Orientation	\$	4,000.00	4,618.68	1,608.00	2,650.00
CFS Handbook	\$	1,955.00	900.00	1,130.00	1,540.00
Total Revenue	\$	<u>594,466.28</u>	<u>638,441.37</u>	<u>680,842.66</u>	<u>749,560.32</u>

Expenses

Audit	\$	300.00	385.00	412.50	412.50
Bursary	\$	9,000.00	9,000.00	9,000.00	9,000.00
Conferences	\$	2,477.40	4,075.35	2,495.91	4,509.87
CFS Handbook	\$	1,840.16	1,594.95	1,367.10	4,509.87
CFS Fees	\$	20,714.43	21,975.53	22,592.42	25,940.48
Course Council Funding	\$	4,076.87	4,117.44	4,610.47	1,330.93
Entertainment	\$	1,373.72	203.31	1,452.61	1,494.77
GSA Orientation	\$	4,000.00	4,347.86	4,047.16	2,048.71
Health and Dental Plan Premiums	\$	451,513.93	456,970.43	536,079.18	567,400.41
Honoraria	\$	16,625.00	24,499.80	22,458.15	26,120.07

Insurance	\$	2,418.00	2,311.00	2,256.66	5,520.00
Miscellaneous	\$	924.67	180.04	1,959.66	2,749.04
Office	\$	4,984.50	2,190.98	5,378.00	3,745.58
President/Student Fund	\$	6,000.00	6,000.00	6,000.00	6,000.00
Bank Charges	\$	229.82	138.19	72.60	166.20
Wages - Office Administrator	\$	19,707.11	15,303.41	31,964.22	71,004.57
Operating cost – W/Internet System	\$	-	-	1,000.00	1,000.00
Operating cost – Media equipment	\$	-	-	700.00	700.00
Equipment renewal	\$	-	-	6,000.00	6,000.00
Computer renewal	\$	-	-	500.00	500.00
Other costs from old accounts	\$	2,288.78	724.18	-	-
Total Expenses	\$	<u>548,474.39</u>	<u>554,017.47</u>	<u>660,346.64</u>	<u>739,763.94</u>
Excess	\$	<u>29,014.46</u>	<u>42,412.67</u>	<u>23,425.48</u>	<u>5,517.61</u>

NB:

The excess is calculated from the figures NOT in bold.

10.0 VP Student Affairs Report

U-PASS:

I have been working on the issue of having graduate students be allowed to have U-PASS and also with an option of opting out for those who drive or who do not need it. I have held a series of meetings with the Saskatoon transit and am having a series of meetings with USSU to figure out how best this can be done.

Student Residences on Campus: There has been an issue raised by the students regarding the intended increase in the rents they pay for the residences. The residence service management purport to have consulted the GSA regarding this issue but we were not consulted and thus we have been consulting them to stop this increase.

11.0 Aboriginal Liaison Officer

The Aboriginal liaison Officer neither submitted a written report nor gave oral presentation at the previous Course Council meeting.

12.0 Motions:

12.1 Motions to decide the 2012/2013 Executive Honoraria. Motion sponsored by the 2011/2012 GSA Executive:

Whereas the purpose and process of the GSA executive honoraria is stated in policy 8.3 “Executive Honoraria”;
and

Whereas the present executive get a monthly honorarium of three hundred and thirty-three dollars, thirty-three cents (\$333.33) and three hundred and seventy-five dollars (\$375) for vice presidents and president respectively;
and

Whereas the GSA executive honoraria have not been reviewed since 2008; and
Whereas the GSA is a non-profit organisation but has had a budget surplus since the past five years; and
Whereas it was resolved in February 2012 Course Council meeting that the GSA Fee be increased by the regular 5%.

BE IT RESOLVED THAT the GSA monthly executive honoraria for the 2012/2013 academic year be set at four hundred and thirty-three dollars, thirty-three cents (\$433.33) and five hundred dollars (\$500) for vice presidents and president respectively; and

BE IT FURTHER RESOLVED THAT this new rate takes effect from May, 1 2012.

Motion was moved by Rajan Datta and support by Gareth Perry. Motion carries.

12.2

WHEREAS graduate students in the Department of Physics and Engineering Physics have submitted a bid to the Canadian Association of Physics (CAP) to host the 2013 Canadian- American-Mexican (CAM) Graduate Student Physics Conference; and

WHEREAS one purpose of the Graduate Students' Association (GSA) is to ensure its members have access to quality services that support their academic success; and

WHEREAS the CAM conference will allow graduate students in Physics the opportunity to expand their research environment by making connection that advance their field of research;

BE IT RESOLVED THAT the GSA wholeheartedly supports the Physics graduate students' bid to host the CAM 2013 conference at the University of Saskatchewan.

Motion moved by Gareth Perry and supported by Ehimai. Motion carries with two opposing votes.

13.0 GSA Position Statement on the Ratification of Student Groups (Point of discussion)

The VP Operations and Administration requested for clarification on the position of GSA in ratifying student groups. Although Policy 4.3 "Campus Clubs" states the process of ratifying new campus clubs; and whereas lately, we have had request from different campus groups to be ratified by the GSA. It is our understanding that previous Course Council stopped the ratification of campus clubs.

It was discussed that the GSA could go ahead and ratify student groups in line with GSA Policy 4.3 but that presently, there is no added advantage to be a ratified group. The VP Operations and Administration promised to work with members of the policy review committee and recommend possible incentives to ratified groups.

REPORTS

(1) President

President's Report to Course Council
April 2012

International Students Symposium March 27
The issues include Access & Fees, Immigration, Scholarship & Research and Visa processing time.

School of Public Health
The report of SPH assessment has been done. There are some meaningful and doable recommendations. We had a meeting with CGSR dean and talked about the implementation of the recommendations.

GSA representative in the Board of Governors
For now, the student representative is appointed to be the USSU president, which is determined by government. Also the number and composition is determined by government. The president agreed that the one student representative can be elected by entire student body.

Survey
The questionnaire of the GSA survey is almost done. After the questionnaire finished, we will conduct the survey online.

Meetings
CGSR executive meeting
University Council
Student Forum

(2) VP Operations and Administration

I will first like to commend Course Councillors for your regular attendance to Course Council meetings. A special thanks goes to those who took time to sponsor motion(s), volunteer for committee meetings and deliberate motions raised. Second, I like to congratulate Eamon McDermott for a successfully course council year. Moreover, for conducting the GSA general election. His professionalism and keen understanding in student governance was again brought to light through this process. Thank you Eamon for a job well done!

Since this is the last Course Council meeting and the GSA Annual General Meeting. I have the staff report instead. Please find below:

2.1 Office Manager Report:

Executives Tasks:

Worked & Assisted the GSA executives in tasks that included but were not limited to the following:

- Basic Orientation
- Worked on getting keys, NSID access, GSA Business Cards, etc.

VP Academics:

- Hiring of the Conference Coordinator
- Setting up monthly payments for the Conference Coordinator through CGSR
- Assisted in different tasks related to the Conference e.g., helped in items ordering, business cards, postings, providing & finding information, creating posters for career workshop, paws, GSA website, face book, etc.
- Other tasks as assigned

VP External:

GSA Handbook Planners 2012-13

- Contacted local businesses to sponsor the GSA Planner & raised \$1,625.
- Worked on the GSA planner content and reviewed the final copy for errors and amendments.
- Worked with different offices to obtain welcome messages from: CGSR Dean, U of President, ISSAC Manager, City Mayor, Rob Norris, GSA President, Brad Wall.
- Worked on the planner database.
- Helped advertisers in creating Ads.
- In contact with CFS to get GSA Planners on time.

GSA Handbook Planners 2011-12

- Worked on the contents, Ads, etc of the planners.

- Were in contact with the publisher to get the planners on time
- Followed up with CFS on getting free planners as we ran out of copies. Got 300 free copies.
- Followed up with advertisers for payments.

GSA Booking Policy:

- Documented the GSA Booking Policy.
- Other tasks as assigned

VP Finance:

GSA Cheques:

- Issued & deposited cheques
- Worked on cheques reports
- Took care of bills & invoices payments.
- Worked on getting a GSA credit Card
- Worked on obtaining Student Lists from CGSR.
- Worked on Course Council Cheques & Payment Issues:
 Worked on sending reminders to course councilors regarding their payments.
 Also worked on resolving an issue related to paying a Course Councilor.

Post Docs. & Members of the Theological Union H & D:

- Worked on collecting payments, depositing, & keeping records of Post Docs. & members of the Theological Union.

Rental Reports:

- Worked with the GSA Commons Coordinator on preparing rental reports. Also worked on rental reports for bookings I handled.
- Prepared a yearly rental reports for the VP Finance for 2010-2011 & 2011-2012

Yearly Cash Expenses Report:

- Prepared a yearly cash expenses reports for the VP Finance for 2010-2011 & 2011-2012

GSA Payment Records:

- Worked on staff & Executives payments & Reports.
- Managed to get free cheques for the bursary recipients & staff as we were out of cheques.
- Followed up with GSA Planners payments & finished collecting all the payments.
- Followed up with booking payments.

- Other tasks as assigned

VP Operations:

- Assisted the VP Operation with different tasks.

GSA Course Council:

- Worked GSA Course Council lists & paws group membership.
- Worked on posting meetings dates & other updates.
- Worked on sending e-mails to Course Councilors.

GSAs Across Canada:

- Did research on GSAs across Canada for the GSA President & the GSA VP Operations & Administrations. Please see Appendix 1.

Staff Meeting Minutes:

- Worked on staff minutes

GSA Bursaries:

- Worked on tasks related to the GSA Bursaries.

Human Resources Tasks:

- Was involved in the staff & coordinators hiring process

- Worked on job Ads & postings
- Worked on contracts
- Worked on staff & coordinators training
- Spent a total of nine hours training three new staff members. The orientation was one on one & lasted three hours per person.

GSA Elections:

- Worked on Election postings, proxy forms, finding information, & other tasks as assigned.

- Other tasks as assigned

GSA President:

- Made meeting arrangements.
- Made arrangements for information sessions.
- Announcements.

- Other tasks as assigned.

GSA VP Students Affairs:

Research on Graduate Stipends Across Canadian Universities:

- This research was done three times due to the insufficient information provided for the topic of the research. The research was done on the available scholarships to Graduate students across Canadian Universities. The topic then was changed to the minimum wage paid to Graduate Students across Canada. The final topic was the Stipends available to Graduate students across Canadian Universities. The number of Universities involved in each research varied depending on whether a provincial estimate was included or the individual Universities were targeted. A total of approximately twelve Universities were included in the research.

Information Resources:

All the information included in the research document was obtained through the following methods:

1. Direct phone calls.
2. E-mails
3. GSA websites

Orientation Coordinator Job:

- Hiring Orientation Coordinators:

Worked on interview questionnaires, offer letters, job Ad, job description, & payment information, arranging interviews, selection, and hiring procedure

GSA Orientation

- Worked on invitation letters, made arrangements for tables and chairs, assisted the Coordinator on what needs to be done, worked on Fundraising, helped in shopping & other arrangements

- Other tasks as assigned

GSA Staff:

- Worked on staff schedule & finding substitutes for shifts.
- Prepared templates of newsletter, e-mails, etc for the staff.
- Provided staff with required information & training throughout the year.
- Staff Training: Please see Appendix 2.

Student Issues:

- Worked on an issue related to a student refund; she dropped out from continuing her studies at the U of S.
- Worked on some printing credit refunds issues.
- Helped students to get a tables booked in the tunnel for fund raising
- Helped students to solve fee charge issues with student care & U of S. The students opted out of the health & dental plan a few years ago but still they were charged. Student care issued the refund but still wasn't showing on their U of S accounts.

- Helped international students, who didn't have health card & coverage, to get some medical tests.
- Helped Course Councilors to book rooms across campus.

Office Issues & Tasks:

- Worked with ITS on fixing office computers. The cost of fixing the computer was more than buying a new one. Contacted ITS for the possibility of getting an old PC donated to the GSA. Was successful on getting a free PC.
- Also being promised I will get another computer from ITS as a donation.
- Worked on fixing the Commons area printer.
- Worked on finding an alternative of having a new photocopier installed at the GSA for Graduate Students. ITS suggested to sign a contract with a company of our choice as photocopiers across campus are not provided by ITS.
- Worked on finding representatives for different University of Saskatchewan committees.
- Worked on the GSA Website, newsletters, etc.
- Kitchen supplies purchases & shopping
- Worked on sewer issues in the GSA building & other related tasks.
- Worked on the renewal of the GSA insurance policy. There were some problems with the policy so I had to contact them and ask them to send the policy free of errors.
- Took care of some website issues. The website portal was giving an error on the U of S website. Problem fixed.
- Collecting and sending mail.
- Getting new campus & phone directories.
- Worked with FMD on getting A/C installed in the GSA Commons. Still waiting for estimates.

Booking Issues & Tasks:

- Worked on Events organization & bookings.
- Dealt with issues related to the international office bookings
- Helped event organizers in set up & arrangements of cam, projector, furniture, etc for their events.

- Worked on other issues & complaints related to Commons booking and making last minute arrangements & booking needs.

Miscellaneous Tasks:

- Miscellaneous day to day tasks from answering student queries, finding information for students, etc .
- Found a very cheap way of getting coffee. We will be saving on coffee almost 60%.

AV System Issues:

- Worked with Emap on fixing issues related to the AV System

Pending Tasks:

- Working on getting a quote on Plasma Screen Display in the Commons area & new GSA computers.

Appendix 1:

Information Included in the Research Document:

The research included the following information:

1. Number of full-time students
2. Number of part-time students
3. GSA fee for full-time students
4. GSA fee for part-time students
5. Financial & non-financial University support towards the GSA
6. GSA President & VPs honoraria, stipends, etc.
7. GSA President & VPs jobs descriptions and salary compensation
8. GSA President & VPs working hours
9. GSA President fee waivers
10. GSA President & VPs duties

Universities Included In the Research:

This report included information related to a total of 28 Universities which are as follows:

1. Carleton University
2. York University
3. University of Vancouver Island
4. University of Calgary
5. McMaster University
6. University of Sudbury/ Laurentian
7. Trent University
8. University of Manitoba
9. McGill University
10. Lethbridge University
11. Simon Fraser University
12. Dalhousie University GSA, Nova Scotia
13. University of Ottawa
14. Guelph University
15. Wilfrid Laurier University
16. Brock University
17. Queen's University, Kingston
18. University of Waterloo
19. University of Toronto
20. University of New Brunswick
21. Memorial University, Newfoundland
22. University of Alberta
23. University PEI
24. University of B.C.

25. University of Victoria
26. University of Windsor
27. Concordia University
28. Laurentian University

Information Resources:

All the information included in the research document was obtained through the following methods:

1. Direct phone calls.
2. E-mails
3. GSA websites
4. Constitutions

Appendix 2:

New Staff Orientation:

I also covered other miscellaneous information during the training.

- Staff Training:
- Assigned them office keys
- Showed them where different office keys are kept & what keys are for what
- Showed them where the BBQs are
- Show them how to use the AV system
- Show them how to do bookings, post them to the website, and follow up regarding policies & alcohol.
- Show them how to do the newsletter
- Some of them were shown how to clean the fish tank
- Gave them the contact info. for executives and asked them to read the constitution to better understand what everyone does.
- Briefed them on everyone's duty in the office & asked them to use their best judgment when contacting you guys about an issue. If not then they will be sending you guys an e-mail asking you for your responses.
- Showed them how to do the course council stuff
- Showed them how to use the dishwasher
- Showed them how to update the white board

- Showed them how to finish a shift & what to do before closing
- Showed them how to use the GSA website
- Showed them how to use the PAWS group
- Gave them the password to gmail account & their GSA account
- Showed them where to pick the mail & how to post the mail
- Showed them how to file the financial documents & where to find them
- Showed them how to file the receipts & how to prepare cheques list for the VP Finance
- Showed them how to fax & print
- Showed them where they can print posters for the GSA at XL-design
- Showed them how a booking received from executives should be handled
- Showed them where they can find inventory of tea, coffee, etc
- Showed them how to make coffee
- Show them how to use the phone & retrieve messages
- Showed them whom to contact when someone loses printing credit (gsa_itsupport@usask.ca)
- Showed them whom to contact for booking chairs & furniture and gave them the FMD required forms with a CFOPAL number
- Gave them info. about whom to call if there is a problem with the AV system
- Whom to call if someone wants to book a projector
- How to do bursary list for the VP Operation & where to access templates
- Briefed them about H & D & where to direct questions
- Where people can get parking
- What to do in case of fire & trained them for fire evacuation situations.
- How to order stuff
- How to mail & where to pick the mail
- How to pay bills
- How to sort mail
- How to issue invoices for bookings & how to retain payments
- What to do before & during a Course Council Meeting
- Showed them how to use the GSA lift.

2.2 GSA Office Assistant/Commons Coordinator

2.2.1 Bassey Bassey

Completed Tasks:

GSA Course Council (GCC)

- Prepared attendance sheet and other materials as directed by the VP Operations for Course Council Meetings
- Added newly ratified Course Councilors to the GCC Master List and PAWS Group
- As directed by the VP Operations, compiled names of Course Councilors that attended GSC meetings and forwarded same to him for inclusion in his reports

GSA Newsletter

- Worked on news items sent in by the executives (mostly from the President and VP External Affairs) for inclusion in the Newsletter
- Prepared Newsletter and sent same to Beatrice (Secretary to Dean of CGSR) for onward circulation to Graduate Students
- Posted newsletter items that were late to be included in the newsletter on the GSA Website
- Posted Newsletter on the GSA Website

Miscellaneous:

- Handled GSA Commons Booking Requests
- Responded to emails and answered phone calls/voice messages as needed
- Cleaned the fish tank
- Helped in keeping the GSA Commons clean and tidy

2.2.2 Michelle Pomedì

Completed Tasks:

- Training session with Sarah, including going over:
 - Regular morning, daytime, and night-time duties
 - How to deal with bookings
 - Various email and log-on information
 - Printing, posters, scanning, calling, and faxing
 - Regular maintenance and duties associated with the fish tank and kitchen

- Bursaries and commonly used forms (including the FMD rental forms)
- Use of the A/V system
- Various other duties that may be required to be carried out
- Read through the GSA Constitution, to try to better understand the workings of the GSA and the function of each of the Executive positions
- Assisted VP Operations with 2012 Elections forms
- Miscellaneous:
 - Inventory of supplies upstairs
 - Picked up mail from Place Riel and sorted accordingly
 - Rearranged and organized the pamphlets outside of GSA office
 - Updated whiteboard of weekly events
 - Assisted with setup for event (RSM Seminar, March 30) on March 29
- Events:
 - Reproductive Science & Medicine Seminar (February 1): set up AV system
 - Course Council Meeting (March 8): set up AV system; assisted executives as requested (printing off forms, agendas, and attendance sheets); cleaned up after event
 - CSEB Conference (March 19): set up AV system

2.2.3 Samee Khan

Completed Tasks:

- ❖ Training session
 - ❖ Regular morning, daytime, and night-time duties

- ❖ How to deal with bookings
- ❖ Various email and log-on information
- ❖ Printing, posters, scanning, calling, and faxing
- ❖ Regular maintenance and duties associated with the fish tank and kitchen
- ❖ Bursaries and commonly used forms (including the FMD rental forms)
- ❖ Use of the A/V system
- ❖ Various other duties that may be required to be carried out
- ❖ Students Handbook
 - ❖ Worked on the student's handbook and complete the university services portion.
- ❖ Read through the GSA Constitution, to try to better understand the workings of the GSA and the function of each of the Executive positions
- ❖ GSA Bursary
 - ❖ Give cheques to the successful bursary applicants
- ❖ Events
 - ❖ Booked many events
 - ❖ Provide information regarding Commons booking space
 - ❖ Post events on GSA website
 - ❖ Make invoices and emailed to the customers.
- ❖ Course Councilors
 - ❖ Update course councillors attendance sheets
- ❖ Miscellaneous
 - ❖ Picked up mail from Place Riel and sorted accordingly

3.0 VP Academic Report

Scholarships and Awards:

I have requested to the scholarship and award committee for increasing Graduate scholarship amount by comparing with other universities. University has not reviewed their scholarship policies for couple of years while they regularly reviewed students tuition fees and housing rent increasing rate. However, they have promised that they will make a committee for reviewing all graduate students scholarships. In the mean time, CGRS is trying to increase outside scholarship sources as well.

Anti-racist and Sustainability Awareness:

During my terms I have raised my voice for including anti-racist and sustainability awareness into all graduate students academic curriculum like University of BC. Both of these issues are significant for succession of university's 3rd integrated plan. I have received several positive promises for implicating both of these issues.

Increasing students and faculty relationships

My another goal was to work for increasing students and faculty relationships. I believe, students and faculty good relationships can minimizes students academic misconducts, misunderstanding course work, and funding problems. So far I know, university is very closed in making regulation so that teacher will be responsible for their students' academic negative result in some extend.

Final GSA Conference Report

This year's 2012 GSA's Interdisciplinary Conference was a great success. The planning of the conference and the day's events occurred very smoothly with no major issues occurring. The conference was well attended by the U of S graduate students and there was a high level of participations from students.

During the call for abstracts period, there were a total of 25 oral abstract submissions and 5 poster abstract submissions. Unfortunately, due to the time constraints of the day, only 21 oral presentations could be selected to be presented at the conference. All of the poster abstracts were accepted. After abstract selection was completed, presenters were asked to confirm their attendance. Two presenters that were selected were unable to confirm attendance and therefore 2 additional abstracts were selected to fill those slots.

The allotted budget for the conference was \$4000. The actual conference budget was less than \$1669.13. This came from reductions in cost due to the use of a lower priced catering company and cutting of unnecessary expenses. The actual budget and expenses have been attached in a separate file.

Conference day: There were a total of 50 registrants to attend the conference. This included all of the oral and poster presenters. As the conference day progressed, there was a large level of influx and out-flux of people depending on the presentation and time of day. In total, the registration form indicates that we had up to 70 participants throughout the day. There were 7 volunteers present throughout the day to assist with chairing the different presentation sessions, watching the registration tables, setting up food and other minor tasks. Volunteers received a GSA t-shirt in recognition for their help. Due to uncontrollable weather events, the day began slightly later than anticipated and the morning sessions did run about 15 minutes late, however the sessions after lunch were right on schedule and the day ended early as the last presenter was not able to attend (this was the only cancellation).

All presenters received a folder containing a schedule of events and evaluation forms. In addition, presenters were

given a gift bag containing small trinkets such as pens, notepads and a keychain. All registrants that did not actively participate received a conference folder with a pen.

Presentation evaluations: Presentations were evaluated by the audience. Attendees were provided with a form to rank the presenters of each session. These rankings were tallied for each session as well as 1 for posters for a total of 8 first place prizes. Each prize winner received a \$25 cheque from GSA.

A copy of all conference material has been saved as a hard and soft copy for future reference.

4.0 VP Finance Report 8th March 2012

- 1) On the matter of Course Council funds, the graduate student headcount list for each department was received 30th March 2012, Friday afternoon. CGSR apologized for the late submission. Due to the late submission, Finance Committee has felt its best to issue the term 1 cheques along with term 2. This is to avoid handing out two sets of cheques within a week. Therefore, the cheques for both term 1 and 2 combined will be issued on 9th April. As you are all aware, CC can earn their departments extra funds by attending the GSA committee meetings. Therefore, all the course councillors that sat in any of the committees, please send an email to gsa.fin@usask.ca confirming that you did along with the following things; name of the committee and your department. Please do so by 9th April 8 am.
- 2) The Conferences budget was overspent by \$977.90. This is due to CFS did not pay for the delegate fees this time around like in the past. (refer to page 2 of VP Finance's report).
- 3) The Finance Committee drafted the budget for the fiscal year 2012-13 (refer to page 3 of VP Finance's report).

Motion: ***BIRT the proposed budget for 2012-13 be approved.***

NB: For details of all the accounts descriptions in our current and proposed budget, please refer to page 4 of VP Finance's report.

University of Saskatchewan Graduate Students' Association

Statement of Operations for the Fiscal Year 2011-2012

Revenues

	Proposed 2011	Current
GSA Fees	\$ 136,000.00	\$ 151,599.99
CFS Fees	\$ 22,000.00	\$ 27,741.34
GSA Commons Booking	\$ 1000.00	\$ 2,756.60
Health and Dental Fees	\$ 5500,000.00	\$ 583,816.77
GSA Orientation	\$ 4,250.00	\$ 940.00
CFS Handbook	\$ 2,000.00	\$ 2,140.00
Bursary	\$ 9,000.00	\$ 9,000.00
Total Revenue	\$ <u>724,250.00</u>	\$ <u>777,994.70</u>

Expenses

Audit	\$ 500.00	\$ -
Bursary	\$ 18,000.00	\$ 18,000.00
Conferences	\$ 4,500.00	\$ 5,477.90
CFS Handbook	\$ 2,000.00	\$ 2,278.50
CFS Fees	\$ 22,000.00	\$ 27,741.34
Course Council Funding	\$ 5,000.00	\$ 175.00
Entertainment	\$ 1,500.00	\$ 1,188.58
GSA Orientation	\$ 4,250.00	\$ 3,746.03
Health and Dental Plan Premiums	\$ 550,000.00	\$ 544,491.36
Honoraria	\$ 28,500.00	\$ 25,458.12
Insurance	\$ 3,500.00	\$ 4,018.00
Miscellaneous	\$ 3,500.00	\$ 835.82
Office	\$ 6,000.00	\$ 3,344.50
President/Student Fund	\$ 6,000.00	\$ 6,000.00
Bank Charges	\$ 200.00	\$ 78.36
Office Salaries	\$ 60,600.00	\$ 26,962.43
Operating cost – W/Internet System	\$ 1,000.00	\$ 1,000.00
Operating cost – Media equipment	\$ 700.00	\$ 700.00
Equipment renewal	\$ 6,000.00	\$ 6,000.00
Computer renewal	\$ 500.00	\$ 500.00
Total Expenses	\$ <u>724,250.00</u>	\$ <u>677,955.94</u>

Excess **61,339.38**

NB:

Numbers that are not in bold in the proposed column 2011 should add up to \$136,000

The excess/deficit is calculated from the figures NOT in bold.

The figures in red indicate overspent accounts.

University of Saskatchewan Graduate Students' Association

Budget Proposal for the Fiscal Year 2012-2013

Revenues

	Proposed 2011	Proposed 2012
GSA Fees	\$ 136,000.00	\$ 167,000.00
CFS Fees	\$ 22,000.00	\$ -
GSA Commons Booking	\$ 1000.00	\$ 1,000.00
Health and Dental Fees	\$ 5500,000.00	\$ -
GSA Orientation	\$ 4,250.00	\$ 4,500.00
CFS Handbook	\$ 2,000.00	\$ 2,000.00
Bursary	\$ 9,000.00	\$ 20,000.00
GSA Conference		\$ 1,500.00
Total Revenue	<u>\$ 724,250.00</u>	<u>196,000.00</u>

Expenses

Audit	\$ 500.00	\$ 500.00
Bursary	\$ 18,000.00	\$ 40,000.00
Conferences	\$ 4,500.00	\$ 5,000.00
CFS Handbook	\$ 2,000.00	\$ 2,000.00
CFS Fees	\$ 22,000.00	\$ -
Course Council Funding	\$ 5,000.00	\$ 8,000.00
Entertainment	\$ 1,500.00	\$ 1,500.00
GSA Orientation	\$ 4,250.00	\$ 4,500.00
Health and Dental Plan Premiums	\$ 550,000.00	\$ -
Honoraria	\$ 28,500.00	\$ 37,200.00
Insurance	\$ 3,500.00	\$ 4,500.00
Miscellaneous	\$ 3,500.00	\$ 3,500.00
Office	\$ 6,000.00	\$ 5,000.00
President/Student Fund	\$ 6,000.00	\$ 6,000.00
Bank Charges	\$ 200.00	\$ 200.00
Office Salaries	\$ 60,600.00	\$ 62,400.00

Operating cost – W/Internet System	\$ 1,000.00	\$ 1,000.00
Operating cost – Media equipment	\$ 700.00	\$ 700.00
Equipment renewal	\$ 6,000.00	\$ 6,000.00
Computer renewal	\$ 500.00	\$ 500.00
GSA Conference		\$ 2,500.00
Clubs Funding		\$ 5,000.00
Total Expenses	\$ <u>724,250.00</u>	\$ <u>196,000.00</u>
Difference (Excess/Deficit)	<u>0.00</u>	<u>0.00</u>

Revenue

Description

GSA Fees	GSA fees collected from all graduate student and post-doctoral fellows.
CFS Fees	CFS fees collected from all graduate students.
GSA Commons Booking	Money collected for renting out GSA Commons for events related to UofS. Money is collected to cover expensed for coordinators along with wear and tear.
Health and Dental Fees	Health and dental fees collected from all graduate student and post-doctoral fellows.
GSA Orientation	Money raised from each UofS department to help organize a welcome event (food and beverage) for new students in both Fall and Winter terms.
CFS Handbook	Money raised through advertisement to purchase handbook planners.
Bursary	Funds from CGSR. They've decided to match what GSA contributes in giving out bursaries to its' student members
GSA Conference 2010-11.	Funds raised to hold the GSA Conference initiated in the fiscal year 2010-11.

Expenses

Audit	Money paid to an auditor to audit our accounts annually prior to renewal of GSA status as a non-profit organization.
Bursary	Money distributed three times in a fiscal year to successful candidates for bursary. The whole process is handled by GSA.
Conferences	Conferences attended by executives such as CFS, CAGS, etc.
CFS Handbook	Purchase of handbook planners from CFS.
CFS Fees	Paying out all the CFS fees collected.
Course Council Funding	Funding CC for attending the GSA meetings, helping with committees and chairing CC meetings
Entertainment	Snacks at meetings, cable charges, retreats, etc.
GSA Orientation	Welcoming event for new students in Fall and Winter term.
Health&Dental Premiums	Premiums paid for health and dental coverage. Excess goes to a special sub-account in our main chequing account
Honoraria	GSA Executives honoraria
Insurance	Insurance coverage for GSA Commons along with its assets
Miscellaneous	Any unbudgeted expenditure Such as reimbursing gas mileage for personal use of a car to run an errand for GSA, renting out extra chairs for GSA events, sponsoring event etc.

Office	Office and Commons general expenses such office supplies, coffee, etc
President/Student Fund	Travel funds collected by UofS which students can apply for when attending conferences or events related to their studies.
Bank Charges	Bank fees such as service, cheque ordering, etc
Office Salaries	Salaries for Administrator and coordinators.
Operating cost – W/Internet System	Money set aside since 2009/10 to renew in the next decade
Operating cost – Media equipment	Money set aside since 2009/10 to renew in the next decade
Equipment renewal	Money set aside since 2009/10 to renew general commons equipments in the next decade
Computer renewal	Money set aside since 2009/10 to renew in the next decade
GSA Conference	Funding GSA Conference initiated in the fiscal year 2010-11
Clubs Funding	Helping out graduate students clubs (who apply seeking financial assistance) in carrying out events beneficial to other graduate students in their respective departments.

5.0 VP External

Dear Councilors,

I would like to welcome Elizabeth O'Meara and rest of the 2012-2013 executives!

Since I have been working through distance, I would like to thank you all for understanding. There are few things I would like to let you know. VP Operations Ehimai Ohiozebau and myself attended National Graduate Caucus Annual General Meeting last month. It was a good meeting because we were able to question CFS and NGC on many avenues. From our questions and concerns we have made it clear to next year's NGC executives that 2012-2013 is going to be a trial phase for evaluating CFS-University of Saskatchewan relationship. While student organization such as CFS has lots of potential in bringing changes and in guiding a student movement, it is important that all the schools that pay the membership fee are well represented and their voice is heard. It is important that our members feel that continuation of CFS membership is worthwhile. Please email me what you think about this and I will incorporate your views on my annual report to pass it on to next year's VP External.

I would like to apologize that I had to move and could not complete the bus pass task, which I really wanted to. This is one regret I have. I will pass on what I have done so far to next executives.

Thank you

Sunisha Neupane