

Council Meeting Minutes October –21st, 2024 5pm Zoom

DATE:	October 21st, 2024		CHAIR:	Sadhana
DURATION:	<i>Start - 5:00 pm</i>	<i>End - 6:00 pm</i>	LOCATION:	Zoom
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 (5:01 PM)	
	1.B	Establishment of Quorum	
5:02 PM	2.0	Items for Approval	Sadhana
5mins	2.A	Agenda of Council Meeting - October 21st, 2024 <i>Mover: Aziz Seconder: Anam</i> YES: all NO: - Abstain: 1 (Sadhana)	
	2.B	Minutes of Council Meeting - September 23rd, 2024 <i>Mover: Molly Seconder: Aurelion</i> YES: all NO: - Abstain: 1 (Sadhana)	
5:07 PM	3.0	Unfinished Business	-
	-	-	
5:07 PM	4.0	New Business	
15mins	4.A	<i>Address by Dr. Kelley Main, Dean, FGS</i>	Dr. Main
		<ul style="list-style-type: none"> During the meeting, Dr. Kelley Main, representing the university's task force on mental health and well-being, presented updates on their strategic initiatives aligned with the university's new plan, <i>Momentum</i>. The task force aims to promote safety, respect, and social connection, focusing on mental health across the institution. Dr. Main highlighted their subcommittees' work, including baseline data analysis, environmental scans, and community 	

	<p>consultations, specifically gathering feedback from graduate students. Attendees were encouraged to share insights on current mental health support, areas for improvement, and long-term goals. Sadhana emphasized the effectiveness of existing services like the Student Services at Bannatyne campus, while Ruben and others pointed out gaps in awareness and accessibility, especially for mental health resources on campus. Suggestions included increasing the availability of counseling services, expanding workshops on cognitive behavioral therapy, and enhancing art-based therapeutic activities. Participants stressed the need for better communication and visibility of available mental health resources, especially during departmental orientations. Dr. Main encouraged attendees to provide further input through an anonymous online feedback form, underscoring the university's commitment to addressing these concerns.</p>	
4.A	<p>Amended Motion: BIRT HSGSA Council approves the appointment of Mary Ifeakandu as the MHRE Director 2024-2025 and approve MHRE director pay to be disbursed in November, March, August each valued at 1000\$</p> <p><i>Moved by the HSGSA executive committee</i></p> <p>YES: 18 (Anam, Ujala, Fazia, Mojan, Ruben, Angela, Molly, Parisa, Narges, Mira, Aurelien, Lea, Oluwatoyosi, Karanveer, Aziz, Ashraf, Leena, & Keshav) NO: - ABSTAIN: 1 (Sadhana)</p>	Sadhana
4.B	<p><i>Overview of the updated budget</i></p> <ul style="list-style-type: none"> Sanjana presented an update on the HSGSA budget and recent expenses. She highlighted that leftover funds from the Manitoba MSHRF, fall orientation, and summer event, totaling \$1,138.6, were proposed to be redirected to the multicultural event planned for November. Additionally, \$16.05 from a mentorship memento was suggested for office supplies and maintenance. Sadhana put forward a motion to approve these reallocations, <p>Amended Motion: BIRT HSGSA Council approves the move of \$1138.6 [\$30.23 (MSHRF) + \$500 (Fall Orientation) + \$608.37 (Summer Event)] towards Multicultural Event and \$16.05 from Ed Kroeger Mentorship Memento to Office Supplies and Maintenance</p> <p>Mover: Anam Seconder: Ujala</p> <p>YES: 16 (Fazia, Mojan, Ruben, Angela, Molly, Parisa, Narges, Mira, Aurelien, Lea, Oluwatoyosi, Karanveer, Aziz, Ashraf, Leena, & Keshav) NO: - Abstain: 2 (Sadhana and Sanjana)</p>	Sanjana and Sadhana

5:22 PM	5.0	Executive and Councilor Reports	
28mins	5.A	<p style="text-align: center;">Round table</p> <ul style="list-style-type: none"> • Ashraf introduced the new initiative called "HSGSA Bytes," aimed at highlighting achievements and noteworthy events across various departments, such as awards, scholarships, and other accomplishments. However, Parisa expressed concerns about the potential negative impact on students who apply for awards but are not successful, noting that constant visibility of others' successes on social media could create feelings of disappointment. Ashraf acknowledged this concern but emphasized that the initiative's broader goal was to provide wider recognition and inspire students across departments by showcasing diverse achievements. Anam and Lea supported the initiative, highlighting its value in celebrating accomplishments and fostering resilience in the face of rejection. Sanjana further clarified that "HSGSA Bytes" would not solely focus on awards but would also feature departmental events, workshops, and updates to encourage inter-departmental inspiration and collaboration. The discussion concluded with plans for further deliberation to balance visibility with sensitivity. • Fazia raised a concern regarding her department's recent orientation and election process. She reported that the department's faculty, including the department head, had expressed that they should have a say in selecting student representatives rather than allowing it to be entirely student-led. Fazia, being the only nominee for the position, found it frustrating that faculty were trying to influence the student election process. Sadhana advised her to establish a formal bylaw document, agreed upon by the graduate students, outlining election procedures to ensure it remains student-driven. Ashraf and Leena supported this approach, noting that most departments follow student-led elections without faculty interference and recommended using the HSGSA council policy as a reference. They encouraged Fazia to use these documents to assert that departmental elections are meant to be student-led, ensuring transparency and student autonomy. Sadhana also offered to schedule a separate meeting with Fazia to provide further assistance. 	Various
5: 50PM	6.0	Announcements	
10mins	6.A	<ul style="list-style-type: none"> • Complete Departmental Grant Applications - November 1, 2024 	

		<ul style="list-style-type: none"> • Complete documentation for HSGSA councilor role - ASAP (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 • Next Council Meeting <ul style="list-style-type: none"> i. Monday, November 25th, 2024 - 5:00-6:00 PM, Zoom • Upcoming HSGSA Events <ul style="list-style-type: none"> i. Dr. Patrick Choy Distinguished Lectureship, October 29th 1pm-2:30 pm ii. Culturo Fest 2024, November 23rd (Saturday), from 4pm onwards 	Sadhana, Aziz and Ashraf
6:00 PM	7.0	Adjournment (6:31 PM)	Sadhana

Executive Reports:

President: Attending departmental orientations (PA, MMID, Physiology, Pharmacology, HACS) 10 out of 15 | Meeting with Pharmacology rep to address GSA concerns | Internal Performance appraisal review with 5 VPs for summer term and setting up goals for Fall term | PCL related discussions including catering with VPA and VPME | Culturo Fest discussions with VPME | Support MHRE Director for emails and instructor recruitment process | MHRE Director monthly meeting with VPI | MHRE sponsorship emails to UMSU | Chairing and document preparation for HSGSA executive and council meeting | Excel tracker for HSGSA and UMGSA councilor documentation completion | Attending UMGSA executive and council meeting (document preparation) | Attending FGS executive committee meeting | Attending student senate meeting | Office directions video shoot | Reviewing and approving student list emails | Faces of RFHS list review | Office hours

VPI: Internal Performance Review with Sadhana | Culturo-fest discussion with VPME | HACS & Physiology Dept Orientation | UMSU cheque pick up | UMSU and UMGSA cheque deposit | HSGSA council & Executive Meeting | Meetings with MHRE Director | HSGSA lounge video making and editing | Meeting with VPA for Patrick Choy budget discussion | Councillor and Sub committee excel document prep | Sexual Awareness Course | Office hours | Updating budget and bank tracker | MHRE sponsorship emails to UMSU | Culturo-fest registration & deposit tracking | Reimbursements, Email Correspondence and document keeping.

VPE: Attended the HSGSA Executive meetings | Performance Appraisal Meeting with President | MHRE Instructor appointment committee: Meetings and Interviews | Attended the UM Taskforce for Mental health and Well-being meetings and sub-committee meetings | Attended the Share your expertise workshop | Document and Application form preparation for External committee awards: Travel Award and Parental Leave Bursary | Sexual Awareness course completion | GradShare-Graduate Teaching Opportunity initiative planning | Assistance in PCL: Lecture breakfast, Plaque | HSGSA Office Hour | Assistance in the preparation and execution of the St.B clinical workshop |

VPA: 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 departmental orientation programs | HSGSA Office hours | Discussion with VP-ME for Culturo Fest | Sexual awareness course | Appraisal meeting with president for summer term and discussing goal for fall term | Discussion with VPI for PCL budgeting | Updating documents of PCL | Meeting with Aramark manager and president for PCL catering | Meeting with execs for catering finalization | HSGSA office hours

VPME: Attended HSGSA Executive Committee meetings | Attended Performance Appraisal Meeting | Attended various Departmental Orientations | Faces of RFHS Preparation and Establishment | Dr. Patrick Choy Lecture Planning with VP A | Bookings for Dr. Patrick Choy Lecture | Culturo Fest Event Planning, Bookings, and Registrations | Attended UMGSA Events Committee Meeting | Clinical Talk Workshop at St. B | Poster Design and Social Media Management for multiple events (Share your Expertise, Dr. Patrick Choy Lecture, Clinical Talk Workshop, Culturo Fest) | Office Hours

VP St.B: Attended HSGSA Executive Committee meetings | Wrote HSGSA Executive Committee meetings minutes | Appraisal meeting with president for summer term and discussing goal for fall term | Planned and Executed Clinical talk at St.B | Sexual awareness course | Preparation for the next academic talk and a social event at St.B | Attended St. B social and biosafety committee | Office hours

Councilor Reports:

Department	Councilor	Updates
Immunology	Fazia	Fazia provided an update on recent departmental activities, mentioning that they successfully conducted their orientation event, which included invited guests. She also noted that they are planning an upcoming workshop and will soon share the details, including a potential request for funding. Additionally, she highlighted that the department is organizing several social events, including a Halloween potluck and a Christmas party.
Biochemistry and Medical Genetics	Anam	Anam reported that her department is planning a Halloween party on October 31st, which will include activities like pumpkin painting and a costume contest. She mentioned a recent departmental council discussion where a student proposed hosting a Diwali potluck. However, to remain inclusive and unbiased, the council decided against celebrating specific cultural festivals, opting instead to focus on general events like the Halloween and holiday parties. Anam also noted that one student from the department will be graduating this week.
Oral Biology	Mojan	No updates
Medical Microbiology and infectious diseases	Ruben	Ruben provided an update on his department's by-election, which is currently underway and will conclude by 9 a.m. the following day. The election has two candidates competing for the position of Vice President, and Ruben anticipates that the newly elected VP will promptly complete all HSGSA documentation requirements. Additionally, he mentioned that the department, in

		collaboration with the council, is planning a Halloween party for the students in the MMID department.
Physician Assistant	Kayla/Angela	No updates
Physiology and Pathophysiology	Molly	Molly shared that a PhD student in her department successfully defended their thesis, marking an exciting achievement. She also mentioned that an upcoming departmental meeting is scheduled to discuss plans for holiday events.
Pharmacology and Therapeutics	Parisa	Parisa reported that her department resumed their weekly seminar series in the Neuroscience Division, featuring presentations by students and invited speakers. She participated in MHRE interviews for graduate student instructors and extended an invitation to the Persian community to volunteer for performances at the upcoming multicultural event. Additionally, she encouraged students to register for events such as the Dr. Patrick Choy lectureship and the multicultural event.
Community Health Sciences	Narges	Narges reported that her department recently held a social event and conducted their first student council meeting last Friday. She is currently working on the Departmental Grant application.
College of Pharmacy	Mira Safa	Mira Safa reported that her department recently announced election results and is planning a welcome-back dinner event at the end of October for new students to meet their peers, scheduled after midterms to accommodate students' schedules. Additionally, the department is organizing the SPARK workshop, which was previously discussed via email, and is providing guidance and support for students presenting in pharmacy seminars, particularly first-time presenters. Looking ahead, they are also planning a Christmas dinner party in December.
Human Anatomy and Cell Science	Aurelien	Aurelien reported that his department had two successful PhD defenses this month and has resumed its seminar series. They are also planning workshops focused on improving academic skills by inviting guest speakers. A Halloween

		<p>potluck is scheduled for the end of the month.</p> <p>The departmental council recently enhanced communication regarding funding opportunities for students and is organizing events for the upcoming term.</p> <p>Additionally, they have established a donation system where PIs can contribute to support student council activities, which has already garnered some contributions, supplementing the funding received from HSGSA and the university.</p>
Pathology	Ujala	No updates
Masters of Rehabilitation Sciences	Lea	<p>Leah reported that, they are preparing to host the Prairie Collaborative Rehabilitation Conference in partnership with the University of Alberta. The virtual conference will take place over two half-days: the afternoon of October 24th and the morning of October 25th, with discounted rates for students. Several HSGSA rehab students have been accepted to present and compete in the poster competition. Leah encouraged attendees to participate if they are available, noting that the conference link is available on the course website.</p>
Nursing	Michaela/Oluwatoyosi	<p>Oluwatoyosi reported that the College of Nursing has appointed a new Dean, Dr. Kelly, with a term starting on February 1, 2025, and ending on January 31, 2030.</p> <p>Last month, they hosted a welcome mixer funded by HSGSA. The department is also planning an end-of-semester event, with graduate students suggesting activities such as bowling, Rec Room games, escape rooms, or a Christmas party, with details to be finalized soon.</p> <p>Additionally, Janice is establishing an Indigenous Students Liaison Group to foster collaboration and connections with Indigenous students, with the terms of reference currently under development.</p>
Physical Therapy	Allen	<p>Karen reported that they recently concluded their elections, successfully bringing some first-year students onto the departmental council. With support from Sadhana, they were able to engage Alan as a representative.</p> <p>Karen mentioned plans to encourage first-year students to step up as a second HSGSA representative to ensure continuity in departmental representation. Beyond these updates, no major events are currently planned in their department.</p>

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Executive Report

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

To: HSGSA members

Re: October 1st - October 31st

Executive summary of work:

- Attending UMGSA executive and council meetings
- Chairing HSGSA executive and council meetings
- Meeting with presidents of occupational and physical therapy
- Delivered HSGSA presentation in Immunology orientation
- Clinical trial workshop execution of tasks - St. Boniface campus
- Review of September executive reports
- MHRE director monthly meeting
- Planning, discussions and execution for Dr. Patrick Choy Distinguished lectureship Series (PCL)
- Checklist for councilor documentation and departmental grant application
- Certificate preparation (GSMA and metabolomics) and appreciation letter (GSMA)
- Chairing IDRC sub-committee meeting
- Attended FGS Faculty council meeting

2024-10-08	UMGSA executive meeting	1hr
2024-10-08	Meeting with Occupational and Physiotherapy presidents	0.5 hr
2024-10-09	HSGSA executive meeting	1.5hr
2024-10-10	Executive Reports Review	1hr
2024-10-10	Office hours	1hr
2024-10-12	MHRE Director Monthly meeting	0.5hr
2024-10-13	Sexual Awareness course	1.25hr
2024-10-16	HSGSA executive meeting	1hr
2024-10-17	Clinical Trial Workshop - St. Boniface campus	5hr
2024-10-18	Immunology Orientation	1hr
2024-10-18	Meeting with Aramark Catering with VPA	0.75hr

2024-10-19	Whatsapp call for PCL discussion	0.5hr
2024-10-21	Office hours	1hr
2024-10-21	HSGSA council meeting	1.5hr
2024-10-21	Pharmacy IdeaStart meeting - Mira Safa, VPI, VPE	0.5hr
2024-10-23	UMGSA council meeting	1hr
2024-10-23	HSGSA executive meeting	1.75hr
2024-10-25	Graduate student recruitment advise meeting - UM Startegic planning office	1hr
2024-10-28	Appointment with Aramark Catering	0.5hr
2024-10-28	Office hours (Included appointment with a grad student)	2hr
2024-10-28	Dinner with PCL speaker and HSGSA team	3hr
2024-10-29	Dinner with PCL speaker and UM professors	2hr
2024-10-29	PCL event	4.5hr
2024-10-29	IDRC sub-committee meeting	0.75hr
2024-10-30	FGS Faculty council meeting	1hr
Email correspondence (HSGSA/UMGSA councilor required documentation email, CHS councilor discussions, email approvals, general inquiries, Grad student Health Insurance issue emails, HSGSA executive and council meeting emails, IdeaStartWorshop emails, departmental grant applications email, general enquiries)		10 hr
Documents and record keeping (updating councilor documentation list, executive meeting document preparation, councilor reports update, standing committee reports template and attendance list, HSGSA executive and council meetings documentation, HSGSA Report for UMGSA council meeting, reimbursement form, Metabolomics workshop certificates, departmental grant applications checklist, certificates and appreciation letters for GSMA winners)		15 hr

Monthly Total	~ 60.05 hours
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Time spent in meetings in October: 14 hours

Meetings missed: 1 (sent regrets)

Senate meeting - October 2nd

Office hours: 4 hours

Usual office hours: Every Monday 4 to 5 pm

Total hours spent on HSGSA for October: 60 hours

Executive Report

From: Sanjana Grover (HSGSA VP-Internal)

To: HSGSA Members

Re: October 1st – October 31st

Executive Summary of Work:

- HSGSA executive meeting
- HSGSA Council Meeting
- MHRE Invoices
- GSMA Cheques
- Reimbursements
- Budget and Expense Tracker
- Updating the HSGSA Budget
- MHRE budget and sponsorships
- Patrick Choy Budget, Planning & Reimbursements
- Cultural-fest Budget and Planning

Executive Summary of Hours:

02-10-2024	Putting Culturo-fest posters	0.5hrs
02-10-2024	Office Hours	1hr
08-10-2024	Pick up UMSU cheque from Fort Garry Campus	1.5hrs
09-10-2024	HSGSA Executive Meeting	1.33hrs
09-10-2024	Sexual Awareness Course	1.5hrs
09-10-2024	Office Hours	1hr
12-10-2024	Meeting with MHRE Director	0.5hrs
15-10-2024	UMGSA and UMSU cheque deposits	1hr
16-10-2024	Office Hours	1hr
16-10-2024	HSGSA Executive Meeting	1hr
19-10-2024	Whatsapp Call	0.5hrs
21-10-2024	HSGSA Council Meeting & Meeting with Mira	2hrs
23-10-2024	HSGSA Executive Meeting	1.5 hrs
23-10-2024	Office Hours	1 hr
25-10-2024	Strategic Marketing & Communications Meeting	1hr
25-10-2024	Gift buying for Patrick Choy Speaker	1 hr
28-10-2024	Meeting with Aziz to Calculate Expenses for Patrick Choy Event	0.58 hrs
28-10-2024	Patrick Choy writing cheques	1 hr
28-10-2024	Patrick Choy Dinner	2.5hrs
29-10-2024	Patrick Choy Event Day	4.5 hrs
30-10-2024	Office Hours	1 hr
30-10-2024	FGS Council Meeting	1 hr

Keeping Bank Trackers updated		3hrs
Email correspondence (Direct deposit documentation, UMSU cheque, MHRE budget, funding and donor emails-UMSU-MHRE, MHRE director, Patrick Choy Funds-Biancal, meetings, reimbursements, extra committee member appointments)		5hrs
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)		10hrs
Monthly Total		45.91

Time spent in meetings in October: 9.41 hrs
Appraisal Report Progress: Linktree portal
Meetings missed: None

Office hours: 5 hrs

Usual office hours: Every Wednesday 4 to 5 pm

Total hours spent on HSGSA for October ~ 45.91 hrs

Executive Report

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

To: HSGSA Members

Re: October 1st – October 31st

Executive Summary of Work:

- Attended HSGSA Executive Meetings
- Attended HSGSA Council Meeting
- MHRE Instructor Selection committee and interviews
- UM Mental Health and Well-being Task Force
- Working on Graduate Student Teaching Opportunity- GradShare
- Preparing documentation and Application forms for External Committee Awards
- Bylaws and Policy Manual addition of the External Committee Awards documents
- Assistance in Dr. Patrick Choy Lecture works

Executive Summary of Hours:

October 3, 2024	MHRE Committee Meeting	1.3 hrs
October 4, 2024	Graduate Student Teaching Opportunity- Discussion with Molly Crandall	0.5 hrs
October 7, 2024	MHRE Instructor Interview	1 hr
October 9, 2024	MHRE Instructor Interview	1 hr
October 9, 2024	HSGSA Executive Meeting	1.25 hrs
October 11, 2024	MHRE Instructor Interview	2.5 hrs
October 11, 2024	UofM Mental Health & Well-being Taskforce: Environmental Scan Subcommittee Meeting	1 hr
October 13, 2024	Sexual Violence Awareness Course	1 hr
October 15, 2024	UofM Mental Health & Well-being Taskforce meeting	1 hr
October 16, 2024	Preparing for St.B Clinical Research Seminar with VP-St.B	1 hr
October 16, 2024	HSGSA Executive Meeting	1 hr
October 17, 2024	St.B Clinical Research Seminar and Lunch	3 hrs
October 18, 2024	HSGSA Office Hour	1 hr
October 21, 2024	HSGSA Council Meeting	1.5 hrs
October 21, 2024	Meeting with Pharmacy Councilor-IdeaStart	0.5 hrs
October 23, 2024	Emails about Mental Health and Well-being taskforce survey to councilors and UMSU collaboration/ Email list for councilors in address book, HSGSA Bylaw additions of the external committee awards	4 hrs
October 23, 2024	HSGSA Executive Meeting	1.5 hrs
October 25-26, 2024	PCL Gifts procurement and packing	3 hrs
October 28, 2024	PCL- Executive Dinner	3 hrs
October 29, 2024	PCL Preparation and Execution	5.5 hrs
October 29, 2024	HSGSA Executive Meeting after the PCL event	0.5 hrs

October 31, 2024	Meeting with UMSU VP Student Life	0.75 hrs
GradShare Documentation		0.5 hrs
Dr. Patrick Choy Lecture- Plaque (Ordering, proof reviewing and pickup)		4 hrs
Dr. Patrick Choy Lecture- Event Preparation Printouts		3 hrs
HSGSA External Committee Awards-Preparation of Application form		2 hrs
Documents/record keeping and email correspondence		4 hrs
(MHRE Instructor Interview feedback, Executive reports, HSGSA-UMGSA External affairs, Dr. Patrick Choy Lecture- Breakfast assistance, UM Mental Health and Well-being Task Force correspondence)		
Monthly Total		50.3 hrs

Time spent in meetings in October: 10.3 hrs

Meetings missed: none

Office hours: 1 hour

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

Total hours spent on HSGSA for October: 50.3 hrs

Executive Report

From: Md. Abdul Aziz (HSGSA VP Academic)

To: HSGSA Members

Re: Oct 1 – Oct 31

Executive Summary of Work:

- Attended HSGSA Executive Committee meetings
- Attended HSGSA Council meeting
- Attended UM Biosafety Committee Meeting
- Planned and Executed Dr. Patrick Choy Lectureship
- Attended Graduate Student Recruitment Meeting
- HSGSA Office hours

Executive Summary of Hours:

10-01-24	HSGSA Office Hours	1 hr
10-02-24	Putting up Culturo Fest poster	0.50 hr
10-08-24	HSGSA Office hours	1 hr
10-08-24	Sexual awareness course	1.50 hrs
10-09-24	HSGSA executive meeting	1.30 hrs
10-15-24	HSGSA office hours	1 hr
10-16-24	HSGSA executive meeting	1 hr
10-17-24	UM Biosafety Committee meeting	1.20 hr
10-18-24	Catering meeting for PCL	0.75 hr
10-19-24	Catering meeting with execs on Whatsapp	0.5 hr
10-21-24	HSGSA council meeting	2 hrs
10-22-24	HSGSA office hour	1 hr
10-22-24	Preparing slides for PCL	2 hrs
10-23-24	HSGSA executives meeting	1.5 hrs
10-25-24	Graduate Student Recruitment Meeting	1 hr
10-28-24	Meeting with VPI to Calculate Expenses for Patrick Choy Event	0.5 hr
10-28-24	Patrick Choy Lecture (Airport, Hotel, Dinner)	8 hrs
10-29-24	Patrick Choy Lecture Day (Breakfast, Hotel, Event, Lunch, Airport)	10 hrs
10-31-24	Help VPME for culturo fest	0.25 hr
	Planning and preparation of PCL	6 hrs
	Email correspondence (Share your expertise, Dr. Choy lectureship)	3 hrs
	Document keeping and updating (Workshop, Dr. Choy lectureship, Google forms)	3 hrs
	Monthly Total	48.75 hrs

Time spent in meetings in October: 10.0 hrs

Meetings missed: 0

Office hours: 4.0 hrs

Usual office hours: Tuesday 4-5 pm

Total hours spent on HSGSA for October: 48.75 hrs

Executive Report

From: Ashraf Kadar Shahib (HSGSA VP Marketing and Events)
To: HSGSA Members
Re: October 1st – October 31st

Executive Summary of Work:

- Attended HSGSA executive meetings
- Attended UMGSa Events Committee meetings
- Attended HSGSA council meeting
- Attended FGS Faculty Council meeting
- Social Media Management
- Attended Dr. Patrick Choy Event
- Attended Clinical Trials Workshop
- Planning of Culturo-Fest

Executive Summary of Hours:

09-10-2024	HSGSA Executive Meeting	1hr 30min
16-10-2024	HSGSA Executive Meeting	1hr
17-10-2024	Clinical Trials Workshop	5hr
19-10-2024	PCL Discussions	30 min
21-10-2024	HSGSA Council Meeting	1hr 30min
23-10-2024	HSGSA Executive Meeting	30min
25-10-2024	UMGSA's Politics Graduate Association Student Club Constitution Review	1hr
25-10-2024	UMGSA Events Committee Meeting	30min
28-10-2024	Pickup of the Dr. Jeffrey Weitz from airport and check in to the hotel	2hr
28-10-2024	Dinner with Dr. Jeffrey Weitz and HSGSA executives	3hr
29-10-2024	Dr. Patrick Choy Event	5hr
30-10-2024	FGS Faculty Council Meeting	1hr
Whole month	Office Hours	3hr
Whole month	Poster designs (Faces of RFHS, Clinical Trials Workshop)	2hr
Whole month	Email correspondence (Sent emails for Culturo Fest, Student Culturo Fest enquires)	6hr
Whole month	Registrations Records (Culturo Fest – Payments, Stalls, Performances, Guest Tickets)	10hr
Whole month	Social Media Management – Instagram, Facebook, LinkedIn (Posts and Stories for Clinical Trials Workshop, Dr. Patrick Choy event, and Culturo Fest)	2hr
Monthly Total	45 hours 30 minutes	

Office hours: 3 hours

Total hours spent on HSGSA for October: 45 hours 30 minutes

Time spent in meetings: 6 hours 30 minutes

Executive Report

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

To: HSGSA Members

Re: October 1st – October 31th

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 Execution for Clinical research in person workshop
- Helped in execution and attended the PCL

Executive Summary of Hours:

October 9, 2024	HSGSA Executive Meeting - 1	1 hr 30 mins
October 10, 2024	St.B biosafety committee meeting	1 hr
October 11, 2024	Performance Appraisal Meeting with Sadhana	1 hr
October 13, 2024	Sexual awareness course	1 hr 30 mins
October 16, 2024	HSGSA Executive Meeting - 2	1 hr
October 17, 2024	Clinical Trial Workshop - St. Boniface campus	5 hrs
October 19, 2024	Whatsapp call for PCL discussion	30 mins
Oct 21, 2024	HSGSA council meeting	1hr 30 mins
Oct 23, 2024	HSGSA Executive Meeting - 3	1 hr 45 mins
Oct 25, 2024	Graduate student recruitment advice meeting - UM Strategic planning office	1 hr
October 28, 2024	Dinner with Dr. Jeffrey Weitz and HSGSA executives	3 hr
October 29, 2024	Dr. Patrick Choy Event	6 hrs
Oct 29, 2024	Executive discussion	30 mins
	Meeting with Dr.Mike for the next graduate talk and other events in St.B	1 hr
	HSGSA council meeting minutes	2 hrs
	October meeting executive minutes - 1 & 2	2 hrs & 30 mins
	Asking St.B student to enroll in culturofest	2 hrs
	office hours	4 hrs
	St. B social committee meeting	30 mins
	Planning and preparation for Clinical research in person workshop (meeting with Dr. Bram, booking the auditorium and helping with lunch for the workshop)	4 hrs
	Documents and record keeping (executive reports, whatsapp, Clinical talk record)	2 hr

Sticking posters around SBRC (PCL, clinical talk, Culture-fest)	1 hr 30 mins
Monthly Total	44 hrs 45 mins

Time spent in meetings in October: 10hrs 45mins

Meetings missed: none

Office hours: 4 hours

Total hours spent on HSGSA for October: 44 hrs 45 mins