

Council Meeting Minutes November –25th, 2024 5 PM Zoom

DATE:	November 25th, 2024		CHAIR:	Sadhana
DURATION:	<i>Start - 5:00 pm</i>	<i>End - 6:00 pm</i>	LOCATION:	Zoom
ADD'L INFO:	-		BOLD ITALICS	<i>Key Topics for Discussion</i>

TIME	ITEM	TOPIC	LEAD
5:00PM	1.0	Introduction	Sadhana
2mins	1.A	Call to Order (5:01 PM)	
	1.B	Establishment of Quorum	
5:02 PM	2.0	Items for Approval	Sadhana
5mins	2.A	Agenda of Council Meeting - November 25th, 2024 <i>Mover: Sanjana Seconder: Ashraf</i> YES: All 17 NO: - Abstain: 1 (Sadhana)	
	2.B	Minutes of Council Meeting - October 21st, 2024 <i>Mover: Fazia Seconder: Narges</i> YES: 16 NO: - Abstain: 2 (Sadhana, Michaela)	
5:07 PM	3.0	Unfinished Business	-
	-	-	
5:07 PM	4.0	New Business	
15mins	4.A	Amended Motion: BIRT HSGSA Council approves the appointment of Lea Soliman as the IDRC chair for 2024-2025 <i>Mover: Aurelion Seconder: Anam</i> YES: 17 NO: - Abstain: 1 (Sadhana)	Sadhana
	4.B	Updated Budget Amended Motion: BIRT HSGSA Council approves reimbursing Md. Abdul Aziz for Dr. Patrick Choy Distinguished Lectureship Series - Speaker hotel booking of value \$344.05 <i>Mover: Narges Seconder: Leena</i>	Sanjana and Sadhana

		<p>YES: 15 NO: - Abstain: 3 (Sadhana, Sanjana, Aziz)</p> <p>Amended Motion: BIRT HSGSA Council approves reimbursing Md. Abdul Aziz for Dr. Patrick Choy Distinguished Lectureship Series - Breakfast with Speaker and Professors of value \$364.00</p> <p>Mover: Keshav Seconder: Molly</p> <p>YES: 15 NO: - Abstain: 3 (Sadhana, Sanjana, Aziz)</p>	
4.C	<p><i>HSGSA Bytes</i></p> <ul style="list-style-type: none"> Ashraf provided updates on the HSGSA Bytes initiative, aimed at highlighting notable events and achievements across departments. Counselors were encouraged to submit a summary of departmental highlights, including events from September to November, such as graduations, awards, or prestigious presentations. Submissions should be sent to Ashraf or Sadhana by the end of the week to prepare content for social media posts on Instagram and LinkedIn before Christmas. Fazia inquired about cross-promotion with existing departmental Instagram pages, which Ashraf welcomed, emphasizing the initiative's goal to ensure visibility for all departments. 	Ashraf	
4.D	<p><i>External advocacy discussions</i></p> <ul style="list-style-type: none"> Leena presented an update on HSGSA's external committee advocacy efforts and collaborations. Key discussions included UMSU's initiatives to address Bannatyne campus student parking, security concerns, and the repurposing of the Bannatyne bookstore into a convenience store. HSGSA's advocacy priorities include increasing clinic hours at Bannatyne, access to the St. Boniface gym for St.B students, and addressing international students' PR challenges in Manitoba. Additionally, UMSU's mental health initiatives, such as free lunches and an upcoming panel discussion, were discussed, with HSGSA encouraged to contribute topics specific to graduate student concerns. Suggestions included expanding yoga sessions at Bannatyne and reducing associated fees, along with reiterating the need for 	Leena	

		increased clinic accessibility. Leena highlighted ongoing efforts to improve HSGSA's website by consolidating resources and providing easier navigation.	
	4.E	<p><i>After-hours food options at Bannatyne campus</i></p> <ul style="list-style-type: none"> Sadhanar discussed the lack of after-hours food options at Bannatyne campus, highlighting plans to introduce vending machines with fresh food. HSGSA is collaborating with the catering manager, and a Google form will be sent to students to gather feedback on food preferences, pricing, and quality expectations. Councilors were encouraged to participate and represent their departments in this survey. 	Sadhana
	4.F	<p><i>IDRC performance appraisal agreement</i></p> <ul style="list-style-type: none"> Lea presented the updated IDRC Performance Appraisal Agreement, designed to standardize and enhance the executive team evaluation process. Key updates include clarifying the IDRC's role, introducing a structured agreement for executives to sign at the start of their term, and revising evaluation forms to provide more detailed, quantifiable feedback on executive performance. The evaluations will be conducted twice annually, with recommendations provided in January and disciplinary or honorarium adjustments, if necessary, reviewed in April. Lea emphasized the importance of more specific and actionable feedback, replacing the previous broad evaluation criteria. The updated document will be shared via email with a motion for approval. Once approved, the evaluation process will commence, with the first review results to be presented at the January council meeting. 	Lea
5:22 PM	5.0	Executive and Councilor Reports	
28mins	5.A	Round table	Various
5: 50PM	6.0	Announcements	
10mins	6.A	<ul style="list-style-type: none"> Next Council Meeting i. Monday, January 27th, 2024 - 5:00-6:00 PM, Zoom 	Sadhana

6:00 PM	7.0	Adjournment (6:19 PM)	Sadhana
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Executive Reports:

President: Extensive planning and execution for Culturo-fest related activities | HSGSA merchandise enquiries | Attended meetings - UMGSA executive meeting, HSGSA Finance and events committee meeting | Meeting with UM President | IDRC documentation review | HSGSA report preparation for UMGSA council meeting | HSGSA council meeting document preparation

VPI: PCL reimbursements and cheque writing | HSGSA Fall Finance Meeting | Planning and Execution of Culturofest | Events Committee Meeting | FGS Council Meeting | Culturofest deposit tracking and documentation | Managing expenses, budget and transactions for Culturofest | MHRE Invoices | Office hours

VPE: Planning and Execution of the PCL | Attended HSGSA Executive Meetings | HSGSA Council Meeting | Meeting with UMSU VP Student Life | Call for applications and reviewing for the External Committee Awards: Travel award, Parental Leave bursary and extended education subsidy | GradShare Instructorship: Call for applications and reviewing | Coordinating and preparing the Culturo-Fest Stalls' participants, volunteers, printouts of stall list/ingredient list | Preparation Assistance and Attendance at the St.B Board Game Night | Planning, Preparation and Execution of the Culturo-fest decorations, Italian food for dinner and overall event | Preparation of the Culturo-fest Dinner menu | HSGSA Office hours

VPA: Planning and Successful Execution of Dr. Patrick Choy Lectureship (PCL) 2024 | PCL meeting with executives, catering services | Preparing slides for PCL event | Email/Follow-up HSGSA GSMA and PC GSMA award winners and presenting awards during the PCL event | Graduate Student Recruitment Meeting | Culturo Fest meeting | HSGSA executive meeting | HSGSA Events Committee meeting | Ordering African foods for Culturo Fest and printing Agenda | Planning and execution of Culturo Fest | Preparation and execution of the Culturo-fest decorations, dinner set up | IDRC document review and feedback | PCL wrap-up (finalizing costs and reimbursements) | UM Biosafety committee meeting | Planning and preparation for the Share Your Expertise 2.0 (session 2) | HSGSA office hours

VPME: Culturo Fest'24 Ticket Registrations and Expense Planning | Blueprint, Allocation of tasks, Planning and successful Execution of Culturo Fest'24 | HSGSA Events Committee Meeting | HSGSA Executive Meeting | Separate meetings with all executives, events committee councillors, and volunteers regarding Culturo Fest'24 | Culturo Fest Rehearsals | Culturo Fest Purchases| Culturo Fest Decorations | UMGSA Events Committee Meeting | Office hours

VP ST.B: Attended HSGSA Executive Meetings | HSGSA Council Meeting | Wrote the meeting minutes of executive and council meeting | Planning and Execution of St.B board game night| Events Committee Meeting | Planning, Preparation and Execution of the Culturo-fest dinner, decorations and arrangements before and at the day of event | Attended St. B social and biosafety committee | Office hours | Planning and Preparation for the next academic talk by Dr.Czubryt

HSGSA sub-committee Reports

Councilor Reports

Department	Councilor	Updates
Immunology	Fazia	Plans are underway for their first workshop, scheduled for January, and the department participated in the recent open house event. Preparations are also in progress for the

		upcoming Christmas party to foster community engagement and celebration.
Biochemistry and Medical Genetics	Anam	We had a halloween party in the department. Further we are planning for our holiday party.
Oral Biology	Mojan	We had a winner in a conference presentation and we are planning to have a department gathering in winter.
Medical Microbiology and infectious diseases	Samuel	We had an election for the position of vice president. We also had a Halloween party and we are planning to have a Christmas/potluck among professors and grad students. Lastly, we are planning to have a pizza night with new MMID graduate students.
Physician Assistant	Angela	Kayla attended the subcommittee this month (finance). We also have a PA bake sale on Wednesday (Nov 27th) for national PA day so come check it out for some yummy treats! Lastly we have a class Christmas party on the 12th of december!
Physiology and Pathophysiology	Molly	We welcomed a new neuro representative, discussed a pizza event, discussed putting together a travel award and will be helping the department with the Christmas party.
Pharmacology and Therapeutics	Parisa	They had hosted 3 faculty candidates who presented their research, and they had lectures where they also had a meet and greet lunch. They're continuing their seminar series, and she had contacted the center for advancement, of teaching and learning for a 1 day workshop on entrepreneurship for their students. and she's also recruiting volunteers. She recruited volunteers

		for Persian community for the multicultural event, and Parisa had significantly contributed to dance, performance, art, stall, and food stall for the event. As well.
Community Health Sciences	Narges	We are preparing for the “End of term” dinner event along with the holiday hamper for donations. Lastly, developing a candidacy exam prep workshop.
College of Pharmacy	Proxy - Floriane	At the end of October we had our welcome back/Halloween party. In November, we had our college of pharmacy seminar workshop, to guide new students on their upcoming presentation. For December we are planning our annual Christmas party.
Human Anatomy and Cell Science	Aurelien	Halloween potluck, Across the board café outing, Seminar series, 1 PhD transfer and Fixed bank account ownership/responsibility
Pathology	Ujala	Waiting for a new student to join the department
Masters of Rehabilitation Sciences	Lea	4 graduates from MSc Rehab Sciences Program 2 thesis defences this term 3 more proposal defences this term Prairie Collaborative Rehab Conference, had both MSc and PhD students medal in lighter presentation competition!
Nursing	Michaela	The GNSA is organizing a holiday event for grad students to take place mid December (11th or 12th). Our volunteer committee is organizing a food sponsorship for a family this holiday season, and we will be collecting non-perishable food items until December 12th. There are ongoing interviews to fill an assistant professor position within the College of Nursing, with a student presentation taking place on

		<p>November 29th. We have also kicked off our departmental mentorship program and have over ten pairs of PhD and MSc mentors. We have developed an Indigenous student representative position within the GNSA and are reviewing the TORs for this. We are also planning a collaboration with the undergraduate nursing student association to talk to undergrads about entering graduate school. Our new dean will be beginning their role in February.</p>
<p>Physical Therapy</p>	<p>Proxy - Karan</p>	<p>We had a Sobeys' gift card fundraiser alongside the OT and RT department for our grad. In addition, physiotherapy did a clothing sale to also fund our grad. College of Rehab student council will soon start organizing our winter social for sometime in February.</p>

Executive Report

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

To: HSGSA members

Re: November 1st - November 30th

Executive summary of work:

- Culturo-Fest planning and execution
- UMGSA executive and council meeting
- HSGSA executive and council meeting
- HSGSA merchandise enquiries
- Finance committee meeting
- Events committee meeting
- Meeting with UMGSA President
- MHRE monthly meeting
- Meeting with VP St.B
- Max Rady Executive meeting
- Office hours, general email and documentation

2024-11-05	UMGSA executive meeting	1.15hr
2024-11-06	Meeting with VPME reg Culturo-Fest planning	1.5hr
2024-11-07	Meeting with HSGSA executives reg Culturo-Fest planning	2.5hr
2024-11-07	Phone call enquiries for sourcing icecream (Culturo-Fest)	1hr
2024-11-08	HSGSA merchandise enquiries	2hr
2024-11-08	Meeting with VPI and VPME for culturo-fest discussion	3hr
2024-11-09	HSGSA executive reports review	1hr
2024-11-12	Visit to AV department with VPME	0.5hr
2024-11-12	UMGSA executive meeting	1hr
2024-11-13	Finance committee meeting	0.5hr
2024-11-14	Discussion with VPI and VPME regarding culturo-fest	1.5hr
2024-11-14	Events committee meeting	0.20hr

2024-11-14	HSGSA merchandise vendor call	1hr
2024-11-16	Rental car enquiry, booking and discussions	2hr
2024-11-17	Culturo-fest shopping	10hr
2024-11-20	Whatsapp call with executives for Culturo-Fest planning	1.15hr
2024-11-20	Visit to AV for confirmation	0.20hr
2024-11-21	Meeting with UMGSA President	1hr
2024-11-21	Culturo fest prep work	3.5hr
2024-11-22	CULTuro fest prep work	5hr
2024-11-23	Culturo fest execution	10hr
2024-11-25	Office hour	1hr
2024-11-25	HSGSA Council meeting	1.75hr
2024-11-26	Max Rady Executive meeting	1hr
2024-11-27	UMGSA council meeting	1hr
2024-11-28	Meeting with Vp. St.B for Bylaws update	0.75hr
2024-11-29	MHRE director monthly update meeting	0.75hr
Email correspondence (IDRC documentation (executive reports and other relevant) to IDRC chair, emailing culturo-fest performance volunteers, emailing Culturo-Fest invites to UMGSA and UMSU executives, culturo-fest performance rehearsal emails, performance appraisal agreement review and motion, documentation emails for UMGSA councilor position, MHRE emails and general inquiries)		9 hr
Documents and record keeping (HSGSA report for UMGSA council meeting, updating performances information for culturo-fest, designing HSGSA merchandise designs, HSGSA council meeting document preparation, reimbursement forms, UMGSA council meeting - president and HSGSA report)		7 hr

Monthly Total	~ 71.95 hours
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Time spent in meetings in November: 16 hours

Meetings missed: UMGSA exec meeting - regrets sent

Office hours: 1 hour

Usual office hours: Every Monday 4 to 5 pm

Total hours spent on HSGSA for November: 72 hours

Executive Report

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

To: HSGSA members

Re: December 1st - December 20th

Executive summary of work:

- HSGSA executive meeting
- UMGSA executive meeting and AGM
- HSGSA By-law committee meeting
- HSGSA External committee meeting
- FGS Faculty council meeting
- Office hours
- Gala related discussions

2024-12-02	Student Senate Caucus meeting	1 hr
2024-12-02	Office hours	1 hr
2024-12-03	UMGSA executive meeting	1 hr
2024-12-04	HSGSA executive meeting	1.15 hr
2024-12-09	FGS Faculty council meeting	2 hr
2024-12-09	Office hours	1 hr
2024-12-10	UMGSA executive meeting	1.15 hr
2024-12-11	UMGSA Annual General meeting	1.5 hr
2024-12-16	HSGSA By-law committee meeting	1 hr
2024-12-16	Office hours	1 hr
2024-12-17	HSGSA executive reports review	1 hr
2024-12-18	Travel award and parental bursary award application review	2 hr
2024-12-19	HSGSA external committee meeting	1 hr
2024-12-20	Gala related discussions - with HSGSA VPME and UMGSA VPSS	1.5 hr

Email correspondence (General enquiries, IDRC review emails, Scheduling term meeting with Dr. Anderson, UMGSA councilor required documentation updates, Student list update)		6 hr
Documents and record keeping (UMGSA AGM document preparation, HSGSA executive meeting document prep)		4 hr
Monthly Total		~ 27.3 hours

Time spent in meetings in December: 10 hours

Meetings missed: -

Office hours: 3 hour

Usual office hours: Every Monday 4 to 5 pm

Total hours spent on HSGSA for December: 27.3 hours

Patrick choy and multicultural reimbursement, scheduling of finance and bylaws meeting, Max Rady executive council meeting)	
Documents and deposit record keeping (Budget sheet update, expense sheet update, multicultural budget, cheque writing, multicultural deposit tracking, reimbursements and receipts, patrick reimbursements, multicultural invoices)	12hrs
Monthly Total	67 hrs

Time spent in meetings in November: 7.5 hrs
Appraisal Report Progress: Linktree update
Meetings missed: None

Office hours: 3 hrs
 Usual office hours: Every Wednesday 4 to 5 pm
Total hours spent on HSGSA for November ~ 67 hrs

Executive Report

From: Sanjana Grover (HSGSA VP-Internal)
 To: HSGSA Members
 Re: December 1st – December 20th

Executive Summary of Work:

- HSGSA executive meeting
- MHRE Invoices
- Reimbursements
- Sub Committee Meetings

Executive Summary of Hours:

04/12/2024	HSGSA Executive Meeting	1.5 hrs
04/12/2024	Office Hours	1 hr
05/12/2024	Putting up posters for SUE	0.25 hrs
09/12/2024	FGS Council Meeting	1 hr
11/12/2024	UMGSA AGM Meeting	1.25hrs
11/12/2024	Office hours	1 hr
16/12/2024	HSGSA Bylaws and Policy Committee Meeting	1 hr
17/12/2024	SUE 2.0 session attendance	1 hr
18/12/2024	Reviewing HSGSA travel award and parental bursary	1hr
18/12/2024	Office hours	1 hr
19/12/2024	HSGSA External Committee Meeting	1 hr
	Keeping Bank Trackers updated	3hrs
	Email correspondence (Standing Committee Meetings, Multicultural event and Patrick	4hrs

choy and multicultural reimbursement, scheduling of finance and bylaws meeting, Max Rady executive council meeting, FGS Council meeting, Doodle Polls, Art Initiative)	
Documents and deposit record keeping (Budget sheet update, expense sheet update, multicultural budget, cheque writing, multicultural, reimbursements, receipts and payments, multicultural invoices, St Boniface Reimbursements)	5.5hrs
Monthly Total	23.5hrs

Time spent in meetings in December: 5.75 hrs

Appraisal Report Progress:

Meetings missed: None

Office hours: 3 hrs

Usual office hours: Every Wednesday 4 to 5 pm

Total hours spent on HSGSA for December ~ 23.5 hrs

Executive Report

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

To: HSGSA Members

Re: November 1st – November 30th

Executive Summary of Work:

- Attended HSGSA Executive Meetings
- Attended HSGSA Council Meeting
- External Committee Awards: Call for applications, reviewing, emailing
- Stall management for HSGSA Culturo-fest
- Planning and Execution of Culturo-fest Event
- UMSU Collaboration on Mental Health and Advocacy
- GradShare Initiative: Call for applications, reviewing and interviews

Executive Summary of Hours:

November 3, 2024	Preparation of the email and its contents for external committee awards	2 hrs
November 4, 2024	Email for call for application of the external committee awards and to the Culturo-fest stall participants	2 hrs
November 5, 2024	Emails replies to external committee awards and to the Culturo-fest stall participants	1 hr
November 6, 2024	Emails replies to the Culturo-fest stall participants	0.5 hrs
November 7, 2024	HSGSA Office Hour/ Culturo-Fest Planning meeting	1.5 hrs
November 7, 2024	Emails replies to external committee awards and to the Culturo-fest stall participants	1 hr
November 11, 2024	GradShare email and Poster making	2 hrs
November 12-13, 2024	Emails replies regarding external committee awards, to the Culturo-fest stall participants and Grad share queries	4 hrs
November 14, 2024	Culturo-fest Stall Finalizing	1.5 hrs
November 15, 16 2024	Culturo-fest: Italian Dinner dish ordering/quote	2.5 hrs
November 18, 2024	Co-ordinating De Luca's order & Purchasing Dinner Table Decorations & Tea Stall (with VP-I)	2.5 hrs
November 18-19, 2024	Culturo-fest stall participants and volunteers: WhatsApp group coordination	4 hrs
November 20, 2024	Preparing the Food and Art stall list with ingredients- Printouts of Food and Art stall names, Registrant lists, etc	4 hrs
November 20, 2024	HSGSA Executive Meeting	1.5 hrs
November 20, 2024	Culturo-fest Dinner Menu designing and preparation	3 hrs
November 21, 2024	HSGSA Office Hour	1 hr
November 21, 2024	St.B Board Game Night (Preparation and Participation)	3 hrs
November 22, 2024	Culturo-fest preparation (Brodie Atrium and Stall Decorations)	3 hrs

November 23, 2024	Picking up food and Execution of Culturo-fest Event	7 hrs
November 25, 2024	Email to Stall participants about reimbursements & GradShare selected candidates, Travel Award student verification from UMGSA and Preparation of External Committee Advocacy ppt for Council Meeting	3 hrs
November 25, 2024	Tele-meeting with UMSU Student Life	0.5 hrs
November 25, 2024	HSGSA Council Meeting	1.5 hrs
November 26, 2024	GradShare Interviews	1 hr
November 27, 2024	GradShare Interviews	1 hr
November 29, 2024	GradShare Interview	0.5 hr
November 30, 2024	GradShare Interviews	1 hr
	GradShare Initiation, Application Review and Interview Schedules	1.5 hrs
	Documents/record keeping and email correspondence	3 hrs
	(Executive reports, Bylaw & policy discussions with VP-St.B, Reimbursement forms)	
	Monthly Total	60 hrs

Time spent in meetings in November: 5 hrs

Meetings missed: HSGSA Events Committee Meeting

Office hours: 2.5 hours

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

Total hours spent on HSGSA for November: 60 hrs

Executive Report

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

To: HSGSA Members

Re: December 1st – December 20th

Executive Summary of Work:

- Attended HSGSA Executive Meetings
- Attended HSGSA Council Meeting
- Attended the UMGSA Annual General Meeting
- Scheduling and Conducting First External Committee Meeting
- Attended Standing committee meeting
- External Committee Awards: Reviewing and Selection of Award Recipients
- GradShare Initiative: Workshop and First Session

Executive Summary of Hours:

December 2, 2024	GradShare selected applicants/ emails	1 hr
December 2, 2024	Emails to verify external committee awards applicants and to the Culturo-fest stall participants	1 hr
December 3, 2024	Student Number and UMGSA Conference Grant received verifications	1 hr
December 4, 2024	Emails GradShare Instructors regarding workshop	1 hr
December 4, 2024	HSGSA Executive Meeting	1.25 hrs
December 5, 2024	Workshop for GradShare Instructors	1 hr
December 6, 2024	Posting the Share Your Expertise 2.0 posters at St.B	0.5 hrs
December 11, 2024	Attended St.B Seminar: Preparing wards/Grant Applications	1.25hrs
December 11, 2024	UMGSA Annual General Meeting	1.25 hrs
December 12-14, 2024	Compiling External Committee Award/Bursary Applications	4 hrs
December 16, 2024	HSGSA Bylaws and policy Committee Meeting and reviewing policy documents before the meeting	2.5 hrs
December 17, 2024	Attended Share Your Expertise 2.0	1 hr
December 18, 2024	HSGSA Office hour and commute	2.5 hrs
December 19, 2024	GradShare Workshop at Windsor Park School	2 hrs
December 24, 2024	GradShare update on social media (Instagram and LinkedIn)	2 hrs
December 19, 2024	Chaired and conducted the External committee meeting	1 hr
December 20, 2024	Co-chaired and attended the Academic committee meeting	0.75 hrs
	Documents/record keeping and email correspondence (Executive reports, External Committee Meeting scheduling, Email approvals, Standing committee meeting minutes and e-motions, GradShare correspondence)	5 hrs
	Monthly Total	30 hrs

Time spent in meetings in December: 5.25 hrs

Meetings missed: none

Office hours: 1.45 hours

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

Total hours spent on HSGSA for December: 30 hrs

Executive Report

From: Md. Abdul Aziz (HSGSA VP Academic)

To: HSGSA Members

Re: Nov 1 – Nov 31

Executive Summary of Work:

- Attended HSGSA Executive Committee meetings
- Attended HSGSA Council meeting
- Attended HSGSA Events Committee meeting
- Attended UM Biosafety Committee Meeting
- Attended UMGSA Academic Committee meeting
- Helped Culturo Fest event
- HSGSA Office hours

Executive Summary of Hours:

11-05-24	HSGSA Office Hours	1 hr
11-07-24	Culturo Fest meeting	1.50 hrs
11-12-24	HSGSA Office hours	1 hr
11-09-24	HSGSA executive meeting	1.30 hrs
11-16-24	HSGSA Events Committee meeting	0.20 hr
11-18-24	HSGSA office hours	1 hr
11-20-24	HSGSA executive meeting	1.15 hrs
11-21-24	UM Biosafety Committee meeting	1.50 hrs
11-22-24	Culturo Fest prep	3.50 hrs
11-23-24	Culturo Fest prep	1 hr
11-23-24	Culturo Fest event	7 hrs
11-25-24	HSGSA Council Meeting	1.50 hr
11-26-24	HSGSA office hours	1 hr
11-28-24	UMGSA Academic Affairs Committee Meeting	1 hr
Helping with Culturo Fest foods, IDRC document review and feedback		3 hrs
Email correspondence (Share your expertise 2.0)		3.50 hrs
Document keeping and updating (Workshop, PCL, Google forms)		3 hrs
Monthly Total		33.00 hrs

Time spent in meetings in November: 8.50 hrs

Meetings missed: 0

Office hours: 4.00 hrs

Usual office hours: Tuesday 4-5 pm

Total hours spent on HSGSA for November: 33.00 hrs

Executive Report

From: Md. Abdul Aziz (HSGSA VP Academic)

To: HSGSA Members

Re: Dec 1 – Dec 20

Executive Summary of Work:

- Attended UMGSA Academic Affairs Committee meeting
- Attended HSGSA Executive Committee meetings
- Attended UM Biosafety Committee Meeting
- Organized Academic Committee Meeting 1.0
- Planned and Executed Share Your Expertise workshop 2.0
- Helped Review & Compile UMGSA Part-time Student Award
- HSGSA Office hours

Executive Summary of Hours:

02-12-24	Working on Share Your Expertise workshop session 2.0	1.5 hrs
03-12-24	HSGSA office hour	1 hr
04-12-24	HSGSA executive meeting	1.15 hrs
05-12-24	Review and Compile UMGSA part-time award	3.5 hrs
10-12-24	UMGSA Holiday Hamper meeting	1 hr
10-12-24	HSGSA office hour	1 hr
11-12-24	UMGSA AGM meeting	1.15 hrs
16-12-24	HSGSA bylaws and policy committee meeting	1 hr
17-12-24	Share your expertise workshop 2.0	1 hr
17-12-24	HSGSA office hour	1 hr
19-12-24	HSGSA external committee meeting	1 hr
19-12-24	UM Biosafety Committee meeting	1 hr
20-12-24	HSGSA academic committee meeting	0.5 hr
20-12-24	UMGSA holiday hamper distribution at Bannatyne campus	1 hr
	Planning of Share Your Expertise 2.0	1 hr
	Email correspondence (Share your expertise, academic committee)	2 hrs
	Sticking and removing posters	0.5 hr
	Document keeping and updating (Workshop, academic committee meeting documents, doodle poll, Google forms, holiday hamper)	5 hrs
	Monthly Total	25.5 hrs

Time spent in meetings in December: 7.5 hrs

Meetings missed: 0

Office hours: 3.0 hrs

Usual office hours: Tuesday 4-5 pm

Total hours spent on HSGSA for December: 25.5 hrs

Executive Report

From: Ashraf Kadar Shahib (HSGSA VP Marketing and Events)
To: HSGSA Members
Re: November 1st – November 30th

Executive Summary of Work:

- Attended HSGSA executive meetings
- Chaired and Attended HSGSA Events Committee meeting
- Attended UMGSA Events Committee meeting
- Attended HSGSA council meeting
- Social Media Management
- Planning and execution of Culturo-Fest'24

Executive Summary of Hours:

07-11-2024	HSGSA Executive Meeting (Culturo fest)	2hr 30min
08-11-2024	Culturo Fest Decoration Meeting	3hr
15-11-2024	HSGSA Events Committee meeting	20 min
17-11-2024	Culturo Fest Purchases	6hr
18-11-2024	Culturo Fest Rehearsals	1hr
21-11-2024	Culturo Fest 2024 Prep Works	4hr
22-11-2024	Culturo Fest 2024 Prep Works	6hr
23-11-2024	Culturo Fest 2024	11hr
25-11-2024	HSGSA Council Meeting	1hr
28-11-2024	Meeting with Timi regarding the Gala	30min
Whole month	Culturo Fest Planning, and conversations with all executives, events committee members and volunteers, AV visits, Dinner Planning	10hr
Whole month	Office Hours	5hr
Whole month	Poster designs (Culturo Fest)	1hr
Whole month	Email correspondence (Sent emails for Culturo Fest, Student Culturo Fest enquiries and HSGSA Bytes)	12hr
Whole month	Registrations Records (Culturo Fest – Payments, Stalls, Performances, Guest Tickets)	13hr
Whole month	Social Media Management – Instagram, Facebook, LinkedIn (Posts and Stories for Culturo Fest, GSMA)	2hr
Monthly Total	78 hours 20 minutes	

Office hours: 5 hours

Total hours spent on HSGSA for November: 78 hours 20 minutes

Time spent in meetings: 7 hours 20 minutes

Executive Report

From: Ashraf Kadar Shahib (HSGSA VP Marketing and Events)
To: HSGSA Members
Re: December 1st – December 20th

Executive Summary of Work:

- Attended HSGSA executive meetings
- Attended UMGSA AGM
- Attended Bylaws and Policy meeting
- Social Media Management
- Preparation, setup and launch of the HSGSA Bytes
- Planning of Winter Gala 2025

Executive Summary of Hours:

04-12-2024	HSGSA Executive Meeting	1hr 30min
11-12-2024	UMGSA AGM	1hr 20min
11-12-2024	Bylaws and Policies (Reading and Suggesting Corrections)	1hr
16-12-2024	Bylaws and Policies Meeting	1hr
17-12-2024	Tax Clinic Room Booking Discussion and booking	30min
Whole month	HSGSA Bytes (Collecting information, compiling them, and preparing posters)	9hr
Whole month	Email correspondence (Sent emails for HSGSA Bytes to the councilors multiple times, and Gala Adhoc meeting)	7hr
Whole month	Winter Gala planning, and inquiries	5hr
Whole month	Social Media Management – Instagram, Facebook, LinkedIn (HSGSA bytes, Share your Expertise posters)	4hr
Monthly Total	29 hours 20 minutes	

Office hours: None

Total hours spent on HSGSA for December: 29 hours 20 minutes

Time spent in meetings: 3 hours 50 minutes

Executive Report

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

To: HSGSA Members

Re: November 1st – November 30th

Executive Summary of Work:

- Attended HSGSA Executive meetings
- Attended HSGSA Council Meeting
- HSGSA council meeting minutes
- HSGSA Exec meeting minutes
- HSGSA office hours
- Preparation and execution of St.B Board game night
- Culturo Fest 2024 Prep Works and execution
- Preparation for Dr. Czubryt talk at St.B

Executive Summary of Hours:

November 11, 2024	HSGSA Executive Meeting (Culturo fest)	2hr 30min
November 15, 2024	HSGSA Events Committee meeting	20 min
November 17, 2024	Culturo Fest Purchases	5 hr
November 21, 2024	Preparation and execution of St.B Board game night	4 hr
November 22, 2024	Culturo Fest 2024 Prep Works	7 hr
November 23, 2024	Culturo Fest 2024	11 hr
November 25, 2024	HSGSA Council Meeting	1 hr
November 28, 2024	Meeting with President for Bylaws update	1 hr
	Meeting with Dr.Mike for the next graduate talk and other events in St.B	30 mins
	HSGSA council meeting minutes	1 hr 30 mins
	October meeting executive minutes - 3	1 hr & 45 mins
	Discussions regarding culturofest dinner arrangements with vendors and executives	7 hrs
	office hours	4 hrs
	St. B social committee meeting	45 mins
	St.B biosafety committee	1 hr
	Sticking posters, send emails about (Board game night, Culture-fest)	2 hr
	Documentation (bylaw and policy review and editing, executive reports, council attendance and minutes sent, meeting with VP E about bylaw discussion, bylaw committee meeting schedule, claims for board game night)	5 hrs
	Monthly Total	56 hrs 05 mins

Time spent in meetings in November: 6hrs 5mins

Meetings missed: none

Office hours: 4 hours

Total hours spent on HSGSA for November: 56 hrs 05 mins

Executive Report

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

To: HSGSA Members

Re: December 1st – December 20th

Executive Summary of Work:

- Attended HSGSA Executive meetings
- Attended HSGSA Council Meeting
- HSGSA council meeting minutes
- HSGSA Exec meeting minutes
- HSGSA office hours
- Preparation and execution for St.b academic talk
- HSGSA bylaw policy and review
- HSGSA bylaw committee

Executive Summary of Hours:

December 4, 2024	HSGSA Executive Meeting	1 hr 15 mins
December 11, 2024	Attended St.B Seminar: Preparing wards/Grant Applications	1 hr 45 mins
December 11, 2024	UMGSA Annual General Meeting	1 hr 15 mins
December 16, 2024	HSGSA Bylaws and policy Committee Meeting and policy review	2 hrs 30 mins
December 17, 2024	Attended Share Your Expertise 2.0	1 hr
November 25, 2024	HSGSA Council Meeting	1 hr
November 28, 2024	Meeting with President for Bylaws update	1 hr
	HSGSA council meeting minutes	1 hr 30 mins
	HSGSA executive minutes	1 hr & 45 mins
	office hours	3 hrs
	St. B social committee meeting	30 mins
	St.B biosafety committee	1 hr
	Documentation (bylaw and policy review and editing, executive reports, council attendance and minutes sent, bylaw committee meeting schedule (email communications), St.b talk email communications), preparation for st.b talk	10 hrs
	Monthly Total	27 hrs 30 mins

Time spent in meetings in December: 6hrs

Meetings missed: none

Office hours: 3 hours

Total hours spent on HSGSA for December: 27 hrs 30 mins

IDRC sub-committee meeting

1.	Date of the meeting	2024-10-29
2.	Timing (Start - end time)	4:30-5:15 PM
3.	Chair and/or Co-Chair - Position	Sadhana
4.	Attendance list (include those present, absent and regrets sent)	All present - Sadhana, Lea, Narges, Fazia, Aurelion, Mojan
5.	Items discussed	<ul style="list-style-type: none"> ● Lea Soliman nominated as IDRC chair. ● Discussed about last year's IDRC process (highlighted on points of improvement - evaluation solely based on positional responsibility, sending motions earlier, where does IDRC stand in the process, what decisions can they make?) ● IDRC will be for internal peer review, they will also liaise the review process to the council. When there will be a disciplinary action taken, they will consult with UMGSA a week before the motion is passed to give them a heads-up ● Sadhana will forward Lea the required

		<p>documentations (HSGSA exec reports, UMGSA peer review governing doc, HSGSA exec roles and responsibility doc, copy of previous year review doc)</p> <ul style="list-style-type: none"> ● Lea will take the lead on setting up the HSGSA s internal review governing doc (reference to UMGSA's doc) ● Lea suggested emailing councilors to reach out to IDRC if they have any reviews for the executives. She will send an email to all councilors.
6.	Any additional notes	-

FINANCE COMMITTEE

1.	Date of the meeting	13th November 2024
2.	Timing (Start - end time)	5:04-5:29PM
3.	Chair and/or Co-Chair - Position	VP-Internal, Sanjana Grover
4.	Attendance list (include those present, absent and regrets sent)	Sadhana (President)- Present Ashraf (VP-ME)-Present Kayla (Physician Assistant)-Present Michaela (Nursing)-Present
5.	Items discussed	<ul style="list-style-type: none"> ● Committee members expectations and roles. ● Present Updated Budget and all finance trackers. ● Review Reimbursement Applications <ul style="list-style-type: none"> ○ GNSA Mixer Event ○ Patrick Choy Lectureship Event-Dinner with Executives ● Other Business-Initiating conversations about establishing the endowment fund.

6.	Any additional notes	<p>Both the reimbursement applications were approved. All the committee members were happy about the idea of establishing the endowment fund. Michaela was curious to know about the process of setting up the documentation and legalities related to it. Also, we need to keep in mind how this fund could be used year on year with change in the executive team.</p> <p>I mentioned that I will start with having a conversation with Chris and go from there. Sadhana suggested we can take help from RFHS in setting up documentation. There can also be scope for collaborating with RFHS to handle the awards and we just transfer the money.</p>

HSGSA EVENTS COMMITTEE MEETING

1	Date of the meeting	November 15 th , 2024
2	Timing (Start - end time)	4 pm to 4:20 pm
3	Chair and/or Co-Chair - Position	Chair – Ashraf (VP ME) Co-Chair – Keshav (VP St. B)
4	Attendance list (include those present, absent and regrets sent)	<p><u>Present</u></p> <ol style="list-style-type: none"> 1. Ashraf (VP ME) 2. Sadhana (President) 3. Keshav (VP St. B) 4. Sanjana (VP I) 5. Aziz (VP A) 6. Mira Safa 7. Anam Ara 8. Ujala 9. Samuel Lawal 10. Grace Francis (Allen's Proxy) <p><u>Absent</u></p> <ol style="list-style-type: none"> 11. Leena (VP E)
5	Items to be discussed	<ol style="list-style-type: none"> 1. Culturo – Fest'24 Event Plan and Updates 2. Segregation of tasks for the councilors <ul style="list-style-type: none"> ● Decorations – 2 councilors (Anam, Mira) ● Food pickup and setup – 1 councilor (Ujala) ● Stalls – 1 councilor (Allen) ● Performances/Gifts – 1 councilor (Sam) 3. Winter Gala Committee <ul style="list-style-type: none"> ● 2 councilors (Anam, Ujala)

6	Any additional notes	None