



**UNIVERSITY OF SASKATCHEWAN
GRADUATE STUDENTS' ASSOCIATION
COUNCIL**

Tuesday, April 17, 2018: 5:00 PM – 7:00 PM
GSA Commons

Agenda

	OPEN SESSION	Pages	Action
4:45 PM	Council Sign-in and Light Dinner		
5:00 PM	<ol style="list-style-type: none"> 1. Call to Order 2. Approval of the agenda 3. Presentation by Dr. Patti McDougall, Vice-Provost Teaching, Learning, and Student Experience, and Peter Hedley, Director, Student Affairs and Services <p><u>Consent Agenda</u> Motion: To receive for information and/or approve by consent items 5-9.</p> <ol style="list-style-type: none"> 4. Minutes of the March 20, 2018 Council Meeting 5. Minutes of the March 27, 2018 Executive Meeting 6. Minutes of the March 12-19, 2018 Awards Committee Meeting 7. Minutes of the March 19, 2018 Governance Committee Meeting <p><u>Regular Agenda</u></p> <ol style="list-style-type: none"> 8. Ratification of Social Clubs 9. Report of the President 10. Report of the VP Operations and Finance 11. Report of the VP Student Affairs 12. Report from the VP Student Affairs regarding the 3MT Competition 13. Report of the VP External 14. Presentation by the VP External on co-curricular records 15. Report of the Indigenous Liaison 16. Motion: To approve the Memorandum of Agreement between the GSA and the Union for Graduate and Postdoctoral Workers – Public Service Alliance of Canada – Local 40004 17. Other business / announcements 	<p style="text-align: center;">Oral</p> <p style="text-align: center;">2-9 10-15 16 17</p> <p style="text-align: center;">18-19 20-21 22-41 42-43 44-68 69 70-71</p>	<p style="text-align: center;">Decision Information</p> <p style="text-align: center;">Decision</p> <p style="text-align: center;">Decision</p> <p style="text-align: center;">Information Information Information Information Information Decision</p>
	IN CAMERA SESSION		
	Adjournment		



**University of Saskatchewan
Graduate Students' Association
Council Meeting
Minutes from Tuesday March 20, 2018**

Present: Marissa Evans (Archaeology and Anthropology), Janelle Smith (Animal and Poultry Science), Karolina Pusz-Bochenska (Biology), Zoe Gillespie, Chelsea Cunningham, Britney Lins (College of Medicine), Morgan Kirzinger, Rifat Zahan (Computer Science), Troy Shapley (Edwards School of Business), Jose Alvin Berkenbrock (Electrical Engineering), Sudipto Mondol, Saman Naghieh (Biomedical Engineering), Afolabi Ayeni (Chemical Engineering), Bethany Thiessen (Geography and Planning), John Bird (History), Indiana Best (Indigenous Graduate Student Council), Amanda Galas-Wilson (Microbiology and Immunology), Nadia Hoosain (Johnson Shoyama), Jocelyn Blouin (Kinesiology), Mona Hamada (Pharmacy and Nutrition), Evan Poncelet (Psychology), Viktoria Hinz (School of Environment and Sustainability), Jovey Sharma (School of Public Health), Samuel Schultz (Sociology), Jennifer Bell (Soil Science), Katherine Raes (Toxicology), Breanne Murray (Western College of Veterinary Medicine)

Executives: Ziad Ghaith (President), David Bennett (VP Finance and Operations), Ali Kiani (VP Student Affairs), Naheda Sahtout (VP External), Iloradanon Efimoff (Indigenous Liaison)

Organization of the Meeting: Dr. Scott Adams acted as the Chairperson. The Chair acknowledged Treaty 6 Territory and Homeland of the Métis people and indicated that the meeting was properly constituted. The Indigenous Liaison acted as recording secretary for the duration of the meeting. The VP External compiled the minutes into the final document.

OPEN SESSION

Call to Order (Item 1)

Meeting called to order at 5:00 PM.

Approval of the Agenda (Item 2)

The Chairperson asked if there were any amendments to the agenda as distributed. Hearing none, the Chairperson asked for a motion to approve the agenda.

Motion to approve the agenda as distributed. Moved by Ali Kiani. Seconded by David Bennett.

Motion carried.

Moment of Silence (Item 3)

The GSA received news that Maria Lynn Freeland, a Master of Laws Candidate in the College of Graduate and Postdoctoral Studies, passed away earlier this month. In honour of Maria, a moment of silence was observed.

Saskatchewan Student-Run Solar Farm (Item 4)

The Chairperson indicated that Jaylene Murray, a candidate from the School of Environment and Sustainability, had contacted him with a desire to share with Council information about a proposed University of Saskatchewan student-run solar farm.

Jaylene introduced students who want to run a student-run solar farm on campus. This group of students is looking for support from both the USSU and GSA for this initiative. The group of students will be presenting on what the solar farm looks like, what it is and what they are envisioning. They have previously presented and approached the GSA Sustainability Committee. They would like to get feedback from Council and gauge general impressions and create a dialogue that would help expand this initiative.

Victoria and Landon – Farm the Sun Student Group

The goal of this project is to try and get a solar farm on campus to reduce our carbon foot print as the University and as the City of Saskatoon. The solar farm will allow for an increase in research behind solar panels and in the area of plant sciences, foraging research as well as incorporation of Indigenous initiative programs. Want to install the solar panels in different phases, as in each year. The project was initiated with endorsement letters from Colleges across campus and energy and construction organizations. A lot of research and consultation led to the idea of implementing a green policy and fund. We want to create a link between the graduate and undergraduate students. Would like to be student funded so as to be able to dictate where money will go towards.

Our consultations include Dr. Bob Tyler, Associate Dean Research and Graduate Students in the College of Ag Bio; Judith Yungwirth and James Cook, from the Infrastructure, Planning and Land Development; Campus Master Plan Meeting at the end of January to see what the future goals and plans for the University are; Aaron Yohnke, a PCL district manager who provided information about the solar initiative that they are trying to push; James Cook, Erin Akin, sustainability office member and strategic advisor, and Colin Tenet, master planning and University architecture. Also met with Dr. Tony Chung, who will be in charge of designing this solar farm due to his extensive research experience and collaborative efforts with SaskPower and Smart-grid. Potentially discussing incorporating this into the Indigenous program in partnership with the College of Ag Bio. We would like a referendum for this green fund and to create a joint committee that would work with this green fund, which would include USSU and GSA members as chairs. We would like to start a green fund that would be open to everyone's green ideas, but would like to kick-start with the solar farm. We would like the support of the GSA for the solar farm and for future discussions about the direction of this project.

We have an online PAWS survey which is still open, that is accessible by everyone; however, we are unable to determine of those that have completed it, are graduate students or undergraduates. It was divided into 3 categories; faculty, engineering students and general student, with different questions for different groups of individuals. One question asked was 'how much money would you like to contribute over 4 years' and the overwhelming answer was \$10 / semester. Furthermore, 90 % liked the idea of a solar farm.

Questions for the GSA Council:

- 1) What's the protocol for a referendum?
- 2) What advice do you have for us?
- 3) How can we move forward?

On March 22, we will have an event regarding this project proposal.

Jaylene clarified that the proposed question regarding referendum is based on the following;

- If the students have support from the GSA Council, what would it look like to have a referendum for the rest of the graduate students to see if they would support the addition of a green fund to their fees?
- This is in the early stages and nothing has been set in stone. Those that answered the survey indicated that \$20 / year was reasonable.
- If the GSA and USSU support this, what would a joint committee look like between the two Associations and if possible, how can this be moved forward.

The Chair invited questions from the floor.

Question: How will the money be used during the year? What will this money power? Will the money be enough to build anything? Will this just be benefiting the University of Saskatchewan? Where would this go?

For 1 megawatt, it was 2.5 million on campus which takes up 10 acres of land. We met with Dr. Tony Chung, research chair in Engineering, and he completed simulations through sulfuric heliostopes. Initially we were planning to sell this power to SaskPower, which would cost about 6 cents compared to the 5 cents that we actually pay. With regards to the handling of the money, we need a committee or board to handle it. This is why we want to bridge the USSU and the GSA as this is a student initiative; students should be knowing where and how the money is being used.

Question: In terms of the land?

Ideally we want to use block M and block F. We met with James Cook, Manager, Land Development, and Colin Tennent, Strategic Advisor, Master Planning and University Architect, said we should work on implementing a policy in the University design manual for all the buildings so that we can generate energy within the buildings so that we can have solar panels on University buildings to generate energy. At the Campus Master Plan building, this land won't be developed for the next 30 – 50 years, so it was suggested that we rent the land for 40 – 50 years and put solar panels there before starting development.

It is also possible to roll this out in different stages. We could initially start with policy that enforces that every building has a solar panel design. The committee would be in charge of determining the process. The process will take a few years. The committee would be composed of USSU, GSA, Office of Sustainability, Risk Management and Infrastructure representatives, Collin Tennent – individuals who would figure out exactly what it would look like. It has been received well and phenomenal conversations have occurred. For students, by students – money that is made from this initiative would go back into the same fund and used for more green funds.

We want to stay as a research institution. One way forward is to divest into this initiative. It requires a committee that would handle money and the strategies of this works.

Question: Is the survey still available? If so, perhaps this needs to be advertised more so that more people know about it. If we do a bit of math, 21000 students at the University, \$ 20 / student / year equates to \$420000, which would mean that in five years we would have the funds to source one megawatt.

The survey has been continually posted on PAWS.

Question: This is a great idea – to have a referenda, you should create a committee to go forward before the vote is even sought. There should be a formal proposal with a formal committee. You need to ensure that students will be able to trust where there money is going to.

Question: Great idea but would also agree with previous question. Is this the right setting or should there be more extensive discussions with the Sustainability Committee and maybe the conversation can be more productive with more personal involvement there. Adding a cost to tuition is problematic with tuition increases, especially for international students, so people may be a bit sensitive. It is always a good strategy to flesh it out a bit more. There should definitely be general support for the idea.

This was brought to the GSA sustainability committee who expressed interest with the initiative but wanted to bring it to council. Jaylene encourages people to fill the GSA sustainability committee next year so that there is further growth. It is important to get the general support and to get the message across to more students across campus.

Question: Liability. Is this just a fund going from students to the University?

Fund from students to a committee that would be managing the solar farm.

Question: Why can we not go outside of the University? Liability issues within the University. If doing research, University takes responsibility. If there is buying and selling, there might be liability issues.

Currently working closely with Dr. Tony Chung, the SaskPower research chair. SaskPower has a plan to have 50% of the energy production be green, of that, 20% from green initiatives. They wanted to fund community based initiatives. A professor is currently working on 2 megawatt power generations, and we want to work with him as students so that as a committee, we can approach Dr. Chung and SaskPower, it would be easier to cover the liability issues.

Questions: If someone gets hurt, the University would be responsible because it is on campus grounds. So that is where it becomes tricky.

One of the big points is that it's not only about getting renewable energy, but also about doing research, which would still carry the liability under the researcher and their unit / department. Engineering or plant science could be doing projects with the solar energy. This would be figured out more in detail based on the committee. Need to know if GSA is interested in supporting it before this can be further investigated.

Question: Thank you for being with us today. Where does the USSU stand with all of this?

Met with the USSU general manager, and according to their by-law and constitution, they cannot provide us as a third party with a referendum. That's why they're going to the drawing board to see how they can continue with this project. We came to the GSA and take information back to the USSU to see if something can work with the GSA and USSU.

Comment: In GSA, the procedure for any referendum can be from council or through a petition from graduate students. Participation must be 10% of the general membership. There must be a very clear proposal, because every graduate student would pay money every term continuously. So must be very specific, how much money, why this much money, where it will go, etc. Try to negotiate with University; GSA can try to support the negotiations

For further questions, please email: jaylene.murray@usask.ca

Chair remarks that coming back to this when plans have progressed would be welcomed.

Consent Agenda (Item 5-9)

Motion to receive for information and approve by consent items 5 – 9. Motion moved by Sudipto Shekhor Mondol. Seconded by Indiana Best.

Motion carried.

Ratification of Social Clubs (Item 10)

Two requests have been received to ratify the Brazilian Students Association (BRASA) and the Pakistani Students Association (PKSA) as social clubs. Representatives from both of these associations are present at Council.

The president of BRASA this year indicated that they have been ratified by the GSA for the previous two years. The Association is mainly graduate students, although there are some undergraduate members. They are a branch of the Brazilian Association of Saskatchewan, which works together to promote culture, provide socials, academic and cultural support. The group builds intercultural relationships. Throughout the year, BRASA holds several events to promote the Brazilian culture, such as carnivals, parties, events corresponding to those in Brazil and fundraisers to help the Saskatoon Blood Bank. The group is open to all nationalities and wants to build intercultural relationships for people interested in learning about Brazil.

Question: Is this ratified under the USSU?

No, because most of our members are graduate students.

The President of the PKSA indicated that 2013-14, they were ratified under USSU, and this would be the first time under the GSA. The purpose of the Association is to provide an opportunity for all Pakistani and other ethnic communities to organize on a platform. The main purpose is to promote the multiculturalism among different associations. The major concern for the Association is to guide new Pakistani students through University life. We have been active since 2013 and have guided about 30 students who are currently at the University. The other motivation is to organize Pakistani and Canadian cultural events, to promote our culture within the University and to promote Pakistani food. We would like Pakistani students to be more engaged with different volunteer work within Canadian society. We collaborate with the Open

Door Society with job fairs to help students find jobs after graduation. The membership is open to all graduate students. The group has community support from the Pakistan-Canada Cultural Association.

Motion: to ratify BRASA as a GSA social group. Moved by David Bennett, Seconded by Ali Kiani.

Motion Carried. 2 abstentions (Jose and Carolina).

Motion to ratify PKSA as a GSA social group. Moved by Ziad Ghaith. Seconded by Jovey Sharma.

Motion Carried.

Report of the President (Item 11)

All reports are in agenda. The major item for President Ghaith over the previous month is to continue working on graduate student seat on the Board of Governors. University Council endorsed the motion to support graduate student on the BOG. We started to work with different bodies on campus to sell the motion.

With regards to the tuition consultation – we would like to thank everyone who went to CGPS tuition consultation on March 1st. There was a lot of good discussion, and this should hopefully lead to some further discussions regarding tuition hikes.

President Ghaith would like to acknowledge the GSA executive work over the previous month, including Vice President Kiani for his work on the 3MT, Bennett for his work on finances, Sahtout for her work in promoting the GSA and on the Gala, and the Indigenous Liaison for all her work beyond the portfolio of Indigenous Liaison.

Report of the Vice-President Operation and Finance (Item 12)

All the finances have been caught up. Saskatoon transit, CFS and health and dental have been paid. Currently working on a budget proposal with the Finance and Budget committee for next year. Sahtout has helped a lot with this.

Report of the Vice-President Student Affairs (Item 13)

The 3-Minute Thesis competition took place on March 15th. Would like to thank the GSA executives for being involved and for the financial support from CGPS. Fundraising was obtained from Engineering and Medicine as well. This competition occurred in one day. Although it was difficult to judge, those who won and received honourable mentions received free tickets to the Gala.

Report of the Indigenous Liaison (Item 14)

There is a current call for an Indigenous student union on campus that is being organised by Indigenous students. Currently maintaining position in the GSA with the knowledge that the GSA is a non-profit entity that is separate to the University. Working extensively on the Graduate student survey; we have final ethical approval for the survey and this should be sent out shortly.

Report of the Vice-President External (Item 15)

Currently working on the final health chat, which is art therapy and meditation held this Friday. This would conclude the health and well-being sessions for graduate students for the year. Currently working on the awards gala. All of the winners have been finalized by the awards committee and they will be recognized at the Gala. The Governance Committee has met and are discussing recommendations to bring forth to the annual general meeting.

Co-Curricular Records (Item 16)

This is being brought forth as information in this Council meeting and will be discussed in further detail in April. The University has created a co-curricular transcript that will go alongside your academic transcript. The meaning of co-curricular – things that are not related to courses, but extracurricular activities that have taken a bit of your time and are professional development. Examples include the GSA executives and councillors who sit on GSA committees. This is meant to acknowledge your efforts as students on campus. This is not meant to replace letters of reference, but could show prospective employers activities and workshops that have been attended, in order to complement a CV or resume.

President Ghaith adds that this initiative started late last year, and has been happening all over Canada. The GSA has flexibility to decide the activities that will be present on the CCR: participation in committees, councillor participation, etc. You can pick and choose what you want to appear on your co-curricular based on what you are applying for. Each college and unit (like the GSA) can add to a CCR.

Sahtout indicated that this is retroactive back to September 2017. Sahtout indicates that if there are any suggestions, these can go to the VP External (gsa.external@usask.ca) for further discussion and decisions.

Membership of the Sustainability Committee (Item 17)

One of the members has indicated that he is no longer able to sit on the Sustainability committee. In order to ensure our records are updated;

Motion: To remove Palash Sanyal from the Sustainability Committee at his request. Moved by Sudipto Shekhor Mondol. Seconded by Iloradanon Efimoff.

Motion carried.

Other Business / Announcements (Item 18)

Bennet would like to thank the hiring committee for their work on hiring an office manager and would like to welcome Candace Suessmilch, who has a background in law office and at UBC, to our team.

Ghaith indicates that the PSAC AGM is on March 26 @ 3:30 PM in Arts 241. Ghaith invites us to attend. At the AGM, PSAC will report on their activities and do elections for positions. All RAs or TAs can vote in the AGM.

Ghaith indicates that the GSA elections will be held very soon. He invites interested individuals to run for GSA executive positions. Please feel free to approach the executives at any point to ask any questions.

The Chair encourages all of the councillors and colleagues to run for the elections. A call for nominations will be sent out tomorrow. Any questions about the elections process can go directly to the Chief Electoral Officer at chair.gsa@usask.ca.

Motion to move to in-camera session. Moved by Ziad Ghaith. Seconded by Sudipto Shekhor Mondol.

Motion to move out of in-camera session. Moved by Sudipto Shekhor Mondol. Seconded by Victoria Husz.

The next Council meeting will be held on April 17 at 5pm.

The AGM will be held on April 24th at 5pm, and a minimum quorum of 50 is required.

Agenda has been exhausted.



University of Saskatchewan - Graduate Students' Association

Executive Meeting Minutes - March 27, 2018

Present: D. Bennett (VP Finance and Operations), Z. Ghaith (Hon. President), A. Kiani (VP Student Affairs), I. Efimoff (Indigenous Liaison), N. Sahtout (VP External).

Regrets: None

1. Call to Order / Opening Remarks

The President called the meeting to order at 5:35PM. The President welcomed us and encouraged all present to be efficient in the discussions of these important matters.

2. Approval of the Agenda

The President noted that the agenda had been circulated in advance as per the usual practice. He asked if there were any amendments to the agenda.

3. Approval of the March 10/2018 Meeting Minutes

The President noted that the minutes are posted on the website and they were circulated via email. He sought out any additions, changes, and/or amendments. Hearing none the VP Finance and Operations moved to approve the minutes as circulated. Seconded by the VP External. All in favour. The motion carries unanimously and the minutes are approved.

4. Items for Action

4.1 Motion (E005-2018): Request for Funding form History Graduate Students Committee for the De Brou Memorial Lecture (Proposal Attached via Email).

The President notes that HGSC sent an email which was forwarded to the team. They are requesting funding in the amount of \$60 for an event they are hosting. The funds will go to poster printing. The President stated that due to the nature of the event and the

specificity of their request he saw no need for HGSC to come and present to us in person. He asked if there were any concerns. The Indigenous Liaison asked how many graduate students will be attending. The President noted that a general number of attendees (not a specific number of graduate students) was circulated in the email.

The VP External moves to fund HGSC for \$60. Seconded by the Indigenous Liaison. All in favour. Motion carries unanimously.

The VP Finance will contact the HGSC to make the necessary arrangements.

4.2 Motion (E006-2018): Motion to assign a GSA member to the University Staff Excellence Award Committee (Information attached via Email).

The President notes that the GSA must assign someone to this committee. This committee meets once per year to review submissions and nominations for the Staff Excellence Award. This award is for staff not faculty and it used to be called The President's Award. The VP Student Affairs has sat on this committee as has the VP Operations and Communications. The VP External notes she has nominated someone in the past. The President noted that given staff work is relevant to the portfolio of the VP Finance and Operations that he should sit on this committee. The President moved to appoint the VP Finance to this committee. Seconded by the Indigenous Liaison. All in favour. Motion carries unanimously.

The VP Finance and Operations will contact them with this update.

4.3 Motion (E007-2018): BIRT VP Finance and Operations contact our legal counsel within 72 hours to seek further clarification re: stale-dated cheques

VP Finance and Operations stated he was concerned about this matter since the last meeting, and sought out some more information by speaking to an accountant that he knew (he noted that obviously he did not want to spend GSA money asking an accountant or lawyer unless absolutely necessary). VP Finance and Operations notes that he tried to detail the circumstances as accurately as possible. The President told the VP Finance that there may be some more information about this issue that was brought forward by the previous office holder in a Board meeting but that information does not appear to have been captured in the minutes. The answer VP Finance and Operations received was that a debt is a debt and cheques that can be substantiated need to be reissued upon request.

The VP Finance and Operations noted that he respects the democratic decision making process that this committee undertook last week, he thinks it is more important to follow the appropriate rules, especially as it involves money and as the Corporate Treasurer, he would be at fault. VP Finance and Operations requests that with the permission of this committee, we undertake a formal legal clarification on this matter. The VP Finance and Operations further noted that there will obviously be costs in this matter that may be in excess of any cheques that have been requested to be reissued but it seems like a necessary expenditure and is the only way he feels he can offer the substantiation that members of the Executive Team want.

The VP External queries if we should move this to the confidential session. The VP Finance and Operations noted that he submitted it to the open session in interests of transparency and open democratic governance and would prefer it be kept in the open session. The VP Student Affairs and the Indigenous Liaison were comfortable with either eventuality as was the VP External. This item remained in the open session.

VP Finance and Operations also noted that in the last meeting where this was discussed it was mentioned that this will impact our current budget, but that VP Finance and Operations offered the clarification that this isn't the case at all. It would impact the budget year the cheque comes from. Generally unspent funds don't carry over into the next budget. Whatever funds that happen to be left over just remain in our account.

The President thanked the VP of Finance and Operations for bringing this back to the committee to address his concerns. The President stated that he sees the value in contacting the lawyer to ensure we have the right direction in the policy. He sees this as a good investment in the future and to ensure it will be included in the policy as the Governance Committee reviews it. He is strongly supportive of having the right policy for the future for the GSA.

The VP Finance explained the retainer for the lawyer and how future amounts will be taken from this amount until it is exhausted. The President noted this money stays in the trust account for the GSA as a client and is a common practice for lawyers. He reiterated that it will be nice to ensure that we have the right information in our policies and bylaws.

The Indigenous Liaison notes that we should get this sorted out to ensure that cheques are distributed based on a proper legal framework. It will have an administrative cost up front but it will likely make itself up in costs after a couple of fiscal cycles.

The VP Finance and Operations notes we will have proper legal standing to make these decisions properly. The VP External requested a slight amendment to the wording of the motion. The VP Finance and Operations was fine with that and moved the motion. Seconded by the Indigenous Liaison. All in favour. Motion carries unanimously.

The President and the VP Finance will make the proper arrangements.

4.4 Motion (E008-2018): Whereas GSA bylaws 5.2.4 restricts expenditure amounts above certain amounts or percentages of budget lines without a majority vote of the Executive. BIRT following expenditures be authorized:

- Payment via JV to Culinary Services in the amount of 1153.66 on March 19/2018 for 3MT Lunch
- Payment to Creative Touch Wedding Designs in the amount of 2725.93 on March 16/2018 (for Gala costs not wedding costs)
- Payment to E.M. in the amount of 839.37 for costs and expenses related to 3MT (all receipts and invoices attached to claim form)

The VP Finance and Operations noted that this motion is included to comply with our bylaws. The motion was moved by the VP Finance and Operations. Seconded by the President. All in favour. Motion carries unanimously.

5. Items for Information

5.1 Update on GSA Survey

The Indigenous Liaison wanted to keep everyone in the loop. She contacted the Ethics Office to ensure she was the principal investigator. In order to ensure the PI was updated it was necessary to submit an amendment to ensure we are following the proper procedure. While doing this she submitted the section on adding prizes and the questions specializing in our Queer communities since we had to submit an amendment anyways.

The Indigenous Liaison noted there was some confusion on their part with the retirement of a key staff person there. The amendments are small changes but she wants to follow the procedure as she is the PI and anything that goes wrong could come back and affect her reputation. She further noted that Survey Monkey is just ready and waiting but she will double check the logic of the survey one more time.

The President asked if the survey could still go out in April. The Indigenous Liaison notes we can send out the communications via CGPS. The President suggests it to be sent out in a separate email as per our agreement with them on this matter.

5.2 Update on the GSA Bookkeeper

The VP Finance and Operations met with the recommended bookkeeper and it was a positive meeting. VP Finance notes that this is a challenging time of the year to change bookkeepers as it is right in the middle of tax season and financial year ends. VP Finance notes that with the change in bookkeeper it seems like a problematic time to even think about changing our auditors so unless there was a specific motion brought forward to do so he will not explore that possibility.

The VP External noted that we have strong records from our 2017 bookkeeping but we should at least have everything up to 2016 audited by the current auditor. The VP Finance and Operations has been in contact with the auditor and is hoping for updates on progress ASAP.

The VP Finance also noted that the bookkeeper will help with the generation of certain tax forms going forward.

5.3 GSA Free Tax Clinic

The VP Finance and Operations reported that there will be free tax clinics where GSA members can get assistance with their Canadian Income Tax provided they meet a few criteria in their tax situation (such as no capital gains or losses or they haven't filed for bankruptcy). The times and dates are April 2 from 4:00 - 7:00PM, April 4 from 4:00 - 7:00PM, and April 6th from 4:00PM - 7:00PM. The volunteer training was provided under the auspices of the Canada Volunteer Income Tax Program which is part of the CRA and we are utilizing the Ufile Software which we have free access to as CFS members. To thank the volunteers for their time and efforts VP Finance will use his discretionary fund to print certificates of appreciation, the President agreed to sign letters

of thanks for them, and also VP Finance is organizing and paying for a pizza party to take place right after the last session. The VP Finance and Operations invited any Executive to volunteer for this important project.

The VP Finance and Operations notes that he is using lots of word of mouth advertising and ISSAC is notifying students about the event. He is hesitant to create an event as we have a limited number of volunteers and time spots.

The President noted that the event has already been advertised by some departments.

6. Other Business

The President asked if there was any other business to be shared with the Executive Committee. The VP External noted that we still need to sell gala tickets. VP Finance has sold 5, Indigenous Liaison has sold 5 and has more lined up to sell, the President has sold some to professors. The VP External noted that we have a piano player for dinner and a trumpeter to introduce the Lt. Governor.

The President advised the VP External to make sure to audition the trumpet player to ensure he is of regal quality. The President also thanked the VP External for all her hard work on this event. He noted that everyone is looking forward to the event and he is confident it will be one of the best.

7. Confidential Session

8. In Camera Session

9. Adjournment of Meeting

The President declared the meeting adjourned at 7:06PM without objection.



GSA Awards Committee
Meeting Minutes
March 12 – 19, 2018

Attendance: Naheda Sahtout (VP External), Akay Akohwarien, Mona Hamada, Paul Aigbogun, Carmen Marquez Mellidez

The application deadline for the awards nominations closed on Friday March 9, 2018 at 5 PM. There were 20 completed applications for 5 award categories.

The VP External thanked each of the individuals for being part of this Committee and taking time away from their busy schedule to help in the adjudication process. Each member of the committee was asked to sign a confidentiality agreement to ensure that all information present in the nominations was kept private and confidential.

The VP External explained the nature of the awards and provided a scoring rubric that could be used as a guideline for the awards. It was explained that while looking at the nomination packages, Committee members were to indicate any potential conflict of interest that would hinder fair judgement of the applications. Each application was reviewed thoroughly by each member of the Committee.

After the thorough review of the applications, which occurred over a period of one week, the Committee met to discuss and make a decision on which nominee would be the recipient of the respective awards. It was a challenging discussion and each application was discussed in detail. All members of the Committee agreed that all of the applicants were very qualified and deserving. The Committee was impressed with the level of dedication and engagement that each nominee showed and hoped that all of the individuals would remain positively engaged with their research, scholarly and artistic pursuits as well as their community service and leadership activities on and off campus.



Graduate Students' Association
University of Saskatchewan

1337 College Drive, Saskatoon SK S7N 0W6
Phone: (306) 966-8471 Fax: (306) 966-8598
Email: gsa.admn@usask.ca

GSA Governance Committee
Meeting Minutes
March 19, 2018

Attendance: Naheda Sahtout (VP External), David Bennett (VP Finance and Operations, Iloradanon Efimoff, Ziad Ghaith, Scott Adams, Sudipta Mondal, Jovey Sharma

The By-Laws and Constitution were circulated to the members after the first meeting on February 16 and individuals of the Committee were given time to look thoroughly through the documents and suggest recommendations. Sahtout compiled all recommendations provided by individuals into one document that was circulated to the committee prior to the March 19 meeting.

At this meeting, individuals discussed the suggested recommendations thoroughly. There was great discussion on each suggested recommendation so that any update to the governing document aligned well with the GSA priorities and good governing structure.

Sahtout indicated that prior to the deadline for submission of AGM material, the recommended changes to the governing documents would be circulated once more. Further, Sahtout will work on compiling the policies into one manual for circulation. All governing documents will be brought forth to the AGM for approval by the general membership.

Emerging Leaders for Solar Energy USask

Purpose

The purpose of this Club shall be:

1. to educate its members and the public about solar energy
2. to develop leadership and public speaking skills for members of the Graduate Students Association at the University of Saskatchewan

Membership

We are a group of graduate students from varying departments and disciplines, namely the Department of Chemistry, Department of Electrical Engineering, and the Department of Physics. The proportion of graduate students to undergraduate students shall not fall below 80%.

Dues

Currently, no annual fee is collected.

Positions

Executive positions are required to be filled in each academic year. The following executive positions exist:

- 1. President**
 1. Presides at meetings of the Club
 2. Is responsible for the actions and for the guidance of the affairs of ELSE USask
 3. Is signer of cheques and monies
- 2. Vice President**
 1. Assists the president and presides at meetings should the president be absent
- 3. Secretary**
 1. Is responsible for the recording and distribution of the minutes of meetings of the Club
 2. To coordinate and be responsible for facilities and services required by the Club
 3. To make all presentations on solar technology available online for members
- 4. Public Relations Representative**
 1. To produce and disseminate any posters or promotional material needed by club to inform graduate students about upcoming events and meetings
 2. To ensure all members are made aware of Club events

The Executive shall be empowered to act for the Club in matters concerning its routine business, subject to the instruction of the Club.

Selection of Officers

1. Representatives and Executive members normally shall be chosen each September from members, by election at a meeting, and shall continue in office until their successors are chosen.
2. An Executive member may resign by tendering his/her resignation to the Executive

3. An Executive member may be removed from office by majority vote at a Meeting
4. If an Executive office becomes vacant, there shall within one month be a Meeting where a by-election to fill the vacancy is held

Meetings

1. The Club shall meet when determined by the Executive, at least once every four months
2. All members in good standing may attend and vote at any meeting
3. At least one week's notice must be given of any meeting at which Executives are to be elected or the Constitution amended
4. The Constitution may be amended at a meeting by a two-thirds majority of those voting, or a simple majority of the membership



University of Saskatchewan - Graduate Students' Association

GSA President Report – April, 2018

It is my great pleasure to provide the GSA Council members with my last report. In the beginning, I would like to thank the GSA Council members for their commitment over the past year, it was pleasant to work with all Council members from all over the campus. I would like also to sincerely thank the GSA Executive team and staff members for their incredible support for the GSA. In this month's report, I will focus on two main topics.

I. GSA annual report

I am currently preparing the GSA annual report which will be presented in the GSA Annual General Meeting on April 24. This report will provide a sum up of all GSA activities over the past year, along recommendations for the next year. I would appreciate the Council inputs to be included in this report. If there is any section that you would like to be included in the GSA annual report, please email: gsa.pres@usask.ca

II. GSA -UGPW Memorandum of Agreement

The potential MoA between the GSA and UGPW has been revised and reviewed few times. The GSA executive discussed the final version. The Executives recommend the Council to adopt the MoA that the GSA can sign it. The MoA between the GSA and UGPW is important to ensure that both organizations work collectively to improve the academic experience, learning conditions, and working conditions of Graduate Students and Graduate Student Workers at the University, and to enhance and improve the working relationship between the executive bodies of the two Organizations to maintain and nurture a positive relationship. The draft MoA is attached to the Council agenda.

III. GSA potential new source of revenue

I had the opportunity to meet along the GSA VP Finance and the GSA Office manager with FMD and member of the office of University Vice President Finance to discuss potential new source of revenue for GSA. That can be a business on or off campus. We had fruitful discussion, however this would be a long-term plan that the GSA need to work on over few years. I will ensure having a summary of this discussion in my transition manual for the incoming Executive team.

Finally, In my last report, I would like to sincerely to thank all graduate students in the University of Saskatchewan who put their trust in me and elected me as GSA President for two successive years. Throughout my two terms, under the guidance and support of the GSA governing bodies, I learned a lot; I am forever grateful for these life lessons!

Ziad Ghaith,

President, Graduate Students' Association

Monthly Report from the VP Finance and Operations (April 2018)

Good Evening GSA members,

I am pleased to provide you with an update on my activities as the Vice-President Finance and Operations. Attached to this report please find an updated FY 17/18 Operational Budget (also to be updated and posted on the GSA website following final additions and calculations for our Annual Awards Gala).

First, let me congratulate our VP External Naheda Sahtout for organizing an extremely successful GSA Awards Gala. I also wish to congratulate all those nominated and the award winners, particularly my dear friend and colleague President Ziad Ghaith who was presented with an Exceptional Leadership Award by the Honourable the Lieutenant Governor of the Province.

Despite the academic year and my term nearing an end things have still been moving at a very rapid pace as the end of the academic year also coincides with the end of the Financial year. I am in the process of finalizing the accounting for both our 3MT Event and our Annual Awards Gala once all outstanding invoices and payments are received.

1. Supporting our Members:

Council Funding cheques for the Geology are available for pickup in the main GSA office or contact me via email at gsa.fin@mail.usask.ca and I would be glad to provide them to you.

The GSA was pleased to be able to offer support to HGSC in their presentation of the De Brou Memorial Lecture we wish them a success evening.

2. Budget Updates

A draft version of the GSA operating budget for the 2018/19 Financial Year is included in the agenda package as an item for information and I look forward to talking your questions and listening to any feedback you have to offer me as the Budget and Finance Committee works to complete the budgeting process for this cycle.

3. Tax Clinic

The GSA hosted a series of Free Tax Clinics last week where myself and a team of wonderful and dedicated volunteers were able to help graduate students and their families file Canadian income tax. Altogether we were able to help 60 individuals along with many spouses and dependents. The event was very successful but also very busy with big rushes each night so going forward I along with the incoming VP Finance and Operations will strategize about how to improve the event. If there are still any graduate students who require assistance with their Canadian income taxes please don't hesitate to contact me and I can help you through the process as we still have access to the software and I am glad to help my graduate comrades.

The training provided was offered by the Canada Volunteer Income Tax Program (part of the CRA). Following the conclusion of the event I was pleased to provide certificates of appreciation signed by the GSA president along with pizza for our volunteers as a small token of appreciation for their great efforts. I paid for these items from my discretionary fund to help show my commitment to appreciation those that volunteer to serve the GSA.

Again, my sincere thanks to all our great volunteers: Mengying Liu, Arinze Ezeonyeka, Omotola Olaniyan, Mengying Liu, Shafayat Hussain, Mawuli Kugblenu, Shahid Mehmood, and Ajay Shrestha.

3. Other Updates:

In addition to our regular Executive Committee meetings I was pleased to attend the President's Executive Committee Meeting where we discussed some shortfalls of the TABBS model of budgeting that the University uses.

I also represented the GSA at the CGPS Awards Committee where we selected two extremely strong dissertations to be the University's entrants into the CAGS/Pro-quest Dissertation award competition. After this report is written but prior to our Council Meeting I look forward to being the GSA representative on the University Staff Excellence Award and attending A Vital Conversation with The Honourable Senator Murray Sinclair regarding reconciliation in Canada. I also worked two shifts in the main office.

I also took pride in taking the opportunity to assist several students in helping them with matters related to their academic situation, particularly as it relates to funding.

As per GSA Bylaw Section 5.3.4 and 5.3.6 I declare that each Executive member will be given an honorarium of \$533.33 for the month of April. The Honoraria rate of the GSA Executive is now posted on the website in accordance with our bylaws. Further, each GSA Executive member will received approximately \$1300.00 from the College of Graduate and Postdoctoral Studies for the month of March in the form of GSFs.

Please don't hesitate to contact me at gsa.fin@usask.ca or speak to me anytime at the Commons should you have any questions or need any further clarification.

Sincerely,

[David Bennett](#)

Vice-President Finance and Operations, Corporate Treasurer .
Graduate Students' Association

Graduate Students' Association 2017-18 Budget Revenues

	Fee-Based	2017-18 Budgeted	2017-18 YtD Actual	Variance + (-)	
1	GSA Membership Fees	215,000.00	215680.11	680.11	
2	UPASS Administration	11,000.00	11490.82	490.82	
	Fundraising/Sales Based				
3	GSA Commons Bookings	13,000.00	10387.50	(2612.50)	
4	GSA/CFS Handbook Advertisement Sales	700.00	900.00	200.00	
5	Orientation Fundraising/Support	1,500.00	1600.00	100.00	
6	3MT and GSA Conference Fundraising/Support	-	5000.00	5000.00	
7	GSA Awards Gala Fundraising / Sponsorship	-	29,450.00	29,450.00	
8	GSA Awards Gala Ticket Sales	-	690.00	690.00	1660
	Other Revenues				
9	USASK Cold Beverage Agreement	6,000.00	0.00	(6000.00)	
10	H&D Continuum Revenues	-	266.12	266.62	
11	GSA Event Sales	-	1717.25	1717.25	
12	ISIC Card Sales	100.00	0.00	(100.00)	
13	Notary Services	100.00	90.00	(10.00)	
14	Donations	15,000.00	12,000.00	(3000.00)	1000 for CFS Travel, 5000 for AV, 6000 for Audit
15	Health Chats	500.00	500.00	0.00	
17*	GSA Sustainability Slam		695.67	695.67	
	TOTAL	262,900.00	288,831.83		
			254,381.83		
			(number w/ no flow through donations)		

Graduate Students' Association 2017-18 Budget Expenses

	Staff Salaries and Executive Honoraria	2017-18 Budgeted	2017-18 YtD Actual	Variance + (-)	
16	Office Staff & Coordinators	70,000.00	50614.97	19385.03	
17	Indigenous Liason Honorarium	6400.00	5866.66	533.34	
18	President's Honorarium	7000.00	6316.63	683.37	
19	VP External Honorarium	6400.00	5333.33	1066.67	
20	VP Student Affairs Honorarium	6400.00	5866.66	533.34	
21	VP Operations and Finance	6400.00	5360.96	1039.04	
22	Bookkeeper	6000.00	6127.20	(127.20)	
	Executive Operations				
23	Executive Travel	4000.00	3092.51	97.49	+1000 from CFS
24	Executive Business Cards & Name tags	250.00	296.41	(46.41)	
25	Executive Meeting & Retreat Expenses	250.00	167.12	82.88	
26	President's Discretionary Fund	400.00	323.42	76.58	
27	VP External Discretionary Fund	400.00	200.59	199.41	
28	VP Student Affairs Discretionary Fund	400.00	358.05	41.95	
29	VP Operations and Finance Discretionary Fund	400.00	315.96	84.04	
30	Indigenous Liason Discretionary Fund	400.00	35.00	365.00	
	GSA Financial Expenses				
31	Historic and Annual Financial Audits	14,000.00	5883.00	8117.00	
32	Internal Audits and Legal Costs	25,000.00	18532.99	6467.01	
33	Banking and Credit Fees	1,100.00	723.68	376.32	
	GSA Operating Costs				
34	Commons Renewal and Repair	1500.00	572.59	927.41	
35	Commons Liability Insurance	4500.00	4373.00	127.00	
36	GSA D&O Insurance	2400.00	1088.00	1312.00	
37	Telephone, Fax, and Internet Costs	2000.00	1722.31	277.69	
38	Building Lease	15.00	12.60	2.40	
39	Incorporation, ISC, and WCB Fees	250.00	196.99	53.01	
40	ICT Tech Support	250.00	175.99	74.01	
41	A/V System and Projector Replacement	5000.00	0.00	5000.00	
	GSA Equipment and Supplies				
42	Commons Supplies	1500.00	1869.38	(369.38)	
43	Postage and Courier	300.00	360.35	(60.35)	
44	Office Supplies and Stationary	1300.00	1169.39	130.61	
45	Electronic Equipment, Software, and Batteries	800.00	994.49	(193.49)	

	Staff Salaries and Executive Honoraria	2017-18 Budgeted	2017-18 YtD Actual	Variance + (-)	
	GSA Council and Board Operations				
46	GSA Academic Council Funding	5000.00	4,410.67	589.33	
47	GSA Academic Council Food & Beverage	3000.00	3046.23	(46.23)	
48	Townhall Food & Beverage	0.00	0.00	0.00	
49	Standing Committees Food & Beverage	1000.00	444.56	555.44	
50	GSA Chairperson Honorarium	800.00	491.45	308.55	
51	GSA Recording Secretary Honorarium	1000.00	546.05	453.95	
52	GSA Returning/Electoral Officer Honorarium & Election Expenses	1250.00	1021.51	228.49	
	GSA Services				
53	UPASS Administration Fee	11,000.00	12077.10	(1077.10)	
54	GSA Handbook Services	5000.00	3580.50	1419.50	
	GSA Events				
55	GSA Awards Gala	*29,450	11401.53	18,048.47	
56	GSA 3MT & Conference	*5000	2831.96	2168.04	
57	GSA Fall Orientation	7000.00	8431.62	(1431.62)	
58	GSA Winter Orientation	800.00	743.18	56.82	
59	GSA Campus Rec./Intramural Sports	600.00	150.00	450.00	
60	GSA Social Events	500.00	1277.18	(777.18)	
61	GSA Workshops	500.00	293.69	206.31	
62	GSA New Initiatives	435.00	0.00	435.00	
63	GSA Health Chats	500.00	613.77	(113.77)	
77*	GSA Sustainability Slam		695.67	(95.67)	
	Student Support and Bursaries				
65	Graduate Student Club Funding	5,000.00	4410.00	590.00	
66	GSA Needs-based Bursary	22,000.00	22,000.00	0.00	
67	U of S Travel Award Contribution	7,000.00	7000.00	0.00	
68	U of S Crisis Program Loan/Grant Contribution	5,000.00	5,000.00	0.00	
69	GSA Financial & Legal Contingency Fund	10,000.00	0.00	10,000.00	
	TOTAL	262,400.00			
	<i>GSA Executive Honorarium Rate: 533.33 per month</i>	296,850.00			

University of Saskatchewan Graduate Students' Association Inc. FY2018-2019 Budget: Income + Revenue

		2018-2019 Budgeted	2017-2018 Budgeted	2017-2018 YtD Actual	Variance + (-)	FL	
	FEE-BASED						
41200	GSA Membership Fees	210,000.00	215,000.00	215,680.11	609.47	1	
46500	GSA Membership Fees (non-grad)	8000.00				1	
41301	UPASS Administration Fees	11,500.00	11,000.00	11490.82	490.82	2	
	FUNDRAISING / SALES BASED						
46100	GSA Commons Bookings	13,000.00	13,000.00	10387.5	(2612.50)	3	
46200	Handbook Advertisement Sales	800.00	700.00	900.00	200.00	4	
43801	Orientation Fundraising/Support	**1500.00	1500.00	1600.00	100.00	5	
43802	3MT and Conference Fundraising/Support	**FT	**FT	5000.00	5000.00	6	
43803	Sustainability Initiative Fundraising/Support	500.00	**FT	695.67	695.67	17	
43804	Awards Gala Fundraising/Support	**FT	**FT	29,450.00	29,450.00	7	
43805	Health Chats Fundraising/Support	500.00	500.00	500.00	500.00	15	
43806	Social Event Revenues	**500.00	***F	1717.25	1717.25	11	
44104	Awards Gala Ticket Sales	**FT	**FT	690.00	690.00	8	
	OTHER REVENUES						
46900	Miscellaneous Revenues	0.00				New	
46901	Notary Services	100.00	100.00	90.00	(10.00)	13	
46902	U of S Cold Beverage Agreement	4000.00	6000.00	0.00	(6000.00)	9	
46903	H&D Continuum Revenues	250.00	0.00	266.12	266.62	10	
43800	Other Donations	TBD	15,000.00	12,000.00	(3000.00)	14	1000 for CFS Travel, 5000 for AV, 6000 for Audit

University of Saskatchewan Graduate Students' Association Inc.
FY2018-2019 Budget: Expenses

		2018-2019 Budgeted	2017-2018 Budgeted	2017-2018 YtD Actual	Variance + (-)	FL	
	GSA STUDENT SUPPORT						
51500	GSA Bursary Expenses	25,000.00	22,000.00	22,000.00	0.00	66	
51551	U of S Travel Award Contribution	8,000.00	7,000.00	7000.00	0.00	67	
51552	U of S Crisis Aid Program Contribution	6,000.00	5,000.00	5,000.00	0.00	68	
51610	Ratified Student Club/Group Funding	5,500.00	5,000.00	4410.00	590.00	65	
	BANKING, DEBIT, AND CREDIT FEES AND CHARGES						
52200	Banking and Credit Fees and Charges	1250.00	1100.00	723.68		33	
	GSA OFFICE OPERATIONS AND EXPENSES						
52300	Office Stationary and Supplies	350.00	1300.00	1169.39		44	
52301	Office Electronic Equipment, Software, and Batteries	250.00	800.00	994.49		45	
52303	Printer Toner/Cartridges	750.00				44	
52310	Postage, Courier, and Freight	350.00	300.00	360.35		43	
	GSA COMMONS OPERATIONS AND EXPENSES						
52320	Commons Supplies	500.00	1500.00	1869.38		42	
52321	Coffee Bar Supplies and Expenses	1500.00				42	
52322	Commons Renewal and Repair	1500.00	1500.00	572.59		34	
52325	Commons Special Upgrades (A/V System)	0.00	5000.00	0.00		41	
52326	Commons Special Upgrades (Chairs/Tables)	2000.00				New	
	GSA ADVERTISING AND COMMUNICATIONS						
52330	Expenses for Digital and Print Ads/Communication	350.00				New	
	INSURANCE						
52400	GSA Liability Insurance	4600.00	4500.00	4373.00		35	
52401	GSA D&O Insurance	1200.00	2400.00	1088.00		36	
	TELEPHONE, FAX, AND INTERNET/ICT COSTS						
52500	Telephone, Facsimile, Telecommunications Costs	2000.00	2000.00	1722.31		37	
52550	IT/ICT Technical Support	250.00	250.00	175.99		40	
	PROFESSIONAL FEES AND EXPENSES						
52601	Legal Expenses	5000.00	25,000.00	18532.00		32	

			29,000.00	18,352.99			
52603	Internal Auditing/Consulting	1000.00				32	
52604	Financial Auditing	14,000.00	14,000.00	5883.00		31	
52650	Bookkeeping	7000.00	6000.00	6127.20		22	
	STAFF SALARIES AND EXECUTIVE HONORARIA						
52701	President Honorarium	7010.00	7000.00	6316.63	683.37	18	
52702	VP External Honorarium	6592.00	6400.00	5333.33	533.34	19	
52703	VP Operations and Finance	6592.00	6400.00	5360.96	1039.04	21	
52704	VP Student Affairs Honorarium	6592.00	6400.00	5866.66	533.34	20	
52705	Indigenous Liason Honorarium	6592.00	6400.00	5866.66	533.34	17	
52707	Chairperson Honorarium	1000.00	800.00	491.45	308.55	50	
52708	CEO/CRO Honorarium + Expenses	1250.00	1250.00	1021.51	228.49	52	
52709	Recording Secretary Honorarium	1250.00	1000.00	546.05	453.95	51	
52800	Office Staff and Coordinator Salaries	70,000.00	70,000.00	50614.97	19385.03	16	
	GSA EXECUTIVE OPERATIONS						
52900	Executive Meeting and Retreat Expenses	250.00	250.00	167.12	82.88	25	
52901	Executive Meetings with External Delegates/Guests	350.00				New	
52333	Executive Business Cards, Pictures and Name Tags	275.00	250.00	296.41	(46.41)	24	
52920	Executive Travel	4500.00	4000.00	3092.51	97.49	23	
52930	Executive Training and Professional Development	500.00				New	
62701	President's Discretionary Fund	400.00	400.00	323.42	76.58	26	
62702	VP External Discretionary Fund	400.00	400.00	200.59	199.41	27	
62703	VP Operations and Finance Discretionary Fund	400.00	400.00	315.96	84.04	29	
62704	VP Student Affairs Discretionary Fund	400.00	400.00	358.05	41.95	28	
62705	Indigenous Liason Discretionary Fund	400.00	400.00	35.00	365.00	30	
	GSA ACADEMIC COUNCIL OPERATIONS						
52903	Academic Council Food and Beverage	3000.00	3000.00	3046.23	(46.23)	47	
52904	GSA Committees Food and Beverage	1000.00	1000.00	444.56	555.44	49	
52905	Townhall Food and Beverage	500.00	0.00	0.00	0.00	48	
51600	Academic Council Funding	5250.00	5000.00	4,410.67	589.33	46	
	GSA EVENTS						
53300	GSA Awards Gala	**FT	29,450.00*	11401.53	18,048.47	55	
53301	GSA 3MT and Conference	**FT	5000*	2831.96	2168.04	56	
53302	GSA Fall Orientation	8000.00	7000.00	8431.62	(1431.62)	57	
53303	GSA Winter Orientation	800.00	800.00	743.18	56.82	58	
53304	GSA Campus Rec./Intramural Sports	300.00	600.00	150.00	450.00	59	

53305	GSA Health Chats	650.00	500.00	613.77	(113.77)	63	
53306	GSA Social Events	500.00	500.00	1277.18	(777.18)	60	
53307	GSA Sustainability Initiative	650.00	695.67*	695.67	(95.67)	77	
53308	GSA Workshops / Initiatives	950.00	500.00	293.69		61	
53309	GSA New Initiatives		435.00	0.00	641.31	62	
	GSA OPERATING COSTS						
55130	Leasehold Annual Charges	15.00	15.00	12.60	2.40	38	
52810	WCB Expenses	200.00				39	
52811	ISC and Incorporation Costs	50.00	250.00	196.99	53.01	39	
	GSA SERVICES						
51301	UPASS Administration Fees	11,500.00	11,000.00	12077.10	(1077.10)	53	
52340	GSA Handbook Expenses	4000.00	5000.00	3580.50	1419.50	54	
	Other Expenses						
61000	Miscellaneous Expenses	0.00				New	
61001	Financial and Legal Contingency Fund Contribution	10,000.00	10,000.00	0.00	10,000.00	69	
52000	ThinkGRAD Membership Fees	800.00				New	

University of Saskatchewan Graduate Students' Association Inc. FY2018-2019 Operating Budget

Graduate Students' Association 2018-19 Operating Budget: Income and Revenue Notes

Fee Based

41200 GSA Membership Fees.

This budget line represents the totality of membership fees collected from graduate students. Budgeting for only a very modest increase in the number of graduate students. Takes into account no increases in GSA membership fees. Note: Previously post-doctoral membership revenue was assigned to this budget line. Going forward it will be assigned to Line 46500. Potential alteration to budgeted amount may become necessary if a separate Indigenous Students' Union becomes operational and some GSA members wish to leave GSA to join this potential new Union.

46500 GSA Membership Fees (non-grad).

This budget line represents the totality of membership fees collected from non-graduate students who join the GSA. New Budget line. Separation of 41200 and 46500 to ensure more accurate bookkeeping and revenue reporting. This line item contains the revenue from post-doctoral memberships. With no increase in fees this line will remain stable based on CFY calculations.

41301 UPASS Administration Fees.

This budget line represents the administration fee that the GSA receives per UPASS fee assessed based on agreement with Saskatoon Transit; All Revenue is allocated to Expense Line 51301. The GSA receives an administration fee of \$3.17 per each UPASS activation to cover GSA administration costs along with University administration and service costs. This line will have only a very modest increase based on small increase in number of members.

Fundraising/Sales Based

46100 GSA Commons Booking.

This budget line represents the revenues from bookings of the Commons to internal and external groups and represents an important revenue source for the GSA. This is a major source of revenue for the GSA. Based on trends this revenue target seems realistic. Increased rental of Commons to outside events / groups after hours and on weekends will boost revenue.

46200 GSA/CFS Handbook Advertisement Sales.

This budget line represents the sales of advertising space in the CFS/GSA Handbooks that are made available to members. Slight increase to the current revenue target. VP External has shown that strong and diverse sales are possible.

43801 Orientation Fundraising/Support.

This budget line represents fundraising contributions and donations for the GSA's Orientation events. A modest increase to the current revenue target is achievable based on past results. Particularly if the fundraising process starts early and reaches beyond the usual one or two high-value donors. Suggest that VP External and VP Student Affairs coordinate and offer value package deals of Orientation Support and Handbook advertisements. Fundraising will be utilized to minimize GSA direct funding of this event.

43802 3MT and Conference Fundraising/Support.

This is a flow-through budget line. Any and all money raised for this is utilized for the 3MT and Conference on Expenditure Line 53301.

48303 Sustainability Initiative Fundraising/Support.

The GSA Sustainability Initiative will now be an annual event. This allows for presentation of sustainability ideas, to seek and involve its members becoming more sustainable. Initiatives should be either presented at the Commons or geared towards making the Commons more sustainable. Fundraising is be utilized to minimize any GSA direct funding of this event. Ideally total amount necessary can be fundraised.

43804 Awards Gala Fundraising/Support.

This is a flow-through budget line. Any and all money raised for this is utilized for the 3MT and Conference on Expenditure Line 53300.

43805 Health Chats Fundraising/Support.

This budget line represents the revenue needed for GSA Health Chat Series of Events, Health Chats are events/initiatives geared towards activities that improve the mental, physical and emotional well-being of graduate students. Fundraising must be utilized to minimize any GSA direct funding of this event. Ideally total amount necessary can be fundraised.

43806 Social Event Revenues

Seed-funding of \$500 is applied to this budget line for the first social event of the year. Initial amount and sales must support all subsequent social events on Expenditure Line 53306 in perpetuity for the year.

44104 Awards Gala Ticket Sales

This budget lines represents revenue raised solely through ticket sales for the GSA's Annual Awards Gala. Any and all money raised for this is utilized for the GSA Annual Awards Gala on Expenditure Line 53300.

Other Revenues

46900 Miscellaneous Revenues

This budget line is to be used very rarely to report revenues from any occasional or non-material activities which do no better fit on to other budget lines. There are no anticipated revenues budgeted for this line.

46901 Notary Services

This budget line represents revenues from GSA notary services to non-members. This service has been on temporary but hiatus but is planned

46902 U of S Cold Beverage Agreement

This budget line represents revenues received by the GSA from University of Saskatchewan - Consumer Services based on an agreement with the campus-wide beverage provider (Pepsi-Cola) to support students. The anticipated decrease is based on past years trends.

46903 H&D Continuum Revenues

This line represents revenues the GSA receives from Health and Dental Provider sales of continuing Health and Dental Insurance plans to students who are graduating. The GSA receives 5% share of sales.

43200 Contributions In-Kind

This budget line represents the total value of donated goods, non-cash gifts and contributions, donated inventory etc and it utilized for accounting/bookkeeping purposes.

43800 Cash Donations/Contributions

This line represents the total value of cash/monetary contributions and donations from any University or external group that does not fit into any other revenue line. I.e. Donations from CGPS to fund upgrades to the A/V system. *Updated numbers for this line will be provided following meetings with CGPS administration.

Graduate Students' Association 2016-17 Operating Budget Expenses - Notes

GSA STUDENT SUPPORT

51500 GSA Bursary Expenses

This budget line refers to the GSA's financial contribution to the GSA Needs-based Bursary and excludes CGPS's contributions. Increase in this amount in order to ensure more students receive bursary support based on trend of more and more deserving applicants. CGPS has historically added on the GSA's contribution but they maintain direct control over their funds and give directly to recipients. CGPS has committed to President Ghaith they will provide 40,000 this year!

51551 U of S Travel Award Contribution

This budget line refers to the GSA's contribution to the University's Travel Award administered by ISSAC. This amount is reserved for and accessible only to GSA members but is administered via ISSAC. Suggested increase to this line based on high demand and increase in number of applicants.

51552 U of S Crisis Aid Program Contribution

This budget line represents the GSA's contribution to the University's Crisis Loan/Grant Program administered via UofS Financial Services Division. This amount is set aside and accessible only to GSA members. Suggested increase to this line based on high demand and increase in number of applicants.

51610 Ratified Student Club/Group Funding

This budget line is used to fund ratified graduate student social groups. Based on number of requests suggest a slight increase in budgeted amount in this line.

BANKING, DEBIT, AND CREDIT FEES AND CHARGES

52200 Banking and Credit Fees and Charges

This budget line accounts for monthly fees, service fees, debit/credit transaction charges, miscellaneous bank fees, and the printing of cheques. Suggested increase to this line based on new debit machine costs and credit card fees.

GSA OFFICE OPERATIONS AND EXPENSES

52300 Office Stationary and Supplies

This budget line refers to the office supplies (non-electronic) and stationary for the GSA. This line used to include printer toner cartridges which are now on a separate line.

52301 Office Electronic Equipment, Software, and Batteries

This budget line is designated for the purchase of any electronic equipment, software, and batteries. Suggested decrease in this budget line as it was only increased to purchase a new printer/copier unit.

52303 Printer Toner/Cartridges

This budget line refers to the costs of printer toner cartridges (formerly was included in office stationary and supply line). The GSA now has two printers including one that prints in colour which has increased costs. Suggest carefully monitoring printing and using it only when necessary (for both environmental and budgetary reasons)

52310 Postage, Courier, and Freight

This budget line refers to the costs and charges related to postage, couriers, and messengers. Suggest a slight increase in this line based on the need to utilize registered mail for certain letters/payments.

GSA COMMONS OPERATIONS AND EXPENSES

52320 Commons Supplies

This budget line refers to non-capital equipment and consumable non-food supply purchases for the GSA (i.e. tea lights, plates, cups). This budget line no longer includes coffee/tea.

52321 Coffee/Tea Bar Supplies and Expenses

This budget line refers to the consumable coffee and tea plus sugar, creamer, etc. purchased by the GSA. This was previously combined with Commons Supplies budget line. Suggested amount based on the need for the GSA to provide higher quality coffee to our members.

52322 Commons Renewal and Repair

This budget line is designated for any uncovered repairs, cleaning/maintenance or renewal to the GSA Commons and includes replacing any damaged furniture, etc.

52325 Commons Special Upgrades (A/V System)

This budget line was created for the upgrades to the GSA A/V system. New Projector system has been ordered and is on the way and the funds will come from the 16/17 operating budget. This line can be left at zero for the 17/18 budget.

52326 Commons Special Upgrades (Chairs/Tables)

This budget line is being created for capital purchase of new folding tables and new stackable chairs both for GSA usage and to be offered as a value-added revenue service for Commons bookings.

GSA ADVERTISING AND COMMUNICATIONS

52330 Expenses for Digital and Print Ads/Communication

This is a new budget line to cover the costs of advertising for the GSA and GSA events. Previously the President, VP Finance and Operations were paying from their discretionary funds to boost GSA Facebook posts.

INSURANCE

52400 GSA Liability Insurance

This budget line refers to the GSA's Commons Liability Insurance. Based on new capital purchases suggest a very modest increase to this budget line.

52401 GSA D&O Insurance

This budget lines refers to the GSA's Directors and Officers Insurance coverage. Based on actual costs suggest a slight decrease to this budget line.

TELEPHONE, FAX, AND INTERNET/ICT COSTS

52500 Telephone, Facsimile, Telecommunications Costs

This budget line represents the GSA's telephone, voicemail, directory advertising, facsimile, and long distance costs. Based on historical trends suggest this line be maintained as is.

52550 IT/ICT Technical Support

This budget line refers to the billed costs of the GSA accessing ICT Tech Support including call-outs and hourly rates. No changes are needed to this budget line.

PROFESSIONAL FEES AND EXPENSES

52601 Legal Expenses

This budget line is designated to pay for any needed GSA legal expenses. Suggested amount based on current rates charged. Ideally the full budgeted amount will not be spent but it is good to have.

52603 Internal Auditing/Consulting

This budget line is designated to pay for any needed GSA professional consulting or internal reviews from auditing firms. Ideally none of the budgeted amount will not be spent but it is good to have available.

52604 Financial Auditing

This budget line is designated to pay for any needed historical and annual audits from the previous financial year. Suggested amount based on market rates and finalizing reviews from pervious fiscal years.

52650 Bookkeeping

This budget line refers to the costs of the GSA bookkeeping services. Suggested increase is based on the fact we have a new bookkeeper who will be working extra hours to get up to speed on GSA requirements. This cost will moderate in subsequent cycles.

STAFF SALARIES AND EXECUTIVE HONORARIA

52701 President Honorarium

This budget line represents the honorarium received by the President for their duties. This amount does not include any potential stipends received from the University.

52702 VP External Honorarium; 52703 VP Operations and Finance; 52704 VP Student Affairs Honorarium; 52705 Indigenous Liason Honorarium

These budget lines represent the honorariums received by the Executive members (other than the President) for their duties. This amount does not include any potential stipends received from the University. Suggested modest increase in this budget line to reflect the expected and actual amount of work done by GSA Executives along with an increase based on inflation.

52707 Chairperson Honorarium

This budget line refers to the honorarium received by the GSA's Council Chairperson. Suggested budget amount based on current trend. There is some leeway in this amount in case of any emergency or extra meetings that may be required.

52708 CEO/CRO Honorarium + Expenses

This budget line is reserved for the costs of GSA Executive Elections and any referenda costs (poster printing, election forum) along with the honorarium for the GSA's Returning/Electoral Officer. Budgeted amount allows for some leeway in the case of many by-elections, large number of candidates, or electoral disputes that take time to investigate and resolve.

52709 Recording Secretary Honorarium

This budget line refers to the honorarium received by the GSA's Council Recording Secretary. Suggested increase to amount calculated based on ten meetings per year at four hours total time. Large number of hours allows for leeway in case of emergency or extra meetings as well as having Minute taker assist in other committees if needed.

52800 Office Staff and Coordinator Salaries

This budget line presents the totality of salaries paid to GSA Staff and Commons Coordinators. This line will remain stable for the current budget cycle.

GSA EXECUTIVE OPERATIONS

52900 Executive Meeting and Retreat Expenses

This line is used to provide for the GSA Executive Committee to have an annual retreat. To maximize GSA funds it is suggested that the retreat be held in town (i.e. the GSA Commons) to avoid excessive costs to the GSA.

52901 Executive Meetings with External Delegates/Guests

This budget line allows for the GSA to receive or host visiting guests, delegates, and external stakeholders. This budget line allows the GSA to host meeting with external delegates representing different organizations (other student unions, partner groups, experts, etc.).

52333 Executive Business Cards, Pictures and Name Tags

This budget line is used to provide professional name tags and business cards for each GSA Executive. Modest increase to this amount based on increased costs.

52920 Executive Travel

This budget line is used to provide for GSA Executives to attend conferences and meetings related to the development and governance of the Association. Suggested modest increase to this budget line is suggested to allow for at least two Executives to attend the Student Union Development Summit and more participation in THINKgrad Conferences.

52930 Executive Training and Professional Development

This new budget line allows for Executive necessary training and professional development courses related to their portfolio for the betterment of the Association. Examples include Mental Health First Aid, etc.

62701 President's Discretionary Fund; **62702** VP External Discretionary Fund; **62703** VP Operations and Finance Discretionary Fund; **62704** VP Student Affairs Discretionary Fund; **62705** Indigenous Liason Discretionary Fund

This line is used to provide for Executive discretionary purchases in order to benefit the Association (i.e. hosting/supporting an event, travelling to a conference, or some other GSA initiative). Absolutely not to be used for any personal purchases such as clothing. Based on previous year it is suggested to maintain this budgeted amount. Based on previous year it is suggested to maintain this budgeted amount.

GSA ACADEMIC COUNCIL OPERATIONS

52903 Academic Council Food and Beverage

This budget line refers to the costs of food and beverage supplied for GSA Academic Council. Based on current expenses and trends suggest this line be maintained as is. This line is overspent this year due to the Board of Directors food and beverage purchases coming from this line.

52904 GSA Committees Food and Beverage

This budget line refers to the costs of food and beverage supplied for GSA's volunteer committees. Based on historical trends suggest this line be maintained as is.

52905 Townhall Food and Beverage

This budget line funds any necessary food and beverages fro GSA townhall events. Suggested amount will allow for two town halls per year if necessary.

51600 Academic Council Funding

This budget line refers to funding reserved for Academic Councils of the GSA. Suggested moderate increase based on hopes for increased council recruitment.

GSA EVENTS

53300 GSA Awards Gala

This budget line represents the expenditures and costs related to the GSA's Annual Awards Gala flowing directly from revenue lines: 43804 and 44104

53301 GSA 3MT and Conference

This budget line represents the expenditures and costs related to the GSA's 3MT and Conference flowing directly from revenue line: 43802

53302 GSA Fall Orientation

This budget line represents the costs and expenditures related to the GSA Fall Orientation Event. All revenue raised from budget line 43801 must be directed to this line. Suggested total expenditure based on previous years. This line was overspent this cycle in part because of poor inventory controls.

53303 GSA Winter Orientation

This budget line represents the expenses related to GSA's Winter Orientation events. Based on previous year's trends suggest only a small increase to the line based on increased numbers.

53304 GSA Campus Rec./Intramural Sports

This budget line is designated for the registration of various GSA Guppies campus rec./ intramural sports teams. Suggested decrease in this amount based on current levels of demand. Can be adjusted if popularity increases going forward.

53305 GSA Health Chats

This budget line represents the costs and expenditures related to the GSA Health Chats series of events. All revenue raised from budget line 43805 must be directed to this line. Suggested increase in expenditure based on increasing demand and costs for our diverse health events and initiatives.

53306 GSA Social Events

This budget line represents the expenditures and costs related to the GSA social events and flows directly from revenue line: 43806 and subsequent sales.

53307 GSA Sustainability Initiative

This budget line represents the costs and expenditures related to the GSA Sustainability events and initiatives. All revenue raised from budget line 43803 must be directed to this line. Suggested increase in expenditure based on current trends.

53308 GSA Workshops / Initiatives

This budget line combines former lines 61 and 62 and represents the expenditures and costs related to any GSA workshops or other initiatives. The budgeted amounts on this line can stay as is.

GSA OPERATING COSTS

55130 Leasehold Annual Charges

This line refers to the licensing cost for the GSA to occupy Emmanuel and St. Chad. Based on actual costs this amount can be kept as it. Actual values of building are to be reported to auditor.

52810 WCB Expenses

This is a new line that was previously encompassed along with 52811 on Line 39. This budget line refers to the amounts paid to the Workers Compensation Board as required by law. Based on current payroll this amount can remain steady.

52811 ISC and Incorporation Costs

This is a new line that was previously encompassed along with 52810 on Line 39. This budget line refers to the amounts paid to the Information Services Corporation as required per law for corporate registration and renewal. This amount can remain stable.

51301 UPASS Administration Fees

This budget line represents the administration costs that the GSA pays out per UPASS sold and activated per agreement with USSU and University of Saskatchewan. Suggest a modest increase to this amount based on funds received. This line was overspent this cycle due to required back payments that were not properly assessed originally.

52340 GSA Handbook Expenses

This budget line refers to the expenses of printing/distributing the GSA handbook. Suggested decrease to this budget line based on lack of demand and smaller print runs.

61000 Miscellaneous Expenses

This budget line represents miscellaneous small, non-recurring expenses where this no other appropriate budget line. New Budget line. To be used only for small, non-recurring expenses where no other budget line is appropriate. There are currently no budgeted expenses for this line.

61001 Financial and Legal Contingency Fund Contribution

This budget line has been used to park money for any anticipated and/or unanticipated legal and financial contingencies.

52000 ThinkGRAD Membership Fees

This line accounts for the GSA's membership affiliation with thinkGRAD.



Graduate Students' Association
Ali Kiani
VP Student Affairs Report
April 17th, 2018

Fellow GSA Council Members,

I am pleased to report that the 2018 Three Minute Thesis took place on March 15. More than 40 participants were present at this event. A full report of 3MT I sent it to the council. As I mentioned In the last month report we had a great audience in the GSA. I bought a GSA Gala ticket for all of the 3MT judges, winners, and honourable mentions. We gave their prizes at the GSA Gala. With all these expenses we spent \$4,350 and we saved \$650 from the total budget.

Student Survey is coming out this month. That was great group work especially Iloradanon, GSA Indigenous Liaison.

Workshops

We had a workshop about Immigration Session for International Graduate Students on April 4th. I think this was the best opportunity for international students to have more knowledge and road map about immigration in Canada. There is a huge need for this subject at the university and I believe GSA should continue these workshops.

Academic Advocacy

Still, I am working on few active academic issues and I met with a lawyer regarding their issue. There was no payment for this visit. I met with a professor regarding his student's issue and we will have another meeting next week.

Regular Committee Meetings

I have been participating in different meetings with the following committees:

- GSA exec meeting
- President breakfast
- GSA Gala
- Contacting with students' clubs regarding their applications
- Student advocating
- Working on Graduate student survey

University of Saskatchewan 3MT 2018 Competition Final Report



Graduate Students' Association
University of Saskatchewan

Ali Kiani
VP Student Affairs

March 17th, 2018

Table of Contents

1. Introduction.....	1
2. Planning	2
2.1 Venue	2
2.2 Food and Snacks.....	3
2.3 Dignitaries and Judges	3
2.4 Event Promotion.....	4
2.5 Event Recording	5
2.6 Registration	5
3. Execution	7
3.1 Scheduling.....	7
3.2 Setup	7
3.3 Crowd Management	7
3.4 Stage Management and Programme	8
4. Recommendations	8
Appendix A: Expenses Report and Receipts	10
Appendix B: Documents	25

1. Introduction

The Three Minute Thesis (3MT®) is a research communication competition internationally recognized and developed by The University of Queensland (UQ) in 2008. The 3MT® competition challenges graduate students (Master and Ph.D.) to present their research within three minutes and only one slide to a general audience. 3MT celebrates the discoveries made by research students and encourages their skill in communicating the importance of research to the broader community. This year the University of Saskatchewan through the Graduate Students' Association (GSA) hosted the fourth iteration of the local 3MT competition for the U of S. The regional competition or 3MT Western Regional will be hosted this year at the University of Regina on April 27th, at which the winner of the U of S will take part in.

As in previous years, this year the 3MT competition was hosted at the GSA Commons on March 15th. In comparison to other iterations, this year the competition was limited to last only one day in order to guarantee the participation of judges and make the judging fairer having the same panel for everybody. Additionally, this measure helped in reducing the resources expended and having more public during the presentations. Four judges responded to the several invitations sent out few months before the event, and at the inauguration, we had special guests such as the city's Major Charlie Clark and the dean of the College of Graduate and Postdoctoral Studies Dr. Trever Crowe. Breakfast snacks and a lunch meal were provided for all the participants, judges, and guests.

In general, the U of S 3MT competition was very successful. We had 42 participants and the winners were: 1st place: Mr. Roland Macana, 2nd place: Ms. Sajna Simon, and 3rd place: Mr. Adesola Olufade.





2. Planning

Such a large and important event like the 3MT local competition requires a lot of pieces and people to come together; therefore, the planning started since December 2017. The first week of December, the VP Student Affairs Ali Kiani and the Event Coordinator Edgar Martinez had a meeting to discuss the general requirements for the event. The first steps taken were the judges' invitations and the budget. It is desired to have judges from the general community and with different backgrounds preferably professionals with a high profile, such as politicians, journalists, and representatives from private companies. It would be recommended to invite for the next year an indigenous representative. Letters requesting economic assistance were sent to

all the University departments and colleges. Only, the colleges of Medicine and Engineering responded and provided \$500 dollars each towards the organization of the event. Thus, the final budget available was of \$5000 dollars without including the prizes for the winners which were given by the College of Graduate and Postdoctoral Studies (CGPS). As you see in “Appendix A” we spent on the 3MT event \$4,350 and we saved \$650 from the total budget.

The event was scheduled for March 15th, 2018 at the GSA Commons from 9:30 a.m. to 4:30 p.m. The event was limited to last only one day to ease the commitment of judges and to make the competition fairer having the same judges evaluating all the presenters. However, the time frame for the event depends on the number of participants; this year we had 42 competitors and it was calculated a rotation time of 5 min per student. It is important to consider that the judges will require at least one hour after the last presentation to deliberate and decide the winners.



2.1 Venue

The GSA Commons was selected as the venue to host the event as in previous iterations of the 3MT competition, both local and regional. Moreover, it has a large and versatile indoors space that can hold large amounts of people; it is easy to modify the chairs arrangement and it has enough space to easily set up a stage; it is very accessible to most graduate students; and it has a kitchen that is very convenient for getting snacks and beverages ready. This year we noticed that more tables would be ideal for the time of the lunch; unfortunately, people had to eat on their own sits without having a table at which to set their plates. Also, a projector screen had to be borrowed from U of S equipment because there is not a screen at the GSA, but there is a projector available.

2.2 Food and Snacks

As mentioned before, a lunch meal was provided to all the judges and participants. The food service was contracted from the U of S Culinary Services. The food was served as in a buffet format with personnel from Culinary Services. The menu included salads, soup, and beef and vegetarian lasagne; the detailed order can be seen in the Appendix section. Drinks (box juices and pop) were purchased separately to save some money. Additionally, breakfast snacks such as fresh fruit and cookies were also provided during the morning. Coffee and tea were available throughout the whole event; these were also purchased from Culinary Services. It is important to calculate how many people will attend to avoid waste; however, if the registration is closed couple weeks ahead of the event's date, guest estimation would not be necessary and resources would be used better.

2.3 Dignitaries and Judges

Several formal invitations were sent out to different professionals inquiring about their willingness to serve as judges for the competition; a sample letter is included in the Appendix. However, only four replied accepting the invitation. This year the judges were: Mr. Bill Lewis (owner of Engineering for Kids Saskatoon), Ms. Danielle Chartier (Member of Legislative Assembly, Saskatoon Riversdale), Ms. Hilary Gough (Ward 2 City of Saskatoon Councillor), and Dr. Jim Pulfer (University of Saskatchewan Senator)

In addition, special guests were invited to the opening ceremony including, the Major of the city of Saskatoon, Mr. Charlie Clark, the dean of CGPS, Dr. Trever Crowe. It is important to send these invitations ahead of time in order to guarantee high profile and not academic judges. I would recommend start sending letters at least three months before the event.

A parking spot was reserved for each of the judges and guests. This was done through parking services who reserved 6 parking meters close to the GSA.

2.4 Event promotion

The event was promoted throughout different channels available at the University. The 3MT website page in the GSA website was updated with the new information for the competition (<https://gsa.usask.ca/events/3mt.php>) This page was dedicated to providing all the information regarding the 3MT competition such as registration and rules. Emails were sent from the GSA general email to announce the date of the competition and to encourage all the students to register. Emails were sent weekly and they sent one month ahead of the competition's date. Also, the invitation was posted weekly in paws as a bulletin. Additionally, some posters were posted around campus in informative boards of several departments and in all the USSU's screens and the postal card was hand out personally to graduate students and made available at the university's libraries. The poster and the postal card have been attached in the Appendix. Promotion might be the most difficult task but also the most important. Unfortunately, the only way to know if it is working is by following the registration numbers. However, it has been observed that graduate students tend to leave their decision at the end. It is important to take all the measurements possible to ensure having at least about 40 competitors. Defining the prizes from the beginning is important in order to include them in the promotion as economic rewards would attract more students to take part in the competition. This year the prizes were defined as follow: \$1000 for the first place, \$500 for the second place, and \$250 for the third place.

Finally, I would recommend beginning promotion as earlier as possible. For example, three months before the event. Thus, the website, registration, and event details such as rules and prizes must be ready and well defined before sending any promotional information. Also, it is

important to have a better website page. If it is possible it would be ideal to have a new website only dedicated to 3MT competition with links to previous competition videos, rules, prizes, registrations, and any other important and helpful information regarding 3MT; having just a page for 3MT in the GSA website is not enough and it rest importance to the event. On the other hand, it must be emphasized that 3MT is a very important academic event supported by the CGPS and it is not a minor social event organized by the GSA.

2.5 Event Recording

eMap was hired to organize the sound and recording of the whole event. A detailed invoice for the service provided is shown in the Appendix. Also, each of the participants was informed that the event was being recorded and their presentation was going to be public; therefore, they were requested to sign a video release waiver.

2.6 Registration

A Fluid Survey from the link was created to allow the students to register and submit their abstract (Figure 1). This ease the registration process for both, participants and organizers. The registration link was available at the 3MT website.

3MT Registration

Please, fill out all the fields in order for your registration to be considered.

Event

What event would you like to register for? :

- 3MT Competition (March 15th)
- Graduate Student Research Conference (March 16th)
- 3MT and Graduate Student Research Conference

Personal Information

Name(s):

Last Name(s):

Email:

U of S email address preferably

College:

Department:

Study Program

Master

Figure 1 Screenshot of a section of the registration form for the 3MT competition.

3. Execution

3.1 Scheduling

In order to run the event as smooth as possible, the schedule showed in the Appendix was proposed; notice that only 5 minutes were allotted to each student, and the feedback from the judges' panel was limited to a single comment or question. The inauguration was at 9:30 a.m. and the competition started at 10:00 a.m. after a short break at which guests had to leave.

Presentations were arranged in 50 minutes blocks followed by 10-minute breaks. After the final presentation, judges left the venue to define the winner and after one hour of deliberation, the winner was announced. However, the prizes will be given at the Graduate Students' Gala.

3.2 Setup

The venue setup was done one day before at the GSA Commons. Facility Management Division (FMD) set up the rented stage before the team from Media Production (eMap) arrived. The media production team did all the audio and visual setup and tests supervised by the event coordinator. Once all the audio and visual equipment were in place, all the tables and chair were moved. In front of the stage, a long rectangular table was placed for the panel of judges and behind the table, 5 rows of the chair were arranged as in a classroom setup. The rest of the tables were put at a side to be used for Culinary Services on the day of the event. Also, a registration table was reserved for registration at the entrance of the venue.

3.3 Crowd Management

Judges were requested to arrive 30 minutes before the opening ceremony, programmed at 9:30 a.m., to have a brief orientation in the ruling criteria and the dynamics of the competition. Students and participants were requested to arrive at 9:15 a.m. for registrations and it was told to them that opening ceremony and registration was mandatory regardless their presentation schedule. Doing this was very effective to have more public during the opening ceremony and guarantee the actual participation of the competitors avoiding last minute withdraws. In the registration table students signed in and each participant was given a booklet with the schedule and all the abstracts of the presentations.

At lunchtime everybody in the venue was invited to the buffet lunch which was ready and set by Culinary Services. Unfortunately, there were not enough tables for everybody, so people

did not have a space to set their plates and they had to eat on their sits. It is recommended to fix this issue for the next time.

3.4 Stage management and programme

This year, the stage direction was done by Ali Kiani, the GSA VP Student Affairs and the event coordinator was in charge of the slides transitions and of putting on and off the ear-on microphone on each participant before their presentation time. For the opening ceremony, this year, we had two guest speeches from the CGSR, Dr. Trever Crowe, Saskatoon City's Major Mr. Charlie Clark.



4. Recommendations

- Sponsoring and promotion: This year the promotion of the 3MT started one month before the date of the event; however, it is recommended for future iterations to start promotion of the event and invitations earlier, if possible two to three months before. Particularly, invitations for guests and judges should be done as early as possible to make sure that they have space in their tight working schedule. If the option of inviting external partners to the event such as companies or sponsors is being considered, this should be done also in advance. In order to be able to start promotion details of the competition such as timeline, prizes, venue, registration deadline and others should be well defined to avoid delivering wrong information.
- Website: 3MT is a very important academic event by itself; although it is organized by the GSA the competition is a U of S event and this has to be emphasized. I believe that making such distinction students will recognize the event's importance and colleges will be willing to do more advertisement on their own. Additionally, the 3MT must count with its own well-designed website and not just one information page on the GSA website.



Appendix A: Expenses Report and Receipts

Item	Place of Purchase	Amount	Observations
Lunch Meal	U of S Culinary Services	\$1,153.66	
Coffee and Tea Service	U of S Culinary Services	\$225.93	
Snacks and Beverages	Costco and Superstore	\$184.93	
Gifts	Sask Made and U of S Book Store	\$297.77	
Booklets Printing	Stampman Pro	\$152.51	
Guest and Judges Parking	U of S Parking Services	\$157.50	6 reserved parking meters
Posters and Cards	Staples	\$71.99	
Certificates	Staples	\$34.39	
Recording and Video	U of S eMAP	\$1,356.50	
Gala Tickets for winner and guests	GSA	\$425.00	
Stage rental	U of S FMD	\$250.00	(final bill not yet received)
Transportation and Gas	Gas Station	\$40.00	
	Total	\$4,350.18	
Cash Prizes	U of S CGPS	\$1,750.00	1st \$1000, 2nd\$500 and 3 rd \$250

Note: Receipts are attached for more details.

Appendix B: Documents for the 3MT Competition

Poster and postal card:

Annual
3MT
Competition

MARCH
15th 2018
GSA
COMMONS

The Graduate Students' Association
is honoured to host
the 2018 3MT competition for
the University of Saskatchewan.

REGISTER
NOW



Certificates:



Roland Macana
1st Place
of the University of Saskatchewan
3MT Competition 2018



Dr. Trever Crowe
CGPS Dean

Ali Kiani
GSA VP Student Affairs



Schedule:

3MT Schedule 2018

9:30 AM: Mr. Charlie Clark, *Mayor, City of Saskatoon*

9:35 AM: Dr. Trevor Crowe, *Dean, College of Graduate and Postdoctoral Studies*

9:40 AM: Ziad Ghaith, *President, Graduate Students' Association*

9:45 AM: Ali Kiani, *VP Student Affairs, Graduate Students' Association*

9:50 AM – 10:00 AM: Break

10:00 AM: Suganthi Venkatachalam

Design of approximate hardware units and its multimedia applications.

10:05 AM: Seyedeh Zahra Ghoreishi

Representations of Iranian Women in Iranian Diasporic Art and Literature.

10:10 AM: Olivia Iheđioha

Understanding the role of Mycobacterium bovis (M. bovis) parahydroxybenzoic acid derivatives (p-HBADs) in bovine TB infection.

10:15 AM: Kait Kenel

Science on the Land with the Dene Tha'.

10:20 AM: Stéphane Gérard

Reading outside the lines.

10:25 AM: Roland Macana

Elimination of insect pests in stored agricultural materials using radio frequency waves.

10:30 AM: Akay Akohwarien

Conduritol aziridine derivatives for labeling and imaging.

10:35 AM: Caitlin Wotton

Astrocytes are common effectors of corticosterone- and serotonin-mediated alteration of cortical inhibition.

10:40 AM: Mohammadreza Zarcheshm

Delineation of surface water areas using Radarsat-2 data and TOPAZ masking approach over the Prairie Pothole Region in Canada.

10:45 AM: Masoud Mohammadtaheri

Novel oxidation resistant superhard Cr-Zr-O coatings.

10:50 AM – 11:00 AM: Break

11:00 AM: Valentyna Artemchuk

Being there: exploring remote communication with preschoolers.

- 11:05 AM: Dalia Ahmed**
Inhibitors of Mycobacterium tuberculosis UDP-Galactopyranose Mutase (MtUGM), a potential antimicrobial drug target.
- 11:10 AM: Saman Naghieh**
3D bioprinting of artificial organs: era of developing engineered tissues/organs using live cells.
- 11:15 AM: Inimfon Udoetok**
Modified Biopolymer Sorbents for the Uptake of Naphthenic Acids from Aqueous Solutions.
- 11:20 AM: Olufade, Adesola Oluwasijibomi** *Experimental Characterization of Crystallization Fouling in Liquid-to-Air Membrane Energy Exchangers.*
- 11:25 AM: Shima Masoumi**
Hydrothermal liquefaction of algae biomass for production of bio-crude oil and its upgradation to biofuels using heterogeneous catalysts.
- 11:30 AM: Saakshi Parolia**
Preventing lipid oxidation in emulsions by localizing antioxidants at the oil-water interface.
- 11:35 AM: Celina Morimoto**
Interfractional variation in canine head position after on-line correction based on CBCT, MV or KV radiographs.
- 11:40 AM: Leila Dehabadi**
Development of biopolymers and their modified forms as sustainable sorbent materials.
- 11:45 AM: Palash Sanyal**
Why we need to know our river ice: Athabasca river ice modeling.
- 11:50 AM: Naheda Sahtout**
Studying the thioredoxin system from extremophilic organisms, an indirect means of understanding a drug target.

11:55 AM – 1:00 PM: Lunch Break

- 1:00 PM: Chris Sagassige**
FASD Just one section away from restorative justice solutions.
- 1:05 PM: Sajna Simon**
Highly Anisotropic Gold Nanostructures with Near-IR SERS Applications.
- 1:10 PM: Justin Andrusenko**
Unilateral strength training leads to muscle-specific sparing effects during opposite homologous limb immobilization.
- 1:15 PM: Marco Maigua**
Communication between industries: Music industries.
- 1:20 PM: Indiana Best**
Alignment of Métis cultural interventions in harm reduction services and treatment options for members of the Métis community, who face problematic substance use in Saskatoon.

1:25 PM: Brittney Lins
Inflammation in Pregnancy leads to Behaviour Abnormalities in the Offspring.

1:30 PM: Jessica Cervi *Higher Order Operator Splitting: A new approach to Cardiovascular modeling.*

1:35 PM: Aqeel Qureshi
On the Fabrication of Template Based Dielectric Resonator Antennas for Mm-Wave Applications.

1:40 PM: Arinjay Banerjee
Bats: source of the next pandemic or cure?

1:45 PM: Jocelyn Peltier-Hundley
Closing the Gender Gap in the Canadian Mining Industry.

1:50 PM – 2:00 PM: Break

2:00 PM: Michelle Whitsstone
Advocacy for Indigenous Language Revitalization.

2:05 PM: Meagan Gilbert
Paleoecology of a Vertebrate Microfossil Assemblage from the easternmost Dinosaur Park Formation (Upper Campanian) Saskatchewan, Canada: Reconstructing Diversity in a Coastal Ecosystem.

2:10 PM: Karolina Pusz-Bochenska
Gene-based shorebird diet identification to better understand avian feeding ecology with an emphasis on optimization & validation of techniques.

2:15 PM: Vedashree Meher
Characterization of blood clots using X-ray fluorescence imaging.

2:20 PM: Lindsay Goodwin
The consequences of electric field variability and strength on the high-latitude ionosphere.

2:25 PM: Steve Fraser
Prevention of Transgenerational Transmission of Trauma (TTT) in Families of Indigenous Residential School (IRS) Survivors: Exploring Health Determinants, Symptoms and Disorders in Families of IRS Survivors.

2:30 PM: Aliakbar Jamali Beyrami
Analysis of miRNA-Transcription Factor-Drug Regulatory Network for Drug Repositioning in Breast Cancer.

2:35 PM: Biswajit Paul
Shaping the Future of Wireless Ad Hoc/5G Networks through the Improved Usage of Available Network Resources.

2:40 PM: Mamata Panigrahi
Understanding the miR-122 independent replication of Hepatitis C Virus.

2:45 PM: Puja Biswas *Role of MGAT1 and MGAT2 in Adipocyte Lipid Metabolism.*

2:50 PM – 3:00 PM: Break

3:00 PM: Mays Al-Dulaymi *Gene delivery mediated by gemini surfactants: a science fiction could become a future reality.*

3:05 PM: Shane Henry (ABSTRACT PENDING)
Indigenous Education Governance: A Case Study of Indigenous Nationhood and Settler Colonialism.

3:15 PM: Concluding Remarks

Invitation email example:

The University of Saskatchewan and the Graduate Students' Association invites you to participate in the local Three Minute Thesis (3MT®) Competition on March 15th, 2018 at the GSA Commons.

The 3MT® is an academic competition that challenges graduate students to present their research within three minutes to a general audience. 3MT celebrates the discoveries made by research students and encourages their skill in communicating the importance of research to the broader community.

The 3MT participants will be competing for 1st, 2nd, and people's choice place prizes at the local level and the winner will secure a spot at the regional competition.

If you would like to compete at this year's 3MT, please register here:
<http://www.gsa.usask.ca/events/3mt-and-conference.php>

Thank you in advance for your consideration. We look forward to seeing you at this year's 3MT® and Graduate Student Research Conference!

For more information:

Edgar Martinez
Event Coordinator
Graduate Students' Association
University of Saskatchewan
gsa.event@usask.ca

Judges Invitation Letter:



University of Saskatchewan Graduate Students' Association

City Councillor
Ms. Hilary Gough
City of Saskatoon

January 31st, 2018

Dear Ms. Hilary Gough,

The Graduate Students' Association is pleased, once again, to celebrate and support our graduate students by presenting the 4rd annual Three Minute Thesis competition and Graduate Student Research Conference on March 15th, 2018. The 3MT is an international university-wide competition representing the innovative and leading-edge research occurring at the University of Saskatchewan.

Both the 3MT and the Graduate Student Research Conference are designed to share and celebrate the outstanding research of our dedicated students and to allow students the opportunity to showcase the significance of their work. This celebration of research offers an invaluable opportunity for graduate students to compose and circulate their research in a way that engages the academic community and refines the quality of their work.

The GSA is seeking judges for the 3MT competition which takes place on March 15th, 2018 at the GSA Commons. As such, the GSA would be honoured to have you as one of the Judges on the panel for the 2018 3MT competition. Your valuable input at this gathering and competition at the University of Saskatchewan would help enhance the university community and its connection with the City of Saskatoon and the Province of Saskatchewan.

We appreciate your consideration of this formal request.

Yours Sincerely,

Ali Kiani
VP Student Affairs
Graduate Students' Association
University of Saskatchewan
E: gsa.sa@usask.ca

Address: 1337 College Drive, Saskatoon SK S7N 0W6
Mailing address: Room 110, Place Riel, 1 Campus Drive, Saskatoon, SK S7N 5A3
www.gsa.usask.ca

Rules and Judging criteria:



Three Minute Thesis (3MT®) Competition Rules and Judging Criteria

Rules

The standardized rules of the 3MT competitions internationally are as follows:

1. Presenters are allowed a single PowerPoint slide; no slide transitions, no animations or 'movement' of any kind, the slide is presented from the beginning and for the duration of the presentation.
2. No additional electronic media (ex: sound or video files) are permitted.
3. No additional props (ex: costumes, musical instruments, laboratory equipment) are permitted.
4. Presentations are limited to 3 minutes maximum; presentations running over 3 minutes will be disqualified.
5. Presentations are limited to spoken word (ex: no poems, raps, or songs).
6. Presentations are to commence from the stage (ex: no dramatic entrances).
7. Presentations are considered to have commenced when the presenter starts their presentation through movement or speech.
8. The decision of the adjudicating panel is final.

Judging Criteria

The competitors will be judged based on two criteria:

1. Comprehension and Content

- 1.1 Did the presentation provide an understanding of the background to the research question and its significance?
- 1.2 Did the presentation clearly describe the key results of the research including conclusions and outcomes?
- 1.3 Was the presentation clear and logical?
- 1.4 Was the language used appropriate for a non-specialist audience?
- 1.5 Did the presenter make good use of the three-minute allotment? Or did the presentation feel rushed?



2. Engagement and Communication

- 2.1 Did the oration make the audience want to learn more?
- 2.2 Was the presenter careful not to generalize their research?
- 2.3 Did the presenter convey enthusiasm for their research?
- 2.4 Did the presenter capture and maintain the audience's attention?
- 2.5 Did the presenter have sufficient stage presence, eye contact, and vocal range?
6. Did the presenter maintain a steady pace and confident stance?
7. Did the static slide enhance the presentation? Was it clear, legible, and concise?



April 2018

RE: VP External Report to Council

Dear Council Members,

While this report will be relatively short, a full description of all my activities throughout the year will be thoroughly described in the Annual General Report that I will submit for the AGM.

1) Annual Awards Gala

The Gala was held on April 7, 2018 at the Delta and saw six individuals receive awards. Winners and honourable mentions of the 3MT ® were also recognized at the event. The event was attended by His Honour, The Honourable Tom Molloy Lieutenant Governor of Saskatchewan, Members of the Legislative Assembly, senior administration, faculty, staff, students and members of the community.

2) Work on supporting the efforts of ThinkGrad.

I continue to work with the Board of ThinkGrad, in my capacity as Secretary, and the host institution to plan the April meeting in Vancouver.

The following is an updated list of meetings I have attended, since the March report.

Date	Meeting
March 19, 2018	GSA Awards Committee
March 19, 2018	GSA Governance Committee
March 20, 2018	Ranking Working Group
March 20, 2018	Search Committee Interview: Vice-Dean Faculty Relations College of Arts and Science
March 20, 2018	GSA Council
March 23, 2018	Search Committee Interview: Vice-Dean Faculty Relations College of Arts and Science
March 24-25, 2018	National Graduate Caucus, CFS meeting, Halifax, Nova Scotia
March 26, 2018	Search Committee: Vice-Dean Faculty Relations College of Arts and Science
March 27, 2018	Presidents Executive Breakfast Meeting
March 27, 2018	Search Committee Interview: Vice-Dean Faculty Relations College of Arts and Science
March 27, 2018	GSA Executive Meeting
March 29, 2018	Images of Research Competition Group Judging
April 2, 2018	Search Committee: Vice-Dean Faculty Relations College of Arts and Science
April 4, 2018	Academic Programs Committee
April 4, 2018	Research Image Competition Reception
April 5, 2018	International Activities Committee Working Group
April 7, 2018	2018 GSA Awards Gala



Iloradanon Efimoff
Monthly Report
April 8, 2018

To whom it may concern:

The following is a list of the meetings I have attended since March 13, 2018.

Date	Meetings
March 19	GSA Governance Committee Meeting
March 20	GSA Council Meeting
March 26	Teaching, Learning, and Academic Resources Committee Meeting
March 26	GSA Candidates information session
March 27	GSA Executive Meeting
April 6	GSA all candidates forum
April 7	GSA Gala

This past month I have been working with the ethics office to get approval for the GSA survey. We were granted approval on this past Friday! So the survey will be going out soon, which is very exciting. I have also been working on the transition report for the individual filling my position next, and the annual report for the Graduate Students' Association. I have been working on GSA governing documents as well through the GSA governance committee to ensure our governing structure best fits our needs as an organization.

Please let me know if you have any questions.
Háw'aa (thank you),

Iloradanon Efimoff



Iloradanon Efimoff
 Progress on Annual Plan
 April 8, 2018

Indigenization Efforts	<ul style="list-style-type: none"> The Indigenous student community is currently engaged in a call for non-participation in University Reconciliation and Indigenization work.
GSA Guppies	<ul style="list-style-type: none"> As VP External is captain of the guppies futsal team, she has taken on email responsibilities.
Sustainability Committee	<ul style="list-style-type: none"> Had to cancel last GSA sustainability meeting of the semester, as many members sent regrets.
GSA Survey	<ul style="list-style-type: none"> Received ethical approval on this past Friday and will be circulating shortly via CGPS with help of VP External
GSA Twitter	<ul style="list-style-type: none"> Continuing to advertise GSA events and initiatives.
Health Chats	<ul style="list-style-type: none"> Continuing to advertise these via Twitter.
GSA Graduate Student Achievement Week	<ul style="list-style-type: none"> Sold tickets, helped the VP External to pick up door prizes, trophies, and programs the day prior to the event, helped direct people to their seats on event day, etc.
Social Events	<ul style="list-style-type: none"> No action (GSA Gala was the final social of the year).

Please let me know if you have any questions.

Háw'aa (thank you),

Iloradanon Efimoff