

Council Meeting Minutes April 28th, 2025 5 PM Zoom

DATE:	Apr 28th, 2025		CHAIR:	Sadhana
DURATION:	<i>Start - 5:00 pm</i>	<i>End - 6:00 pm</i>	LOCATION:	In-person HSGSA Lounge
ADD'L INFO:	-		BOLD ITALICS	<i>Key Topics for Discussion</i>

TIME	ITEM	TOPIC	LEAD
5:00PM	1.0	Introduction	Sadhana
2 mins	1.A	Call to Order (5:10 PM)	
	1.B	Establishment of Quorum	
5:02 PM	2.0	Items for Approval	Sadhana
5 mins	2.A	Agenda of Council Meeting - April 28th, 2025 <i>Mover: Aurelien Seconder: Leens</i> YES: 18 NO: Abstain: 1 (Sadhana)	
	2.B	Minutes of Council Meeting - March 31st, 2025 <i>Mover: Aurelien Seconder: Aziz</i> YES: 18 NO: Abstain: 1 (Sadhana)	
5:07 PM	3.0	Unfinished Business	-
	-	-	
5:07 PM	4.0	New Business	
30 mins	4.A	<i>Introducing incoming HSGSA executives 2025-2026</i> During the meeting, the incoming executive team for the 2025–2026 term was formally introduced to the councilors and current executives. The newly elected members—Ashraf Kadar Shahib (President), Deanne Nixie Miao (VP Internal), Kibii Belindah (VP External), Anam Ara (VP Academic), Andy Von Domelen (VP Marketing and Events), and Roni Armon (VP St. Boniface)—each took a moment to introduce themselves, share a brief background, and express their enthusiasm for taking on their	Various

	<p>respective roles. This introduction provided an opportunity for the council and outgoing executives to meet the new team, setting the stage for a smooth transition and future collaboration.</p>	
<p>4.B</p>	<p style="text-align: center;"><i>Updated Budget and Finance Overview (Refer to Running Budget Expenses)</i></p> <p>The HSGSA reviewed its remaining funds and finalized budget allocations for the term. Several categories, including multicultural event funds (\$2,616.81), art initiative (\$100), campaign material (\$133.20), chequebook expense (\$140.15), office supplies (\$149.50), and advertising (\$10.15), were repurposed. The lunch drive and council meeting food allocations were utilized with minor balances, and transportation reimbursement was partially used with the remainder reallocated. The new initiative budget was reduced to \$1,995.81, and merch funds were adjusted to \$527.08. The final allocations include \$3,500 for 7 GSMA awards, \$2,400 for 12 poster awards, and \$189.43 for banking fees, leaving a small balance of \$175.64.</p> <p>The budget overview highlighted the allocation and expenditure breakdown across various HSGSA categories. The largest portion of funds—49.84%—was used for social events, followed by 21.90% reserved for the next executive team. Awards received 12.53% of the total budget, supporting academic recognition initiatives. Workshops and seminars accounted for 3.19%, with additional smaller allocations to St. Boniface events (2.75%), operational expenses (2.62%), meetings (2.58%), and merch (1.65%). Elections, honorariums, and nursing initiatives also received designated funds, ensuring comprehensive support across all areas of student engagement and operations.</p> <p>Sanjana presented an overview of key budget allocations for MHRE and the Hope budgets. For MHRE, \$5,000 was distributed with 60% allocated to Director payment, 24% to instructor honorariums, 14.12% to a career event, and 1.88% for instructor appreciation. The Hope Budget allocated \$8,000 with 43.8% designated for the 2025–26 Patrick Choy event, 37.5% for the winter gala, and 18.8% for parental bursaries. The full set of financial records—including bank statements, budget sheets, reimbursement forms, and receipts—has been uploaded to the drive and will be submitted to UMGSA. Additional funding contributions included support from Dr. Hope Anderson, the Vice-Dean’s office, and multiple university bodies such as UMSU, FOS, FGS, UMGSA, and SSA.</p> <p style="text-align: center;">Amended Motion: BIRT the HSGSA Council approves the change in overall 2024-2025 HSGSA budget from 30,000\$ to 28607.77\$</p>	<p style="text-align: center;">Sanjana and Sadhana</p>

	<p style="text-align: center;"><i>Mover: Aurelien Secunder: Ujala</i> YES: 17 NO: Abstain: 2 (Sadhana and Sanjana)</p> <p style="text-align: center;">Amended Motion: BIRT the HSGSA Council approves the move of following funds totalling to \$6089.43 to GSMA (7 awards-\$3500), Poster Awards (12 awards-\$2400) and Bank fees (\$189.43)-25/26 year : Multicultural (\$2616.81), Art Initiative (\$100), Campaign Material (\$133.2), Chequebook expense (\$140.15), Office Supplies (\$149.5), Transport Reimbursement (\$329.77), Advertising (\$10.15), New Initiative (\$2107.77), Merchandise (\$502.08)</p> <p style="text-align: center;"><i>Mover: Aziz Secunder: Parisa</i> YES: 17 NO: Abstain: 2 (Sadhana and Sanjana)</p>	
4.C	<p style="text-align: center;">HSGSA Endowment fund update</p> <p>The meeting included an update on the current status of the HSGSA TOR for the proposed endowment award. It was noted that the finalized TOR approved by the University Senate significantly differed from the version initially proposed by the HSGSA committee. Specifically, the Senate-mandated TOR only includes a minimum CGPA requirement, excluding other key criteria such as leadership involvement, research contributions, and academic excellence, which were integral to the original vision of the award. This broad and generic approach was adopted by the University to avoid overly specific award criteria that may lead to underutilized funds. During discussions with Jennifer from Donor Relations, it was acknowledged that this limited scope could undermine the intent behind the award. She provided recommendations to help navigate these constraints. Nixie, the incoming VP-Internal, will be responsible for following up on these recommendations and working with the university to finalize a version of the TOR that aligns more closely with HSGSA's original intent.</p>	Sanjana
4.D	<p style="text-align: center;">UMGSA Election and referendum committee recommendations for HSGSA's general election process</p> <p>The UMGSA Election and Referendum Committee reviewed an appeal against the HSGSA CRO submitted by two candidates and, while ultimately denying the appeal, acknowledged communication gaps on both sides. To improve future election processes, the committee recommended that HSGSA collaborate with UMGSA on joint election committees, select the CRO through interviews, provide thorough training for CROs and committee members, create a clear appeal process, and clarify election rules, particularly regarding candidacy types and promotional material usage.</p>	Sadhana
4.E	IDRC Review 2.0 (Refer to IDRC Report)	Lea

		Lea provided an update on this year's executive performance review process, noting that a new and more focused format was used compared to the broader questions in previous years. She emphasized that each executive demonstrated their unique strengths and, as expected, also identified areas for personal growth and improvement. Overall, there were no major concerns raised through the evaluations, and no motions for disciplinary actions were deemed necessary. Lea reassured the group that the review process was constructive and aligned with professional development. Anyone interested in reviewing the full executive evaluations can contact her directly via email.	
5:37 PM	5.0	Executive and Councilor Reports	
20 mins	5.A	Round table	Various
5: 57 PM	6.0	Announcements	
3 mins	6.A	<ul style="list-style-type: none"> HSGSA Council Meeting Monday, May 26th, 2025, 5PM-6PM, Zoom 	Sadhana
6:00 PM	7.0	Adjournment (6:14 PM)	Sadhana

Executive Reports:

President:

Events and planning: HSGSA merchandise | Winter Gala | Tax-clinic | HSGSA lunch drive

Meetings (Chair): **HSGSA executive and council meeting** | UMGSA executive and council meeting | Endowment fund discussions | HSGSA Finance committee meeting | Meeting with MHRE Director

Documentation: Transition document preparation | Evaluating Dr. Ed Kroeger applications | Executive Reports | End of term reports for UMGSA

Email correspondence: Clarifications related to Club-funding | Emails to student list | General enquiries

Other: Office hours

VPI:

Meetings/Attendance	Documentation	Reimbursements/Cheques/Payments
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<ul style="list-style-type: none"> • Endowment Fund (Sadhana, Chris, Jennifer, HSGSA executives) • MHRE Director • Gala decoration and prep • Tax clinic • HSGSA Finance Meeting • HSGSA Executive Meeting • Transition Meeting 	<ul style="list-style-type: none"> • Endowment Fund information and TOR • CCR Validation & Guide • Trackers • Ed Kroeger Award Application Package • Finance Report • Transition Document update • Executive reports • HSGSA Merch 	<ul style="list-style-type: none"> • MHRE (Instructor honorariums, invoices, cheque deposits) • Gala Settlement • Bannatyne & St B Lunch Drive • IDRC and CRO Honorarium • Election campaign material • HSGSA Councillor of the Year • Gradshare transportation
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Others: Office hours and Email/Whatsapp chat correspondence

VPE:

- GradShare- Workshop correspondence, Email communication/discussions, PPT review meeting, CCR information to Instructors
- External Committee: Ed Kroeger Mentorship Award- Emails to nominators, compiling nomination packages, COI confirmation from committee members, assigning and distributing nomination packages, reviews and selection of award recipient, email communication with committee members/ reminders, E-motion
- Meetings: HSGSA Executive Meetings, Transition Meeting with next VP External
- Events/Workshops: Planning, Preparation and Execution of HSGSA x UMGSA Gala- Registration desk, Merchandise stall, photography; Planning and Preparation of St. B Food drive
- Academic Committee: Motion Approvals
- Documentation: Transition documents, Executive reports, IDRC, External committee EK award
- Others: TOR and budget discussions, Emails to UMSU and UMGSA to re-iterate previous advocacy efforts and ensure smooth transition to next VP E, Council Meeting menu discussions, GradShare reimbursements

VPA:

- ❖ **GSEA/GSMA Awards**: Compiled the results, finalized the winners, sent emails and collected required documents.
- ❖ **Academic committee**: Finalized the review of applications, sent the e-motion for GSEA/GSMA winners and approved before sending the emails to the winners, sent the GSEA winners and reviewers list to Dr. Samantha Pauls for MSHRF.
- ❖ **External committee**: Helped score Ed Kroeger Mentorship award applications and approval of e-motion to finalize the winner.
- ❖ **Events**: HSGSAXUMGSA Gala- Registration desk, Merchandise stall, floater; Assisted during Free Tax Clinic at Bannatyne campus; HSGSA Free Lunch Drive execution.
- ❖ **Documentation and transition meeting**: Updated all documents (GSEA/GSMA, Dr. Patric Choy lectureship speaker, academic events, list of responsibilities) for the next VP Academic, completed executive reports, and completed IDRC final review.
- ❖ **Meetings**: HSGSA executive meetings, Transition meeting with the next VP Academic.
- ❖ **Other tasks**: Collected quotes and ordered food for the final council meeting, Office hours, and Email/WhatsApp chat correspondence.

VPME:

Social Event(s):

HSGSA x UMGSA Winter Gala: Planning and Successful Execution

HSGSA Free Lunch Drive: Planning and Successful Execution

Other Event(s):

Free Tax Clinic at Bannatyne: Managing Registrations and Co-organizing along with CPA Manitoba

Meeting(s):

HSGSA Executive Meeting
UMGSA Services and Support Committee Meeting
Transition Meeting
HSGSA Finance Committee Meeting

Document(s):

VP ME Transition Documents
Winter Gala Registrations
Tax Clinic Registrations
HSGSA Free Lunch Drive Registrations

Other Task(s):

Email Correspondence: Tax Clinic (Enquiries, Registrations), Winter Gala (Enquiries, Registrations, Tickets, Photography), HSGSA Free Lunch Drive (Enquiries, Registrations)
Office Hours
Social Media Management

VP ST.B: HSGSA executive meeting | Wrote the executive & council meeting minutes | Helped with taking colour printouts - Gala | Ordered food for the HSGSA lunch drive | Planning, Preparation and execution of St. B Food drive | Prepared the transition document | Had transition meeting to the next VP St.B | Office hours | Email/Whatsapp chat correspondence (regarding event planning, Executive reports & other discussions)

HSGSA sub-committee Reports

Councilor Reports:

Department	Councilor	Updates
Immunology	Fazia	Absent
Biochemistry and Medical Genetics	Wasif (proxy)	Student led research day on May 8. 2 graduates won GSMA and one president scholarship.
Oral Biology	Mani (proxy)	No updates provided
Medical Microbiology and infectious diseases	Samuel	COnducted across the board game, involved in community projects and searching for a new representative for the department.
Physician Assistant	Kayla	A lot of fundraising events occurring in the department

Physiology and Pathophysiology	Molly	Missing 2 representatives from the department. No updates. searching for a new representative for the department.
Pharmacology and Therapeutics	Parisa	Participated in the review of EK Mentorship award applications, GSEA & GSMA awards. Recently had 2 defence and two proposals for the masters student. Students are preparing for the spring progress meet.
Community Health Sciences	Narges	no updates
College of Pharmacy	Mira	March 2025 In March, we conducted a survey to gather feedback from graduate students regarding the types of events they would like to see organized. The survey aimed to better align our programming with student interests and needs. We received valuable input that will guide our planning for future events, with wellness, social activities, and skill-building workshops among the most requested. April 2025 For April, our focus has been on welcoming the four new graduate students joining the College of Pharmacy. We are organizing a Grad Life 101: Unlocked event designed to help them feel connected and supported as they begin their programs. The event will include light refreshments, an “Ask Me Anything” corner, and a short group discussion to reflect on the survey results and share upcoming plans.
Human Anatomy and Cell Science	Aurelien	Students are preparing for the spring progress meet, Research day and one student one 3rd place in 3MT
Pathology	Ujala	1 Master’s student defended
Masters of Rehabilitation Sciences	Lea	Progress report, had research day communication.
Nursing	Olu	Handing over to other executive

Physical Therapy	Allen	No real updates
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Recommendations from UMGSA Election and Referendum committee to HSGSA

The Election and Referendum Committee met on March 24th, 2025, and March 31st, 2025, to investigate the appeal submitted by Mohammed Abrar Basha and Mohd Sarim Siddiqui against HSGSA CRO Fazia Ait Zenati. After careful consideration, taking into account the timeline, severity of the complaint, and the facts and evidence submitted by both parties, the committee denied the appellants' demands, which included the immediate removal of the HSGSA CRO team, extension or restart of the campaign period, and clear and transparent responses from the HSGSA CRO to appellants.

However, the committee acknowledged issues on both sides concerning clear communication and professional handling of the matter. The candidates should have been clear that they could not use the same quotes and designs in promotional materials if they run as individuals. Similarly, the HSGSA CRO should have recognized and rejected such materials from the beginning. This is an example to highlight existing issues in both parties.

Despite denying the appeal, the committee recognizes the need for improvements in future elections. They recommend the following actions to the HSGSA election process to prevent similar issues:

1. Collaborate with UMGSA in forming election committees to avoid conflicts of interest and ensure a fair decision-making process. Consider appointing one CRO and a team of DROs who can make timely decisions when required.
2. Select the HSGSA CRO through an interview process to ensure suitability for the role.
3. Provide comprehensive training for the HSGSA CRO and their team on their roles and responsibilities before the election.
4. Establish a well-defined appeal process with clear timelines and rules, jointly agreed upon by UMGSA and HSGSA.
5. Ensure Election and Referendum Committee members are trained and onboarded before elections to promptly address any appeals received.
6. Review and clearly communicate election rules, distinguishing between volunteering, independent candidacy, and slate participation.