



BOARD MEETING

October 18, 2023

Hybrid Meeting

UC441

5:30 pm

University of Guelph Graduate Students' Association
UC Level 5 | gsa@uoguelph.ca | 519.824.4120 Ext. 56685 & 53314
www.uoguelph.ca/gsa/ | gsaplanner.uoguelph.ca/ |  

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GSA Board Meeting Agenda

GSA BOARD MEETING AGENDA Wednesday, October 18, 5:30 p.m.

Please send Regrets to gsa@uoguelph.ca, no later than Tuesday, October 17, 2023 at 12 p.m.

5:30 p.m. Call to Order: David Said, Chair

Territorial Acknowledgement

We acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer our respect to our Anishinaabe, Haudenosaunee and Métis neighbours as we strive to strengthen our relationships with them.

Today, this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging them reminds us of our important connection to this land where we learn and work.

Approval of Agenda:

MOTION #1: B.I.R.T. The Agenda for the October 18th, 2023 GSA Board Meeting, be approved as presented.

Approval of Minutes:

MOTION #2: B.I.R.T. the GSA Meeting Minutes of September 20th, 2023 be approved as presented.

5:35 p.m. CUPE #3913: Alexis Fabricius, Vice-President External

5:40 p.m. Faculty of Graduate Studies: Dr. Ben Bradshaw, Assistant Vice-President (Graduate Studies)

5:55 p.m. Lookout Finances/Operations Update: Mike Calvert, University Centre

6:05 p.m. Board of Governors Report: Jehoshua Sharma, Graduate Student Representative

6:10 p.m. Travel Grants Discussion: Marcellus Li, V.P. Finance

6:30 p.m. Funding Request for the Spookie Cookie Decoration & Competition: Kayley Head, Integrative Biology

MOTION #3: B.I.R.T. the GSA Board of Directors allocate \$200 towards the Spookie Cookie Decoration & Competition.

6:40 p.m. Funding Request for the Chancellor's Cup: Reeva Timilsena, University of Guelph Debate Club

MOTION #4: B.I.R.T. the GSA Board of Directors allocate \$200 towards the Chancellor's Cup.

6:50 p.m. Funding Request for the Guelph Agricultural Science Symposium: Marinda DeGier, Plant Agriculture

MOTION #5: B.I.R.T. the GSA Board of Directors allocate \$1000 towards the Guelph Agricultural Science Symposium.

7:05 p.m. Departmental and Committee Updates

7:15 p.m. Question Period

7:20 p.m. Executive & Staff Reports

(Please refer to detailed Reports included in the Board Meeting materials package.)

7:20 p.m. President & CEO: Nabhan Refaie

7:20 p.m. V.P. Internal: Emily Minard

7:30 p.m. V.P. Finance: Mingze (Marcellus) Li

7:40 p.m. V.P. External: Rebecca Randle

7:50 p.m. Activities & Communications Co-ordinator: Manpreet Kaur

7:55 p.m. Office Manager: Michelle Morris

8:00 p.m. Arising Business

8:05 p.m. In Camera Session

MOTION #6: B.I.R.T. the Meeting move 'In-Camera' for discussion.

(Under the direction of the Chair - Staff, Members-at-Large, and Guests will be asked to leave the Meeting.)

MOTION #7: B.I.R.T. the GSA Board Meeting 'In-Camera' session end.

Adjournment

The next GSA Board meeting is scheduled for November 22nd, 2023. Please send regrets no later than November 21st, 2023, at 12 p.m.

Executive & Staff Reports

President & CEO – Nabhan Refaie

Hello all!

Welcome to our new General Directors! Thank you so much for putting in a nomination, and congratulations on being elected! Our General Directors are an integral part of the GSA's governance, in making sure that graduate student interests are communicated to all university stakeholders, ensuring that the GSA is connected to our student bodies, and keeping the GSA's Executive accountable to the graduate students the GSA serves.

For all our new members, each Executive provides a monthly report of their activities starting from the last Board meeting until the next. Please take care in reading through our reports, and asking us any questions that you may have!

This report will cover my activities from September 14th 2023 to October 11th 2023. This period has been focused on finishing up our GSA elections, exploring a new Athletics fee for part-time students, and attending various university committees.

Update on GSA Restructuring Committee

The GSA Restructuring Committee has not met since our last Board meeting. We will be meeting next on November 1st to discuss General Directors and our Board of Directors.

GSA Elections

Much of the last month has been spent advertising our elections. We implemented some of the recommendations from the GSA Restructuring Committee in trying to increase engagement and visibility of our elections. I helped Emily set up posters across campus, and tabled with Emily in the UC. Manpreet and Emily also worked on advertising our elections on our social media accounts.

We were recently made aware that some students did not receive our nomination or ballot emails. Our best guess is that our election timeline is near the September add date (September 14th), which means that CCS has not had time to update our listserv when we send out our call for nominations. We're considering how we can improve this communication to ensure all graduate students have an opportunity to nominate themselves and become more aware of our nomination timelines.

Athletics Student Fee - Part Time Students

I was made aware that part-time graduate students do not have access to the athletic facilities available to other students on campus, because they do not pay the Athletic Student Fee. It is one of the only student fees that is not shared with part-time graduate students. I've been in contact with the Athletics department to try to remedy the situation. The plan is to explore establishing a modest student fee for part-time students to grant them access to facilities.

Rolling with CUPE/GSA Event

On September 20th, I participated in a social event co-organized by the GSA and CUPE3913. We planned a board game lunch social at the Lookout for all graduate students during Disorientation week. Although attendance was low, we had a great time interacting with graduate students and providing more information on the services that the GSA offers.

Student Memorial Service

I attended the Student Memorial Service on September 22nd (co-organized by the CSA and GSA). We had the opportunity to invite the families and friends of students who have passed over the last academic year, and honour their lives. It was a difficult event to participate in, but we had great feedback from the families and friends of those students we were honouring. Emily and Jun (CSA VP Academic) did an incredible job organizing this year's event.

Student Wellness Managers Meeting

Emily and I met with Student Wellness managers on September 27th. We discussed issues around access to mental health services, promotion of current services offered by Student Wellness, and how to better serve graduate students' health needs.

CBS Print Shop

I met with stakeholders in the CBS print shop to discuss how the GSA can help ensure graduate students continue to have access to low-cost printing for conference posters. These discussions did not lead to any agreement, as contractual obligations prevented us from discussing concrete plans. I hope to be able to continue these conversations in the new year.

Whine and Dine Event

Along with the rest of the UofG Graduate Coalition, I co-organized and attended a Whine and Dine event focusing on mental health issues on September 28th. The event consisted of a wellness expert talking about mental health challenges in grad school and how to tackle them. Following this workshop, we provided students the opportunity to discuss how the grad school experience is linked to their mental health challenges. One of the primary issues that was brought up is how funding challenges impacts graduate student mental health.

Meeting with AVP Grad Studies

I met with Ben Bradshaw (Assistant Vice President of Grad Studies) on September 18th and October 2nd. We discussed some issues around course-based Masters students being offered PhD spots, student fees for part-time students (including the bus pass and Athletics fee), updates on our elections, and the mental health challenges that are related to lack of funding for graduate students.

VP Student Affairs Meeting

I met with Irene Thompson (VP Student Affairs) on September 20th and October 4th. We discussed issues around our listserv emails not reaching all graduate students, student appointments to the VP Research search committee and the Transformative Change Advisory Committee, the results of our recent elections, and part-time student fees for Athletics. As an Executive, we have also elected to rotate who will be attending these update meetings moving forward. I will attend all meetings, and will invite one of the other Executives to join me on a rotating basis.

Student Executive Council

I met with the Student Executive Council on September 14th and September 28th. We discussed issues around student governance with Presidents of other Primary Student Organizations.

Board of Graduate Studies

I met with the Board of Graduate Studies on September 18th. We discussed the addition and modification of several programs, including the PhD in Political Science and a new program (Masters of Plant Agriculture). These changes were later approved at Senate.

Academics & Progress Committee

I met with the Academics & Progress Committee on September 21st. We discussed and adjudicated several student cases requesting extensions of their program deadline, leaves of absence, and course grade changes.

Student Leaders and Administrators Meeting (SLAM)

I met with SLAM on September 21st and October 11th. With student leaders and university administrators present, we discussed the Transformative Change plan the university is undertaking, International student supports, and the International student recruitment targets the university has set. Of note, we did not discuss the issue of Navitas during this meeting, due to time constraints (Byron Sheldrick was invited to a later meeting to discuss this further).

Similar to meetings with Irene, the Executive Committee will be rotating our presence at SLAM. Two GSA executives are assigned to attend each meeting, and other executives are invited to

attend meetings based on their interest. Assignments were made in accordance with Executive portfolios and interests.

UoG Graduate Coalition

I met with the UofG Graduate Coalition on September 21st to discuss planning for our Whine and Dine – Mental Health event.

Compulsory Fees Committee

I met with the Compulsory Fees Committee on September 28th. This was an introductory meeting to the processes of Compulsory Fee reviews, and an outlook on some of the issues we will be discussing over the next few months.

Executive Committee Meeting

The Executive Committee met on September 29th for our bi-weekly update meeting. More information on that meeting is included below.

Senate

I attended Senate on October 2nd. We discussed several program changes including those described previously, and the university's response to the rise in respiratory illnesses, the ongoing issues between Canada and India, and their plans for transformational change.

Thank you all for your attention! If you have any questions or concerns about any of what I have discussed here (or any other issues), you can always reach out to me by email at gsapres@uoguelph.ca.

Best,

Nabhan Refaie

GSA President & CEO

VP Internal Report – Emily Minard

Hi everyone,

First off, I want to give a very warm welcome to our newly elected General Directors! Based off brief interactions from our recent orientation session, I am very excited to be working with you all and hope you've begun settling into your role a little easier since the orientation; and for those returning of course, welcome back! To provide context for the new GDs, below you will find a report of my activities within the GSA since our last board meeting in September.

Elections

- With the help of Nabhan and Manpreet, we were able to distribute a poster I created to advertise our elections around campus and on our social media. The poster included a QR code for easy access to the nominations form
- Nabhan and I tabled in the UC, talking with some students about our elections
 - We found there weren't many graduate students approaching us, so further conversations could be had about whether tabling in the UC is an effective strategy or if we should consider another location with higher graduate student traffic
- I also reached out to all the Graduate Program Assistants from departments we previously lacked representation on to distribute information about our elections
- While the results of the elections are similar to last year's, we were able to secure new representation from departments that weren't represented on last year!
 - These departments include Chemistry, Engineering, FARE, History, and HHNS!
- Our website has also been updated with the new list of the GDs!

General Director Orientation Session

- I've spent the past couple of weeks after the elections organizing and scheduling the orientation session, making sure I could maximize the number of people who could attend while also ensuring all the key speakers were present
- The GSA has been working more closely with Student Wellness staff and we have learned a lot about all of the mental health resources offered at the university, so I wanted to bring in Alison to inform the new Board about what these resources are and who to contact for more information
 - Alison forwarded me the information she presented on and this will be distributed to you all very shortly, along with all the orientation information for those who missed it!

Student Memorial Service

- Alongside the CSA's VP Academic, I co-hosted the Annual Student Memorial Tree Ceremony. This is a service that occurs annually around September – October to memorialize students who have passed away in the previous year.
- The event was held in the Arboretum Centre and the plaque was planted under one of the Katsura Trees after the speakers' session
- Overall, the event was very smoothly ran and the guests seemed very appreciative of it as it gave them a space on campus to reflect on their loved one. I am overall very pleased with how well the event this year turned out

Food Security Meetings

- I currently sit on two food security-related committees: UofG Food Security Working Group Committee and the Student Food Security Committee
- A member of the Student Food Security Committee has recently received a grant for about \$13,000 and is looking for ways the money could be used. It has to be related to food sustainability with an emphasis on international students
 - This was brought up in the UofG Food Security Working Group Committee and I am now working within a smaller sub-group within that committee to do some of the organization of piloting out programs for the grant to be used towards
- The Student Food Security Committee is also looking for international student representation, so if any of the GDs are particularly interested in joining this committee, let me know!

Other meetings...

- I had my first meeting with the Athletics Advisory Council Committee on September 27th where we did general introductions.
 - However, I am a non-voting member representing the GSA Executive and they are looking for a voting graduate student member to join the committee. If any of you are interested, let me know! The Athletics Department is an awesome team to work with and pizza is provided at the meetings!
- Nabhan and I met with staff from Student Wellness on September 27th
 - I learned a lot about the resources offered on campus, most notable of which was their Navigators which are people who help students navigate which health resource is most fitting for them so you don't have to do all the tedious research yourself and adds an extra layer of accessibility
 - This is when we also discussed having Alison at the GD orientation session

- Also having more general discussions about improving accessibility of services for graduate students
- I met with the VP Student Affairs, Irene Thompson, on October 4th
 - We had general conversations about our election procedures and how to increase awareness of our elections
- Executive Committee meetings
 - I met with the execs on September 29th to provide general updates, more information on this can be found in our meeting minutes below

That's all from me for now! If you have any questions, comments, or concerns, please do not hesitate to reach out to me at gsavpint@uoguelph.ca !

Cheers,

Emily Minard

GSA VP Internal

VP Finance Report – Mingzi (Marcellus) Li

VP External Report – Rebecca Randle

Hello all,

I hope that everyone is having a great fall semester so far! Unfortunately, I was sick during our last board meeting cycle, but I am happy to be slowly getting back into things following my absence. After reviewing the reports from September's board meeting, rather than re-hash what was already covered by the other executives for the month of August, I will focus on what I have been doing since my return:

Library Student Service Fees Committee

I am sitting on the Library Student Service Fees Committee again this year. We met for the first time on October 4th, and we will hold our second meeting on October 16th. The committee serves to review how the non-tuition ancillary fees (NTAFs) allocated to the library are spent on programming (PowerPoint with more information available). The last meeting served as an introductory meeting to establish the committee's purpose and select a chair. Committee members are to review the report from last year (also available to share in a redacted format to protect staff salary information) prior to the next meeting so that we can provide feedback on this year's proposed programming during the next meeting.

Transit Committee

The CSA's VP External, Samar, and I held our first transit meeting of the semester on October 12th. Below are some updates from Guelph Transit (GT):

- Guelph Central Station shelters are being renovated to offer better protection from weather elements. They will still be ADA-compliant post-renovations but there will be disruptions of use for the next couple of weeks (this includes the stop for late-night bus service).
- An architect has been hired for the new downtown building (the first floor will be allocated to public amenities and the second floor will be operator facilities). The first floor will have a heated waiting room as well as washrooms and an area to purchase fares (students won't need this specifically because of the bus pass but helpful to know).
- Conestoga doubled enrollment without notifying Guelph Transit so some of the routes that service that area are really busy (routes 17 & 18 in particular – looking to see if additional services can be added to these routes come January). In the distant future, routes 17 and 98 will be connected and route 18 will be separated into its own unique route on the East side of the city.
 - GT starting UPass negotiations with Conestoga (may be interested in late-night collaboration in the future). They hope to set up Conestoga express routes with this agreement (like we have at Guelph) to take some of the pressure off of current service routes.

- GT is working on software on the back end to make tapping when boarding the bus faster. Also looking into getting back door validators for student cards (UPass) so that students can also board from the back of the bus (right now can only board from the front because the back door only works for On Your Way Card) – they are waiting on the vendor they work with to put together a proposal for this.
- GT currently posts updates (both major updates and service disruptions) to Facebook and X (Twitter), but they identified that many students likely don't use these platforms so they are planning to expand to Instagram hopefully within the next couple of months.
- Ridership has returned to 97% of pre-covid numbers (50% increase from last year).
- GT doesn't have much in the way of extra drivers or buses right now (funding limited by city council) but looking to improve this for high-use routes in their 10 year plan.
- GT looking into busy bus etiquette because people are taking up extra seats with their bags.
- GT conducted a survey on route 5 since it is in very high demand, 75% of ridership was students → bringing an expansion proposal to Guelph city council (GSA and CSA will help to advocate for this).
- GT running a route planning committee to adjust routes because the city decreased speed limits on most major roads, particularly in school zones (40km/h during school hours/50km/h outside of school hours to 30km/h all day), and this is putting stress on route timing.
- GT looking at implementing a tap-off program to see where students are getting off so that they can better understand student route use/demand.
- Supposed to get more electric buses in 2024.
- GT looking to implement an online system for people to program their routes so they can get stop updates, delays, etc. will update us when this is live.
- Magic bus is getting good use (Sunday service). Late nights service on Thursdays/Fridays/Saturdays are most used.
- Halloween is a Tuesday this year which is typically a limited late-night service night but will be running service volume like it is a Saturday.

CUPE 3913 Meetings

Continuing to attend CUPE meetings to communicate updates from the GSA. The last meeting was on September 26th where I provided an update about our general director elections. CUPE is currently hard at work preparing for bargaining (TAs and Sessional Lecturers need to re-negotiate a new contract with the university).

Sexual & Gender-Based Violence (S&GBV) Education and Training Committee

The S&GBV Education and Training Committee met on October 11th. The principal purpose of this meeting was to review and provide feedback about the S&GBV Education and Prevention Plan (report available). The committee is also looking for increased student representation. It is seeking to recruit an additional 10 student representatives to participate in the S&GBV

Education and Training Committee and its working groups. If you or others you know may be interested in participating please complete this form:
https://uoguelph.eu.qualtrics.com/jfe/form/SV_3QMS6jyfh7DRQ7I. Students who participate will receive an honorarium of \$100/semester and agree to attend 2-4 meetings per semester as part of their participation. Meetings will be 1-1.5 hours in length. No prior experience with S&GBV Education and Prevention is required to participate as this is a learning and development opportunity. The goal is to have recruitment completed by Wednesday, October 25th. Additionally, two working groups will be struck as part of the S&GBV Education and Training Committee: one for Events and the other for Educational Materials and Training. Lastly, an event that may be of interest is the virtual Open Call Training for Staff and Faculty on October 20th from 12:00-1:30, please complete this form if you wish to attend:
https://uoguelph.eu.qualtrics.com/jfe/form/SV_6tZrz28wS2iziQK.

Please feel free to reach out to me via email at gsavpext@uoguelph.ca if you have any questions, comments, or concerns. I welcome feedback and input from graduate students and GSA members regarding anything I discussed so that I may bring your thoughts and opinions to the appropriate committee or representative(s).

Thank you!

Rebecca Randle

GSA VP External

Activities and Communication Coordinator (ACC) – Manpreet Kaur

Hello everyone, I hope you all are having a great start to the semester. I look forward to a great year ahead planning fun and educational events as well as promoting the organization. I look forward to learning from all committee members and board members.

Event Ideas:

Past Events | COMPLETED

1. Trivia

- a. Location: The Lookout every week
- b. Description: In groups of 4-8, each team will have an opportunity to answer questions related to the trivia theme which will consist of 2-3 rounds.

2. GSA Paint Night

- a. Location: The Lookout
- b. Date: October 4th, 2023, 5-7:30 PM
- c. Participants: 34

Upcoming Events |

1. Trivia

Location: The Lookout (weekly). Happens every Thursday.

2. The Cutest Pet of Fall (photo contest)

- a. Location: Social handle
- b. Date: October 25th
- c. Description: The digital photo will be accepted online beginning from October 20th to October 25th, 2023.

3. The Halloween Costume Contest

- a. Location: Instagram
- b. Date: November 1st
- c. Description: The digital photo of your scariest Halloween costume will be accepted online on November 1st.

4. Pumpkin Carving Contest

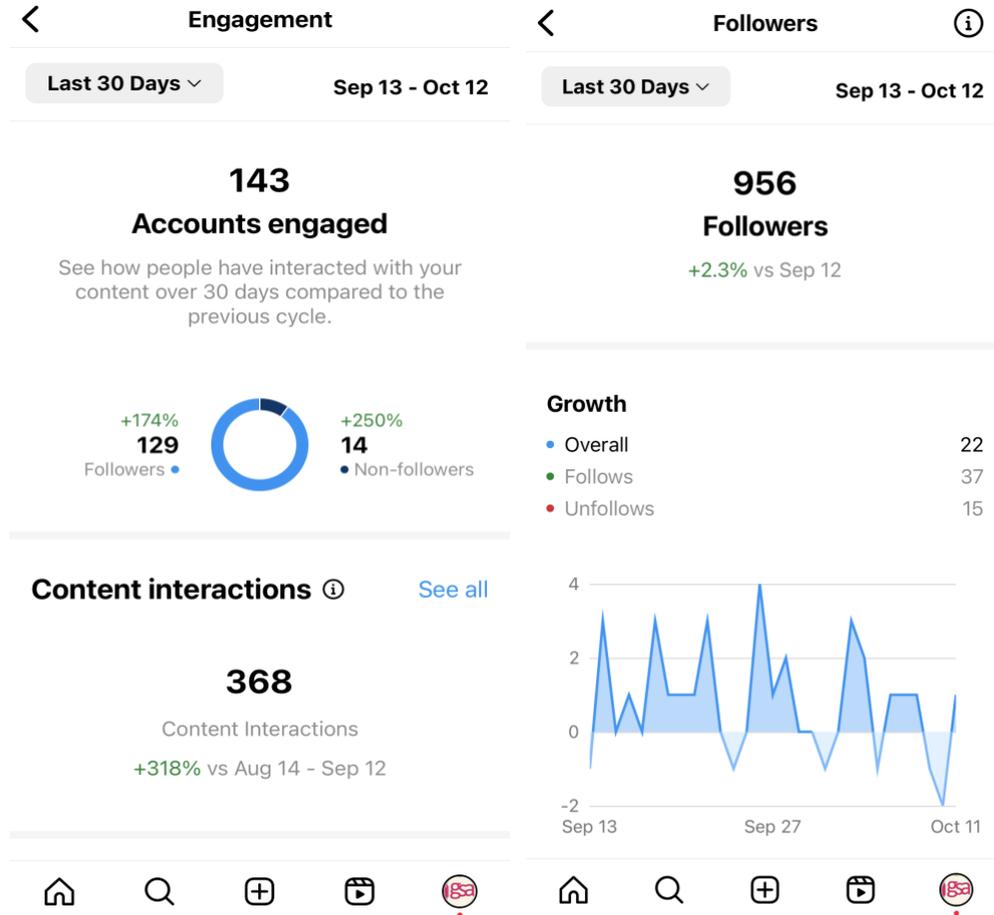
- a. Location: Instagram
- b. Date: November 1st
- c. Description: The digital photo of the carved pumpkin will be accepted online on November 1st.

Social Media:

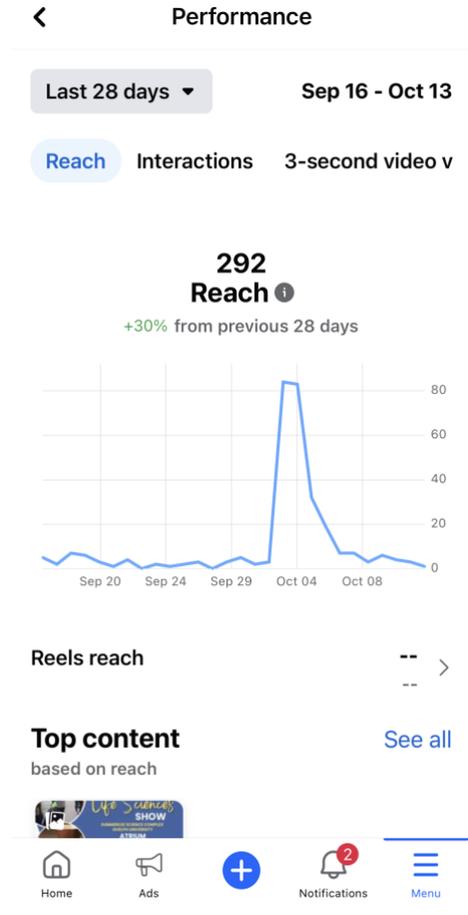
Compared to the last time insights, there has been a positive increase in the following as well as reach on Instagram.

Instagram:

Insights – last 30 days:



Facebook:
Insights – last 30 day



As always, thanks for your attention. My main goal for this month is to involve new graduate students in events of their interest so that they can interact with other students at a common platform and boost engagement through mini-asynchronous events that are flexible and fun! If you have any questions, concerns, or even guidance on how I can better myself in this position, I would really love to hear it. Please send me an email if you have any questions or comments about this month's report.

Manpreet Kaur

Activities and Communications Coordinator (ACC)
gsaact@uoguelph.ca

Office Manager – Michelle Morris

Hello Everyone,

A couple updates from my end.

1. Fall 2023 Interim student fees paid out to respective entities. Final Payment due by December 2023.
2. Attended CSA/GSA Transit Meeting along with GSA VP internal and other committee members.
3. Travel and Childcare bursaries paid out for Fall 2023.

Please reach out if you have any questions.

Thank you,
Michelle



PDR Application – Spookie Cookie Decoration & Competition



Q3.

Graduate Student Association Activities Grant (PDR) Application

Applications must be fully complete and contain a budget including an itemized listing of revenue and expenses projected for the event, including a report from the previous year. Lack of information will make the application ineligible and will not be considered for presentation. Applications must be submitted by the first of the month. The Presentation will be included on the Board Meeting Agenda, scheduled closest to the Event.

A summary report is required, following the Event. Please send follow up reports to the GSA Office Manager (gsa@uoguelph.ca).

PRESENTATION GUIDELINES FOR THE MEETING:

Remember that the GSA is here to enrich the graduate community. Priority is given to those events which do so directly. In your presentation be sure to specify how your event will enrich graduate students either academically or socially.

The Application submitted should align with the information provided during the Presentation. Updated handout material will not be accepted, except in the case of an updated budget, in which case less funding is requested. E.g. New awards/other sources of funding since Application was originally submitted.



After the presentation you will be asked a limited number of questions, so please be prepared.

The contact person, person submitting the Application is considered to be the person presenting. If there are any changes to the Application e.g. budget, including the name of the Presenter, please contact gsa@uoguelph.ca - 7 days before the Meeting. Staff and Faculty are unable to present or solicit GSA funding.

To submit the application and reserve a spot at an upcoming meeting, please complete the following form.

Last revised October 2020.

Q14. Event Information

Event Name	Spookie Cookie Decoration & Competition
Event Date (dd/mm/yyyy)	26/10/2023
Contact Person	Kayley Head
Department	Integrative Biology
Email	headk@uoguelph.ca
Phone	6472264622

Q16. Organization's Information

Organization's Name	Guelph Graduate Social Club
Department	Integrative Biology
Mailing Address	N/A
Email	ibgradsocialclub@gmail.com
Phone	6472264622



Q34. Audience Information (Number of people expected to attend/benefit)

Number of Graduate Students	30
Number of Undergraduate Students	0
Number of faculty, staff and community members	10

Total

Q18.
Have you received funding from the GSA before? If so, specify how the money was spent, who the organizers were and the outcome of the event (ex. Attendance, on budget, etc.)

Q19. Amount Requested:

Q22. IF ALLOCATED, cheque payable to : U of G c/o Departmental Grad Program Assistant

Please write who the cheque can be made payable to:



Graduate
Students'
Association
University of Guelph

Q21. Please upload a budget for your event (see below for budget set up example).

Please include an itemized listing of revenue and expenses projected for the event, including a report from the previous year.

[GSA_CookieDecoration_Budget.docx](#)

13KB

application/vnd.openxmlformats-officedocument.wordprocessingml.document

Q30. Please submit your budget in the following format.



REVENUE (Sources)	Last Year	Actual	Projected
Total Revenue			
EXPENSES			
Total Expenses			
TOTAL			



Graduate
Students'
Association
University of Guelph

Q24. Signature and Disclaimer

Q26. I certify that the all information contained in this application is correct. By signing below you are agreeing to have read and understood University of Guelph policies regarding events. The Graduate Students' Association must abide by these policies and retain the right to abstain from providing funding for events or organizations that do not follow these policies. For additional information on university policies please click here. (<http://www.uoguelph.ca/studentaffairs>)

Yes

Q27. Please sign below.





Q33. If for any reason you cannot sign above, please type your name here. Typing your name here acts as your electronic signature.

Q29. Today Date (dd/mm/yyyy)

Location Data

Location: [\(43.5204, -80.2245\)](#)

Source: GeolP Estimation



Revenue (Sources)	Last Year	Actual	Projected
N/A	N/A	N/A	N/A
Total Revenue	N/A	N/A	N/A
Expenses			
Cookie Cutters	N/A	N/A	\$20
Bulk Barn Candy & Icing	N/A	N/A	\$30
Premade Cookie Dough	N/A	N/A	\$35
Total Expenses	N/A	N/A	\$85
TOTAL	N/A	N/A	\$85



PDR Application – Chancellor's Cup



Q3.

Graduate Student Association Activities Grant (PDR) Application

Applications must be fully complete and contain a budget including an itemized listing of revenue and expenses projected for the event, including a report from the previous year. Lack of information will make the application ineligible and will not be considered for presentation. Applications must be submitted by the first of the month. The Presentation will be included on the Board Meeting Agenda, scheduled closest to the Event.

A summary report is required, following the Event. Please send follow up reports to the GSA Office Manager (gsa@uoguelph.ca).

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After the presentation you will be asked a limited number of questions, so please be prepared.



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To submit the application and reserve a spot at an upcoming meeting, please complete the following form.

Last revised October 2020.

Q14. Event Information

Event Name	Chancellor's Cup
Event Date (dd/mm/yyyy)	03/11/2023
Contact Person	Reeva Timilsena
Department	University of Guelph Debate Club
Email	debate@uoguelph.ca
Phone	6476395695

Q16. Organization's Information

Organization's Name	University of Guelph Debate Club
Department	CSA Clubs
Mailing Address	
Email	debate@uoguelph.ca
Phone	6476395695



Q34. Audience Information (Number of people expected to attend/benefit)

Number of Graduate Students	1
Number of Undergraduate Students	3
Number of faculty, staff and community members	0

Total

Q18.

Have you received funding from the GSA before? If so, specify how the money was spent, who the organizers were and the outcome of the event (ex. Attendance, on budget, etc.)

In the past, we were known as the Medical Ethics Society and received \$25.00. We did not end up using this due to the timing of the event and the distribution of the money..

Q19. Amount Requested:

Q22. IF ALLOCATED, cheque payable to : U of G c/o Departmental Grad Program Assistant

Please write who the cheque can be made payable to:



Q21. Please upload a budget for your event (see below for budget set up example).

Please include an itemized listing of revenue and expenses projected for the event, including a report from the previous year.

[gsa budget - Sheet1.pdf](#)

26.1KB

application/pdf

Q30. Please submit your budget in the following format.



REVENUE (Sources)	Last Year	Actual	Projected
Total Revenue			
EXPENSES			
Total Expenses			
TOTAL			



Q24. Signature and Disclaimer

Q26. I certify that the all information contained in this application is correct. By signing below you are agreeing to have read and understood University of Guelph policies regarding events. The Graduate Students' Association must abide by these policies and retain the right to abstain from providing funding for events or organizations that do not follow these policies. For additional information on university policies please click here. (<http://www.uoguelph.ca/studentaffairs>)

Yes

Q27. Please sign below.

Handwritten signature in black ink on a white background. A red 'clear' button is visible in the bottom right corner of the signature box. A small 'x' icon is in the bottom left corner.



Q33. If for any reason you cannot sign above, please type your name here. Typing your name here acts as your electronic signature.

Q29. Today Date (dd/mm/yyyy)

Location Data

Location: [\(43.5698, -80.2421\)](#)

Source: GeolP Estimation

REVENUE (Sources)	Last Year	Actual	Projected
CUSID Grant			50.00
Total Revenue			50.00
EXPENSES			
Application fee			200.00
Gas			90.00
Total Expenses			290.00
Total			



PDR Application – Guelph Agricultural Science Symposium



Q3.

Graduate Student Association Activities Grant (PDR) Application

Applications must be fully complete and contain a budget including an itemized listing of revenue and expenses projected for the event, including a report from the previous year. Lack of information will make the application ineligible and will not be considered for presentation. Applications must be submitted by the first of the month. The Presentation will be included on the Board Meeting Agenda, scheduled closest to the Event.

A summary report is required, following the Event. Please send follow up reports to the GSA Office Manager (gsa@uoguelph.ca).

PRESENTATION GUIDELINES FOR THE MEETING:

Remember that the GSA is here to enrich the graduate community. Priority is given to those events which do so directly. In your presentation be sure to specify how your event will enrich graduate students either academically or socially.

The Application submitted should align with the information provided during the Presentation. Updated handout material will not be accepted, except in the case of an updated budget, in which case less funding is requested. E.g. New awards/other sources of funding since Application was originally submitted.

After the presentation you will be asked a limited number of questions, so please be prepared.



The contact person, person submitting the Application is considered to be the person presenting. If there are any changes to the Application e.g. budget, including the name of the Presenter, please contact gsa@uoguelph.ca - 7 days before the Meeting. Staff and Faculty are unable to present or solicit GSA funding.

To submit the application and reserve a spot at an upcoming meeting, please complete the following form.

Last revised October 2020.

Q14. Event Information

Event Name	<input type="text" value="Guelph Agricultural Science Symposium"/>		
Event Date (dd/mm/yyyy)	<input type="text" value="15/11/2023"/>		
Contact Person	<input type="text" value="Marinda DeGier"/>		
Department	<input type="text" value="Department"/>	<input type="text" value="of"/>	<input type="text" value="Plant"/>
	<input type="text" value="Agriculture"/>		
Email	<input type="text" value="mgras@uoguelph.ca"/>		
Phone	<input type="text" value="519-274-2396"/>		

Q16. Organization's Information

Organization's Name	<input type="text" value="Guelph Agriculture Science Symposium"/>		
Department	<input type="text" value="Department"/>	<input type="text" value="of"/>	<input type="text" value="Plant"/>
	<input type="text" value="Agriculture"/>		
Mailing Address	<input type="text" value="Crop Sciences, Room 306 50 Stone Rd E Guelph, ON N1G 2W1"/>		
Email	<input type="text" value="mgras@uoguelph.ca"/>		
Phone	<input type="text" value="519-274-2396"/>		



Q34. Audience Information (Number of people expected to attend/benefit)

Number of Graduate Students	100
Number of Undergraduate Students	0
Number of faculty, staff and community members	20

Total	<input type="text" value="120"/>
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Q18.

Have you received funding from the GSA before? If so, specify how the money was spent, who the organizers were and the outcome of the event (ex. Attendance, on budget, etc.)

Q19. Amount Requested:

Q22. IF ALLOCATED, cheque payable to : U of G c/o Departmental Grad Program Assistant

Please write who the cheque can be made payable to:



Q21. Please upload a budget for your event (see below for budget set up example).

Please include an itemized listing of revenue and expenses projected for the event, including a report from the previous year.

[Guelph Agriculture Science Symposium.xlsx](#)

10.6KB

application/vnd.openxmlformats-
officedocument.spreadsheetml.sheet

Q30. Please submit your budget in the following format.



REVENUE (Sources)	Last Year	Actual	Projected
Total Revenue			
EXPENSES			
Total Expenses			
TOTAL			



Graduate
Students'
Association
University of Guelph

Q24. Signature and Disclaimer

Q26. I certify that the all information contained in this application is correct. By signing below you are agreeing to have read and understood University of Guelph policies regarding events. The Graduate Students' Association must abide by these policies and retain the right to abstain from providing funding for events or organizations that do not follow these policies. For additional information on university policies please click here. (<http://www.uoguelph.ca/studentaffairs>)

Yes

Q27. Please sign below.





Q33. If for any reason you cannot sign above, please type your name here. Typing your name here acts as your electronic signature.

Marinda DeGier

Q29. Today Date (dd/mm/yyyy)

29/09/2023

Location Data

Location: [\(43.8404, -80.8557\)](#)

Source: GeolP Estimation





Guelph Agriculture Science Symposium Budget		
Revenue	2023	2022
Corteva Sponsorship	6000	5000
Sponsorship Donations	\$1,300	2000
Total Revenue	7300	7000
Expenses		
Arboretum Rental	495	495
Poster Board Rental (10)	100	
Set up and tear down cost	100	
Linens for Table	100	
Gryphon continental breakfast (100 @ \$12 pp)	1200	900
Break (Tea, Coffee, Muffins, Cookies)	358	300
Buffet Lunch (100 @ \$23 pp)	2300	1875
Travel Accomodations	3000	2500
Networking at the grad lounge	600	
Poster Printing cost	200	200
Tech Support	300	450
Prize Money	1000	1000
Thank you gifts	donated	500
Total Expenses	8753	6720



Committee Reports

Admissions & Progress Committee

Meeting date:

Report:

Next Meeting: TBD

Advisory Committee on Student Mental Health & Wellness

Meeting date:

Report:

Next Meeting:

Academic Policies & Procedures

Meeting date:

Report:

Next Meeting:

Alcohol & Substance Abuse Advisory Committee

Meeting date:

Report:

Next Meeting:

Animal Care Committee

Meeting date: N/A

Report: The Animal Care Committee did not meet this month.

Next Meeting: TBD

Athletics Advisory Committee

Meeting date:

Report:

Next Meeting:

Board of Graduate Studies

Meeting date:

Report:

Next Meeting:

By-Laws & Constitution Committee (GSA)

Meeting date:

Report:



Next Meeting:

Co-Curricular Experiential Learning Integrity Committee (CELIC)

Meeting date:

Report:

Next Meeting:

Code of Ethical Conduct Committee

Meeting date:

Report:

Next Meeting:

Compulsory Fees Advisory Committee (CFC)

Meeting date:

Report:

Next Meeting:

Energy Conservation Working Group

Meeting date:

Report:

Next Meeting:

Experiential Learning Committee

Meeting date: 26 September

Report: We listened to various presentations, including by on-site career advising who emphasized that their services extend to graduate students—who may not otherwise we aware of these resources. The Experiential Learning Hub is trying to improve their data collection to evaluate student learning and have made the goal that every undergraduate will have an EL opportunity before graduating. (Peter Duker)

Next Meeting: 28 November from 1:00-2:30pm

Finance Committee (GSA)

Meeting date: October 11, 2023

Report: Several travel grants and childcare bursaries were reviewed. Discussed how to improve the guidelines and application processes for the travel grants.

Next Meeting: TBD

Grad Lounge Sustainability Committee (GSA)

Meeting date:

Report:



Next Meeting:

Graduate Student Learning Initiative Committee

Meeting date:

Report:

Next Meeting:

Graduate Student Mental Health Curriculum Committee

Meeting date:

Report:

Next Meeting:

Health & Dental Plan

Meeting date:

Report:

Next Meeting:

Homecoming Committee

Meeting date:

Report:

Next Meeting:

Hospitality Services Advisory Committee (HSAC)

Meeting date:

Report:

Next Meeting:

Human Rights Advisory Group

Meeting date:

Report:

Next Meeting:

Information Technology Student Advisory Committee

Meeting date:

Report:

Next Meeting:

Judicial Committee

Meeting date:



Report:
Next Meeting:

Late Appeals Committee

Meeting date:
Report:
Next Meeting:

OUTline Committee

Meeting date: To be held on Sept 13, 2023

Report: First meeting of the semester will be held on Sept 13 – generally during meetings, the committee delves into various subjects concerning sexual orientation, gender identity, discovering community, pop culture, and other topics. All are welcome to join these discussions, and topics discussed will be confidential.

Next meeting: Sept 13, 2023

Parking & Traffic Appeals Committee

Meeting date:
Report:
Next Meeting:

Positive Space Committee

Meeting date:
Report:
Next Meeting:

Sexual and Gender-Based Violence Advisory Committee

Meeting date:
Report:
Next Meeting:

SHINE Mental Well-Being Week Committee

Meeting date:
Report:
Next Meeting:

Special Grants & Speakers' Fund Committee

Meeting date:
Report:
Next Meeting:



Student Assessment Committee

Meeting date:
Report:
Next Meeting:

Student Budget Committee

Meeting date:
Report:
Next Meeting:

Student Executive Council

Meeting date:
Report:
Next Meeting:

Student Leaders and Administration Committee

Meeting date:
Report:
Next Meeting:

Student Life Advisory Committee

Meeting date:
Report:
Next Meeting:

Student Life Award Committee

Meeting date:
Report:
Next Meeting:

Student Organization Policy Steering Committee

Meeting date:
Report:
Next Meeting:

Student Rights & Responsibilities Committee

Date:
Report:



Next Meeting:

Student Transit Committee (GSA/CSA)

Meeting date:

Report:

Next Meeting:

Teaching and Learning Network

Meeting date:

Report:

Next Meeting:

Town and Gown

Meeting date:

Report:

Next Meeting:

Student Experience

Meeting date:

Report:

Next Meeting:

Student Wellness Advisory Group (SWAG)

Meeting date: Aug 31st 2023

Report:

I met with Alison and Jan from Wellness Services to discuss how to best recruit new students to SWAG for the following year. We agreed to try to recruit at orientation events, including Dis-orientation Week, with an eye toward prioritizing marginalized students. If folks know anyone who is interested in participating – please let Kimber know!

Next Meeting: Tentatively set for October 3rd, but dependent on schedules of new members.

University Centre Board

Meeting date:

Report:

Next Meeting:



UC Digital Signage Content Review Committee

Meeting date:

Report:

Next Meeting:

Volunteer Committee (GSA)

Meeting date: N/A

Report: The volunteer committee did not meet this month.

Next Meeting: TBD



Departmental Updates

Animal Bioscience

Report:

Report by:

Biomedical Science

Report:

Report by:

Black Student Representatives

Report:

Report by:

Business Administration/Management

Report: No updates

Report by: Yang Hoong

Chemistry

Report:

Report by:

Clinical Studies

Report:

Report by:

Computing & Information (Computer Science)

Report:

Report by:

Economics and Finance

Report:

Report by:

Engineering

Report: No updates

Report by: Alex Urtheil

English & Theatre Studies

Report:



Report by:

Environmental Design & Rural Development

Report

Report by:

Environmental Science

Report MES students are planning some social events

Report by: Akshita

Family Relations & Applied Nutrition

Report:

Report by:

Fine Arts & Music

Report:

Report by:

Food Science

Report:

Report by:

Food, Agriculture & Resource Economics

Report: No update

Report by: Justina Assuah

Geography

Report: The newly reformed Geography Graduate Student Society has been kicking off with some new activities such as a Friday Speaker Series and informal social gatherings. We are in the midst of an election to expand our executive.

Report by: Peter Duker

History

Report:

Report by:

Hospitality, Food & Tourism



Report:

Report by:

Human Health & Nutritional Science (HHNS)

Report: The HK5K is happening on Sunday October 22 from 9-11am in the Arboretum. Open to all, link to register (15\$ fee): <https://forms.gle/oTY5VjFcszS5xAie9>

Report by: Barbara Hyde-Lay

Indigenous Student Representatives

Report:

Report by:

Integrative Biology

Report: Please see below for a summary of IB's news and activities this month:

- Departmental seminars are back for the semester!
- The Evelyn Pielou discussion group (for topics in ecology-based research) has started again for the school year
- Busy time with lots of field seasons for grad students and faculty
- A new club, started in IB (the Graduate Social Club) held its first event on Sept. 28th. We will be holding our next event, a Halloween-themed cookie decorating night, on October 25th from 5-7pm in the 2nd floor SSC grad lounge.

Report by: Liz Manchester (emanches@uoguelph.ca)

International Student Representatives

Report: No update

Report by: Annia Lewis

Languages & Literature

Report:

Report by:

LGBTQ2SIA+ Student Representatives

Report:

Report by:

Marketing & Consumer Studies

Report:

Report by:



Mathematics & Statistics

Report:

Report by:

Molecular & Cellular Biology

Report:

Report by:

Pathobiology

Report: The Pathobiology new student meet and greet occurred recently, where we took the opportunity to inform the attending students and PIs about some of the different resources the GSA has available. Flyers and business cards were also made available for individuals to take.

Report by: Jacob Yates

Philosophy

Report:

Report by:

Physics

Report:

Report by:

Plant Agriculture

Report:

Report by:

Political Science

Report:

Report by:

Population Medicine

Report:

Report by:

Psychology

Report:

Report by:



Sociology & Anthropology

Report:

Report by:

PhD in Social Practice and Transformational Change (SOPR)

Report:

Report by:



GSA September 2023 Meeting Minutes



GSA Board Meeting Minutes

Hybrid Meeting

Wednesday, September 20, 2023: 5:30 p.m.

Present

Executive: Nabhan. Refaie, President; Emily Minard, VP Internal, Mingze Li, VP Finance; Manpreet. Kaur, GSA (Graduate Students Association) Activities and Communications Co-ordinator.

General Directors: David Bahrami, Biomedical Science; Akierah Binns, Black Student Representatives; Yang Hoong, Business Administration/Management; Kimber Munford, Environmental Science; Dipendra Karki, Molecular and Cellular Biology; Elizabeth Manchester, Integrative Biology; Jacob Yates, Pathobiology; Alice Hinchliffe, English and

Theatre Studies; Peter Duker, Geography; Samantha Reynolds, Environmental Science; Mavis Opoku, Black Student Representatives; Janan Shoja Doost, Biomedical Science;

Regrets with Notification: Rebecca. Randle, VP External; Karan Raj Singh, Business Administration/Management;

Regrets without Notification: Jehoshua Sharma, Graduate Student Representative; Mitul Gohil, Jeeth Alpesh Shah, Engineering; Parabhsimranjeet Singh, Mohinder Sethi, International Students; Anmol Samra, Population Medicine; Aiyu Lu, Family Relations and Applied Nutrition; Daniel Colcuc, Plant Agriculture;

Guests: Alexis Fabricius, CUPE #3913 Vice-President External; Ben Bradshaw, Assistant Vice President Graduate

Studies; Mike Calvert, Senior Operations Manager, University Centre Services; Brenden Billai, Senior Manager RLB; Lorraine Vandermyden, School of Environmental Sciences



Staff: Michelle Morris, GSA Office Manager

5:50 p.m. Call to Order: D. Said, Chair

N. Refaie shared a few words opening the land acknowledgement reflecting on the reconciliation efforts in our own lives.

Territorial Acknowledgement

We acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississauga's of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer our respect to our Anishinaabe, Haudenosaunee and Métis neighbours as we strive to strengthen our relationships with them.

Today, this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging them reminds us of our important connection to this land where we learn and work.

Approval of Agenda:

MOTION #1: B.I.R.T. The Agenda for the **September 20th 2023, GSA Board Meeting, be approved as presented.** Motioned by N. Refaie, seconded by A. Hinchliffe. Motion carries.

Approval of Minutes:

MOTION #2: B.I.R.T. the GSA Meeting Minutes of the **July 19th, 2023, be approved as presented.** Motioned by N. Refaie, seconded by J. Yates. Motion carries.

MOTION #3: B.I.R.T. the GSA Meeting Minutes of the **September 30th 2022, be approved as presented.** Motioned by S. Reynolds, seconded by N. Refaie. Motion carries.

MOTION #4: B.I.R.T. the GSA Meeting Minutes of the **September 28th, 2022, be approved as presented.** Motioned by S. Reynolds, seconded by N. Refaie. Motion carries.



5:55 p.m. CUPE #3913: Alexis Fabricius,
Vice-President External A. Fabricius shared
the following updates:

- Benefits year restarted.
- Emergency Financial Assistance Fund restarted
- Bargaining between CUPE and the University to negotiate a new collection agreement on behalf of teaching assistants and sessionals. Meeting dates for months going forward to be determined.
- Events scheduled for September 28th
 - Whine and Dine Event, focusing on Graduate Mental Health Issues @ 4pm to 6pm
 - Workers' Rights Trivia @ 6pm to 7pm
 - Fall Membership Meeting @ 7pm

Encouraging all Teaching Assistants and Sessionals to attend these events.

6:00 p.m. Faculty of Graduate Studies: Dr. Ben Bradshaw, Assistant Vice-President (Graduate Studies) B. Bradshaw shared the following:

- **Graduate Student Enrollments on first day of Fall Semester:**

STUDENTS	Totals
Domestic Students	2147
International Students	913
Total Graduates	3060

- increase in International Student enrollments with a decline in Domestic enrollments.
- anticipate a change in numbers by November 2023.
- Housing
 - inflation continues
 - federal government in discussion on how to support housing across campus and develop capacity
 - on campus housing more affordable and easier for international students in particular
- Tuition and Funding
 - issue of Student funding to be discussed with fellow Dean's at meeting on Friday
 - tuition Revenue affected due to freeze in Domestic Tuition by 10%. Issue being addressed to maintain financial sustainability with competitors
 - domestic Bursaries available complementary to OSAP.



- inadequate International Bursaries.

Question Period

E. Minard questioned the ratio of international students in comparison to previous years. B. Bradshaw responded that the ratio was close to 17% three years ago, 25% last year and 20% in between. Also, that growth is measured by two phenomena's:

1. the introduction of the international doctoral tuition scholarship (IDTS) and
2. the rise in fee paying international PhD students for chemistry, physical, engineering etc. and the fee-paying master's students into professionally oriented programs such as Master of Engineering, cyber security, and data science.

E. Minard further sought clarification on internal scholarships being unavailable to international students.

B. Bradshaw shared that International Doctoral students are eligible to apply for agency awards whereas the International Master's students have no access to much scholarship money.

Working to provide support to recruit International Masters by Thesis and encouraging Professionally Oriented Programs.

A new award "International Masters Tuition Scholarship," created to ensure international students completing an undergraduate degree at the university, pay domestic tuition rates for their master's by thesis. B. Bradshaw confirmed Bursaries are available beyond completion if the student was registered full time.

K. Munford had a question regarding changes in proportion for core space/professional versus thesis-based graduate students relative to previous years. B. Bradshaw stated there has been a decline in the number of master's by thesis and an increase in the numbers of the masters of coursework. With an increase interest in core-based masters with less focus on thesis. All of which has led to a decrease in numbers. K. Munford further inquired if the office of graduate studies intended to expand bursaries beyond their deadlines.

6:15 p.m. Lookout Finances/Operations Update: Mike Calvert, University Centre M. Calvert shared the following:

- Good Summer Semester at the lookout with a 59% increase in sales.



- Stabilization of food inflationary costs.
- Meeting with Grad Lounge Committee to highlight a new menu and introducing a seasonal feature on the menu.
- Investment in a new online POS System for better efficiency in operations.
- Discussion with Grad Lounge Committee regarding meeting with the interior designer for proposed concepts and improvements to the lookout.
- Goal to maximize the space usage for graduate students.
- Expanding operational hours with more morning availability.

6:20 p.m. Board of Governors Report: Jehoshua Sharma, Graduate Student Representative J. Sharma was not in attendance to give an update.

6:20 p.m. Presentation of Letter of Support for GSA Mental Health Pilot Program: Jacob Yates, General Director (Pathobiology)
J. Yates shared the following:

- Letter from Dr. Wooton, OVC Pathology in support of Graduate Student Mental Health.
- GSA has good infrastructure to provide support and resources to Graduate students.
- Additional letter of support from all 7 colleges within the university.
- Offering support to those interested in the pilot program or need help putting a motion to the board for further discussion.
- Further discussion scheduled for the October 2023 board meeting.

N. Refaie shared this was included in the Executive Goals and that mental health is a prominent issue for the GSA executives. Also, in the process of exploring discussions and what works best for Graduate Students.

K Munford shared being the chair of the Students Wellness Advisory Group on campus.

- Discussions regarding supports offered to graduate students.
- Recruiting students to be a part of the Student Wellness Advisory Group.

6:30 P.M. Audit Presentation: Brenden Bellai, RLB, Chartered Professional Accountants B. Bellai provided the following update on the 2022-2023 Independent Auditors Report:

- Audit completed with the rule's handbook provided by Management.
- Numbers – provided by Management.



- Internal controls and processes – managed by the Board.

Balance Sheet

- Cash Assets (in terms of bank accounts) with the ability to deal with opportunities and threats.
- Consistent liabilities with an increase in Accounts Payable last year.
- Increase in unrestricted net assets

Statement of Operations

- 2 statements:
 1. Grad Lounge (The Lookout)
 2. Association (The GSA)
- Increase in Revenue
- High Transit (Bus Pass) Payment collections, Grants, and other student fees
- Decrease in Wages and Increase in Honorariums due to staff transition
- Increase in Activities, Grants and Office Expenses
- Overall expenditure increases by \$400,000 with incoming profit of \$162,000
- Lookout loss in revenue of \$27,000
- Yearly surplus of \$135,000

Cashflow

- Decline in cashflow due to payables

Explanatory and Policy Notes

- Notes and Policy explanations
- Financial Instruments – Balances settled with cash

Overall, a good 2022-2023 year.

MOTION#6: B.I.R.T; the Audit Presentation for the fiscal year of 2022 to 2023 be approved as presented. Motioned by A. Hinchliffe, seconded by N. Refaie. Motion carries.

6:45 P.M. Updated Budget Presentation: Mingze Li (Marcellus), GSA VP Finance

M. Li shared the updated 2023-2024 Fiscal Budget describing the various categories and breakdowns.

Key changes highlighted below:



- Increase in allocated yearly funding for Travel Grants from \$12,000 to \$18,000 due to the rise in demand for conference-related travel funding.
- Increase in allocated funds for GSA Conference and Events to \$10,000 due to cost inflation.
- Grad Lounge Capital Expense Numbers available by year end.

MOTION#7: B.I.R.T; the Budget Presentation be approved as presented. Motioned by A. Hinchliffe, seconded by J. Yates. Motion carries.

6:50 P.M. Funding Request for Entomological Society of Ontario Annual Conference and General Meeting: Samantha Reynolds, School of Environmental Sciences

S. Reynolds shared the following: Conference

Details

- A 3-day annual conference to bring Ontario entomologist to network and share their research.
- Schedule - hosted at the Arboretum from October 27th to 29th
- Theme - backyard bugs, community science entomologists, and entomology Includes:
 - 2 oral presentation student awards
 - 2 poster presentation student awards
 - 4 travel awards for students as well who want to attend.
 - Social Event on Friday Oct 27th includes insect costume contest and

Trivia

74 Registrants with 50% of registrants being students. 90% of those 50 are graduate students. Hoping to reach a 100% goal in the weeks to come.

Total cost amounts to \$ 3,328. Requesting GSA to cover a portion of the rental at the lookout and a portion of the food provided for the Friday night social at the lookout. This will be \$1000 in funding from the GSA.

Question Period

P. Duker questioned how many of the attending students were from The University of Guelph. S. Reynolds responded, anticipating the vast majority to be University of Guelph students, considering the inflated cost of travel from other locations. Approximately 30 out of the 50 students are from Guelph.



A Vote was called. All were in favor.

MOTION#8: B.I.R.T; the Board of Directors allocate \$1,000 towards the Entomological Society of Ontario Annual Conference and General Meeting.

(The initial requested amount of \$1,409 was amended to \$1,000 in lieu of additional incoming funding from other sources)

Motioned by N. Refaie, seconded by A. Hinchliffe Motion carries.

7:00 P.M. Funding Request for the OAC GSC Research Tour: Lorraine Vandermyden, School of Environmental Sciences:

Lorraine shared the following:

Graduate Student Council for the Ontario Agricultural College represents graduate students in all six of the OAC departments.

- Scheduled for October 18th .
- Touring the state-of-the-art Beef, Dairy and Crop Research Stations
- OAC Graduate student presentations
- A total of 20 students attended last year, anticipating more students this year
- Requesting GSA to fund \$1000 to cover the bus charter and mileage for students from Ridgetown campus.
(Bus charter costs approximately \$750 per day)

Question Period

N. Refaie asked "What happens if GSA provides the \$1000 in funding and they also get approved for SLEF (Student Life Enhancement Fund). L. Vandermyden responded that leftover funds will be used for an upcoming event scheduled for next semester.

K. Munford shared her views of approving \$500 for funding from GSA and an additional \$500 should the SLEF application be declined. P. Duker also shared similar sentiments of a reduced interim funding.

MOTION#9: B.I.R.T; the Board of Directors allocate \$1,000 towards the OAC GSC Research Tour.

Motion failed.



A Vote was called for an amended motion. All were in favor

MOTION#9 (Amended): B.I.R.T; the GSA provide \$500 towards the OAC GSC Research Tour with a conditional \$500.00 added, if the SLEF funding fails.

Motioned by N. Refaie, seconded by A. Hinchliffe Motion carries.

7:15 p.m. Departmental and Committee Updates

S. Reynolds shared an update from the School of Environmental Sciences regarding ongoing recruitment for 2 professors and welcomes questions from graduate students that may be beneficial at the interviews.

A. Hinchliffe, School of English, and Theatre Studies shared an update regarding the launch of the arc extension of MacKinnon. The new part of the MacKinnon Building is like a black box theatre and impro lab with performance spaces. The president, wine, speeches, and performances are on the schedule.

K. Munford spoke about the Wellness services EDI Committee (a non-GSA committee) that should be added as a part of the GSA group of committees. This committee is designed to bring about Equity, Diversity, and Inclusion in the workplace. Concerns regarding culturally competent care with low employee turnover. Employees seeking more recognition at meetings.

7:25 p.m. Executive & Staff Reports

7:25 p.m. GSA President Report

– Nabhan Refaie N. Refaie

shared the following updates:

- GSA Executive Goals
 - help navigate through challenging times
 - improving the internal workings of the GSA
 - accountability not only with graduate students but with each other between the board, executive and the staff.
 - drafting policies
 - reviewing executive roles interms of transparency and work loads
 - reviewing finances and conducting business efficiently
 - increase student representation on the GSA



- Improving and generating new GSA Services
 - review travel grant and DEI emergency funding conditions and processes
 - strategize to address mental health issues
- Long term general vision of GSA
 - increase visibility within campus and community
 - student advocacy and enact change

7:30 p.m. VP Internal

– Emily Minard E.

Minard shared the following updates:

- Memorial Tree Ceremony
 - scheduled for Friday September 22nd between 4pm and 6pm.
 - last minute cancellation of scheduled musician, replacement found
 - cancellation received from President Charlotte Yates. Requested Provost and Vice President of academics, Gwen Chapman to speak in replacement.
- General Director resignations received over the past couple of months.
- By-laws committee
 - first meeting held on August 4th
 - current scheduling conflicts in trying to schedule a date for the second meeting
- General Director Elections
 - working through with the election process in co-ordination with GSA President and communication with the CRO (Chief Returning Officer)
 - nomination period amended to 1 week as opposed to 2 weeks from previous years
 - process to be completed before October 1st, 2023
 - current available seats with no representation
 - election poster created to share on GSA social media sites and TV at UC (University Centre)
- Food Security Committee Meetings
 - looking to support the food and security issue around campus
 - completed tour of food bank end of August – problems with storage, refrigeration, and inventory
- Meeting with M. Calvert from UC Services to sample the new fall menu at the lookout and discuss ways to support more events at the Graduate Lounge.



- Discussions at other miscellaneous meetings

7:40 p.m. VP Finance - Mingze Li

M. Li had no further updates to share.

7:40 p.m. Activities and Communications Co-Ordinator – Manpreet Kaur M. Kaur shared the following updates:

- Events scheduled for the month of September 2023
 - weekly Trivia
 - professional Workshop
 - yoga and
 - paint night
- Reminder that the bingo event is currently underway and encourage all graduate students to participate and compete with your bingo card for a chance to win a \$20.00 gift card.

7:42 p.m. Office Manager – Michelle Morris M. Morris shared an update on the following:

- Interest from new students to join the GSA and get to know more about the organization
- Summer 2023 student fees were paid out at the end of August 2023.
- Requests from students to opt out of Transit and Health and Dental plans.
- Travel Grants:
 - 19 Travel Grants approved over the summer.
 - 7 new applications awaiting approval with a few more awaiting missing documentation

7:45 p.m. Arising Business

J. Yates discussed the new student meet and greet event scheduled by the Pathology department and asked how details of the events was shared with Graduate Students. N. Refaie shared information on the flyers distributed to students regarding orientation week that included details of scheduled events. Flyer print outs can be provided upon request. E. Minard added she was happy to assist any students personally looking for information.



N. Refaie shared his appreciation to all the 2022-2023 General Directors thanking them for their support and contribution to the GSA.

7:49 p.m. In Camera Session

MOTION #10: B.I.R.T. the Meeting move 'In-Camera' for discussion.

(Under the direction of the Chair - Staff, Members-at-Large, and Guests will be asked to leave the Meeting.) Motioned by P. Duker, Seconded by S. Reynolds. Motion carries.

Discussed the procedures of voting and approving PDRs

MOTION #11: B.I.R.T. the GSA Board Meeting 'In-Camera' session end.

Motioned by N. Refaie, seconded by A. Hinchliffe. Motion carries

Adjournment

The Meeting was adjourned at 8:08 p.m. and the next GSA Board meeting is scheduled for October 18th, 2023. Please send your regrets no later than October 17th, 2023, at 12 p.m.



GSA Executive Meeting Minutes

GSA Executive Meeting Minutes

September 29th 2023

Virtual Teams Meeting 11:00 am to 12:30pm

Present: Nabhan Refaie, President; Mingze Li, V.P. Finance; Emily Minard, VP Internal; Manpreet Kaur, Activities and Communications Coordinator; Michelle Morris, Office Manager

Regrets with Notification: Rebecca Randle, V.P. External

The meeting commenced at 10:56am with N. Refaie welcoming all present.

Topics of Discussion:

11:00 – 11:10 am Activities and Communications Coordinator Updates – Manpreet Kaur M. Kaur shared the following:

- Mary from library writing services confirmed no workshop this semester due to staff shortages. Plans to host a thesis-based workshop during winter.
- Conversation with Sarah, Associate director of programming and facilities who confirmed GSA to be included in all upcoming Athletic department events.
- Successful Yoga event on 19th September with a total of 5 participants

N.Refaie spoke about professional development related events and recommended M. Kaur to connect with LSA to collaborate on professional development opportunities and networking holistics.

11:10 – 11:20 am President Updates – Nabhan Refaie

- Busy with General Director Elections ○ voting period currently in process ○ concerns on seats being unfilled ○ brainstorm if the effort put into the process is worth it.
- Whine and Dine Event with coalition ○ representation and CFS
 - discussions on student mental health with CUPE
 - problems with funding



- Student Health and Dental Plan ○ connect with GSA VP Finance to discuss ways to enhance and change the student health and dental plan. ○ investigate a reimbursement program to help support uncovered claims ○ act as additional funding source
- CBS Print Shop ○ negotiations continue for the GSA to take over the print shop

11:20 – 11:30 am VP Internal Updates – Emily Minard

Elections

- busy month with General Director elections tabling and posters
- no feedback on vacant seats

Student Memorial Service

- positive feedback from family and friends • great speakers and overall, a successful event.

Committees

1. Food Security Meeting

- 2 committees ○ University of Guelph Food Security Working Group Committee ○ Food Security Committee

Investigating with members of UofG Food Security Working Group Committee regarding a bussing system that transports students (mainly international) to ethnic stores in nearby cities around Guelph.

2. Athletics Advisory Council Committee Meeting

- looking for a voting member (graduate student)

3. Student Wellness Committee Meeting

- ways to reach out to graduate students regarding enhance mental health resources
- recommendation to attend the GSA General Director Orientation session

N.Refaie emphasized the fact that the GSA committee seats be filled in prior to any advisory committees.

11:30 – 11:40 am VP Finance Updates – Mingze (Marcellus) Li

- Conversation with CIBC Business Advisor regarding credit cards ○ accountability and authentication

N.Refaie discussed having a policy in place where the statements are reviewed by signing authorities. To connect with CSA to confirm their policies of online purchases.



M. Morris suggested the credit card be allocated to one person and the procedure for online purchases be centralized for better efficiency. Thus, having one person liable for purchases and receipts.

M. Li recommended having one credit card instead of multiple.

- GIC's
 - flexibility and freedom of cash out with a cashable GIC
 - decide on specific amount of investment
- Travel Grants
 - concerned on allocated budget with high influx of incoming travel grant applications
 - awaiting feedback from Finance Committee to schedule meeting

N. Refaie suggested having a specific budget for reserve funds such as capital expenditure or times of financial instability.

M. Morris suggested compromising all other grants into one emergency assistance fund category which will include childcare bursaries and other incoming financial assistance grant applications. This will enable higher budgeting and allocation to the funding. Thus, having one Travel Grant category and all other grants under the Emergency Assistance Fund category.

M. Li confirmed all pending DEI applications are currently declined. Looking to connect with VP External for leads on other rental resources to help support DEI applicants housing and rental funding needs. N. Refaie to share resource information with M. Li.

11:40 – 11:50 am Office Manager Updates – Michelle Morris

- incoming queries and Travel grant applications
 - high influx in travel grant applications
 - 9 applications pending approval and new submissions continue
 - need to gauge submissions into winter semester
 - increase in local travel for conferences
 - low submissions on other grants

11:50 – 12:30 pm Open Forum.

- similarity in submissions noticed in all incoming DEI applications.
- rental agreement supporting documentation does not suffice proof of emergency
- suggestions to have a separate committee overseeing grants and bursaries



- Confirmation from students not receiving the email regarding General Direction elections
- lack of communication between General Directors and graduate students.
- revisit GSA executive allocated tasks and responsibilities to aid efficiency and streamline workflow.

Adjournment

The meeting adjourned at 12:38 pm.