

## **Minutes of Executive Meeting**

**Date:** September 29, 2025

**Time:** 4 PM

**Location:** HSGSA Lounge (in person)

**Attendees:** Ashraf Kadar Shahib, Andy Van Domelen, Anam Ara, Deanne Nixie Miao, Roni Armon, Kibii Belindah, Sanjana Grover (via Zoom), Lydia Amooga, Afroza Parvin, Mary Osulusi, Ashley Cels, Karen Michalak, Mahin Hasan, Rowan Shwaluk, Nafees Zahra Rizvi, Elise Gork, Paula Pineda, Melanie William, Young Rock, Ruben Jamilchelvan, Yuxi Ramirez.

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### **Items for Approval**

Agenda of Council Meeting - September 29th, 2025

Mover: Ashley | Seconder: Kibii  
YES: 16 | NO: 0 | Abstain: 1 (Ashraf)

Minutes of Council Meeting - May 23rd, 2025

Mover: Mahin | Seconder: Kibii  
YES: 16 | NO: 0 | Abstain: 1 (Ashraf)

Be it resolved, the HSGSA council approves the appointment of Marton Rohaly Medved and Fazia Ait Zenati as the MHRE Director and MHRE Associate Director for the 2025-2026 term  
YES: 16 | NO: 0 | Abstain: 1 (Ashraf)

Be it resolved, the HSGSA council approves the reimbursement of 213.90\$ for the movie night ticket purchase to Ashraf

Mover: Mahin | Seconder: Melanie  
YES: 15 | NO: 0 | Abstain: 2 (Nixie and Ashraf)

Be it resolved, the HSGSA council approves the HSGSA 2025–2026 revised budget with all changes mentioned

Mover: Mary | Seconder: Sanjana  
YES: 15 | NO: 0 | Abstain: 2 (Nixie and Ashraf)

### **Introductions**

- All councillors and executives introduced themselves, including departmental affiliations

### **Roles and Responsibilities**

- **Presenter:** Ashraf
- Councillors act as liaisons between their departments and HSGSA.
- Council meets monthly (September–May; September and April meetings in person).
- Councillors must serve on at least one **subcommittee**.

### **Subcommittee Selection**

- **Presenter:** Ashraf
- Seven standing committees were presented:
  1. **Finance Committee** – Chaired by VP Internal (Nixie).
  2. **Events Committee** – Chaired by VP Marketing & Events (Andy).
  3. **Academic Committee** – Chaired by VP Academic (Anam).
  4. **Bylaws and Policy Committee** – Chaired by VP St. Boniface (Roni).
  5. **External Committee** – Chaired by VP External (Kibii).
  6. **IDRC Committee** – Chaired by President (Ashraf).
  7. **Elections Committee** – New structure introduced (separate CRO/DRO selection process).

QR code distributed for subcommittee sign-up.

### **Budget approval for 2025-2026**

- **Presenter:** Nixie
- Reviewed proposed and revised budget by category:
  - **Operational Costs:** \$62 spent (transportation).
  - **Community Engagement:** Birds Hill event under budget; surplus redistributed.

- **Academic & Professional Development:** Career panel and Travel Awards adjustments.
- **Awards & Financial Aid:** Noted external sponsorships (e.g., Dr. Hope Anderson, \$1,500).
- **Event-specific budgets:** MHRE (\$3,300 confirmed sponsorship); Patrick Choi Lecture (\$11,000).

## **Motions:**

### **1. Reimbursement Motion:**

- \$213.90 for movie night ticket purchase.
- *Result:* Approved unanimously.

### **2. Budget Approval Motion:**

- Approve full 2025–2026 HSGSA budget with revisions.
- *Result:* Approved unanimously.

## **Endowment Fund Proposal**

- HSGSA Endowment Fund: \$25,000 committed to UM investment trust (4.25% annual interest).
- Interest used to fund a student award emphasizing leadership and community engagement.
- Revised Terms of Reference discussed (added leadership criteria).
- Final document to be circulated for **e-motion approval** after the meeting.

## **Club funding transition**

- Departmental grants replaced by event-based club funding
- Departments must register as clubs under UMGSA
- Funding decisions prioritize departments with active events and lower reserves
- Recommended to pre-approve events to make sure budget and needs are met.
- Have to use it for specific purposes - money is given through reimbursement, not in advance.

## **Subcommittee Assignment**

No.	Sub-committee	Members
I.	Finance committee	VP-I (Chair), President, VP-ME, Councilors (2) - Ashley/Young Rock, Mahin
II.	Events committee	VP-ME (Chair), VP-St.B (Co-Chair), President, VP-I, VP-E, VP-A, Councilors (5) - Olivia, Mahin, Rowan, Sanjana, Karen/Yuxi
III.	Academic and Distinguished Lectureship Series committee	VP-A (Chair), VP-E (Co-Chair), Councilors (4) - Mary, Zahra, Rowan, Paula
IV.	By-laws and Policy committee	VP-St.B (Chair), President, VP-I, VP-E, VP-A, VP-ME, Councilors (4) - Melanie, Paula, Lydia, Afroza
V.	External committee	VP-E (Chair), President, VP-I, VP-A, Councilors (3) - Mary, Olivia, Ashley/Young Rock
VI.	IDRC	President (Chair), Councilors (5) - Zahra, Melanie, Sanjana, Afroza, Lydia
VII.	Election committee	CRO, DRO Councilors (2) - Karen/Yuxi, Ujala

## Round Tables

## Councilor reports

Department	Councilor	Updates
Immunology	Rowan Shwaluk	Held departmental council meeting and updates on summer activities. Planning a “Brown Bag” meeting next month to gather student feedback. Continuing student wellness initiatives launched in spring. Planning a Halloween event.
Biochemistry and Medical Genetics	Paula Pineda	Beginning planning for fall departmental events, including a joint social event. Still finalizing logistics for the upcoming semester.
Oral Biology	Nafees Zahra Rizvi	Department reviewing the annual report and planning events. Organized a departmental outing to the park; planning a Christmas party.
Medical Microbiology and infectious diseases	Ruben and Elise	Celebrated several student graduations and research awards. Completed an external departmental review successfully passed with excellent feedback.
Physician Assistant	Karen	Class of 2027 began in September. Participating in <i>CIBC Run for the Cure</i> 5K to raise funds for breast cancer research. Class of 2026 organizing a <i>Jets ticket fundraiser</i> for graduation
Physiology and Pathophysiology	Lydia Amooga	Held a fall joint seminar with the Endocrinology including an invited external speaker. Planning additional academic and social activities for the fall term.
Pharmacology and Therapeutics	Afroza Parvin	Organized student orientations and departmental seminars in September. Planning a seminar series for the term. Continuing departmental outreach and support events.
Community Health Sciences	Melanie	Completed new student orientation and council elections. Transitioning from a department to the <i>College of Community and Global Health</i> . Adjusting to structural and administrative changes; updates expected by November.
College of Pharmacy	Mahin Hasan	Organized several successful activities: <ul style="list-style-type: none"> <li>● May: Mental health awareness event.</li> <li>● June: Opened <i>William M.I. Study Space</i>.</li> <li>● July: Potluck and student camping trip.</li> <li>● August: Community board initiative launched to</li> </ul>

		display student memories. Preparing to welcome new students soon.
Human Anatomy and Cell Science	Sanjana Grover	Welcomed 3 new master's students. Hosted "Edge of Science" seminar and student panel. Held a board games night (12 attendees). Planning a <i>studentship application workshop</i> (Oct 2).
Pathology	Ujala Chawla	Absent
Masters of Rehabilitation Sciences	Mary Osunlusi	Held <i>Career Sciences Research Day</i> in May. Welcomed 5 new MSc students this fall. Noted student desire for stronger peer connection and community events. Planning social activities later in the fall.
College of Nursing	Ashley and Young Rock	First council meeting held in early September. Elected new subcommittees and updated outdated departmental terms. Hosted a <i>welcome party</i> and started <i>mentorship program</i> (students now matched).

## Executive Reports:

### **President:**

### **Meeting(s):**

Transition meeting with the Previous President  
University Senate Meeting  
Bookstore Restructuring Meetings  
Meeting with UM President Michael Benarroch  
Bank Appointments for Transfer of signing authority  
HSGSA Executive Meetings (weekly/bi-weekly)  
UMGPS Executive Meetings (monthly)  
UMGPS Board Meeting  
UMGPS Events and Clubs Committee Meeting (monthly)  
FGPS Faculty Council Meeting  
Winter Gala Planning Meetings  
HSGSA Council Meeting  
MHRE Meetings (monthly)  
HSGSA x YEN x RFHS Meetings  
Summer Term Appraisal Meetings  
StudentCare Graduate Stakeholder Meeting

### **Social Event(s):**

**HSGSA Summer Event:** Supporting VP ME with registrations and waiver forms  
**HSGSA Movie Night:** Supporting VP ME with Purchasing Tickets

### **Academic Event(s):**

**FGPS Summer Orientation:** Presented on behalf of the HSGSA  
**MSHRF 25:** Supporting VP ME and VP A in terms of planning and execution of the event

**FGPS Fall Orientation at Bannatyne:** Attended and Presented on behalf of the HSGSA  
**Meet the Professionals:** Supporting VP A with event planning, booking venues, and ordering food.  
**Departmental Orientations:** Attending 8 departmental orientations representing the HSGSA.  
**PCL:** Supporting VP A with event planning, venue booking and registrations.

**Document(s):**

Club Funding Document Applications  
MHRE Director and Associate Director Job Descriptions  
Monthly Executive Reports  
Supporting VP I with financial documents

**Other Task(s):**

Complete orchestration of MHRE Director and Associate Director Interviews and Appointment  
Uniform Club Funding Application Documentation for all the departments  
Supporting the VP I and VP E with the HSGSA Mentorship Program  
Endowment Fund Discussions  
Email Correspondence  
Office Hours  
Supporting VP ME with Social Media Management

**VPI:**

Transition Meeting/Attended the UMGSA Executive Introduction Meeting/Creation and allocation of the final HSGSA budget for 2025-2026/Change of signing authorities and closure of the BMO account with transfer of funds to ACU/Modification and finalization of financial document templates (reimbursement and invoice forms)/Preparation and updating of graduate student related documents/ Review and updating of the HSGSA Endowment Fund/ Regular attendance of HSGSA executive meetings, council meetings and office hours/ Volunteer work with MSHRF, MHRE, Meet the Professionals, and other events hosted by HSGSA/ Attended departmental orientation meetings/ Preparation of HSGSA Mentorship Program documents/ Launching HSGSA Mentorship Program

**VPE:**

VP-Eternal Transition Meeting/Attended the UMGSA Executive Introduction meeting/Dr. Ed Kroger Mentorship Award Results and Memento preparations/MSHRF preparation and MSHRF conference/Summer term performance appraisal meeting/Involved in HSGSA summer event /MHRE director interviews/MHRE associate director interviews/Career panel planning /HSGSA documents review/HSGSA Mentorship program document preparation and planning/Fall orientation/ Departmental orientations/HSGSA parental leave document preparation and call for application /HSGSA Travel Award document preparation and call for application /HSGSA Continuing Education/External Training Subsidy document preparation and call for application/attendance of executive meetings/ attendance of executive office hours.

**VPA:** Academic Transition Meeting/Attended the UMGSA Executive Introduction meeting/MSHRF preparation and MSHRF conference/Involved in HSGSA summer event /MHRE director interviews/MHRE associate director interviews/Fall orientation/ Departmental orientations/ Meeting with the sponsors for the event/ Patrick Choy Planning/ Mental Health Workshop/ attendance of executive meetings/ attendance of executive office hours.

**VPME:** Marketing & Events Transition Meeting | UMGSA Executive Introductions meeting | ACU/BMO appointments | MSHRF volunteer organizing, social media | HSGSA summer event planning+execution | External Sponsor meetings | HSGSA movie night planning+execution | Winter Gala agreement document creation | HSGSA-UMGSA Winter Gala committee meetings | Procured Winnipeg tourism guidebooks for Fall Orientation | Departmental orientations | Social media posts and physical posters for various HSGSA events | HSGSA executive meetings | Preparation for HSGSA Culturo-Fest | Food ordering for PCL

**VP St.B:**

Transition meetings | introduction and status updates on unresolved businesses with SBRC director | helped the team with events planning and execution | Attended HSGSA exec meetings and council meeting | Wrote meeting minutes for HSGSA executive meetings and council meeting | Had summer Performance Appraisal Meeting | Attended UMGPDxHSGSaxPDF meeting | Attended StB safety committee meetings and social committee meetings | Office hours | Initial planning for Social events (game/ paint night) for StB students | Initial planning for student workshops and reaching out for potential speakers | Attended Summer event and Movie night | Attended FGPS fall orientation and Pharmacy orientation | Worked on orientation slides | Attended “Meet the Professionals” event | Helped with food order for council meeting

## Announcements

- Mandatory documents: Code of Conduct, Nomination Form, and Sexual Violence Awareness Certificate (submit to [execdirector@umgps.org](mailto:execdirector@umgps.org))
- **Upcoming events:**
  - *Mental Health Workshop*: October 3
  - *Dr. Patrick Choi Distinguished Lectureship*: October 17
- **Next Meeting:** October 27, 2025 (5–6 PM, via Zoom)