

## Council Meeting Minutes March 31<sup>st</sup>, 2025 5 PM Zoom

<b>DATE:</b>	March 31st, 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>5:02 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 - March 31st, 2025 <i>Mover: Aziz   Seconder: Sam</i> <b>YES:15   NO: -   Abstain: 1 (sadhana)</b>	
	2.B	Minutes of Council Meeting - January 27th, 2025 <i>Mover: Cameron   Seconder: Aurelien</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	<i>UMGSA club funding - overview</i>	<b>Chris/Sadhana</b>
		Sadhana introduced an important update regarding the UMGSA's transition from the traditional Departmental Grant model to a new Club Funding model, effective May 1, 2025. UMGSA President Christopher provided a comprehensive overview of the new funding process, explaining that all department-based groups will now be required to register as clubs under UMGSA. The new model differentiates between <i>departmental clubs</i> and <i>interest-based clubs</i> , the latter encompassing cross-departmental groups	

	<p>centered around specific hobbies or themes. Registration is expected to be streamlined using digital forms and will combine documentation such as attendance, budgets, and year-end summaries into a single submission. Once registered, clubs can apply for two levels of funding—small grants (under \$500) approved by the Clubs and Events Committee, and larger funding requests that will be reviewed and escalated to the UMGSA board. Chris emphasized that the aim is to better allocate resources to both small and large departments, ensuring equitable access and eliminating past inefficiencies where smaller groups received minimal or no funding. The model also includes accountability measures, such as annual financial disclosures and monthly funding caps to ensure balanced distribution throughout the year. Chris clarified that the transition is designed to be supportive and flexible, not punitive, and that UMGSA will work closely with departments through the learning curve. Sadhana added that the Fall 2024 disbursement will be the final departmental grant, and there will be no Winter 2025 grant, marking a full transition to the club-based application system starting in May. Counselors were encouraged to begin preparing for this change and to reach out to either Sadhana or Chris for support in navigating the upcoming registration and funding processes.</p>	
4.B	<p><i>Motions to ratify HSGSA General Election 2025-2026 results</i></p> <p><b>Amended Motion:</b> BIRT HSGSA council approves the appointment of Ashraf Kadar Shahib, Deanne Nixie Miao, Kibii Belindah, Anam Ara, Andy Von Domelen, and Roni Armon for the position of President, VP-Internal, VP-External, VP-Academic, VP-Marketing and Events, and VP-St.Boniface respectively for the 2025-2026 term  <b>Mover: Sanjana   Seconder: Keshav</b>  <b>YES: 15   NO: -   Abstain: 1 (Sadhana)</b></p>	<b>Sadhana</b>
4.C	<p><i>Renaming HSGSA Bylaws and Policy committee to reflect the new terminology approved in HSGSA Annual General Meeting 2025-2026</i></p> <p>Keshav presented a proposed change regarding the terminology used in the HSGSA's governance structure. He explained that, as an unincorporated division of UMGSA, the HSGSA cannot legally use the term “bylaws” in its internal documents. To align with legal standards and accurately reflect its operational framework, the Bylaws and Policy Committee has proposed renaming the committee to the Governance and Policy Oversight Committee. This change mirrors the earlier update made during the HSGSA Annual General Meeting, where the term “bylaws” was replaced with “operating manual.” Following this explanation, Sadhana introduced a motion to formally approve this renaming and to direct updates across all relevant policy manuals to reflect the change.</p>	<b>Keshav and Sadhana</b>

		<p><b>Amended Motion:</b> BIRT HSGSA council approves renaming HSGSA Bylaw and Policy committee to “HSGSA Governance and Policy Oversight committee“ and directs that all relevant policy manuals be updated accordingly</p> <p><i>Mover: Fazia   Seconder: Lea</i></p> <p><b>YES: 14   NO: -   Abstain: 2 (Sadhana and Keshav)</b></p>	
4.D		<p><i>Endowment fund - overview, setup, and ToR</i></p> <p>Sanjana Grover presented the proposal for establishing an HSGSA Endowment Fund, aimed at utilizing the organization’s accumulated surplus—over \$40,000—more meaningfully. The plan involves investing \$25,000 from HSGSA’s BMO account into the University of Manitoba’s Investment Trust, which will generate annual interest (~6.5–7%) that will fund a newly created student award: the HSGSA Distinguished Student Achievement Award. This award will recognize students demonstrating academic excellence, leadership, community engagement, and mentorship. Sanjana explained the documentation process, including the Terms of Reference and a gift agreement co-signed by HSGSA and UMGSA representatives. The award selection will be carried out by a neutral committee, ensuring transparency and fairness.</p> <p><b>Amended Motion:</b> BIRT HSGSA council approves the set-up of Endowment Fund, the ToR and the allocation of 25,000\$ from HSGSA’s unspent money from previous years in BMO bank account</p> <p><i>Mover: Lea   Seconder: Aurelien</i></p> <p><b>YES: 14   NO: -   Abstain: 2 (Sadhana and Sanjana)</b></p>	<p><b>Sanjana and Sadhana</b></p>
4.E		<p>Updated Budget and Finance Overview (Refer to Running Budget Expenses)</p> <p>Sanjana provided a detailed financial update and proposed reallocations of unspent funds across various HSGSA budgets. She reported that nearly all of the \$5,000 MHRE budget had been utilized effectively, with a small remainder possibly being used to acknowledge instructor contributions. For the Dr. Hope Anderson fund, she highlighted the reallocation of \$500 from unused extended education funds toward the Patrick Choy Lecture Series, which also benefited from additional external funding, allowing the event to be expanded next year. Sanjana also proposed reallocating funds from several underutilized categories—such as AGM food, career panels, startup pitch, multicultural night, and movie night—toward other priorities including the upcoming Gala, council meeting meals, lunch drives, and councillor honorariums. These proposed moves, totaling around \$11,000, were presented for council approval, ensuring full use of the budget before</p>	<p><b>Sanjana and Sadhana</b></p>

	<p>the end of the term.</p> <p>Anam raised a question regarding the necessity of reallocating unspent funds from events that were planned but not executed. She inquired whether it was essential to spend the remaining funds or if they could be retained for future use rather than organizing a lunch drive. Sanjana responded by explaining that the executive team's intention is to maximize the use of current-year funds in ways that directly benefit students, especially given their limited time left in office. She clarified that with only one month remaining, a lunch drive is a feasible and meaningful initiative to use the surplus. Sadhana added that while some budget lines are being reallocated now due to certainty that the funds will go unused, any remaining funds that may carry over to the next academic year will be presented and addressed in the final council meeting. This ensures responsible and transparent financial planning, while still prioritizing student benefit.</p> <p><b>Amended Motion:</b> BIRT HSGSA Council approves the move of \$7.64 from AGM and 40\$ from Share your Expertise Workshop Series towards the "Council Meeting (In-person)" budget line totalling it to 404.08\$</p> <p><b>Mover: Anam   Seconder: Lea</b> <b>YES: 14   NO: -   Abstain: 2 (Sadhana and Sanjana)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA Council approves the reallocation of 2000\$ from 2023/2024 leftover funds (within Patrick Choy Distinguished Lectureship), with 1000\$ allocated to Winter Gala and 1000\$ to Parental Bursary</p> <p><b>Mover: Cameron   Seconder: Aurelien</b> <b>YES: 14   NO: -   Abstain: 2 (Sadhana and Sanjana)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA Council approves the move of 15.89\$ from TGIF, 227.42\$ from Movie night, and 1758.11\$ from Multicultural event- Culurofest towards "Winter Gala" budget line totalling it to 11,001.42\$</p> <p><b>Mover: Aurelien   Seconder: Anam</b> <b>YES: 14   NO: -   Abstain: 2 (Sadhana and Sanjana)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA Council approves the reallocation of 500\$ from Startup Pitch Event, 500\$ from Career Panel Discussion, and 500\$ from Department Sports Intramural towards a new budget line "Lunch drive" totalling it to 1500\$</p> <p><b>Mover: Fazia   Seconder: Lea</b> <b>YES: 14   NO: -   Abstain: 2 (Sadhana and Sanjana)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA Council approves the move of 100\$</p>	
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		<p>from Share your Expertise Workshop Series towards “HSGSA Councillor of the year” budget line totalling it to 150\$ and increasing the number of honorariums to three</p> <p><b>Mover: Aurelien   Seconder: Fazia</b> <b>YES: 14   NO: -   Abstain: 2 (Sadhana and Sanjana)</b></p> <p><b>Amended Motion:</b> BIRT HSGSA Council approves the move of 78.78\$ from Award Certificates towards “Office Supplies &amp; Maintenance” budget line totalling it to 149.5\$</p> <p><b>Mover: Anam   Seconder: Lea</b> <b>YES:14   NO: -   Abstain: 2 (Sadhana and Sanjana)</b></p>	
<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>HSGSA x UMGSA Winter Gala Saturday, April 5th, 2025 - 6PM onwards, RBC Convention Centre</li> <li>Tax Clinic Thursday, April 10th, 2025</li> <li>HSGSA Council Meeting (In-person) Monday, April 28th, 2025, 5PM-6PM, HSGSA Lounge Attendance is mandatory and there will be food!!!</li> </ul>	<b>Ashraf and Sadhana</b>
<b>6:00 PM</b>	<b>7.0</b>	<b>Adjournment (6:26 PM)</b>	<b>Sadhana</b>

Executive Reports:

**President:** TGIF planning and execution | Preparing documents for AGM, email correspondences, creating flyer for social media, and chairing the AGM | Meeting with Dr. Hope Anderson, Vice-Dean Graduate Studies | Planning and execution for MHRE Career Panel event and related meetings | Attending Gala committee meetings and helping with planning - decorations | Meetings with HSGSA CRO and documentation related to HSGSA General Election 2025-2026 | Attending UMGSA executive meetings | Chairing and preparing documents for HSGSA executive meetings | IDRC Review 1.0 Follow-up meeting with IDRC Chair | HSGSA merchandise launch planning | Attending External committee meeting and applications review | GSEA award scoring | Attending election forum | UMSU x HSGSA lunch-drive shopping and assistance | Tax Clinic registrants verification | Documenting HSGSA Report for UMGSA council meeting | Office hours

**VPI:**

Meetings	Documentation	Reimbursements/Cheques/Payments
<ul style="list-style-type: none"> <li>Endowment Fund (Sadhana, Chris, Jennifer, HSGSA executives)</li> <li>Dr. Hope Anderson</li> <li>MHRE Director</li> <li>HSGSA AGM</li> <li>External Committee</li> <li>Election Forum</li> <li>HSGSA Executive Meeting</li> <li>Gala Committee</li> </ul>	<ul style="list-style-type: none"> <li>Endowment Fund information and TOR</li> <li>Parental bursary and travel award applications</li> <li>Tracker update (Reimbursement, invoice, bank, budgets)</li> <li>Gala budget</li> <li>Executive reports</li> </ul>	<ul style="list-style-type: none"> <li>MHRE (Instructor honorariums, MHRE director honorarium, career event expenses, invoices, cheque deposits)</li> <li>Gala Decoration</li> <li>RBC Booking</li> <li>HSGSA Travel Award</li> <li>St B Games Night</li> <li>SUE 3.0</li> <li>TGIF</li> </ul>

Others: Office hours and Email/Whatsapp chat correspondence

#### VPE:

- GradShare- Interview Scheduling, Interviews, Workshop, Allotment of sessions, Email communication/discussions
- External Committee- Review of the HSGSA Travel Award and Parental Leave Bursary Applications, committee meeting, selection of candidates, email the winners and connect them with VP-I/ all applicants about the result of their application
- Ed Kroeger Mentorship Award- Emails regarding call for applications, nominator doubts, reminders
- Meetings: HSGSA Executive Meetings, Gala sub-committee meetings, Dr. Hope Anderson, Election Forum, HSGSA AGM
- Events/Workshops: TGIF, SUE 3.0, St. B Board Game Night (preparation and execution)
- Academic Committee- GSEA Application Review
- Documentation: Endowment Fund TOR, Executive reports, Sub-committee meeting minutes, academic and external committee application reviews
- Others: Office Hours, Merchandise discussions and finalization of products, UMSU Free Lunch communication

#### VPA:

Attended the meeting with Dr. Hope Anderson | Ordered food for AGM | Attended HSGSA AGM | Helped during MHRE event | Executed Share Your Expertise Workshop 3.0 | Attended and helped with TGIF 2.0 | Attended Gala committee meeting | UM Biosafety Committee meeting | Reviewing applications of HSGSA travel award and parental bursary | Attended HSGSA external committee meeting | Endowment fund TOR review | Election forum | Printing and Sticking UMGSA legal care posters | GSEA application review | GSEA and GSMA award application, response to emails, and reminders, selection of reviewers, documentation of award application files, compiling reviewed results and finalizing the winners | HSGSA executive committee meeting | Executive reports | Discussion of HSGSA merchandise selection and finalization | HSGSA office hour

#### VPME:

Planning, and successful Execution of TGIF 2.0 | Extensive planning of HSGSA x UMGSA Winter Gala - overall planning, multiple contacts with UMGSA executives, staffs, and RBC event coordinators, Ticket Sales and registrations | Volunteering for MHRE Event | Attended HSGSA Executive Meeting | Chaired and Attended multiple Gala sub Committee Meetings | Meetings with RBC Event Planners | Attended HSGSA AGM | Attended Share Your Expertise Workshop 3.0 | Attended Meeting with Dr. Hope Anderson | Attended HSGSA Board Game Night at St. Boniface | Attended FGS Faculty council meeting | IDRC Review Document | Tax Clinic - Multiple conversations with Chartered Professional Accountants of Manitoba and Planning and Registrations | HSGSA website updates | Review of Endowment fund TOR | Office hours | Planning of HSGSA Lunch Drive | HSGSA Banner Design

**VP ST.B:** Wrote executive and council meeting minutes | Planned and successfully conducted Board game night 2.0 at St.B | Attended HSGSA AGM | Attended executive meeting | Attended Share Your Expertise Workshop 3.0 | Attended Meeting with Dr. Hope Anderson | Attended Gala subcommittee meeting | Went to RBC convention center with President & VP ME for cheque deposition for GALA | Endowment fund TOR review | Election forum | HSGSA office hour | Attended St.B Biosafety Committee meeting | Printing and sticking poster in St.B for HSGSA Events

## HSGSA sub-committee Reports

### Councilor Reports:

Department	Councilor	Updates
Immunology	Fazia	Fazia provided an update on her department's activities, sharing that due to her role as CRO over the past month, she had limited availability. However, preparations for their second workshop are complete, and the event is scheduled for May, following the April exam period. Additionally, her team is planning a departmental trip, likely a hiking or camping day, which will be open to all students, not just their department. More details will follow soon. Sadhana encouraged Fazia to share finalized information with HSGSA for broader student outreach.
Biochemistry and Medical Genetics	Anam	We are planning for our BMG research day, which is going to happen in May.
Oral Biology	Mojan	We have a new Phd student, and we also had an award winner in research
Medical Microbiology and infectious diseases	Samuel	Samuel provided a departmental update, sharing that two key training sessions were conducted for graduate students: one on Excel and another on designing research posters. A planned pizza night was postponed due to students preparing for exams. There are currently no new ongoing activities, but events are expected to resume in April once exams conclude.
Physician Assistant	Angela	They're in the final stretch of the second term, and they're starting for final exams, and they don't have any events planned.
Physiology and Pathophysiology	Molly	Physiology representative group is undergoing some personnel and structural changes. So we don't have anything

		currently planned for upcoming events. However, our endocrinology division is putting on a career day event.
Pharmacology and Therapeutics	Khushali (proxy)	I am serving as a proxy for Parisa (Department of Pharmacology and Therapeutics), we have had external speakers (Dr. Carolyn Cummins, Dr. Graham Holloway) for seminar, we had 2 special teaching lectures by Khushali Trivedi and Caitlin Menzies in March on diabetes, Khushali Trivedi (student representative for our department) organized a student meet and greet with games and pizza on March 28, 2025 with new and current students in pharmacology.
Community Health Sciences	Narges	Absent - no regrets sent
College of Pharmacy	Cameron (proxy)	Cameron shared a summary of departmental activities, highlighting a successful holiday celebration in December and a New Year potluck in January. February featured a data visualization workshop aimed at enhancing students' presentation skills. In March, the department hosted a successful research day and conducted a student survey to guide future programming. They are currently planning their annual summer camping trip.
Human Anatomy and Cell Science	Aurelien	For Human Anatomy and Cell Science, we have a new Master student, organized a successful bowling outing and hosted an Edge of Science seminar. We have 2 Rady Faculty round winners for the 3MT (Sanjana Grover and Taylor Orchard). Personally I attended the departmental council meeting and reviewed the GSEA
Pathology	Ujala	Absent - sent no regrets
Masters of Rehabilitation Sciences	Lea	For Rehab Sciences, we don't have much to report, other than we are in the planning stages of this year's Prairie Collaborative Research Conference between the uofm, university of Alberta, and university of Saskatchewan. All students are invited to apply to present and participate in the poster competition. More will be announced as the year progresses!

Nursing	Olu	<p>The Graduate Nursing Students' Association (GNSA) had the 15th Annual Advanced Practice Nursing Conference on March 19th, which was a success. The Conference theme was: Harm Reduction and Advanced Practice Nursing: A Call to Action. An upcoming event is the Celebration of Graduate Student Research Day, hosted by the Helen Glass Research Symposium committee (a sub committee of GNSA). This event will hold on April 24th from 9 am - 3 pm at the SMARTpark Innovation Hub. It is to provide graduate students in the College of Nursing (CON) an opportunity to present their research work. We organized a poster presentation workshop in preparation for this event.</p>
Physical Therapy	Allen	No updates. All second years are done with the program.

## Executive Report

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

To: HSGSA members

Re: March 1st - March 31st

### Executive summary of work:

- Standing committee meetings and related tasks - External, academic committee and Ad-Hoc Gala committee
- Chairing HSGSA executive and council meeting
- Attending UMGSA executive meeting
- Tax clinic registrant list verification
- Merchandise design, approval and ordering
- UMSU x HSGSA free-lunch
- Email correspondences and documentation

02-03-2025	Reviewing applications for external committee meeting	1 hr
03-03-2025	Office hours	1 hr
07-03-2025	Gala committee meeting	0.75 hr
07-03-2025	External committee meeting	1 hr
10-03-2025	Office hours	1.75 hr
11-03-2025	Review - HSGSA executive reports	0.5 hr
11-03-2025	Visit decorator for Gala, discuss plan and deposit cheque drop-off	1.5 hr
12-03-2025	Election forum	1.5 hr
March 10th week	Merchandise confirmation and design approval	4.5 hr
17-03-2025	HSGSA office hour	1.5 hr
17-03-2025	GSEA application evaluation	1.75 hr
18-03-2025	UMSU x HSGSA free-lunch	0.6 hr
19-03-2025	HSGSA executive meeting and prep	2.2 hr

20-03-2025	Verifying Bannatyne Tax Clinic registration and finalizing final list	3 hr
21-03-2025	Ad-Hoc Gala committee meeting	1.25 hr
24-03-2025	Office hour and appointment with a councillor	1.25 hr
27-03-2025	UMGSA executive meeting	1hr
31-03-2025	HSGSA Council meeting and office hour	2.5 hr
<b>Email correspondence</b> (General enquiries, marketing emails for student list, merchandise enquiries and quote, approving election emails, Gala decoration email, Gala RBC email, transportation cheque collection email, club funding, tax filing email approval, Gala volunteering list)		10 hr
<b>Documents and record keeping</b> (Executive report, Merchandise PPT and budget excel, election social media posts, HSGSA report for UMGSA council meeting, HSGSA executive and council meeting agenda preparation, councillor of the year excel, editing and uploading new exec and council meeting agenda template to document templates folder, gala volunteer tasks)		14 hr
<b>Monthly Total</b>		<b>~53.55 hours</b>

**Meetings missed: -**

**Office hours: 6.5 hours**

Usual office hours: Every Monday 4 to 5 pm

***Total hours spent on HSGSA for March: 54 hours***



committee, reimbursements, Endowment Fund discussions, Jen art initiative, Hope Anderson-RFHS Funding, Graduate awards, MHRE Food reimbursement e-motion, MHRE director-MHRE event reimbursement, MHRE transportation, Gala decoration and budget, Gala DJ, meeting minutes, endowment fund, HSGSA merch)	
Documents and deposit record keeping (HSGSA & MHRE Budget sheet update to prepare motions and money move, AGM documents, MHRE invoice tracking, expense sheet update, Gala budget, Gala decoration cheque writing, MHRE Event, St B Games night reimbursements, MHRE reimbursement, Endowment Fund-TORs, MHRE director march payment, MHRE instructor honorarium, cheque deposits, Executive report and council meeting report, cheque writing)	7.5hrs
<b>Monthly Total</b>	<b>34.75 hrs</b>

**Time spent in meetings in March: 9.75 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 March ~ 34.75 hrs***

## Executive Report

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

To: HSGSA Members

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

### Executive Summary of Work:

- Attended HSGSA Executive Meeting
- Attended HSGSA Council Meeting
- Attended UMGSA X HSGSA Election Forum
- Scheduling and Conducting Second External Committee Meeting
- External Committee: Application Reviews and Selection of Award Recipients
- UMSU Collaboration -Free lunch
- GradShare Initiative: Second Workshop session coordination
- Endowment Fund TOR

### Executive Summary of Hours:

March 4, 2025	GradShare workshop Scheduling, Discussion and emails	1 hr
March 5, 2025	HSGSA External Award Application package compiling and distribution	2 hr
March 5, 2025	HSGSA Office Hour and Commute	1 hr
March 7, 2025	Endowment Fund TOR review and comments	0.5 hrs
March 7, 2025	HSGSA External Committee meeting, Award Application Reviews, Meeting minutes and e-motions email	4 hrs
March 11, 2025	GradShare Workshop for Instructors and Discussions	1.5 hrs
March 12, 2025	UMGSA x HSGSA Election Forum	1.5 hrs
March 14, 2025	GradShare Discussions	0.5 hrs
March 17, 2025	GradShare Workshop Scheduling	1.5 hrs
March 19, 2025	HSGSA Executive Meeting	2 hrs
March 20, 2025	Co-ordinating the GradShare Session at Holy Cross School	1 hr
March 24, 2025	HSGSA Office Hour and commute	2 hrs
March 29, 2025	Eid poster and social media posting	2 hrs
March 31, 2025	HSGSA Council Meeting	1.5 hrs
Documents/record keeping and email correspondence		10 hrs
(Executive reports, External committee award/bursary email motions, Contacting the award/bursary winners and applicants about the outcome of their application, UMSU free lunch communication)		
HSGSA Merchandise and Endowment fund TOR -related discussions over WhatsApp		3 hrs
GSEA Applications Review		3 hrs
<b>Monthly Total</b>		<b>38 hrs</b>

**Time spent in meetings in March: 6 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 March: 38 hrs***

## Executive Report

From: Md. Abdul Aziz (HSGSA VP Academic)

To: HSGSA Members

Re: March 1 – March 31

### Executive Summary of Work:

- Attended HSGSA Executive Committee meetings
- Attended HSGSA Council meeting
- Attended UM Biosafety Committee Meeting
- Planned for Share Your Expertise workshop 4.0
- Worked on GSEA/GSMA Awards
- HSGSA Office hours

### Executive Summary of Hours:

04-03-25	Reviewing applications of HSGSA travel award and parental bursary	1 hr
07-03-25	HSGSA external committee meeting	1 hr
08-03-25	Endowment fund TOR review	0.5 hr
11-03-25	HSGSA office hour	1 hr
12-03-25	Election forum	2 hrs
12-03-25	Printing and Sticking UMGSA legal care posters	0.5 hr
18-03-25	HSGSA office hour	1 hr
19-03-25	HSGSA executive committee meeting	2 hrs
20-03-25	UM Biosafety Committee meeting	1 hr
22-03-25	GSEA application review	3 hrs
25-03-25	HSGSA office hour	1 hr
31-03-25	HSGSA Council Meeting	1.5 hr
	Email correspondence (GSEA and GSMA)	3 hrs
	Document keeping and updating (GSEA and GSMA)	6 hrs
	<b>Monthly Total</b>	<b>24.0 hrs</b>

**Time spent in meetings in March: 5.5 hrs**

**Meetings missed: 0**

**Office hours: 3.0 hrs**

*Usual office hours: Tuesday 4-5 pm*

***Total hours spent on HSGSA for March: 24.0 hrs***

## **Executive Report**

From: Ashraf Kadar Shahib (HSGSA VP Marketing and Events)  
To: HSGSA Members  
Re: March 1<sup>st</sup> – March 10<sup>th</sup>, March 19<sup>th</sup> – March 31<sup>st</sup>

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

- Attended HSGSA executive meetings
- Chaired and Attended Gala Committee meeting
- Social Media Management
- Planning of Gala
- Free Tax Clinic Setup at Bannatyne – Planning and Registrations
- Planning of HSGSA Lunch Drive

**Executive Summary of Hours:**

07-03-2025	Gala Committee Meeting	45min
19-03-2025	HSGSA Executive Meeting	2hr
20-03-2025	Tax Clinic Registrations Verifications, and Allocation of Waitlists	3hr
20-03-2025	Winter Gala Dietary Restrictions Placards Design	2hr
20-03-2025	Winter Gala Agenda Preparation, Wristbands, and gathering images and videos of the Ballroom	2hr
21-03-2025	Gala Committee Meeting	1hr 30min
21-03-2025	Meeting with RBC Event Manager	30min
22-03-2025	HSGSA Banner Design	5hr
31-03-2025	HSGSA Council Meeting	1hr 30min
Whole month	Office Hours	3hr
Whole month	Email Correspondence (Gala Planning and Eventbrite Registrations with RBC, UMGSA executives, Volunteer Tasks assignment, Gala Tickets Enquiries) (Multiple Tax Clinic Communications with Tracey, and Tax Clinic Registrants and Waitlist students) (Winter Gala Reminders and Student Enquiries Email)	14hr
Whole month	Social Media Management – Instagram, Facebook, LinkedIn (Stories for Winter Gala, other Events and Tax Clinic)	2hr
<b>Monthly Total</b>	<b>37 hours 15 minutes</b>	

**Office hours:** 3 hours

***Total hours spent on HSGSA for May: 37 hours 15 minutes***

***Time spent in meetings: 6 hours 15 minutes***

## Executive Report

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

To: HSGSA Members

Re: March 1st - March 31th

### Executive Summary of Work:

- Attended HSGSA Executive/council meetings
- HSGSA Exec/council meeting minutes
- HSGSA office hours
- Attended Gala Subcommittee meeting
- Attended election forum
- Office hours
- Attended St.B biosafety committee

### Executive Summary of Hours:

March 7, 2025	Office Hour	1 hr
March 07, 2025	Gala Committee Meeting	45 mins
March 10, 2025	HSGSA executive meeting - 1	1 hr 45 mins
March 12, 2025	Election forum	2 hrs 30 mins
March 13, 2025	St.B biosafety committee	1 hr
March 14, 2025	Office Hour	1 hr
March 19, 2025	HSGSA executive meeting	2 hr 30 mins
March 21, 2025	Office Hour	1 hr
March 21, 2025	Gala Committee Meeting	1 hr
March 28, 2025	Office Hour	1 hr
March 31, 2025	HSGSA council meeting	1 hr 30 mins
HSGSA Council minutes		1 hr 30 min
HSGSA executive meeting minutes		2 hrs 30 mins
Email, Whatsapp correspondence & documentation - executive reports, Endowment Fund TOR review, Merchandise, Winter gala, council meeting report, Preparation for bylaw name change.		6 hrs
<b>Monthly Total</b>		<b>25 hrs</b>

**Time spent in meetings in March: 11 hrs**

**Meetings missed: none**

**Office hours: 4 hours**

***Total hours spent on HSGSA for March: 25 hrs***