

Council Meeting Minutes September -23rd, 2024 5pm HSGSA Lounge

DATE:	September 23rd, 2024		CHAIR:	Sadhana
DURATION:	<i>Start - 5:00 pm</i>	<i>End - 6:00 pm</i>	LOCATION:	HSGSA Lounge (Brodie 402)
ADD'L INFO:	-		BOLD ITALICS	<i>Key Topics for Discussion</i>

TIME	ITEM	TOPIC	LEAD
5:00PM	1.0	Introduction	Sadhana
2mins	1.A	Call to Order (5:02 PM)	
	1.B	Establishment of Quorum	
5:02 PM	2.0	Items for Approval	Sadhana
5mins	2.A	Agenda of Council Meeting - September 23rd, 2024 <i>Mover: Aziz Seconder: Ashraf</i> YES: all 17 NO: - Abstain: Sadhana	
	2.B	Minutes of Council Meeting - May 27th, 2024 <i>Mover: Sanjana Seconder: Aurelion</i> YES: all 17 NO: - Abstain: Sadhana	
5:07 PM	3.0	Unfinished Business	-
	-	-	
5:07 PM	4.0	New Business	
28 mins	4.A	<i>Introductions</i> <ul style="list-style-type: none"> In this meeting, the executive members and counselors introduced themselves, providing brief descriptions of their roles, responsibilities, and backgrounds. Sadhana, the President, emphasized her goal of making a positive impact for students and encouraged everyone to connect with her for concerns or ideas. 	Various

		<p>Sanjana, the VP Internal, shared her role in overseeing finances and budgeting, inviting ideas on how to utilize funds for departmental events and initiatives. Keshav, VP St. Boniface, discussed his duties in organizing social and academic events at St.B and taking meeting minutes, while Ashraf, the VP Marketing and Events, highlighted his focus on planning engaging social activities. Leena, the VP External, offered support for professional development and external resources, and Aziz, the VP academic, outlined his work on academic and professional development workshops and leadership opportunities at HSC. Each counselor then introduced themselves, stating their department, program, and some personal insights attendees included Mira from the College of Pharmacy, Anam from Biochemistry and Medical Genetics, Mojan from oral biology, Ruben from Medical Microbiology and infectious diseases, Kayla from Physician Assistant Studies, Fazia from the department of Immunology, Parisa from Pharmacology and Therapeutics department, Aurelien from Human Anatomy and Cell Science department, Ujala from Pathology department, Lea from Masters of Rehabilitation Sciences department, Michaela from Nursing department and Molly from department of Physiology and Pathophysiology. The meeting concluded with a welcoming message to new and returning members, emphasizing collaboration for a successful year ahead.</p>	
	4.B	<p><i>Roles and responsibilities of HSGSA councilors</i></p> <ul style="list-style-type: none"> Sadhana outlined the roles and responsibilities of council members. Each department within the RFHS is represented by a graduate student who serves on the HSGSA council, comprising 15 department councilors and HSGSA executive members, including the President, VP-Internal, VP-External, VP-Marketing and Events, VP-Academic, and VP-St. Boniface. The council emphasized that a quorum, consisting of a majority of members, 	Various

		<p>is required to conduct official business at each meeting. Attendance at monthly meetings is mandatory (except in June, July, August, and December), with September and May meetings held in person and others conducted over Zoom. Council members are expected to participate in at least two standing committees, with specific duties detailed in HSGSA's policy manual. Members who miss more than two meetings or fail to send a proxy with prior notice may impact their department's eligibility for grants, although each department maintains only one vote on council matters.</p> <ul style="list-style-type: none"> • Council members were reminded of their authority to shape HSGSA policies and practices, including approving the annual budget, transferring funds within budget lines, and making decisions on awards, policy manual updates, and meeting agenda and minutes. All motions brought forward in council require a mover, a seconder, and a two-thirds majority vote to pass. For regular council meetings, documentation such as agendas, prior meeting minutes, and motion materials are provided a week in advance, and council members are expected to review these documents thoroughly beforehand. Additionally, each councilor is responsible for delivering a departmental report at each meeting, which may include department updates and any notable information. Likewise, HSGSA executives and standing committee chairs will present their updates. Councilors are also tasked with promoting HSGSA events and initiatives within their respective departments to foster participation and engagement among graduate students. 	
	4.C	<p style="text-align: center;"><i>Sub-committee selection by councilors</i></p> <ul style="list-style-type: none"> • The chairs of the individual standing committee detailed the responsibilities and structures of their standing committee. The Finance Committee, led by the VP-Internal, will oversee budgeting and expenditures and convene in November and April, 	Sadhana

		<p>while the Events Committee, chaired by the VP-Marketing and Events, is responsible for organizing social and academic events, including the Manitoba Student Health Research Forum, with updates provided at monthly meetings. The Academic and Distinguished Lectureship Series Committee, led by the VP-Academic, will handle workshops and the Dr. Patrick Choy Distinguished Lectureship. The Bylaws and Policy Committee, chaired by the VP-St. Boniface, is tasked with maintaining HSGSA's governing documents and presents its annual review in Feb or March. The Ed Kroeger Mentorship Award Committee will be restructured as the External Committee, chaired by the VP-External, and will now handle applications for external awards such as the HSGSA Travel Award and the Ed Kroeger Mentorship Award. The Internal Development and Review Committee, led by the President, conducts bi-annual reviews of the executive team and presents findings in January and April, while the Election Committee, active by January, will oversee HSGSA's general elections, with the Chief Returning Officer managing the election process. Each committee meets regularly and provides updates to the council to ensure active governance and progress on HSGSA initiatives.</p> <ul style="list-style-type: none"> The HSGSA standing committees are composed of various executives and council members to oversee specific responsibilities. The Finance Committee, chaired by the VP-Internal, includes the President, VP-Marketing and Events, and Councilors Kayla and Michaela. The Events Committee, led by the VP-Marketing and Events with VP-St. Boniface as Co-Chair, includes the President, VP-Internal, VP-External, VP-Academic, and Councilors Mira, Anam, Ujala, and Ruben. The Academic Committee, chaired by the VP-Academic with VP-External as Co-Chair, consists of Councilors Aurelien, Ujala, Ruben, and Parisa. The Bylaws and Policy Committee, chaired by the VP-St. Boniface, includes the President, VP-Internal, VP-External, VP-Academic, VP-Marketing and Events, and 	
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		<p>Councilors Anam, Michaela, and Lea. The External Committee, led by the VP-External, consists of the President, VP-Internal, VP-Academic, and Councilors Kayla, Parisa, and Molly. The Internal Development and Review Committee (IDRC), chaired by the President, includes Councilors Aurelien, Lea, Molly, Fazia, Mojan, and councilor from CHS. Finally, the Election Committee, chaired by the Chief Returning Officer (CRO), includes Councilors Mira, Fazia, Mojan, and CHS.</p>	
	<p>4.D</p>	<p>2024-2025 Approved HSGSA Budget and running budget</p> <ul style="list-style-type: none"> Sanjana provided a detailed review of the 2024-2025 Approved HSGSA budget, as referenced in the May 27th 2024 council minutes. She also highlighted the specific expenditure allocations and the remaining balances across several categories of the HSGSA budget. The HSGSA budget reveals various expenditure allocations and remaining balances across different categories. Council meetings have an allocated budget of \$500, with \$143.56 spent, leaving \$356.44. For workshops, the MSHRF utilized \$469.77 of its \$500 allocation, leaving \$30.23. Social events, including TGIF and Movie Night, have significant funds remaining; TGIF used \$87.84 out of \$200, and Movie Night used \$272.58 from a \$500 budget, leaving \$112.16 and \$227.42, respectively. The Summer Event spent \$1,891.63 of the \$2,500 budget, with \$608.37 remaining. At the St. Boniface campus, only \$50.85 of the \$600 for events and activities has been used, while the Nursing Events budget has been fully utilized. Award allocations include the Ed Kroeger Mentorship Memento, with \$83.95 spent of \$100, leaving \$16.05, and the Dr. Forough Khadem Memorial Award with a complete \$500 used. Additionally, award certificates cost \$21.22 of the allocated \$100. In operational expenses, \$109.85 of the \$250 for cheque books and \$38.81 of the \$200 for office supplies have been spent, 	<p>Sanjana</p>

		with \$140.15 and \$161.19 remaining, respectively. Transportation reimbursement and advertising funds are largely unspent, with \$566.80 and \$200 left out of \$600 and \$200 budgets, respectively. Overall, out of an estimated \$28,000, \$5,903.26 has been spent, leaving a remaining budget of \$24,096.74 for the fiscal period.	
5:35 PM	5.0	Executive and Councilor Reports	
25mins	5.A	Round table	Various
5: 55PM	6.0	Announcements	
5mins	6.A	<ul style="list-style-type: none"> • Complete documentation for HSGSA councilor role - October 14, 4pm (Send to Ruth and CC me) <ul style="list-style-type: none"> <input type="checkbox"/> Read code of conduct and sign the declaration <input type="checkbox"/> Complete Nomination form (10 signatures or minutes of Departmental GSA election) <input type="checkbox"/> UMLearn - UM's Sexual Violence Awareness Course <ul style="list-style-type: none"> • Next Council Meeting <ul style="list-style-type: none"> i. Monday, October 28th, 2024 - 5:00-6:00 PM, Zoom • Upcoming HSGSA Events <ul style="list-style-type: none"> i. Share your expertise workshop session 1, September 24th, 1-2pm, Zoom ii. Dr. Patrick Choy Distinguished Lectureship, October 29th 1pm-2:30 pm 	Sadhana and Aziz
6:00 PM	7.0	Adjournment (6:54 PM)	Sadhana

HSGSA sub-committee members 2024-2025

No.	Sub-committee	Members
I.	Finance committee	VP-I (Chair), President, VP-ME, Councilors (2) - Kayla, Michaela
II.	Events committee	VP-ME (Chair), VP-St.B (Co-Chair),

		President, VP-I, VP-E, VP-A, Councilors (4) - Mira, Anam , Ujala, Ruben
III.	Academic committee	VP-A (Chair), VP-E (Co-Chair), Councilors (4) - Aurelien, Ujala, Ruben, Parisa
IV.	By-laws and Policy committee	VP-St.B (Chair), President, VP-I, VP-E, VP-A, VP-ME, Councilors (3) - Anam, Michaela, Lea
V.	External committee	VP-E (Chair), President, VP-I (to be added), VP-A, Councilors (3) - Kayla, Parisa, Molly
VI.	IDRC	President (Chair), Councilors (6) - Aurelien, Lea, Molly, Fazia, Mojan, CHS
VII.	Election committee	CRO, Councilors (4) - Mira, Fazia, Mojan, CHS

Executive Reports:

President: Transition related businesses (bank appointments and setting the foundation for the year) | FGS summer orientation | MSHRF planning and execution | Meeting with RFHS Vice-Dean | 2024-2025 Budget formulation and approval from council | Scheduling of events | Summer Performance appraisals | HSAI discussions | SSBC hiring committee | Movie night planning and execution | TGIF planning and execution | MHRE director interview chairing and director appointment | FGS Fall orientation planning, and presentation | Reaching out to every RFHS department to circulate departmental GSA guidelines and request to attend the orientation | Grand Prix Summer event planning

and execution | General HSGSA business - HSGSA executive and council meeting chairing and preparation, UMGS executive and council meeting, FGS meetings, Max Rady meetings, office hours, email correspondences and document keeping

VPI: Transition meeting and change in bank signing authorities | CCR validator access | Creating the 2024-25 budget, expense and transaction sheets | Bank visits to deposit cheques and cash withdrawals | MHRE director payment | Meeting with Dr. Hope Anderson | MSHRF Planning and execution | Writing MSHRF cheques and invoices | TGIF, Movie Night, & Summer Event budgeting, deposit record & reimbursements | Nursing budget and HSAI discussions | MHRE budget creation and discussions | Fall Orientation planning and attendance | Department Orientations attendance- HACS, Pharmacy, Physiology & Pathophysiology | Patrick Choy Budget Discussions and Event Planning | Meetings- HSGSA Council, Executive Meetings, UMGS Finance Meetings, Max Rady Meeting, FGS Council Meetings, & Performance Appraisal Meetings | Office hours | Email Correspondence, reimbursements, updating expense trackers and document keeping.

VPE: Attended HSGSA Executive Meetings | Attended UMGS External Affairs Meetings | MSHRF Planning meeting with VPME and Execs | Attended the MSHRF Volunteer meeting | MSHRF Execution and Social Media Coverage (for RFHS, MSHRF and HSGSA across LinkedIn, Instagram, Twitter) | Selection of Top 75 LinkedIn followers for MSHRF vintage cup distribution from Twitter and LinkedIn | Assistance in GSEA Award results with VP-A | Dr. Ed Kroger Mentorship Award application reviews, scoring, results and momento | Attended the HSGSA Executive Introduction Meeting with Dr. Hope Anderson | HSGSA Summer event - Movie Night, planning, registration tracking and execution | HSGSA TGIF - Game planning and preparing materials | Mediation of the MHRE new director appointment, process and new MHRE set up | Arranging meeting with previous MHRE directors and current Executive Team | MHRE director appointment interviews and grading | Compiled the contact list for all RHFS departments | Summer and Fall Appraisal Meetings with President | Coordinating the HSGSA Representative on the UMGS Food Insecurity Committee | Office Hours | Attended the UM Taskforce for Mental Health and Well-being | PR discussions with Grad student, UMGS xHSGSA meeting | UMSU x HSGSA Meeting | Serving on the BAM-YEN Executive committee | Mediation for BAM-YEN-HSGSA Collaboration | Meetings with Dr. Samantha Pauls | Department-wise Stipend details | HSGSA Social media updates on Instagram and LinkedIn | ByLaws policy manual editing and formatting | Proposal of HSGSA External Committee | Assistance and Execution of St.B Metabolomics workshop | FGS Fall Orientation | Departmental Orientations- Community Health Sciences and Physician Assistant | Graduate Student Teaching Opportunity Program Initiation | New HSGSA External Committee Setup

VPA: Transition meeting with previous VP Academic | HSGSA Executive and Council Meetings | 2024-25 Executive Introduction meeting | GSEA and GSMA Award results and discussion with Dr. Samantha Pauls and VP-E | UM Biosafety Committee Meeting | Helped grading Dr. Ed Kroger Mentorship Award application | UMGS Awards Committee meeting | Attended MHRE discussion meeting | UMGS Award marking | Planned and scheduled Academic events throughout the year | Share Your Expertise workshop series | Dr. Patrick Choy Distinguished Lectureship | Planning for Science Cafe and meeting with YEN executive | Attended Orientations of College of Pharmacy, Pharmacology and Therapeutics, Community Health Sciences, Physician Assistant, and MMID | Performance Appraisal Meeting with president | Meeting with Aramark catering for PCL | Patrick Choy Event planning meetings with VP-ME and VPI | Provided details to Share Your Expertise to Willow to update website | Office Hours | Attended HSGSA executive meetings | Email correspondence, registrations, and document keeping for academic events.

VPME: Transition meeting with Sam | Got hold of all the account details and office keys | Updating the website with the new executives picture with Willow | MSHRF Planning Committee Meeting with Samantha, Bianca, and WISDOM chair | ACU bank visit along with President and VP I || Detailed MSHRF Planning | MSHRF Meeting with Bianca on May 16th | Had Performance Appraisal Meeting | UMGS Events Committee Meeting - May 24, 2024 - discussed and finalized the date and time for the monthly meetings, which will be held on the fourth Friday of every month at 5 pm. We talked about the events planned for the year. I suggested having a transportation system between the campuses during the mentioned events to encourage students from HSGSA to attend those events. | Tentative scheduling of events for the whole year | HSGSA Banner

| Communication with the volunteers and the latest updated list has written consent from every volunteer for their assigned task | HSGSA ID cards | MSHRF work (right from the start of June) | LinkedIn page created and will be launched on June 19th | Meeting with Bianca often for MSHRF works | TGIF (Thank God it's Friday) planned to be happening on July 5th | Movie event planned to happen on July 23rd | MSHRF event planning and execution | LinkedIn page setup and inauguration | TGIF event planning and execution | Summer event enquiries | MHRE meeting | UMSU x HSGSA meeting | MHRE Director Interviews and Grading | Planning and execution of the Summer event | Planning for Fall Orientation | Attended Orientations of College of Nursing, Pharmacy, Community Health Sciences, Physician Assistant and Biochemistry and Medical Genetics | UMGSa Beach Event coordination | Patrick Choy Event planning meetings with VP A | Science Cafe Event planning meeting | Fall Orientation Event execution | Attended Orientations of Physiology and Pathophysiology, MMID, Pharmacology and Therapeutics | Meeting with Aramark catering | Performance Appraisal Meeting | Faces of RFHS - whole series preparation, emails, posters, questionnaire | UMGSa events committee meetings | Office Hours | Social Media Management - Instagram, Facebook, LinkedIn (posts, stories, flyers) - MSHRF, TGIF, MHRE, Movie Night, Summer Event, SUE, Patrick Choy, Faces of RFHS | Email correspondence and registrations for all the events | Website updates

VP St.B: Transition meeting with Leena | Updating the email list for emailing St.B students | Received VP ST.B office key | helped Ashraf with MSHRF planning and execution of events | Revising the HSGSA Bylaws and policies | Website bio and photo submitted | Wrote meeting minutes for the first two May HSGSA executive meetings | Had summer Performance Appraisal Meeting with Sadhana | UMGSa bylaw committee meeting on May 21 | Met with Dr. Mike to discuss regarding St.B picnic and St.B campus tour | Created the mailing list for St.B graduate students and postdocs | Met with CCHARM student representative | Attended the May HSGSA council meeting | Met with Hope for introductory meeting | Meeting with MSHRF volunteers in Zoom | Met with St.B events committee to discuss about future events in St.B | HSGSA June office hours | Selection of Top 75 LinkedIn followers for MSHRF vintage cup distribution | MSHRF prep work | Wrote the May executive meeting - 3 | Collected signatures for creation of St.B whatsapp group | discussion with Dr. Czburk on scheduling of St.B expo event | stuck posters of MSHRF & HSGSA office hours around St.B | MSHRF event planning and execution | TGIF event planning and execution | initial planning for Movie day | Initial planning for student workshops | Collection of Whatsapp group signatures | Planning for the metabolomics in-person workshop at St.B | initial planning for St.B Expo at SBRC | HSGSA executive June meeting minutes | HSGSA July & August office hours | MHRE meeting | Summer event planning and discussion with VP ME | Movie night registration tracking | MHRE Director Interviews and Grading | Planning and execution of the Summer event | Wrote HSGSA executive July meeting minutes | Planning for Fall Orientation | St.B expo planning | Coordinated with Dr. Aliani on the presentation style for the Metabolomics Workshop | Successfully conducted the Metabolomics Workshop with positive feedback from St.B students | Planning for more workshops based on feedback | Met with Dr. Bram to organize the next seminar on clinical research opportunities for students | Worked on departmental orientation slides | Managed Instagram updates for St.B events | Wrote August executive meeting minutes and May council minutes

Department	Councilor	Updates
Immunology	Fazia	<p>1. Immunology Graduate Student Representative Election</p> <p>On Thursday, August 8, 2024, from 11 AM to 12 PM, the Department of Immunology held its Graduate Student Representative Election. The participants included:</p> <ul style="list-style-type: none"> - Heqing Ma - Huda Rajani - Courtney Marshall - Akash Hirgond - Ramiza Zaman - Marina Costa Fujishima - Riley Greenslade - Chidimma Chude - Fazia Ait Zenati - Milad Sabzevary-ghahfarokhi - Sina Taefehshokr - Fatemeh Hesampour - Olamide Ogungbola - Testimony Olumade -

		<p>Diane Tshikudi</p> <p>The procedure began with the current president introducing the positions and responsibilities of each role. Candidates presented their vision for the positions they were running for, including:</p> <ul style="list-style-type: none"> - Fazia Ait Zenati - Chidimma Chude - Riley Greenslade - Milad Sabzevary-ghahfarokhi - Sina Taefehshokr <p>A 20-minute Q&A session followed, allowing the audience to engage with the candidates before casting their votes. The results of the election are as follows:</p> <ul style="list-style-type: none"> - President: Fazia Ait Zenati - Vice-Presidents: Chidimma Chude and Riley Greenslade - Academic Representative: Milad Sabzevary-ghahfarokhi - UMGSA Representative: Sina Taefehshokr <p>The session concluded at 12 PM.</p> <p>2. New Student Orientation (Fall Edition) – September 6, 2024</p> <p>The Department of Immunology welcomed new students with an orientation that featured a coffee table stocked with coffee and donuts. The orientation provided a comprehensive overview of the MSc and PhD programs, including information on important deadlines, course structures, and recent department updates. Additionally, safety protocols were discussed, highlighting the emergency phone number and available campus safety programs.</p> <p>3. Department Welcome Party – September 20, 2024</p> <p>The department hosted a welcome party, where the 2023-2024 Teaching Award was presented by the Department Student Representative to Dr. Thomas Murooka in recognition of his outstanding contributions.</p>
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		<p>4. Fall Edition Newsletter – October 1, 2024</p> <p>The Fall edition of the department’s newsletter was shared, introducing newly elected student representatives, highlighting upcoming events, workshops, and academic opportunities.</p> <p>5. Upcoming Events</p> <ul style="list-style-type: none"> - Halloween Party: Scheduled for October 25, 2024, this event will feature a potluck, pumpkin contest, costume contest, and prizes for the winners. - Bioinformatics Workshop: Starting in November, this series of 5-6 workshops will focus on multiomics, providing hands-on experience with bioinformatics tools. - Christmas Party: The department will celebrate at the end of the year with a festive event. <p>This report provides a summary of key activities and events within the Department of Immunology, fostering both academic and community engagement.</p>
<p>Biochemistry and Medical Genetics</p>	<p>Anam</p>	<ul style="list-style-type: none"> • This fall, 15 graduate students were accepted into the department. • One of our PhD students graduated in September. • On September 4, we attended our department orientation, during which the new students were introduced to the support personnel and the department's regulations and procedures. • In the second half of the department orientation, our former council held the election for the new department council, which was followed by an introduction to HSGSA for the new graduate students. • We also have a mentor and mentee group in our department that assists students in discussing any impending scholarships or obtaining assistance with the scholarship package, as well as practicing any upcoming presentations linked to their research. We have also informed our incoming students about this and encouraged them to sign up if they want to participate in the mentor-mentee group. • Every Wednesday, our department holds a department seminar in which students present their research, keeping everyone up to date on what is going on in the department and helping them improve their presenting abilities. After orientation, students were requested to sign up for the

		<p>department seminar.</p> <ul style="list-style-type: none"> In addition, we had a Meet and Greet event planned by the new council member, which included entertaining games for students to interact with one another. During the meeting, we also assigned students to the mentor-mentee groups.
Oral Biology	Mojan	<p>Two presentations at the Canadian Oral Health Summit (COHS) 2024 Two MSc students graduated A departmental gathering celebrating the graduation One new MSc student</p>
Medical Microbiology and infectious diseases	Ruben	<p>I, Rubendren Jamilchelvan, have officially been moved from vice president to president of the MMID student council. We are currently conducting our nomination period in the by-election. I will temporarily be a part of the HSGSA council until a new VP takes over.</p> <p>On a better note, MMID has 27 new grad students this year. This is a good year for MMID.</p>
Physician Assistant	Kayla/Angela	<p>There are no updates for the PA department in terms of events or anything. This is the first year our program went from 15 spots to 30 spots, but this was declared months ago, so it is not new news.</p>
Physiology and Pathophysiology	Molly	<p>Physiology and Pathophysiology held a 'Food and Games Night' at the Rec Room where students gathered to celebrate some of our graduating students while enjoying food then played games for the evening. More recently, we held our yearly new student orientation. In the future, we are looking to plan an event for after Fall Evaluation/midterm season.</p>
Pharmacology and Therapeutics	Parisa	<p>We started the new academic year with an orientation session for new students on Sep 6th. Additionally, we hosted UM Student Services and HSGSA executives in our weekly meeting on Sep 13th. The student scientific seminar series commenced on Sep 20th.</p>
Community Health Sciences	Narges	<p>Sent regrets</p>
College of Pharmacy	Mira Safa	<p>Graduate Student Council Report May 2024 Onwards May 2024: • Alumni Talk Alumni were invited to share their insights and provide valuable suggestions on navigating early career challenges faced by graduate students. June 2024: • Camping Trip Organized a group camping trip to foster camaraderie and networking among graduate students • Meeting with Student Services Held a productive meeting with the Health Dean to discuss the Terms of Reference</p>

		(ToRs) for the mentorship program and the creation of a Graduate Student Wellness Committee. August 2024: • Bowling Outing Organized a social event at Uptown Alley, where graduate students enjoyed a fun outing. September 2024: • Fall 2024 The council has welcomed 2 new students and celebrated the defense for 2 master's students. • Nominations and elections (end of September) The Council is preparing for a new cohort of council members to take on leadership roles. November 2024: • IDEA Start Planned Plans are underway for the IDEA Start in November, dedicated to entrepreneurship
Human Anatomy and Cell Science	Aurelien	<ul style="list-style-type: none"> • Held an election to decide the roles of our little departmental student council. • Roles are now better defined with better distributed responsibilities. • VP will be representing us at the UMGSA committee. • We have 2 new Master students. • We had 1 PhD defense. • We had 2 PhD transfer. • We have a new course in our program. • We are soon starting our student seminar series. • We established a cheque donation system for the PI to the departmental student council.
Pathology	Ujala	<ul style="list-style-type: none"> • Over the summer, a new MSc student joined Sharif lab. Making it to total of 4 students in Pathology department. (1 PhD, 3 MSc) • We are hoping a new PhD student in Sharif lab starting Winter 2025. • Sharif lab partnered with CancerCare seminar series which means students will be presenting their research work there.
Masters of Rehabilitation Sciences	Lea	<p>-3 new students joined the program as of Fall 2024 -2 students defending their proposals -Rehab Sciences in collaboration with the University of Alberta are hosting the 2024 Prairie Collaborative Research Conference, abstracts are being accepted and registration is currently open - May have a viewing party on campus with free food and drink!</p> <p>Abstract Submission: https://docs.google.com/forms/d/e/1FAIpQLScUi6qbOgBny7PZpxZrROQyijHvLsH20snWJcNsJd56od0DMQ/viewform</p> <p>Event Page and Registration https://app.groupize.com/e/2024-prairie-collaborative-research-h-conference-collaborating-for-health-and-wellbeing-through</p>

		-partnership-and-community
Nursing	Michaela/Oluwato yosi	<ul style="list-style-type: none"> • The CoN welcomed a large class of Masters of Nursing and PhD students this year. • The GNSA (with thanks to the HSGSA for providing event funding) hosted a pizza party mixer on September 18th that had a strong turnout of over 20 students. • The GNSA executive have found a new co-chair and welcomed Toyin Adeleke to sit as co-chair with Michaela Bourque • The CoN will be having a new dean take over for Dr. Netha Dyck in January 2025, and we are waiting patiently for the announcement to be made about the selected candidate.

Executive Report

From: Sadhana R.N. Sudhakar (HSGSA President)

To: HSGSA members

Re: September 1st - September 30th

Executive summary of work:

- Departmental orientations - Physician assistant, Physiology, MMID, Pharmacology, HACS
- Office hours
- Meeting with Pharmacology rep to address the need of HSGSA councilor from the department
- Performance appraisal meeting with VPs
- Chairing and preparing documents for HSGSA executive and council meeting
- Attending UMGSA executive and council meeting
- PCL catering and other discussions with VPA and VPME
- Attending senate student caucus meeting
- Attending FGS executive committee meeting
- Culturo fest discussion with VPME
- MHRE related businesses
- General enquiries: email approvals and address student enquiries, updating student list twice, compiling HSGSA and UMGSA councilor list and updating documentation completion list

02-09-2024	Physician Assistant studies orientation	0.5hr
03-09-2024	Meeting with Pharmacology and therapeutics dept. student rep	0.75hr
05-09-2024	Physiology and Pathophysiology orientation	0.75hr
05-09-24	MHRE director monthly meeting	0.75hr
10-09-2024	Review of Executive Reports	1 hr
10-09-2024	MMID orientation	0.5hr
10-09-2024	Aziz Performance appraisal meeting	1hr
11-09-2024	Keshav Performance appraisal meeting	1hr

11-09-2024	Sanjana Performance appraisal meeting and other discussions	1.5hr
13-09-2024	Pharmacology and therapeutics orientation	1hr
13-09-2024	Discussion with catering for PCL lunch with VPME and VPA	1hr
13-09-2024	Ashraf Performance appraisal meeting	1hr
16-09-2024	Office hours	1hr
16-09-2024	HSGSA Executive meeting	1.15hr
17-09-2024	UMGSA Executive meeting	1hr
18-09-2024	Leena Performance appraisal meeting	1hr
19-09-2024	HACS departmental orientation	0.5hr
19-09-2024	Student senate caucus meeting	0.10hr
19-09-2024	Office work and lounge video shoot	1hr
23-09-2024	HSGSA Council meeting	2.5hr
24-09-2024	FGS Executive committee meeting	1.5hr
24-09-2024	Discussion with VPME Culturo Fest	0.5hr
26-09-2024	UMGSA council meeting	0.75hr
26-09-2024	HSGSA executive meeting	2.5hr
Email correspondence (Graduate student list update, MHRE director queries, HSGSA/UMGSA councilor, MHRE funding/donor emails, FGS committee nominations, email approval for student lists, MHRE emails review and approvals, Samantha Paul email, Lamiya salim email, councilor documentation email, reminder emails for council meetings, HSGSA/UMGSA councilor documentation email and follow-ups)		15 hr
Documents and record keeping (executive meeting agenda, departmental GSA contact update, HSGSA/UMGSA councilor excel updates, Councilor roles and responsibility doc, Council meeting agenda and previous minutes compilation with		15 hr

exec reports, doc, Faces of RFHS excel updates, HSGSA/UMGSA councilor documentation updates, MHRE instructorship tracking)	
Monthly Total	~ 63.25 hours

Time spent in meetings in September: 15.75 hours

Meetings missed: 0

Office hours: 2 hours

Usual office hours: Every Monday 4 to 5 pm

Total hours spent on HSGSA for September: 63 hours

director, Patrick Choy Funds-Bianca and Barbie, Performance Appraisal Meeting, Science Panel, reimbursements, extra committee member appointments)	
Documents and deposit record keeping (Budget sheet update, expense sheet update, repurposing leftover money in the budget, MHRE budget, Executive report, Performance Appraisal Form, Refund forms, HSGSA Councillor record, reimbursement and receipts)	10.5hrs
Monthly Total	45.41 hrs

Time spent in meetings in September: 12 hrs
Appraisal Report Progress: Videos on Instagram Page
Meetings missed: None

Office hours: 4hrs
 Usual office hours: Every Wednesday 4 to 5 pm
Total hours spent on HSGSA for September ~ 45.41 hrs

Executive Report

From: Leena Regi Saleth (HSGSA Vice President-External)

To: HSGSA Members

Re: September 1st – September 30th

Executive Summary of Work:

- Attended HSGSA Executive Meetings
- Attended HSGSA Council Meeting
- Attended the UofM Mental Health & Well-being Taskforce meeting
- Working on Graduate Student Teaching Opportunity
- Departmental Orientation
- Performance Appraisal
- Assistance in organizing Dr. Patrick Choy Lecture

Executive Summary of Hours:

September 3, 2024	Community Health Sciences and Physician Assistant Departmental Orientation	2 hrs
September 4, 2024	HSGSA Executive Meeting	2.35 hrs
September 5, 2024	Discussion with Holy Cross School Science Coordinator regarding HSGSA's Graduate Student Teaching Opportunity	2 hrs
September 10, 2024	Self and Peer performance review form	3.5 hrs
September 16, 2024	HSGSA Executive Meeting	1.25 hrs
September 17, 2024	UofM Mental Health & Well-being Taskforce meeting	1 hr
September 17, 2024	Graduate Student Teaching Opportunity- Discussion with Molly Crandall	1 hr
September 18, 2024	Performance Appraisal Meeting	1 hr
September 20, 2024	HSGSA Office Hour	1.2 hrs
September 20, 2024	Bannatyne campus orientation for new student	1.5 hr
September 23, 2024	HSGSA Council Meeting	3 hrs
September 24, 2024	Share your expertise workshop	1 hr
September 25, 2024	HSGSA Executive Meeting	2.5 hrs
September 26, 2024	Graduate Student Teaching Opportunity- Discussion with Molly Crandall	0.5 hrs
	Documents/record keeping and email correspondence	8 hrs
	(MHRE, Executive reports, HSGSA-UMGSA External affairs, Graduate Student Teaching Opportunity documents, Travel award documents, Dr. Patrick Choy Lecture-assistance)	
	Monthly Total	31.8 hrs

Time spent in meetings in September: 11.1 hrs

Meetings missed: none

Office hours: 1.2 hours

Usual hours: 1st and 3rd Friday of every month, 12:30pm to 1:30pm

Total hours spent on HSGSA for September: 31.8 hrs

Executive Report

From: Md. Abdul Aziz (HSGSA VP Academic)

To: HSGSA Members

Re: Sept 1 – Sept 30

Executive Summary of Work:

- Attended UMGSA Academic Affairs Committee meeting
- Attended HSGSA Executive Committee meetings
- Attended UM Biosafety Committee Meeting
- Planned and Executed Share Your Expertise workshop 1.0
- Planned for Dr. Choy Lectureship
- Attended orientation programs
- HSGSA Office hours

Executive Summary of Hours:

09-02-24	Working on Share Your Expertise workshop session 1	2 hrs
09-03-24	CHS and Physician Assistant Orientation	1 hr
09-03-24	HSGSA Office Hours	1 hrs
09-04-24	HSGSA executive meeting	2.15 hrs
09-06-24	Academic and distinguish lecture committee update	0.5 hr
09-10-24	MMID orientation	0.5 hr
09-10-24	Appraisal meeting with the president	1 hr
09-10-24	HSGSA office hour	1 hr
09-11-24	Meeting with Barbie and VP-I for funds of PCL	0.5 hr
09-13-24	Meeting with VP-I	0.75 hr
09-13-24	Pharmacology orientation	0.5 hr
09-13-24	Catering service discussion with P and VP-ME	0.5 hr
09-16-24	HSGSA executives meeting	1.5 hrs
09-17-24	HSGSA office hours	1 hr
09-19-24	UM Biosafety Committee meeting	1.25 hrs
09-19-24	Lounge video shoot	1 hr
09-23-24	HSGSA Council meeting	3 hrs
09-24-24	Share your expertise workshop 1.0	1.5 hrs
09-24-24	HSGSA office hour	1 hr
09-24-24	Meeting with VP-ME for Cultural Fest	0.5 hr
09-25-24	HSGSA executive meeting	2 hrs
	Planning of PCL	3 hrs
	Email correspondence (Share your expertise, Dr. Choy lectureship, Science Cafe)	4 hrs
	Sticking posters, arranging food for council meeting	1 hr

Document keeping and updating (Workshop and Dr. Choy lectureship, preparing Google forms)	6 hrs
Monthly Total	38.25 hrs

Time spent in meetings in September: 11.0 hrs

Meetings missed: 0

Office hours: 4.0 hrs

Usual office hours: Tuesday 4-5 pm

Total hours spent on HSGSA for September: 38.25 hrs

Executive Report

From: Ashraf Kadar Shahib (HSGSA VP Marketing and Events)
To: HSGSA Members
Re: September 1st – September 30th

Executive Summary of Work:

- Attended HSGSA executive meetings
- Attended UMGSA Events Committee meetings
- Attended HSGSA council meeting
- Social Media Management
- Attended Departmental Orientations
- Inputs in planning of Dr. Patrick Choy Lectureship along with VP A
- Faces of RFHS
- Planning of Culturo-Fest

Executive Summary of Hours:

03-09-2024	Community Health Sciences & Physician Assistant Orientations	30min
04-09-2024	Biochemistry and Medical Genetics Orientation	15min
04-09-2024	HSGSA Executive Meeting	2hr
06-09-2024	Physiology and Pathophysiology Orientation	45min
10-09-2024	MMID Orientation	30min
13-09-2024	Pharmacology and Therapeutics Orientation	30min
13-09-2024	Meeting with Aramark Catering	1hr
13-09-2024	Performance Appraisal Meeting	1hr
16-09-2024	HSGSA Executive Meeting	1hr 10min
22-09-2024	Multicultural Event Planning	3hr
23-09-2024	HSGSA Council Meeting	2hr
26-09-2024	HSGSA Executive Meeting	2hr 30min
27-09-2024	UMGSA Events Committee Meeting	15min
Whole month	Faces of RFHS Series Questionnaire	4hr
Whole month	Office Hours	4hr
Whole month	Poster designs (Faces of RFHS, Share your Expertise, Patrick Choy, Culturo Fest)	17hr
Whole month	Email correspondence (Sent emails for Faces of RFHS, Writing Tutoring) and Registrations Records (Faces of RFHS) and other replies to student enquiries (Lounge Booking)	10hr
Whole month	Social Media Management – Instagram, Facebook, LinkedIn (Posts and Stories for Share Your Expertise, MHRE Instructors, ACL's Writing tutoring, Faces of RFHS, and other Departmental Orientations)	4hr
Monthly Total	54 hours 25 minutes	

Office hours: 4 hours

Total hours spent on HSGSA for September: 54 hours 25 minutes

Time spent in meetings: 9 hours 55 minutes

Executive Report

From: Keshav Narayan Alagarsamy (HSGSA Vice President-St. Boniface)

To: HSGSA Members

Re: September 1st – September 30th

Executive Summary of Work:

- Attended HSGSA Executive meetings
- Attended HSGSA Council Meeting
- HSGSA council meeting minutes
- HSGSA Exec meeting minutes
- HSGSA office hours
- Planning and preparation for Clinical research in person workshop
- Performance appraisal meeting - Fall

Executive Summary of Hours:

September 1, 2024	HSGSA aug executive meeting minutes - 2	1hr 15min
September 3, 2024	Community Health Sciences and Physician Assistant Departmental Orientation	2 hrs
September 4, 2024	HSGSA Executive Meeting	2 hrs 35 mins
September 5, 2024	Self and Peer performance review form	3.5 hrs
September 6, 2024	office hour	1hr
September 11, 2024	Performance Appraisal Meeting with Sadhana	1 hr
September 13, 2024	office hour	1 hr
September 16, 2024	HSGSA Executive Meeting	1 hr 15 mins
September 17, 2024	HSGSA council meeting minutes	2 hrs
September 18, 2024	HSGSA executive september meeting minutes - 1 & 2	4 hrs
September 23, 2024	HSGSA Council Meeting-In person	3hrs
September 24, 2024	Share your expertise workshop	1 hr
September 25, 2024	Meeting with Dr. Mike for St.b workshop	30 mins
September 25, 2024	HSGSA Executive Meeting	2.5 hrs
September 27, 2024	Office hours	1 hr
September 30, 2024	HSGSA executive september meeting minutes - 3	2.5 hrs
	Asking St.B students to attend PCL	2 hrs
	St. B social committee meeting	1 hr
	Planning and preparation for Clinical research in person workshop	4 hrs
	Documents and record keeping (executive reports, whatsapp)	1 hr
	Sticking posters around SBRC (PCL)	30 mins

Monthly Total	38 hrs 10 mins
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Time spent in meetings in September: 10hrs 45mins

Meetings missed: none

Office hours: 3 hours

Total hours spent on HSGSA for September: 38 hrs 10 mins