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## Council Meeting Agenda

### September 23<sup>rd</sup>, 2019 4:45-6:00 pm

### 402 Brodie

- 1) Call to Order
  - a. Start at 4:47
- 2) Approval of minutes
  - a. April 15, 2019 1. Javad 2. Sanjana
  - b. May 21, 2019 1. Javad 2. Jasmine
- 3) Approval of agenda 1. Javad 2. Roma
- 4) Business arising from minutes
- 5) New business
  - a. Introduction of executives
  - b. Introduction of new council members
  - c. Council documents
    - i. Code of conduct – needs to be submitted
    - ii. Nomination forms – needs to be submitted
    - iii. Responsibilities
    - iv. Departmental grants
  - d. Committees
    - i. Bylaws and policy committee (3 council members)
      1. Chaired by Dana – setting By-laws for HSGSA. Met once a year or term usually in April
    - ii. CSHRF committee (4 council members) – Sanjana. Planning the social events, industry fair
    - iii. Distinguished Lectureship Series committee (4 council members) – Javad, Bring in distinguished lecturer. The committee's job is to select the distinguished for the upcoming year.
    - iv. Election committee (4 council members) – Mahder, meeting a couple of times before the election. Run the Election
    - v. Finance Committee (up to 2 council members) – Roma, Mahder, and Jasmine + 2 council members. Meet twice a year.
    - vi. Internal development and review committee (6 council members) – Mahder will chair the first meeting only. Council members will review our performance.
    - vii. Dr. Ed Kroeger Mentorship award committee (3 council members) – Jasmine, Nominate your mentors.

- viii. Ad hoc committees – HSGSA will let the committee to know if we need to make a committee
- e. Fall social planning/Halloween event
  - i. A maze in Corn
  - ii. Fall social – movie night, costume party, pumpkin carving
- f. Climate strike on September 27th
  - i. Everyone will go on strike for the climate change initiative at the Legislature from 12-5pm
  - ii. Possible poster making
  - iii. Send out an email about it
- g. Consent culture training
  - i. Possible timings – after next & November council meeting
  - ii. Possibly make it mandatory for next year and voluntary for this year
- h. Exec reports
  - i. Jasmine – Office hours and Sustainability committee: Departments can get Compost bins, GO Manitoba ride sharing.
  - ii. Javad – office hours and biosafety committee
  - iii. Dana – Office hours and By-laws committee
  - iv. Sanjana – Office hours and event planning
  - v. Roma – Office hours, managing finances and Finance Committee(UMGSA Travel grants – Not a lot of HSGSA applications; Are students not aware of it?)
  - vi. Mahder – UMGSA Council meeting – updates to bylaws, UMGSA executive meeting, FGS winter orientation – planned with FGS, went well – will start to plan the Winter orientation soon, office hours as usual
- i. Departmental reports
  - i. Senate – meeting October 2<sup>nd</sup>. No senate reports. UMGSA council meeting on WEDNESDAY. New UMGSA VP Academic in Nov.
  - ii. Immunology- department 50<sup>th</sup> anniversary. Invited guest 26<sup>th</sup> of September
  - iii. Biochem – 7 masters defend. 3 of those of first every Genetic council. 2 pHD only. Orientation last Wednesday
  - iv. Oral bio

- v. Med micro – lots of defenses (3 pHD, 2 Masters). Guest speaker for Edge of science. 20 new students. Seminar series in oct
- vi. PA- PA day nov 27<sup>th</sup>. Bakesale.
- vii. Physiology – nothing to report. ~13 new students, mostly in st.B.
- viii. Pharmacology – 8 masters students started in fall
- ix. Community health – first council meeting on 13<sup>th</sup> – elected new councilor. Old hsgsa council still on. New departmental
- x. Physical therapy - Graffiti social, New departmental health, Bake sale for fundraiser for winter social
- xi. Occupational therapy – No councilor
- xii. Pharmacy – 7 new students (basic and clinical science), New student council elected last week
- xiii. Anatomy – new departmental head selection, teaching retreat last week, two new PI, New lab tech, some new students
- xiv. Pathology – pathology poster session, edge of science. New students coming in January
- xv. Public Health – Ab
- j. Other business – N/A
- k. Adjournment – 5:25pm

Next Council Meeting: **October 21, 2019 4:45PM 402 Brodie**

## Executive Report

From: Mahder Teffera, HSGSA President, UMGSA VP-HSGSA

To: HSGSA and UMGSA Members

Re: September 1st-September 30th 2019

### Executive Summary of Work:

- **Bannatyne Fall Orientation:** We worked with FGS to plan and run the orientation on September 6th. I was able to map out a tour of the Bannatyne campus which we gave out at the end of the orientation. The workshops that were organized were very useful and we received great feedback from the new students.
- **Climate Strike:** I sent out a mass email to HSGSA students interested in the climate strike and organized poster making sessions and alternatives to get to the strike for interested students. The strike was very successful and a great step towards a better future.

### Meetings Attended:

September 3rd, 2019	HSGSA Executive meeting	1 Hour
September 10th, 2019	UMGSA Executive meeting	1 Hour
September 16th, 2019	HSGSA Executive meeting	1 Hour
September 23rd, 2019	HSGSA Council meeting	1 Hour
September 24th, 2019	UMGSA Executive meeting	1 Hour
September 25th, 2019	UMGSA Council meeting	1 Hour
September 30th, 2019	HSGSA Executive meeting	1 Hour

### Meetings Missed: None

**Time Spent in Meetings in September: 7 Hours**

### Office Hours

Thursdays (September 5th, 12th, 19th, 26th) 9:30-11:30AM

### Time Spent in Office Hours in September: 8 Hours

#### Working Events attended

September 3rd, 2019	Welcoming CHS students	0.5 Hour
September 6th, 2019	Bannatyne Orientation	6.5 Hours
September 24th, 2019	A conversation with Michelle Obama	1.5 Hours
September 27th, 2019	Climate strike	3.5 Hours

#### Approximate Time Spent on Other Activities

Orientation prep (tour planning, getting supplies, correspondence)	5 Hours
Climate strike prep (poster making sessions, correspondence)	3 Hours
Preparing documents for HSGSA council and executive meetings	3 Hours
Other email correspondence	5 Hours

**Total Hours Spent on HSGSA/UMGSA in September: 43 Hours**

## Executive Report

**Javad Alizadeh, HSGSA VP Academic**

**September 2019 Report**

From: Javad Alizadeh, VP Academic

To: HS Graduate Students of the University of Manitoba

Date: Council Meeting

Re: September 1 2019– September 30 2019

### Executive Summary of Work:

- Following up with Dr. Tak Wah Mak for the distinguished lectureship
- Regular duties (Biosafety meeting- BSAC, office hours, council and executive)

### Executive Summary of Hours:

2019-09-09	Office Hours	1
2019-09-12	BSAC Meeting	2
2019-09-16	Office Hours	1
2019-09-16	HSGSA Exec Meeting	1.5
2019-09-23	Office Hours	1
2019-09-23	HSGSA Council Meeting	1
2019-09-30	HSGSA Exec Meeting	1.5
2019-09-30	Office Hours	1
	Corresponding for Distinguished Lectureship	3
Monthly Total		13

## COMMITTEES, MEETINGS, AND BUSINESS MATTERS

### Meetings Attended:

September 30, 2019	HSGSA Executive Meeting	1.5 hours
September 1, 2019	BSAC	2 hours
September 23, 2019	HSGSA Council Meeting	1 hours

**Time spent in meetings:** 4.5 hours

**Meetings Cancelled:** 0

**Meetings Missed:**

**Office Hours:**

Monday: 10:30 - 11:30

**Time spent in the office/lounge:** 4 hours

**Total Hours Spent on HSGSA:** 13 hours

## Executive Report

### Jasmine Frost, HSGSA – VP External

#### September Report

From: Jasmine Frost, VP External

To: Health Science Graduate Students of the University of Manitoba

Re: September 1<sup>st</sup>- September 30<sup>th</sup> 2019

Away: September 19<sup>th</sup>-23<sup>rd</sup>

#### Executive Summary of Work:

- Regular duties - Executive meetings, office hours

#### Executive Summary of Hours:

2019-09-03	HSGSA Exec Meeting	1
2019-09-06	HSGSA Orientation	7
2019-09-10	Services and Support Meeting	1
2019-09-12	Sustainability Meeting	1.5
2019-09-12	Make up Office Hours	1
2019-09-16	Office Hours	2
2019-09-16	HSGSA Exec Meeting	1
2019-09-23	HSGSA council meeting	1
2019-09-30	Office Hours	1
2019-09-30	HSGSA Exec Meeting	1
Other	Emails/ Industry Fair planning	5
Monthly Total		22.5

#### **COMMITTEES, MEETINGS, AND BUSINESS MATTERS**

**Time spent in meetings:** 6.5 hours

**Meetings Cancelled:** 3 office hours to make up in October

**Meetings Missed:** 0

**Office Hours:** Monday 8:30am-9:30am

**Time spent in the office:** 3 hrs

**Total Hours Spent on HSGSA for September:** 22.5

## September, 2019 Report

From: Danah Al Hattab, VPSTB  
To: HSGSA members  
Date: September 3 - 30, 2019

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### Executive Summary:

- Regular monthly activities such as executive meetings, and regular office hours.

### Meetings Attended:

September 3, 2019	HSGSA Exec Meeting	1.00 hour
September 12, 2019	UMGSA Bylaws & Policy meeting	1.00 hour
September 16, 2019	HSGSA Exec Meeting	1.00 hour
September 23, 2019	HSGSA Council Meeting	1.00 hour
September 30, 2019	HSGSA Exec Meeting	1.00 hour

### Meetings Missed:

None

**Time spent in meetings: 5 hours**

### Office Hours:

Mondays (2:00-3:00): 1 hour each

Missed Office Hours: None

**Time spent in the office: 4 hours**

Additional Hours: September 6, 2019 Graduate student Orientation, Graduate panel, Launch  
6.00 hours

**Time spent in the orientation: 6 hours**

**Total time spent on HSGSA work September: 15 hours**

## Executive Report

### Romaniya Zayats, HSGSA – VP Internal

#### September Report

From: Romaniya Zayats, VPI

To: Health Science Graduate Students of the University of Manitoba

Re: September 1 2019 – September 30 2019

#### Executive Summary of Work:

- UMGSA Finance Committee Meeting: approval of conference and special project grants; conference grant budget has been exceeded and UMGSA Bylaws Committee is amending Bylaws to help control expenses
- Grad Student Orientation
- Regular duties - Executive meetings, council meetings, committee meetings, office hours

#### Executive Summary of Hours:

2019-09-03	HSGSA Exec Meeting	1
2019-09-04	Office Hours	1
2019-09-05	UMGSA Finance Meeting	2.5
2019-09-06	HSGSA Orientation	8
2019-09-11	Office Hours	1
2019-09-16	HSGSA Exec Meeting	1
2019-09-18	Office Hours	1
2019-09-23	HSGSA Council Meeting	1
2019-09-25	Office Hours	1
2019-09-30	HSGSA Exec Meeting	1
Other	Reorganizing and tracking budget, emails	2
Monthly Total		20.5

### COMMITTEES, MEETINGS, AND BUSINESS MATTERS

**Time spent in meetings:** 6.5 hrs

**Meetings Cancelled:**

**Meetings Missed:**

**Office Hours:** Wednesdays (11-12)

**Time spent in the office:** 4 hrs

**Total Hours Spent on HSGSA for September: 20.5 hours**



**Executive Report**  
**Sanjana Syeda, HSGSA - VP Marketing and Events**  
**September Report**

From: Sanjana Syeda, HSGSA Vice-President Marketing and Events  
To: Health Sciences Graduate Students of the University of Manitoba  
Re: September 1<sup>st</sup>, 2019 – September 30<sup>th</sup>, 2019

**Executive Summary of Work:**

- Fall Graduate Students Orientation
- UMGSA Events Committee: Planning upcoming fall events: Halloween Social, A Maze in Corn Trip
- Extended office hour to make up for missed August Office Hours.

**Executive Summary of Hours:**

Date	Activity	Hours
04-09-2019	HSGSA Office Hours	1.5
04-09-2019	Order food for Fall Orientation – Subway & Superstore trip	2
05-09-2019	CSHRF Committee Meeting	2
06-09-2019	Fall Orientation	8
11-09-2019	HSGSA Office Hours	2
16-09-2019	HSGSA Exec Meeting	1
18-09-2019	HSGSA Office Hours	2
23-09-2019	HSGSA Council Meeting	1
26-09-2019	UMGSA Events Committee Meeting	1
	Email correspondence, Room booking, marketing, newsletters, etc.	5
	Total Hours	25.5

**Committees, Meetings, and Business Matter:**

Time spent in meetings: 5

Meetings Cancelled: 0

Meetings Missed:

Office Hours: Wednesday 3-5pm

Time spent in Office: 6

Total hours spent on HSGSA for August: 25.5