
Council Meeting Minutes

Sep 18th, 2023 5pm

Zoom

- 1) Call to Order: 5:08pm
- 2) Approval of minutes (May 29th, 2023): Jamie|Shahin
- 3) Approval of agenda: Mojtaba| Mehdi
- 4) Business arising from minutes: -
- 5) New business

Introduction to HSGSA Council

- Councilors are the representatives of their respective departments; during the council meetings they talk about their departmental activities to the HSGSA Council and take the info passed during the meeting to their departments.
- Councilors enable the connection between the departments and the HSGSA
- Council meets every month except in the summer and december. However if the chair of the committee they are in has an urgent issue to be discussed, there will be a meeting to discuss the issue.
- As a councilor, you are expected to attend all council meetings and be part of at least 2 committees (attend all the meetings of their committees).
- Councilors are only allowed one absent if they want the departmental grant from UMGSA. If the councilors absent themselves more than once they will not have grants to use for their department students.

List of UMGSA committees and HSGSA committee are presented|Executive committees and standing committees|

HSGSA Budget 2023-24

30% of the association fee from the health science graduate students comes to HSGSA and that's the annual budget used for all HSGSA activities for the graduate students.

Lauren shares her screen and goes over the 2023-2024 approved budget to all the members of the council meeting

MOTION: BIRT HSGSA will receive a BMO debit card under VPI Lauren MacGowan’s name for the sole purpose of monitoring transactions in HSGSAs BMO bank account.

13 Yes | 0 No | 0 abstain

Suggestions from councilors about having a “blank card” from the bank instead of having an association’s card under one person every year. Discussion on how the departmental grants/ funds handled by student reps use this “blank card” for online transactions.

Akshi asks Lauren to look into this if the blank card works for the association and allows HSGSA to get online banking.

HSGSA Committee

All the Execs explained the committees that they chair highlighting the purpose, goals, operation, frequency of meetings and responsibilities of the committee. After which the councilors picked their committees

<p>By-laws and Policy committee</p>	<p><u>VP St. Boniface (Chair)</u> President VP Internal VP External VP Academic VP Marketing & Events Council members (3): Bukky Parisa Quinn</p>
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<p>Events Committee (Pending)</p>	<p><u>VP Marketing and Event (Chair)</u> VP St. Boniface (Co-Chair) VP Internal VP External President VP Academic Council members (4): Lara Harshal</p>
<p>Academic and Distinguished Lectureship Committee (pending)</p>	<p><u>VP Academic (Chair)</u> VP External Council members (4): Diane Caron Lara</p>
<p>Elections Committee (pending)</p>	<p>Chief Returning Officer (CRO): Harshal Council members (2):</p>
<p>Finance Committee</p>	<p><u>VP Internal (Chair)</u> President VP Marketing & Events Council members (2): Erin Mojtaba</p>
<p>Internal Development and Review Committee (IDRC) (pending)</p>	<p><u>President (Chair)</u> Co-chair: Erin Council members (5): Bukky Quinn Mehdi/Hassan</p>
<p>The Dr. Ed Kroeger Mentorship Award Committee</p>	<p><u>VP External (Chair)</u> VP Academic Council members (3): Parisa Diane Mojtaba</p>

Ad-hoc Multidisciplinary Health Research Experience Committee	<u>MHRE Director (Chair)</u> Council members (3): Parisa Caron Mehdi/Hassan
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MHRE Director Appointment:

Explanation on HSGSA Execs suggestion to have Camila continue as MHRE Director 2023-2024 and the motion was approved by the HSGSA council.

MOTION: BIRT HSGSA council approves the appointment of Camila Chacon as MHRE Director for 2023-24.

Approved by HSGSA Executive

Motion approved by HSGSA Council

6) Other business

7) Exec Reports

➤ **President:**

Attended the UMGSA Exec meetings, HSGSA Exec meetings| Part of the ad hoc committee for the food insecurity among graduate students| Monthly meetings with the UMGSA President to ensure a better relationship between HSGSA and UMGSA

➤ **VP Internal:**

Worked on changing the signing authorities for HSGSA| Attended UMGSA Finance committee meeting, HSGSA exec meetings| Working on the finances for all events (Summer picnic)/ reimbursements| Changed the e-transfer questions and made it into a more standardised one|

➤ **VP External:**

Attended the UMGSA Service Support Committee meetings| Helped in planning & execution of the HSGSA Summer picnic and Fall orientation| Working on the Parental

Leave bursary: A support from HSGSA in the form of bursary to students on their parental leave (during their leave of absence- a time when they don't receive their stipend)

➤ **VP Academic:**

Attended HSGSA Exec meetings| Attended UMGSA Awards committee meetings|Every third week of the month attends the Biosafety Advisory committee meetings| Started the work by scoring GSEA and GSMA awards that were given during MSHRF| Organizing the Dr. Patrick Choy distinguished lecture: ongoing communication with the speaker, flight, accommodation| Conducted the survey to have the Troubleshooting Thursdays session again this year| Organized the first Troubleshooting Thursdays session| Assisted in planning & execution of the HSGSA Summer picnic and Fall orientation

➤ **VP Marketing and events:**

Planning & execution of the HSGSA Summer picnic and Fall orientation| Attended the UMGSA Events committee meetings| Working on the upcoming events for the month of October and November

➤ **VP St. Boniface:**

Working on the initiatives for the graduate students belonging to HSGSA and UMGSA at the St. Boniface campus| Working on the St. Boniface Hospital Gym subsidy for the students who wish to access the hospital gym, but need to pay extra membership fee on top of their "sports & recreation fee" already paid through their term fees| From the \$500 St. Boniface budget, 5 students will receive \$60 subsidy for the gym membership, so \$300 will be used for this subsidy| For all the international students at HSC to feel represented and celebrated, put forth the idea to the team to have a multicultural event. | For the St.Boniface students, a separate series of multicultural events will be conducted using the remaining \$200 from the St.B budget| Attended the UMGSA Bylaws meetings| Attended the UMGSA Awards committee meetings| Attended the HSGSA Executive meetings|Assisted in planning & execution of the HSGSA Summer picnic and Fall orientation

➤ **Senator:** Was not informed about the meeting

8) Department Reports

Department	Councilor	Updates
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Oral Biology	Olubukola (Bukky) Olatosi	Second time continuing as the councilor. A very small department but dynamic in nature with 6 students. One student completed their PhD defense. Had the candidacy exam in August. Potluck in Assiniboine park. Little party for the one who defended their PhD is arranged tomorrow. One of the students received the Research Manitoba Award.
Biochem & Med Gen	Ghanan Bin Akhtar	Absent
Community Health Sciences	Shaikh Mehdi Hasan	Dept. activities in summer were paused and resumed now in fall. Dept. orientation was conducted-Kayla gave an overview of the dept. activities and Lauren about HSGSA. Next meeting is scheduled on Friday (First meeting of this year) Elections will be conducted soon for the 2023 session. Winter formal event will be held in November in Fort Gary Hotel.
Human Anatomy & Cell Science	Aurelien Caron	Aurelien is the new councilor. A support team will be set up with new/continuing students. Started the student seminar series in the #MT format. Since he won the 3MT in french, the department wants to push this for the english 3MT and make the students competent for it. Events: Orientation, potluck, camping, bbq Working on a new initiative to bring better communication between the students as they are quite scattered. Through this they will organize better events, conferences and also, started a newsletter to increase communication in the department.
Immunology	Diane Tshikud	Diane is the new councilor elected in early September. Since the election there have been two meetings with the team. 2 plans in the pipeline: 1) Teaching award for the selected professor ; 2) Planning an orientation for new graduate students of the department- idea is to provide materials and documents needed for those

		<p>students to succeed in their program. The team intends to send the materials one week before the orientation (October 5).</p> <p>Also, planning to conduct 4 diff types of workshops and will propose it to the students. Based on what workshop the students choose/find interesting, that will be conducted and the date will be determined .</p>
Med Micro	Erin Robert (Proxy)	<p>Erin is the new elected councilor but still hasn't finished the paperwork, so will act as the proxy for this meeting. Erin updated that the elections were pushed a few times because no-one wanted to run for the post. Somehow managed to have the first meeting and discussed the kind of events they want to have for the students and banking. Switch for the corresp. signatures will be done tomorrow and the second meeting is scheduled for wednesday.</p>
Pathology	Harshal Senthil	Sent regrets
Pharmacology and Therapeutics	Parisa Tabishmehr	<p>Parisa is the newly elected councilor. Last friday the orientation for the newcomers was conducted.</p>
Physician Assistant	Daniella Castro	Absent
Physiology & Pathophysiology	S.Mojtaba Hosseini	<p>2 events: 6 students graduated this summer, so, a pizza party for their graduation/ success was conducted. A fun event for students was organized at the REC Room. Had an orientation for the new students. ~16 new students for this fall/winter. Some awards in the pipeline.</p> <p>Next Science cafe meeting with Dr. Karimi will be conducted on Oct 12th.</p>
Nursing	Chloe Alby-Koop	Absent
Pharmacy	Lara Haidar	<p>3 events: 1) Camping in June; 2) Potluck last month; 3) Gathering on Sept 15 with pizza, games and to meet everyone-especially the new students who joined this fall.</p> <p>Achievement: 1 student received the Vanier award(very rare in pharmacy so it was a huge accomplishment)</p> <p>Elections will be held very soon. After which the</p>

		new president of the dept. will take over as the councilor. The election period was also extended as there were not many interested students applying for the post.
Occupational Therapy	Katrina Holzhaeuer	Absent
Masters of rehabilitation sciences	Quinn Taylor	Not much to report. 5 new incoming students between fall and winter. Total 20 students doing MSc. Had a recent orientation for the new students and was able to discuss the HSGSA role and councilor position. So hopefully a new councilor will be coming to take this role. Looking into facilitating a social event for the faculty.
Physical Therapy	-	-

A zoom poll on having the next council meeting in-person was conducted. Some councilors expressed that it is difficult for them to attend the meeting in-person.

Akshi states if a lot of councilors get back to her that they can't make it to the in-person meeting, we will have a zoom meeting like usual.

9) Adjournment: 6:23 pm

Next Council Meeting: In-person **Oct 23rd, 5pm**

Executive Report

From: Akshi Malik (HSGSA President)

To: HSGSA Members

Re: May 1st – May 31st

Executive Summary of Work:

- Attended HSGSA Exec and Council Meetings
- Attended UMGSA Exec and Council Meetings
- Attended FGS Exec and Council Meetings
- Attended bank appointments to set up signing authorities

Executive Summary of Hours:

05-01-23	FGS Executive Meeting	1hr
05-01-23	Assiniboine Credit Union appointment	0.5hr
05-07-23	HSGSA Exec Meeting	2hr
05-09-23	UMGSA Exec Meeting	1.5hr
05-05-23	BMO Meeting	1hr
05-10-23	MSHRF Meeting	1.5hr
05-11-23	Meeting with Hope and Dean Nickerson	1hr
05-22-23	HSGSA Exec Meeting	1.5hr
05-23-23	UMGSA Exec Meeting	1.5hr
05-24-23	Meeting with Willow	0.5hr
05-29-23	HSGSA Council Meeting	
05-30-23	UMGSA Council Meeting	
	GNSA Transition	1hr
	Nation-wide walkout planning and execution	6hr
	Transition meeting	2hr
	Documents and record keeping	2hr
	Monthly Total	

Time spent in meetings in May: 12hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for May: 23hrs

Executive Report

From: Akshi Malik (HSGSA President)

To: HSGSA Members
 Re: June 1st – June 30th

Executive Summary of Work:

- Chaired HSGSA Exec meetings
- Attended UMGSA meeting
- Presented Awards at MSHRF
- Helped in the planning and execution of the MSHRF
- Working on HSGSA website update
- Met with UMGSA Pres to discuss HSGSA-UMGSA relationship

Executive Summary of Hours:

06-06-23	UMGSA Executive Meeting	1.5hr
06-07-23	HSGSA Exec Meeting	1.5hr
06-19-23	MHRE Committee meeting	0.5hr
06-20-23	UMGSA Exec committee meeting	2hr
06-23-23	Meeting with UMGSA Pres Chris	2hr
	MSHRF Planning and execution	20hr
	Website designing and updates	2hr
	Documents and record keeping	2hr
	Monthly Total	32.5

Time spent in meetings in June: 7.5hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for June: 32.5hrs

Executive Report

From: Akshi Malik (HSGSA President)

To: HSGSA Members

Re: July 1st – July 31st

Executive Summary of Work:

- Attended UMGSA Exec meetings
- Chaired HSGSA Exec meetings
- Helped in planning HSGSA summer activity

Executive Summary of Hours:

07-05-23	UMGSA Executive Meeting	1.5hr
07-03-23	HSGSA Exec Meeting	2hr
07-19-23	UMGSA Exec meeting	1.5hr
07-21-23	HSGSA Exec Meeting	2hr
Email correspondence		5hr
Documents and record keeping		5hr
Monthly Total		16hr

Time spent in meetings in July: 6hr

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for July: 16hr

Executive Report

From: Akshi Malik (HSGSA President)

To: HSGSA Members

Re: August 1st – August 31st

Executive Summary of Work:

- Chaired HSGSA Exec meetings
- Attended UMGSA meetings
- Planned and organised FGS Fall orientation.
- Planned and organised summer picnic
- Helped clean and organise HSGSA spaces

Executive Summary of Hours:

08-02-23	UMGSA Executive Meeting	1.5hr
08-10-23	Meeting with Chris	1.5hr
08-13-23	HSGSA Exec meeting	1.5hr
08-16-23	UMGSA Exec Meeting	1.5hr
08-12-23	BMO visit	0.5hr
08-28-23	HSGSA Exec meeting	2hr
08-30-23	UMGSA Executive Meeting	1.5hr
08-31-23	FG Fall Orientation	5hr
HSGSA Summer picnic planning and execution		10hr
HSGSA office cleaning		5hr
Email correspondence		5hr
Documents and record keeping		5hr
Monthly Total		35hr

Time spent in meetings in August: 10hr

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for August: 40hr

Executive Report

From: Lauren MacGowan (HSGSA Vice-President Internal)
To: HSGSA and UMGSA Members
Re: May 1st - May 31st

Executive Summary of Work:

- HSGSA executive meetings
- UMGSA finance committee meeting
- FGS council meeting
- HSGSA council meeting
- HSGSA events
- Changing of signing authorities
- Financing

Executive Summary of Hours:

May 1	Support Our Students Walkout event	3 hrs
May 1	ACU change of signing authority	45 min
May 5	BMO change in signing authority	1 hr
May 7	HSGSA executive meeting	3 hrs
May 8	Meeting with Dr. Nickerson and Dr. Anderson	45 min
May 10	MSHRF meeting with Samantha Pauls and Bianca	1.5 hrs
May 11	UMGSA finance committee meeting	1 hr
May 15	FGS council meeting	1 hr
May 22	HSGSA executive meeting	1.25 hrs
May 29	HSGSA council meeting	1 hr
Transition meeting		2 hrs

SOS Walkout planning	2 hrs
Budget creation	10 hrs
Email correspondence and housekeeping	3 hrs
Monthly Total	31.25 hrs

Time spent in meetings in May: 14.25

Meetings missed: none

Office hours: 0 hours

**All executive hours were suspended due to COVID-19 effective March 17th, 2020*

Total hours spent on HSGSA for May: 31.25h

Executive Report

From: Lauren MacGowan (HSGSA Vice-President Internal)
 To: HSGSA and UMGSA Members
 Re: June 1st - June 30th

Executive Summary of Work:

- UMGSA finance committee meetings
- HSGSA executive meeting
- MSHRF planning, preparation, execution
- MHRE meeting and work
- Financing, emails, transactions, invoices, reimbursements, etc.

Executive Summary of Hours:

June 5	UMGSA Finance Committee Meeting	1.5 hrs
June 7	HSGSA Executive Meeting	1.5 hrs
June 11	MSHRF - Setup/Preparation	7 hrs
June 12	MSHRF - Day 1	7 hrs
June 13	MSHRF - Day 2	7 hrs
June 14	MSHRF - Day 3	9 hrs
June 19	UMGSA Finance Committee Meeting	1 hr
June 19	MHRE meeting with HSGSA executives	0.5 hr
MSHRF Planning (before June 11)		10 hrs
MHRE work		0.5 hr
Financing, email correspondence, transactions, invoices, reimbursements, etc.		8 hrs
Monthly Total		53 hrs

Time spent in meetings in June: 4.5 hrs

Meetings missed: none

Office hours: 0 hours

**All executive hours were suspended due to COVID-19 effective March 17th, 2020*

Total hours spent on HSGSA for June: 53 hours

Executive Report

From: Lauren MacGowan (HSGSA Vice-President Internal)

To: HSGSA and UMGSA Members

Re: July 1st - July 31st

Executive Summary of Work:

- HSGSA Executive Meetings
- UMGSA Finance Committee Meetings
- Meeting with Dr. Leslie Redmond

Executive Summary of Hours:

July 2	HSGSA Executive Meeting	2 hrs
July 6	UMGSA Finance Committee Meeting	1.25 hrs
July 21	HSGSA Executive Meeting	45 mins
July 24	UMGSA Finance Committee Meeting	1.25 hrs
July 31	Meeting with Dr. Leslie Redmond	1 hr
Planning summer event, tracking finances for summer event		3 hrs
MHRE, financing, email correspondences, etc.		4 hrs
Monthly Total		12.25 hrs

Time spent in meetings in July: 5.25 hrs

Meetings missed: none

Office hours: 0 hours

**All executive hours were suspended due to COVID-19 effective March 17th, 2020*

Total hours spent on HSGSA for July: 12.25 hrs

Executive Report

From: Lauren MacGowan (HSGSA Vice-President Internal)
To: HSGSA and UMGSA Members
Re: August 1st - August 31st

Executive Summary of Work:

- UMGSA Finance Committee Meeting
- HSGSA Executive Meetings
- Max Rady College of Medicine Executive Council Meeting
- Planning events
- Financing
- MHRE

Executive Summary of Hours:

August 9	UMGSA Finance Committee Meeting	1 hr
August 13	HSGSA Executive Meeting	1.5 hrs
August 15	Max Rady College of Medicine Executive Council Meeting	0.25 hrs
August 28	HSGSA Executive Meeting	2 hrs
Planning summer event and FGS orientation		4 hrs
Organizing finances associated with summer event		4 hrs
MHRE, email correspondences, financing		3 hrs
Monthly Total		14.75 hrs

Time spent in meetings in August: 3.75 hrs

Meetings missed: none

Office hours: 0 hours

**All executive hours were suspended due to COVID-19 effective March 17th, 2020*

Total hours spent on HSGSA for August: 14.75 hrs

Vice-President External – Jamie Sookhoo

Executive Summary of Work: Ed Kroeger Award Committee | Support preparation of MSHRF | Attend HSGSA Exec & Council Meetings| Attended VPSS Committee Meeting |

Executive Summary of Hours:

Date	Work	Hours
May 4	HSGSA Transition Meeting + Follow ups	1
May 7	HSGSA Exec Meeting	2
May 10	MSHRF meeting	1.5
May 11	Meeting with Hope Anderson and Dean Nickerson	1
May 22	HSGSA Exec Meeting	3.0
May 29	HSGSA Council Meeting	1.5
May throughout	Misc. Correspondence and Housekeeping	3

Meetings Missed:

Date	Meeting Missed	Reason for Missing
N/a		

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in May: 0 Hours

Total Hours Spent on the HSGSA in May, 2023: 34.5 Hours

Vice-President External – Jamie Sookhoo

Executive Summary of Work: Ed Kroeger Award Committee Activity | Support preparation of MSHRF | Attend HSGSA Exec & Council Meetings| Attended VPSS Committee Meeting |

Executive Summary of Hours:

Date	Work	Hours
1 June	VPSS Committee Meeting	1
7 June	HSGSA Exec Meeting	1.5
19 June	MHRE Committee Meeting	0.5
30 June	HSGSA Exec Meeting	1.5
5-14 June	MSHRF Planning and Execution	10
	Emails and Admin	3

Meetings Missed:

Date	Meeting Missed	Reason for Missing
N/a		

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in May: 0 Hours

Total Hours Spent on the HSGSA in June, 2023: 16.5 Hours

Vice-President External – Jamie Sookhoo

Executive Summary of Work: Ed Kroeger Award Committee Activity | Support preparation of MSHRF | Attend HSGSA Exec & Council Meetings| Attended VPSS Committee Meeting |

Executive Summary of Hours:

Date	Work	Hours
3 rd July	HSGSA Exec Meeting	2
6 th July	UMGSA Events Committee Meeting for Samuel	2
7 th July	UMGSA SS meeting	1
21 July	HSGSA Exec Meeting	2
	Food and game planning for picnic	4
	Emails and Admin	3

Meetings Missed:

Date	Meeting Missed	Reason for Missing
N/a		

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in May: 0 Hours

Total Hours Spent on the HSGSA in July, 2023: 14 Hours

Vice-President External – Jamie Sookhoo

Executive Summary of Work: Support preparation of Summer picnic and Fall orientation | Attended HSGSA Exec Meeting | Helped clean and organise HSGSA spaces

Executive Summary of Hours:

Date	Work	Hours
Aug 13th	HSGSA Exec Meeting	2
Aug 28th	HSGSA Exec Meeting	2
	Summer picnic	6
	HSGSA Office cleaning	5
	Emails and Admin	3

Meetings Missed:

Date	Meeting Missed	Reason for Missing
N/a	none	

Office Hours:

All Executive Office Hours were suspended due to COVID-19 effective March 17th, 2020.

Time Spent in Official Office Hours in May: 0 Hours

Total Hours Spent on the HSGSA in Aug, 2023: 18 Hours

Executive Report

From: Samuel Akinola (HSGSA VP Marketing and Events)
 To: HSGSA Members
 Re: May 1st – May 31st

Executive Summary of Work:

- Planning of MSHRF event
- Attended HSGSA meetings

Executive Summary of Hours:

01-05-2023	Support Our Science – Grad Student Walkout Event Day	3hr
01-05-2023	Executive transition meeting with the past VPME	1hr
01-05-2023	ACU change of signing authority	45min
05-05-2023	BMO change of signing authority	1hr
07-05-2023	HSGSA executives meeting	3hr
08-05-2023	Meeting with Drs Nickerson and Anderson	45min
10-05-2023	Meeting with Samantha Pauls and Bianca	1hr
12-05-2022	MSHRF event planning	1.5hr
22-05-2023	HSGSA executives meeting	1.25hr
29-05-2023	HSGSA council meeting	1hr
31-05-2023	Email correspondence and other administrative tasks	4.5hr
	Monthly Total	18.5 hours

Time spent in meetings in May: 8 hours

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for May: 18.5hrs

Executive Report

From: Samuel Akinola (HSGSA VP Marketing and Events)
To: HSGSA Members
Re: June 1st – June 30th

Executive Summary of Work:

- Planning and preparation for MSHRF Event
- HSGSA Executive meeting

Executive Summary of Hours:

07-06-2023	HSGSA Executive Meeting	1.5hr
09-06-2023	MSHRF planning and setup	4hr
19-06-2023	MHRE meeting with HSGSA Executives	0.5hr
30-06-2023	Email correspondence and other administrative tasks	1.5hr
		7.5
	Monthly Total	hours

Time spent in meetings in June: 2 hours

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for June: 7.5

Executive Report

From: Samuel Akinola (HSGSA VP Marketing and Events)
To: HSGSA Members
Re: July 1st – July 31st

Executive Summary of Work:

- Planning and preparation for the Summer BBQ and Games
- HSGSA Executive meeting
- Meeting with Dr Redmond on Food/Nutrition security project

Executive Summary of Hours:

02-07-2023	HSGSA Executive Meeting	1.5hr
21-07-2023	HSGSA Executive Meeting	1hr
24-07-2023	Summer event planning - creation of the registration form and communication with Birds Hill Park and the graduate students	1.5hr
30-06-2023	HSGSA Executive meeting with Dr Redmond on the Food security project	1hr
Monthly Total		5 hours

Time spent in meetings in June: 3.5 hours

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for July: 5

Executive Report

From: Samuel Akinola (HSGSA VP Marketing and Events)
To: HSGSA Members
Re: August 1st – August 31st

Executive Summary of Work:

- Planning and preparation for the Summer BBQ and Games
- HSGSA Executive meeting
- UMGSA Events Committee meeting

Executive Summary of Hours:

03-08-2023	UMGSA Events Committee Meeting	1.5hr
13-08-2023	HSGSA Executive Meeting	1.5hr
19-08-2023	Summer event planning - transportation and communication with Birds Hill Park and the graduate students	3.5hr
28-08-2023	HSGSA Executive meeting	2.5hr
Monthly Total		9 hours

Time spent in meetings in August: 5.5 hours

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for August: 9

Executive Report

From: Shahin Shabanipour Dehboneh (HSGSA Academic Vice President)

To: HSGSA Members

Re: May 1st – May 31st

Executive Summary of Work:

- Attended HSGSA Exec and Council Meetings
- Attended the Executive Introduction meeting
- Attended MSHRF Planning Meeting
- Bio-Safety advisory committee meeting
- GSEA award contact with reviewers & score calculation
- Reviewing Ed Kroeger Mentorship Award nominee application
- Contact with potential candidates for Dr. Patrick Choy Distinguished Lectureship

Executive Summary of Hours:

May 1, 2023	Nation-wide SOS walkout	3 hrs
May 7, 2023	HSGSA Executive Meeting	3 hrs
May 8, 2023	HSGSA Exec introduction meeting with Dr. Peter Nickerson & Dr. Hope Anderson	1 hr
May 10, 2023	MSHRF Planning Meeting with Dr. Samantha Pauls	1 hr
May 18, 2023	Bio-Safety advisory committee meeting	1hr
May 22, 2023	HSGSA Executive Meeting	1.5 hrs
May 29, 2023	HSGSA Council Meeting	1.5 hr
Nation-wide SOS walkout planning and preparation		2.5 hrs
Transition meeting		2.5 hrs
MSHRF Planning		3 hrs
GSEA results		3 hrs
Ed Kroeger Mentorship Award review		1hr
Dr. Patrick Choy Distinguished Lectureship communication		1hr
Monthly Total		25 hrs

Time spent in meetings in May: 9 hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for May: 30hrs

Executive Report

From: Shahin Shabanipour Dehboneh (HSGSA Academic Vice President)
To: HSGSA Members
Re: June 1st – June 30st

Executive Summary of Work:

- Attended HSGSA Exec and Council Meetings
- GSEA and GSMA award announcement
- MHRE meeting
- Contact with potential candidates for Dr. Patrick Choy Distinguished Lectureship

Executive Summary of Hours:

June 7, 2023	HSGSA Executive Meeting	1 hr
June 13, 2023	GSEA & GSMA announcement and delivering the awardees photo and names to HSGSA executives	5 hrs
June 19, 2023	MHRE committee meeting	1 hr
June 30, 2023	Dr. Patrick Choy Distinguished Lectureship Communication	1hr
Monthly Total		8 hrs

Time spent in meetings in June: 2 hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for June: 8hrs

Executive Report

From: Shahin Shabanipour Dehboneh (HSGSA Academic Vice President)

To: HSGSA Members

Re: July 1st – July 30st

Executive Summary of Work:

- Attended HSGSA Exec Meetings
- UMGSA award committee meeting
- Reviewing UMGSA award applications
- Patrick Choy event ongoing planning
- Planning Troubleshooting Thursdays
- Planning HSGSA Summer picnic
- Food and Nutrition security of University of Manitoba discussion

Executive Summary of Hours:

02-Jul-23	Attended HSGSA Exec Meetings	2hrs
12-Jul-23	UMGSA award committee meeting	1hr
21-Jul-23	Attended HSGSA Exec Meetings	2hrs
31-Jul-23	Meeting with Dr. Leslie Redmond about food and nutrition security in University of Manitoba	1hr
Reviewing the UMGSA award applications		8hrs
Ongoing communication for Dr. Patrick Choy Distinguished Lectureship event		2hrs
Planning the Troubleshooting Thursdays (starting with a survey)		5hrs
HSGSA Summer picnic planning		1hr
Monthly Total		22hrs

Time spent in meetings in July: 6hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for July: 22hrs

Executive Report

From: Shahin Shabanipour Dehboneh (HSGSA Academic Vice President)
 To: HSGSA Members
 Re: August 1st – August 31st

Executive Summary of Work:

- Attended HSGSA Exec Meetings
- UMGSA award committee meeting
- Reviewing UMGSA award applications and Award Committee meeting
- Patrick Choy event ongoing planning
- Planning HSGSA Summer picnic
- Holding the first Troubleshooting Thursday session

Executive Summary of Hours:

13- Aug -23	Attended HSGSA Exec Meetings	1hr
16- Aug -23	Attended Biosafety Committee meeting	1hr
17- Aug -23	UMGSA award committee meeting	2hr
19- Aug -23	Helped with organizing the HSGSA Summer Picnic	6hr
24- Aug -23	First Troubleshooting Thursday session	4hrs
28-Aug-23	Attended HSGSA Exec Meetings	1hr
	Reviewing the UMGSA Teaching award applications	4hrs
	Ongoing communication for Dr. Patrick Choy Distinguished Lectureship event, booking locations on campus	4hrs
	Monthly Total	23hrs

Time spent in meetings in Aug: 5hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for Aug: 22hrs

Executive Report

From: Leena Regi Saleth (HSGSA Vice President-St. Boniface)

To: HSGSA Members

Re: May 1st – May 31st

Executive Summary of Work:

- Attended HSGSA Exec and Council Meetings
- Attended UMGSA By-laws committee Meeting
- Attended the Executive Introduction meeting
- Attended MSHRF Planning Meeting
- Helped compile the GSEA Results

Executive Summary of Hours:

May 1, 2023	Nation-wide SOS walkout	3 hrs
May 7, 2023	HSGSA Executive Meeting	3 hrs
May 8, 2023	St. Boniface student Sports and Gym Fee details	2 hrs
May 8, 2023	HSGSA Exec introduction meeting with Dr. Peter Nickerson & Dr. Hope Anderson	1 hr
May 10, 2023	MSHRF Planning Meeting with Dr. Samantha Pauls	1.5 hrs
May 22, 2023	HSGSA Executive Meeting	1.5 hrs
May 23, 2023	UMGSA By-Laws committee meeting	1 hr
May 29, 2023	HSGSA Council Meeting	1 hr
	Nation-wide SOS walkout planning and preparation	2.5 hrs
	Transition meeting	2.5 hrs
	Documents/record keeping and email correspondence	6 hrs
	MSHRF Planning	3 hrs
	GSEA results	2 hrs
	Monthly Total	30 hrs

Time spent in meetings in May: 11.5 hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for May: 30hrs

Executive Report

From: Leena Regi Saleth (HSGSA Vice President-St. Boniface)

To: HSGSA Members

Re: June 1st – June 30th

Executive Summary of Work:

- Attended HSGSA Exec Meetings
- MSHRF Planning, Preparation and Execution
- Meeting the student coordinator/dept councilors in SBRC (St.Boniface Research Centre)
- HSGSA Newsletter

Executive Summary of Hours:

June 7, 2023	HSGSA Exec Meeting	1.5 hrs
June 10, 2023	Meeting with VP-M&E : HSGSA newsletter	0.5 hr
June 11, 2023	MSHRF preparation	3 hrs
June 12-14, 2023	MSHRF	24 hrs
June 15, 2023	Compiling HSGSA sponsored award ceremony and MSHRF photos (Instagram/website)	1 hr
June 17, 2023		
June 19, 2023	MHRE Committee meeting	0.5 hr
June 22, 2023	Meeting with CCARM student coordinator at St.B	1.5 hrs
June 28, 2023	Meeting with Food and Human Nutritional Sciences student association councilor at St.B	0.5 hr
	Documents/record keeping and email correspondence	6 hrs
	MSHRF Planning	5 hrs
	HSGSA Newsletter	1 hr
	Monthly Total	44.5 hrs

Time spent in meetings in June: 7.5 hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for June: 44.5 hrs

Executive Report

From: Leena Regi Saleth (HSGSA Vice President-St. Boniface)

To: HSGSA Members

Re: July 1st – July 31st

Executive Summary of Work:

- Attended HSGSA Exec Meetings
- Attended UMGSA Bylaws meeting
- Meeting the student coordinator/dept councilors in SBRC (St.Boniface Research Centre)
- Food and Nutrition insecurity discussion
- HSGSA Summer picnic planning
- UMGSA Awards committee meeting and reviewing applications

Executive Summary of Hours:

July 2, 2023	HSGSA Exec Meeting	2 hrs
July 10, 2023	UMGSA By-laws meeting	0.5 hr
July 12, 2023	UMGSA Awards Committee meeting	2 hrs
July 18, 2023	Meeting with CCARM student coordinator at St.B	0.5 hr
July 21, 2023	HSGSA Exec Meeting	2 hrs
July 31, 2023	Food and Nutrition insecurity discussion with Dr.Leslie C. Redmond	1 hr
	Documents/record keeping and email correspondence	10 hrs
	Summer event planning	2 hrs
	Reviewing UMGSA Award applications	8 hrs
	Monthly Total	28 hrs

Time spent in meetings in July: 8 hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for July: 28 hrs

Executive Report

From: Leena Regi Saleth (HSGSA Vice President-St. Boniface)

To: HSGSA Members

Re: Aug 1st – Aug 31st

Executive Summary of Work:

- Attended HSGSA Exec Meetings
- Meeting the student coordinator/dept councilors in SBRC (St.Boniface Research Centre)
- Survey for St.Boniface Hospital Gym accessibility to the SBRC graduate students
- HSGSA Summer picnic planning
- UMGSA Awards committee meeting and reviewing applications for Teaching award
- HSGSA and St. Boniface Multicultural event planning

Executive Summary of Hours:

Aug 3, 2023	St. Boniface Hospital Gym Survey	2 hrs
Aug 13, 2023	HSGSA Exec Meeting	2 hrs
Aug 15, 2023	Max Rady College of Medicine Executive Council Meeting	0.5 hr
Aug 16, 2023	UMGSA Awards Committee meeting	1 hr
Aug 25, 2023	Meeting with CCARM student coordinator at St.B	0.5 hr
Aug 28, 2023	HSGSA Exec Meeting	1.5 hrs
	Summer Picnic event planning and execution	8 hrs
	Reviewing UMGSA Teaching Award application	3 hrs
	St. Boniface Graduate student budget for Gym subsidy and multicultural event series	2 hrs
	HSGSA Multicultural event planning	5 hrs
	Patrick Choy Distinguished Lectureship planning	1.5 hr
	HSGSA Bylaws documents correction	2 hrs
	Documents/record keeping and email correspondence	8 hrs
	Monthly Total	37 hrs

Time spent in meetings in Aug: 7.5 hrs

Meetings missed: none

Office hours: 0 hours

All Executive hours were suspended due to COVID-19 effective March 17th, 2020

Total hours spent on HSGSA for Aug: 37 hrs



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