

The University of Saskatchewan Graduate Students' Association



Council Meeting Agenda

Wednesday, November 18, 2015

5:00 P.M. – 7:00 P.M.

GSA Commons

- 1 Call to Order**
- 2 Announcements**
 - 2.1 Establishment of quorum**
- 3 Approval of Agenda**
- 4 Approval of Council Minutes**
 - 4.1 October 21, 2015 Council Minutes (attached)**
 - 4.2 October 27, 2015 Council e-mail election report (attached)**
 - 4.3 Motion to approve Council minutes and election report**
- 5 Motion to receive Executive Reports for information – not more than two (2) minutes each**
 - 5.1 Aboriginal Liaison Report**
 - 5.2 VP External Report**
 - 5.3 VP Finance Report**
 - 5.4 VP Operations and Communications Report**
 - 5.5 VP Academic Report**
 - 5.6 VP Student Affairs Report**
 - 5.7 President Report**
 - 5.8 Q&A – not more than ten (10) minutes**
- 6 Motion to approve GSA Social groups 2015/2016**
 - 6.1 Focus Club**
 - 6.2 Bangladeshi Students Association at the University of Saskatchewan**
 - 6.3 Johnson Shoyama Graduate School of Public Policy**
- 7 Motion to receive committee minutes**
 - 7.1 Bursary Committee Minutes – October 21, 2015**
 - 7.2 Executive Meeting Minutes – October 14, 2015**
 - 7.3 Executive Meeting Minutes – October 28, 2015**

7.4 Executive Meeting Minutes – November 4, 2015

8 New Business

8.1 Motion:

Vice-President Bennett and Councillor Dueck move that:

Whereas the purpose of a Social Groups Policy is to provide for the social and academic needs of GSA members;

Be it resolved that the following be added to the GSA Policy Manual and Policy 4: Student Services to better serve the needs of our members:

Policy Manual

3.11 A social group may be ratified without meeting condition 3.3.1 (75% of members must be grad students) if:

3.11.1 the group exists to organise a conference or event with recognition at the national level

3.11.2 the event to be planned will be of major benefit to grad students

3.11.3 any other conditions Council deems appropriate

Policy Statement 4

4.3.14 A social group may be ratified without meeting conditions 4.3.1.2i (75% of members must be grad students) if:

4.3.14.1 The group exists to organise a conference or event with recognition at the national level

4.3.14.2 the event to be planned will be of major benefit to grad students

4.3.14.3 Any other conditions council deems appropriate

Be it further resolved that 4.3.1.3 “prospective campus clubs must complete and submitted an application for ratification along with a copy of their constitution no later than September 30” be stricken from the policy statement.

8.2 Motion:

Vice-President Terekhova proposes that:

Whereas the GSA Governance Committee must be composed of the Vice-President

External, Vice-President Finance, the Council Chair, and at least two (2) Councillors or Alternate Councillors; and

Whereas the Governance Committee currently consists of the Vice-President External, the Vice-President Finance, Councillor Zita Afric, Councillor Isaac Pratt, and Councillor Michelle Whitstone; and

Whereas the Vice-President Operations and Communications is interested to sit on the committee;

Be it resolved the Vice-President Operations and Communications Ziad Ghaith is added to the 2015-2016 Governance Committee

8.3 Motion:

That Council directs the Chair of Council to destroy the ballots of the Council e-mail election of October 27, 2015.

9 Questions and Answers

10 Next meeting: December 9, 2015 at 5pm in the GSA Commons

11 Adjournment

The University of Saskatchewan Graduate Students' Association



Council Meeting Minutes

Wednesday, October 21, 2015. 5:00 P.M. – 7:00 P.M.

GSA Commons

1 Call to Order

Attendance/Roll call of Councillors, Executives

Meeting called to order at 5:09 pm

2 Announcements

2.1 **Quorum** – Established (21 out of 29, with 15 being quorum)

3 Approval of Chair

President Chakravarty explained the process for selection of a nominee for Chair of Council. Summer, chair applications sent in, the Executive chose Mitchell Anderson to bring forward to a vote.

Discussion – Mitchell introduced himself. Double Masters student (Business and St. Andrews). One completed, one on going. Full time employee with U of S. Engaged in different forms with student body.

Questions – None

Hardi (Exec) – Call to question.

In favour: 23 Apposed: 0 Abstained: 0. Mitchell Anderson voted as 2015-2016 GSA Council Chair

4 Approval of Agenda

Councillor Pratt: Add Q&A to Section Public Social Group, following introduction of all groups

Motion was moved, seconded, and carried.

Vice-President Shahadu (Exec): To add Student Affairs report to the minutes. Hard copies were given out to councillors in attendance.

Motion was moved, seconded, and carried.

Agenda Amended and approved:

Motion was moved, seconded, and carried.

5 Presentation University Governance Orientation (Elizabeth Williamson)

Presentation given. Gave personal background, identify the role of governors. Presentation notes were given to councillors in hard copy.

Questions from presentation: None

6 Presentation: Robert's Rules of Order 101

Mitchell Anderson – Presenter

Questions: None.

7 Approval of September 16, 2015 Council Meeting (Minutes Attached).

Discussion: Last name of Councillor spelt wrong. Should be Whitstone, would like it to be corrected.

Motion was moved, seconded, and carried.

8 Executives Reports

8.1 Aboriginal Liaison Report (Report Attached)

- Joint efforts between GSA and ISGC. Missing and Murdered Aboriginal Women, poster creation
 - o Held on October 4, 2015
 - o GSA representation involved. It was great to have them out there supporting the community.
- ISGC had AGM October 20, 2015
 - o Dana voted in as Liaison again, along with four new council members voted in.
- Continuing Graduate Rec teams.
 - o So far, teams are going well with great turn out
- Board game night October 30th, wear a costume – win be prize

8.2 VP External Report (Report Attached)

- Sexual Assault awareness week
- Grad school health chat – new initiative. First one done was focused around stress. 20 students in attendance.
 - o Health and Dental sponsoring events.

8.3 VP Finance Report (Report Attached)

- See detailed breakdown - \$8000 for awards, which isn't enough
 - o University is aware of need for student package increase. Sense from university is that more funding to same amount of people, not more people getting more funding.

- For international students – see Dean’s International Funding in replacement of Tri-Council funding
- Council of Sexuality and Gender Identity (Check)
 - Working on forms for identifying sex/gender
- Movie night – PhD Movie 2
 - Went well, looking to have more in the future
- Budget attached
 - If you have questions or inquiries, please contact David (VP Finance), who is willing to answer all questions

8.4 VP Operations and Communications Report (Report Attached)

- Bursary applications
 - Application closed on October 15, 2015. Received 270 applications, with 100 complete applications. New record. Used to receive about 60/year. GSA was able to reach more students.
- GSA Crisis Aid
 - Started with VP Finance. To help graduate students who face a crisis situation. Met with Wendy (U of S Admin). Looking to put in \$10,000 for initiative. Ask David for more information.
- Attended all exec and council meetings. Went to 6 events and meetings in past month, representing GSA.

8.5 VP Academic Report (Report Attached)

- Organized SECC and Career/Industrial Talks
 - October 2, 65 students attended around mining industries talk.
- Library Research Series
 - Workshop on different reviews. Events on going, with more to come.
- Interdisciplinary committee
- GSA Conference
 - Work has started on that. Sent out call for graduate student hires for conference and gala.
- Involved with library and writing help centre
 - Identified emails from students where there are things that need to be improved within the library and its systems
- Academic misconduct and hearings

8.6 VP Student Affairs Report (Oral Report)

- Fall orientation
 - o Quite successful, 1600 attended. Thank you to volunteers, orientation coordinator, and GSA exec and staff.
 - o Green lunch box – where students can use it – working around sustainable. Also contained information around graduate studies and GSA.
 - o Transparent, accountable spending of resources – No cash, paid everything through cheque and/or credit card. Also found discounts where possible.
 - o In budget, there is one line over spent by \$7000.00. Clerical error, it is missing the donations that should have been added.

- Continuing commitment towards GSA

8.7 President Report (Report Attached)

- Federal election candidates forum went well
 - o Half of the audience were graduate students
 - o 2/ 3 candidates came to wine and cheese
- GSA newsletter
 - o Now back after having been gone for a year. Will be a monthly thing (try). Dana and Rajat working on it.
- GSA Council
 - o Happy with turn out. Working to recruit as many colleges/departments as possible, especially new departments/colleges.
 - o Thank you to councillors for the support
- Legal sub committee
 - o Set up. Report will be given later in meeting.
 - o Met 3 times, with one meeting being with lawyers. Settlement made, will be paying something but is less than originally projected price

8.8 Q&A

- Mo (Councillor) – Question to Student Affairs – issue around table in report. Compared to overall budget, the \$1000.00 sponsorship should already be accounted for and not added in afterwards. In Student Affairs table, money not accounted for. Needs approval from Council.
 - o Hardi (Exec) – Orientation – Number spent. Then wine and cheese, not sure what was spent. There was no commitment for \$1000.00, so needed to go out and get it, therefore was not accounted for in budget prior to receiving it. Issue around reporting it in to the budget, but no extra money came in.

- Mo (Councillor) – It was in budget last year. CGSR usually sponsor \$500, Chair sponsor \$500, this was put into consideration when budget was created. Sponsorship shouldn't be considered extra money.
- David (Exec) – No extra money, was written differently. Had been worked in to the budget, so expenses is \$7000.00, not \$8000.00.
- Rajat (Exec) – For wine and cheese event, bought access alcohol, going over budget. But will be selling alcohol at cost at Halloween event. Once money comes back from alcohol, should even out budget.
- Mo (Councillor) – orientation main event for graduate students. Something different from last time, but the quality of the burgers not great. Taste was different. Don't sacrifice quality for price.
 - Hardi (Exec) – Thank you for bringing that out. Back to budget. If we don't have enough money, not much we can do about it. For food, hadn't bought based on price, it was just what the store had. But will identify for future purchases to look elsewhere. The Chair noted that the time allotted for questions had expired. There was no motion to extend the period for questions.

9 PSAC

Kota – member for PSAC 4004 Local number

- Upcoming elections
- History – last year was a year-long campaign to create a union for graduate student employees. 97% of those who voted, voted in favour. Certified labour union
- Need to set up policies, bylaws, bargaining team and negotiate with employers for contract (wage, benefits). Need participation and involvement.
- Election Monday October 26 – looking for people for executive positions. Similar to GSA, will be ensuring that things run smoothly. Administration being looked over as a whole. First thing that will need to happen is modeling of bylaws, and then do business based on bylaws. Need a bargaining team to sit with the Board of Governors/University Administration. Will represent all members of the union.
 - October 26, 2015 – 4:30 Neatbly-Timlin Theatre – Nomination is open, but would appreciate it prior to the meeting to get idea of individuals/numbers. Each candidate will need a nominator and seconder.
- Question:
 - Plant Science Councillor – Union has had a negative impact. Students don't get a stipend, discussions had begun in their department, but now with union, the communication with college/administration has stopped. How will union help?

- Answer – Stipend is a wage, so they will fall under this. There will be 2% coming off wages for union fees. As part of the union, will have power to bargain.
- Hardi (Exec) – Are the messages being sent to all members or all graduate students? Who falls under this?
 - All graduate students. Also those with internal university scholarships. NSERC, SSHRC, etc. holders wouldn't
- Individual (not identified) - Will there be an agenda, quorum for meeting?
 - Won't have quorum, as no bylaws to state and enforce
- How much will come off of the scholarship?
 - It will be based off of the TA hours
- The chair noted that the scheduled time for adjournment was 7pm and asked Council if they would like to continue and therefore extend meeting

Motion: to extend the meeting of Council by half an hour.

Carried by unanimous consent.

10 Approval of GSA Social groups 2015/2016

10.1 Shinerama – University of Saskatchewan

10.2 Nepalese Students' Association

10.3 The American Association of Pharmaceutical Scientists University of Saskatchewan Student Chapter

10.4 Hillel Saskatoon

10.5 India Students' Association

- Ziad (Exec) – would like to remove 10.4, Hillel Saskatoon, as over 75% of members are undergraduate students.
- Chair - Council cannot approve that 10.5 as it is out of line with the policy.
- Chair - Will council move to approve all other social groups:
Motion to approve Shinerama – University of Saskatchewan, the Nepalese Students' Association, the American Association of Pharmaceutical Scientists University of Saskatchewan Student Chapter, and the India Students' Association as Social Groups of the GSA.
- Motion was moved, seconded, and carried.

10.6 Q & A

- Questions: None.
- Vote. Motion passed.

11 Committee Minutes

11.1 Legal Subcommittee Minutes (2 minutes) on 29/09/2015 and 13/10/2015 (Oral)

Currently consists of GSA President, Ashton Reimer (Physics), William Judge (Chemical Engineering), Rob Perry (Education), and Sherri Rohovich (Office Manager). The committee met three times. Reached settlement with lawyers. Should charge \$2600, as that is 1% of last year budget, which is all GSA could afford. Lawyers did not agree, as GSA couldn't give evidence supporting argument. Came back with charge of \$5530, which identifies when call was made identifying that they could not represent us. Final charge \$6093.00

Questions:

- Councillor - Does there need to be a motion made around paying this fee?
- Rajat (Exec) - Based on our GSA bylaws, no.

11.2 Executives Meeting Minutes (23/9/2015) (Minutes Attached)

11.3 Executives Meeting Minutes (14/10/2015) (Minutes Attached)

- Motion to receive minutes. Seconded.
- Discussion:
 - o Ziad – for Executive minutes, they are not approved yet.
 - Bring amended minutes to next council meeting.
- Motions voted and carried.

12 New Business

12.1 Motion: GSA Budget (David Bennett /Rajat Chakravary)

Whereas the GSA bylaws indicate that the budget shall be approved by a majority vote of Council and an approved budget may only be modified subject to a two-thirds (2/3) vote of Council. Whereas the GSA Guppies / Campus Rec. Intramural Spots Initiative contributes to greater membership involvement and this initiative helps promote one of our key missions of building a healthy and cohesive graduate student community. BIRT that \$250.00 of unspent funds from budget line 28 (Executive Retreat) be allocated to pay for the registration of 5 (five) campus rec. intramural sports teams for the fall term. BIRFT that \$250.00 of funds from budget line 27 (Executive Meeting Refreshments) be allocated to pay for the registration of 5 (five) campus rec. intramural teams for the winter term. BIFRT that these teams must be co-recreational or there must be as equal number of teams per gender as possible and they are open to all GSA members regardless of ability. BIFRT that the updated and approved budget be published on the association website within seven (7) days.

Discussion:

- David (Exec) - Need to vote, with 2/3 majority. Money comes from GSA Executive Retreat, where it was not spent, Executive wanted to put it forward to students.

Motion was moved, seconded, and carried.

12.2 Motion: GSA Budget (David Bennett /Rajat Chakravary)

Whereas the GSA bylaws indicate that the budget shall be approved by a majority vote of Council and an approved budget may only be modified subject to a two-thirds (2/3) vote of Council. Further, GSA bylaws indicate that additional sources of revenue not accounted for by the budget must be reported to Council by the Vice President Finance. Whereas these additional revenues have been reported in the previous VP Finance Report. BIRT that the Council now create a new budget line entitled 'supplementary revenues' that is listed as Line Item 97 and the supplementary revenues currently parked in line four (4) "USask Cold Beverage Agreement" be re-allocated to this new line. BIFRT that the updated and approved budget be published on the association website within seven (7) days.

Discussion

- David (Exec) – same rationale where the bylaw requires 2/3 majority. Received money from insurance provider, didn't know where to put it as GSA didn't know they were getting it. When students stay on for health and dental, revenue is created. Takes about 4 or 5 years to be worth something, which is why they didn't know it was coming.

Motion was moved, seconded, and carried.

12.3 Motion: GSA Initiatives Budget (Rajat Chakravary/Ziad Ghaith)

WHEREAS the GSA currently has no budget line for running events and campaigns

WHEREAS GSA's initiatives like the sports teams and the elections campaign have been quite successful

WHEREAS current initiatives of the GSA have compromised other budget line items (e.g. discretionary funds, refreshment funds)

BE IT RESOLVED THAT the GSA create a separate budget line item called 'GSA Events and Initiatives' for an amount of \$2000

BE IT FURTHER RESOLVED THAT this amount be taken from the GSA Legal contingency fund budget line

BE IT FURTHER RESOLVED THAT this no more than \$500 can be spent on any single event or initiative

BE IT FURTHER RESOLVED THAT any spending of this budget be approved by majority vote of the GSA Executive

Discussion:

- Rajat (Exec)– Money is coming out of the discretionary fund, as there is no budget in this line. Would like to actually create a line around these activities and not pull from other lines that are not related to social. \$3000.00 was saved due to the legal discussion, so would be safe to put there.
- Mo (Councillor) - \$7000.00 election line should cover initiatives
- Rajat (Exec) – that's for GSA election, not federal.
- Mo (Councillor) – Okay. Lines are confusing, as identifiers don't seem to go along specific line. Should these not cover the activities?

- Rajat (Exec) – Funding you’re discussing is about GSA Council activities. President discussing for something like a welcome social (apart from orientation).
- Mo (Councillor) – already had budget line in the past, recognized the nature of them. So, it went through, went under this funding, with an identifier of what the event is.
- Rajat (Exec) – still not clear of which events is being discussed. These events aren’t for council/exec specifically. We do not have line for a board game night or provincial election forum night.
- Unidentified Councillor – provided these are carefully met and nothing is over spent, it seems reasonable to allocate some of the money from legal contingency fund, as long as council is aware and voted on prior to spending.
- Hardi (Exec) – move to refer this item to a committee between Councillor Mohammed and GSA Executive to discuss these concerns and bring back to next council meeting.
 - o Discussion
 - Hardi (Exec) – not an urgent motion, and both involved could go over this again and change what needs to be changed. Then can be discussed by those involved.
 - Rajat (Exec) – speak against referring this motion, as there is enough information to vote on this motion.
- Motion to call to question on the motion to refer.
 - o The Chair reminded council 2/3 in favour needed to call the question – Motion moved to end discussion was carried.
 - o . The motion to refer was defeated.
 - o Original motion – Moved, seconded, and carried.

Change in Minute Takers

11.4 Motion: GSA Initiatives Budget (Rajat Chakravary/Ziad Ghaith)

11.4.1 Governance Committee

WHEREAS the GSA Governance Committee must be composed of VP External, VP Finance, Council chair, and at least two (2) councillors or alternate councillors

WHEREAS the following councillors have responded to the call via email:

Councillor Zita Afric, Councillor Issac Pratt, Councillor Michelle Whitstone, and

BE IT RESOLVED THAT the above named individuals be appointed to 2015-2016 Governance committee.

- Amendment to move the names into the be it resolved part of the motion
- Amendment moved, seconded, and carried
- Motion moved, seconded and carried

11.4.1 Finance and Audit Committee

WHEREAS the GSA Finance and Audit Committee must be composed of VP External, VP Finance, and at least three (3) councillors or alternate councillors

WHEREAS the following councillors have responded to the call for volunteers:

Councillor Jason Ho, Councillor Issac Pratt, Alternate Councillor Jennifer Rychlo

BE IT RESOLVED THAT the above named individuals be appointed to 2015-2016 Finance and Audit Committee.

- Amendment to move the names into the be it resolved part of the motion
- Amendment moved, seconded, carried
- Amendment to add the name Mohamed Rafati to the list of nominees
- Amendment moved, seconded, carried
- Motion moved, seconded, carried

11.4.1 Fall Bursary Selection Committee

WHEREAS the GSA Bursary Selection Committee must be composed of VP Academic, VP Finance, and at least three (3) councillors or alternate councillors

WHEREAS the following councillors have showed their willing to sit on this committee:

Councillor Jason Ho, Councillor Casey McMahon, Councillor Shaliza Singh Sapal

BE IT RESOLVED THAT the above named individuals be appointed to Fall Bursary Selection Committee.

- Amendment to move the names into the be it resolved part of the motion
- Amendment moved, seconded, carried
- Amendment to add Emiliana Bomfim to the list of nominees
- Amendment moved, seconded, carried
- Amendment to add 2015 to the motion in the BIRT after "fall"
- Amendment moved, seconded, carried
- Motion moved, seconded, carried

- Motion to extend the meeting for 5 minutes
- Motion moved, seconded passed

- Motion to add a new motion to the agenda to elect Councillors for Student Forum
- BIRT that council appoints two members of council to sit on that body
- Motion to add to the agenda moved, seconded, and carried.
 - o Hardi received an email from student forum asking for 2 student members. Hardi is opening the floor to nominations. Next meeting of student forum is October 29th.
 - o Motion to add the name Seth Dueck to the list of nominees for Student forum
 - o Motion seconded, passed
 - o Motion to add the name Roland Macana to the list of nominees
 - o Motion seconded, passed
 - o Motion to add the name Michelle Whitstone to the list of nominees
 - o There are now three names on the list, for two spots so we have to take a vote
 - o Chair proposes a vote by email to the chair

- Motion from the floor to vote by email to the chair for the positions with a deadline of Monday by 5 pm:

Motion: That the Council direct the Chair of Council to oversee a vote by e-mail for the two positions for Council members to the University of Saskatchewan's Student Forum, such election to conclude at 5pm on Monday, October 26 2015.

- No discussion
- Motion seconded, carried
- Meeting adjourned at 7:39 pm

1 Q&A

2 Next GSA Council Meeting 18 of November 2015

3 Adjournment

October 27, 2015

Patti McDougall
Vice-Provost, Teaching and Learning
University of Saskatchewan
patti.mcdougall@usask.ca

Members of the Council
Graduate Students Association

RE: Election from the GSA to the University of Saskatchewan Student Forum

Dr. McDougall, members of the Council of the Graduate Students Association:

Please accept this report regarding the election of members of the Graduate Students Association (“the Association”).

1. I serve as Chair of Council and Chief Electoral Officer in accordance with the Bylaws and Policies of the Association.
2. At the meeting of the Council on October 21, 2015, the Council was invited to elect two (2) representatives from the members of Council to the University of Saskatchewan’s Student Forum in accordance with the Terms of Reference of Student Forum.
3. The Council nominated three individuals:
 - a. Seth Dueck
 - b. Michelle Whitstone
 - c. Roland Macana
4. As the agenda provided a time to adjourn which was about to be reached, the Council voted for a motion to undertake the election by e-mail ballot with a deadline for votes of 5pm on Monday, October 26, 2015.
5. The vice-president, operations and communications of the Association presented me with a list of thirty-five (35) names, attached in Appendix A.

6. I sent the e-mail attached as Appendix B to the members of the Council as provided to me.
7. Of thirty-five (35) eligible electors, I received valid ballots from eighteen (18).
8. Of the eighteen (18) valid ballots, all were received from valid electors.
9. Therefore, as eighteen (18) of thirty-five (35) is a majority, I declare that a quorum of the Council was present for the vote.
10. Of the eighteen (18) votes cast, all were cast for nominated candidates.
11. The votes cast for candidates were as follows:
 - a. Seth Dueck – fifteen (15) votes
 - b. Michelle Whitstone – fourteen (14) votes
 - c. Roland Macana – six (6) votes
12. I therefore declare Seth Dueck and Michelle Whitstone elected by and from the Council of the Association to the University of Saskatchewan's Student Forum.

I will request a motion to destroy ballots at the council's next meeting, and will notify the council upon their destruction.

Regards,



Mitchell Anderson
Chair of Council and Chief Electoral Officer
Graduate Students' Association

Appendix A: Voters List

1. Harsha Kasi Vishwanathan
2. Jason Byron Perez
3. Prabin Rokaya
4. Rob Liggett
5. Casey McMahon
6. Michelle Rose Whitstone
7. Colin McLaren
8. Priyasree Bhowmik
9. Kiemute Oyibo
10. Adeola Olubamiji
11. Shirin
12. Nripesh Ayer
13. William Judge
14. Kendra Meier
15. Ashley Shaw
16. Joseph Y. Asomah
17. Kiefer Waite-Newhouse
18. Kirby Nilsen
19. Isaac Pratt
20. Surendra Bhattarai
21. Shaliza Sing Sapal
22. Abigail Seshie
23. Garrett Morandi
24. Aimee Schmidt
25. Emiliana de Omena Bomfim
26. Seth Dueck
27. Jason Ho
28. David Hilger
29. Rajat Chakravarty
30. Jebunessa Chapola
31. David Bennett
32. Ziad Ghaith
33. Natalia Terekhova
34. Hardi Shahadu
35. Dana Carriere



Appendix B: Email to Councillors

Good evening councillors,

First, allow me to introduce myself. My name is Mitchell Anderson and yesterday the council elected me as the chair of council for the GSA on recommendation of the executive. I am pleased to serve students in this role. Please, at any time feel free to be in touch with me by this e-mail or via phone or text below.

The Terms of Reference for the University of Saskatchewan's Student Forum name two members of the GSA executive and two members elected by and from the council. A motion was introduced that council elect those two individuals. Ultimately, three names were duly nominated. As the time for the council was about to expire and no motion came to extend the council meeting, a motion from the floor was moved and carried directing me as the chair of council to oversee an election for two members of council to be elected to the Student Forum of the University of Saskatchewan from those three names by e-mail vote. The motion reads as follows:

"That the Council direct the Chair of Council to oversee a vote by e-mail for the two positions for Council members to the University of Saskatchewan's Student Forum, such election to conclude at 5pm on Monday, October 26 2015."

Information about the details and the role of the Student Forum can be found below:

http://www.usask.ca/vp-teaching/strategic_initiatives/student-forum.php

The three names duly nominated at the meeting of the council are, in alphabetical order by last name:

Seth Dueck
Roland Macana
Michelle Whitstone

Therefore, in accordance with the motion of council, I will receive votes from all members of the council until 5pm on Monday, October 26 2015 to elect these two (2) positions. In accordance with Roberts Rules of Order, the governing parliamentary authority for the GSA, votes cast for fewer choices than the number of positions to be elected will be accepted as valid votes for those choices. However, votes for more choices than the positions to be elected will not be accepted. On Monday evening I will submit a report to this council detailing the number of eligible voters, the number of votes received and whether a quorum was or was not present, the number of votes validly cast, and the number of votes cast for each individual, and declare

the successful candidates duly elected. At the subsequent meeting of the council, this report will be presented to be received for information.

Again, should you have any questions, please be in touch. Votes will be accepted to this e-mail until Monday, October 26 2015 at 5pm.

Regards,

Mitchell Anderson

Chair of Council and Chief Electoral Officer

Graduate Students' Association

T: 306.380.0795



Graduate Students' Association



University of Saskatchewan - Graduate Students' Association Bursary Selection Committee Meeting Minutes Tuesday, October 28, 2015 - GSA Commons 3:00PM – 6:00PM

Present: (VP Operations and Communications), David Bennett (VP Finance), Ziad Ghaith), Jebunessa Chepola (VP Academic), Casey McMahon (Councillor), Shailza Sapal (Councillor), Emiliana Bomfim (Councillor), Jason Ho (Councillor)

1. **Call to Order:** The meeting was called to order at 3:05 pm
2. **Approval of Chair:** Ziad Ghaith was approved as a Chair.
3. **Approval of Minute Taker:** Ziad Ghaith was approved as a minute taker.
4. **Business**
 - 4.1. Confidentiality agreement: All committee members signed the confidentiality agreement, and agreed to delete any and all information regarding applicants upon completion of the meeting.
 - 4.2. VP Operations and Communications gave a short brief about the bursary applications: GSA received 270 applications (86 complete), the committee will evaluate only complete application (policy 6.4).
 - 4.3. Reviewing process: Every committee members reviewed 12 -16 applications. Some members disclosed that they were familiar with some applicants, VP Operations exchanged applications amongst committee members.
 - 4.4. Committee members reviewed each other work according to the following:
 - Jebunessa Chapola (evaluator) – Jason Ho (reviewer)
 - Jason Ho (Evaluator) – Jebunessa Chapola (reviewer)
 - David Bennett (evaluator)- Casey McMahon (reviewer)
 - Casey McMahon (evaluator)- David Bennett (reviewer)
 - Shailza Sapal (evaluator) – Emiliana de Omena Bomfim (reviewer)
 - Emiliana de Omena Bomfim (evaluator) - Shailza Sapal (reviewer)
 - 4.5. All evaluation forms were submitted to the VP Operations
 - 4.6. The committee announced the bursary winners (20): (intentionally deleted)

5. Meeting Adjourned at 6:55 pm

Graduate Students' Association



**University of Saskatchewan - Graduate Students' Association
GSA Executive Meeting Minutes
Wednesday, October 14, 2015 - GSA Commons 4:00PM – 6:00PM**

Present: D. Bennett (VP Finance), R. Chakravarty (President), Z. Ghaith (VP Operations and Communications), H. Shahadu (VP Student Affairs), N. Terekhova (VP External)

Absent: D. Carriere (Aboriginal Liason) , J. Chapola (VP Academic)

- 1. Call to Order.** The Meeting is called to order at 4:12PM. The Chair regrets the meeting has started for late and encourages all to arrive on time.
- 2. Approval of Chair.** The President asks if anyone wishes to be chair. Seeing no volunteers the President volunteers. Moved by VP Ops. Seconded by VP External. All in favour. President will chair the meeting.
- 3. Approval of Minute Taker.** The VP Finance volunteers to take minutes. Moved by President. Seconded by VP Ops. All in favour. VP Finance is appointed minute taker
- 4. Approval of the Agenda.** VP Student Affairs wants to add item 6.12 Student Forum Representation. President wishes to add item 6.13 Update on Legal Sub-Committee Negotiations. VP Ops wishes to remove item 6.5. VP Student Affairs wishes to add GSA meeting on childcare as item 6.14. So moved by President. Seconded by VP Ops. All in favour. Agenda is so adopted.
- 5. Approval of the Minutes of GSA Executive Meetings on September 23, 2015.** No corrections or amendments brought forward. Moved by the President. Seconded by VP External. All in favour. Minutes are adopted.

6. Items for Actions/Information

6.1. Three Minute Reports

[Execs]

All appended at the end of this document.

6.2. Update on Discretionary Funds

[D. Bennett]

The VP Finance notes that the Bylaws of the GSA indicate that the VP Finance, under the guidance of Council and the Budget and Finances Committee, will oversee the finances of the Association. The annual operating budget of the GSA has been constructed in such a way that each GSA Executive member has been allotted a discretionary fund of \$400.00. He notes that there has been some confusion about the purpose and procedures in regards to these budget lines. The intent of said funding is to allow Executive members to support initiatives under their portfolios that benefit the membership of the Association including but not limited to conference travel, planning and hosting of symposia and academic events as well as non-academic and social events. In the past Executive Discretionary funds were all under one budget line and were used in a very inequitable way (i.e. entirely by certain Executive members to the absolute exclusion of others.) hence the creation of individual lines for each Executive.

The VP Finance notes that allocating money from Executive Discretionary Funds (even nominal amounts and even with an exec. vote) contravenes the spirit and the letter of the GSA bylaws (section 5.2). Of course, the collaboration of Executives is to be supported and the combining of funds from two or more individual Executive discretionary lines is to be encouraged but it requires the consent of each Executive member whose discretionary funding is being used or a two-thirds vote of Council as it is a substantive budgetary motion regardless of the amount. The VP Finance provided an updated list of amounts spent thus far to the Execs.

The President noted that he finds the current structure was leads to 7 different executives running 7 different agendas and he finds it creates friction. The VP Ops notes that all initiatives belong to the GSA as a whole and individuals ought to support joint initiatives. VP Student Affairs notes that the Budget Committee did great work but took a somewhat reactive approach to the idea of discretionary funding. He suggests one common pool with percentage limitations per individual executive.

The VP Finance will bring this up with the Budget Committee and thanks all for the constructive feedback.

6.3. Positive Spaces Workshop for all GSA Executives and Staff

[D. Bennett]

The VP Finance notes that he is the representative of the GSA on the Provost's Advisory Committee on Gender and Sexual Diversity. This Committee advises the Provost on matters related to gender and

sexual diversity on campus. Part of this is accomplished through policy work. In previous years the University updated its policy to protect community members by banning discrimination based on a person's gender identity, two spirit identity, or gender expression. Jack Saddleback, Craig Friesen, Joel Fonstad and many others deserve thanks for this policy success. In addition to the policy work another area is in educational opportunities. Members of this Advisory Committee put on Positive Space seminars throughout the year. To that end, members of the Provost's Advisory Committee for Gender and Sexual Diversity alongside Pride Centre volunteers have been putting on seminars that include learning what different terms mean, discussing privilege and showing participants how to use their language and actions in a sensitive and inclusive way. A Positive Space is essentially a place where individuals can express their gender and sexuality without fear of judgment or harassment. The VP finance is working to arrange for a special Positive Spaces Training to happen at the GSA Commons (time and date TBA, likely selected via doodle-poll) and is hoping that all Executives and staff members will attend. VP Finance notes that he will discuss later with the VP Operations about making it mandatory for staff (that means we would have to pay them). Obviously scheduling for the Executive is challenging but for those that do take the time to attend (it's 90 minutes or so) are really showing their commitment to inclusive leadership and the VP Finance will be widely disseminating that to the membership.

President and VP External wants to find a way to bring in more GSA members into this initiative. VP Finance will talk with his colleagues at PACGSD and find out more details.

6.4. GSA social events

[Z. Ghaith]

VP Ops notes that the GSA has resources that we are not using to their fullest extent. He brings up the issue of the camera and using GSA coordinators to try and maximize our expenditures.

The VP Student Affairs that the Orientation Budget had been developed and circulated. He noted that based on personal experience finding volunteers or staff members to be photographers is challenging as people are often unreliable. VP Student Affairs notes that he negotiated a major savings from the original asking price of \$800

VP Ops and all present note that the coordinators worked very hard during the wine and cheese event.

6.5. GSA fall bursary updates

[Z. Ghaith]

VP Ops notes that tomorrow (October 15th) is the deadline. 65 complete applications have been submitted. The bursary committee will meet on 28th October and the meeting will last approx. 2 hours. As there is an exec. meeting scheduled on that day the starting time for the exec. meeting should be pushed back to 5:30PM.

All were in favour of the Executive meeting starting at a later time.

6.6. Meeting protocols/Meeting expectations from CGSR [R. Chakravarty]

President notes that at the CGSR Council meeting it was communicated to those GSA execs who were present that certain committee responsibilities are not being fulfilled as certain GSA executives haven't attended all the meetings that they are supposed to. President urges all to make sure to attend all meetings that they are to be at.

VP External notes that there are overlaps or confusion between CGSR and Uni. Council committees. President suggests if members are unsure to contact the Secretary to the Dean of CGSR. He further notes that we must check our RSVPs in Calendar.

The VP Finance states that all GSA execs must be professional and attend meetings as were under a microscope due to last years events and we have a responsibility to represent the members of the GSA.

Dean Search Committee Nominations [R. Chakravarty]

Dean Arts and Science: VP External (who has background in this college) has responded to the email wants to sit on this search committee. All in favour.

Dean University Library: VP Ops has agreed to sit on this committee but notes this is because no one else is doing this and it is outside his portfolio. All in favour.

Dean of CGSR: No initial replies to this email were received. As such President Rajat, VP Student Affairs Hardi and VP Ops Ziad are all under consideration or have expressed some interest or been suggested. As VP Ops Ziad will serve on the Dean of Library Committee, VP Finance is doing a Vice-Provost search committee and the Aboriginal Liason is on several search committees and the VP Student Affairs has expressed interest in this opportunity he will sit on this committee. All in favour. The VP Ops notes that we must reply to emails so it doesn't lead to confusion.

6.7. Hiring GSA Gala and conference coordinators [R. Chakravarty]

The President notes this discussion is challenging without the VP Academic present as she is in charge of the conference and this process needs to start soon.

An inquiry is made into the hours status of the Orientation Coordinator. The VP Student Affairs notes that she is supposed be logging her hours. President notes that each VP is responsible for logging hours of the coordinators they hire.

A brief discussion on the need for an inventory, checking off packing lists and better inventory control occurs.

VP Ops suggests that we use the fluid surveys platform to receive applications for the job. To make his job more efficient he needs access to the special coordinators we hire.

VP External will finalize job description and contact VP Academic to do the same this weekend.

President insists that this be done by the next meeting at the very latest.

6.8. Ideas for October Social / Halloween

[R. Chakravarty]

President suggests holding a social event in October and suggests a board games night with a Halloween costume prize. He further notes we have inventory of beverages that are perishable and need to be used.

Along with the Aboriginal Liason he will organize this event.

6.9. Events Budget

[R. Chakravarty]

President notes that he would like to see a budget line for GSA events with a cap at \$500 per event and a total of \$2000 or so. He will present a motion to the Council.

VP Finance notes this will be included in the budget for the next fiscal year and inquires as to where this money will come from this year. President replies the Legal Contingency Fund as the outstanding legal issue has likely been solved.

6.10. Updates on Grad Student Survey and Academic Consultation

[R. Chakravarty]

As VP Academic is absent there is no update on Academic/Tuition Consultation. President notes that is a priority of his as well and he may provide direct oversight of it.

VP Student Affairs notes that he plans to work on this in November. Some execs have already submitted questions for a potential survey of grad students. He suggests letting Uni. admin know that is the first time we are doing it so we should do it correctly as they have been asking about the progress of this initiative. He will start working on this the first week in November. He is still recovering from Orientation.

6.12 Student Forum Representation

VP Academic didn't attend this event.

President: Student Forum has been set up for students to talk about student issues. It is comprised of general students and student leaders. President Rajat went to the steering committee meeting today. He further notes that their terms of reference require two execs and two grad students at large appointed by Council. This year it was President and VP Academic. Last year was President and VP Student Affairs.

VP Student Affairs states that President and VP Student Affairs should sit on the exec of Student Forum and general membership of Student Forum. This was supported by a unanimous vote. It is further noted that is a fluid decision that can change year-by-year and is to be decided by GSA Exec. as to which GSA execs will sit on that committee.

6.13 Update on Legal Sub-committee Update

President notes that the legal Sub-Committee met the lawyer today and provided him a compelling rationale as to why the full invoice costs cannot and should not be paid by the GSA. After a period of tense negotiations. The lawyer agreed that the GSA will submit payment for all services rendered up to the period of April 1st 2015 when he was contacted by the VP Student Affairs (Rajat Chakravarty at the time) and VP External (Rahwa Osman at the time) informing him that his appointment/hiring by GSA President at the time had not been approved by the GSA.

BIRT that the GSA will pay the invoiced amount up to April 1st, 2015 including taxes and disbursements from the Legal Budget line. 3 in favour. VP Ops and VP Student Affairs abstain. Motion carries.

President commends the valiant actions of the legal sub-committee and thanks them for their diligent work.

6.14 GSA meeting on Childcare

VP Student Affairs notes that there has been ongoing discussion on childcare with Vice-Provost Teaching and Learning along with his counterpart at USSU. He notes that we need to be informed and be part of this discussion.

VP Academic raises some concerns regarding childcare with VP Fowler (University Finance) but he will take care of them as it is under his portfolio and he will initiate a broader discussion.

President asks the purpose of this discussion. VP Student Affairs notes that the new childcare facility will likely be operational by December and he wants to know the percentage of GSA spaces and how much they are going to charge.

The VP Student Affairs will set up this meeting and proceed accordingly. All in favour of this course of action.

7. Adjournment. Call for adjournment moved by VP Ops. Seconded by VP Student Affairs. Meeting is adjourned at 6:16PM.

Appendix: Three Minute Reports:

President:

President has chaired a legal sub-committee to deal with the outstanding issue of the legal invoice and notes they came up with a good strategy and most likely resolved the situation. This has been a major focus and he is pleased to resolve it in a way that saves the GSA thousands of dollars. He has been working on improving participation rates at GSA Council and has reached out to Uni Council to tell them to send their students to our Council. Several departments have been having elections and he encourages all present to get people from their departments involved. The Election Forum was successful with good turnout and engagement. He worked on newsletter and the next one will be finalized later this week or early next week.

President noted that Student Forum executive had a steering meeting. International Students will be a topic along with final exams scheduling and mental health. He had a meeting with ISAAC. Attended the Uni Council Meeting and gala and the Manning Awards. He is working on Academic Consultation with VP Academic and is also planning some social events. Campaign on provincial elections to be held in April.

VP Finance:

VP Finance notes that obviously things have been very busy but he takes pride in his work and his service for the members of the GSA. Since the previous Executive Meeting he attended a dinner meeting with the Health and Dental Plan Representative which resulted in preliminary positive news in terms of plan costs for the next year. He attended the Meet and Greet event for the Indigenous Graduate Students' Council. He further notes that he is committed to better GSA engagement with Indigenous students and complimented the hard work that Liason Carriere is doing in this area as it is obviously an area where the GSA can do better. She also deserves congratulations for her leadership of the intramural sports initiative as do the execs who have stepped up participated on these teams as a form of positive outreach to our members.

The VP Finance reports that the movie screening he organized was well received with many attendees reporting that the movie was better than the original. He acknowledges the work of President Rajat and VP Ghaith in helping him with set-up, take-down and ad hoc tech support they provided. The VP Finance had hoped for the GSA to break even on the event but with the film licensing being in American currency and the number of tickets sold that did not happen. The suggestions received include having popcorn/snacks next time. VP Finance reports that this may be possible to serve them on the outside of the room but is not technically permitted in the inside classroom. VP Finance helped to transport and set-up beverages and treats for the Federal Election Candidates Forum and the feedback from this event was positive. The GSA is obviously a non-partisan organization but we certainly want our members to be involved in the political process.

Along with the President, the VP Finance attended the announcement of the Manning Awards winners and then attended the reception representing the GSA along with the President, VP Academic, and Aboriginal Liason. It was pleasurable and we took the chance to greet MLA Norris and Mr. Michel David from the Organizing Committee. This celebration of innovation is something that the GSA has touched on somewhat in the past through sponsoring the Tech Venture / I3 Innovation Awards via venture loans (which would generate some revenue for the GSA). The uptake in that program hasn't been as high as hoped when the agreement was signed several years ago and it expires this year. VP Finance has had meetings with the ILO (Industry Liason Office) who administer this program and would certainly like to continue having some agreement with them but it needs to be modified to better suit the membership of the GSA and not so narrowly focused on STEM and also scaled back in terms of revenue commitment. This is an ongoing process that he is engaging with.

The VP Finance attended the CGSR Council meeting with the President and the VP Operations and reminded all present that they are also supposed to attend this council as they are voting members

and the voices of grad students. He further notes that President will likely talk more about the ongoing attendance problem later on. The substantive discussion largely focused on the qualification level of Ph.D./Master's Supervisors. It is obviously important for all students to have qualified supervisors well being responsive to different disciplinary standards.

The VP Finance has been working on the budgeting process including having meetings with experts from Financial Services Division and doing research/reading on the processes and examining comparator organizations. There are challenges in trying to budget for things that don't exist yet or don't have any sort of policy prescriptions. VP Finance notes that it seems clear there is a need for improved student and academic advocacy but until we know what form that will take any accurate budgeting cannot be accomplished. Another initiative that may come in the next budget that he has been working on with the VP Operations is one year trial of an emergency loan system for graduate students either in cooperation with or above and beyond the current offering from the University. To that end they have had a preliminary meeting with the requisite University officials to gather more information. The idea of implementing this system is that it would go above and beyond the current system of needs-based bursary. VP Finance also notes that it is his intention to expand the needs-based bursary system to benefit more students.

Along with the President and the VP Academic he attended the interim-President's Reception and thanked President Barnhart for his service to our University. His sentiments of going for calmness but not complacency strike accord with VP Finance. In addition to the Senior Leadership Breakfast he also attended the lunch meeting with VPTL Patti McDougall and her team from SESD. VP Finance notes that he is honoured to be the GSA representative to the Provost's Committee on Gender and Sexual Diversity which is an administration-supported committee that serves to support the institution in creating a community "that embraces diversity and ensures fair, respectful, and inclusive treatment for all its members by addressing intersectional issues of gender and sexual diversity as they impact upon the campus community." One of the issues that we are working on now revolve around university paperwork that we have all filled out at some point in our careers and the need to make sure the language regarding sex and gender is keeping up with the realities of our community membership.

VP Operations and Communications:

VP Ops notes that the daily updates of FB page, GSA website and daily meeting with GSA Commons Manager are ongoing. He has represented the GSA at the Ag-Bio Council, Uni Council meeting, USSU and GSA lunch, Leadership breakfast. He announced the bursary applications for this fall and has been organizing this on a daily basis. He also notes that he has been working very hard on a new initiative with VP Finance regarding emergency loans and met with requisite university officials.

VP Student Affairs:

VP Student Affairs notes that he is in a transition zone. He spent a great deal of time doing the orientation and been trying to catch up on his academic work. He has been representing the GSA at PCIP and Academic Programs on CGSR which meet regularly. He has been working with Vice-Provost Teaching and Learning and his USSU counterpart on issues of Campus Safety. He has been advocating on behalf of the GSA during sexual assault awareness campaign. He has been meeting with CGSR Associate Dean to talk about student advocacy and helping students deal with residence regarding temperature control issues in the residences. He is finalizing the report on Orientation.

VP Academic:

VP External:

VP External notes that she has been doing a whole bunch of stuff including Grad School Health Chats and planning these events for the whole year with approx. one per month Topics will include mental health, exercise, nutrition.

She represented GSA at the Sustainability Expo today and on Friday and has been tracking down

councillors to serve on policy review committee.

Aboriginal Liason:

Graduate Students' Association



University of Saskatchewan - Graduate Students' Association GSA Executive Meeting Minutes Wednesday, October 28, 2015 - GSA Commons 5:30PM – 7:30PM

Present: President Rajat Chakravarty, VP Finance David Bennett, VP Operations and Communications Ziad Ghaith, VP Student Affairs Hardi Shahadu, VP Academic Jebunnessa Chapola, VP External Natalia Terekhova, Aboriginal Liason Dana Carriere

- 1. Call to Order.** The Meeting is called to order at 5:39PM.
- 2. Approval of Chair.** The President asks if anyone wishes to be chair. Seeing no volunteers the President volunteers. Moved by VP Finance. Seconded by VP External. All in favour. President will chair the meeting.
- 3. Approval of Minute Taker.** VP Finance volunteers. Moved by VP Ops. Seconded by President. All in favour. Motion carries.
- 4. Approval of the Agenda.** VP Finance moves to add item 6.7 Fee Review Deadlines. All in favour. VP Ops moves to add Motion 7. Social Group Funding from Indian Students' Association. All in favour. The Amended Agenda as a whole is adopted. All in favour.
- 5. Approval of the Minutes of GSA Executive Meetings on October 14, 2015.** The President asks if there are any omissions or corrections.

The VP Student Affairs notes that on the previous minutes Item 6.12 was voted on and passed unanimously. The Minutes will be so corrected. VP Student Affairs also noted that Item 6.14 went to a formal vote and passed unanimously. The Minutes will be so corrected. All in favour. Minutes are adopted pending corrections.

6. Items for Action/Information

6.1. Three minutes reports

[Execs]

All Appended to these minutes.

6.2. Student Advocacy

[H. Shahadu/D. Bennett]

VP Finance and VP Student Affairs have both noted this is an important issue that was raised during the election and in our past discussions and has been an ongoing issue for years at the GSA. VP Student Affairs notes that advocacy is one of the most important things that we can be doing. He notes that the GSA has been expressing concern but doing more talking than 'doing'

Ideas: Creation of / realignment of current executive structure to include VP of Student Advocacy and Research, Office of Student Advocate / collaborative effort with Admin. and/or USSU, Focusing of current VPs on student advocacy (fulfilling advocate role) as opposed to sitting as a member of GAAC (hearing board).

President will be meeting with USSU VP Academic to discuss proposals about setting up a student advocacy centre that would likely be funded by a student levy and would offer high quality and professional services. There may be the possibility of an opt-out.

VP Academic notes that CLASSIC can provide some pro-bono legal services. President reminds us that this group focuses on legal advice that may not be beneficial to students/academic hearing cases.

Action Items: Arrange for meeting with USSU VP Academic. Submit query to Policy Review Committee about a possible VP Advocacy role. President, VP Student Affairs and VP Academic will work to bring forward a potential proposal to Council.

6.3. GSA Fall Bursary Updates

[Z. Ghaith]

VP Ops notes that is committee met today with him as the chair along with the VP Academic and VP Finance and four Councillors. There were 86 completed applications and those selected will be notified tonight and cheques will be prepared for next week. He has kept minutes and will be attaching them to the next Council agenda.

President asks if we should publicize the names of the winners. VP Ops notes that it is a matter of privacy as a needs-based bursary so we cannot. VP Student Affairs agrees with this point and the President understands.

6.4. Board Game Updates

[R. Chakravarty]

President reminds all to come to this very special event on Friday. It starts at 7PM and he could use assistance in setting up the Commons around 4 or 5PM. USSU has agreed to loan us their popcorn-machine and IGSC will provide some popcorn. The Commons Coordinator will be in charge of bar service and cash.

VP Ops notes he will be a bit late as he has another commitment. Aboriginal Liason notes that people will need to help with cleanup as well. She will pick up some pop to drink and the President will finalize the liquor licence. President will also purchase some gift cards for prizes for best costumes. Both will bring board games and paying cards.

VP Ops notes he asked President to involve events Coordinator. It was noted she is not currently available but will be in the future. Aboriginal Liason will arrive at 5PM to help set up.

6.5. Meet and Greet with USSU execs

[R. Chakravarty]

President notes that this is something he wanted to initiate. We should have done it a long time back but both groups are quite busy. We can use their help/expertise with our events like conferences, gala, etc.

VP Ops thinks that it is important that we meet with them. The President suggests that we look for ways to collaborate with them within each of our portfolios.

Action Item: President will arrange for a meeting with them. Invite them to the GSA Commons and provide them some light lunch at our expense.

6.6. Meet and Greet with the new University President [R. Chakravarty]

President notes that this is also something he has put in his report. All present agree that this is important. It is noted will come with a relatively empty slate and we will have to tell him our priorities and tell him our vision and let him where we need help. Dependent on his schedule but the end of November or early December are suggested.

We need to meet with him as an Exec. Then invite him to a Council Meeting if he is interested.

6.7. Fee Review Deadlines [D. Bennett]

VP Finance notes that The GSA will have to have its fee submissions prepared to submit to the fee review committee by Nov. 10th when that committee meets again. It then goes to PCIP two days later and then goes on to the Board of Governors in December. Theoretically, if there was some last minute necessity to change a fee we could push it back until November 27th, but that is cutting it really tight if there are any issues or clarifications needed.

VP Finance notes that current fees are as follows:

GSA Fee: \$33.65

CFS Fee: \$5.73

GSA Saskatoon Transit Fee: \$105.66

Graduate Dental Plan: \$185.61

Graduate Health Plan: \$225.56

All present agree with keeping the GSA fee the same. VP Finance will confirm fee with Saskatoon Transit and will ask VP External to confirm fee with CFS.

7. Motions for Consideration

7.1 Whereas the India Students' Association is a duly ratified social group and have submitted a request for event funding for their Parichay Event. BIRT that the GSA provide \$500 towards this event conditional on the ISA acknowledging GSA sponsorship at the event.

Discussion:

VP Ops notes that they had originally requested \$700 but he and the VP Finance note the limit is \$500.00. VP Academic has heard over the years that this has been a good event and is very popular with students and the ISA is a student organization that involves the wider community so we should try to get involved. President discloses that he used to be in charge of this group but he notes they are one of the largest international student clubs on campus. It is suggested that in the future they submit their request further in advance.

Five in favour. One Abstention (R. Chakravarty). Motion carries.

8. Adjournment. Meeting is Adjourned at 7:04PM.

Three Minute Reports:

President:

President has attended both University Council and the Senate Meeting with which was a very formal meeting that lasted the entire day. Of note from University Council was the desire of the University to increase TOEFL scores from 80 to 86 to better match ILETS scores (these are English Language Tests). He raised the concern that no positive correlation has been provided between higher test scores and better academic performance. The University has adopted these higher scores but it is up to the each college to accept that. Thus far the CGSR has not and the President is supportive of that decision as the higher scores disincentivize people to come and no benefit has yet been proven.

President notes that Board Games night is coming up on October 30th and he will attain a liquor licence. Along with the VP Finance he has prepared a float for the event. He notes that Course Council recruitment is off to a great start and he will now hand that over to the VP Student Affairs to continue. Along with the Aboriginal Liason he attended the Convocation as a representative of the GSA. He has also been actively involved in the President's Transition and tomorrow he will walk around Marquis Hall and introduce President Stoicheff to grad students over the lunch hour.

VP Finance:

VP Finance note he has been finalizing the renewal of the GSA's liability insurance (this differs from the Directors and Officers policy we're waiting for a potential quote on.) The GSA carries full commercial liability coverage we have to renew this policy with updated information every year. The procedure is somewhat complex as it requires the submission of replacement values for coverage (i.e. how much it would cost to replace something) which differs from how we would report valuation in financial statements (the depreciated value). With insurance we have to balance the need to be protected while also making sure that our premiums are still affordable. VP Finance believes he has attained this balance as our premiums are within the budgeted amount but he has reported more realistic replacement values for coverage. Obviously the GSA hopes that we never have to use our insurance but it is very important to be protected as best we can. A second administrative task that VP Finance has been working on is switching the GSA Coordinators onto the paymaster system. This has now been tentatively completed and the information has been submitted and the first payments will be processed on the 9th business day of the month going forward. VP Finance will provide evaluation on the costs and benefits system going forward.

VP Finance notes that he also worked an 8 hour Commons shift. Further, he thinks that we all have obligations to put some shifts at the GSA when someone is on vacation or other special circumstances so he would hope that the everyone ends up working roughly an equal amount in the end or he feels that it ends up being quite unfair to those that are working. Covering vacation shifts is a very good financial move as it keeps GSA labour costs under control which in turn frees up funds to better support students. He notes that it isn't his role to decide when staff should or shouldn't be permitted to

take vacation but he has observed when the Office Manager isn't here it negatively impacts our customer service delivery to students/stakeholders. Obviously we're doing the best we can in the office but we don't have the specialized training/knowledge to deal with all queries and telling people to wait a week until the Office Manager is back is really poor customer service. He notes that improving customer/stakeholder service delivery is something the GSA needs to work on. He has reached out and asked and the Office Manager would be more than willing to offer all execs a bit of training just to make sure we know how to do things properly in the office and don't cause any mistakes. VP Finance would also like to invest in a wireless headset system that connects to the phone that way if the Manager or Coordinator is working somewhere else in the Commons and the phone rings they can answer it. When people call during business hours and it rings through to voicemail it makes it look like the call isn't important to us and that's not true.

VP Finance attended the meeting of the fee review committee which he'll discuss more thoroughly later on in the meeting. He served on the bursary selection committee and notes that just based on the number of applications it does seem like we need to find a way to increase the number of bursaries going forward and he is strongly committed to finding a way to do that in the next budget. VP Finance won't be available to assist at the Halloween "Spooktacular" games night but along with the President I have prepared a float for that event for bar sales. He will be attending the CAGS conference and will report back on that but he has reviewed the program and noted the heads of tri-council will be there so is hoping they'll be available for questions and answers.

The last thing VP Finance notes is that he went to the advanced positive space seminar and received his certificate (on display in GSA Exec. Office). There is still one more level of training he would need before he would be able to actually facilitate a Positive Spaces 101 seminar for this group. He is working with the Provost's Committee on Gender and Sexual Diversity to ensure that the GSA (along with all execs. and staff) help transform the GSA into a positive space. To that end the next Positive Spaces 101 is on Friday November 20 from 2:30PM to 3:20PM in Murray 102 and you can register on the Gwenna Moss Centre for Teaching Effectiveness website. November 20th is also Transgender Day of Remembrance where the those who have become victims of violence because of their gender identity are remembered and there will be an on-campus event that I will get more details on shortly but hopefully many GSA executives will attend.

VP Operations and Communications:

The VP Ops has been working on preparing for the Council Meetings and Executive Meetings. In addition to his work on the bursary committee he worked an eight hour shift at the GSA Commons and had two meetings with Office Manager to make sure things will run relatively smoothly over her well deserved week off. The VP Ops represented the GSA in the Alumni achievement award event. He updates the association website and Facebook page on daily basis.

VP Student Affairs:

VP Student Affairs notes that he hasn't started working on any new initiatives since the last meeting but he did go to the important meeting with Associate Dean of the CGSR Trevor Crowe along with VP Finance and VP Academic on the topic of academic advocacy. Has been working to arrange a meeting with VPTL P. McDougall and VPFIN G. Fowler regarding childcare/daycare on campus. Finding a time for a 60 minute meeting with VPTL is challenging

VP Student Affairs took the initiative and reached out to University Admin. and he will now sit on the childcare steering committee and he will attend a meeting on that next week. He has also been working on collating the planned survey based on some questions that have been submitted by the Exec. and he will be reaching out to suggest any improvements or seek any clarifications that are necessary. He notes that he has also been responding to many queries and concerns from students that he receives via email.

VP External:

VP External notes that we have received a number of applications for Gala and Conference Coordinator positions. She was the key contact person and the deadline is this Friday. She notes that there are more applications for conference coordinator position than gala coordinator position.

VP Academic:

VP Academic notes she had a meeting with L. Markin from the library to work on some improvements to the Writing Centre that will be beneficial for Grad students. She notes that an important even is coming up on Oct. 30th there will be an Industry Talk organized by SECC that will take place at the GSA Commons. She has a meeting planned with Julian Demkiw from the President's Office to discuss the upcoming GSA Conference. She will meet with GSA President for advice on 3MT.

VP Academic further notes that December 6th is the anniversary of the École Polytechnique Massacre which is memorialized by the National Day of Action and Remembrance on Violence Against Women. She is looking into partnering with the Women's Centre and the Canadian Federation of University Women to have an event at the GSA Commons.

Aboriginal Liason:

The Aboriginal Liason notes that Campus Rec. Soccer is now finished. Tragically the GSA Guppies didn't qualify for the playoffs. She notes that many students expressed strong interest in fielding an indoor soccer team for term two. She reached out and encouraged students to bring their friends so a few more graduate students became involved with the teams and the GSA.

She further notes that the IGSC held its AGM on October 20th and has 4 new members on its council. They planned events and initiatives for the year. The next event is the Graduate Studies Information Session, where they will meet with Aboriginal undergraduate students and encourage them to look into Graduate Studies.

On Oct. 30th she will be meeting with Graham Joseph from the Team Leader from the Aboriginal Students' Centre. Along with Dean Baxter-Jones they have agreed to hire a graduate student to look into what other universities in Canada are doing to engage with their Aboriginal Graduate Students and to help the UofS implement a strategy.

She will be attending the Building Reconciliation: Universities Answering the TRC's Call to Action National Forum on Nov. 18th and 19th. University Presidents, First Nations and Metis leaders and Indigenous Student Leaders will be at this event. Jack Saddleback from USSU has asked the Aboriginal Liason to be on a student panel to discuss Aboriginal student experiences and the vision for the future of Aboriginal students.

University of Saskatchewan - Graduate Students' Association



University of Saskatchewan - Graduate Students' Association

GSA Executive Meeting Minutes

Wednesday, November 4, 2015 - GSA Commons 5:00PM – 7:00PM

Present: David Bennett (VP Finance), Hardi Shahadu (VP Student Affairs), Natalia Terekohova (VP External), Jebunessa Chapola (VP Academic), Ziad Ghaith (VP Operations and Communications), Rajat Chakravarty (President).

Regrets: Dana Carriere (Aboriginal Liason)

6. Call to Order: The meeting was called to order at 5:04PM

7. Approval of Chair: The President asks if anyone wishes to be chair. Seeing no volunteers the President volunteers. Moved by VP Operations. Seconded by VP Student Affairs. All in favour. President approved as a chair for this meeting. **Motion carries.**

8. Approval of Minutes: VP Operations asks to take the minutes. Moved by GSA President, seconded by VP Student Affairs. All in favour. **Motion carries.**

9. Approval of the Agenda: VP Student Affairs moves to add item 6.9 **Discussion on GSA position statement on safety meeting.** Moved by VP Student Affairs, seconded by VP Academic. All in favour. **Motion carries.**

10. Approval of the Minutes of GSA Executive Meetings on October 28, 2015

The minutes is available on the Association website. President asks for any discussion. VP Student Affairs requests VP Operations to circulate meeting minutes to the GSA executives before posting them on the Website. VP Operations notes that this would be double approval of the meeting minutes, but he agrees to circulate the minutes before posting them on the website.

Approval of 28/10/2015 minutes moved by VP Operations, seconded by VP Academic. All in favour. **Motion carries**

11. Items for Actions/Information

11.1. Three minutes reports

[Execs]

GSA President asks the execs to have three minutes report each.

VP Student Affairs:

VP Student Affairs notes that the last week was really busy for him. Talking about safety meeting which will be held on in Grad House on Thursday November 5th. VP Student Affairs notes that the office of Vice-Provost Teaching and Learning sent a very short notice about this meeting. Further the Vice-Provost Teaching and Learning (Patti McDougall) did not consult with the GSA before organizing this meeting. VP Student Affairs asked the University President office for a meeting to discuss this, the President Office Chief of Staff (Julian Demkiw), he noted that GSA request is reasonable. VP Students Affairs addressed some issues such as, the different needs of grad and undergrad students and why the student leadership did not consulted in organizing this meeting. The Vice-Provost Teaching and Learning decided not to postpone the meeting, she further asked her office to send an invitation the all GSA and USSU execs.

VP External:

VP External updated other execs on the health chat session, Christine Foster from student care.net will visit the GSA on 17th of November. VP External notes the she plans to have Zumba class for one of the health chat sessions, but such session will cost around CAD 250. She think we still have time to figure out how to run such session as she plans it to take place in February. On another topic, VP External informed other execs that CFS sent a compute to the GSA earlier this week, this computer is supposed to be used to print out the international student cards. Unfortunately the computer is not working, CFS promised to replace it.

President:

GSA President starts his report by updating other execs on the Board Games Night. The event took place on 30/10/2015. The President notes that the event was very successful, more than 100 people attended the event. The GSA managed to sell out some alcoholic drinks which help the association to cover fall orientation expenses. The President mentioned that GSA Aboriginal Liaison put a lot of efforts in organizing the night, further VP Student Affairs helped in setting up the commons for the event.

The President attended grad student administration forum on 4/11/2015. He met with the university secretaries. He spoke about the GSA Council, and encourage the secretaries to help in the Council hiring process. Finally, the President is currently working on building a new website for the GSA. He has already started creating it, he notes that this is a time consuming process, further he asks all execs to contact him or VP Operations if they have any suggestions about the new website content.

VP Academic:

The VP academic was involved in the Industry Talk event which is organized by the University Career Centre. She mentioned that about 100 people participated in the event. The VP Academic with VP External represented GSA in one of ISSAC events.

VP Academic met with the President Office Chief of Staff (Julian Demkiw) to discuss with him the possibility of sponsoring GSA conference which will take place spring. The President Office Chief of Staff informed her that they are still not sure if the university will sponsor the conference, or how much the university will allocate for it.

VP Finance:

VP Finance notes that the authorization of the renewal of our commercial liability and property insurance has been executed. The annual premium will be \$3807. That premium is less than \$100 higher than last year even though we have increased the replacement value declarations for coverage amounts. VP Finance added that he is pleased this is done as it was a bit stressful going back and forth ensuring the proper documents were sent and filed out correctly etc. The existing policy expires at 12:01AM on Nov. 5th so there wasn't a whole lot of time to spare. I will mention the Director's and Officers Non-Profit Liability Coverage when we get to the motion. Other things to note that the GSA Budget Committee is diligently working and we have a meeting scheduled for next week. The other task that took up my focus since our last meeting as attending the CAGS Conference which I'll talk about in the specific section.

The Awards Committee of the CGSR met yesterday to rank and approve tri-Council allocations. I'm part of this committee but the terms of reference mean that only faculty along with previous award winners can be part of the panel so there is still some student representation just from a previous winner. The first instalment of our Health and Dental Premiums (approx. \$337,000.00 is due on November 15th). I'm just waiting to receive a cheque from the University before we can go ahead and process that payment.

In less positive news, there was a bit of confusion with the counting of sales at the Halloween Games Night event. I'm trying to get to the bottom of it but as I wasn't there and there were no physical tickets sold so it is impossible to know how many beverages were actually sold and how much money should be in the cash box. It looks like someone just wrote down the wrong figure when originally counting the sales on the event night. The total beverage sales for the night according to my calculations are

\$184.80 which means the totality of Orientation Events has now broken even and we are about \$20 ahead on that budget line with still some wine left to sell. It does seem clear that we or I need to implement and oversee better cash handling procedures to make sure things like this don't happen again.

The last thing to note is that a group of Graduate Students from several departments in the Sciences have sent a letter asking for \$500 to help host the annual Women in Physics Conference. They've already secured some high end funding from the Canadian Light Source, Department of Physics, The Institute of Quantum Computing at U of Waterloo) but they will need to raise about \$25,000. I would like to support them as this seems to really fit the mission of the GSA. They're right now just going through the process of forming either a club to apply for the funding or PEGASUS could apply but they can only apply once per year so it would preclude them from having any of their own events. For groups hosting high-level national or international conferences there needs to be an exception or some other avenue of the GSA providing funding support. I'm hoping the Policy Committee can take this up.

VP Operations and Communications:

VP Operations notes that the last week was quit, he was busy in communicating with the bursary winners, further he organized the bursary committee meeting on 28th of October. VP Operations mentioned that the GSA received a request from the college of Pharmacy and Nutrition asking GSA to nominate a grad student to sit on their Associate Dean for Research and Academic affairs search committee. He communicated with grad student the college of Pharmacy and Nutrition regarding this issue. He will give full updates about this in Item 6.6

11.2. ISSAC's global village event

[N. Terekhova]

ISSAC is planning Global Village Event on 26th of November. VP External is plan to have some graduate students to set up a booth. She contacted VP Operations to provide her with the GSA social clubs contact information. She has sent a request to India Students' Association, Nepalese Students' Association, and Persian Students' Association to help in setting up a booth. She hope more social clubs to get ratified to involve them.

VP Operations notes that according to our Policy, the ratification period has already passed (30/9/2015) he suggests that the governance committee to change this date to give more time for the students to ratify their social clubs.

GSA President asked if there is any further discussion on this item, seeing none. The execs moved to discuss the next item.

11.3. Update on Gala and Conference coordinator applications [N. Terekhova/J.Chapola]

VP External updated the GSA execs about the Conference and Gala Applications. GSA received about 50 applications, not all of them are complete. 5 applicants applied for Gala coordinator position, while about 20 applicants applied for Conference coordinator position.

VP Operations suggested that VP Externals and Academic to get shortlist and to start planning for the interviews. VP External mentioned that Councilor Mohammed Rafati applied for one of these positions. She informed the GSA execs that Mohammad Rafati. She suggested to include two councilors in the interviewing committee to ensure transparency and equal opportunities for all of the applicants. The President thinks that one from the GSA office (VP Operations or GSA office manager) should be part of the interviewing committee as the new coordinators will work in the GSA for few hours every week. VP Student Affairs agreed with the President, and he added that it is important to include the GSA

execs in the interviewing committee, he further shows an interest in setting up this committee. VP Externals and VP Academic will meet some time to organize this, they will organize the shortlist and schedule the interviewing committee probably sometime next week.

11.4. GSA conference funding

[J.Chapola]

VP Academic met with the President Office Chief of Staff (Julian Demkiw) to discuss with him the possibility of sponsoring GSA conference which will take place spring. The President Office Chief of Staff informed her that they are still not sure if the university will sponsor the conference, or how much the university will allocate for it. He mentioned that the university might decrease the conference sponsorship to less than CAD5000.

The President suggested to start fund raising once we hire the conference coordinator. VP Academic asked the VP Finance if GSA has any budget for that, he replied: GSA has no budget for the conference and it will be all fund raising as the last year.

VP Operation suggested VP Academic to approach different departments in the university. He further suggested her to show how important is this conference for the university grad students, this will encourage different departments to sponsor the conference and he thinks that this way the department heads will encourage their students to participate in this conference. VP Academic would like to talk about this during the University President breakfast later this month, the GSA President thinks it would not be a good idea.

VP Finance noted that academic publishers might help in sponsoring the conference and he suggested VP Academic to approach them. He further mentioned that he can ask the budget committee to allocate some money for the conference, but he think this will discourage some sponsors to help out.

11.5. GSA commons during Fall Mid-Term Break

[Z. Ghaith]

The VP Operation noticed that very few no graduate students come to the GSA Commons after 5:00PM. He suggested to close the Commons during the Fall Mid-Term Break. He further mentioned that he discussed this with the GSA Office Manager, but she was not supportive of this idea as she think it will be short notice for the GSA coordinators. VP Operations agrees with this, but he would like to bring this for voting. VP Finance suggested to close the Commons for only one day (Tuesday) the President and VP Operations think this will not save GSA money, rather it will ditruct the coordinators schedules.

VP Operation moved a motion, seconded by GSA President:

In favour (1), opposed(2), abstentions (3)

Motion fails

11.6. Associate Dean of Research and Graduate Affairs in the College of Pharmacy and Nutrition (search committee)

[Z. Ghaith]

The GSA received an email from Shannon Wiens from the College of Pharmacy and Nutrition on 27/10/2015. She talked to VP Finance asking information about search committees. They are arranging a search committee for Associate Dean of Research and Graduate Affairs. Their terms of reference require the GSA to appoint a graduate student to sit on this committee. VP Finance suggested her that the grad chair of the College circulate an invitation to sit on this committee and come up with a list of grad students who are interested and the GSA will pick one.

Shannon Wiens, emailed our Office Manager, and she mentioned that they were unable to come up with list of grad students due to the examination period. GSA Office Manager asked VP Operation about this. VP Operations sent an email to 8 grad students in the college of Pharmacy and Nutrition asking them to nominate a student to sit on this search committee. They nominated Mohammed Saeid , Waleed AbdulAziz to sit on the committee. VP Operation will ask GSA Office Manager to forward this name to Shannon Wiens.

GSA President, would like to use this opportunity to encourage the college of Pharmacy and Nutrition to form a Council. VP Student Affairs, mentioned that when he receive such request he forward it to other execs. VP Finance noted that such small things should be addressed by any exec if he/she see a quick solution rather waiting all execs decision.

11.7. Academic Council/Councilors

[Z. Ghaith]

VP Operations: I received an email from one of our Councillors regarding our online voting on the student forums. The Councillor mentioned in his email that the voting process was not totally correct because some alternate and voting members voted on that motion. Further GSA Chair sent an email to all of the execs regarding the Councillor list on the web site, he noticed kind of irregularity in the available lists.

VP Operations added: In one of our meeting in September I mentioned that the process of hiring the councillors is not clear and we should improve it, I cannot reject any ratified Councillor, so I upload all the ratified Councillors on our website, I suggest to have a meeting (VP Operation, GSA Chair, GSA President, VP Student Affairs) to improve this process.

VP Student Affairs: We can communicate with each council president, to make sure we have voting members according to our allocation system. VP Operations: As this is out of my portfolio, I suggest VP Student affairs to take the lead and organize this.

11.8. Update on CAGS conference

[D. Bennett]

As you know I attended the Canadian Association of Graduate Studies Conference in Calgary this past weekend. I'll write a full report for the Council but I wanted to note know some of my initial observations and share some important information.

The theme of the conference was reimagining the PhD. Why does that have to be done? Well the simple reason is that the majority of PhDs will not get tenure-track jobs or even jobs in academia.

Working outside the academy is the new normal for PhDs and the current structure of the PhD doesn't actually do much to prepare you to be successful in that work. In many cases employers are valuing relevant experience just as much or more than education. Hiring experts have reported that a lot of people don't understand how to write a resume and why it is different from a CV. The things that are

more important on a CV such a TAing and Conference publications, etc. are really not that meaningful on a employment resume. So, we as the GSA and in partnership with the Institution need to work on professional and skills development opportunities for all our grad students.

Some of the suggestions raised included offering a PD Skills week, mandatory Professional Skills seminars, Professional and Individual Development Programs that will show up on transcripts, there is a platform called <https://www.mygradskills.ca> that several Ontario universities have created that looks quite promising. Just let me show you this quick intro on it. They're working on rollout across the rest of the country and I know the U of Alberta now subscribes but I'm not sure of their cost structures.

Some other areas that came up that may be of interest to you include the expanded need for breastfeeding spaces. The need for more diaper changing spaces (including in places where male students can access). If the University administration won't provide those services than we need to take the initiative and do so. Particularly in light of changing demographics in grad school. Some universities have a specific councillor and/or area designated for Graduate Students that way you wouldn't have to worry about sitting in the same waiting room as someone you're teaching. To increase survey participation is was suggested that the results from the last survey be sent out. We won't be able to do with the first annual GSA survey but in the future we can think of doing that. Minimum guaranteed funding package being disclosed to students in advance was suggested along with the restructuring of the comprehensive exam. In my report to Council I'll also provide a brief update on the Tri-Councils and MITACS. It is certainly a worthwhile conference to attend but the cost structure and the locations they utilize mean that without CGSR supporting us in this matter it would be financially challenging or impossible to send a representative.

11.9. Discussion on GSA position statement of safety meeting.

I start where I finished my report. I think the office of Vice-Provost Teaching and Learning sent a very short notice about the safety meeting.. Further the Vice-Provost Teaching and Learning (Patti McDougall) did not consult with the GSA before organizing this meeting.

Regarding the Student Forum, I think I am supposed to be the GSA leading person forum. Vice-Provost Teaching and Learning emailed GSA President and VP Academic, but they did not involve me in this. I think GSA President was supposed to ask Vice-Provost Teaching and Learning to contact me in this regards. VP Student Affairs feel that Vice-Provost Teaching and Learning tries to avoid him.

VP Operations asks: Do you think they avoid you as a person or as a position. VP Student Affairs think that they avoid him as a person, he feels it is a systematic underestimated process. He further think that the Vice-Provost Teaching and Learning did not consult the GSA about the safety meeting because they know they had to encounter him, so they avoid it.

GSA President clarified that there is no term of reference that VP Student Affairs is the leading person in the student forums, he further asked: can you show me where this is written, or can you show me this in any of our minutes.

VP Student Affairs: I think VP Operations and Finance know that, Ziad asked in one of our meeting about it. VP Operations replied, I asked specific question and I raised one issue that there is no reason for GSA President to be in that forum, VP academic and Student Affairs should represent the GSA in the forum. GSA President that he asked Patti explicitly why VP Student Affairs was not emailed and selected to set on that forum.

VP Student Affairs: our Bylaw mention explicitly that VP Student Affairs should advocate for all non-academic issues, VP External: my portfolio includes non-academic issues. VP Student Affairs: you (GSA President) supposed to tell them from the first email, you should contact VP Student Affairs. GSA President think regarding the residence issue, we cannot tell the University not to have meeting with the students, he added that Patti mentioned the security during the lunch with GSA and USSU execs, but you (VP Student Affairs) was not in the meeting, I think the University is not supposed to consult with GSA about every small issue.

VP Academic: I live in the residence, and I see many problems I am part of that community, but if you (VP Student Affairs) feels that you are underestimated talk about this during our safety meeting tomorrow.

VP Finance: we should be professional in addressing all of these issues. GSA President: Hardi if you feel underestimated, you can meet Patti and talk to her directly.

VP Operations: It is almost 7:00 and we should move ahead to discuss the motion. GSA President moved a motion to table this discussion after discussing motion 7.1. all in favour Motion carries

12. Motions

- 12.1.** Whereas the GSA Bylaws indicate that executive members cannot spend more than ten percent (10%) or five hundred dollars (\$500), whichever amount is larger of any budget line without a majority vote of the Executive. Whereas it was agreed that (September 23 2015 Executive Meeting) the VP Finance will flag any/all transactions that meet the threshold and submit an email digest of them to the rest of the exec. team. Whereas that procedure has been

followed but the acquisition of Non-Profit Directors and Officers Liability coverage is a new and significant expenditure best approved in person for reasons of clarity and transparency. BIRT the GSA authorize the expenditure of \$1,100 (note this above and beyond our commercial liability and property coverage) on this Insurance for a 12-month policy year per the recommendation of both our Insurance Broker and Auditors. **[D. Bennett]**

[Attachment](#)

Discussion on the motion:

VP Finance showed all the execs a short video explaining what this insurance, and why it is important. GSA President feel that there might be small conflict of interest: It sounds like we are trying to protect ourselves, so I will abstain in voting on this motion

VP Operations feels that the possibility of facing such situation where we need this insurance coverage is very low.

VP Finance: this insurance will not cover any illegal act. VP Operation: I don't think we will get any benefit from this insurance.

The President suggested to move this discussion to the Council. VP Operations think there is no need to go to the council, execs can move a motion and vote, VP Student Affairs agreed with VP Operations.

VP Finance moved a motion, seconded by GSA President

All in favour (4), opposed (1), abstention: (1)

Motion carries

Discussion on Item 6.9 (Cont.)

VP Operation asked VP Student Affairs: Did any student complained about the safety meeting short notice? VP Student Affairs: No. VP Operation: Then we cannot assume this is a real problem, it is your own assumption, you build this on assumption not a real complain from the students. VP Operation think as well that GSA should keep good relationship with the University, and we should be strategic in

approaching the University admin and use appropriate language. VP Student Affairs read the email he sent to Patti, and he added that he always keep using good language when he contact them, he added: the way I approach people is different that how I talk during the exec meetings, I keep high level of proficiency when I talk to the University administration.

13. Adjournment: The meeting was adjourned at 7:24PM. Moved by GSA President, seconded by VP Operations. All in favour

VP EXTERNAL REPORT October-November 2015

Has attended:

- Executive meetings October 28, November 4
- Budget Committee, November 9
- GSA Halloween event
- Volunteered in-office hours

CFS

Working with CFS to create Saskatchewan Steering Committee in order to access Saskatchewan component bank account. This money can be used for GSA initiatives in the future. Will elect and ratify Saskatchewan chairperson at the CFS meeting this weekend.

Although many students inquired about them, we are still unable to issue ISIC cards to our members. We have ISIC printer but cannot install the software. We do not have Administrator password for the GSA laptop because we never received it in May. CFS sent us a laptop but it didn't support the software. CFS may give us another laptop at the meeting in Ottawa this weekend. I contacted the ICT to give us the password but they never got back to us. Will contact them again.

CFS' Deputy Chairperson Anne-Marie Roy and Graduate Caucus Chair Christina Muehlberger visited Usask on November 4. They were issuing ISIC cards to students in Arts tunnel.

GSA sports teams

Actively involved in soccer and volleyball sports teams. Volleyball team captain

Global Village Event

ISSAC invited the GSA to participate in their Global Village event on November 26. First organization meeting was on October 30. I reached the ratified social groups offering them help organizing a table/performance.

Grad School Health Chat

November 17, 2015

GSA Health Plan: What's in it for me?

Session about getting maximum out of your Health and dental plan.

Kristin Foster from studentcare.net will facilitate the event

As it gets cold at that time, we thought it would be nice to have hot chocolate and whole grain mini-muffins (healthy!). This one should be bigger as it is about money students pay, around 50 people.

Ordered muffins and fruit tray, sent out an email to grad students, created a Facebook event, prepared posters, one of the Health Chat Coordinators put them up.

Gala Coordinator Selection

There were 5 applications for the GSA Gala Coordinator. 3 of them were selected for interviews on Wednesday, November 18 at 2.45 pm. VP External, GSA president, and VP Operations are on the committee as the coordinator is going to work with them directly. As there may be conflict of interest, councillor Isaac Pratt and Shari Thompson from SECC were invited to sit on the committee as well.

Good evening GSA members,

It is my pleasure to provide you with this report on my activities as the VP Finance and to give you updated information on the finances and budget of our Association.

1. Representation

I had the opportunity to attend the Canadian Association of Graduate Studies Conference in Calgary on the Weekend of October 30th. The theme of the conference was reimagining the PhD. Why does that have to be done? Well the simple reason is that the majority of PhDs will not get tenure-track jobs or even jobs in academia. Working outside the academy is the new normal for PhDs and the current structure of the PhD doesn't actually do much to prepare you to be successful in that work. In many cases employers are valuing relevant experience as much or more than education. Human Resources experts at the conference reported that a lot of academics don't understand how to write a resume and why it differs from a CV. The things that are more important on a CV such as TAing and Conference publications, etc. may not really be that meaningful on an employment resume. So, we as the GSA and in partnership with the Institution need to think about how we can work on professional and skills development opportunities for all our grad students. Some of the suggestions raised included offering a PD Skills week, mandatory Professional Skills seminars, Professional and Individual Development Programs that will show up on transcripts, there is a platform called www.mygradskills.ca that several Ontario universities have created that looks quite promising. They're working on rollout across the rest of the country and I know the U of Alberta now subscribes as well. I would encourage you to take a look and provide any feedback you might have which I will share with the CGSR.

The heads of the Tri-Council were at this conference to provide a brief update on their activities. Some things to note are that SSHRC only has 1/3rd of the funding but has 1/2 of the faculty and students. CIHR and NSERC are planning on expanding their collaboration with the private sector to support student training while still allowing for research independence (how this will be balanced was not made clear). All three Councils reported that they are improving their longitudinal tracking of funding recipients and collection of statistical data about their programs. They are all trying to improve their gender equity in funding which is particularly poor in NSERC and stronger in SSHRC. I should say too that my participation and attendance at this conference was funded by University and the GSA appreciates their support in this.

It is an honour to be the GSA representative to the Provost's Committee on Gender and Sexual Diversity which is an administration-supported committee that serves to support the institution in creating a community "that embraces diversity and ensures fair, respectful, and inclusive treatment for all its members by addressing intersectional issues of gender and sexual diversity as they impact upon the campus community." To that end I attended the advanced Positive Spaces Training and I've earned my certificate (on display in the Executive Office). For those that are interested in learning about creating positive spaces the next introductory "Positive Spaces 101" is on Friday

November 20 from 2:30PM to 3:20PM and you can register on the Gwenna Moss Centre for Teaching Effectiveness website. November 20th is also Transgender Day of Remembrance and there will be a candlelight vigil in remembrance of those who have lost to anti-transgender hatred and violence. The event will take place in ARTS 241 at 6:00PM. A last thing to note on this topic of gender diversity our upstairs bathroom already is gender neutral and accessible so it will be added to a map that the Pride Centre has of all the gender neutral washrooms on campus.

In addition to our bi-weekly Executive meetings and working a full shift at the GSA while our Office Manager took a well-deserved week off I attended two Fee Review Committee meetings and I'm pleased to note that we will not be raising GSA fees or Health and Dental Fees. The UPASS and CFS fees are adjusted based on CPI so there will be quite minimal increases for both of them.

2. Supporting Student Success

I am still needing to speak with representatives from the Geography Student Council, History Graduate Students' Council, Philosophy Graduate Course Council, SENSSA, Soil Science Course Council, School of Public Health Students' Association and the College of Medicine GSS. Please see me after the meeting or contact me via email (gsa.fin@usask.ca) as I have Council funding cheques from 2014/15 for you. I know I've mentioned this before but some of the records the GSA has were mixed as to whether you were societies or associations or what your actual name is on your bank accounts so if there are changes needed just let me know and we can get those processed rapidly. You'll need to sign our form saying that you received your cheque.

The GSA was pleased to help sponsor the India Students' Association *Parichay* event and I'm told it was very successful. My colleague the Vice-President of Operations will talk about this in more detail but we had our second round of bursary funding. The selection committee selected twenty recipients this round and we will directly fund ten of them. The other ten receive their funding through the College of Graduate Studies and Research on behalf of the GSA. This year in total we will award 50 bursaries with 20 funded directly by the GSA and the additional 30 funded via the CGSR.

3. Orientation + Meet and Greet (Wine and Cheese event) + Halloween Board Games

I do have one more update on this. Taking into account the sales of beverages at the Halloween Board Games night that particular budget line will have a small surplus. Once the bi-weekly deposits are done this will be officially updated on the budget. Even though there is no snow on the ground the planning for the Winter Orientation will soon commence and I will provide financial updates on that when they become available.

4. Audits and Insurance

I have been in close contact with our auditor and although the process is going slower than I had hoped it is going. They sent a request for a lot of supplemental information in order for them to continue their work. This information was compiled over the break

week as best I could (with a great deal of assistance from Sherri!) and we sent it over on Monday. Unfortunately some of the record-keeping during the audit periods was a bit lacking or missing entirely so that obviously complicates the process. I will keep you updated on how we will resolve that and hope to have some concrete details soon.

I have finalized the renewal of our commercial liability insurance. We obviously need to carry full coverage and the policy is renewed each year with updated information. With any insurance we need to balance the need for protection while also still making sure our premiums are affordable. I hope the GSA never has to use our insurance but it is important to be protected. The annual premium will be \$3807 and we will be submitting that this week and that premium is less than \$100 higher than last year even though we have increased the replacement value declarations for coverage amounts. Following the advice of our auditor and also our insurance broker we have also acquired non-profit Directors and Officers Liability coverage for the organization at a cost of \$1100 for the policy year. A final administrative task that I had been working on is switching the GSA Commons Coordinators onto the paymaster (university payroll) system. This has now been completed and the information has been submitted and the first payments will be processed on the 9th business day of the month going forward.

5. Fiscal Updates / Budget (to date)

I've attached the budget to date (Friday November 13th) as well as the list of revenues and expenditures (up to November 13th). Should any member wish to see the original invoices and/or receipts or requires more information I encourage them to contact me at gsa.fin@usask.ca

As per 5.4.6. of the GSA bylaws I hereby declare that each GSA executive member receives a stipend of approx. \$598 per month from the College of Graduate Students Research in addition to the honorariums we receive from the GSA.

The budget Committee has had it's first meeting (committee digest appended to Council Agenda) to get ready to start working on the 16/17 GSA Budget. Please do not hesitate to contact me should you have any questions or concerns or you want more information.

Best,

David Bennett

Vice-President Finance
Graduate Students' Association

Revenues

	Fee-based	2015-16 Budgeted	2015-16 YTD	2014-15 Budgeted	2014-15 YTD
1	GSA Membership Fees	\$198,000.38	4853.05	\$189,953.00	\$190,925.90
2	GSA Commons Bookings	\$5,000.00	2285	\$4,500.00	\$6,781.00
3	UPASS Administration	\$10,500.00		\$10,000.00	\$11,011.00
4	USask Cold Beverage Agreement	\$4,000.00		\$0.00	\$6,000.00
	Fundraising Dependent				
5	GSA Handbook Advertisement Sales	N/A	N/A	\$1,500.00	\$150.00
6	Orientation Fundraising	\$1000.00	1000.00	\$1,500.00	\$500.00
7	GSA Conference Fundraising/ Sponsorship*	\$10,000.00		N/A	\$10,000.00
8	GSA Gala Sponsorship*	\$20,000.00		N/A	\$23,900.00
9	GSA Gala Ticket Sales*	\$6,750.00			
10	CGSR Bursary Contribution**	\$0.00		\$20,000.00	\$30,000.00
11	CFS Handbook Advertisement Sales	\$750.00	835.00	N/A	N/A
	Residual Revenues				
97	Supplementary Revenues	\$0.00	450.00		
98	Tech Venture Challenge Funding***	\$60,000.00			
	Total	\$316,000.38		\$227,453.00	\$279,267.90
	*significant increase in revenue is a result of a change in reporting procedure to a more transparent method, and not a reflection of increased revenues.				
	**significant decrease in revenue is a result of a change in procedure, and not a reflection of decreased revenues (CGSR now handles the distribution of their \$30,000 bursary contribution)				
	*** This money was budgeted and allocated in September 2013 (motion 15) to support a grad student "Tech Venture Challenge" but was not distributed. The funds are now due.				

Expenses

		2015-16 Budgeted	2015-16 YTD	2014-15 Budgeted	2014-15 YTD
	Staff Salaries and Executive Honoraria				
12	Office Staff & Commons Coordinators Salary	\$70,000.00	32899.16	\$70,000.00	\$68,243.00
13	Presidential Honorarium	\$6,397.00	3198.5	\$6,397.00	\$6,397.00
14	VP Finance Honorarium	\$5,544.23	2772.12	\$33,265.00	\$33,265.00
15	VP Operations and Communications Honorarium	\$5,544.23	2503.85		
16	VP Academic Honorarium	\$5,544.23	2772.12		
17	VP External Affairs Honorarium	\$5,544.23	2772.12		
18	VP Student Affairs Honorarium	\$5,544.23	2772.12		
19	Aboriginal Liason Honorarium	\$5,544.23	2772.12		
	GSA Academic Council Operations				
20	Academic Council Funding	\$7,500.00	1273.68	\$10,000.00	\$10,481.67
21	GSA Academic Council Food & Beverage	\$2,500.00	643.77		
22	Standing Committee Meeting Food & Beverage	\$1000.00	103.3	N/A	N/A
	GSA Financial Expenses				
23	Annual Audit	\$7,000.00	330.00	\$1,500.00	\$0.00
24	Historic Audits	\$0.00		N/A	N/A
25	Bank and Credit Card Charges*	\$1,100.00	590.15	\$350.00	\$1075.00
	GSA Executive Operations				
26	Executive Travel Fund	\$3,500.00	1910.38	\$3,000.00	\$2,953.00
27	Executive Meeting Refreshments	\$83.33	10	\$2,500.00	\$1710.87
28	Executive Retreat Expenses	\$83.33	64.08		
29	Executive Meetings with External Delegates	\$333.34	312.00		
30	Presidential Discretionary Fund	\$400.00	135.56	\$3,000.00	\$2,961.00
31	VP Operations Discretionary Fund	\$400.00	11.04		
32	VP Academic Discretionary Fund	\$400.00	11.04		
33	VP External Discretionary Fund	\$400.00	11.04		
34	VP Student Affairs Discretionary Fund	\$400.00	11.04		
35	VP Finance Discretionary Fund	\$400.00	298.81		
36	Aboriginal Liason Discretionary Fund	\$400.00	75.15		
	Student Funding and Bursaries				
37	Graduate Student Club Funding	\$5,000.00	1350.00	\$5,000.00	\$3,450.00
38	GSA Needs-based Bursary**	\$20,000.00	20,000	\$40,000.00	\$50,000.00
39	U of S Travel Award Contribution	\$6,000.00	6000.00	\$6,000.00	\$6,000.00
99	Tech Venture Challenge Funding****	\$60,000.00			

59	GSA Campus Rec/Intramural Sports Teams	\$500.00	250.00		
	GSA Events				
41	GSA Awards Gala**	\$26,750.00	500.00	\$28,900.00	***\$5000
42	GSA Conference**	\$10,000.00	500.00	\$15,000.00	****\$5000
43	GSA Fall Orientation	\$7,000.00	7163.00	\$7,500.00	\$6,232.00
44	GSA Winter Orientation	\$500.00			
58	GSA Events / Initiatives	\$2000.00			
	Operating Costs				
45	Commons Renewal and Repair	\$1,500.00	473.19	\$1,000.00	\$982.00
46	Commons Insurance	\$4,000.00		\$5,000.00	\$3708.00
47	Telephone, Fax, Internet	\$2000.00	913.21	\$6,000.00	\$6,380.00
48	Building Lease	\$25.00	12.60		
49	Incorporation and WCB Fees	\$300.00	93.09		
	GSA Equipment and Supplies				
50	Stationary and Paper	\$750.00	304.61		
51	Coffee and Tea	\$1500.00	621.29		
52	Computer Rental and Lease	\$250.00			
53	Postage and Courier	\$100.00	99.85		
54	Printer Cartridges	\$800.00	226.86		
55	Electronic Equipment and Software	\$750.00	403.5		
	GSA Services				
56	UPASS Administration Fee	\$10,500.00		\$10,940.00	\$10,225.00
57	GSA Handbook Services	\$5,000.00	4998.00	\$6,000.00	\$4,662.00
	GSA Contingency Fund				
60	GSA Financial & Legal Contingency Fund	\$17,212.63	7521.10	N/A	N/A
	TOTAL	\$316,000.01		\$261,352.00	\$228,498.67

* increases in our Banking Fees was noted at the September 2014 Council meeting as due to "capital cost and monthly fees for installation of debit machine, online direct deposit service."

** significant decrease in GSA Needs-based Bursary budget line is a reflection of a change in procedure, and not a decrease in the overall contribution of the GSA towards these awards

***significant increase in the Gala and Conference expenses is a result in a change in reporting procedure in the interest of transparency (matching the corresponding revenue lines increased under the same reasoning), and now reflects the true cost of each event.

**** This money was budgeted and allocated in September 2013 (motion 15) to support a grad student "Tech Venture Challenge" but was not distributed. The funds are now due.

Total Revenues	\$316,000.38				
Total Expenses	\$316,000.01				
NET	0.37				

September and October Revenues and Expenses (Up to November 13/15)

Date	Withdrawal/ Out	Deposits/ In	Budget Line	Accounting Code	Note
2015/10/09	113.43		54	54001	CC001073 (Printer Cartridge)
2015/10/14	169.48		45 (157.74), 50 (11.74)	45008, 50005	Visa Payment for Office chair and Office Supplies from Staples
2015/10/10		150.00	2	REV	Cash Student Association Commons Booking
2015/10/19	34.49		45 (11.49), 29 (23.00)	50005, 26011	Chq* 2649 Reimbursement to S. Rohovich for Office Supplies / Parking Costs
2015/10/19	40.19		43 (10.50), 33 (29.69)	43000, 33001	Chq* 2648 Reimbursement to N. Terekhova for Orientation Materials and Health Event costs
2015/10/19	6.03		43	43000	Chq* 2646 Payment to XL Printing for Orientation Performance certificates
2015/10/19	56.11		36	36001	Chq* 2650 Reimbursement to Dana Carriere for Sisters in Spirit Campaign
2015/10/19	6093.50		60	23243	Chq* 2651 Payment to Scharfstein, Gibbings, Wallen, and Fischer LLP for legal services
2015/10/21	129.15		21	21002	Visa Payment to Emco Finer Foods for Council Meeting Food
2015/10/23	64.78		20	20001	Payment to M. Anderson for Council Chair
2015/10/23	533.10		13	13001	Chq* 2653 Oct. Hon (Chakravarty)
2015/10/23	462.02		15	15001	Chq *2654 Oct. Hon (Ghaith)
2015/10/23	462.02		18	18001	Chq *2655 Oct. Hon (Shahadu)
2015/10/23	462.02		17	17001	Chq* 2656 Oct. Hon (Terekohova)
2015/10/23	462.02		16	16001	Chq* 2657 Oct. Hon (Chapola)
2015/10/23	462.02		19	19001	Chq* 2658 Oct. Hon (Carriere)
2015/10/23	462.02		14	14001	Chq *2659 Oct. Hon (Bennett)
2015/10/23	31.50		21	21001	Chq* 2663 Reimbursement to N. Terekhova for Council Foods
2015/10/23	332.25		37	37001	Chq* 2662 Funding AAPS UofS Chapter Event Funding
2015/10/27	250.00		FLOAT	FLOAT	Cash Withdrawal for Halloween Event Float
2015/10/28	500.00		37	37001	Chq* 2664 Payment to India Students' Association for Parichay 2015 Social Event
2015/10/28	70.00		22 (60.00), 27 (10.00)	22001, 27001	Visa for Dominos Pizza for Bursary Committee Meeting

2015/10/28	75.85		47	47001	TS000572 / 2070 (Dial Tone - VoIP)
2015/10/28	6.32		47	47002	TS000572 / 2150 (Directory Advertising-white pages)
2015/10/28	4.93		47	47003	TS000572 / 2200 (Equipment Rental Analog)
2015/10/28	42.09		47	47003	TS000572 / 2200 (Equipment Rental VoIP)
2015/10/28	0.37		47	47004	TS000572 / 1250 Long Distance)
2015/10/28	17.86		47	47005	TS000572 / 2010 (Voicemail)
2015/10/30	3.23		53	53002	D52095 / MS000405 (Postage Expenses)
2015/10/30	55.13		55	52001	IT000765 (Tech Support Hourly Rate)
2015/10/31	4244.02		12	120002	Office Staff Payroll
2015/11/01	12.00		25	25100	Annual Credit Card Fee
2015/11/02	53.35		25	25200	Mon FEE07206683
2015/11/02	0.15		25	25001	Interac Fees
2015/11/02	15.00		25	25001	Service Fee
2015/11/02	3.75		25	25001	Monthly Fee
2015/11/02	0.20		25	25002	IN BRANCH CD FEE
2015/11/02	10000.00		38	38001	10 Bursary Payments by Cheque
2015/11/03	100.00		2	REV	Chq* 088 Cancelled Booking
2015/11/03	237.60		51	50007	Sanitizer Solution and detergent (Minimum Order) from Russel Food Equipment Saskatoon SK
2015/11/10	60.16		20	20111	Chq* 2685 Payment to D. Robertson Boersma Council Minute Taker
2015/11/10	52.50		26	26200	Chq*2687 Reimbursement to D. Bennett for checked luggage
Multi		143.80	1	REV	Optional PostDoc Fees

**2016-2017 Graduate Students' Association Proposed Budget /
Budget Committee Meetings Digest**

Supporting
Student
Success

Maximizing
Revenues

Sustainable
Spending

Introduction:

The mission of the Graduate Students' Association of the University of Saskatchewan Inc. (GSA) is to: Ensure graduate students have access to quality services that support their academic success; Advocate for the unique needs and concerns of graduate students on and off campus; and build a cohesive graduate student community.

This budgetary preparation and briefing document remains in concordance with the central mission of the GSA as noted above. Each year the budget is to be prepared by the Finance and Audit/Budget Committee and presented to the Council by the VP Finance prior to the end of the fiscal year. This must occur at least two weeks prior to the Council Meeting in which it is to be approved. Section Nine (9) of the GSA Constitution does not require approval of the operating budget at an AGM in addition to a Council meeting but does not preclude the presentation of the budget as an item of detailed information along with the receiving and approving of financial statements and auditor's reports.

The Finance and Audit Committee responsible for the preparation of the 2016-2017 budget is composed of the following members:

GSA VP Finance - David Bennett

GSA VP External - Natalia Terekhova

Councillor Jason Ho (Department of Physics and Engineering Physics)

Councillor Isaac Pratt (Department of Anatomy and Cell Biology, College of Medicine)

Councillor Jennifer Rychlo (Department of Archaeology and Anthropology)

Councillor Mohammad Rafati (Department of Mechanical Engineering, College of Engineering)

The preparation and presentation of the annual budget is one of the key tasks of the VP Finance Portfolio. This document is intended to serve three primary functions. First, it represents the general thoughts of the VP Finance on the processes and procedures of the GSA budget planning process. Second, it serves as a brief compendium of the discussion and decisions of the Finance and Budget Committee. Third, it presents preliminary information to the GSA Council for both questions and feedback. It is also hoped that this document will be beneficial to the GSA in future budget cycles.

Commencing in July the VP Finance began to look into the general literature on budget designs and best practices from the most basic level of household budgeting to complex supra-national budgetary policy by groups such as the OECD. In particular the budget documents of the following groups were reviewed: University of Alberta GSA Budget, Concordia University GSA Budget and Executive Grant Policy, McMaster GSA Budget, Mount Saint Vincent University Student Union Draft Budget, Queen's Society of Graduate and Professional Students Budget, Simon Fraser University GSS Operating Budget, Trinity Western University Student Society Draft Budget, Thompson Rivers University Student Union Budget, University of New Brunswick GSA Budget, University of Ottawa GSA Proposed Budget, University of Victoria GSA Narrative Budget,

University of Saskatchewan Students' Union Budget, Budget notes, and Budget Schedule, and the University of Saskatchewan Budget Overview Process and Guidelines [All attached in email sent to committee members – available for review upon request] While reviewing documents of other organizations is very valuable it is important to remember that the circumstances and situations of each organization are unique.

The VP finance had meetings and conversations about the philosophies and practices behind budgeting and budget design with: Associate Vice-President J. Dumba (Financial Services Division), L. Vuong CPA, CMA (Budget Analyst, Budget and Special Projects (Financial Services) on the topic of utilizing budgeting as a monetary and planning tool.

Based on this and in combination with reviews of previous GSA budgets, recalling the comments from and numerous conversations that the VP Finance had with graduate students, a three-pronged approach was developed that focused on supporting student success, maximizing revenues, and ensuring sustainable expenditures (fig. 1). In July and again in September the VP Finance requested volunteers to serve on the GSA Budget and Finance Committee (hereafter the Committee) and was pleased to find several passionate and dedicated volunteers. The VP Finance presented the above information to the committee and sought their thoughts and feedback on this three-pronged approach as well as any other comments that they may have.

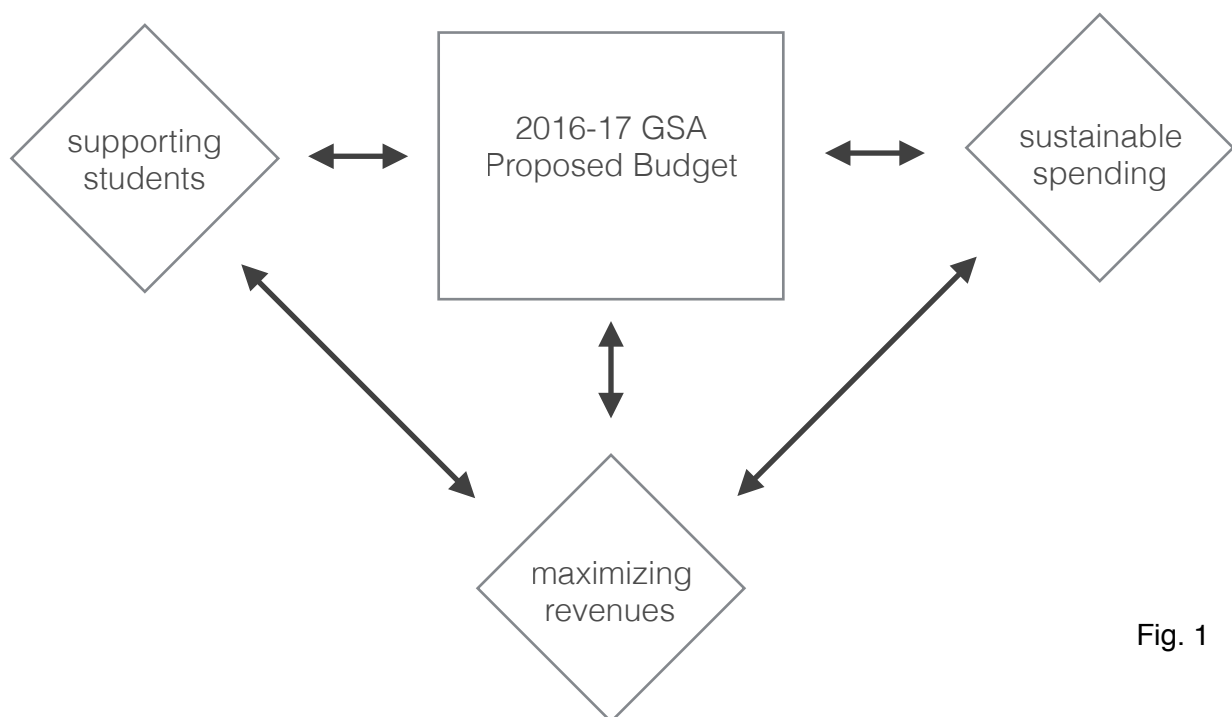


Fig. 1

Meeting One:

The Committee had its first meeting on November 9th and was called to order at 5:20PM following an informal discussion of UPASS and inflation rates. The meeting was chaired by the VP Finance. Notes were recorded by VP Finance along with Councillor J. Rychlo. Councillor Pratt sent in his regrets in advance.

MR noted that the Non-Profits Act may require the presentation of the budget at an AGM. VP Finance will look into this. JH suggested that it can be presented either for information or approval at an AGM and all were supportive of that idea.

General discussion focused on the needs for all budget lines to be made as clear as policy. Vague budget lines are not appropriate for the GSA. JH suggested the ability of the VP Finance to add revenue lines without going to Council would be beneficial provided there is a robust reporting requirement. This is something that will need some clarification from the Policy Review Committee.

Regarding timelines: A finalized budget proposal should be completed by February 1st allowing presentation at February 17th Council Meeting. If necessary any changes could then be brought back to the March 17th Council Meeting.

The VP Finance went through each line in the proposed budget and although many had to be skipped over as there is not yet enough information to budget for them he was able to solicit important feedback and information from the committee members. Of note from the line-by-line review:

- All increases to fundraising/sales based numbers should be realistic (not unachievable high figures)
- More clarification is needed for Other Revenues such as USask Cold Beverage Agreement
- Possible increases to Executive Travel Fund to allow for more than one exec. to attend conferences as they have significant training benefits and often concurrent sessions (particularly the AMS - Student Union Conference held in Vancouver each year), JH and JR noted that if there is a strong training benefit to this conference money could be taken from the retreat or even discretionary budget lines and applied to this, VP External noted that at the CFS conferences they are 12 hour days with concurrent sessions as one representative is simply not enough to attend all important sessions
- Executive discretionary spending will be re-examined in January to see if it would be better allocated to Executive Travel or other areas in future budgets.
- VP Finance informed Committee that at least two current GSA execs would prefer to have one shared Executive Discretionary Fund. There was a full consensus to keep individual lines for Executive Discretionary Funds as having only one line for all execs (as was done several years ago) ended up being a failure. JH notes that clearer policy regarding discretionary spending should be examined by the Policy Review Committee.

- The VP Finance will create a specific set of line-items under the GSA Equipment and Supplies sub-section with a high degree of clarity.
- A discussion of increasing GSA funding of our Needs-based Bursary was held and seems like a positive initiative to be examined.
- MR noted the addition of line headings like legal services and accounting services was a good idea even if certain lines only serve as placeholders for the time being.
- More information on the UofS Crisis Program Loans/Grants is needed before the GSA can consider making any contribution. JH wants to know % of grants to loans and other relevant information. VP Finance will compile this.

The meeting was adjourned at 7:00PM.

Appendix B:

Principles of Budgeting (adopted from <http://www.leoisaac.com/budget/bud013.htm>)

The first principle of budgeting is to avoid budgeting on the basis that everything will turn out as expected. Be very cautious about optimistic forecasts. Try to build in a safety factor by tending to underestimate your income and overestimate your expenses. There will always be unexpected events and therefore a common strategy in developing a budget is to insert an additional expense called "contingencies". This item in the expense budget is an insurance policy against the unforeseen.

One of the most important principles of budgeting is that it requires teamwork and consultation. Although one person may be responsible for the overall compilation of the budget, one person should not be responsible for all the work involved. The task of budgeting should be split and allocated among those individuals who have the best chance of knowing what expenditure is likely to be needed and what income is reasonable to expect. Involvement by many people in budgeting might slow the process down, but the answer is far more likely to be accurate and dependable.

Budgeting is not an activity that is completed in a few hours. A good budget may be worked on for several weeks, if not months, adding and changing figures as new information comes to light. For this reason, budgeting is often referred to as an iterative process. The budgeting process is lengthy because much research and consultation has to be carried out before people involved in the process can be confident of the figures they supply.

It is very important that the author(s) of the budget strive to produce documents that can be read and understood by anyone. If budget workings are unclear and figures are not clearly labeled even the author will, as time passes, have trouble understanding where the figures come from and how the calculations were made. It should be assumed that budgeting workings will be:

- Circulated to many different people who may have lower levels of financial literacy
- Useful again in a year's time when the budgeting process begins again. Unless workings are well labeled it may be difficult to remember.

CF: The Principles of Accounting <http://www.principlesofaccounting.com/chapter21/chapter21.html>

VP Operations and Communications Report – October/November 2015

This report highlights my activities over the period October 21st –November 18th, 2015. It has been a quiet period of time, most of my activities were the daily routine internal activities

GSA communication

I have sent out all the GSA communication materials with the GSA members via the College of Graduate Studies and Research.

GSA forms (councillors/council/social clubs ratification forms)

Currently, I work on updating the GSA forms further to some inputs from some of previous GSA Councillors. Thanks to Ashton Reimer for his help and feedback.

GSA Fall Bursary Committee

I organized the bursary committee meeting on 28th of October. This include sending our invitations for councillors to sit on the committee and chairing the meeting. The meeting minutes is attached the council meeting agenda.

Special thanks to Councillor Jason Ho, Councillor Casey McMahon, Councillor Emiliana Bomfim, Councillor Shailza Sepal, VP Finance, and VP Academic for for sitting on this committee and helping out it reviewing the applications.

20 successful applicants have been awarded \$1000 each. Ten of them received a direct cheque from the GSA, and ten will receive their bursary from the College of Graduate Studies and Research. Thanks to the donation from CGSR

GSA Facebook Page and Website

Updating the association's website. This includes posting the council and executive meeting minutes and update the contents of GSA Facebook page. Over the last 20 days we have reached more students (400+), this help us to engage more graduate students in our activities.

Executives and Council Meetings

I organized two executive meetings (28/10 and 4/11/2015), minutes attached to this agenda. Regarding the council meeting, I submitted all the information including Councillors list, and agenda templets to the GSA Chair.

Gala coordinators interview committee

I helped VP External in organizing the Gala coordinator interview committee. The committee will be meeting on 18th of November.

Meetings

Date	Meeting details
October 21, 2015	Council meeting
October 22, 2015	2015 Alumni Achievement Award
October 28, 2015	Executive meeting
October 28, 2015	Bursary committee
November 4, 2015	Executive meeting
November 10, 2015	Lunch with the GSA Executive, Patti McDougall, Ernie Barber, Adam Baxter Jones and Trevor Crowe
November 18, 2015	Gala coordinator interview committee

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