

HSGSA Annual General Meeting (AGM) Minutes

February 13th, 2024, 5.00 PM

Room 164, Apotex Building

1. Call to order: 5:11pm

2. Ratify the Chair: President is the chair, she ratifies

3. Territory Recognition

We would like to acknowledge that The University of Manitoba campuses are located on original lands of Anishinaabeg, (pronounced Anish-nah-beg) Cree, Oji-Cree, Dakota, and Dene (pronounced Den-nay) peoples, and on the homeland of the Métis (pronounced May-T) Nation. We respect the Treaties that were made on these territories. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

4. Introduction of HSGSA Executive Members

| | |
|-------------------------------------|--------------------|
| President | AKSHI MALIK |
| Vice-president Internal | LAUREN MACGOWAN |
| Vice-president External | JAMIE SOOKHOO |
| Vice-president Marketing and Events | SAMUEL AKINOLA |
| Vice-president Academic | SHAHIN SHABANIPOUR |
| Vice-president St. Boniface | LEENA REGI SALETH |

5. Guests to be approved by the membership

5.1. Whereas visitors do not have speaking and voting rights.

BIRT the HSGSA membership approves the presence of Christopher Yendt from Department of Education (President of UMGSA) at the HSGSA AGM 2023-24

-Everyone is in approval

6. Approval of the agenda.

6.1. BIRT HSGSA membership approves the agenda presented for the February 13th, 2024 AGM.

-Approved

7. Approval of the minutes from the February 13th, 2023 HSGSA AGM.

Samuel , Jamie, Lauren, Shifa, Harshal, Aziz

7.1. BIRT the HSGSA membership, present at last year's AGM, approves the minutes of the February 13th, 2023 AGM.

-Approved

8. Review of the 2023/2024 HSGSA Budget (Appendix A)

The HSGSA Finance Committee is well within the 2023-2024 fiscal budget, which was approved in May 2023.

HSGSA Operating Budget details were provided by VP-Internal (Lauren).

Lauren went over:

- each of the expenses made,
- the leftover amounts from the events,
- money that was reallocated to new events (multicultural event),
- St.Boniface funds,
- Transportation reimbursements
- The gala funds
- Election budget
- Banking fees

Funds (\$5000) from Dr. Hope Anderson's office for HSGSA and MHRE funds from various sources were discussed.

HSGSA will no longer be included within the UMGSA annual audit as reflected in the HSGSA financial manual.

9. Executive Committee Annual Reports

9.1. President: Chair HSGSA Executive and Council meetings | Attend Faculty of Graduate Studies Executive and Council meetings | Serve on the UMGSA Executive and Council | Improved and maintained our relationship with the UMGSA | More representation for HSGSA students at UMGSA Council meetings and decisions | Secured more funding for HSGSA students courtesy office of the Vice-Dean Graduate Studies at RFHS - \$5,000 which goes back to students via Continuing Education Subsidy, Parental Leave Bursary and the HSGSA-UMGSA Winter Gala.

9.2. VP Internal: HSGSA Operating Budget is 30% of the funds from UMGSA and they come from students tuition and fees | All financial decisions our team has made since May 2023 when the approved budget was being created were made with the intention to use all funds to benefit HSGSA students to the best of our abilities| Budgeting, reimbursements, invoicing, etc.| Keeping organized records of financial documents and CCR| Attended HSGSA, UMGSA, and Faculty meetings | Supported other executives in their roles

9.3. VP External: The Dr. Ed Kroeger Mentorship Award – Call for applications on March 1st| Student Services and Support| Chair: UMGSAs Food Insecurity Committee – Submitted proposal to UM GreenFund| A lot of this support comes from the office of Dr. Hope Anderson – Vice-Dean Research RFHS| The HSGSA Continuing Education/External Training Subsidy – One applicant received \$200 toward a Provincial Health Leadership Program| The HSGSA Parental Leave Bursary – Yixiu Liu (and her son Lumin Liu Liang) received \$1000 while she was on parental leave

9.4. VP Marketing and Events: Support Our Science – Grad Student Walkout Event Day| MSHRF| Summer picnic - Birds Hill Provincial park | FGS Orientation | Newsletter| Halloween party | Patrick Choy Distinguished Lecture | RFHS Grad Open House| HSGSA Multicultural evening| New events in the pipeline were discussed: Tax clinic in the coming months, Project Get Swabbed in March and Winter Gala.

9.5. VP Academic: Holding Troubleshooting Thursdays| CIHR PhD application workshop| Holding Patrick Choy Distinguished Lecture| Nominating our next Patrick Choy distinguished guest speaker| 2024 GSEA applications process |Series of workshops (to develop academic and professional skills) |Regular attendance at all HSGSA Executive and Council meetings |Serving on the GSA Awards Committee (UMGSA award committee)| Contributing to the planning and execution of broader social events| Member of the GSEA and GSMA Studentships committee | Member of Biosafety advisory committee |Co-Chair of Ed Kroeger mentorship award Committee | Member of HSGSA Event committee (Help with executing other events held by HSGSA)| Member of HSGSA Bylaws and Policy Committee| Chair of Academic Committee

9.6. VP St. Boniface: New Initiatives : HSGSA St. Boniface Gym Membership Subsidy; HSGSA-SBRC Multicultural Event Series: September 28, 2023 - Chinese Moon Festival, November 14, 2023 - Diwali Festival, January 17, 2024 - Pongal Festival, Upcoming events :March, 2024, April, 2024| HSGSA Multicultural Event -November 25, 2023 |HSGSA By-laws Policy committee : Changes in the Standing committee and finance policy manuals| Working alongside with VP-ME : Newsletter, Social Media/Website, Events| Working alongside with VP-Academic:Troubleshooting Thursdays, Upcoming Omics Workshop| Serving on the UMGSAs By-laws and policy committee| Serving on the UMGSAs Awards Committee |Document minutes from monthly Council and Executive meetings| Attended all HSGSA Exec and council meetings|

- Shifa, Manik and asked questions about the gym fee and allocating more money for the St.Boniface students.
- Akshi and Leena clarified about this. Special efforts and the money apart from the St.Boniface budget are spent for the St.B students during other HSGSA events (eg., pickup/travel reimbursements to St.B students for HSGSA events). Current new initiatives were started with the current \$500 St.B budget, if needed more, the team was ready to discuss and allot more funds for the St.B students.

10. Presentation on the history of the relationship between UMGSAs and CFS.

10.1. See Appendix A for the Section of the UMGSAs Bylaws that deals with this.

10.2. The Bylaws of the UMGSA stipulate that our relationship with the Canadian Federation of Students will be discussed at each Annual General Meeting. General Meeting. The UMGSA is not a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students - Services (CFS-S), or the Canadian Federation of Students - Manitoba (CFS-MB), herein referred to as CFS/-S/-MB, and in that regard if and when necessary, it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB. The UMGSA shall continue to collect and hold fees in lieu of CFS/-S/-MB membership in a contingency fund, named the External Relations Fund, until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB and the UMGSA, or determined by courts, whichever is sooner.

- Christopher Yendt (UMGSA President) explained this to everyone in layman terms
- Erin (being affiliated with UMSU) questioned the same and Chris clarified on what this means to the GSA.
- Diane asks for more clarity why we are not a member of CFS (how is it determined that UMGSA is a member/not) and what CFS have to do with UMGSA. CFS represents the undergrad more than the graduates, so GSA decided not to stay affiliated.

10.3. **BIRT** the HSGSA membership approves no change in the money dedicated to the External Relations Fund only until the end of the UMGSA's 2023-2024 fiscal year, unless otherwise advised by legal counsel and given legal verification of the situation.

Yes: 12 |No: 0| Abstain: Erin

11. Other Business

- Lauren: Based on the discussion during the October HSGSA Council Meeting, about the information about the medical and health centers. All of this information is on the UMSU website and we will make arrangements to add it to the HSGSA website.
 - Diane and Shifa also suggested that this can be presented to the students during the Fall/Winter orientation. Erin suggested having “student care” mentioned, so it's easy to access the UMSU site.
- Chris asks the attendees of the AGM on what they would want in the closed bookstore at the HSC.
 - Erin suggested her dept students would welcome some lounge space. Manik suggested having adorable food/snacks for students as the options at Bannatyne are limited.
 - Erin also asks if UMGSA can develop businesses to bring revenue like UMSU? Chris answered that UMGSA will not make any revenue and won't have good returns. We can bring about convenience stores, food outlets , anything that can come in 2200 square feet space. Given that we are the largest stakeholders, the space should be useful for the grad students. Muniza suggests having food spaces for students at affordable prices.
- Manik points out that Manitoba does not have PNP for international students and why international students don't have provincial health students.

- Chris: The current mandate would include international students by the government. So in the coming 1 or 2 years the government will include international students into the provincial health insurance. Regarding the PNP, the UMGSA is advocating to the University regarding this issue. Hopeful that this is resolved soon.
- Manik and Molly point out the slow functioning of the Blue cross when the certificate numbers are not updated and adding students from undergrad to grad respectively.
- Library times- Weekends till 6pm, and 11pm on weekdays. Yesika and Sanjana requested the HSGSA to request having the library open for longer hours.

12. Announcements:

- HSGSA Elections 2024-2025
- Winter Gala:
 - Discussion on how to register, pay for the tickets and how to discounted tickets
 - Early bird tickets are priced \$30, regular tickets to graduate students \$45, guest tickets are priced at \$80. 10% discount for groups with 4 or more graduate students, guest tickets are not included.
 - UMGSA and HSGSA are joining hands in conducting this year's gala, 250 attendees are expected.
 - Venue: Grand Ballroom, Fort Garry Hotel
 - Date/Time : March 30, 2024, 6pm to 12am
 - Students on Ramadan Fast can inform the organizers and we can reserve the food for them according to their request.
- Samuel discusses the "Stem cells for Life" initiative in collaboration with Canadian Blood Services. March 6 and 7, 11 am to 2pm to come and get swabbed to see if you are eligible to donate your stem cells.

13. Adjournment: 6: 36pm

APPENDIX A

| | | | | | |
|------------------------|---|--|--------------------------|-----------------|--------------|
| | HSGSA 2023/2024 Approved Annual Budget | | | | |
| | | Approved Budget 2023/24 | | | |
| | | | | | |
| Budget Code | Expenses | \$27,000.00 | | | |
| | | | | | |
| M | Meetings | | Expendi tures | Left | Notes |
| 1 | AGM | \$200.00 | | | |
| 2 | Internal Committee Meeting | \$0.00 | \$0.00 | \$0.00 | |
| 3 | IDRC Chair Honorarium | \$100.00 | | | |
| 4 | Council Meetings | \$350.00 | \$71.68 | \$278.32 | |
| 5 | Hospitality | \$100.00 | | | |
| 6 | Volunteer Appreciation | \$100.00 | | | |
| | Subtotal | \$850.00 | | | |
| | | | | | |
| WS | Workshops and Seminars | | | | |
| 1 | Student Development Event | \$2,000.00 | | | |

| | | | | | |
|------------|---|--------------------|-------------------|-------------------|---|
| 2 | Patrick Choy Distinguished Speaker Event | \$1,000.00 | \$703.27 | \$296.73 | |
| 3 | Graduate Student Excellence Award | \$3,000.00 | \$3,000.00 | \$0.00 | All awards were given out at MSHRF |
| | Subtotal | \$6,000.00 | | | |
| | | | | | |
| SOE | Social Events | | | | |
| 1 | Summer Activity | \$2,000.00 | \$1,453.40 | \$546.60 | |
| 2 | Orientation | \$1,000.00 | \$116.27 | \$883.73 | |
| 3 | Halloween Social | \$2,000.00 | \$373.21 | \$1,626.79 | |
| 4 | Holiday Social | \$500.00 | \$0.00 | \$500.00 | |
| 5 | Spring Gala | \$6,000.00 | | | |
| 6 | St. Boniface | \$500.00 | \$304.59 | \$195.41 | \$180 for gym subsidy |
| 7 | Contingency and Promotional Event Fund | \$1,000.00 | | | |
| 8 | Multicultural Event | \$2,430.33 | \$1,461.68 | \$968.65 | New event added after budget was approved... used leftover money from past events to fund this event |
| | Subtotal | \$13,000.00 | | | |
| | | | | | |
| RD | MSHRF | | | | |
| 1 | Activities/Prizes | \$1,000.00 | \$390.29 | \$609.71 | Pizza for volunteers and drinks at social event |
| 2 | Transportation Charges | \$100.00 | \$0.00 | \$100.00 | |
| 3 | Research Days Poster Award | \$800.00 | \$800.00 | \$0.00 | All awards were given out at MSHRF |

| | | | | | |
|-----------|--|-------------------|-----------------|-----------------|---|
| 4 | Ed Kroeger Mentorship Award | \$100.00 | \$83.95 | \$16.05 | Used for ed kroeger plaque, award given at MSHRF |
| 5 | Dr. Forough Khadem Memorial Award | \$500.00 | \$500.00 | \$0.00 | Awards distributed at MSHRF |
| | Subtotal | \$2,500.00 | | | |
| | | | | | |
| OS | Office Supplies | | | | |
| 1 | Stationary and Software | \$100.00 | | | |
| 2 | Web Hosting Fee | \$0.00 | \$0.00 | \$0.00 | |
| 3 | Advertising and Communication | \$0.00 | \$0.00 | \$0.00 | |
| 4 | Transportation Reimbursement | \$100.00 | | | |
| 5 | Professional Consulting | \$0.00 | \$0.00 | \$0.00 | |
| 6 | Office & Lounge Improvement | \$400.00 | | | |
| | Subtotal | \$600.00 | | | |
| | | | | | |
| E | Elections | | | | |
| 1 | Refreshment | \$150.00 | | | |
| 2 | Materials | \$150.00 | | | |
| 3 | CRO Honorarium | \$350.00 | | | |
| | Subtotal | \$650.00 | | | |
| | | | | | |
| EX | Extra | | | | |
| 1 | Banking Fees | \$250.00 | \$53.00 | \$197.00 | Cost for each e-transfer we send (\$1 each) |

| | | | | | |
|----------|------------------------------|--------------------|--|--|--|
| 2 | HSGSA Initiatives | \$2,000.00 | | | |
| 3 | Misceallaneous Events | \$1,150.00 | | | |
| | Subtotal | \$3,400.00 | | | |
| | | | | | |
| | Total | \$27,000.00 | | | |
| | | | | | |

External Relations Fund (UMGSA Bylaws Article VI)

1. Fees that are collected in lieu of membership in the CFS/-S/-MB may not be used toward the reasonable costs associated with the process of defending the position of the UMGSA regarding membership in the CFS/-S/-MB. The fee must be collected and remain unspent until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB and the UMGSA, or determined by courts, whichever is sooner.

2. Depending on the nature of the resolution regarding the issue of membership in the CFS/-S/-MB is finally resolved, the UMGSA membership shall determine the use of all remaining fees collected from UMGSA members and held in the External Relations Fund. That determination will take place at the first UMGSA General Meeting following the legal resolution of the membership status of the UMGSA.

APPENDIX B

HSGSA 2024-2025 Operating Grant Budget

| 30,000 | Budget Code | Expense | Revised Budget II | Overall Expenditure | |
|--|-------------|--|-------------------|---------------------|------------|
| | | | | Amt Spent | Amt left |
| Contribution from 30% of Student Fees | M | Meetings (M) | | | |
| | | AGM (Feb/March) | \$200 | \$0 | \$200 |
| | | Council Meeting (At least meet in-person twice/year- Sept & April) | \$500 | \$143.56 | \$356.44 |
| | WSL | Workshop/Seminars/Lectures (WSL) | | | |
| | | MSHRF | \$469.77 | \$469.77 | \$0 |
| | | Patrick Choy Distinguished Lectureship | Nil | \$0 | \$0 |
| | | Startup Pitch Event | \$500 | \$0 | \$500 |
| | | Financial Literacy Workshop | Nil | \$0 | \$0 |
| | | TGIF | \$400 | \$87.84 | \$312.16 |
| | | Career Panel Discussion | \$500 | \$0 | \$500 |
| | | Share Your Expertise Workshop Series (5- Student Led-\$20 Gift card) | \$200 | \$40 | \$160 |
| | SOE | Social Events (SOE) | | | |
| | | Fall Orientation (Formal) & Meet & Greet (Informal) | \$0 | \$0 | \$0 |
| | | St. Boniface Campus Tour & Refreshments | \$0 | \$0 | \$0 |
| | | Summer Event (Grand Prix) | \$1,891.63 | \$1,891.63 | \$0 |
| | | Movie Night | \$500 | \$272.58 | \$227.42 |
| | | Multicultural Event- Culturofest | \$5,138.60 | \$3,380.49 | \$1,758.11 |
| | | Winter Gala | \$8,000 | \$0 | \$8,000 |
| | | Department Sports Intramurals | \$500 | \$0 | \$500 |
| | SB | St Boniface | | | |
| | | St. Boniface Events & Activities | \$800 | \$226.03 | \$573.97 |
| | NS | Nursing | | | |
| | | Nursing Events | \$200 | \$200 | \$0.00 |
| | AI | HealthSci Art Initiative | | | |
| | | HealthSci Art Initiative Supplies | \$100 | \$0.00 | \$100.00 |

APPENDIX B

HSGSA 2024-2025 Operating Grant Budget

| 30,000 | Budget Code | Expense | Revised Budget II | Overall Expenditure | |
|-------------------|-------------|--|-------------------|---------------------|----------|
| | | | | Amt Spent | Amt left |
| Contribution from | M | Meetings (M) | | | |
| | | | | | |
| | AW | Awards (AW) | | | |
| | | HSGSA Travel Award (2- \$250/-) | \$500 | \$250 | \$250 |
| | | Ed Kroeger Mentorship Momento | \$83.95 | \$83.95 | \$0 |
| | | Dr. Forough Khadem Memorial Award (1 PhD +1 Masters- \$1000/-) | \$500 | \$500 | \$0 |
| | | Parental Bursary (2) | \$500 | \$500 | \$0 |
| | | Extended education | Nil | \$0 | \$0 |
| | | HSGSA GSEA (1 PhD +1 Masters- \$1000/-) | \$2,000 | \$2,000 | \$0 |
| | | HSGSA GSMA (3PhD + 4 Masters- \$500/-) | Nil | \$0 | \$0 |
| | | HSGSA Poster Awards (9- \$200) | Nil | \$0 | \$0 |
| | | Patrick Choy GSMA (1 PhD) | Nil | \$0 | \$0 |
| | | Award Certificates | \$100 | \$21.22 | \$78.78 |
| | H | Honorarium (H) | | | |
| | | HSGSA Councillor of the Year | \$50 | \$0 | \$50 |
| | | IDRC Honorarium | \$100 | \$0 | \$100 |
| | E | Elections (E) | | | |
| | | CRO Honorarium | \$350 | \$0 | \$350 |
| | | Campaign Material | \$150 | \$0 | \$150 |
| | OE | HSGSA Operational Expense (OE) | | | |
| | | Banking Fees | Nil | \$0 | \$0 |
| | | Cheque Book Recurring Expense | \$250 | \$109.85 | \$140.15 |
| | | Office Supplies & Maintenance | \$216.05 | \$120.12 | \$95.93 |
| | | Transportation Reimbursement | \$600 | \$158.47 | \$441.53 |
| | | Advertising & Marketing for Events & Workshops | \$200 | \$53.76 | \$146.24 |
| | EX | Extra Expenses (EE) | | | |
| | | New Initiatives | \$3,500 | \$0 | \$3,500 |

| APPENDIX B | | | | | |
|--|--------------------|--------------|-------------------|---------------------|--------------------|
| HSGSA 2024-2025 Operating Grant Budget | | | | | |
| 30,000 | Budget Code | Expense | Revised Budget II | Overall Expenditure | |
| | M | Meetings (M) | | Amt Spent | Amt left |
| | | HSGSA Merch | \$1,000 | \$0 | \$1,000 |
| | Grand Total | | \$30,000 | \$10,509.27 | \$19,490.73 |

| RFHS, Dr. Hope Anderson Budget 2024-2025 | | | |
|--|---------------------|---|---------------------------|
| | | | Total Contribution |
| | | | \$5,000 |
| | 23/24 Budget | 23/24 Actual Expense | 24/25 Budget |
| Parental Bursary (2) | \$1,000 | \$1000 (Parental Bursary Hope Budget) + \$800 (Extended Education Hope Budget) + \$200 (HSGSA Budget) | \$1,500 |
| Extended Education | \$1,000 | \$200 | \$500 |
| Gala | \$3,000 | \$3,000 | \$3,000 |
| Total | \$5,000 | | \$5,000 |
| Vice Dean's Office-Research Budget, 2024-2025 | | | |
| | | Dr. Patrick Choy Distinguished Lectureship Series | \$5,000 |
| | | | Spent \$4309.6 |

