
May Council Meeting Minutes

May -27th, 2024 5pm

Zoom

- 1) Call to Order: 5:06 PM
- 2) Approval of minutes (April 29th, 2024): Aurelien | Wasif
- 3) Approval of agenda: Wasif | Leena
- 4) Business arising from previous minutes: IDRC 2.0
 - The council discussed significant issues that arose from the previous decisions made by the IDRC (Internal Disciplinary Review Committee). One major concern was related to procedural flaws during the passing of motions. The typical process involves notifying council members a week in advance about any motion so they have sufficient time to review and discuss it. However, in this case, motions were only communicated on the day of the council meeting, which raised concerns about transparency and fairness.
 - Another crucial issue discussed was the legality of deducting honorariums from executives. According to the current bylaws, there is no legal provision allowing such deductions, making it problematic for the council to pursue this route. It was emphasized that taking such actions without a clear legal framework could lead to severe consequences, including the possibility of lawsuits. This sparked a broader discussion about the gaps in the current bylaws and the need for revision, particularly regarding how honorariums are defined and handled.
 - A key point of contention was that the deductions and other decisions made by the IDRC lacked proper procedural integrity. For example, the honorarium reductions were proposed after payments had already been made for the month of April, which raised questions about the fairness and legality of such actions. Additionally, it was highlighted that the IDRC did

- not follow proper steps to involve the GSA (Graduate Students' Association) or seek guidance on whether these deductions were even permissible under the organization's rules.
- One of the central themes of the meeting was the role of the IDRC and its relationship with the UMGSA's Executive Review Committee (ERC). While the IDRC's role is primarily focused on internal feedback and professional development, there was discussion about whether a more formal supervisory oversight process is needed. This would help ensure that executives are held accountable for their actions in a structured manner. The council acknowledged that the existing governance framework lacks a clear process for managing such situations and agreed that the ERC might need to take a more active role in overseeing the IDRC's actions in the future.
 - The conversation also touched on the broader responsibilities of executives and how their performance should be evaluated. It was pointed out that current evaluations do not fully capture the complexity of an executive's role, particularly when considering their contributions to both the organization and the student body. The council emphasized the need for performance-based appraisals that focus on executives' actual responsibilities within their roles, rather than external factors or activities outside their formal job description.
 - The ongoing efforts to revise the governance framework include creating a clear distinction between what constitutes an executive's performance within their defined role and what falls outside their scope. This will help ensure that executives are evaluated fairly and transparently. Additionally, the council discussed changing the term "honorarium" to "part-time payments" to better reflect the nature of compensation and accountability for work performed by executives.
 - In conclusion, the council recognized that many of the issues they are facing stem from gaps in the current bylaws and governance structure. Moving forward, the council is committed to addressing these gaps by drafting clearer policies, improving communication and transparency, and establishing a more comprehensive framework for executive reviews

and appraisals. The next step is to work closely with the GSA and ERC to ensure that these changes are implemented in a way that upholds the integrity of the organization while protecting the rights of executives and maintaining accountability.

5) New business:

Introduce new HSGSA executives

- The newly appointed HSGSA executives introduced themselves and outlined their respective roles and objectives for the upcoming term. Sadhana, the President, emphasized her goal of increasing student involvement and making HSGSA a valuable platform for graduate students to invest their time and energy. Sanjana, the Vice President of Internal, shared her commitment to managing the organization's budget and finances responsibly with the support of the team. Leena, the Vice President of External, expressed excitement about continuing in her role and working on new initiatives, particularly in relation to the MHRE, aiming to enhance the organization's impact. Ashraf, the newly elected Vice President of Marketing and Events, introduced himself and expressed enthusiasm for planning engaging events. Keshav, the Vice President for the Saint Boniface campus, shared plans for upcoming events for both Saint Boniface and Health Sciences students, looking forward to a successful year. Unfortunately, Aziz, the Vice President of Academic, was unable to attend. The team expressed their commitment to collaboration and creating a positive impact for the student community.

HSGSA 2024/25 budget proposal

- In the meeting, Sanjana Grover provided a detailed presentation of the proposed HSGSA budget for the current year. The budget, which totals \$28,000, was developed using last year's budget as a reference, with adjustments made to better allocate unused funds from the previous year. The main objective was to ensure that funds are distributed more effectively across various categories to avoid leftover amounts at the end of the fiscal year.

Key budget allocations and changes discussed include:

- Meeting Allocations:
 - Annual General Meeting (AGM): A budget of \$200 for food and related expenses, the same as the previous year.
 - Council Meetings: A budget of \$500 was proposed, accounting for two in-person council meetings in September and April, a change from the usual practice of holding all meetings online.
- Workshops and Seminars:
 - MSHRF Event: \$500 was allocated for potential volunteer appreciation and food costs, though most expenses will be covered by the radiology faculty.
 - Patrick Choy Distinguished Lecture: The contribution from HSGSA was increased to \$2,000, as last year's contribution of \$1,000 was deemed under-budgeted. The total estimated cost for the event is \$5,000, with \$3,000 coming from RFHS.
 - Other planned workshops and seminars include a startup pitch event (\$500), a financial literacy workshop, a Science Cafe Panel (\$500), and a Skill-Based Workshop Series (\$200), where student talent will be utilized as instructors.
- Social Events:
 - Fall Orientation: \$500 was budgeted for this event to cover food and other costs.
 - St. Boniface Campus Tour: A proposed budget of \$200 was set for transportation and refreshments.
 - Summer Event: \$2,500 was allocated for this event, considering the success of last year's event and expected higher turnout this year.
 - Summer Movie Day: \$500 was allocated for subsidizing movie tickets for students.
 - Multicultural Events: A total of \$4,000 was set aside for a series of multicultural events across Saint Boniface and Bannatyne campuses, continuing the successful initiative from last year.

- Spring Gala: HSGSA will contribute \$6,000 towards the Spring Gala, in collaboration with UMGSA, which will contribute an additional \$3,000. The total estimated cost for this event is \$9,000.
- Awards:
 - A new HSGSA Travel Award was introduced, aimed at students who have exhausted other funding opportunities. Two awards, valued at \$250 each, were allocated, totaling \$500.
 - Other awards include the Dr. Forough Khadem Memorial Award (\$2,000), the Ed Kroeger Mentorship Award (\$100), and several Graduate Student Excellence Awards. These awards are partially funded from last year's leftover budget, with adjustments made to better allocate funds this year.
- St. Boniface Campus: A separate budget line was created with \$600 allocated for events specifically for St. Boniface students.
- Miscellaneous Expenses:
 - Honorariums: Several honorariums were allocated, including \$50 for the HSGSA Counselor of the Year, \$100 for IDRC, and \$350 for the CRO during elections.
 - Operational Costs: Budgeting for banking fees, checkbook expenses, and other administrative costs such as office supplies (\$200) and transportation reimbursements (\$600).
- Ashley Bell raised the concern that there was no dedicated budget line for nursing students as discussed in the previous finance meeting. Sanjana clarified that while a specific event for nursing students was planned, a separate budget line had not been introduced yet. Sadhana added that this matter would be revisited in future discussions, with flexibility to allocate funds from the \$4,200 set aside for new initiatives.
- The meeting also covered potential cost-saving measures, such as sourcing checks from Costco to reduce checkbook expenses. Overall, the session ended with the agreement that the proposed

budget will help manage events and initiatives more efficiently while keeping provisions for unplanned expenses and new ideas throughout the year.

MOTION: “BIRT HSGSA approves the proposed HSGSA 2024/25 budget”

Mover: Ashraf

Secunder: Diane

YES: 12 | NO: - | Abstain: 1 (Sadhana)

6) Other business:

MHSRF updates

- In the meeting, Ashraf provided an update on the planning for the upcoming MHSRF, the largest event on the agenda. The planning committee, which includes Bianca and Samantha, has already met twice, with the latest meeting taking place the previous week. The event, scheduled for June 17th, is progressing according to plan. Ashraf mentioned that they successfully recruited around 20 volunteers, and tasks have been assigned to them, with an upcoming meeting to brief volunteers on their responsibilities. There are approximately 190 participants registered this year, with 160 to 170 posters expected, a significant increase from the previous year. Ashraf also discussed potential venue changes, suggesting that Joe Doupe Concourse may be a better fit for logistical reasons compared to Apotex, where the event is currently planned. The decision is still under review by the organizing team, but shifting to Joe Doupe would make it easier to manage lectures, coffee breaks, and lunches.
- Finally, Sadhana added that initial confusion regarding the venue was due to expected construction in Lecture Halls B and C, but these halls are now confirmed to be open during the event dates. She has brought this to the attention of the MHSRF team, with the hope that shifting the event to these larger lecture halls will accommodate the growing number of participants.

Performance based appraisals for executives

- In the meeting, Sadhana discussed the implementation of performance-based appraisals for the executives of the HSGSA. The appraisals are designed to evaluate executive performance based

on their responsibilities outlined in the policy manual and their individual goals. The appraisals will be divided into two parts: 60% of the evaluation will come from fulfilling roles and responsibilities, including specified working hours for the President and Vice Presidents, while the remaining 40% will be based on personal and team goals, which are set for the term. Executives are also encouraged to support one another, and this collaboration will be factored into the appraisal process. The evaluations will be conducted near the end of the term, with both self-assessments and peer evaluations. A passing grade of 60% will be required, with potential consequences like pay cuts or replacement for executives who score below this threshold. The performance-based appraisal policy is still under development, and the final proposal will be presented to the council in September for approval.

Honorariums to part-time payments and signing of agreements for executives

- Sadhana discussed the need to change the term "honorarium" in the HSGSA policy manual, as it does not accurately reflect the nature of the payments received by executives. Honorariums are traditionally gifts, whereas the payments being made are for the work performed, making them more akin to part-time payments. The policy manual will be updated to reflect this change. Additionally, executives will begin signing agreements outlining their responsibilities and expectations. This formalized process will provide clear guidelines and allow for actions to be taken if obligations are not met.

UMGSA council members representing HSGSA

- It was discussed that each department within HSGSA will have both HSGSA and UMGSA representatives. Sadhana emphasized the need for counselors to take on the additional responsibility of ensuring their departments are represented in both councils. Counselors were asked to confirm if they would continue in their roles or find replacements. If a replacement is needed, they should also find a representative for the UMGSA council. Leena clarified that while the HSGSA counselor role remains consistent, the UMGSA representative role is voluntary and should focus on ensuring communication between the UMGSA and HSGSA councils. Lea

inquired about voting rights for UMGSA council representatives and asked for guidance on finding representatives for smaller departments. It was confirmed that UMGSA council reps have voting rights, and efforts should be made to fill positions by September. Leena added that if departments struggle to find representatives, HSGSA counselors could take on the dual role, but the goal is to create leadership opportunities for more students. The possibility of drafting a document to outline the responsibilities of UMGSA council reps was also discussed.

7) Exec Reports

- **President:** Attended UMGSA Executive and Council Meeting | Transition meeting with Akshi | Bank signing authority transfer visits (ACU and BMO) | Chairing HSGSA Executive and council meetings and document preparation | Setting up Summer Performance Appraisals with executives | MSHRF discussions with Bianca and VPME | Formulating the budget with VPI | Senate meeting | FGS Faculty council meeting | Meeting with Dr. Hope Anderson, RFHS Vice-Dean | Clarification with regards to GSEA and GSMA award winners
- **VP Internal:** Transition meeting with Lauren | Email Login and drive is setup | Bank visits for signing authority change at ACU and BMO | Emailed Ruth to get an estimated budget amount | Budget creation & planning | Updated and prepared the master budget sheet to be presented at the May council meeting | 2024-25 HSGSA Budget presentation during 27th May Council Meeting | Attended the FGS Council Meeting | Attended the new Execs introduction meeting with Dr. Hope Anderson and Bianca | Attended the MSHRF Planning meeting | Attended HSGSA Executive and Council Meetings | Patrick Choy cheque deposit | Performance appraisal meeting with Sadhana | Couldn't attend the UMGSA Finance Meeting due to time conflict with my conference presentation so I asked Leena to attend the meeting on my behalf.
- **VP External:** Transition meeting with previous VP-E | Attended the UofM Mental Health and Well-being Task Force Meetings | Attended the HSGSA Executive meetings | Attended the UMGSA Food Insecurity Committee Meeting | Attended the BAM-YEN meetings | Assisted VP-A in compiling the GSEA results | MSHRF Planning discussion with VP-ME | Discussion with MHRE director and HSGSA Student for upcoming initiatives | Attended the UMGSA Finance meeting as proxy for VP-I | Working on the EK Mentorship award results | Working on department-wise stipend details | Attended the new Execs introduction meeting with Dr. Hope Anderson | Performance Appraisal meeting with HSGSA President | Working on the development of new HSGSA Travel Award
- **VP Academic:** Transition meeting with previous VP Academic | Attended HSGSA Executive and Council Meetings | Attended the Executive Introduction meeting | GSEA and GSMA Award

results and discussion with Dr. Samantha Pauls and VP-E | Attended UM Biosafety Committee Meeting | Helped compile Dr. Ed Kroger Mentorship Award Results | Attended UMGSA Awards Committee meeting | UMGSA Award marking (3 packages) | Planned for Academic events (Share Your Expertise workshop series) | Attended HSGSA executive meetings.

- **VP Marketing and events:** Transition meeting with Sam | Got hold of all the account details and office keys | Preparing the posters for the instagram introductory posts (both group and individual) | Sending out introductory email to the students | Updating the website | MSHRF Planning Committee Meeting with Samantha, Bianca, and WISDOM chair | Bank visits for the transfer of signing authorities | Promoted events by sending out emails and posting on Instagram | Planning of events for the upcoming year as you could see from the financial report | LinkedIn setup and launch, I am working on currently | Detailed MSHRF Planning | Had MSHRF Meeting with Bianca on May 16th | MSHRF Volunteer task breakdown | Had introductory Performance Appraisal Meeting to discuss goals for the Summer term | UMGSA Events committee meeting on May 24th
- **VP St. Boniface:** Attended HSGSA executive meetings and wrote its meeting minutes | Attended UMGSA Bylaw Committee meeting | Spoke with Dr. Mike Czubryt, head of the Saint Boniface Institute, about organizing a Saint Boniface campus tour and Metabolics in-person workshop | In the process of creating a WhatsApp group for easier communication among St.B students | Had a transition meeting with the previous VP of Saint Boniface to discuss the role and responsibilities

8) Department Reports

Department	Councilor	Updates
Oral Biology	Olubukola (Bukky) Olatosi	Absent
Biochem & Med Gen	Wasif Mohd Khan	<p>New councilor</p> <ul style="list-style-type: none"> ● The BMG Department held a successful Research Day on May 10th. 39 posters were presented. Over 100 attendees registered, resulting in a successful turnout. ● The department welcomed 3 new students, bringing the total number of students to 36.

Community Health Sciences	Hasan	<p>Sent regrets. Narges Khodabandehloo (proxy)</p> <ul style="list-style-type: none"> • No updates specific from their department
Human Anatomy & Cell Science	Aurelien Caron	<p>Not sure - councilor position</p> <ul style="list-style-type: none"> • One PhD defense and one PhD proposal took place this month. • The Student Seminar series concluded for the year. • The department organized a panel for the "Age of Science." • The department's Research Day is scheduled for tomorrow. • This is the month for progress reports within the department.
Immunology	Diane Tshikudi	<p>New councilor</p> <ul style="list-style-type: none"> • The department organized a meeting with graduate students to gather their input on department-related issues, including the election of the department head. • A third emergency department workshop was organized focusing on image analysis, with 60 registered attendees and 40

		<p>participants. The workshop was considered successful.</p> <ul style="list-style-type: none"> • A Lab Management and Safety Committee meeting took place in early May to address safety protocols for new summer students and faculty. • Three external speakers were invited, one by students and two by the department. Arrangements for their accommodations were handled. • The department welcomed three new students—two master's and one PhD—bringing the total number of students to approximately 30.
Med Micro	Erin Robert	<p>New councilor</p> <ul style="list-style-type: none"> • Planned upcoming events include: Another game night due to high attendance and ease of organization, a bonfire and tentative plans for a bowling event. • An additional Habitat for Humanity day has been scheduled due to high interest from the Medical Microbiology department. • The student seminar series and research faculty seminars have wrapped up for the year.

Pathology	Harshal Senthil	<p>New councilor</p> <ul style="list-style-type: none"> • The department welcomed one new student, bringing the total to four. • One member will be leaving soon, reducing the number back to three. • The department is actively recruiting for PhD, Postdoc, and MSc positions. • Any recommendations for potential candidates are encouraged. • No further updates from the department.
Pharmacology and Therapeutics	Parisa Tabishmehr	Absent
Physician Assistant	Sarah Zhu	Absent
Physiology & Pathophysiology	Molly Crandall	<p>Not sure - councilor position</p> <ul style="list-style-type: none"> • The Physiology department has not had many updates since the last meeting. • An upcoming Rec Room event is scheduled for Saturday, with a good number of attendees expected. • A Science Café is planned for July. • Another event, either a movie or board game night, is being considered for July. • Decisions about continuing roles will be made in the fall when new students arrive, with some changes expected in the association.

		<ul style="list-style-type: none"> ● No further updates at this time.
Nursing	Ashley Bell	<p>New councilor</p> <ul style="list-style-type: none"> ● New representatives will be selected at the first meeting in September; Ashley Bell will likely not continue. ● A new executive team took over on May 1st. ● Nurses Week was held from May 6th to 10th, with graduate students participating in a Mini Research Showcase at the Helen Glass Atrium. ● The search for a new Dean is ongoing, with two candidates scheduled for site visits in June. ● No further updates.
Pharmacy	Danish Malhotra	Sent regrets
Rehabilitation sciences	Lea Soliman	<p>Continue as the councilor</p> <ul style="list-style-type: none"> ● Recruitment for various council positions is ongoing; updates on positions will follow. ● One thesis defense is scheduled for next week. ● Four new students will be joining the program in the fall. ● The College Student Research Day is scheduled for June 4th, with promotional support from Career Services and the

		<p>Student Experience Department.</p> <ul style="list-style-type: none">● Registration bags for the event may include flyers, pending availability.● The college is recruiting participants for a student-led research study on COPD in Winnipeg. Referrals are encouraged.● No further updates.
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9) Next Council Meeting: **Sep 30th, 5pm (in-person)**

10) Adjournment: 7:08 PM