



Graduate Students' Association

***We acknowledge that we live and work on Treaty 6 Territory and the homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.***

GSA Executives Meetings on June 2 and 13, 2025

**Time:** 5:00 PM to 7:00 PM

**Attendance:** Lindsay Carlson, Mandela Alema, Biraj Saha

**Guests:**

**All executives approved all of these actions.**

## **Vice-President Finance and Operations**

### **1. June 18 Meeting Format**

The Executive Board decided that the June 18 meeting will be held **virtually**.

### **2. Newsletter Distribution**

The Board finalized the newsletter to be distributed this week.

### **3. Response to CFS**

Reminder to reply to Rukky from CFS by the end of the day tomorrow regarding a meeting to get incoming GSA Executives oriented to CFS mission/activities.

### **4. Handbook Decision**

Previously, the handbook/planner has not been a popular item with students as evidenced by large stockpiles of old planners found in GSA Commons during this spring's cleaning. A decision regarding whether to purchase handbooks this year must be made by June 13 (Biraj's responsibility). Lindsay will ask CFS if they can provide other, less-paper intensive, more useful/fun formats such as a smaller desktop calendar. If unavailable, options such as XL Print and Design will be explored.

### **5. Executive Office Conversion**

The Board discussed converting the executive office into a conference room with Zoom room setup. Estimated cost is **\$7,500**, half of which came from USask Facilities "labor" to install new cables and mount the screen to the wall. The estimate was **\$3,500** over budget, which was based on the equipment cost. Mandela recommended a movable setup to reduce installation costs. The Board agreed to find a way to accommodate this in the budget, noting the need for group Zoom conference capability in the GSA

Commons. Lindsay sought a new estimate with a cart-based set-up, which met budgetary requirements. The board approved, and an order was placed in July with anticipated installation in late August.

6. **BBQ Situation**

Update provided regarding BBQ storage and use following USask's demolition of the GSA shed with no notice.

7. **Event Survey**

New staff at Student Finance offered to help us put on financial literacy events, and wanted to know what types of topics were most useful. Lindsay proposed setting up a survey to gauge interest on those topics, as well as other types of events, and suggested that we provide \$100 in grocery gift cards as an incentive to participate. All approved, and other executives made some suggestions on other event types to inquire about, and suggested inclusion of an "other feedback" field.

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## **Onboarding**

1. **Transition Feedback**

Outgoing and incoming executives should contribute to an onboarding/transition document for future executives. If unsure about duties, reach out to predecessors or Lindsay/David.

2. **Training**

Mandela inquired about HR-type training for executives. David recommended contacting Kenisha from CGPS. Mental Health First Aid training should also be completed annually.

3. **Expectations & Responsibilities**

- Expectations on speed of response to student inquiries/requests from other executives
- New process for executive travel reimbursements

4. **Alumo Graduate Stakeholder Meeting Recap**

- **Rationale for Rebranding:** To create a more inclusive brand identity.
- **Discussion Topics:** Insurance trends, student needs (e.g., fertility care, optical, physiotherapy), and the new Student Impact Grant Program.

## **5. Communication & External Relations**

- Outgoing executives remain available for contact.
- Ensure access and familiarity with: Google Docs, Outlook, WhatsApp, Zoom, Google Meet.

## **6. Report Writing**

Executives must present a report at each council meeting; track meeting attendance and relevant activities.

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## **Other Business**

### **1. Faculty Council Representation**

Since there is no VP Indigenous this year, the Board discussed which other executive should attend Faculty Council meetings. The decision was that VP Student Affairs' portfolio would be best suited.

### **2. External Meetings**

- Meeting with USSU Executives to be scheduled for June 16–27.
- Meeting with Sask Transit to be scheduled for June 16–27.

### **3. Nametags & Business Cards**

Lindsay will ask Brenna to order name tags for all executives once the President is elected. The Board discussed possibly forgoing individual business cards in favor of a shared card with all executive information.

## **Vice-President Academic and Student Affairs**

This was the first meeting for the newly elected Vice-President Academic and Student Affairs. They shared their background and relevant prior experiences and discussed plans for the term ahead. Their focus will be on academic matters, including supporting graduate students' academic success, fostering constructive relationships with faculty and administration, and enhancing access to academic resources and opportunities.

## **Vice-President of External Affairs**

This was the first meeting for the newly elected Vice-President of External Affairs. He shared his previous experience and outlined key priorities for the upcoming term, focusing on strengthening the GSA's social engagement. His future plans include:

1. Increasing the GSA's visibility through regular and engaging social media content.
2. Expanding online interaction with graduate students via polls, Q&A sessions, and live updates.
3. Promoting GSA events more effectively to boost attendance and participation.
4. Building partnerships with campus and community organizations to enhance outreach.
5. Showcasing graduate student achievements to foster a sense of pride and community.