



Graduate Students' Association - University of Saskatchewan
Council Meeting Agenda
Tuesday March 19, 2019 - GSA Commons
17:00 – 19:00

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation.
 We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm
 our relationship with one another.

#	Item	Page	Action
1	Call to Order		
2	Approval of the agenda	1-2	<i>Decision</i>
3	Chair/CEO Election		
4	Approval of the minutes from February 26, 2019	3-10	<i>Decision</i>
5	Information to be received	13-46	<i>Decision</i>
	A. Sustainability Committee minutes from January 10, 2019		
	B. Sustainability Committee minutes from March 05, 2019		
	C. Governance Committee minutes from February 27, 2019		
	D. Governance Committee minutes from March 1, 2019		
	E. Budget & Finance Comm. minutes from February 09, 2019		
	F. Board meeting minutes from February 14, 2019		
	G. Executive meeting minutes from February 14, 2019		
	H. Executive meeting minutes from February 28, 2019		

6	Executive reports	47-50	<i>Information</i>
	A. Report of the President		
	B. Report of the VP Finance and Operations		
	C. Report of the VP Student Affairs – Verbal report		
	D. Report of the VP External		
8	Motion: Operational Budget 2019/20 (for approval – details attached)	51-67	<i>Decision</i>
	<i>Motion to approve the GSA 2019-2020 fiscal year budget and operating budget notes. (Corona Gomez / Marquez-Mellidez)</i>		
9	Motions: UPASS fees 2019/20 (Details attached)	68	<i>Decision</i>
	<i>increase from \$111.01 to \$111.87 (Corona Gomez/ Sahtout)</i>		
10	Motion: CUPE 1975 (Details attached)	69	<i>Decision</i>
	<i>To support CUPE 1975 in their negotiation (GSA member David Bennett)</i>		
12	Other business/Announcements		<i>Information</i>
13	Adjournment		<i>Decision</i>

Next meeting: April 09, 2019



University of Saskatchewan
 Graduate Students' Association
 GSA Council Meeting Minutes
 Tuesday February 26, 2019. GSA Commons

As Council gathers, we acknowledge that we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Attendance: See appendix A

1. Call to Order

The Chair of Council called the meeting to order at 5:03PM.

Osai Clarke acted as the recording secretary for the meeting.

2. Approval of the agenda

Motion to approve agenda. (RODRIGUEZ/MELLIDEZ)

CARRIED

3. Approval of the Minutes from January 22, 2019

Motion to approve December Council minutes (RODRIGUEZ/ OWUAMANAM)

CARRIED

4. Business arising (STING Sponsorship)

The chair reminded the gathering that the associate director of the innovation enterprise put forward a proposal for funding, based on which the GSA executive circulated a memo for the council members' consideration. The school of sustainability also sent a memo of their own to the council and executive articulating their stance on the proposal.

The Chair then invited a member of the executive to talk about the memo.

The VP Student Affairs shared with the council members that the program would cost a total of 1.7 million dollars over 3 years and they were asking the GSA to commit to \$5000/year for those three years. In the executive meeting they realized there were some big limitations with the current proposal, the biggest of which was the fact that program seemingly only catered and targeted business/commerce students. It's not clear how the proposal would benefit the overall graduate student population that coupled with the already limited funds of the GSA.

The executive does not think it's prudent to throw support at this iteration of the innovation enterprise initiative.

The Chair then invited a member of the School of Sustainability to address the contents of their memo.

Peter Friedrichsen shared similar sentiments about the proposal to that of the GSA executive.

The Chair then reiterated the recommendation of both parties not to fund the proposal and asked the floor if they'd like to discuss. The Council Members sided with the recommendation and no further discussion was requested. This decision will be communicated by the executive to the director of innovation enterprise.

5. Information to receive

- A. Election Committee minutes from January 29, 2019
- B. Governance Committee minutes from January 18, 2019
- C. Governance Committee minutes from February 1, 2019
- D. Diversity Committee minutes from January 16, 2019
- E. Executive meeting minutes from January 17, 2019
- F. Executive meeting minutes from January 31, 2019

Motion to receive Agenda items 5A-F (ROETT/LAING)

CARRIED

6. Executive reports

A. Report of the President

President Sahtout kept her contribution brief focusing on the appreciative inquiry session held 2 weeks prior to council meeting which they invited faculty and students to engage in a discussion on what the tools to enable a positive supervisor-student relationship would look like. About 15 students and 5 faculty members including the dean and the associated dean of CGPS took part. The discussions seem fruitful but the findings of which will be presented to council once the executive has a chance to sit down with notes.

In the March council meeting the intention is to bring forward the faculty support manual which the executive has been working on for a few months now for council feedback.

There were no questions for the president.

B. Report of the VP Finance and Operations

VP Gomez addressed 3 Main things in his report, namely:

- GSA winter bursaries: applications have been opened from the 4th of February and will close Friday the 1st of March. Successful applicants will be contacted by March 15th.
- Financial support to the ratified social clubs has been taken place all through the month. Thus far we've given support to Brazil, Nigeria, Indian student, and plant science student associations.
- 2019/20 budget which will be discussed later.

There were no questions for the president.

C. Report of the VP Student Affairs

VP Martinez-Soberanes also highlighted 3 parts of his report listed below:

- GSA research Conference tomorrow February the 27th, registration starts at 9:30 am. The attendees will get the opportunity to enjoy 16 research talks over the course 2 days. If you register for the sessions and stay you'll be provided lunch.
- The three minute thesis competition dubbed the 3MT, will challenged graduated students to pitch your research in 3 minutes with the help of a single static powerpoint slide depicting an aspect of your research. Registration is open on the GSA website.
- Conflict resolution workshop is being worked on for this September.

There were no questions for the VP Student Affairs

D. Report of the VP External

VP Ufongu spoke to 4 points in his report as follows:

- Health wellness the last event was hosted on 14th Feb.
- March 4th event: Diversity + Inclusion = Unity
- GSA guppies have 3 sports teams and is good way to allow students to unwind by playing or cheering on their fellow students.
- Gala and Awards night- you can go to the GSA website (GSA.USASK.CA under events) to nominate people for the different awards. The deadline is March 4th for nominations

There were no questions for the president.

7. Social Clubs Ratification

A. TOX on TAP

Vice President Student Affairs spoke on the club's behalf.

Outlining that the purpose of this association according to their constitution is to promote lively events that bring the public and scientific community together in an informal setting to discuss toxicology and related issues. To demystify the world of science.

Motion to ratify TOX on TAP as social club. (MARTINEZ-SOBERANES/ MELLIDEZ)

Carried

B. Women in Chemistry

Paul: Founded Sept 2017, the main focus of this group is to realise gender equality by hosting several events to bring awareness to the cause. The principle goal is broken down into the following:

- Initiating open discussion concerning gender disparity at this time
- Showcasing strong role models for women in the lectureship series
- Providing career and network opportunities

This summer the women chemistry host their national conference in Montreal under the theme “Young Girls Overcoming Gender Inequality in chemistry and other STEM fields”.

Motion to ratify Women in Chemistry as social club . (MARTINEZ-SOBERANES/RODRIGUEZ)

Carried. 1 abstention

C. ASHRAE

Vice president student affairs spoke on their behalf.

The groups goals are spelt out in their name that stands for Advancement of the Science of Heating Refrigerating and Air conditioning Engineering. They have been providing a series of lectures and demonstrations to share their passion with the rest of the student community.

Motion to ratify ASHRAE as social club. (NAGHIEH/MELLIDEZ)

Carried. 1 abstention

D. Satellite Rotary Club of Saskatoon

Bring together business and professional leaders around the world to provide mentoring, and professional development. Membership is open to everyone for \$5/membership which gives you the opportunity to eventually be invited to the international Rotary club. VP external explained that this satellite group is to bring more of an on campus presence for the group.

Motion to ratify Satellite Rotary Club of Saskatoon as social club. (LAING/RODRIGUEZ)

Carried. 1 abstention

8. Draft Operational Budget 2019/20

The Chair informed the meeting that Council needs to approve a budget in March so the Executive will be presenting this tentative budget for council feedback.

VP Finance/Operations noted that there were a few changes to the budget of last academic year but the main changes were as follows:

The membership fee that was increased by 4.9% which was calculated based on the number of students registered in the fall 2018. Based on the ~3100 registered the projected increase plus the 1% university administrative fees were done to cover the cost of the GSA audio video system, and upgrade the office computers. The cost of those upgrades have been budgeted for the next 5 years. An additional \$3000 have been allocated to bursaries and is reflected in the projected membership fee increase.

Question: Can you give us some metrics in terms of student population and the % increase and what revenues are expected? Just curious as to what the additional \$3000 of bursary funds are going to look like per membership.

Answer: GSA projects a 1% increase in membership growth and any monies that we put into this budget CGPS matches so technically we expect double those extra funds in our budget.

9. Motions (Fees 2019/20)

A. CFS Fees

VP External spoke to the Canadian federation of students fee (CFS) regular annual increase based on the Canadian Consumer Price Index (CPI) and 1% administration cost which moves the fee from \$6.14 → \$ 6.30. The chair reminded the council members that a ⅔ majority vote from council needed for approval.

Motion to approve CFS fees from \$6.14 to \$6.30. (GOMEZ/UFONDU)

Carried. 1 opposed

B. Health and Dental Plan Fees

VP external: After discussions with the student care representative it was agreed that we would maintain the same fees so no vote required.

C. Health Plan Drug Exception Maximum Policy

President Sahtout told the gathering about a drug exception policy they'd like GSA to approve. The health plan approves you 80% coverage of prescription drugs. Those drugs are part of the plan 48 formulary that the Saskatchewan government updates every year. Often times there are students that get exceptions to drugs that are beyond this plan 48 list. The current process requires the student to fill out a drug exception policy that goes to the student care representatives that approve the drug. The move approve a drug exception policy is to bring transparency to the current process to also ensure that there is equality among students. It will effectively help control the cost of the plan as well, in the past 2 years they've only been 3 students that have requested coverage for drugs above \$2000. Generally student care would make the students request coverage for \$2000 and anything above that, they've gone in to approve it manually. With this policy any student would be able to get the \$2000 of coverage and anything above that the executive with approval from council would have to approve that. Generally students have requested less than \$1000 over the \$2000 limit but this now puts control in the hands of council as really large sums over the limits can affect the general cost of the plan in future.

Question from Thiessen: For those exceptions what would that look like for the students in terms of privacy?

Answer: All confidential information that would put the student at risk would be excluded.

Motion to approve exception policy . (UFONDU/MARTINEZ-SOBERANES)

Carried

A. GSA Membership Fees

VP Fin and Ops: Based on 3100 students a projected increase of 4.9% is required to cover the upgrade of the audio visual system and increase in the allocation for bursaries.

Question from Sharma: What was the amount of benefit from the crisis help program?

Answer: Every year the executives can ask the students awards office to indicate where that money went to, think this academic year we've helped 8 to 10 students who found themselves in a crisis financially.

Motion to approve a 4.9% increase in the GSA membership fees. (GOMEZ/MARTINEZ-SOBERANES)

Carried. 2 opposed (Sharma). 2 abstention

10. Graduate Students Tuition Increase (Anatomy, Physiology & Pharmacology Academic Course Council)

The Chair invited Parolia from Anatomy, Physiology & Pharmacology course council to address the gathering.

Anatomy, Physiology & Pharmacology had a meeting in past week with their dean to discuss tuition increase and share their views on it. On Monday March 4th the CGPS dean is coming out to talk to us so it's my hope that their will be a big showing so our voice can be heard. I've also requested that this meeting be webcasted so that the students that can't physically attend can follow. One of the suggestion from our course council was that we can have tuition freezes based on your start date. That way during your program there would be no surprises. The tuition can be raised on newly enrolled students but the fees at the start of their program also get frozen. Lastly, Ontario universities are reducing the international differential fees so that they eventually eliminate it all together but at USASK we are also trending upwards on international differential tuition fees. International students see 2 sets of increases. Why would the best of the best come to USASK when their aren't as progressive with regards to differential fees.

President Sahtout: By a show of hands how many of you have attended tuition consultations in your colleges?

Medicine, Agriculture, Pharmacy, Public Health, Sustainability and Law seem to be the only colleges so far to have a tuition consultation.

5 principles of setting tuition at USASK as approved by the board of governors :

- Enabling equality
- Affordability and accessibility
- Comparability
- Predictability
- Transparency through tuition consultation

With respect to the 5th a lot of students have come to the GSA executive saying that it feels like the consultations were more like information sessions as opposed to consultations. Another frustration that was brought forward is the fact that the board is going to approve tuition in mid-March but most of those consultation are only now being had. Additionally, students in thesis based programs rely on their stipend and the fact that tuitions is increasing without any sort of increase in our scholarships or stipends is troubling and there has to be some mechanism in place to ensure that our tuition is comparable. We do understand that in Saskatchewan we might not have the support systems that universities in Ontario might have but that doesn't mean that university can continue to increase tuition without separating undergraduate and graduate students.

I'd like to reiterate the sentiments Parolia and ask that you all go to the tuition increase consultation and bring someone along with you so our voices can reach those tasked with such. The tuition consultation will be held on Monday March 4th at 4pm in room Throv.

Each college is responsible for hosting individual consultations as tuition dollars don't go to CGPS but to the colleges.

11. Confidential Session

Motion to proceed with confidential session. (SAHTOUT / PAROLIA)

Carried

Motion to return to the open agenda. (ROETT / RODRIGUEZ)

Carried

12. Other business/Announcements Information

VP Student Affairs: Reminder tomorrow's conference starts at 9:30.

VP Finance and Operations: Deadline for GSA bursary is Friday 1st of March.

The Chair reminded the gathering that GSA annual general elections was announced and it will be held this year April 1st to the 5th. Nomination opens on March 4.

The Chair informed the gathering that March 19th new Chair will be elected by the Council as the Chair will graduate this term.

13. Adjournment

Motion to adjourn (UFONDU/ RODRIGUEZ) at 6:50

CARRIED

Appendix A

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.20 2018	Dec.11 2018	Jan.22 2019	Feb.26 2019	Mar.19 2019	Apr.9 2019
Animal & Poultry Science	Brittany Ross (Tess Mills)	P	R	P	A	A	A		
ARCHAIA	Alne Dolln (Adrienne Ratushniak)	P	P	P	A	A	A		
Biology	Dylan Baloun (Carmen Marquez Mellidez)	P	P	P	P	P	P		
Chemistry	Doug Fansher (Richard Pettipas)	P	A	R	P	P	P		
Geography & Planning	Bethany Thiessen (Apeksha Heendeniya)	P	P	P	P	P	P		
Geological Sciences	Brittany Laing (James Schulte)	P	P	P	A	P	P		
History Graduate Students' Committee	John Bird (Mckelvey Kelly)	P	P	P	A	P	P		
IGSC (1)	Tara Million (Adam McInnes)	P	P	NA	NA	NA	NA		
IGSC (2)	NA	NA	NA	NA	NA	NA	NA		
Kinesiology	Natasha Boyes (Natalie Houser)	P	P	P	P	P	R		
Computer Science Grad Course Council (1)	Rifat Zahan (Tonny Kar)	P	P	P	P	P	P		
Computer Science Grad Course Council (2)	Parastoo Veisi (Kawser Nafi)	A	P	A	P	A	P		
PEGASUS	Jason Ho (Ethan Runge)	P	P	P	P	P	P		
Soil Science Graduate Student Association	Jennifer Bell (Aimee Schryer)	P	P	P	P	P	P		
WCVM GSA	Breanne Murray (Narsimha Pujari)	P	P	P	P	P	P		
Master of Business Admin Representative Council (MBARC)	Tyler Gray (Alli Sparling)	NA	NA	P	R	A	P		

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.20 2018	Dec.11 2018	Jan.22 2019	Feb.26 2019	Mar.19 2019	Apr.9 2019
Psychology Graduate Student Assoc.	Sarah Mohammed (Farron Wielinga)	P	P	A	R	P	P		
AREC	Yerebakia Choro (Ran Sun)	NA	P	P	P	A	A		
SENSSA (1)	Peter Friedrichsen (Belizario Carballo)	P	R	P	P	P	P		
SENSSA (2)	Laila Balkhi (Belizario Carballo)	NA	P	P	A	P	P		
Pharmacy & Nutrition Graduate Students' Council P&N-GSC	Lina Kharabsheh (Yvonne Ruhumbika)	P	P	A	P	P	P		
School of Public Health Students' Assoc (SPHSA) (1)	Cheryl Roett (NA)	NA	P	P	P	P	P		
School of Public Health Students' Assoc. (SPHSA) (2)	Chiamaka Ezekwesili (NA)	NA	P	P	R	P	P		
Physical Therapy Student Society (PTSS)	Kyla Collins (Katrin Ritchie)	P	P	P	R	P	P		
Engineering, Chemical	Khaled Zoroufchi Benis (NA)	P	P	P	A	P	P		
Engineering, Mechanical	Bicheng Xing (Stephen Owuamanam)	P	P	P	P	P	P		
Engineering, Electrical	Ozan Gunes (Jose Berkenbrock)	P	P	P	A	P	P		
Engineering, Biomedical	Saman Naghieh (Ejalonibu Hammed)	P	P	P	A	P	P		
Biochemistry, Microbiology & Immunology	Kusum Sharma (Mamata Panigrahi)	P	A	P	P	P	P		
Anatomy, Physiology & Pharmacology	Kushagra Parolia (Sarah Martin)	P	P	P	P	P	P		
Community Health & Epidemiology	Jacob Alhassan (Liliana Rodriguez)	NA	P	P	R	P	P		
Health Sciences	Chelsea Cunningham (Scott Adams)	NA	P	P	P	P	P		

**Thursday, January 10, 2019
12:30PM
GSA Commons, Emmanuel & St. Chad College**

ATTENDANCE

Name	Present
Jo Ann Chew(Chair)	Y
Saman Naghieh	N
Dylan Baloun	Y
Khaled Zoroufchi Benis	N
Somtochukwu Ufondu	Y
Laila Balkhi (Notetaker)	Y
Alina Ostrowska	Y
Saurabh Prajapati	Y

Regrets: Khaled Zoroufchi Benis, Saman Naghieh

AGENDA (SC 2019-01)

2019-01/1 INTRODUCTION

2019-01/1a **Call to Order**

CHAIR: Called the meeting to order at 12:35.

2019-01/1b **Approval of Minute Taker**

All APPROVED

2019-01/1c **Approval of Agenda**

All APPROVED

2019-01/2 OLD BUSINESS

2019-01/2a **Sustainable Materials in Food Court**

ACTION ITEM:

LAILA: Will email sustainability office to reach out about their initiatives on shifting from single-use cutlery to reusable ones etc.

ALINA: SENSSA president, Omar thinks GSA and SENSSA should focus on eliminating use of single-use plastics throughout campus to have a united front, because it's too ambitious to push both for composting and eliminate plastics.

SOMTO: Clarifies that University cannot issue a ban on use of plastics etc., they can just encourage green practices.

ALINA: Clarifies that she doesn't mean "ban" its use per se, but to push for using alternative material across campus.

LAILA: Explains that the Sustainability Office has tried to approach the food court and some other private business-owners are just not willing to switch from the very cheap Styrofoam to anything else that costs more. And they cannot consider the option to serve to students on their own reusable tupperware or lunch boxes due to health and safety liability concerns.

JO ANN: Propositions, what if food court business owners sell their own plastic cutlery, or not make them so readily available (e.g. only hand one out per person.)

DYLAN: Doesn't sound feasible, and some people use their own, so they'd be unnecessarily getting plastic cutlery. Urges to keep composting as an option to pursue, at least as a trial to see what can and cannot work on campus.

ALINA: Informs about Waste Audit that university is doing between 21st-25th November, that may be helpful. Volunteers basically audit trash to quantify and compare different waste streams on campus.

SOMTO: Points out that composting has proved complicated in the past in terms of logistics; usually needs someone who can commit to manage it.

DYLAN: Agrees but mentions that it's not too much of a time commitment.

ACTION ITEM:

DYLAN: Add a discussion item at GSA council meeting to make a suggestion to other student clubs to have a sustainability representative, to encourage green practices for their events and activities

2019-01/2b How Sustainable Are We?

KHALED (via email to the chair): Nothing to report on campus carbon reporting.

2019-01/2c Sustainability Workshop by City of Saskatoon

ACTION ITEM:

ALINA: Will propose following dates for the City of Saskatoon workshop:

- 6th Feb, Wednesday, 12:00-2:00 pm,
- 7th Feb, Thursday, 12:30-2:30 pm,
- 13th Feb, Wednesday, 12:00-2:00 pm,
- 15th Feb, Friday, 12:00-2:00 pm.

SOMTO: Will find out if he can take the event scheduling at GSA under his portfolio

2019-01/3 DECISION ITEMS

2019-01/3a GSA SC Minutes 2018-01

JO ANN/DYLAN: Moved to amend minutes from the previous meeting from “BALOUN: *offered to take on the roles and responsibilities of indigenous liaison until the Indigenous Liaison position is filled.*” to read "BALOUN: *offered to fulfill the responsibilities of the Internal Commitments referenced in the Terms of Reference of the Sustainability Committee*”, under 2018-01/3a **as amended, as attached.**

6/0/0 - MOTION CARRIED.

ACTION ITEM:

JO ANN: Will send the amended meeting minutes to Laila, who will forward it to GSA chair.

2019-01/4 NEXT MEETING

2019-01/4a **Next meeting**

ACTION ITEM:

LAILA: Will send out When2Meet to schedule next meeting for mid-February.

DYLAN: Might not be present in the next meeting due to potential research trip.

2019-01/5 ADJOURNMENT

JO ANN: Adjourned the meeting at 1:33 pm.

INFORMATION ITEM(s) ATTACHED:

GSA SC Minutes 2018-01

Tuesday, March 05, 2019
5:00-6:00 PM
GSA Commons, Emmanuel & St. Chad College

ATTENDANCE

Name	Present
Laila Balkhi (Chair)	Y
Jo Ann Chew (Notetaker)	Y
Dylan Baloun	N
Khaled Zoroufchi Benis	Y
Somtochukwu Ufondu	N
Saman Naghieh	Y
Alina Ostrowska	Y
Saurabh Prajapati	Y

Regrets: Dylan Baloun, Somtochukwu Ufondu

AGENDA (SC 2019-02)

1 INTRODUCTION

1a Call to Order

CHAIR: Called the meeting to order at 5:09pm.

1b Approval of Minute Taker

ALL APPROVED

1c Approval of Agenda

LAILA: Addition of

- i) budget update
- ii) collaboration potential with the Global Institute of Water Security Student Association

ALL APPROVED

2 BUDGET UPDATE

LAILA: provided the budget update from Somto that the Graduate Students Association's Sustainability Committee's budget is actually a joint budget with the Diversity Committee. The diversity committee has put on an event using a portion of the budget. Total amount left is between \$200-300. However, none of the committee members were aware of the joint budget, nor were they aware of the diversity event until promoted directly by Somto on the day of the event (March 4, 2019). Laila heard Somto's announcement at the GSA Council meeting but was not aware the event was organized with the budget meant for both committees.

JO ANN: stated that Somto may have been under the impression that the committee was not planning on organizing any other events, given that it may already be too late in the semester.

LAILA: stated as per Somto's WhatsApp message that he might have thought that the committee's goal this year was to focus solely on sustainability initiatives and not holding any events.

LAILA: asked if the committee is planning on having any events, and if any unused amount in the budget would carry over into the next year.

SOMTO (via whatsapp): replied that the budget would expire before the September term begins.

SOMTO (via e-mail on Mar 6, 2019): clarified the budget for the Sustainability Committee:

“The Diversity Committee **DID NOT** use any part of the budget line for the Sustainability Committee. Even though the Diversity Committee originally did not have a budget line of their own, we used the budget line for *Workshops* for it. I just assumed that both committees used the same budget line. But [it has] been cleared now. The Sustainability Committee still has its **\$600** budget line intact and untouched. If not used this year, it does not roll over to next year. So, by next year, it will still have the same amount there.”

3 UPDATES ON POTENTIAL INITIATIVES

3a Documentary Screening

LAILA: mentioned holding a documentary screening as an idea for an event. The documentary could be made in Canada or Saskatchewan. Additionally, a panel discussion with the producer/director of the documentary might be a good idea.

ALINA: stated her concern with the time of year. (Recalling the city collaborated event in February 6, 2019), it was hard to find the right time for students to attend the event. However, it may also be easier to plan an event in May since graduate students stay during the spring/summer months.

LAILA: suggested holding the event, if any, at the end of April.

ALINA: mentioned the Saskatchewaner who is hired by a tourism industry or the government to travel around Saskatchewan creating content about the province.

KHALED: clarified the position of the Saskatchewaner: each year the position goes out to a Saskatchewaner in the form of a competition. The winner is then paid to travel around Saskatchewan and capture footages about nature, etc.

ALINA: stated that the whole idea is to promote Saskatchewan as an exciting province, since many people assume the prairies as an area of being flat and uninteresting.

KHLAED: suggested bringing a couple of past Saskatchewaners if an event were to be held.

SAURABH: mentioned that Zane Buchanan is the Saskatchewaner for 2019.

3b Sustainability Slam

LAILA: brought up another idea of having a Sustainability Slam event, which is an annual event put on by the Sustainability Committee. Although no information can be found about the event last year, more information can be seen on the event page on Facebook for the 2017 event held on March 29th:

(<https://www.facebook.com/events/691088961052179/>).

LAILA: suggested that if no event is created this year, perhaps this event can be organized to happen in the fall as an outdoor event

JO ANN: asked if anyone in the committee is planning on joining the sustainability committee again in the next academic year, should this event be carried out in the fall.

KHALED, SAMAN, JO ANN, (maybe) SAURABH: are planning on joining the committee again next year, assuming they are approved to be a part of the committee.

LAILA: mentioned that one of the segments of the Sustainability Slam event is the carbonless concert. It is called carbonless because the instruments are solar powered.

ALINA: mentioned that the School of Environment Sustainability is already planning on having an event consisting of an international food fair with the carbonless concert (March 15, 2019). However, this event is only opened to students in the program.

ALINA: mentioned to keep in mind that if Sustainability Slam were to occur in the fall, it might be in conjunction if Ecohack in November, which would cause two environmentally-focused events to occur at the same time, which may not be a good idea. However, having an event during the fall is usually good timing since many students are still free.

LAILA: clarified that if we hold the event outdoors, it'll have to be in late September, so the two events will be far apart.

3c Waste reduction on campus

LAILA: mentioned that she spoke to the Office of Sustainability community engagement coordinator that was also trying to reduce waste on campus. However, as we talked about in the last meeting, he confirmed that the independent food business owners are not able to reduce use of plastics/Styrofoam due to issues with liability. So, the University can't really do anything. The only way to reduce the use of plastics/Styrofoam containers is through a student movement because their businesses depend on their consumers

LAILA: asked Saurabh about updates on University's campus-wide Waste Audit that he participated in.

SAURABH: said he hasn't received any official updates but mentioned that the biodegradable waste on campus is less of an issue. For instance, leftover food in Marquis Hall is dried and used as fertilizer over the summer. However, there are many non-biodegradable wastes on campus.

LAILA: mentioned another composting initiative the Office of Sustainability shared, which is collection of coffee grounds (highest organic-content food waste) from all Tim Hortons around campus and placement of two composting bins in Geology and Biology – the latter of which we'd discussed in previous meetings. Will have

to get an update from Dylan Baloun, who previously mentioned running a preliminary trial run on the initiative to use those composting bins for student groups.

3d Potential collaboration with GIWS

LAILA: mentioned that the GIWS student group is planning on holding a free cross-country ski event on March 16, 2019. The student group has asked SENSSA to collaborate in terms of funding, however SENSSA's budget is limited. Therefore, it might be a possibility for the GSA Sustainability Committee to contribute instead since the committee still has some leftover funding. However, the event is created for sustainability minded students and is open to all SENS students for now. Collaborating on the event with contribution of funds by GSA would mean the event will have to be opened up to all graduate students. Laila wondered if it's worth reaching out to them on such a collaboration.

ALINA: stated that GIWS contacted SENSSA specifically to ask for sustainability students, and the event may not necessarily target all graduate students. Additionally, a public event page was created on Facebook, therefore if students outside of sustainability would like to go, they still might be able to.

JO ANN: mentioned that the event is coming soon, and the committee may not have all the information it fully needs to agree on a collaboration.

ALINA: agreed and stated that the remainder of the budget could be used towards a GSA SC social event instead.

JO ANN/ALINA: called in favour of collaborating with GIWS for the event.

2/4/0 – MOTION DENIED.

JO ANN/ALINA: called in favour of organizing a social event for graduate students.

4/2/0 – MOTION CARRIED.

3e Speaker Series (Kevin Hudson, Energy & Emissions Officer, USask)

LAILA: brought up the idea of having a speaker series event as she knows people who can do this. However, more advertisement for this event would need to occur.

LAILA: mentioned that the end of April would be a good time to organize an event such as this, mixed with the social event, since graduate students do not typically have finals.

ALINA: agreed and stated that this event can be a more relaxing, social type of event.

JO ANN: suggested bringing in several speakers to sit at several tables and engaging in conversations with students.

ALINA: suggested a more freestyle type of event where each speaker would have approximately ten minutes to provide a brief presentation while students eat, followed by a relaxed social setting.

3f How Sustainable Are We?

KHALED: searched for it but not much data found. Need more time to find something we can present.

4 **NEXT MEETING**

4a **Next meeting:** will be early April to be able to plan for the event.

5 **INFORMATION ITEMS**

5a GSA SC Minutes 2019-01.

6 **ADJOURNMENT**

LAILA: Adjourned the meeting at 6:05pm.



**University of Saskatchewan – Graduate Students' Association
Governance Committee Meeting
February 27, 2019, 5:00 PM – 7:00 PM**

Present: Ziad Ghaith (Council Chair), Cheryl Roett (Councilor), Saman Naghieh (Councilor), Naheda Sahtout (Councilor)

Regrets: Jesus Corona Gomez (VP Finance and Operations), Somto Ufondu (VP External)

Organization of the Meeting:

Cheryl Roett acted as the Chairperson. Naheda Sahtout acted as the recording secretary for the duration of the meeting

The meeting was called to order at 5:09 PM.

The Chair informed those in attendance that she had circulated the Communication Bylaw as well as the amended terms of reference to the Governance Committee and the amended Bylaws from the last meeting, which reflects amendments as track changes.

The Chair opened the floor for a discussion on the following documents.

(1) Terms of Reference

- a. A member suggested further that there should be a limitation to the number of Executive members that sit on the Governance Committee, to ensure that there is diversity in the discussions. Language was added to reflect this suggestion.

(2) Communication Policy

- a. Ghaith prepared a new document that directly reflects current practice but complies with the new potential User Agreement between the GSA and the University.
- b. Members that were present agreed that this should be in Bylaws to ensure best practices among Executive terms.
- c. There was further discussion on what else should be added to this Bylaw. Sahtout will look back over the past two years to identify any specific communications that are consistent from year to year.
- d. This will be revisited at the next meeting.

(3) Constitution

- a. Recommended changes made as track changes.

- b. There were no core changes to the Constitution, only minor changes that included language regarding membership classes.
- (4) Bylaws
- a. Recommended changes made as track changes.
 - b. Completed section 2 of the Bylaws.
 - c. Sahtout will circulate the Executive duties to the Executive to see whether these outline the roles of the position.
 - d. In order to better reflect the duties and responsibilities of the VP Student Affairs, a member suggested that the title be changed to VP Academic and Student Affairs but be effective for the 2020 Elections.

The meeting adjourned at 7:12 PM.

Action Items:

- Communications Policy
- Terms of Reference for New Standing Committee
- Executive Duties



**University of Saskatchewan – Graduate Students' Association
Governance Committee Meeting
March 1, 2019, 5:00 PM – 7:00 PM**

Present: Jesus Corona Gomez (VP Finance and Operations), Ziad Ghaith (Council Chair), Cheryl Roett (Councilor), Saman Naghieh (Councilor), Naheda Sahtout (Councilor)

Regrets: Somto Ufondu (VP External)

Guests: Tara Million

Organization of the Meeting:

Cheryl Roett acted as the Chairperson. Naheda Sahtout acted as the recording secretary for the duration of the meeting

The meeting was called to order at 5:05 PM.

The Committee continued to work on the governing documents.

(1) Bylaws

- a. Recommended changes made as track changes.
- b. Portions of the policies were moved to the Bylaws (in section 3).
- c. Completed sections 3 and 5 of the Bylaws.
- d. Ghaith will review section 4 of the Bylaws regarding Elections and Referenda.

Ms. Million joined the Committee at 5:45 PM.

An introduction of the committee and the reason behind inviting her to the meeting was provided. The responsibility of the Governance Committee is to ensure that the GSA is able to achieve and fulfill the mandate of the association. For the past few months, the position of Indigenous Liaison has been consistently vacant. This position was created a few years ago to ensure that the views and perspectives of Indigenous graduate students could be well represented. The Indigenous Liaison position is elected by the IGSC. This position has been vacant for the past few months; therefore, a discussion on what the best way to move forward is warranted and having the input of Indigenous graduate students is valuable.

To summarize, a discussion is needed on;

- (1) Formal representation as laid out in the governing documents,
- (2) Engagement of the Indigenous graduate student community.

The discussion focused on the following;

- (1) Could a mechanism be in place to ensure that the Indigenous Liaison does not remain vacant should the IGSC remain void of leadership?
- (2) Would a change need to occur at the current moment or can this conversation be extended further?
- (3) There was affirmation from the guest that if the IGSC continued to be void of leadership next year that the GSA would need to determine alternative mechanism to ensure all graduate students are well represented in the GSA.
- (4) Is there a mechanism to engage the Indigenous graduate students more? Could we engage more Indigenous graduate students within their departmental Council?
- (5) Perhaps there could be relationship building by encouraging and facilitating participation by any and all Indigenous graduate students through Council meetings and the Annual General Meeting.
 - a. A meet and greet with a purpose and a reason could be beneficial.
 - b. Could ask an elder to come and format it as a sharing and talking circle.

Next meeting on Wednesday March 13, 2019 from 4 PM - 6 PM and March 15, 2019 from 5 PM - 8 PM with dinner included.

Meeting adjourned at 6:58 PM.

Action Items:

- Minutes (February 27, 2019 and March 1, 2019)
- Revised Terms of Reference for Governance Committee
- Revised Communication Bylaw
- Revised Constitution
- Revised Bylaws
- Revised Policies
- Terms of Reference for Events Committee
- Sharing Circle preparation

GSA Budget and Finance Committee Minutes:

February 9, 2019

Present: J. Corona-Gomez (VP Finance and Operations), C. Marquez-Mellidez (Council Member), S. Naghieh (Council member), N. Sahtout (GSA President).

Regrets: C. Heng (General member)

The VP Finance and Operations thanked all those present for attending.

The VP Finance and Operations provided an update on the budget that was distributed, stressing some of the changes that had been made. He noted that the draft budget along with descriptive line notes will be distributed to the Board as an item for action to be reviewed and approved as recommendation for Council. The VP Finance and Operations discussed the reasons why there were changes to certain budget lines and also noted there were enough offsets in underspent budget lines to ensure financial stability. The VP Finance and Operations mentioned that the increase in the budget line 41200 GSA Membership Fees takes into account a 4.9 % increase in the GSA membership fees (from \$70.64 / year to \$74.12 / year) that is required to accommodate a new initiative and an audio / computer upgrade. The amount displayed is after the 1 % administration fee charged by the University is deducted.

Council Member Marquez-Mellidez asked about the increase on the 52325 budget line Commons Special Updates. The VP Finance and Operations mentioned that the computers at the Executive office are very slow. Furthermore the A/V System needs to be upgraded since it has been operating continuously for almost 10 years and it could fail anytime. This increase is proposed to be a 5 year commitment till 2023/2024.

The VP Finance and Operations mentioned the honorarium payments increased slightly with the higher rate for the President based on higher workload. It was noted the new budget line 21501 CPP Employer Contribution would take effect after \$3500 is earned (per calendar year) for each of the Executives.

Council Member Marquez-Mellidez asked for the meaning of FT on the budget lines 43801, 43802, 43803, 43804, 43805, 43806. The VP Finance and Operations mentioned these budget lines are designed as FT that stands for flow-through, any and all revenue raised will be used to supplement funding for those expense budget line events.

Council Member Naghieh brought to the attention of the Committee members an increase in the revenue budget line 46901. The VP Finance and Operations commented that this increase in the notary services revenue is based on the tendency that has been seen in the past months.

The VP Finance and Operations will make the necessary updates and bring this forward to the Committee one more time for recommendation for approval prior to going to Council.

GSA Budget and Finance Committee Minutes:

March 11, 2019 (email communication)

The VP Finance and Operations circulated an updated budget and budget notes to the Committee members (C. Marquez-Mellidez, S. Naghieh, N. Sahtout and C. Heng) and sought any further input or comments. Seeing that there were no questions, the VP Finance and Operations moved the following motion:

Motion to recommend for approval the budget and associated budget notes by Council moved by the VP Finance and Operations and seconded by Council Member Marquez-Mellidez.

Motion carried.

The VP Finance and Operations indicated that the budget and budget notes will be circulated to Council and the Board. Prior to the March 16, 2019 Council meeting, the Board will have the opportunity to recommend for approval by Council the budget and budget notes.



University of Saskatchewan - Graduate Students' Association
Board Meeting
February 14, 2019

Present: Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External).

1. Call to Order / Opening Remarks

The President called the meeting to order at 6:40 PM.

2. Approval of the Agenda

The agenda was circulated prior to the meeting. The President asked whether there were any further additions to the agenda.

Motion to approve the agenda moved by the VP External and seconded by the VP Finance and Operations.

Motion carried.

3. Items for Action

3.1. Repatriation Costs (email correspondence January 4, 2019)

It is with great sadness that we were informed of the passing away of Mr. Abdullah Al Masum, a graduate student in the College of Engineering. Mr. Masum's family is back home and as a result Mr. Masum's body must be repatriated as soon as possible. Under the circumstances, health insurance does not cover the repatriation costs of his body to his home country. These costs are approximately summing to \$10,000.

As a team, we every effort to support emergency situations, such as this one, that cannot be accommodated by the Crisis Aid Program. For this reason, the Board discussed via email to see how the GSA could support the repatriation costs.

Looking at the current approved budget and expenses.

- Budget line 53302 (GSA Fall Orientation) had an approved allocation of \$7,000 as expense. The total amount expended for the Fall Orientation was only \$5,319.40.
- Budget line 53308 (GSA Workshops / Initiatives) has an approved allocation of \$950 as expense. This budget line has currently not been used.

In lieu of this information, the Board approved the following re-allocations;

- \$1,500 from Budget line 53302 (GSA Fall Orientation) to Budget line 61000 (Miscellaneous Expenses).
- \$500 from Budget line 53308 (GSA Workshops / Initiatives) to Budget line 61000 (Miscellaneous Expenses).

With these re-allocations, the Board approved funds of \$2,000, payable to the Saskatoon Funeral Home, to assist in the repatriation of Mr. Masum's body to his home country. Both the re-allocations and the approved funds were moved by the VP Finance and Operations and seconded by the President. The decision was unanimous. At the time of the Board discussion (January 4, 2019), we were unaware of the exact costs to the repatriation and therefore indicated that these motions would be in effect only if the funds were needed. A week later, we were made aware that his family and community is unable to provide such financial support and we hope this play's a small part in assisting them at this time of difficulty.

The cheque was issued on January 15, 2019, made payable to the Saskatoon Funeral Home in memo of The Estate of Mr. Abdullah Al Masum.

3.2.Canadian Federation of Students Fee

The GSA is an affiliated member, Local 101, of the Canadian Federation of Students (CFS). As a voting member on CFS and CFS-Services, the GSA has signed to act as an agent for CFS and CFS-Services, with respect to the collection of CFS and CFS-Services membership fees. Regular members of the GSA pay a CFS membership fee each semester, which is collected by the GSA

and remitted to CFS. The current 2018 - 2019 Cdn Federation of Students fee is \$6.14 per semester. According to the CFS and CFS-Services' Bylaws, the membership fees are adjusted each academic year by the rate of change in the Canadian Consumer Price Index (CPI) during the previous calendar year. CFS has indicated that the increase in CPI from 2017 to 2018 of 2.2682 %, which would indicate that the new federation membership fee is \$6.23 per semester. Any fees collected by the University incur a 1 % administration cost. Therefore, to accommodate this administration fee, the new Cdn Federation of Students fee would increase for the 2019 - 2020 academic year from \$6.14 per semester to \$6.30 per semester.

Motion to recommend the approval of an increase in the Cdn Federation of Students fee from \$6.14 (per semester) to \$6.30 (per semester) moved by the VP Finance and Operations and seconded by the VP External.

Motion carried.

3.3. Health and Dental Fees

The Graduate Health and Dental plan provides benefits that complements those made available through the provincial Saskatchewan Health Services and provides students with access to extended health and dental coverage. The current 2018 - 2019 Graduate Health Plan is \$222.51. and the current 2018 - 2019 Graduate Dental Plan is \$236.52. The insurance policies that underlie the Health and Dental Plan are one-year contracts that are renegotiated by Studentcare with Sun Life Insurance every policy year. The Plan's cost is based on the forward projection of the current year's claims, adjusted for inflation, and includes the insurer expenses, the provider's fees and the Plan's fixed costs. An overview of the projected Plan cost structure for the upcoming 2019 - 2020 policy year using Studentcare' internal projections, which are based on the Plan's historical claims experience and claims from the first four (4) months of the 2018 - 2019 policy year, does not indicate the need for any fee increases. Upon recommendation from Studentcare and the Health and Dental Committee;

Motion to recommend no change in the GSA Health Plan fee or the GSA Dental Plan fee for the 2019 - 2020 policy year such that they remain at \$222.51 and \$236.52, respectively, moved by the VP External and seconded by the VP Finance and Operations.

Motion carried.

3.4. Health Plan Drug Exception Maximum Policy

The Health Plan covers eligible prescription drug costs up to 80 % and provides students with coverage and access to drugs that are approved and covered through the Plan 48 formulary, which is based on the Saskatchewan provincial drug formulary, which is managed and regularly updated by SaskHealth. The Plan occasionally covers prescription drugs that are not included / approved as part of the provincial drug formulary. Students who wish to receive coverage for these medications must apply through the Drug Exception Process, which allows for claims to be evaluated and assessed on an individual basis. Often times these drugs are new medications, which can be high in cost and can have a significant impact on the Plan's claims experience, sometimes driving up premiums for our members. Students wishing to apply through the Studentcare Drug Exception Process should first register with the Saskatchewan Special Support Program (SSP), which is an income based program provided by the Saskatchewan government to help individuals and families manage their prescription drug costs.

Studentcare is recommending the implementation of a 'Drug Exception Annual Maximum' to control costs and standardize the Drug Exception Process based on three (3) major benefits;

- 1) Clarity: provides students with a clear-cut limit to the amount of eligible prescription drug claims (approved through the Drug Exception Process) that they can make in a policy year. This improves predictability and allows students to better plan and budget for their health and prescription drug needs.
- 2) Equality: provides students with equal dollar value coverage to the (non-provincial formulary) drugs and does not discriminate based on drug type, the student's profile, or any other factors. The Plan strives to treat every student equally and fairly and this process helps achieve that goal.

- 3) Cost Control: immediate safe-guard for the Plan, by vetting and reviewing a student's specific case and situation before allowing them to submit claims that will have a significant cost impact to the Plan. This safe-guard provides stability to the Plan and improves the overall efficacy of the Plan's prescription drug guidelines and policies. The existence of a Drug Exception Maximum also encourages students to seek and maximize any available coverage provided by the government and other public bodies to help cover the cost of their prescriptions.

The Drug Exception Maximum would be set by the GSA and each student's claim would be reviewed by senior Studentcare Member Services agents to determine that the drug is eligible and that appropriate steps have been followed. The Drug Exception Process would be fully explained to students through the Studentcare website. The number of students who claim drug exceptions greater than \$2,000 were two (2) students in the 2015 - 2016 policy year, one (1) student in the 2016 - 2017 policy year and one (1) student in the 2017 - 2018 policy year, with all those claims being less than \$1,000 over the limit. The GSA Executives, with recommendation from Council, have the authority to approve any drug exceptions that are over the \$2,000 limit in any given policy year.

Motion to recommend for approval that the GSA implements a Drug Exception Maximum of \$2,000 beginning in September 2019. This maximum would provide students with access to \$2,000 in paid claims for prescription drugs which are not included in the Plan 48 formulary moved by the VP External and seconded by the VP Student Affairs.

Motion carried.

3.5. Upgrade to Commons Equipment and Office Computers

There was a discussion on the need to upgrade the office computers, as they were quite old, and have a plan to budget for upgrades to the audio equipment in the Commons area, since it was nearing 10 years of age. It was noted that computers in the Commons area were property of the University and would be automatically upgraded once their 5-year lifetime has reached. The Office Computers would cost about \$5000 and the Commons audio upgrades would cost about

\$13000. The upgrades to the audio would include podium video connections, two commercial amplifiers and an audio mixer that is standard to the University,

Motion to recommend upgrades to the Commons Equipment and Office Computers moved by the VP Finance and Operations and seconded by the VP External.

Motion carried.

3.6. Graduate Student' Association Membership Fee

There was an extensive discussion on the draft budget that was provided by the Budget and Finance Committee, which would be included in the Council agenda. It was noted that the banking fees had increased significantly and it might be worth looking into why this was the case. There was a discussion on the need for some increase to the membership fee to accommodate for the renewals and further increases to the student support programs (Needs-Based Bursaries, the Travel Awards and the Crisis Aid program). The Budget and Finance Committee has recommended a 4.9 % increase in the membership fee, and it was favorable agreed that this was a reasonable increase.

Motion to recommend to Council an increase in membership fees for the 2019 - 2020 academic year increase by 4.9 % from \$35.32 per semester to \$37.06 per semester (\$70.64 per year to \$74.12 per year) moved by the VP Finance and Operations and seconded by the VP Student Affairs.

Motion carried.

4. Confidential Session

5. In-Camera Session

6. Adjournment of Meeting

Seeing no further discussion, the meeting was adjourned at 7:35 PM.



University of Saskatchewan - Graduate Students' Association
Executive Meeting Minutes
February 14, 2019

Present: Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External)

Regrets: none

7. Call to Order / Opening Remarks

The President called the meeting to order at 5:05 PM.

8. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated. The VP Student Affairs wished to add an update on the Graduate Student Research Conference and the VP External also wished to include an update on the GSA Awards Gala. Both items were added as items for information.

Motion to approve the agenda as circulated and amended moved by the VP External and seconded by the VP Student Affairs.

Motion carried.

9. Approval of the January 31, 2019 Executive Meeting Minutes

The President asked whether there were any further amendments to the January 31, 2019 Executive Meeting Minutes.

Motion to approve the January 31, 2019 Executive Meeting Minutes moved by the VP Finance and Operations and seconded by the VP External.

Motion carried.

10. Items for Action

10.1. Funding Request from Plant Science GSA

The VP Finance and Operations indicated that he had received a funding request from the Plant Sciences Graduate Students' Association with a thorough description and budget for the 35th Annual Plant Sciences Graduate Student Symposium. The President welcomed Hu, representative of PSGSA, to the Executive meeting and asked him to provide a brief description of the event. Hu mentioned that 10 students from the Department of Plant Sciences are planning to participate in the 35th Annual Plant Sciences Graduate Student Symposium in North Dakota, USA on March 15-16, 2019.

Hu explained that this symposium brings graduate students together from North Dakota State University, the University of Manitoba and the University of Saskatchewan. This conference is an excellent opportunity, not only to promote plant science research at these universities, but also to promote the thriving agriculture industry in and around the prairies and a networking opportunity for the students. Students from these universities will present their research, which will cover a wide variety of topics related to plant sciences.

The VP External asked what amount would be left after covering the accommodation cost of \$3,760. Hu mentioned that the cost of travel and registration fees are the most important costs to cover after accommodation that represents \$4,240 giving a total of \$8,000. The VP Student Affairs indicated that the GSA contributes to the University Travel fund and each individual attending the symposium are encouraged to apply for it.

The President thanked Hu for attending the meeting and mentioned that when the GSA sponsors an event, the GSA logo is expected to appear on the posters and/or an announcement should be made at the event or presentations. Hu agreed to include the GSA logo on future advertising material. The President indicated that the decision was based on the budget and not on the event. The President thanked Hu for providing the proposal and attending the Executive meeting to provide further information.

The VP Student Affairs moved to approve funding in the amount of \$500 to the Plant Science GSA to support their participation at the 35th Annual Plant Sciences Graduate Student Symposium. This motion was seconded by the VP External.

Motion carried.

10.2. Social Group Ratification Request

Satellite Rotary Club

The VP Students Affairs indicated that he had received two social group ratification requests. Firstly, he introduced Nyoni to the Executives, asking her to provide a brief description of the purpose of the Satellite Rotary Club social group and how it would benefit graduate students. Nyoni explained that most of the members of the Satellite Rotary Club were graduate students. The motivation to create this social group was due to the lack of a Rotary Club in the University of Saskatchewan. The purpose of the social group and benefits to the graduate students include; the opportunity to volunteer for the society, to have a chance to gain overseas experiences doing humanitarian services, to connect students with international job opportunities and participate in international projects such as water security projects.

The President asked whether the Saskatoon Rotary Club would fund the U of S group, to which Nyoni gave a positive affirmation. The President further enumerated some of the benefits of a social club being ratified with the GSA and added that since they were receiving funding from another organization, it may be inappropriate to request funding from the GSA. Nyoni explained that the purpose to be ratified with the GSA was to use the facilities of the GSA Commons to organize meetings, run projects, and increase their presence on campus. The VP Student Affairs thanked Nyoni for coming to the meeting and explained that the GSA Council was the body who made the final decisions on the ratifications of social clubs, and that the GSA Executives only provided recommendations to Council on such matters.

The VP Student Affairs moved to recommend to Council the ratification of the Satellite Rotary Club. This motion was seconded by the VP External.

Motion carried.

Women in Chemistry

The VP Student Affairs introduced Khozeimeh to the executives, asking her to provide a brief description of the purpose of the Women in Chemistry social group and how it benefits graduate students. Khozeimeh explained that the Women in Chemistry club was open to everyone and not only to women. The idea was to support minorities which were underrepresented in science. She further stated that the main purpose of this social club was to provide professional development opportunities and an avenue for community support. The VP External asked why the club would seek to be ratified with the GSA only now, since they had existed since September 2017. Khozeimeh responded to that by saying that they had made a lot of progress now, and had become quite enlarged in capacity and needs, as opposed to when they first started with a few number of students usually in attendance.

The VP Student Affairs thanked Khozeimeh for coming to the meeting and explained that the GSA Council was the body who made the final decisions on the ratifications of social clubs, and that the GSA Executives only provided recommendations to Council on such matters.

The VP Student Affairs moved to recommend to Council the ratification of the Women in Chemistry social group. This motion was seconded by the VP External.

Motion carried.

ASHRAE (email correspondence February 24, 2019)

The VP Student Affairs indicated to the Executives that another social group, ASHRAE, had requested ratification. To ensure that this was not delayed to the March Council meeting, he provided context and requested a recommendation from the Executives via email, as this was a new social club and not a re-ratification.

He indicated that ASHRAE was an exclusively scientific and educational social club that was focused on the advancement of the sciences of heating, refrigerating and air-conditioning engineering and related sciences. The Executives unanimously agreed that this was within the

context of a social club and none had any concerns with regards to recommending to Council the ratification of ASHRAE as a social club.

10.3. Cheque remittance

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

BIRT that the following expenditures be authorized:

- Cheque 3917 on February 15, 2019 to Chip Bookkeeping Services Inc. RE: 2017 Year End preparation for audit bookkeeping services of \$1,845.27 Invoice #2915.

Motion to approve the above expenditures moved by the VP Finance and Operations and seconded by the President.

Motion carried.

10.4. CFS Prairie RISE

The President commented that the CFS Prairie RISE is a summit which engages people from across Canada. The dates of the summit are March 1st to 4th in Regina, and the GSA has the ability to send two representatives. Most of the Executives commented that they have other commitments during those days. The President will send emails to members of the diversity committee and to a few Indigenous graduate students to gauge interest. Unfortunately, all contacted individuals had commitments. At a later date, the VP External offered to attend, with another graduate student, from March 1st to 3rd, as he had to invigilate an exam on the 4th.

10.5. CFS National Graduate Caucus

The VP External expressed interest in attending the CFS National Graduate Caucus conference in Ottawa from March 15 - 17, 2019. The National Graduate Caucus is a separate caucus within the Canadian Federation of Students, uniting more than 60,000 graduate student members of the CFS.

Motion to approve the VP External to go to the CFS National Graduate Caucus conference moved by the VP Student Affairs and seconded by the VP Finance and Operations.

Motion carried*1 abstention (VP External)***5. Items for Information / Discussion*****5.1 Appreciative Inquiry***

The President thanked the Executives who attended the appreciative inquiry. The VP Student Affairs mentioned that it was good to focus on the student-supervisor relationship and discussing other resources to improve the agreement and the relationship. The VP External mentioned that most of the people who attended the appreciative inquiry were people who did not use the student-supervisor agreement; he expressed a common wish that more faculty members would be engaged. The President mentioned that she had a list of 30 faculty members, but in the end, most of them could not attend the meeting due to prior commitments. The President added that it was good that students came and that there was diversity, of both students and faculty, from different colleges.

5.2 Breakfast Initiative

The President contacted the Associate Director, Culinary and Residence Services to see what potential pricing might be available for providing breakfasts to 30 - 40 students for the Breakfast Initiative. The goal would be to use this as promotion to gain support from colleges / schools and offices and units on campus, as well as the community. The Breakfast initiative has been successful and students have appreciated the sense of community that it brings. The President commented that this initiative should be sustainable for the next Executives. The main idea is to get funding from the University so that there would be sponsors on different days. The food would be brought to the space in the future from culinary services so the GSA would only help in promoting the initiative and perhaps sponsoring one or two, depending on the availability of funds.

5.3 Tuition Consultation

The President mentioned that CGPS will host a tuition consultation on March 4th. The President emphasized the importance of us attending the tuition consultation and making sure to inform our graduate student peers across campus.

5.4 Graduate Student Research Conference

The VP Student Affairs mentioned that there will be keynote speakers for each of the sections of the Research Conference. He mentioned that there were 21 responses from the registration website. The VP Student Affairs encourages the Executives to invite their friends to attend the conference.

5.5 Gala update

The VP External provided an update on the GSA Gala. He mentioned that this year there wouldn't be an official DJ, since it represents a considerable investment and there are budgetary constraints. The VP Student Affairs asked whether we were allowed to play our own music with our own equipment. The President commented that the Office Manager could ask the Delta Bessborough since they have their own policies for these events. The VP External agreed to pursue this direction. The VP External commented that he had requested sponsorship from the various colleges and schools on campus and has received many positive responses so far.

5.6 STING Sponsorship

On January 22, 2019, the Associate Director of Innovation Enterprise, University of Saskatchewan, attended the GSA Council meeting to discuss a three-year funding proposal request. The proposal is intended to assist in the building of a new student engagement program on campus that is designed to grow entrepreneurial technology commercialization awareness among undergraduate and graduate students. The program has an associated budget of over \$1.7 million dollars over three years. The office is working on securing commitments from both the public and private sector off campus, and from colleges and other organizations on campus. The GSA was approached in the hopes of committing \$5000 a year, for three years, to support the initiative.

The Executives discussed this initiative thoroughly and while the program in itself is a great step to providing opportunities for students and Postdoctoral fellows, the following points were brought up;

- There were limitations to the STING program as it seems that students with a business background were more likely to succeed in obtaining positions;

- It wasn't clear as to how this would impact the graduate student population as a whole, especially when other students would not be able to partake in the learning and training opportunities that would be provided.

Based on the above, the limited budget of the GSA, and input from Council members, the Executive committee does not recommend providing sponsorship to this initiative at this time

6. Other Business

7. Confidential Session

8. In Camera Session

9. Adjournment of Meeting

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 6:22 PM.



University of Saskatchewan - Graduate Students' Association

Executive Meeting Minutes

February 28, 2019

Present: Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External)

Regrets:

11. Call to Order / Opening Remarks

The President called the meeting to order at 5:18 PM.

12. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated. The VP External wished to add an update for the GSA Gala as item for information.

Motion to approve the agenda as circulated and amended moved by the VP Finance and Operations and seconded by the VP Student Affairs.

Motion carried.

13. Approval of the February 14, 2019 Executive Meeting Minutes

The President asked whether there were any further amendments to the February 14, 2019 Executive Meeting Minutes.

Motion to approve the February 14, 2019 Executive Meeting Minutes moved by the VP External and seconded by the VP Student Affairs.

Motion carried.

14. Items for Action

14.1. *Funding Request from SPHSA*

The VP Finance and Operations indicated that he had received a funding request from the School of Public Health Students' Association with a thorough description and budget of the event; "Meet Me by the Water Pump". The President welcomed Fonseca, Ezekwesili, and Best to the Executive meeting and asked them to provide a brief description of the event. Fonseca indicated this year the SPHSA is hosting the event "Meet Me by the Water Pump" as an end of year meeting. The dinner will take place in St. Thomas Moore as buffet style dinner catered by Choices. The event will have activities and games for all attendees, including students, faculty, staff, and guests. A cash bar, DJ, and photo booth will also be at the event. Best mentioned that last year they had only 2 events, Snowball for the first year students and Gradball for the second year students. This year they want to involve everyone in an informal-formal dinner, and the theme will be related to water pumps. She explained the main objective is to connect to one another, bring everyone together, and exchange experiences and advice for first year students.

The GSA President asked how many students will be expected to attend this event? Best mentioned due to their conservative budget they are hoping to host 50 guests including first- and second-year students, PhD candidates, and faculty and staff. The VP Student Affairs asked if the printing cost is for posters? Fonseca replied this budgeted cost is for the tickets. Best added that the advertising of the event is through social media. The VP Finance and Operations asked if they are planning to contact other sponsors? Best answered that because it is a social grad event, they do not think it is necessary to contact other associations for funding besides faculty have already contributed to the cause.

The GSA President asked the guests to explain a little bit more about the educational component of the event? Best commented that faculty has been invited and confirmed their participation to the event, contributing to the network and mentorship of the first-year students. Additionally, second year students will share their experience to the new students to succeed in their academic career. Fonseca emphasized the importance of the event because there is a lack of communication

between first- and second-year students. The VP External asked whether the event will be opened to the public? Best mentioned that the event will be private since the main purpose is to strengthen the communication among students of the School of Public Health and provide a networking opportunity with their Faculty.

The President thanked Fonseca, Ezekwesili, and Best for attending the meeting and mentioned that when the GSA sponsors an event, the GSA logo is expected to appear on the posters and/or an announcement should be made at the event. Fonseca, Ezekwesili, and Best agreed to include the GSA logo on future posters and advertising material. The President indicated that the decision was based on the budget and not on the event. The President thanked Fonseca, Ezekwesili, and Best for providing the proposal and attending the Executive meeting to provide further information.

The VP Student Affairs moved to approve funding in the amount of \$250 to the SPHSA for the "Meet Me by the Water Pump" event. This motion was seconded by the VP Finance and Operations.

Motion carried.

14.2. Working Groups.

The President mentioned that she had received correspondence from the Vice-President Research regarding a Working Group that focuses on enhancing opportunities for undergraduate and graduate students to engage with industry and community in general. This was a concept that the GSA has been pushing for the past few year and involved a meeting with the Provost, Vice-President Research, Vice-Provost Teaching and Learning and Student Experience and the Dean, College of Graduate and Postdoctoral Studies in January 2019. The President asked the Executives if one of them would like to participate on this working group. The VP Student Affairs expressed interest to participate on this initiative since he has experience connecting students with industry.

Motion to approve Edgar Martinez-Soberanes to sit on this working group. Motion moved by the VP External and seconded by the President.

Motion carried.

1 abstention (VP Student Affairs)

14.3. Cheque remittance

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

- Cheque 3529 on February 25, 2019 to Love & Lace RE: Gala expenses of \$1,136.25.

Motion to approve the above expenditure moved by the VP Finance and Operations and seconded by the President.

Motion carried.

5. Items for Information / Discussion

5.1 Rehash Research Graduate Conference

The VP Student Affairs commented that the Graduate Student Research Conference held at the GSA went well. Unfortunately, 5 out of the 20 presenters canceled in the last minute. Nevertheless, the event went well because the period for questions and answers filled those gaps in the schedule and more time was given to keynote speakers. The amount of food purchased was enough for the number of students who participated. The keynote speakers' presentations went well and there was a reasonable audience during their presentations. More participation of the graduate community will be sought for future events.

The VP External suggested to organize and include a panel who can provide feedback to the presenters so they can work on areas of improvement next year. The President suggested engaging students with awards for the best speakers for each section; gift cards, certificates and other sorts of recognition might be considered.

5.2 Update 3MT

The VP Student Affairs commented that the 3MT competition will be a one-day event which includes presentations from students across campus conducting thesis based research. There will be appreciation gifts provided for the judges. The President mentioned that she liked how the VP Student Affairs advertised the 3MT competition at the end of the Graduate Student Research Conference and emphasizing the prizes seems to catch the attention of students. The VP Student

Affairs commented that he has been contacted by the Western School of Veterinary Medicine who would like to advertise the 3MT competition in the college.

5.3 Update Gala

The VP External mentioned the Delta indicated that we are allowed to bring our own audio system for the Gala, which also includes the speakers. The President asked the VP Student Affairs if he knows of a DJ who would accept tickets for the Gala, or a small honorarium in return for acting as the DJ. The VP Student Affairs commented that he will try to contact a DJ and confirm this. The VP External suggested that it would be nice if the DJ can go to the Delta, check the space and verify what he will need to bring.

5.4 Update GSA Bursaries

The VP Finance and Operations commented the Winter Bursary Applications Deadline for Submission is on March 1, 2019 at 5:00 PM. He indicated that a considerable number of applications have been submitted and normally the number doubles in the last day. He will organize the meeting with the GSA Bursary Selection Committee members, and they will review and select the beneficiaries who will be notified by March 15, 2019.

6. Other Business

The VP External indicated that the Diversity Committee will be hosting an event on March 4, 2019. The hopes of this event is to promote diversity and inclusion both in the University environment and within the community. There will be speakers from different backgrounds who will share the importance of diversity and inclusion in their space.

7. Confidential Session

8. In Camera Session

9. Adjournment of Meeting

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 6:20 PM.



University of Saskatchewan Graduate Students' Association
President Report – March 2019 GSA Council Meeting

The Graduate Student Research Conference hosted on February 27 - 28 saw a diversity of research projects presented from across campus. The engagement and level of attentiveness of those present was remarkable. I look forward to the 3MT Competition, on March 27, as it will be another opportunity to discover the diverse research that our graduate students partake in. We will then have the opportunity to celebrate our graduate students at the Awards Gala on April 6. In this report, I will focus on the following;

(1) Graduate Student Tuition Rates

Following Board approval, graduate students will be made aware of the new tuition rates for the 2019-2020 academic year. We have been very diligent in ensuring that the Provost and Dean, CGPS is aware of the concerns that graduate students have raised, specifically;

- There needs to be better open communication and dialogue between graduate students and their Colleges / Schools;
- Any increase in tuition must be aligned with graduate student funding packages;
- There needs to be better clarity and meaningful engagement with regards to the five principles of the tuition setting process.

We hope that there is an understanding that any increase in tuition evokes on our graduate students to further financial stress.

(2) GSA Commons Lease

We are happy to report that we have signed a new Lease with the University for the Emmanuel and St. Chad space. This new Lease is for an initial period of 5 years, with the option of extending for another 5 years, pursuant to the conditions outlined in the Lease.

I look forward to seeing our Council Members at the Annual General Meeting on April 16, 2019.

Naheda Sahtout

President, Graduate Students' Association

**Monthly Report from the VP Finance and Operations
March 2019 GSA Council Meeting**

Good Evening GSA members,

I am pleased to provide you with this report on my activities as the current Vice-President Finance and Operations.

I would like to thank the Office Manager and the GSA President who have done an extraordinary effort during the past months, for all their assistance in ensuring the GSA operates in an effective, transparent, and sustainable fashion.

1. 2019 GSA Winter Bursary

This term we received 88 applications for the 2019 GSA Winter Bursary. The GSA Bursary Selection Committee met on March 15 to review the applications and select the recipients who were contacted by March 16, 2019.

2. Supporting ratified social clubs

- a) School of Public Health Students' Association – Meet me by the water pump event.
- b) College of Pharmacy and Nutrition Graduate Student Council – various events.
- c) SHRAE Social Club - Steam Systems Workshop.

3. Budget

This report is complimented by the GSA FY 19/20 Operational Budget that was reviewed by the Budget and Finance Committee on March 11 and the Board on March 14.

Please feel free 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.

Other meetings:

Date	Meeting
March 1, 2019	Governance Committee
March 7, 2019	RSAW Committee
March 11, 2019	Budget and Finance Committee
March 13, 2019	Governance Committee
March 14, 2019	Executive meeting
March 14, 2019	Board meeting
March 15, 2019	GSA Bursary Selection Committee
March 15, 2019	Governance Committee

Sincerely,

Jesus Corona-Gomez

Vice-President Finance and Operations.
Graduate Students' Association



Graduate Students' Association
University of Saskatchewan

1337 College Drive, Saskatoon SK S7N 0W6
Phone: (306) 966-8471 Fax: (306) 966-8598
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March 2019

RE: VP External's Report to Council

Dear Council Members,

Please find below my February report to council:

1) **GSA Guppies**

Of the 7 games we have played in Futsal, we have won 5 games, lost 1 game, and tied 1 game so far. Our basketball and volleyball teams are also representing us well in their attendance to their games.

2) **GSA Diversity Event**

On March 4th, 5:00 PM – 7:00 PM, we had a diversity event tagged, Diversity + Inclusion = Unity, which brought together speakers from different backgrounds and walks of life who shared the importance of diversity and inclusion in their spheres. There was a variety of dishes from a few different cultures, and there were over 40 people in attendance, with numerous positive feedbacks.

3) **GSA Sustainability Event**

The Sustainability committee is planning to host an event. Details of the event will come through as they unfold.

4) **GSA Gala/Awards Night**

Preparations are still ongoing, and we have been receiving positive responses to our sponsorship requests. Quite a number of people have already confirmed their attendance, including senior administration and government officials. We expect to receive more RSVPs as the day draws near.

5) **Meetings**

The following is an updated list of meetings/events I attended in February/March.

Date	Activity
February 27	GSA Research Conference
February 27	Interdisciplinary Committee
February 28	GSA Research Conference
February 28	GSA Executive Meeting
March 1-3	CFS Prairie Racialized and Indigenous Students' Experience (RISE)
March 4	Tuition Consultation
March 4	Diversity + Inclusion = Unity
March 12	GSA Election Orientation/Information Session
March 13	Governance Committee
March 14	GSA Executive Meeting
March 15-18	CFS National Graduate Caucus (NGC)
March 19	GSA Council Meeting

University of Saskatchewan Graduate Students' Association Inc. FY2019-2020 Operating Budget Notes

ACCRUED REVENUE

12225 UPASS.

This budget line refers to the amount of UPASS fees collected by the University from graduate students, and those collected from non-grad members. The amount remitted to Saskatoon Transit is deducted from this amount. Any remaining amount is transferred to the UPASS Administration Fee (Revenue line 41301) so that this budget line remains at zero (0) at the end of the fiscal year.

12226 Health and Dental.

This budget line refers to the amount of Health and Dental fees collected by the University from graduate students. The amount remitted to StudentCare is deducted from this amount. Any remaining amount is transferred to the Health and Dental Reserve fund so that this budget line remains at zero (0) at the end of the fiscal year.

12227 CFS.

This budget line refers to the amount of CFS fees collected by the University from graduate students. The amount collected by the University is remitted to CFS by the GSA and therefore this budget line returns to zero (0) at the end of the fiscal year.

FEE-BASED REVENUE

41200 GSA Membership Fees (grad).

This budget line represents the totality of membership fees collected from graduate students. These fees are collected by the University and remitted to the GSA in three installments (usually October, February and May). This value is based on 3100 graduate students (the approximate number of graduate students as determined from the fall 2018 membership fees collected). This value also takes into account a 4.9 % increase in the GSA membership fees (from \$70.64 / year to \$74.12 / year) that is required to accommodate a new initiative and an audio / computer upgrade. The amount displayed is after the 1 % administration fee charged by the University is deducted.

Note: Potential alteration to budgeted amount may become necessary if a separate Indigenous Students' Union becomes operational and some GSA members wish to leave the GSA to join this new Union.

46500 GSA Membership Fees (non-grad).

This budget line represents the totality of membership fees collected from non -graduate students (usually Postdoctoral Fellows) who join the GSA. While there is an increase in the

GSA membership fee (from \$70.64 / year to \$74.12 / year), PDF's now have a collective bargaining agreement with the University; therefore, there is expected to be a decrease in the number of PDF's that purchase membership in order to access the Health and Dental plan. The number of PDF's purchasing membership to access the UPASS should remain relatively stable (at approximately 80 PDF's / term).

41301 UPASS Administration Fees.

This budget line represents the administration fee of \$3.00 that the GSA collects per UPASS fee assessed, based on the agreement with Saskatoon Transit. The value in this budget line is what remains after deducting the 1 % University administration charge from each UPASS fee collected from graduate students. The GSA receives an administration fee of approximately \$1.8 per each UPASS fee collected, which goes to covering USSU-UPASS administration costs (Expense line 51301). This line is based on having approximately 2700 UPASS fees collected and 80 PDF's / term purchase the UPASS (based on fall 2018 numbers).

FUNDRAISING / SALES BASED REVENUE

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. 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. There is a slight increase to the current revenue target. It has been shown that strong and diverse sales are possible if sales begin early.

43801 Orientation Fundraising/Support.

This budget line represents fundraising contributions and donations for the GSA's Orientation (fall and winter) events. This is a flow-through budget line. Any and all money raised will be used to supplement funding for the events. Fundraising will be required if it is suspected that the cost of the events will be greater than what is already budgeted in Expense line 53302 and 53303. Expense line 53302 also includes the September social costs and Expense line 53303 also includes the January social costs.

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 (Expense Line 53301).

48303 Sustainability/Diversity Fundraising/Support.

This budget line represents fundraising contributions and donations for any GSA Sustainability or Diversity Initiatives (previously only referred to Sustainability Initiatives). This is a flow-through budget line. Any and all money raised will be used to supplement funding for any Sustainability / Diversity Initiative. These initiatives are organized by the GSA Sustainability and / or GSA Diversity Committees and should be held at the GSA Commons. Fundraising will be required if it is suspected that the cost of the events will be greater than what is already budgeted in Expense line 53307

43804 Awards Gala Fundraising/Support.

This is a flow-through budget line. Any and all money raised for this is utilized for the Awards Gala to supplement Expenditure Line 53300.

43805 Health Chats Fundraising/Support.

This budget line represents fundraising contributions and donations for GSA Health Chat events. This is a flow-through budget line. Any and all money raised will be used to supplement funding for these Health Chats. The GSA Health Chats are events / initiatives geared towards activities that improve the mental, physical and emotional well-being of graduate students. Fundraising will be required if it is suspected that the cost of the events will be greater than which is already budgeted in Expense line 53305.

43806 Social Event Revenues.

This is a flow-through budget line. Any and all money raised from alcohol sales, during socials, will be used to support subsequent social events (Expense line 53306) in perpetuity throughout the fiscal 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 (Expense 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 not fit 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 is offered by the Office Manager throughout the year and has been very successful, hence the expected increase in revenue.

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. This is anticipated to be finished by the 2021-2022 fiscal year.

46903 Health and Dental 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 to support the activities of the GSA.

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. This is a flow through item.

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. There is an increase in this amount in order to ensure that more students receive bursary support, based on the trend of more and more deserving applicants. CGPS has historically contributed an equal amount to what the GSA budgets. Beginning in the 2018-2019 fiscal year, the GSA is responsible for issuing all cheques and CGPS will remit its contributions directly to the GSA (which is to be deposited in Revenue line 43800).

51551 U of S Travel Award Contribution.

This budget line refers to the GSA's contribution to the University's Travel Award which is administered by ISSAC. This amount is reserved for and accessible only to GSA members but is administered via ISSAC. There is a suggested increase to this line based on high demand and the 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 the U of S Financial Services Division. This amount is set aside and accessible only to GSA members. There is a suggested increase to this line based on the 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 / academic council events as per the GSA Policies. There is no suggested increase in this amount.

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. There is a 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.

52301 Office Electronic Equipment, Software, and Batteries.

This budget line is designated for the purchase of any office electronic equipment, software, and batteries.

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 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.

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, Repair and Maintenance.

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. This budget line will now accommodate upgrades to the system, as they are now reaching ten (10) years of age as well as new office computers. This is for a five (5) year commitment and will be budgeted for the 2019/2020, 2020/2021, 2021/2022, 2022/2023 and 2023/2024 fiscal years.

GSA ADVERTISING AND COMMUNICATIONS**52330 Expenses for Digital and Print Ads/Communication.**

This is a budget line to cover the costs of advertising for the GSA and GSA events. There is a suggested decrease based on the trend.

INSURANCE**52400 GSA Liability Insurance.**

This budget line refers to the GSA's Commons Liability Insurance. Based on potential new capital purchases, suggest this to stay the same, even though actual costs may be less.

52401 GSA D&O Insurance.

This budget lines refers to the GSA's Directors and Officers Insurance coverage.

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 expected lack of use. 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 be spent but it is good to have available.

52604 Financial Auditing.

This budget line is designated to pay for any needed annual audits. Suggested amount based on market rates, on completion of historical audits and to provide extra leeway in case of extra work completed by the auditors.

52650 Bookkeeping.

This budget line refers to the costs of the GSA bookkeeping services. Suggested increase is based on the current monthly rate of the Bookkeeper and also because the Bookkeeper takes on the task of preparing T4's, T4A's and the working papers for the audits.

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. Suggested increase in this budget line to reflect the expected and actual amount of work done by GSA Executives.

52702 VP External Honorarium; 52703 VP Operations and Finance; 52704 VP Student Affairs Honorarium; 52705 Indigenous Liaison 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 increase in this budget line to reflect the expected and actual amount of work done by GSA Executives.

52707 Chairperson / CEO Honorarium.

This budget line refers to the yearly honorarium received by the GSA's Council Chairperson. The Chairperson shall receive this honorarium on a monthly basis during their time in this position.

52708 Election and Referenda Expenses.

This budget line has now changed to Election and Referenda Expenses (was previously CEO / Election Expenses). It is reserved for the costs of Executive Elections and any referenda costs (poster printing, election forum). 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, based on the number of hours worked and the hourly graduate student rate. Suggested amount calculated based on twelve meetings per year at four hours total time. The large number of hours allows for leeway in case of emergency or extra meetings.

21501 CPP Employer Contribution.

This amount refers to the CPP employer contribution that would take effect after \$3500 is earned (per calendar year) for each of the Executives.

52800 Office Staff and Coordinator Salaries.

This budget line presents the totality of salaries paid to GSA Staff and Commons Coordinators and includes the incentives the Office Manager receives as per the contract (Health and Dental and parking).

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, in which the plans for the year are discussed. 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. This budget line can also be used for Executive meetings, should it be required.

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, Plaque Updates and Name Tags.

This budget line is used to provide professional name tags and business cards for each GSA Executive. This budget line shall also be used to update the plaques.

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, such as those hosted by CFS and ThinkGrad. This budget line can also be used to hold a GSA conference in which Office staff and Executives may wish to come together and discuss the development, governance and sustainability of the Association for future years.

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 and Conflict Resolution and Advocacy.

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 Liaison Discretionary Fund.

These lines are 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.

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.

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 current expenses and trends, suggest this line to remain as is.

52905 Town Hall Food and Beverage

This budget line funds any necessary food and beverages from GSA town hall 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, attendance and participation in meetings of the academic year. These funds shall be determined after the August Council meeting and shall be made available prior to the September Council meeting.

GSA EVENTS

53300 GSA Awards Gala.

This budget line represents the expenditures and costs related to the GSA's Annual Awards Gala and flows directly from revenue lines: 43804 and 44104. The suggested amount provides a cushion based on the trend of difficulty in obtaining funding.

53301 GSA 3MT and Conference.

This budget line represents the expenditures and costs related to the GSA's 3MT and Graduate Student Research Conference and flows directly from revenue line: 43802.

53302 GSA Fall Orientation.

This budget line represents the costs and expenditures related to the GSA Fall Orientation and September social events. Any revenue raised from budget line 43801 can be used to supplement any extra costs associated with these two events. Suggested total expenditure based on previous years.

53303 GSA Winter Orientation.

This budget line represents the expenses related to GSA's Winter Orientation and January social events. Any revenue raised from budget line 43801 can be used to supplement any extra costs associated with these two events

53304 GSA Campus Rec./Intramural Sports.

This budget line is designated for the registration of various GSA Guppies campus rec./intramural sports teams over the three terms.

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 will be used to supplement any extra costs associated with these events. Suggested decrease in expenditure as there is significant attempts at making these sustainable by utilizing available resources and minimizing their costs.

53306 GSA Social Events.

This budget line represents the expenditures and costs related to GSA social events, other than the September and January social. All sales raised (Revenue line 43805) will be used to support expenses.

53307 GSA Sustainability/Diversity Initiative

This budget line represents the costs and expenditures related to any GSA Sustainability/Diversity events and initiatives. All revenue raised from budget line 43803 will be used to supplement any extra costs associated with these events. Previously, this budget line only encompassed Sustainability events; however, the increase is meant to accommodate both Sustainability and Diversity events/initiatives.

53308 GSA Workshops/Initiatives

This budget line represents the expenditures and costs related to any GSA workshops or other initiatives, such as the Tax Clinic. There is a slight increase as there is a hope that many more initiatives/workshops are held as well as any support directed to the Breakfast Initiative. Should the Sustainability/Diversity Committees require a budget more than what was allocated in 53307, due to the organization of multiple events/initiatives, this budget line can be used to accommodate for this.

53309 New Initiatives

In the fall 2019, a Conflict Engagement and Management: Advocacy and Problem-Solving Skills for Student Leaders workshop will be held. This will be available for the Executives; however, there will be space available for interested Councilors. This workshop will be held on September 28 and 29, 2019 from 9 AM to 5 PM and participants will pay a minimal fee of \$25, which will be used for the purchase of food during the workshop. The budgeted amount will help cover the cost of the session. The total cost of the session will be covered between the GSA, USSU, Office of the University Secretary and Office of the Vice-Provost Teaching Learning and Student Experience.

GSA OPERATING COSTS**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.

52000 ThinkGRAD Membership Fees

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

52810 WCB Expenses

This budget line refers to the amounts paid to the Workers Compensation Board as required by law.

52811 ISC and Incorporation Costs

This budget line refers to the amounts paid to the Information Services Corporation as required per law for corporate registration and renewal.

52340 GSA Handbook Expenses

This budget line refers to the expenses of printing/distributing the GSA handbook.

55130 Leasehold Annual Charges

This line refers to the licensing cost for the GSA to occupy the 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.

61000 Miscellaneous Expenses

This budget line represents miscellaneous small, non-recurring expenses where there is no other appropriate budget line. 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.

		2017-2018 Budgeted	2018-2019 Budgeted	2019-2020 Budgeted
	ACCRUED REVENUE			
12225	UPASS	0.00	0.00	0.00
12226	Health and Dental	0.00	0.00	0.00
12227	CFS Membership	0.00	0.00	0.00
	FEE-BASED REVENUE			
41200	GSA Membership Fees (grad)	215,000.00	210,000.00	227,000.00
46500	GSA Membership Fees (non-grad)	-	8,000.00	6,000.00
41301	UPASS Administration Fees	11,000.00	11,500.00	10,000.00
	FUNDRAISING/SALES BASED			
46100	GSA Commons Rental	13,000.00	13,000.00	10,000.00
46200	GSA/CFS Handbook Advertisement Sales	700.00	800.00	1,000.00
43801	Orientation Fundraising/Support	**1,500.00	**1,500.00	**FT
43802	3MT and Conference Fundraising/Support	**FT	**FT	**FT
43803	Sustainability/Diversity Fundraising/Support	**FT	**500.00	**FT
43804	Awards Gala Fundraising/Support	**FT	**FT	**FT
43805	Health Chats Fundraising/Support	**500.00	**500.00	**FT
43806	Social Event Revenues	**FT	**500.00	**FT
44104	Awards Gala Ticket Sales	**FT	**FT	**FT
	OTHER REVENUES			
46900	Miscellaneous Revenues	0.00	0.00	0.00
46901	Notary Services	100.00	100.00	500.00

46902	U of S Cold Beverage Agreement	6,000.00	4,000.00	4,000.00
46903	Health and Dental Continuum Revenues	0.00	250.00	250.00
43800	Cash Donations/Contributions	15,000.00	-	-
	Total	<i>262,800.00</i>	<i>250,650.00</i>	<i>258,750.00</i>

		2017-2018 Budgeted	2018-2019 Budgeted	2019-2020 Budgeted
	GSA STUDENT SUPPORT			
51500	GSA Bursary Expenses	22,000.00	25,000.00	28,000.00
51551	U of S Travel Award Contribution	7,000.00	8,000.00	8,250.00
51552	U of S Crisis Aid Program Contribution	5,000.00	7,000.00	7,250.00
51610	Ratified Student Club/Group Funding	5,000.00	5,500.00	5,500.00
	BANKING, DEBIT, AND CREDIT FEES AND CHARGES			
52200	Banking and Credit Fees and Charges	1,100.00	1,250.00	2,400.00
	GSA OFFICE OPERATIONS AND EXPENSES			
52300	Office Stationary and Supplies	1,300.00	350.00	350.00
52301	Office Electronic Equipment, Software, and Batteries	800.00	250.00	250.00
52303	Printer Toner/Cartridges	-	800.00	800.00
52310	Postage, Courier, and Freight	300.00	350.00	350.00
	GSA COMMONS OPERATIONS AND EXPENSES			
52320	Commons Supplies		500.00	500.00
52321	Coffee/Tea Bar Supplies and Expenses	1,500.00	1,500.00	1,500.00
52322	Commons Renewal, Repair and Maintenance	1,500.00	1,500.00	1,500.00
52325	Commons Special Upgrades (A/V System) - (a 5 year commitment till 2023/2024)	5,000.00	-	4,000.00
52326	Commons Special Upgrades (Chairs/Tables)	-	2,000.00	-

	GSA ADVERTISING AND COMMUNICATIONS			
52330	Expenses for Digital and Print Ads/Communication	-	350.00	100.00
	INSURANCE			
52400	GSA Liability Insurance	4,500.00	4,600.00	4,600.00
52401	GSA D&O Insurance	2,400.00	1,200.00	1,200.00
	TELEPHONE, FAX, AND INTERNET/ICT COSTS			
52500	Telephone, Facsimile, Telecommunications Costs	2,000.00	2,000.00	2,000.00
52550	IT/ICT Technical Support	250.00	250.00	250.00
	PROFESSIONAL FEES AND EXPENSES			
52601	Legal Expenses	25,000.00	6,000.00	5,000.00
52603	Internal Auditing/Consulting		1,000.00	1,000.00
52604	Financial Auditing	14,000.00	14,000.00	10,000.00
52650	Bookkeeping	6,000.00	7,000.00	10,000.00
	STAFF SALARIES AND EXECUTIVE HONORARIA			
52701	President Honorarium	7,000.00	7,000.00	7,100.00
52702	VP External Honorarium	6,400.00	6,566.00	6,600.00
52703	VP Operations and Finance	6,400.00	6,566.00	6,600.00
52704	VP Student Affairs Honorarium	6,400.00	6,566.00	6,600.00
52705	Indigenous Liason Honorarium	6,400.00	6,566.00	6,600.00
52707	Chairperson / CEO Honorarium	800.00	1,000.00	1,500.00
52708	Election and Referenda Expenses	1,250.00	1,250.00	500.00
52709	Recording Secretary Honorarium	1,000.00	1,250.00	1,000.00
21501	CPP Employer Contribution	-	-	500.00
52800	Office Staff and Coordinator Salaries	70,000.00	70,000.00	70,000.00
	GSA EXECUTIVE OPERATIONS			

52900	Executive Meeting and Retreat Expenses	250.00	250.00	250.00
52910	Executive Meetings with External Delegates/Guests	-	350.00	350.00
52333	Executive Business Cards, Pictures, Plaque Updates and Name Tags	250.00	275.00	275.00
52920	Executive Travel	4,000.00	4,500.00	4,500.00
52930	Executive Training and Professional Development	-	500.00	500.00
62701	President's Discretionary Fund	400.00	500.00	500.00
62702	VP External Discretionary Fund	400.00	400.00	400.00
62703	VP Operations and Finance Discretionary Fund	400.00	400.00	400.00
62704	VP Student Affairs Discretionary Fund	400.00	400.00	400.00
62705	Indigenous Liason Discretionary Fund	400.00	400.00	400.00
	GSA ACADEMIC COUNCIL OPERATIONS			
52903	Academic Council Food and Beverage	3,000.00	3,000.00	3,000.00
52904	GSA Committees Food and Beverage	1,000.00	1,000.00	1,000.00
52905	Town Hall Food and Beverage	0.00	500.00	500.00
51600	Academic Council Funding	5,000.00	5,000.00	5,000.00
	GSA EVENTS			
53300	GSA Awards Gala	**FT	**FT	3,000.00
53301	GSA 3MT and Conference	**FT	**FT	**FT
53302	GSA Fall Orientation	7,000.00	7,000.00	6,500.00
53303	GSA Winter Orientation	800.00	800.00	800.00
53304	GSA Campus Rec./Intramural Sports	600.00	300.00	300.00
53305	GSA Health Chats	500.00	600.00	500.00
53306	GSA Social Events	500.00	500.00	500.00
53307	GSA Sustainability/Diversity Initiative	-	600.00	800.00
53308	GSA Workshops/Initiatives	500.00	950.00	1,000.00

53309	GSA New Initiatives	435.00	-	1,000.00
	GSA OPERATING COSTS			
51301	UPASS USSU Administration Fees	11,000.00	10,000.00	10,000.00
52000	ThinkGRAD Membership Fees	-	800.00	800.00
52810	WCB Expenses	250.00	200.00	200.00
52811	ISC and Incorporation Costs	50.00	50.00	50.00
52340	GSA Handbook Expenses	5,000.00	4,000.00	4,000.00
55130	Leasehold Annual Charges	15.00	15.00	15.00
61000	Miscellaneous Expenses	0.00	0.00	0.00
61001	Financial and Legal Contingency Fund Contribution	10,000.00	10,000.00	10,000.00
	Total	<i>262,450.00</i>	<i>250,454.00</i>	<i>258,740.00</i>

Graduate Saskatoon Transit UPASS Fee:

WHEREAS the UPASS is available in the fall and winter terms.

WHEREAS our agreement with Saskatoon Transit indicates that the increase in price of the UPASS is correlated to the Saskatoon January CPI.

WHEREAS according to the Saskatchewan Bureau of Statistics, the Saskatoon January 2019 CPI has been determined at 0.8 %.

WHEREAS the increase in fee for the UPASS must account for the Saskatoon January CPI (0.8 %) and a \$ 3.00 administration fee, which will be used to cover the 1 % University administration charges as well as the USSU charges for administering the UPASS to GSA members.

WHEREAS our current UPASS fee is \$111.01, of which \$108.01 is remitted to Saskatoon Transit.

WHEREAS the added 0.8 % makes the new fee remitted to Saskatoon transit as \$108.87. The added administration fee makes the new UPASS fee as \$111.87.

By recommendation from the Board, and in keeping with our agreement with Saskatoon Transit;

BE IT RESOLVED that the new UPASS fee increase from \$111.01 to \$111.87 for the 2019 - 2020 academic year, so as to account for the Saskatoon January CPI.

Motion moved by Jesus Corona Gomez and seconded by Naheda Sahtout.

Motion to support CUPE 1975
(GSA Member: David Bennett)

WHEREAS the members of CUPE 1975 provide a vital service to the University and its graduate student members including working as technicians, animal attendants, caretakers and facilities maintenance staff, tradespeople, library assistants, culinary staff, and peace officers, amongst others

WHEREAS the workers of CUPE 1975 have been engaged in collective bargaining for a contract since 2015

BIRT the Graduate Students' Association express its solidarity with the workers of CUPE 1975 as they attempt to reach a fair deal