

**Graduate Students' Association
Annual General Meeting Draft Agenda**



University of Saskatchewan
Tuesday, June 30th, 2015
5:00 P.M. – 7:00 P.M.
GSA Commons

- 1 Call to Order**
- 2 Announcements**
 - 2.1 Quorum**
- 3 Approval of Chair**
- 4 Approval of Agenda**
- 5 Approval of March 17, 2015 Council Meeting.**
- 6 Executives Reports**
 - 6.1.1 President Report (Report Attached)**
 - 6.1.2 VP Finance Report (Report Attached)**
 - 6.1.3 Aboriginal Liaison Report (Oral Report)**
 - 6.1.4 VP Academic Report (Report Attached)**
 - 6.1.5 VP Operations Report (Report Attached)**
 - 6.1.6 VP Student Affairs Report (Report Attached)**
 - 6.1.7 VP External Report (Report Attached)**
 - 6.1.8 Q&A**
- 7 Committee Minutes**
 - 7.1 GSA Constitution and Policy Review Committee (23/06/2015) (Report Attached)**
- 8 New Business**
 - 8.1 Motion: GSA legal invoice (Rajat Chakravary/Ziad Ghaith)**

WHEREAS the GSA is in receipt of a legal invoice of \$8532

WHEREAS the GSA Executive has no authority as per GSA governing documents to approve this expense

WHEREAS the GSA has no access to legal expertise to appropriately respond to this invoice
BE IT RESOLVED THAT the GSA Council set up a legal subcommittee that shall
investigate further into this invoice, including but not limited to ways of reducing the invoice
amount or counter legal options

BE IT FURTHER RESOLVED that the GSA President look for members of this committee

BE IT FURTHER RESOLVED that this GSA subcommittee respond appropriately to this
invoice by August 31, 2015 and report the same to GSA Council.

Attachments:

[Legal Doc1](#), [Legal Doc2](#), [Legal Doc3](#), [Legal Doc4](#)

9 Q&A.

10 Next GSA Council Meeting 29th of July 2015

11 Adjournment

GSA President Report

30th June 2015 – Course Council Meeting

It's been a busy four months at the Graduate Students' Association (GSA). Rest assured the GSA has been on overdrive with all its initiatives and rebuilding activities for a better and stronger GSA – the learning curve has indeed been steep. However, there's more work to be done, and it leaves me with excitement to continue on this journey as your GSA President.

Transparency

- In almost two months in office, the GSA Executive has had several executive meetings. We have had a Special General Meeting and a town hall as well. All minutes have been uploaded on the GSA website, in most cases, within 24 hours for the perusal of GSA members.
- The GSA has offered full support and communication to all our external stakeholders including but not limited to providing information to our auditors and the police on the ongoing investigation to the alleged financial misconduct.
- The GSA has completed all its committee appointments within the CGSR and at the university by executive vote. This list is available in our meeting minutes. We welcome GSA members to approach respective members on the executive for communicating their needs for better and stronger representation at the university.
- The GSA worked strongly on its communication strategy for finding a VP Operations and the GSA chair. The VP Operations was selected democratically via a by-election while the GSA Chair position was publicized widely through university announcements and SECC.
- We have a new Facebook page that will have regular posts of GSA-related communication from time to time. Do have a look and stay connected.
- The GSA finances have seen an overhaul from last year, all credit to the VP Finance. We now have coded budget lines for expenses, financial records kept securely and reported thoroughly. The auditors should complete three years of audits in around 18 weeks.

Advocacy

- The GSA recently collaborated with over 50 graduate students at the University residences affected by the horror of their cars being vandalized at the U-Lot in May. The GSA is proud of the activism shown by the GSA VP Academic and the GSA VP Student Affairs who patiently heard the concerns of the affected students, communicated their needs to senior administration in a constructive manner and brought much needed financial compensation for affected students.

- The GSA executive also decided to send VP External to two conferences – one CFS conference and one Studentcare conference on improvements to our health and dental fee assessments. A GU15 conference is coming up in a month’s time and the GSA will be sending some representation to that conference as well.

Collaboration

- The GSA executives have been actively pursuing meetings with GSA stakeholders to forge strong relationships for the coming year. This includes the University President, Provosts, Consumer Services, CGSR, University Secretary, and soon, the USSU as well. These will help in easy approach to these offices for GSA-related business.
- As a pioneering initiative, the GSA executive collaborated with the University Secretary Elizabeth Williamson to have a governance orientation done for itself. The GSA executive is now familiar with the workings and procedures of governance at the university.
- The GSA President and Vice President Operations also underwent website (WCMS) training with IT services. The GSA will migrate to the new website in the near future and will look for some inputs from council on ways of making the GSA website better.

Outreach

- The Residence Office has invited the GSA President for a training session for new RA’s on residence in August.

Meetings

May 1	Consumer Services Division
This meeting was a meet-and-greet with the new GSA executive and an opportunity to discuss initiatives of advocacy for the GSA with CSD.	
May 1	GSA Executive Meeting
This was our first official GSA executive meeting. Minutes may be found on the GSA website.	
May 1	RBC
This was a meeting to officially register the GSA VP Finance and GSA President as signing officers of the GSA.	
May 4	CGSR
This meeting was a meet-and-greet with the new GSA executive and an opportunity to discuss initiatives of advocacy for the GSA with CGSR.	
May 5	Vice Provost Teaching & Learning
This was a meeting with the Vice Provost Teaching & Learning Patti McDougall to discuss initiatives of advocacy for the GSA in the coming year.	
May 6	On-Campus News Editorial Board
This was a meet-and-greet with the GSA President to discuss the outcomes of the OCN in the past and the coming year.	
May 11	GSA Executive Meeting
Minutes may be found on the GSA website.	
May 12	Graduate Faculty Meeting
This was a meeting for all GSA executives to discuss motions pertaining to the operations of the Graduate Council.	

May 14	Policy Review Committee Meeting
This was a meeting to discuss the outcomes of the new governing documents and amendments to be adopted at the Special General Meeting as well as to work on a new bylaw for Council.	
May 19	Special General Meeting
Minutes may be found on the GSA website.	
May 20	GSA Auditors
This meeting was to discuss the status of the GSA audits and when they will be completed.	
May 21	University Council Meeting
The GSA President presented a report on the activities of the GSA. Minutes may be found on the University Secretariat's website.	
May 22	University President
This meeting was to present a comprehensive report and discuss the outcomes of the advocacy for graduate students affected by the U-Lot parking vandalism.	
June 10	University President
This meeting was a formal meet-and-greet with the University President and to update his office on the activities and initiatives for the GSA in the coming year.	
June 10	GSA Executive Governance Orientation
This was a two-hour orientation conducted by the University Secretary Beth Williamson briefing the GSA executive on the governance structure and processes at our university.	
June 11	MVUS Meeting – Gwen Toole
This was an orientation meeting to find out about the roles and responsibilities of the GSA President as a member of the Maximum Value of University Spend (MVUS) committee.	

June 15	Lawyer
This was a meeting to seek an explanation for a legal invoice received at the GSA by Scharfstein and Co.	
June 15	WCMS Training
This was a workshop provided by IT services to familiarize with the new template and the Cascade system for efficiently running the GSA website.	
June 16	GSA Executive Meeting
Minutes may be found on the GSA website.	
June 18	University Council Meeting
The GSA President presented a report on the activities of the GSA. Minutes may be found on the University Secretariat's website.	
June 20	GSA Retreat
This was an 8-hour meeting to identify the strategic goals of the GSA for the coming year and working on team-building skills.	
June 23	Policy Review Committee Meeting
This was a meeting to typeset the governing documents to be uploaded on the GSA website.	
June 24	AVP Communications
This meeting was a meet-and-greet with the new GSA executive and an opportunity to discuss initiatives of advocacy for the GSA with the Outreach office for enhanced promotion of GSA events and campaigns in the university and beyond.	

VP Finance Report

Hello GSA Members,

It is my distinct pleasure to provide to you the first report on the my activities as the VP Finance as well as the first of many fiscal reports of the GSA for the 2015-16 Term.

1. Transition Period

The transition period was quite challenging as I was not provided with any information or guidance from the previous President (who was also acting as the VP Finance as she refused to recognize the election of A. Frank-Wilson as interim VP Finance). The former President refused to sign over signing authority on the GSA bank and credit accounts on May 1st. She stated she was unwilling to do so until a budget passed despite the fact that her term was over. Following numerous meetings with the GSA's banking advisor and the branch manager I along with the newly elected President Rajat Chakravarty were able to gain access and control over the accounts by providing a copy of the election results signed by the electoral officer to the bank. Following the election of Ziad Ghaith as VP Operations he was added as the third signing authority on all GSA accounts. The third signing authority ensures that no one will be signing a cheque payable to themselves as per my election pledge and the updated GSA policies.

Former VP Finance Mohammed Rafati, former President Ehimai Ohiozebau and members of the budget committee provided me with a great deal of information and assistance during the transition as did the GSA Office Manager.

2. Worker's Compensation Board

The GSA payroll statement had previously been entered inaccurately and as such we did not have adequate coverage in the event of a workplace accident. This has been rectified. The WCB considers Executives who are paid honorariums to still be employees for their purposes of coverage.

3. Financial Audits

The auditing process for previous years is still ongoing and the auditing of 2014-15 has not yet commenced. President Chakravarty and I had a meeting with the auditor to ascertain the status of the audit and we will be following up to ensure the expeditious completion of the auditing and reporting on this matter again in more detail.

4. Meetings / Representation

I have had the pleasure of representing graduate students on the Distinguished Graduate Supervisor Award Nomination Committee meeting. All the nominees were wonderful candidates and I helped to ensure that student-led nominations were considered equally with faculty-driven nominees. I look forward to the award winner being celebrated at fall convocation. It was an honour to attend two sessions of the

spring convocation where numerous graduate students received their masters and doctorate degrees. Particular congratulations should go to GSA member Dr. Spike Postnifkoff who was

the recipient of the Governor General's Gold Medal and to the Dean of the CGSR Dr. Adam Baxter-Jones who was awarded a Distinguished Researcher Award.

I have also attended 'meet-and-greets' with the University President, the Dean and associate Dean of CGSR, and the director of Consumer Services along with his team in addition to several GSA Executive meetings. You will note that the minutes of these Exec. minutes are posted on the GSA website in a much faster and more open manner than in the previous year.

We had a successful (although long) retreat which the President will provide more details on. Due to the poor weather forecast we hosted it at the GSA Commons. This resulted in significant cost savings to the members of the GSA as the event was significantly under-budget.

5. General Comments

Along with the Office Manager we have instituted a careful review of all invoices in attempts to save member money. This has already resulted in success as I found that the GSA had been paying for an inactive phone line (@\$14.95 per month) for a period of many years. A work request has been submitted to have this line deactivated as soon as possible.

The new cheques that the GSA ordered feature a carbon-copy duplicate so that there will always be copies of cheques that the GSA writes even if the cheque stubs are misfiled or lost. Several cheque stubs from the 2014-15 year are missing. I have also created a system of account codes to better track and categorize the expenditures of the GSA. This listing of codes is attached to this report.

I am attempting to calculate Academic Council funding from the previous year. This is quite challenging due to the poor tracking of attendance in the previous year. I hope to have an update on this soon. Needless to say, all Councils will be given the benefit of the doubt when I'm doing my calculations.

The GSA has been fully cooperating with the Saskatoon Police Service and their investigation into a complaint regarding potential theft and fraud that may have occurred. A detective-sergeant attended to the GSA Commons to review some financial records and asked me to obtain certified-true copies of certain financial documents from the bank. I did so and will be meeting with them at their convenience. I will of course keep members updated to the best of my ability.

6. Fiscal Reports

Attached as spreadsheets are the budget to-date as well as the revenues and expenditures of the GSA to date (June 23rd). Should any member wish to see the original invoices or receipts or requires more information I encourage them to contact me at gsa.fin@mail.usask.ca

As per 5.4.6. of the updated GSA bylaws I hereby declare that no executive member has received any monetary compensation from any source other than their current honorariums.

7. Conclusion

I realize that the previous year was very challenging for the Association. I am sure there may still be some turmoil ahead of us but I look forward to working with all members to try and restore trust and transparency in the finances of our GSA. I encourage you all to contribute through your own councils, by attending meetings, asking questions, and by contacting your elected representatives or consider volunteering for the finance and budget committee and play a key role in preparing the budget for the next fiscal year.

Again please do not hesitate to contact me should you have any questions or concerns. Best regards,

[David Bennett](#)

Vice-President Finance
Graduate Students' Association
Room 110, Place Riel
1 Campus Drive
University of Saskatchewan
Saskatoon SK S7N 5A3
T +1 (306) 966-8741
F +1 (306) 966-8598
E gsa.fin@usask.ca
W <http://www.gsa.usask.ca>
Office: GSA Commons, Emmanuel & St. Chad Bldg. 1337 College Drive, Saskatoon SK S7N 0W6

May/June Finance Report (Up to June 23/15)

Date Written	Withdrawal/ Expenditure	Deposits/ Revenue	Budget Line	Accounting Code	Note
2015/05/01	13.2		25	25001	Bank Service Fee
2015/05/01	3.75		25	25001	Bank Monthly Fee
2015/05/06		150	2	Rev	Commons Booking
2015/05/21	55.53		20	20002	Payment for SGM Chairperson Pro-Term
2015/05/06	6.53		53	53003	Payment for Custom Courier
2015/05/21	55.53		20	20112	Payment for SGM Minute Taker
2015/05/21	752.5		20	25001	Payment for CEO By-elections
2015/05/21	315		21	21102	Payment for SGM Food and Beverage (Emco Finer Foods)
2015/05/21	22		50	23251	Payment for Engraving Executive Plaque (North Star Trophies)
2015/05/21	77.3		30-36	30001, 31001,32001, 33001,34001, 35001,36001	Payment for Memorial Flowers for M. Kroeker's Family (Reimbursement to N. Terakhova)
2015/05/21	77.56		50	23253	Payment for Election Poster Printing (VP Ops By-election)
2015/05/21	78.99		50	23253	Payment for Election Poster Printing (VP Ops By-election)
2015/05/21	31.84		50	23253	Payment for Election Poster Printing (VP Ops By-election)
2015/05/21	29.83		53	53003	Payment for Custom Courier
2015/05/21	41.26		20	23252	Payment for Printing Voting Cards (XL Printing)
15/05/24	91.02		47	47001	ITS (Dial Tone - VoIP)
15/05/24	49.63		47	47003	ITS (Equipment Rental-VoIP)
15/05/24	17.86		47	47005	ITS (Voice Mail)
15/05/24	6.32		47	47002	ITS (Directory Advertising-white pages)
15/05/24	4.94		47	47003	ITS (Equipment Rental Analog)
15/05/28	303.96		45	45002	Payment to FMD for Keys and Re-Keying
15/05/29	1.62		53	53002	Payment for Postage Expenses
2015/05/29	462.02		14	14001	May Honorarium (Bennett)
2015/05/29	462.02		16	16001	May Honorarium (Chapola)
2015/05/29	462.02		18	18001	May Honorarium (Shahadu)
2015/05/29	462.02		16	17001	May Honorarium (Terekhova)
2015/05/29	462.02		19	19001	May Honorarium (Carriere)
2015/05/29	533.08		13	13001	May Honorarium (Chakravarty)
2015/05/29	193.75		15	15001	May Honorarium (Ghaith)
2015/05/29	6515.12		12	12001	Office Manager and Coordinators Payroll

2015/06/01	0.05		25	25001	Interac Access Fee
2015/06/01	27.15		25	25000	Interac Charge Fee
2015/06/01	3.75		25	25001	Bank Service Fee
2015/06/01	4.2		25	25001	Bank Monthly Fee
2015/06/02	329.99		55	52002	Intuit Quickbooks Accounting Desktop Software
2015/06/04	6.53		53	53003	Payment for Custom Courier
2015/06/08	1427.6		60	23243	Legal Fees for AFW payable to Scott Phelps & Mason pursuant to SGM Motion
2015/06/12	81665.89		HD	HD	Outstanding Health and Dental Premiums
2015/06/12	54.19		26	20009,20002	Payment for Reimbursement for N. Terekhova for CFS Conference meals, milage
2015/06/15	114.75		37	37001	Animal and Poultry Science Event Funding (Approved in Exec. Meeting)
2015/06/15	67.12		49	49003	Payment to Saskatchewan WCB Payroll Adjustment
2015/06/18	6.7		53	53003	Payment for Custom Courier
2015/06/18	2499		57	57001	Payment to CFS for 50% advance for handbooks
2015/06/18		85	11	Rev	Handbook Ad Sale
2015/06/23	330		23	23240	Meeting w/ Auditor
2015/06/23	95.77		26	26009,26002	Reimbursement for Terekhova H&D Conference Mileage and Meals
2015/06/23	19.09		28	27002	Reimbursement for Terekhova for Retreat Refreshments
2015/06/23	45		28	27002	Reimbursment for Chakravarty for Retreat Foods
2015/06/23	8		36	19001	Reimbursement for Carriere for Parking at Convocation

Revenues

Fee-based		2015-16 Budgeted	2015-16 Actual	2014-15 Budgeted	2014-15 Actual (As of April 30) ^A
1	GSA Membership Fees	\$198,000.38		\$189,953.00	\$181,372.00
2	GSA Commons Bookings	\$5,000.00	150.00	\$4,500.00	\$5,006.00
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		\$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	85.00	N/A	N/A
Residual Revenues					
98	Tech Venture Challenge Funding***	\$60,000.00			
Total		\$316,000.38		\$227,453.00	\$267,939.00
*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.					
^A As reported by former GSA Pres. in 2015/16 Proposed Budget that was not adopted at AGM. Not all numbers verified or amounts accounted for.					

Expenses

		2015-16 Budgeted	2015-16 Actual	2014-15 Budgeted	2014-15 Actual (As of April 30) ^A
	Staff Salaries and Executive Honoraria	109,662.38			
12	Office Staff & Commons Coordinators Salary	\$70,000.00	6514.12	\$70,000.00	\$68,243.00
13	Presidential Honorarium	\$6,397.00	533.08	\$6,397.00	\$6,397.00
14	VP Finance Honorarium	\$5,544.23	462.02	\$33,265.00	\$33,265.00
15	VP Operations and Communications Honorarium	\$5,544.23	193.75		
16	VP Academic Honorarium	\$5,544.23	462.02		
17	VP External Affairs Honorarium	\$5,544.23	462.02		
18	VP Student Affairs Honorarium	\$5,544.23	462.02		
19	Aboriginal Liason Honorarium	\$5,544.23	462.02		
	GSA Academic Council Operations				
20	Academic Council Funding	\$7,500.00	863.56	\$10,000.00	\$6111.00
21	GSA Academic Council Food & Beverage	\$2,500.00	315.00		
22	Standing Committee Meeting Food & Beverage	\$1000.00		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	260.31	\$350.00	\$1075.00
	GSA Executive Operations				
26	Executive Travel Fund	\$3,500.00	149.76	\$3,000.00	\$2,953.00
27	Executive Meeting Refreshments	\$333.33			
28	Executive Retreat Expenses	\$333.33	64.08	\$2,500.00	\$1,484.00
29	Executive Meetings with External Delegates	\$333.34			
30	Presidential Discretionary Fund	\$400.00	11.05		
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	\$3,000.00	\$2,961.00
34	VP Student Affairs Discretionary Fund	\$400.00	11.04		
35	VP Finance Discretionary Fund	\$400.00	11.05		
36	Aboriginal Liason Discretionary Fund	\$400.00	19.04		

Student Funding and Bursaries							
37	Graduate Student Club Funding	\$5,000.00	114.75	\$5,000.00	\$3,450.00		
38	GSA Needs-based Bursary**	\$20,000.00		\$40,000.00	\$50,000.00		
39	U of S Travel Award Contribution	\$6,000.00		\$6,000.00	\$6,000.00		
99	Tech Venture Challenge Funding****	\$60,000.00					
GSA Events							
41	GSA Awards Gala**	\$26,750.00		\$28,900.00	***\$5000		
42	GSA Conference**	\$10,000.00		\$15,000.00	****\$5000		
43	GSA Fall Orientation	\$7,000.00		\$7,500.00	\$6,232.00		
44	GSA Winter Orientation	\$500.00					
Operating Costs							
45	Commons Renewal and Repair	\$1,500.00	303.96	\$1,000.00	\$982.00		
46	Commons Insurance	\$4,000.00		\$5,000.00	\$3708.00		
47	Telephone, Fax, Internet	\$2000.00	169.77	\$6,000.00	\$6,380.00		
48	Building Lease	\$25.00					
49	Incorporation and WCB Fees	\$300.00	67.12				
GSA Equipment and Supplies							
50	Stationary and Paper	\$750.00	210.39				
51	Coffee and Tea	\$1500.00					
52	Computer Rental and Lease	\$250.00					
53	Postage and Courier	\$100.00	37.98				
54	Printer Cartridges	\$800.00					
55	Electronic Equipment and Software	\$750.00	329.99				
GSA Services							
56	UPASS Administration Fee	\$10,500.00		\$10,940.00	\$10,225.00		
57	GSA Handbook Services	\$5,000.00	2499.00	\$6,000.00	\$4,662.00		
GSA Contingency Fund							
60	GSA Financial & Legal Contingency Fund	\$17,212.63	1427.60	N/A	N/A		
TOTAL		\$316,000.01		\$261,352.00	\$224,128.00		
* 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.							

GSA Expense Account Codes 2015/16

	Staff Salary and Executive Honoraria		Executive Operations and Travel Cont'd.		Operating Costs, Equipment & Supplies		Operating Costs, Equipment & Supplies Cont'd.
12001	Staff and Commons Coordinator Salary	26001	Domestic Airfare	25001	Bank Account Charges/ Fees (recurring)	54001	Printer Cartridges/ Toner
13001	Presidential Honorarium	26002	International Airfare	25002	Bank Account Charges/ Fees (one-time)	55001	Electronic Equipment (Excluding Computers)
14001	VP Finance Honorarium	26003	Domestic Busfare	25003	Bank Account Interest	55002	Computer Software (Purchases)
15001	VP Operations and Communication Honorarium	26004	International Busfare	25004	Bank Account Cheque Supplies	55003	Computer Software (Licences)
16001	VP Academic Honorarium	26005	Car Rental	25100	Credit Card Charges / Fees	55004	Computer Hardware Purchases
17001	VP External Honorarium	26007	Van Rental	25101			GSA Services
18001	VP Student Affairs Honorarium	26008	Taxi / Carshare	25200	Moneris Debit/Credit Machine Charges / Fees (recurring)	56001	UPASS Administration Services
19001	Aboriginal Liason Honorarium	26009	Personal Vehicle Milage	25201	Moneris Debit/Credit Machine Charges / Fees (one-time)	57001	GSA Handbook Printing Services
20001	Academic Council Chairperson	26010	Fuel / Gasoline	25202			
20002	AGM Chairperson	26011	Other Transportaion	45001	Equipment Maintanecce and Repair		
20003	SGM Chairperson	26012	Hotel/Motel Lodgings	45002	Building Maintenance and Repair		
20111	Academic Council Minute Taker	26013	Other Lodgings	45003	Grounds Maintenance and Repair		
20112	AGM Minute Taker	26101	Conference Registration	45004	Furniture Maintenance and Repair		
20113	SGM Minute Taker	26102	Event Registration	45005	Maintenance Materials and Supplies		

25000	Electoral Officer	26200	Domestic Travel Per Diem	45006	Custodial Services		
25001	By-election Officer	26201	International Travel Per Diem	45007	New Equipment		
25002	Returning Officer	26202	Meals While Travelling	45008	New Furniture		
	Academic Council Operations	27001	Executive Meeting Food and Beverage	48001	GSA Commons Insurance Chrges		
		27002	Executive Retreat Food and Beverage				
21001	Academic Council Food and Beverage		Student Funding and Bursaries	48002	Miscellaneous Insurance Charges		
21102	AGM Food and Beverage	37001	Graduate Student Club Funding	47001	Telecom Access Fee		
21103	SGM Food and Beverage	38001	GSA Needs-Based Bursaries	47002	Telecom Directory Advertising Charge		
21004	Townhall Food and Beverage	38002	GSA Bursaries (Other)	47003	Telecom Equipment Rental		
21111	Academic Council Funding Attendance	39001	GSA Travel Award Funding	47004	Telecom Long Distance Charges		
21112	Academic Councils Event Funding			47005	Telecom Voicemail Charges		
22001	Committee 1 Food and Beverage			48001	Building Lease		
22002	Committee 2 Food and Beverage		GSA Event Funding	49001	ISC Incorporation Fees		
22003	Committee 3 Food and Beverage		<i>Refer to Detailed Specific Event Budget Sheets</i>	49002	ISC Miscellaneous Fees		
22004	Committee 4 Food and Beverage	40000	Fall Orientation	49003	WCB Fees		
22005	Committee 5 Food and Beverage	40500	Winter Orientation				
22006	Committee 6 Food and Beverage	41000	GSA Awards Gala Funding	50000	Printing Paper		
22010	Townhall Food and Beverage	42000	GSA Conference Funding	50001	Envelopes / Other Stationary		
	Financial and Other Services			50002	File Folders / Binders		
22240	Auditing Services			50003	Business		

23241	Accounting Services			50004	Name Tags / Identification Badges		
23242	Book Keeping Services			50005	Other Office Supplies		
23243	Legal Services			50006	Writing Implements		
23245	Governance Expert Services			50007	Cleaning Supplies		
23246	Consulting Services			50008	Paper Towels, Kleenex		
23247	Dispute Resolution Services			50009	Dish Washing Supplies		
23248	Audio/Visual Media Production Services			51002	Tea for Commons		
23249	Professional Photography Services			51003	Hot Chocolate for Commons		
23250	Typesetting/ Graphic Design Services			51004	Coffee/Tea Supplies for Commons		
23251	Engraving/Award Services			51005	Water Supplies for Commons		
23252	Printing/Publishing Services						
23253	Election Printing/ Publishing Services			52001	Computer Rental and Lease		
23299	Other Professional Services			52002	Computer Storage Rental and Lease		
	Executive Operations and Travel						
30001	Presidential Discretionary Fund			53001	Postage		
31001	VP Operations Discretionary Fund			53002	Mailing Services		
32001	VP Academic Discretionary Fund			53003	Local Courier		
33001	VP External Discretionary Fund			53004	Provincial Courier	77777	<i>Only use if no other codes are applicable. Supply detailed info.</i>
34001	VP Student Affairs Discretionary Fund			53005	National Courier	88888	
35001	VP Finance Discretionary Fund			53006	International Mailing Services	99998	GSA Tech Venture Startup Funding
36001	Aboriginal Liason Discretionary Fund			53007	Freight Services	99999	

VP Academic Report

Meetings attended:

- April 29th with the planning and priorities committee of Council.
- First week of May we had a meet and greet meeting with Consumer Services
- CGSR lunch meeting with CGSR Dean and Associate Dean.
- Graduate Council meeting.
- Academic Programs Committee (APC) meeting.
- Research, Scholarly and Artistic Works (RSAW) committee meetings
- Special General meeting on 19th May.
- Town hall meeting for CGSR .They gave presentation on becoming an office rather than a college.
- Governance Orientation meeting.
- Voted for VP operations.
- GSA executive meetings
- GSA retreat
- First Building Bridges Advisory Committee meeting
- Int. activities committee meeting
- 3 meetings with the U of S President
- Had a meeting with WGST department co-ordinator (June 23rd) to start the monthly Feminist movie screening at GSA.

Attended events:

- Powwow graduation award ceremony-2015.
- Aboriginal Round Table in Convocation Hall on behalf of GSA. Met Aboriginal soldiers from First/ second World wars !
- National Aboriginal Day at U of S Bowl on June 21st.
- The Multicultural Council of Saskatchewan (Mcos) has honored me because of the contribution and leadership to the anti-racist educational work. I was one of the Mcos facilitators of anti-racism youth leadership workshops and training since last couple of years which received the support from the Ministry of Education. I actively support the goal and principles of anti-racism education, and to eliminate racism. I had to attend the Regina Mcos 40th anniversary celebration gala. It was a wonderful experience to be a part of the 40th anniversary gala dinner of this organisation and to meet in person all those leaders whom Mcos honored and who have contributed so much over 40 years for cross cultural education. There was one more U of S graduate student who received this honour.
- Joined Spring convocation, June 1st, 2015.
- The GSA executives met with the Vice-Provost, Teaching and Learning (may 22) for updates and confirmed that a total of 47 students affected have been verified and processed for financial hardship relief payment promised by the President in his May 13th response to a petition

presented to him on May 11th. A total of 21 students have been issued cheques of \$500 each as of yesterday and 18 more cheques were issued. I was involved with vandalism issue in residences.

- Gave interview at the Sheaf regarding vandalism issue and did some activism through FB and electronic media to improve the vandalism issue.
- Ness Creek, May 22-24, 2015 (Took 4 U of S graduate students for three days cultural connection prog)
- volunteered to collect data through short interviews with participants in the YXE Connects event on Monday, 4th, at White Buffalo Youth Lodge and also City Centre Church.
- Met with Randy Stoecker, Professor of Community and Environmental Sociology at the University of Wisconsin. Randy visited Saskatoon and gave a keynote talk on Community Engaged Scholarship at Engaged Scholar Day. Andrew Dunlop, Director, Community Engagement and Outreach organised the event.

Awareness raising radio show (Please find the detailed programme summary):

1.

Canada is a land of immigrants. Immigration has produced a culturally and racially diverse population. This diverse population has little knowledge about Canadian history and its Aboriginal people. As a result, there are often some misconceptions about Canadian Aboriginal people among immigrant communities.

Dear listeners, Chetan-Ameya Amble is an International graduate student has been studying in Department of Curriculum Studies. His research work is about identity construction processes of immigrant elementary school students in Saskatoon. He worked as a Science Ambassador with Green Lake Aboriginal communities. As part of celebrating National Aboriginal Day, Banglar Gaan O Kotha has invited Chetan to share insights from his research project and work experiences with Green Lake Aboriginal communities where he came across many misconceptions about Aboriginal people. Tune into CFCR 90.5 FM on Sunday 9.00 am and learn about one another's identities and culture.

The program was hosted by Jebunnessa Chapola.

2.

Torsa Ghosal is a PhD fellow at the Ohio State University, USA. She studies how multimodality (simultaneous activation of multiple perception processes) contributes to reading experience. Multimodality draws attention to reading and writing as embodied processes and is, therefore, tied to the cultural politics that considers some bodies more able/normative than others. In this light, her research often connects bodies, sexual orientations, and literary forms. (May 31st)

In the interview, the section on handwriting treats handwriting as a sign system and investigated the cultural politics around it. Listen to her , she translated her research knowledge.

3.

54 vehicles were vandalized in the graduate students' residence parking lot and property stolen at the U of S residence. U of S students and residents are taking this issue seriously and will make sure steps are taking by the university to protect their lives and property. Let's aware of this current situation of U of S residents and stay tuned CFCR 90.5 FM. It would be a live show from 9.00 am-10.00 am and listen to GSA representative Hardi Shahadu's interview.

4.

The Bangla radio show "Banglar Gaan O Kotha" (Bangla's story and music) is going to have a talk show tomorrow with newly elected Graduate Students' Association (GSA) executives, University of Saskatchewan. It would be a live show from 9.00 am-10.00 am. Let's learn about GSA and it's new executives' work plan and their expectations. Tune into CFCR 90.5 FM and listen to GSA president Rajat and VP Student Affairs Hardi Shahadu's interview.

5.

Working on a film project for the Office of Community Engagement and Outreach at the U of S. The project's goal, this summer, is to create a video showcasing the wide range of community-engagement and outreach projects.

6.

Dealing with Student's academic problems:

- Currently I am dealing with 3 students for their academic life problems
- Helping International students often by replying their regular academic queries.

VP Operations Report

VP Operations and Communications Report

It is my pleasure to provide my first report for the period for your review. I have joined the executive team on 19th of May 2015.

Transition

The transition was very smooth. I joined GSA on 19th of May. I have started my work on the same day. The previous VP Operations and Communications was helpful during the transition period, she provided me all information I requested and she mentioned that she is willing to give any further help or information if needed.

The current team of executives created a new Facebook page before 19th of May, they provided me with the login information, since then I am working on the content of this page.

Summer Bursary

I worked on the summer bursary online application using the *fluidsurvey* tool. I made every possible efforts to reach all of our members and to encourage them to apply. I sent the announcement by email to all GSA members two times, and I posted it on our new GSA Facebook page. To date we have receive more than 165 applications. Currently I am working on forming the Bursary Selection Committee, which according to our Bylaws should include VP Finance, VP Academic, and three councillors. I will do my best to facilitate the committee work. This year I plan to have blinded review for all the application to ensure the transparency and fairness of the selection process.

GSA Website

We still using our old website. I plan to launch a new website, with better interface and richer content. Currently I am working on forming a website committee who will help me to design the new web and to work on the content. Meanwhile, I post all of our meetings minutes on our website, all of these minutes/meetings are available for our members on the website.

Meetings

Date	Meeting details
May 25, 2015	GSA Executive Meeting
June 2, 2015	Represent GSA in the Spring Convocation
June 10, 2015	University President Meeting
June 10, 2015	GSA Executive Orientation

June 16, 2015	GSA Executive Meeting
June 19, 2015	Student Employment and Career Centre
June 20, 2015	GSA Retreat
June 23, 2015	The Gwenna Moss Centre for Teaching Effectiveness

Commons

I had many meetings with the GSA office manager and our GSA coordinators to plan how we can improve the GSA commons and to make sure that the GSA commons is a good and welcoming environment for all members. We plan to hire new coordinators and to start hosting night events in the common.

GSA Chair

I worked on hiring a new chair for our meeting. I advertised it by email, on our Facebook page, and on Student Employment and Career Centre. I have then formed a committee consists of all the executives to select the best candidate.

Ziad M. Ghath
VP Operations & Communications
Graduate Students' Association
Emmanuel St. Chad, 1337 College Drive
Email: gsa.ops@usask.ca
Website: <http://www.gsa.usask.ca>

VP Student Affairs Report

Introduction.

As VP Student Affairs of the GSA, I took over office at a very challenging time in May. Barely a week after being sworn into office, I had to face the challenge of managing a significant catastrophe that befell residents in the McEown Park [MP]. About 50 vehicles parked in the U-Lot at the MP were vandalized and property stolen from some of them on May 9th 2015. The GSA was drawn to managing this crisis and as the executive in whose portfolio this fell; I had to play an active role in the process. The affected residents formed a concerned students group to seek redress from the university to the challenges they have been facing regarding the U-Lot. I worked with this group to successfully resolve the issues.

The past two months have therefore been very busy for my portfolio. I present to council, the following updates on what I have been doing since coming into office.

U-Lot Vandalism

1. Attended meetings of concerned affected students, some of which involved the university President, Vice-Provost Teaching and Learning, Chief of Staff of the President, Director of Consumer Services, etc.
2. Helped draft a petition for the concerned students group and participated in the presentation of the petition to the office of the president.
3. Worked with the office of the Vice-Provost Teaching and Learning to ensure affected students of the May 9th incident received financial relief promised by the university. A total of 47 eligible students were paid \$ 500 each as financial relief for the hardship caused by the vandalism. Students who had similar challenges in the past also requested for the financial relief but it was not possible to extend the relief to periods before May 9th. The decision to grant financial relief in the case of the May 9th was due to the large number of vehicles involved, making it an exceptional case.
4. Write a comprehensive report on behalf of the GSA on the May 9th incident. The report was presented to the university president on May 21st 2015 by the entire executives of the GSA.

Addressing Wider Challenges in University Residence

Graduate students in university residence have so many challenges they are dealing with year after year. The failure of the GSA to address these challenges over the years has made it even difficult for me to work with residents in tackling some of these challenges. For instance, when I took the initiative to work with the concerned students of the May 9th vandalism, they tried to dismiss me saying they cant trust the GSA's intention to fight for them because we have failed to do so in the past. Despite these challenges, I have been working with the Consumer Services Division [CSD] to address student issues including:

1. Withdrawing repeated annual charges of residence application fees for those already in residence
2. Getting refund and preventing multiple payments of security deposits for residents. A letter was sent out today (June 24, 2015) advising residents that their overpayments of security deposits will be paid back to them by the 30th of June
3. Waiving payment of Resident Offer Acceptance Fee for those already living in residence. This creates additional burden for students making them pay double rent in a single month.
4. Waiving one-Off payment of termly rents for graduate students
5. Allowing residents few extra days to move out at the end of their stay in the university residence
6. Re-opening the Souris common kitchen and children's playroom.
7. Addressing poor customer service on the part of residence services.

Parking and Security Advisor Committee

I also sit on the above committee to represent the interest of graduate students. The committee met recently to discuss parking and security issues. The request to improve lighting and security in the U-Lot was discussed. Improved lighting and more security cameras are expected to be installed by December 2015.

Childcare Developments

I met with the Vice-Provost Teaching and Learning to discuss childcare services in the university and other issues that the university is working to improve/implement. The following are updates on the childcare;

1. The university currently has 110 spots for childcare made up of 66 in USSU childcare center in Williams building and 44 in education building.
2. There are plans to upgrade the USSU childcare center to 89 with 23 additional spots over the next year
3. There is an ongoing construction of childcare facility to produce 90 by the Souris hall.
4. 75% of the childcare (new 90 slots in particular) is reserved for students and 25% for staff and faculty.
5. There will be over 200 childcare slot when all is completed by next year. 156 of this slot will be allocated on proportion to grad students, aboriginal students and all students.

The Vice-Provost Teaching and Learning also has the following on her agenda for this coming year;

1. Sexual Assault
2. Mental health
3. Alcohol Harm Reduction
4. Rising use of ADHD drugs on campus

Conclusion

I have provided regular updates through the College of Graduate Studies and Research and on the GSA website and Facebook account on important issues that members need to know. I will continue to work with the rest of the GSA executives to represent the interest of the GSA and to bring back trust of our membership.

Thank You.

Hardi Shahadu

VP External Affairs Report

Has attended the following meetings:

- University Planning Committee, April 29
- Consumer Services Breakfast, May 1
- Meeting with CGSR Dean Adam Baxter-Jones and associate Dean Trevor Gambell, May 4
- 4 executive meetings
- GSA Retreat, June 20
- Graduate Faculty Meeting, May 12
- Met with USSU for Upass together with Hardi
- Convocation on June 2
- University governance Orientation with Univ. Secretary
- Meeting with President Barnhart
- CFS Annual General Meeting

Constitutional Review Committee

May 14 – I was appointed as a chair, made some changes in the proposed policies.

June 23 – Changed the style and layout

67th SEMI-ANNUAL GENERAL MEETING JUNE 4-7, 2015

During the CFS General meeting this June, I have attended the following meetings/activities:

1) *Opening and closing plenary*

Passed such motions as:

- “Where’s the Justice?”, campaign about missing and murdered indigenous girls, women and two-spirited people.
- Hiring a full-time bookkeeper for CFS
- Adopting policy about healthy and good quality food on campuses

Ratified as Saskatchewan rep.

- 2) *Seminar: Capturing Canada’s Youth Vote* (David McGrane, U of S)
- 3) *Lobby session* (Question-answer period with MPs from political parties)
- 4) *Constituency groups*
 - Women’s constituency group
 - International students’

Appointed as a int. student rep. at policy sub-committee

Reported about policy sub-committee

- 5) *National Graduate Caucus*
- 6) *Saskatchewan Component meeting*

Was appointed as Saskatchewan rep. at policy sub-committee

Reported about policy sub-committee

Elected as Saskatchewan rep. at National Executive

Brought the issue of Campus security and what happened at U of S

7) *Policy sub-committee*

Represented Saskatchewan component

Brought the issue about campus security

Volunteered to change policy about Campus Security in collaboration with two other student unions before next General Meeting

More detailed report is available

Studentcare Graduate Stakeholder Meeting June 18, 2015

Focused on mental health issues, how to prevent them.

1. Presentation by Jean-Marc Assaad: What's creating mental health crisis?

A lot of students use coverage on antidepressants and ADHD medications. Antidepressants are the highest demand!
For more info, PsyVitaliti.ca or ihaveaplan.ca/talkitout/

2. Privacy: finding a balance

Studentcare is industry leader, they have personal information about 0.5 million students per year. Need to find a balance between transparency and privacy.

Data is securely stored. During a break-in a couple of years ago no student information was lost.

3. Office tour: communications department

They are working on brochures, websites, writing, editing, copyediting, campaigns, and marketing. Biligual team. They are working on completely new website which makes insurance more exciting, "coverage for adventurous".

4. Office tour: Call centre

5. Cloud office

They are introducing cloud office – kind of skype machine – to put on campuses they don't have an office.

6. Prescription Drug trends

70% of medical claims are drugs

Prescription costs are escalating because:

- Student plans are primary options
- They use more medications
- Prescription adherence
- New therapies tend to be more expensive
- Advertising to consumers is rising and reaching its target
- Drug therapy is used to treat more conditions

More detailed report is available

Other activities:

1. Helped U of S delegate to get items that represent U of S for a Chinese students' conference in Ottawa.

Qin Xiang is the president of University of Saskatchewan Chinese Students and Scholars' Association. This year Chinese students all over Canada are establishing Canada-wide association. We are very proud to have our representative at this initiation.

As this is their first year, conference attendees were asked to bring some promotional items that represent their universities to leave with the organization. However, the budget is limited, and I took the initiative helping Qin to find the items she needed to represent U of S with dignity. I would like to thank Bookstore and Student Central for providing the items.

2. Took initiative ordering flowers and a card for Mark Kroeker's family in appreciation of his contribution to GSA.

Handbooks:

Received welcome messages from GSA president, U of S president, CGSR Dean, Mayor of Saskatoon, Minister of Advanced Education, and Premier of Saskatchewan.

Arranged photoshoot of GSA Commons for cover picture.

Contacted over 40 organizations for advertisement and coupons to include in our handbook. There are 9 advertisements with total profit of \$985, including coupons from two organizations.

The design was sent for printing on Monday, June 15.

GSA Constitution and Policy Review Committee -23 June, 2015 Meeting Minutes

Members in Attendance:

Ashton, Dani, Isaac, Rajat, Natalia present.

Hardi, Josie, Kathryn absent.

Meeting started at 16:30.

Business:

1. Working on the style and formatting of the accepted Constitution, Bylaws, and Policies documents as directed by the membership at the 19 May, 2015 Special General Meeting.
 - a. Constitution:
 - i. removed a hyphen
 - ii. set text formatting to “justify”
 - iii. removed some bolding
 - iv. removed some indentation
 - v. added a table of contents
 - vi. Constitution is finished
 - b. Bylaws:
 - i. Adding TOC
 - ii. Fixed formatting of text and cover page
 - iii. Reorganized the Council Bylaw
 - iv. Reorganized the Executive bylaw
 - v. Reorganized the Meetings Bylaw
 - vi. Removed duplication from Election bylaw
 1. removed a typo
 - vii. changed justification for document
 - c. Policies
 - i. Changed text justification
 - ii. Added TOC
 - iii. Normalize font size/line spacing
 - iv. Fixed title page, added creation date.
2. We will send a pdf copy of the Constitution and Bylaws documents to the executives to posted online.
3. Motion to adjourn: 18:00, all in favour.