
Council Meeting Minutes

Jan 22nd, 2023 5pm

Zoom

- 1) Call to Order: 5.03pm
- 2) Approval of minutes (Nov 20th, 2023): Parisa | Shahin
- 3) Approval of agenda: Diane| Parisa
- 4) Business arising from minutes: -
- 5) New Business:

IDRC Review 1.0

Leah presented the report on behalf of the IDRC committee as Erin couldn't make it to the meeting. All the Executives will get a copy of the finalized version and then if any exec wants finer details they can request the chair. No major issues that are concerning or need to be immediately addressed. Overall, the Executives are doing a good job and the committee encourages them to keep up their excellent work. There will be some one on one meetings with the executives to address the feedback that was received.

HSGSA AGM 2023-24 : Feb 19th 5pm

- HSGSA holds the Annual General Meeting once a year during the winter term. The HSGSA Execs meet with the members of the association which includes all the graduate students and the HSGSA councilors, and everybody holds a vote.
- HSGSA execs go over what they have done over the year and present the bylaws changes. The changes can be made only when it's approved during the AGM.
- All the members of the association who attend the AGM will get to know how HSGSA works, the work that was done over the current academic year and the approval of bylaws changes.
- AGM is conducted before the elections, so the students willing to compete will be able to understand the portfolio of the Exec roles and responsibilities.
- The February HSGSA council meeting and AGM are merged as one to ensure there is a quorum. The attendance of the councilors will be marked as their attendance for the February council meeting.
- Pizza and drinks will be provided to all attendees.

HSGSA GALA 2023 : March 30th

This year, UMGSA and HSGSA are planning to conduct the Gala together, expecting around 250 to attend the event. Last year HSGSA subsidized the entry fee to around 50% , ~\$45 was charged for the students and \$80 for guests. We are looking to do the same this year and would like to move some funds that are remaining from the previous events.

Lauren Presented the budget and the proposed moving of leftover money towards the gala budget.

- Holiday Social - \$500,
- \$626.79 leftover from Halloween event
- \$968.65 leftover from Multicultural event (not yet finalized)

In total, \$3000 from Dr. Hope's budget" + \$6000 from HSGSA budget (already approved for gala) + leftover from previous events.

- **MOTION:** BIRT the HSGSA Council approves moving \$500 from SOE4 (holiday event) to SOE5 (gala) and \$626.79 from SOE3 (halloween) to SOE5 (gala).
Yes: All | No: 0
Motion Approved!

HSGSA 2024-25 Elections

Harshal Senthil is the CRO for this year. Refer to the UMGSA election dates (Nomination period/ Campaign period/ Voting period) New team will come to office from May 1, 2024. All councilors who are interested are encouraged to run for the exec positions and spread the word to your friends/department students. The HSGSA Executive positions are paid.

HSGSA By-laws committee recommendations:

Leena (VP-St.B : Chair of By-laws policy committee) presented the changes that were proposed and approved during the HSGSA by-laws meeting.

1. HSGSA Finance Policy manual

(Changes highlighted in yellow, deletions highlighted in red.)

- a. Changes in HSGSA Finance Policy and procedure manual
 - i. Addition to the eligibility criteria : is not a member of the HSGSA Executive Committee "at the time of award distribution".
 - ii. * Application package should be sent in a single pdf file to srforum@umanitoba.ca directly to the RFHS office.

As the RFHS determines the format and submission of the application package

MOTION: BIRT the HSGSA Council approves the proposed changes in the HSGSA Finance policy and procedure manual

- Councilor comments: None.
- All approve.

2. HSGSA Committee policy and procedure manual

As per the bylaws, the HSGSA standing committees are to be formed in September and start working from September. However, it takes till November to form the committee. Hence, the HSGSA bylaws committee feels the need to change the timeline of work/meetings as suggested by Leena (Chair and VP-St.B)

- i. Changes were made to the :
 1. Events committee
 - “CSHRF” to “MSHRF”
 - Deletion: “i. The subcommittee for this event will be assembled in September.”
 2. Academic and Distinguished Lectureship Series Committee
 - Meetings will be held at least twice a year beginning in September and will be called as deemed necessary by the chair of the committee.
 3. Finance committee
 - The Finance Committee will meet in October November
 4. IDRC
 - The IDRC shall meet in September October to form the IDR Subcommittee.
 - The IDRC shall meet in September October to determine a meeting schedule for non-Subcommittee meetings for each academic term.
 5. Dr. Ed Kroeger Mentorship Award Committee
 - The Committee will meet before the end of at the beginning of March, have the results finalized by June 1st, and ready to submit to the Assistant Dean of the Faculty of Graduate Studies (based at Bannatyne Campus) for presentation of the award at the Manitoba Student Health Research Forum

MOTION: BIRT the HSGSA Council approves the proposed changes in the HSGSA Committee policy and procedure manual

- Councilor comments: None.
- All approve.

3. UMGSA By-laws changes

The HSGSA By-laws committee met Chris, UMGSA President regarding the representation of HSGSA in the UMGSA council. Earlier, HSGSA had just one vote in the UMGSA council on behalf of Bannatyne and St. Boniface students. After ~2 years of discussions on this issue, this year the UMGSA by-laws have made changes to accommodate the voting rights of the HSGSA representatives in the UMGSA council. 14 HSGSA representatives will now have the right to vote during the UMGSA council meeting. These positions can be taken up by any HSGSA graduate student. As some departments have more than one elected student representative, the representative who is not part of the HSGSA council can be a UMGSA council member or any graduate student from that department can be a member. If the positions are not filled, then the HSGSA councilors can attend the UMGSA council.

Following is the change made in the UMGSA By-laws:

- a. Article III - 'Membership of Council' - Item 8 - this section is a brand new addition, meant to clarify the relationship between HSGSA and UMGSA further by creating a process through which members of departments within the Rady Faculty of Health Sciences. The language here eliminates a grey area that currently exists (i.e. the departments under Rady automatically have seats on our council, but that there is no process to manage or address conflicts of interest that may specifically arise). Instead, this language sets the default for council representatives to be students within those departments that are not currently on the HSGSA Executive or Council, but provides a fallback provision that allows HSGSA Councilors to serve on UMGSA Council if no other students are interested. This double appointment mechanism should ensure that departments are consistently represented.

6) Exec Reports

- **President:** Attended HSGSA By-laws committee meeting | helped organizing Multicultural evening | Sent proxy to UMGSA AGM and Exec meeting due to personal travels - provided all the relevant reports beforehand | Met with a grad student regarding tuition fee assessment issues | Met with Chris to discuss HSGSAXUMGSA Winter Gala | Planning Winter Gala
- **VP Internal:** Attended UMGSA bylaws meeting | Budgeted, planned, and executed multicultural event | Finalized finances for multicultural event | Prepared for and held HSGSA finance committee meeting | Attended UMGSA finance committee meetings | Attended HSGSA bylaws meeting | Attended all HSGSA executive meetings | Worked on MHRE finances | Worked on finalizing PTDL finances | Started planning gala budget.
- **VP External:** Finalized admin for the Extended Education and Parental Leave Bursaries. Several short meetings with Dr. Leslie Redmond and chaired 2 Food Insecurity Committee Meetings. Wrote the “UM Food Insecurity App” proposal with input from Dr. Redmond and the FIC, made a few revisions and submitted the proposal to the Green Investment Fund in late December. Attended UMGSA AGM and FGS Graduate Student Experience Committee and HSGSA Exec Meetings. Planning and organization for HSGSAXUMGSA Winter Gala. Attended By-laws and PatChoy DL Meetings. Chaired EK Committee meeting and discussed amending

the rubric. Made new application template to be sent out on March 1st and will be accepting applications until April 21st.

- **VP Academic:** Attended Awards and Academic Fairs Committee Meeting, Planning for Troubleshooting Thursdays and Distinguished lecture committee in 2024, Review and giving feedback on the UMGSA holiday hamper program, Helped with Open House on Bannatyne Campus, helped with organizing the Multicultural event
- **VP Marketing and events:** Attended UMGSA Events Committee meeting | Attended UMGSA and HSGSA Bylaws meeting | Attended HSGSA Executives meeting | Attended HSGSA Finance committee meeting
- **VP St. Boniface:**
Attended November HSGSA Exec meeting, council meeting and UMGSA By-laws meeting| Planning and execution of the HSGSA-SBRC multicultural event series: Diwali| Helped with the MHRE interviews| Arranged and chaired the HSGSA By-laws meeting| Attended the MHRE Appreciation event| HSGSA Multicultural event in November| Attended the UMGSA AGM Meeting| Attended the Max Rady College of Medicine Exec meeting| Planning and execution of the HSGSA-SBRC multicultural event series: Pongal event| HSGSA by-laws changes| Assortment of HSGSA media files/Instagram
- **Senator:**
(Akshi read from Armin's report)
Student Senate Caucus- Issues regarding the volunteers needed for the committee
Senate Committee on Academic Admissions-AI based content associated integrity issues| Launch of structured and clear rules for students to avoid violation of Integrity unknowingly
Meeting with Michael Benarroch, Laurie Schnarr, Kelly Main- Health coverage for students| Extension of residences, daycare, clinics for students and staff| Financial requirements for international students|
Graduate Students Experience Committee- Courses being removed from Nursing dept| Student representation of the economic and residential issues| Efforts on increasing student association activities

7) Department Reports

Department	Councilor	Updates
Oral Biology	Olubukola (Bukky) Olatosi	Absent
Biochem & Med Gen	Wasif Mohd Khan	<ul style="list-style-type: none"> ● November-Open house:50-60 graduate students participated with staff and dept reps arranging the event ● December-Christmas party ● 3 new admission of students (Total no. of

		student in dept is 35)
Community Health Sciences	Shaikh Mehdi Hasan	<ul style="list-style-type: none"> • 1 Phd and 5 Masters student have graduated • Student council led the dinner party in December with 28 (22 students and 6 guests) attendees. Donations for Harvest Manitoba were collected at the event
Human Anatomy & Cell Science	Aurelien Caron	<ul style="list-style-type: none"> • November and December dept council meetings: Department marketing • Attended the FGS anniversary on behalf of the department • New courses have been established in the department going to France and some students are coming to the department as well. • Christmas party in December • 1 Masters student transferred to PhD and 1 new Master student
Immunology	Diane Tshikud	<ul style="list-style-type: none"> • November: Participated in the open house and FGS anniversary dinner • December: Christmas party was organized-25 attendees • Immunology dept open house with 7 Profs and 4 graduate students • Second faculty council meeting: Discussion on new award to develop and new position for emergency seminar committee • Retreat for faculty and students on Feb 1st
Med Micro	Erin Robert - Proxy: Rubendren Jamilchelvan	<ul style="list-style-type: none"> • 1 PhD defense and 4 Masters defense , another 1 PhD is planned for next week • Open house • Gingerbread house building for Christmas party- posted them on instagram to get votes on the winner+ Christmas potluck • Next week: Sushi game night is planned • 2 donation drives: for Sunshine house-winter clothing; the group studying the intersection of HIV and STBBI with illegal drug use are having a donation drive
Pathology	Harshal Senthil	sent regrets

Pharmacology and Therapeutics	Parisa Tabishmehr	<ul style="list-style-type: none"> • Since our last meeting, we had holiday pot luck and award presentation in dept. of pharmacology and therapeutics, in December. • Last Friday, we started our weekly scientific talks by inviting PIs and guest speakers from other departments. • I attended two council meetings, by-laws and EK. • Next Saturday, we will gather to go bowling. Our department arranged a one-hour plan and emailed all students.
Physician Assistant	Sarah Zhu	<ul style="list-style-type: none"> • Christmas Party before the break • Bake sale/flower sale for valentine's day is in the process of being conducted during lunchtime • Get-together in Mid March for the students to have some fun activities as a group
Physiology & Pathophysiology	Molly Crandall	<ul style="list-style-type: none"> • December: Department potluck with gingerbread house contest with a monetary prize for the winning group. Lunch was provided by the department • Departmental meeting in February- Science cafe • Gabfest: Informal science chat with the expert in the field from the department
Nursing	Chloe Alby-Koop	Absent
Pharmacy	Danish Malhotra	<ul style="list-style-type: none"> • November: Meeting with the dean regarding security breaches in the department -campus security has also been altered and contacted about this • Planning to form a wellness group for mental health of the students - 2 reps will be nominated for this -surveys and therapy sessions will be organized • Christmas event • 3 more graduate students: 1 Masters, 2 PhD • 1 PhD defense in december and 2 more students are graduating. • January 30- Lunch with a speaker series, similar event is planned in february as well to help students on translating scientific writing to layman language: Science communication help

Masters of rehabilitation sciences	Lea Soliman	<ul style="list-style-type: none"> ● Main street walkers donation drive ● 3 grad proposal defense and presentations we held ● Construction of MSc student space- promote good student mental health and renovation of the basements ● Proposal for moving the department and graduation ceremony to Bannatyne campus as currently many PhD and masters students and PI are spread out between Bannatyne and Fort garry campus.
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8) Adjournment: 6:19pm

Next Council Meeting: TBD

Executive Report

From: Akshi Malik (HSGSA President)
 To: HSGSA Members
 Re: November 1 – November 30th

Executive Summary of Work:

- Attended UMGSA Exec and council meetings
- Chaired HSGSA Exec and Council meeting
- Participated in MHRE interviews
- Regular meeting with Chris to discuss HSGSA-UMGSA relationship
- RFHS Open house planning, emcee and organizing

Executive Summary of Hours:

11-05-23	HSGSA Executive Meeting	1.5hr
11-07-23	Meeting with Erin (IDRC Co-chair)	0.5hr
11-02-23	UMGSA Exec meeting (everyone was absent except Chris)	15min
11-09-23	UMGSA Exec Meeting	1.5hr
11-09-23	MHRE Interviews	4hr
11-17-23	HSGSA Exec meeting	1hr
11-20-23	HSGSA Council Meeting	1.5hr
11-22-23	UMGSA Council Meeting	1.5hr
11-16-23	Meeting with Chris	1hr
11-21-23	HSGSA By-laws committee meeting	1hr
	RFHS 140th Anniversary Gala	7hr
	RFHS Open house	10hr
	Email correspondence	10hr
	Documents and record keeping	5hr
	Monthly Total	45hr

Time spent in meetings in November: 45hr

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 November : 45hr

Executive Report

From: Akshi Malik (HSGSA President)
To: HSGSA Members
Re: December 1 – December 31st

Executive Summary of Work:

- Usual business monitoring via emails and texts
- No HSGSA and UMGSA Exec meetings (due to holidays)

Executive Summary of Hours:

Meeting with a graduate student	1 hr
Email correspondence	5hr
Documents and record keeping	3hr
Monthly Total	9hr

Time spent in meetings in December: 1hr

Meetings missed: HSGSA Finance meeting and UMGSA AGM (due to personal travel) - proxy was arranged for both meetings

Office hours: 0 hours

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

Total hours spent on HSGSA for December : 9hr

Executive Report

From: Lauren MacGowan (HSGSA Vice-President Internal)

To: HSGSA and UMGSA Members

Re: November 1st - November 30th

Executive Summary of Work:

- Went to BMO to get debit card to monitor transactions
- HSGSA Executive Meetings
- HSGSA Council Meeting
- UMGSA Finance Committee Meeting
- UMGSA Bylaws Committee Meeting
- RFHS Open House
- Multicultural Event
- MHRE Interviews

Executive Summary of Hours:

November 5	HSGSA Executive Meeting	1.25 hr
November 11	MHRE Interviews	1 hr
November 15	RFHS Open House	5 hrs
November 17	HSGSA Executive Meeting	1.5 hrs
November 20	UMGSA Finance Committee Meeting	1.25 hrs
November 20	HSGSA Council Meeting	1.5 hrs
November 21	UMGSA Bylaws Committee Meeting	0.5
November 25	Multicultural Event	4.5 hrs
MHRE (event budgeting, financing, etc.)		1.5 hrs
Multicultural (planning, budgeting, reimbursements, etc.)		9 hrs
Financing (budgeting, invoicing, reimbursements, etc.)		3 hrs
Monthly Total		30 hrs

Time spent in meetings in November: 6 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 November: 30 hrs

Executive Report

From: Lauren MacGowan (HSGSA Vice-President Internal)

To: HSGSA and UMGSA Members

Re: December 1st - December 31st

Executive Summary of Work:

- HSGSA Finance Committee Meeting
- UMGSA Finance Committee Meeting
- Financing for various events (patrick choy, multicultural event, MHRE appreciation event)

Executive Summary of Hours:

Dec 12	HSGSA Finance Committee Meeting	30 mins
Dec 18	UMGSA Finance Committee Meeting	1.25 hrs
Financing for patrick choy (email correspondence with those we owe money, received Dr. Nelson's invoice just before break)		4 hours
Financing for multicultural event (email correspondence with AV guys and remaining food providers)		3 hours
Prepared for HSGSA finance committee meeting and completed peer reviews		2.5 hours
Monthly Total		11.25 hrs

Time spent in meetings in December: 1.75 hrs

Meetings missed: UMGSA AGM (missed due to family death)

Office hours: 0 hours

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

Total hours spent on HSGSA for December: 11.25 hours

Vice-President External – Jamie Sookhoo

Executive Summary of Work: Attended UMGSA Council Meeting | MHRE Interviews | Attended HSGSA Exec & Council Meetings | Chaired UMGSA Food Insecurity Committee Meeting | RFHS Open House planning and execution

Executive Summary of Hours:

Date	Work	Hours
5 Nov	HSGSA Executive Meeting	1.5
10 Nov	MHRE Interviews	1
15 Nov	RFHS Open House	9
17 Nov	HSGSA Exec Meeting	1
18 Nov	College of Medicine Gala Volunteer	7
20 Nov	HSGSA Council Meeting	1.5
21 Nov	HSGSA ByLaws Committee Meeting	1
	Emails and Admin	5

Meetings Missed: None

Office Hours:

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

Time Spent in Official Office Hours in November: 0 Hours

Total Hours Spent on the HSGSA in November, 2023: 27 Hours

Vice-President External – Jamie Sookhoo

Executive Summary of Work: Attended UMGSA Executive Meeting | Attended UMGSA AGM | Chaired UMGSA Food Insecurity Committee Meeting | Attended GSEC Meeting | Wrote FIC Proposal for UM Green Fund Application

Executive Summary of Hours:

Date	Work	Hours
6 th December	UMGSA AGM	2
7 th December	UMGSA Executive Meeting	1.5
12 th December	HSGSA Finance Committee Meeting	0.5
13 th December	UMGSA Food Insecurity Committee Meeting	1
15 th December	Graduate Student Experience Committee Meeting	1
	Multiple 15-30min meetings with Dr. Leslie Redmond	2
	Emails and Admin	5

Meetings Missed: None

Office Hours:

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

Time Spent in Official Office Hours in December: 0 Hours

Total Hours Spent on the HSGSA in December, 2023: 13 Hours

Executive Report

From: Samuel Akinola (HSGSA VP Marketing and Events)

To: HSGSA Members

Re: November 1st – November 30th

Executive Summary of Work:

- HSGSA Executive Meeting
- RFHS Grad Studies Open House
- UMGSA Events Committee meeting
- HSGSA Executive meeting
- HSGSA Council Meeting
- HSGSA By Law Meeting
- MHRE Interview
- Multicultural Event

Executive Summary of Hours:

03-11-2023	UMGSA Events Committee Meeting	1hr
05-11-2023	HSGSA Executive meeting	1.5hr
09-11-2023	MHRE Interview	1.5hr
14-11-2023	RFHS Grad studies open house planning - recruiting volunteers, meeting Bianca	2.5hr
15-11-2023	RFHS Grad Studies open house - Escorting students back to FG	1hr
17-11-2023	HSGSA Executive Meeting	1hr
20-11-2023	HSGSA Council Meeting	1.5hr
21-11-2023	HSGSA By Law Meeting	1hr
22-11-2023	Multicultural Event Planning - Managing emails, logistics, stakeholders	15hr
25-11-2023	Multicultural Event	4hr
Monthly Total		30 hours

Time spent in meetings in November: 6 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 November: 30

Executive Report

From: Samuel Akinola (HSGSA VP Marketing and Events)

To: HSGSA Members

Re: December 1st – December 31st

Executive Summary of Work:

- UMGSA Annual General Meeting
- UMGSA Events Committee meeting
- HSGSA By Law Meeting
- HSGSA Finance Committee meeting
- Tax Clinic with UMGSA

Executive Summary of Hours:

06-12-2023	UMGSA Annual General Meeting	2hr
07-12-2023	UMGSA Events Committee meeting	1hr
12-12-2023	HSGSA Finance Committee meeting	.5hr
22-12-2023	Preparation for Tax Clinic with UMGSA	.5hr
Monthly Total		4 hours

Time spent in meetings in December: 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 December: 4hrs

Executive Report

From: Shahin Shabanipour Dehboneh (HSGSA Academic Vice President)

To: HSGSA Members

Re: November 1st – November 30st

Executive Summary of Work:

- Interviewed MHRE instructors
- Helped with organising RFHS Open House on Bannatyne Campus
- Attended the HSGSA executive meeting
- Attended the HSGSA executive meeting with councillors
- Attended the bylaws and policy committee meeting
- Helped with holding the Multicultural event

Executive Summary of Hours:

November 8th and 11th	Interviewed 4 MHRE instructors	2hrs
November 15	Helped with organizing RFHS Open House on Bannatyne Campus	6.5hrs
Nov 17, 2023	Attended HSGSA Executive Meeting	1hr
Nov 20, 2023	Attended HSGSA executive-council zoom meeting	3hrs
Nov 21, 2023	Attended bylaws and policy committee meeting	1.5hrs
Nov 25, 2023	Helped with organizing the multicultural event	4hrs
Making, Printing and distribution of the Multicultural event poster/posters		4hrs
Monthly Total		22

Time spent in meetings in November: 5.5 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 November: 22hrs

Executive Report

From: Shahin Shabanipour Dehboneh (HSGSA Academic Vice President)

To: HSGSA Members

Re: December 1st – December 31st

Executive Summary of Work:

- Attended the Awards and Academic Fairs Committee Meeting

Executive Summary of Hours:

Awards and Academic Fairs Committee Meeting	Discussing holiday hamper program	1hrs
Planning for Troubleshooting Thursdays and Distinguished lecture committee in 2024		3hrs
Review and giving feedback on the UMGSA holiday hamper program		1hr
Monthly Total		5

Time spent in meetings in December: 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 December: 5hrs

Executive Report

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

To: HSGSA Members

Re: Nov 1st – Nov 30th

Executive Summary of Work:

- Attended HSGSA Exec Meetings
- Meeting the student coordinator/dept councilors in SBRC (St.Boniface Research Centre)
- Attended HSGSA Council Meeting
- Attended UMGSA Bylaws meeting
- Chaired HSGSA Bylaws and policy committee meeting
- HSGSA -SBRC Multicultural event series planning
- Attended the MHRE Planning Meeting
- Planning and execution of HSGSA Multicultural event

Executive Summary of Hours:

Nov 5, 2023	HSGSA Executive Meeting	1 hr
Nov 6, 2023	HSGSA - SBRC Multicultural event series planning	2 hrs
Nov 8, 2023	SBRC Diwali poster and HSGSA Multicultural event poster designing	3 hrs
Nov 11, 2023	MHRE Interviews	1.5 hrs
Nov 14, 2023	HSGSA - SBRC Multicultural event- Diwali celebration	3.5 hrs
Nov 17, 2023	UMGSA Bylaws Meeting	1 hr
Nov 17, 2023	HSGSA Exec Meeting	1.5 hrs
Nov 20, 2023	HSGSA Council Meeting	1.5 hrs
Nov 21, 2023	HSGSA By-laws and policy committee meeting	1 hr
Nov 24, 2023	MHRE Appreciation Event	1.5 hrs
Nov 25, 2023	HSGSA Multicultural Event	5 hrs
	HSGSA Multicultural Evening planning	6 hrs
	Documents/record keeping and email correspondence	10 hrs
	Monthly Total	38.5 hrs

Time spent in meetings in November: 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 November: 38.5 hrs

Executive Report

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

To: HSGSA Members

Re: Dec 1st – Dec 31st

Executive Summary of Work:

- Attended the UMGSA AGM Meeting
- Attended the Max Rady College of Medicine Executive Meeting
- Bylaws document reviewing
- HSGSA Multicultural event (media sortment)
- Compiling the Councilor reports for November Council Meeting minutes

Executive Summary of Hours:

Dec 6, 2023	UMGSA AGM Meeting	1.5 hrs
Dec 19, 2023	Max Rady College of Medicine Executive Meeting	1 hr
	HSGSA Multicultural Evening Photos (sorting and uploading to drive)	6 hrs
	Documents/record keeping and email correspondence	6 hrs
	Monthly Total	14.5 hrs

Time spent in meetings in December: 2.5 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 December: 14.5 hrs

