

## Council Meeting Minutes January –27<sup>th</sup>, 2025 5 PM Zoom

<b>DATE:</b>	January 25th, 2025		<b>CHAIR:</b>	Sadhana
<b>DURATION:</b>	<i>Start - 5:00 pm</i>	<i>End - 6:00 pm</i>	<b>LOCATION:</b>	Zoom
<b>ADD'L INFO:</b>	-		<b>BOLD ITALICS</b>	<i>Key Topics for Discussion</i>

TIME	ITEM	TOPIC	LEAD
<b>5:00PM</b>	<b>1.0</b>	<b>Introduction</b>	<b>Sadhana</b>
2 mins	1.A	Call to Order ( <b>5: 03 PM</b> )	
	1.B	Establishment of Quorum	
<b>5:02 PM</b>	<b>2.0</b>	<b>Items for Approval</b>	<b>Sadhana</b>
5 mins	2.A	Agenda of Council Meeting - January 27th, 2025 <i>Mover: Anam   Seconder: Narges</i> <b>YES: 15   NO:   Abstain: 1 (Sadhana)</b>	
	2.B	Minutes of Council Meeting - November 25th, 2024 <i>Mover: Ujala   Seconder: Michaela</i> <b>YES: 15   NO:   Abstain: 1 (Sadhana)</b>	
<b>5:07 PM</b>	<b>3.0</b>	<b>Unfinished Business</b>	-
	-	-	
<b>5:07 PM</b>	<b>4.0</b>	<b>New Business</b>	
30 mins	4.A	<b>Amended Motion:</b> BIRT HSGSA Council approves the appointment of Fazia Ait Zenati as the CRO for 2025-2026 HSGSA general election  <i>Moved by Elections committee</i> <b>YES: 16   NO:   Abstain: 2 (Sadhana and Fazia)</b>	<b>Sadhana</b>
	4.B	<b>Updated Budget and Finance Overview</b> (Refer to Running Budget Expenses)  <b>Amended Motion:</b> BIRT HSGSA Council approves the increase of overall	<b>Sanjana and Sadhana</b>

	<p>budget from \$28,000 to \$30,000 with an extra of \$2000 added towards Winter Gala <i>Mover: Ashraf   Seconder: Narges</i> <b>YES: 14   NO:   Abstain: 2 (Sadhana &amp; Sanjana)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA Council approves the move of \$200 from St.Boniface Campus Tour &amp; Refreshments to St.Boniface Events &amp; Activities budget line totalling it to \$573.97 <i>Mover: Ujala   Seconder: Anam</i> <b>YES: 14   NO:   Abstain: 2 (Sadhana &amp; Sanjana)</b></p>	
4.C	<p><b>Updated HSGSA Policy Manuals</b> (Refer to Policy and Bylaw documents for council meeting_changes highlighted)</p> <p><b>Amended Motion:</b> BIRT HSGSA council approves the proposed changes in the Committee Policy and Procedure Manual <i>Moved by Bylaws and Policy Committee</i> <b>YES: 14   NO:   Abstain: 2 (Sadhana and Keshav)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA council approves the proposed changes in the Finance Policy and Procedure Manual <i>Moved by Bylaws and Policy Committee</i> <b>YES: 14   NO:   Abstain: 3 (Sadhana, Sanjana and Keshav)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA council approves the proposed changes in the Council Policy Manual <i>Moved by Bylaws and Policy Committee</i> <b>YES: 14   NO:   Abstain: 2 (Sadhana and Keshav)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA council approves the proposed changes in the Elections Policy and Procedure Manual <i>Moved by Bylaws and Policy Committee</i> <b>YES: 14   NO:   Abstain: 2 (Sadhana and Keshav)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA council approves the proposed changes in the Executive Policy and Procedure Manual <i>Moved by Bylaws and Policy Committee</i> <b>YES: 14   NO:   Abstain: 2 (Sadhana and Keshav)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA council approves the proposed changes in the HSGSA Bylaws <i>Mover: Sanjana   Seconder: Lea</i> <b>YES: 15   NO:   Abstain: 1 (Sadhana)</b></p>	<b>Keshav and Sadhana</b>
4.D	IDRC Review 1.0 (Refer to IDRC Fall 2024 Report)	<b>Lea</b>

		<ul style="list-style-type: none"> <li>The IDRC Review Report was presented by Lea with input from the IDRC Standing Committee. The report, previously circulated among council members, aimed to evaluate executive performance using a newly structured self and peer-review system with 10 key performance questions and a comment section. The evaluation results were displayed in bar graphs, representing average scores per executive, with feedback anonymized for confidentiality. The review focused on recommendations for improvement rather than individual critiques, and the goal was to track performance growth between this review and the final review at the end of the term. Lea confirmed that all executives scored above 7, indicating general agreement with positive performance statements. The full dataset remains confidential but can be accessed upon request.</li> <li>No motions were presented during this review, as its primary purpose was to test the evaluation process and provide improvement recommendations. However, in future reviews, the IDRC may suggest disciplinary actions if necessary. The floor was opened for council and executive members to ask clarifying questions before proceeding to the next agenda item.</li> </ul>	
<b>5:37 PM</b>	<b>5.0</b>	<b>Executive and Councilor Reports</b>	
20 mins	5.A	Round table	<b>Various</b>
<b>5: 57 PM</b>	<b>6.0</b>	<b>Announcements</b>	
3 mins	6.A	<ul style="list-style-type: none"> <li>TGIF 2.0 Friday, January 31st, 2025 - 3:30 PM, Joe Doupe Concourse</li> <li>Annual General Meeting Wednesday, February 12th, 2025 - 5:00-6:00 PM, Apotex 164 Attendance is mandatory and there will be food!!!</li> <li>HSGSA General Election</li> </ul>	<b>Sadhana</b>
<b>6:00 PM</b>	<b>7.0</b>	<b>Adjournment (6:16 PM)</b>	<b>Sadhana</b>

Executive Reports:

**President:** Coordination and execution of tasks related to Culturo-fest - planning agenda, MC, performances coordination and assistance with decorations and set-up | Meetings with VP.St.B for bylaws update (all governing documents) | Reviewing external award applications | Attending Standing committee meetings - Bylaws, External, Academic, Ad-Hoc Gala, chairing - IDRC and election committee meetings | Max Rady Executive council meetings | MHRE monthly update meetings | Attend UMGSA executive and council meetings | Chair HSGSA Executive and council meetings | Office hours | IDRC Review 1.0 submission of executive reports and coordination | Student Senate Caucus meeting | FGS Faculty council meeting | UMGSA AGM | Reviewing Executive Reports | Scheduling meeting with RFHS Vice-Dean Graduate Studies, Dr. Hope Anderson | Representing HSGSA at Winter FGS Orientation | Meetings with Ex-CRO and current CRO | HSGSA website update - meetings with Thalia | Budget allocation confirmation | Student List Update | PCL speaker suggestion and scoring | Endowment fund set-up meeting | General email enquiries and documentation

**VPI:** Culturofest, budgeting, reimbursements and cheque writing | Culturofest deposit tracking and documentation | MHRE and Patrick Choy Event Invoices | TGIF Planning | Updating Finance Policy Document | HSGSA AGM slides and budget document prep | SUE 2.0 session | Parental bursary and travel award application review and issuing cheques HSGSA Executive Meetings | UMGSA AGM | Max Rady College of Medicine Executive Meeting | FGS Council Meeting | Gala Sub-committee meetings | Bylaws and Policy Committee Meeting | External Committee meeting | Meeting with MHRE director | Meetings with Chris to initiate an Endowment Fund | Keeping track of transactions, updating bank, budget, reimbursements and invoice trackers | Email Correspondence | Executive reports | IDRC review document | Office hours

**VPE:** Culturo-fest stall coordination, organization and overall event planning, preparation and Execution | GradShare Instorship initiation, instructor interviews, workshop and First GradShare sessions at Windsor Park School | Attended the SUE 2.0, St.B Awards/Grant preparation workshop | Bylaws and policy reviewing, changes and attended committee meetings | Co-chaired 2 Academic committee meetings, PCL nominee selection and scoring | Chaired External Committee Meeting | Call for award applications, application compiling, verification and communication to award winners | UMSU collaboration and correspondence | Attended UMGSA AGM, HSGSA Executive Meetings | Preparing for GRadShare Outreach | IDRC review document | Office Hours | Attended UM taskforce of Mental Health and Well-being meeting | Website resources |

**VPA:** Conducted Share Your Expertise 2.0 workshop, Helped HSGSA Culturo Fest stall, food order, planning, preparation, and execution), Helped compile UMGSA awards (part-time), Compile UMGSA holiday hamper winners and distribution, Updated Patrick Choy lecture speaker nomination criteria and rubrics for 2025, Completed the selection of Dr. Patrick Choy lectureship speakers 2025, Updated HSGSA website about academic activities, Prepared and updated document of GSEA/GSMA award 2025 and called application for GSEA/GSMA Awards, HSGSA Executive and Council meetings, Served as the Chair on two Academic Committee meetings, Two Bylaws and Policy Committee meetings, Gala committee meeting, HSGSA External Committee meeting, UMGSA Academic Affairs Committee meetings, Worked on IDRC review 1.0 document preparation, Attended UMGSA AGM, Prepared HSGSA AGM slides and document, Planned for Share Your Expertise workshop 3.0 happening in February, UM Biosafety Committee meetings, Maintained weekly office hours and kept executive reports.

**VPME:** Complete Planning, visualization and successful Execution of Culturo Fest'24 | HSGSA Bytes - Multiple conversations with various HSGSA councillors in order to collect information, edit, and the designing of the posters | Extensive planning of HSGSA x UMGSA Winter Gala - overall planning, multiple contacts and in person visits to the event venues, booking, and others | Chaired and Attended HSGSA Events Committee Meeting | Attended HSGSA Executive Meeting | Chaired and Attended Gala sub Committee Meetings | Attended UMGSA AGM | Attended Bylaws and policy committee meeting | Attended UMGSA Events Committee Meeting | Attended FGS Faculty council meeting | Planning and Registrations for TGIF 2.0 | IDRC Review Document | AGM slides preparation | Booking of venues for multiple on-campus events (Tax Clinic, MHRE Panel Discussion, TGIF 2.0, HSGSA AGM) | HSGSA website updates | Office hours

**VP ST.B:** Culturofest planning, preparation, execution | CulturoFest dinner planning and ordering | conducted and chaired the first and second HSGSA bylaw meeting | Edited reviewed and made changes in all the HSGSA policy and procedural manuals with President and reviewed election policy with VP External | Attended UMGSA AGM | Meeting minutes for executive and council meetings | attend ST. B biosafety committee | Attended St.B social committee | HSGSA AGM slides

preparation | Preparation and execution of academic events with Dr. Czubyrt @ ST.B | Executive report update | Share your expertise 2.0 | Gala subcommittee meeting | office hours

HSGSA sub-committee Reports

Councilor Reports:

Department	Councilor	Updates
Immunology	Fazia	<p>Fazia provided a brief update, noting that there were no major updates since the last meeting. The Christmas party organized by the Department of Immunology was successful, and all activities are progressing smoothly. She announced an upcoming workshop on Bioinformatics, scheduled for Friday from 11 AM to 12 PM, and encouraged everyone to register. The workshop details have been posted on Instagram and shared via email. She requested members to spread the word and share the poster.</p> <p>Additionally, Fazia mentioned that the department is planning a team-building activity for all immunology graduate students. She confirmed that she will share the workshop poster in the Council WhatsApp group for further distribution. Finally, she stated that she will submit a written report with all details by tomorrow for record-keeping.</p>
Biochemistry and Medical Genetics	Anam	<p>Anam provided an update on recent activities in her department. She mentioned that a few more students have graduated since the last meeting. Currently, the department is planning a Board Game Party, an informal event where students can gather and play board games during the afternoon.</p> <p>The major upcoming event is the Department Seminar Research Day, and planning has already begun for this event.</p>

Oral Biology	Mojan	Absent
Medical Microbiology and infectious diseases	Samuel	Absent
Physician Assistant	Kayla	We have a Valentine's Day bake sale on the 14th from 12-12:45 in the Brodie atrium. We also have a Kristy Kreme doughnut fundraiser where you can order a dozen doughnuts before March 13th, and pickup will be March 24th at 12-12:45 in the Brodie atrium. Minimum \$16 donation for each dozen doughnuts. They can be ordered online and we will put posters up, as well as post more information on our instagram!
Physiology and Pathophysiology	Molly	Molly provided a brief update on departmental activities. The Christmas party was a success, and plans are underway to organize upcoming student events for physiology students.  Molly also emphasized the Grad Share Program, encouraging students to apply. This initiative offers graduate students an opportunity to gain teaching experience by presenting their research topics in classrooms, benefiting both the graduate students and the audience.
Pharmacology and Therapeutics	Parisa	
Community Health Sciences	Narges	
College of Pharmacy	Mira	The Christmas party was successfully held.  In January, three new students joined the program and were welcomed with a potluck event to encourage social interaction.

		<p>A workshop on data visualization is being planned for next month.</p> <p>The annual Research Day for the College of Pharmacy is also scheduled for next month, where a slideshow presentation will highlight the council's student engagement and past events.</p>
Human Anatomy and Cell Science	Aurelien	<p>Welcomed two new students and organized a holiday potluck to foster interaction.</p> <p>The student council met with the department head to discuss the future direction of the department.</p> <p>As a counselor, Aurelien actively participated in the Pituitary Lectureship process and the IDRC review process.</p>
Pathology	Ujala	<p>We welcomed a new PhD student in our department. Bring the total number of students to 5.</p>
Masters of Rehabilitation Sciences	Lea	<p>Successfully defended a proposal at the end of December.</p> <p>Another student successfully defended their thesis in MSc. Rehab Sciences.</p> <p>Planning the MSc. Rehab Science Research Day, tentatively scheduled for the beginning of May.</p> <p>Successfully petitioned to move the fall convocation from Max Bell Center (Fort Garry Campus) to the Brody Atrium (Bannatyne Campus), ensuring that students graduate where they studied and engaged with faculty.</p>
Nursing	Michaela	<p>GNSA in partnership with our sub-committees: the Advanced Practice Nursing (APN) Conference Committee and the Dr.</p>

		<p>Helen Glass Research Symposium Committee are hosting two major events this term!</p> <ul style="list-style-type: none"> <li>● <b>APN Conference</b> <ul style="list-style-type: none"> <li>● Registration is now open for our <b>15th Annual Advanced Practice Nursing Conference</b>, <a href="#">Click here to register!</a></li> <li>● <b>Conference theme:</b> Harm Reduction and Advanced Practice Nursing: A Call to Action</li> <li>● <b>Guest Speakers:</b> Em Pijl, RN, Ph.D.; Emily Hyde, RN, MN, PhD (c); Kirsty Muller, RN, BN; and Jesse Lamoureux, RN (NP)</li> <li>● <b>Conference date &amp; time:</b> <u>Wednesday, March 19, 2025, 1530h-1930h</u> (Networking and snacks start at <b>4:30 pm</b> in the Helen Glass Centre atrium)</li> <li>● <b>Venue:</b> In-person at <u>260 Helen Glass Centre</u> and virtual over <u>Zoom</u>.</li> <li>● Attendees who register will have the chance to win several door prizes.</li> <li>● In lieu of conference fees, we ask attendees to consider donating to support the <a href="#">Manitoba Harm Reduction Network</a>.</li> </ul> </li> <li>● <b>Helen Glass Research Symposium</b> <ul style="list-style-type: none"> <li>● This year's Helen Glass Research Symposium will be hosting a Celebration of Graduate Research Day on <b>Thursday, April 24, 2025</b>, starting at <b>9 am</b> at the SMART Park at the University of Manitoba campus. Students from across CON graduate programs will be presenting.</li> <li>● We welcome all graduate students to come and support each other. There will be</li> </ul> </li> </ul>
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		<p>opportunities for you to connect with faculty, share your ideas, and support each other through your graduate journeys.</p> <ul style="list-style-type: none"> <li>Information about the Helen Glass Research Symposium schedule and registration will be released shortly.</li> </ul>
Physical Therapy	Allen	Not too much regarding my faculty. We're just prepping, for a winter gala for February 1 st and beyond that there's not too much with my faculty.

## Executive Report

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

To: HSGSA members

Re: January 1st - January 31st

### Executive summary of work:

- IDRC Review 1.0 evaluations
- Election schedule and planning
- AGM document preparation, email correspondence and planning
- MHRE monthly planning
- HSGSA standing committee meetings - Election, Bylaw, Gala, Academic and related works
- HSGSA executive and council meeting
- UMGSA executive and council meeting
- Office hours
- Meetings - UMGSA Marketing officer, CRO, Vice-Dean Research Office, Ex-CRO
- Winter FGS orientation attendance and delivering presentation on HSGSA
- TGIF planning and execution

2025-01-05	IDRC Review 1.0 evaluations	2 hr
2025-01-07	UMGSA executive meeting	1 hr
2025-01-08	HSGSA executive meeting	1.5 hr
2025-01-09	Election schedule, planning and AGM planning	1 hr
2025-01-09	Winter FGS Orientation - Fort Garry Campus	6 hr
2025-01-10	MHRE director monthly meeting	0.6 hr
2025-01-12	Election committee meeting	1 hr
2025-01-13	Office hours	1.5 hr
2025-01-13	HSGSA executive reports review	1 hr
2025-01-14	UMGSA executive meeting	1 hr
2025-01-14	Reviewing and editing election policy manual	1.5 hr

2025-01-14	Max Rady Executive council meeting	0.4 hr
2025-01-14	PCL Speaker Nomination	1.5 hr
2025-01-15	Meeting with Keshav to discuss election policy manual changes	0.5 hr
2025-01-15	HSGSA executive meeting	1.7 hr
2025-01-16	Meeting with previous HSGSA CRO (to discuss election related procedures)	1 hr
2025-01-17	Gala committee meeting	1.2 hr
2025-01-17	Bylaw committee meeting	0.6 hr
2025-01-18	Meeting with Fazia, CRO	1 hr
2025-01-20	Meeting with Thalia	0.2 hr
2025-01-20	Office hour	1 hr
2025-01-21	Meeting with Vice-Dean Research, Barbie	0.20hr
2025-01-21	UMGSA executive meeting	1 hr
2025-01-22	HSGSA executive meeting	1.4 hr
2025-01-23	Endowment fund set-up meeting with Chris and Sanjana	0.5 hr
2025-01-24	Gala committee meeting	1.15 hr
2025-01-26	Academic committee meeting	0.75 hr
2025-01-26	AGM slides preparation	6 hr
2025-01-27	HSGSA Council meeting	1.75 hr
2025-01-28	UMGSA CRO/DRO selection committee meeting - watch recording	0.2 hr
2025-01-28	UMGSA exec meeting - watching recording	0.65 hr
2025-01-28	HSGSA exec meeting	1.15 hr
2025-01-29	UMGSA council meeting	1 hr

2025-01-30	TGIF cutlery shopping and game prep	1.5 hr
2025-01-31	TGIF	4 hr
<b>Email correspondence</b> (General enquiries, election committee meeting scheduling and related motion, email approvals, student list emails, IDRC review 1.0 emails, AGM announcement, council and executive meeting, email motions, email approvals)		11 hr
<b>Documents and record keeping</b> (UMGSA council report, HSGSA executive meeting agenda, AGM powerpoint and document preparation, HSGSA council meeting document preparation, google forms for AGM and MHRE, updating executive report)		11.5 hr
<b>Monthly Total</b>		<b>~ 70.95 hours</b>

**Time spent in meetings in January: 22 hours**

**Meetings missed: -**

**Office hours: 2.5 hours**

Usual office hours: Every Monday 4 to 5 pm

***Total hours spent on HSGSA for January: 71 hours***

## Executive Report

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

To: HSGSA members

Re: February 1st - February 28th

### Executive summary of work:

- Election related businesses - verifying nomination forms, approving emails, social media poster creation and management, meetings
- Meeting with RFHS Vice-Dean Graduate Studies, Dr. Hope Anderson
- MHRE related businesses - meetings with MHRE Director, Event venue visit, preparation for the event - food and transportation planning and help with food set-up
- Election related businesses - verifying candidate nomination forms, social media posters, verifying CRO emails and approval
- Gala committee meetings
- Shopping - AGM cutlery, MHRE event cutlery and UMSU lunch drive chips
- HSGSA and UMGSA executive meeting
- IDRC 1.0 Review meeting
- Office hours
- Email correspondences and documentation

2025-02-02	Election and AGM posters for social media	2.5 hr
2025-02-03	Student Senate Council meeting	1 hr
2025-02-03	Meeting with HSGSA student - Meena	1 hr
2025-02-04	Reviewing email drafts from CRO - pre-approval	1.5 hr
2025-02-05	UMGSA executive meeting	1 hr
2025-02-06	Meeting with RFHS Vice-Dean Grad Studies, Dr. Hope Anderson	1 hr
2025-02-07	Meeting with MHRE Director	0.4 hr
2025-02-08	Transportation enquiry for MHRE event and booking	0.5 hr
Feb 04-Feb 14	Verify candidate nomination form	1 hr
2025-02-08	Gala committee meeting	0.6 hr

2025-02-08	RBC visit and deposit cheque	1.5 hr
2025-02-09	Finalizing AGM head count, food ordering	0.75 hr
2025-02-10	Gala committee meeting	1 hr
2025-02-10	Office hour	1 hr
2025-02-10	HSGSA executive meeting	1.8 hr
2025-02-11	AGM cutlery shopping	0.5 hr
2025-02-12	HSGSA AGM	4 hr
2025-02-13	Ruth Retirement Function	1.5 hr
2025-02-14	Apotex visit with MHRE director	0.5 hr
2025-02-14	Gala committee meeting	1 hr
2025-02-16	MHRE event and UMSU lunch-drive - shopping	1.5 hr
2025-02-18	MHRE event help	1.5 hr
2025-02-19	HSGSA executive meeting	1.5 hr
2025-02-21	Gala committee meeting and prep for discussions	1.75 hr
2025-02-21	Election candidates meeting with CRO	1 hr
2025-02-24	Office hours and IDRC 1.0 review meeting	1 hr
2025-02-25	St. Boniface Board Game night	0.4 hr
2025-02-25	UMGSA executive meeting and board meeting	1 hr
2025-02-26	HSGSA executive meeting	2 hr
<b>Email correspondence</b> (General enquiries, MHRE emails, transportation related emails, funding for Gala emails, election email approval, Gala emails with UMGSA office, departmental grant clarifications, gala backdrop conversations with vendor, HSGSA merchandise vendor enquiries, University Health Service extension email)		9 hr

exchange, approving emails, Transportation emails, clarifying CRO emails)	
<b>Documents and record keeping</b> (UMGSA council report, HSGSA executive meeting agenda, AGM ppt edits, updating executive report, Gala contract review and signing, Gala budget review, social media posts for AGM and election, Gala-RBC documents)	7 hr
<b>Monthly Total</b>	<b>~ 51.7 hours</b>

**Time spent in meetings in February: 17 hours**

**Meetings missed:** Endowment fund set-up meeting (regrets sent)

**Office hours: 2 hours**

Usual office hours: Every Monday 4 to 5 pm

***Total hours spent on HSGSA for February: 52 hours***



Keeping Bank Trackers updated	3hrs
Email correspondence (MHRE Invoice, Winter gala, Reimbursements, Max Rady executive council meeting, FGS Council meeting, Doodle Polls, Endowment Fund meeting, Patrick Choy funding, TGIF food)	4hrs
Documents and deposit record keeping (Budget sheet update, Council meeting, AGM documents, MHRE invoice, expense sheet update, TGIF budget, cheque writing, reimbursements, receipts and payments, Winter gala)	4.5hrs
<b>Monthly Total</b>	<b>35.17hrs</b>

**Time spent in meetings in January: 14.17 hrs**  
**Appraisal Report Progress: Endowment Fund**  
**Meetings missed: None**

**Office hours: 2 hrs**  
 Usual office hours: Every Wednesday 4 to 5 pm  
***Total hours spent on HSGSA for January ~ 35.17 hrs***  
***Was away on holiday from 23 Dec- 4th Jan***



Keeping Bank Trackers updated	2hrs
Email correspondence (MHRE Invoices, Winter gala committee, Finance committee motion, reimbursements, Doodle Polls, Endowment Fund discussions, Hope Anderson, MHRE director-MHRE event reimbursement, MHRE transportation, AGM, UMSU lunch drive)	4.5hrs
Documents and deposit record keeping (HSGSA & MHRE Budget sheet update, AGM documents, MHRE invoice tracking, expense sheet update, Gala budget, MHRE event and Gala cheque writing, St B games night, TGIF, MHRE Event, SUE 3.0 reimbursements, grad share poster, Endowment Fund-TORs, cheque deposits, Executive report)	6.5hrs
<b>Monthly Total</b>	<b>34.75hrs</b>

**Time spent in meetings in February: 14.20 hrs**  
**Appraisal Report Progress: Endowment Fund**  
**Meetings missed: None**

**Office hours: 3 hrs**

Usual office hours: Every Wednesday 4 to 5 pm

***Total hours spent on HSGSA for February ~ 34.75 hrs***

## Executive Report

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

To: HSGSA Members

Re: January 1<sup>st</sup> – January 31<sup>st</sup>

### Executive Summary of Work:

- Attended HSGSA Executive Meetings
- Attended HSGSA Council Meeting
- Attended UM Taskforce on Mental Health and Well-being meeting
- IDRC Review
- Academic and By-law Committee Meetings
- Website update - HSGSA and Bannatyne Resources
- UMSU Collaboration on Mental Health and Advocacy; Free lunch at Bannatyne Campus
- Call for applications for GradShare Instructor-Winter Term and outreach

### Executive Summary of Hours:

January 3, 2025	HSGSA Office Hour and commute	2.5 hrs
January 4, 2025	HSGSA Parental leave bursary and Travel award selected applicants/ emails, UMSU advocacy email	3 hrs
January 8, 2025	HSGSA Executive Meeting	1.33 hrs
January 12-14, 2025	Discussions/Emails about GradShare outreach opportunities with HSGSA Executives, GradShare coordinators and RFHS office	2.5 hrs
January 14, 2025	HSGSA Office Hour	0.5hrs
January 15, 2025	HSGSA Executive Meeting	1.67 hr
January 16, 2025	By-laws policy manual over-viewing with VP-St.B	1 hr
January 16, 2025	Tele-Meeting with UMSU Student Life VP	0.25 hrs
January 17, 2025	HSGSA By-laws committee meeting	1 hr
January 19, 2025	Preparing the HSGSA Website updates document	2.5 hrs
January 22, 2025	UM Taskforce on Mental Health and Well-being Meeting	1 hr
January 22, 2025	HSGSA Executive Meeting	1.25 hrs
January 26, 2025	Discussion with VP-A regarding PCL followed by Co-chaired and attended HSGSA Academic Committee Meeting,	1 hr
January 27, 2025	HSGSA Council Meeting	1.25 hrs
January 28, 2025	HSGSA Executive Meeting	1.25 hrs
January 31, 2025	TGIF 2.0	2 hrs
	Documents/record keeping and email correspondence (Executive reports, UM Taskforce resources sharing, UMSU advocacy and free lunch communication, Website updates correspondence)	3 hrs
	IDRC- Self and Peer review completion	4 hrs
	GradShare Discussions, Winter Application process, Email correspondence, Women in	2.5 hrs

STEM Event preparation/poster designing	
Academic Committee processes: PCL Lecturer nominations and scoring	4 hrs
AGM presentation and report preparation	4 hrs
<b>Monthly Total</b>	<b>42 hrs</b>

**Time spent in meetings in January: 10 hrs**

**Meetings missed:** none

**Office hours:** 2 hours

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

***Total hours spent on HSGSA for January: 42 hrs***

## Executive Report

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

To: HSGSA Members

Re: February 1<sup>st</sup> – February 28<sup>th</sup>

### Executive Summary of Work:

- Attended HSGSA Executive Meetings
- Attended HSGSA Council Meeting
- Attended and presented at the HSGSA Annual General Meeting
- Attended Gala Planning Meetings
- Scheduling Second External Committee Meeting
- External Committee Awards: Responding to queries, student number verifications and application reviews
- UMSU Collaboration for Free Lunch Drive at Bannatyne
- GradShare Initiative: Outreach at Holy Cross school event, Interviews and Instructor selection

### Executive Summary of Hours:

February 4, 2025	St. Boniface event planning discussion with VP-St.B	1 hr
February 5, 2025	Meeting with Dr. Hope Anderson and Dr. Samantha Pauls	1 hr
February 10, 2025	HSGSA Executive Meeting	1.75 hrs
February 11, 2025	GradShare Outreach Opportunity-Holy Cross School	4.5 hrs
February 12, 2025	HSGSA Annual General Meeting and commute	4 hrs
February 18, 2025	SUE 3.0, Gala Meeting with RBC, GSEA discussion with VPA	2 hrs
February 19, 2025	HSGSA Executive Meeting	1.5 hrs
February 21, 2025	HSGSA Office Hour and commute	2.75 hrs
February 21, 2025	HSGSA x UMGSA Gala Planning Meeting	0.75 hrs
February 21, 2025	GradShare Interviews	1 hr
February 24, 2025	GradShare Interviews	0.5 hrs
February 25, 2025	St. B Board Game Night (Preparation – drinks and arrangement & attending)	2 hrs
February 25, 2025	GradShare Interviews	1 hr
February 26, 2025	HSGSA Executive Meeting	2 hrs
	Documents/record keeping and email correspondence	10 hrs
	(Executive reports, Travel award and parental leave bursary queries, UMSU free lunch communication, Website updates correspondence, External Committee Meeting Scheduling and application reviewing, student number verifications)	
	GradShare Discussions, Winter Application and interview reviews, Email correspondence, Women in STEM Event preparation, reimbursement form submission	3 hrs
	<b>Monthly Total</b>	<b>38.75 hrs</b>

**Time spent in meetings in February: 13 hrs**

**Meetings missed: none**

**Office hours: 2 hours**

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

***Total hours spent on HSGSA for February: 38.75 hrs***

## Executive Report

From: Md. Abdul Aziz (HSGSA VP Academic)

To: HSGSA Members

Re: Jan 1 – Jan 31

### Executive Summary of Work:

- Attended HSGSA Executive Committee meetings
- Attended HSGSA Council meeting
- Attended UM Biosafety Committee Meeting
- Organized Academic Committee Meeting 2.0
- Planned for Share Your Expertise workshop 3.0
- Review & Select PCL Speaker
- Worked on GSEA/GSMA Awards
- HSGSA Office hours

### Executive Summary of Hours:

02-01-25	Working on Share Your Expertise workshop session 3.0	1 hr
03-01-25	Self and peer-review form submission	2 hrs
07-01-25	HSGSA office hour	1 hr
08-01-25	HSGSA executive committee meeting	1.5 hrs
08-01-25	Sent Kayla's GSMA cheque and certificate via Canada Post	0.5 hr
14-01-25	HSGSA office hour	1 hr
15-01-25	HSGSA executive committee meeting	1.7 hr
17-01-25	HSGSA bylaws and policy committee meeting 2.0	0.6 hr
20-01-25	2nd Academic Committee meeting preparation	2 hrs
20-01-25	Updating GSEA-GSMA terms and conditions	1 hr
21-01-25	HSGSA office hour	1 hr
22-01-25	HSGSA executive committee meeting	1.15 hr
23-01-25	UM Biosafety Committee meeting	1 hr
23-01-25	Sticking posters of TGIF 2.0	0.50 hr
24-01-25	Gala committee meeting	0.75 hr
26-01-25	HSGSA 2nd academic committee meeting	1 hr
26-01-25	Worked on AGM slides	4 hrs
27-01-25	HSGSA Council Meeting	1.15 hr
28-01-25	HSGSA exec meeting	1.5 hr
28-01-25	HSGSA office hour	1 hr
31-01-25	TGIF 2.0	2 hrs
	Email correspondence (GSEA, Share your expertise, academic committee meeting)	2 hrs
	Document keeping and updating (Workshop, PCL nominations, academic committee)	5 hrs

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meeting documents, doodle poll, Google forms)	
<b>Monthly Total</b>	<b>36.5 hrs</b>

**Time spent in meetings in January: 9.5 hrs**

**Meetings missed: 0**

**Office hours: 4.0 hrs**

*Usual office hours: Tuesday 4-5 pm*

***Total hours spent on HSGSA for January: 36.5 hrs***

## Executive Report

From: Md. Abdul Aziz (HSGSA VP Academic)

To: HSGSA Members

Re: Feb 1 – Feb 28

### Executive Summary of Work:

- Attended HSGSA Executive Committee meetings
- Attended HSGSA Annual General Meeting
- Attended UM Biosafety Committee Meeting
- Executed Share Your Expertise workshop 3.0
- Compiling GSEA/GSMA Awards
- HSGSA Office hours

### Executive Summary of Hours:

04-02-25	HSGSA office hour	1 hr
05-02-25	Meeting with Dr. Hope Anderson	1 hr
09-02-25	Ordering food for AGM	0.5 hr
10-02-25	HSGSA Executive meeting	2 hrs
11-02-25	HSGSA office hour	1 hr
12-02-25	HSGSA AGM	2.5 hrs
18-02-25	HSGSA office hour	1 hr
18-02-25	Helping MHRE event	1 hr
18-02-25	Share Your Expertise Workshop 3.0	1.5 hr
19-02-25	HSGSA executive committee meeting	1.5 hr
20-02-25	UM Biosafety Committee meeting	1 hr
25-02-25	HSGSA office hour	1 hr
26-02-25	HSGSA executive committee meeting	2 hrs
	Email correspondence (GSEA, Share your expertise)	6 hrs
	Document keeping and updating (Workshop, GSEA, Google Forms)	8 hrs
	<b>Monthly Total</b>	<b>31.0 hrs</b>

**Time spent in meetings in February: 7.5 hrs**

**Meetings missed: 0**

**Office hours: 4.0 hrs**

*Usual office hours: Tuesday 4-5 pm*

***Total hours spent on HSGSA for February: 31.0 hrs***

## **Executive Report**

From: Ashraf Kadar Shahib (HSGSA VP Marketing and Events)  
To: HSGSA Members  
Re: January 1<sup>st</sup> – January 31<sup>st</sup>

### **Executive Summary of Work:**

- Attended HSGSA executive meetings
- Chaired and Attended HSGSA Events Committee meeting
- Attended UMGSA Events Committee meeting
- Chaired and Attended Gala Committee meeting
- Attended HSGSA council meeting
- TGIF Event Planning and Execution
- Social Media Management
- Planning of Gala

## Executive Summary of Hours:

06-01-2025	IDRC Review	30min
08-01-2025	HSGSA Executive Meeting	1hr 30min
15-01-2025	HSGSA Executive Meeting	1hr 50min
17-01-2025	Gala Committee Meeting	1hr 15min
17-01-2025	Bylaw Committee Meeting	40min
22-01-2025	HSGSA Executive Meeting	1hr 20min
24-01-2025	Gala Committee Meeting	1hr 15min
26-01-2025	AGM Document Preparation	1hr
27-01-2025	HSGSA Council Meeting	1hr
31-01-2025	TGIF 2.0	4hr 30min
Whole month	Office Hours	4hr
Whole month	Gala Planning (in-person visits and multiple conversations with Fort Garry Hotel, RBC Convention Centre, Photography, etc.)	8hr
Whole month	Registrations (TGIF) and Email correspondence (Multiple Room Bookings, Wisdom Event, TGIF etc.)	7hr
Whole month	Website Updates (conversation with Thalia)	1hr
Whole month	Social Media Management – Instagram, Facebook, LinkedIn (Faces of RFHS Posts, SUE 3 and TGIF 2.0)	5hr
<b>Monthly Total</b>	<b>39 hours 50 minutes</b>	

**Office hours:** 4 hours

***Total hours spent on HSGSA for January: 39 hours 50 minutes***

***Time spent in meetings: 8 hours 50 minutes***

## **Executive Report**

From: Ashraf Kadar Shahib (HSGSA VP Marketing and Events)  
To: HSGSA Members  
Re: February 1<sup>st</sup> – February 28<sup>th</sup>

### **Executive Summary of Work:**

- Attended HSGSA executive meetings
- Chaired and Attended Gala Committee meeting
- Attended HSGSA AGM
- Attended HSGSA Board Game Night at St. Boniface
- Social Media Management
- Planning of Gala
- Free Tax Clinic Setup at Bannatyne

### Executive Summary of Hours:

05-02-2025	Meeting with Dr. Hope Anderson	1hr
07-02-2025	Gala Committee Meeting	30min
07-02-2025	RBC Cheque Deposit and Hall Enquiry	1hr 30min
10-02-2025	Gala Committee Meeting	45min
10-02-2025	HSGSA Executive Meeting	1hr 30min
12-02-2025	HSGSA AGM	3hr
14-02-2025	Gala Committee Meeting	1hr 30min
18-02-2025	MHRE Event Lunch Setup	1hr
18-02-2025	SUE 3.0	1hr
18-02-2025	Meeting with RBC Event Planner	1hr
19-02-2025	HSGSA Executive Meeting	1hr 15min
21-02-2025	Gala Committee Meeting	1hr 30min
24-02-2025	Tax Clinic Coordination, Change in Venue	1hr
25-02-2025	Attended HSGSA Board Game Night at St. Boniface	3hr
26-02-2025	HSGSA Executive Meeting	1hr 30min
Whole month	Office Hours	3hr
Whole month	Email Correspondence (Gala Planning and Eventbrite Registrations with RBC, Event Photography, UMGSA executives, Volunteer Tasks assignment, Gala Tickets Enquiries, Tax Clinic Communications with Tracey and Thalia)	9hr
Whole month	Social Media Management – Instagram, Facebook, LinkedIn (Faces of RFHS Posts, SUE 3, and Winter Gala)	3hr
<b>Monthly Total</b>	<b>36 hours</b>	

**Office hours:** 3 hours

***Total hours spent on HSGSA for February: 36 hours***

***Time spent in meetings: 13 hours 30 minutes***

## Executive Report

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

To: HSGSA Members

Re: January 1<sup>st</sup> – January 31<sup>th</sup>

### Executive Summary of Work:

- Attended HSGSA Executive meetings
- Attended HSGSA council meeting
- HSGSA Exec meeting minutes
- HSGSA office hours
- HSGSA bylaw policy and review (Election & Finance)
- Conducted and amended policies in the Second HSGSA bylaw committee
- Attended TGIF 2.0
- Attended Gala Subcommittee meeting

### Executive Summary of Hours:

January 8, 2025	HSGSA Executive Meeting - 1	1 hr 20 mins
January 9, 2025	St.B Biosafety committee	1 hr
January 10, 2025	Bylaw discussion with President	45 mins
January 15, 2025	HSGSA Executive Meeting - 2	1 hr 40 mins
January 15, 2025	Bylaw discussion with VP External	1 hr
January 17, 2025	Second HSGSA bylaw committee and policy review	1 hr 50 mins
January 22, 2025	HSGSA Executive Meeting - 3	1 hr 10 mins
January 22, 2025	UMGSA & HSGSA Gala subcommittee	1 hr 20 mins
January 27, 2025	HSGSACouncil Meeting	1 hr 20 mins
January 28, 2025	HSGSA Executive Meeting - 4	1 hr 10 mins
January 31, 2025	TGIF - 2.0 with commuting	2 Hrs
HSGSA executive minutes - 1, 2 & 3		4 hr & 10 mins
office hours		5 hrs
Documentation (bylaw and policy review and editing (Election & Finance), executive reports, council attendance and minutes sent, bylaw committee meeting schedule (email communications, doodle polls, TGIF food order (quotes, in person visit), preparation of powerpoint presentation of bylaw changes in committee meeting, preparing the bylaw documents for council review)		12 hrs
<b>Monthly Total</b>		<b>35 hrs 55 mins</b>

**Time spent in meetings in January: 10 hrs 50mins**

**Meetings missed: none**

**Office hours: 5 hours**

**Total hours spent on HSGSA for January: 35 hrs 55 mins**

## Executive Report

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

To: HSGSA Members

Re: February 1st - February 28th

### Executive Summary of Work:

- Attended HSGSA Executive meetings
- Attended HSGSA AGM
- HSGSA Exec meeting minutes
- HSGSA office hours
- Planned and executed board game night 2.0
- Attended Gala Subcommittee meeting

### Executive Summary of Hours:

February 5, 2025	Meeting with Hope Anderson	1 hr
February 7, 2025	RBC cheque deposit and hall visit with commute	2 hrs
February 10, 2025	HSGSA executive meeting - 1	1 hr 45 mins
February 10, 2025	Gala subcommittee meeting	1 hr
February 12, 2025	HSGSA AGM with commute	3 hrs 30 mins
February 14, 2025	Gala subcommittee meeting	1 hr
February 17, 2025	SUE 3.0	1 hr
February 25, 2025	St. Boniface Board Game night 2.0	5 hrs
February 26, 2025	HSGSA Executive Meeting	2 hrs
	HSGSA executive minutes - 1	1 hr 30 min
	office hours	4 hrs
	executive reports, council attendance and AGM minutes sent, St.B Board game night (poster preparation and sticking, food order, st.b student participation, email draft), SUE (3.0) and AGM (poster sticking & student participation), Bylaw and policy document edits and upload to the website, whatsapp communication, AGM slide edits, reimbursement form for board game night, email communications.	9 hrs
	<b>Monthly Total</b>	<b>32 hrs 45 mins</b>

**Time spent in meetings in February: 9 hrs 45 mins**

**Meetings missed: none**

**Office hours: 4 hours**

***Total hours spent on HSGSA for February: 32 hrs 45 mins***