



BOARD MEETING

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

Please send Regrets to gsa@uoguelph.ca, no later than Tuesday, September 19, 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 September 20th, 2023 GSA Board Meeting, be approved as presented.

Approval of Minutes:

MOTION #2: B.I.R.T. the GSA Meeting Minutes of July 19th, 2023 be approved as presented.

MOTION #3: B.I.R.T. the GSA Meeting Minutes of September 30th, 2022 be approved as presented.

MOTION #4: B.I.R.T. the GSA Meeting Minutes of September 28th, 2022 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. Presentation of Letter of Support for GSA Mental Health Pilot Program: Jacob Yates, General Director (Pathobiology)

MOTION #5: B.I.R.T. the Audit Presentation for the fiscal year of 2022 to 2023 be approved as presented.

6:15 p.m. Audit Presentation: Brenden Bellai, Chartered Professional Accountants

MOTION #6: B.I.R.T. the Budget Presentation be approved as presented.

6:30 p.m. Updated Budget Presentation: Marcellus, Vice President Finance

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

Motion #7: B.I.R.T. the GSA Board of Directors allocate \$1409 towards the Entomological Society of Ontario Annual Conference and General Meeting

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

Motion #8: B.I.R.T. the GSA Board of Directors allocate \$1,000 towards the OAC GSC Research Tour.

7:10 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

7:30 p.m. V.P. Internal: Emily Minard

7:40 p.m. V.P. Financial: Mingze (Marcellus) Li

7:50 p.m. V.P. External: Rebecca Randle

8:00 p.m. Activities & Communications Co-ordinator: Manpreet Kaur



8:05 p.m. Office Manager: Michelle Morris

8:10 p.m. Arising Business

8:15 p.m. In Camera Session

MOTION #9: 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 #10: B.I.R.T. the GSA Board Meeting 'In-Camera' session end.

Adjournment

The next GSA Board meeting is scheduled for October 18th, 2023. Please send regrets no later than October 17th, 2023, at 12 p.m.



Executive & Staff Reports

President & CEO – Nabhan Refaie

Hello everyone!

Welcome back to the new academic year! I know this has become a cliché, but I am loving the new energy students are bringing to the academic year. September is a special time, where there is so much potential for the future. The GSA is in much of the same mood. We are looking forward to working on the challenges and opportunities that this new academic year brings.

This report will be longer than my usual report, given that it covers a 2-month period. It covers my activities from July 12th 2023 to September 13th 2023. During this period, I worked on several developmental issues with regards to the GSA. I focused on planning for the future of the Lookout (including discussing renovations, Fall menu, and programming/events), developing improvements to our elections procedures with the GSA Restructuring Committee, meeting with other student organizations (CUPE3913, CSA, and graduate student councils) to discuss collaborations, working on food security issues (with a focus on supporting the Student Food Bank), working on improving mental health service access for graduate students, and drafting the 2023-2024 Executive Committee goals. Below, please find a detailed summary of my activities over this period. I have also included the 2023-2024 Executive Committee goals in the materials for this Board meeting. I will discuss these in detail during the meeting.

GSA Restructuring Committee

The GSA Restructuring Committee met on August 3rd to discuss issues with GSA elections. In these conversations, we diagnosed the low engagement with GSA elections as mainly the result of lower engagement with GSA overall and the GSA's lack of visibility during important election timelines. We also discussed how the GSA can further ensure transparency and accountability with our elections process. We developed a few recommendations:

1. Executive and General Directors sharing experiences with prospective applicants to increase nominations;
2. Update GSA Get Involved website page to accurately reflect current Executive and General Director positions, roles, and elections;
3. More communication about GSA elections with clubs, including department graduate councils and CSA clubs with graduate student representation;



4. Communicate early in the academic year about upcoming elections and GSA news (welcome from the GSA email);
5. Look into how the GSA can better incentivize positions to increase engagement;
6. Enable confirmation of nomination receipt once a nomination is submitted;
7. Ensure that a “no-vote”/” abstain” option is available on all ballots;
8. Develop a process to form an ad hoc election committee to address disputes in the nomination, campaigning, or voting process;
9. Provide greater transparency to the GSA Board and membership regarding election results, including an election report outlining total votes cast per department; and
10. Develop a process by which the Board of Directors ratifies election results.

We will be drafting a GSA election policy to encompass our current election rules, and integrate these recommendations into these rules. Once drafted, this policy will be presented to the Board of Directors for review and approval.

Governance Greatness workshop

On September 11th, I attended the Governance Greatness workshop held by Dr. Rebecca Sutherns. Thank you to all those who were able to attend. The workshop was very useful in guiding ideas around how the Board of Directors should function. Some insights that I thought were useful was talking about the function of the GSA Board, noticing how our procedures (including our meetings) contribute to or detract from this function, and the importance of organizational memory in guiding a Board with high turnover. These insights will be further shared with the GSA Restructuring Committee, as we move forward on addressing General Director roles and responsibilities, and Board of Directors meetings.

Development of 2023-2024 Executive Goals

During the month of August, I worked on preparing the goals the Executive Committee will be pursuing this academic year. I met with each of our executives to discuss how they saw their own roles, what they wished to accomplish in the next year, and where they see the GSA going in the near future. The information discussed in these meetings was surprisingly consistent. Our executives all hit on the same themes. From these discussions, I developed the 2023-2024 Executive Goals document, which I have included at the bottom of my report. In short, the GSA will be focusing on four themes: improving the GSA's internal organization, increasing graduate student engagement with the GSA, improving and generating new GSA services, and increasing the visibility and influence of the GSA. See the document attached for more information.



We will be providing updates on the progress of these goals at the January Board meeting and the AGM held in March.

Lookout: renovations plan, Fall menu, programming

I have been working with UC Services on renovating the look and feel of the Lookout. We have a preliminary concept worked out, that was recently presented to the Grad Lounge Sustainability Committee. We asked the committee to provide comments on the new concept, and will be presenting this new concept to the Board during our November meeting.

The Executive Committee and the Grad Lounge Sustainability Committee were also invited to try some of the new features the Lookout will be rolling out this Fall. We were overall very impressed with these new items. During these meetings, we also discussed increasing programming for the Lookout, including monthly grad student research talks, monthly open mic nights, hallmark events around holidays (e.g., Halloween, Christmas, New Year's), and a semi-formal gala to celebrate the end of the academic year. The GSA and the University Centre will continue to coordinate to improve the Lookout as a positive graduate student space.

Food security meetings

We had several meetings with different university stakeholders around issues of food security. The university has put together a Food Security Working Group to discuss solutions to the food security issues that our students face. The working group includes university administrators, members of the Guelph Lab, Alumni Relations, and GSA and CSA executives, among others. As part of this meeting, we also toured the Student Food Bank to explore how we can better support it. The GSA Executive Committee is exploring what kinds of support the Food Bank needs, and how we can provide them. We will have more information on this in the October Board meeting.

Meetings around increasing counselling access for graduate students

I had several meetings with Counselling Services about improving mental health services for graduate students. We are specifically looking at increasing access to in-person, culturally-appropriate services geared to graduate students. We will be exploring this issue throughout this semester, gathering information about what services would best serve graduate student needs.

Introductory meetings with department and College graduate student councils



One of my priorities during the month of August was to connect with all the graduate student councils that are affiliated with departments and Colleges. These meetings were useful to connect these councils with GSA services, and to explore future collaboration. All in all, I met with the Animal Biosciences Student Council, the Tri-University Graduate Student Association, the SES Graduate Council, the OAC Graduate Student Council, and the English and Theatre Graduate Council. If there are any other graduate councils that wish to learn more about the GSA or collaborate with the GSA, I would be very happy to meet with them and discuss further.

Whine and Dine – Mental Health edition preparation

I met several times with the UofG Graduate Coalition (includes CUPE3913, CFS, and general graduate student representation) to prepare our next Whine and Dine event, which will focus on mental health of graduate students. These events allow graduate students a safe place to discuss how their graduate programs impact their mental health, and how the GSA, CUPE, and the university can work together to reduce these mental health issues. We are also inviting Victoria Fritz, a PhD student and Registered Social Worker, to present a workshop on graduate student mental health. The event is set for September 28th from 4-6pm, at the Lookout. If you can attend, please do! We will be gathering information on these mental health issues from graduate students to advocate for their needs more effectively.

CUPE3913 – Discussion of Collective Agreement negotiations

CUPE3913 (union that represents graduate teaching assistants and sessional instructors) invited the GSA Executive Committee to discuss their plans for the collective agreement negotiations they will be undertaking with the university. We discussed some of the proposals they are advocating for, and provided some feedback on additional proposals that might be useful for the large proportion of graduate students that CUPE represents.

CSA-GSA joint event

I met with the CSA executives to discuss organizing a joint event that would benefit both graduate and undergraduate students. We are currently planning a graduate-undergraduate meet and greet in the Fall, where graduate students will present some of their research, and further discuss this research with interested undergraduate students. For the Winter semester, we are planning a graduate school panel, where graduate students will be invited to participate in a panel discussion about graduate school for undergraduates interested in pursuing additional studies. More information about these events will be circulated through our newsletter and Instagram page.



Meeting with Irene Thompson

The Executive Committee met with Irene Thompson (VP Student Affairs) on August 9th and 29th. We mainly discussed issues around GSA governance. During one of those meetings, we had an opportunity to meet and talk with members of the Athletics department. We discussed the addition of some services to serve graduate students. In particular, we worked on establishing more graduate-student only intramural teams. During the Fall semester, the Athletics department will be holding an intramural Pickleball doubles league exclusively for graduate students. Students interested in joining should follow this link: <https://fitandrec.gryphons.ca/sports-clubs/intramurals/how-to-register>. Make sure to include “grad student” in your team name if you wish to be placed in the graduate-student exclusive league.

Contract extensions and new hires

We have extended Manpreet Kaur’s Activities and Communications Co-ordinator contract for a nother year. We also hired our casual Web Developer (Keerthana Kondenahalli Nagabhushana) for a part-time Web Developer position. The new position allows Keerthana to be more indepe ndent in amending the GSA website, which should lead to more efficient changes. We recogniz e that our website needs care to be an effective communication tool for the GSA, and we hope this change helps to achieve this goal.

GSA financial audit

The GSA Executive Committee met with our auditors to discuss our financial audit for the 2022-2023 Fiscal Year. We discussed some of the financial strengths and challenges the GSA faces, as well as several procedural changes that could be made to improve our transparency and accountability in terms of financial decisions.

START International events

I participated in several events welcoming our first-year International students to the grad school, the University of Guelph, and Canada. I participated in a meet and greet, where I talked about what the GSA offers to graduate students. I attended a Trivia Night sponsored by the GSA to give these students some time to socialize with each other. I also tabled at a community BBQ to provide more information on the GSA to new students.

Grad Student Orientation



I participated in two graduate student orientation activities. First, I participated in the Induction of Scholars ceremony, where the university officially welcomes new students to the university. Second, I participated in the Graduate Student Orientation Day, where I had the opportunity to introduce new students to our advocacy, services, events, and opportunities to get involved with the GSA. I also tabled at the lunch that day, to provide additional information about the GSA to new graduate students.

IEDI-A Resource Meeting

The GSA Executive Committee met with several university stakeholders across campus that are working on issues around indigenization, equity, diversity, and/or inclusion. We learned about the many resources available to students and are looking to collaborate with the various units to bolster these services and initiatives.

Consultations with Scion – Housing issues

The GSA Executive Committee met with Scion, a consulting company that is undertaking a report to help the university's housing goals. We discussed what types of issues grad students are currently facing in terms of housing, and how new housing developments can support graduate students' housing problems and other social, academic, and professional goals.

Sexual and Gender-Based Violence unit

The GSA Executive Committee met with the S&GBV team to discuss potential collaborations. We are planning several Trivia Nights to introduce graduate students to the unit, and preparing multiple touchpoints in various contexts, including a presentation to the Board of Directors and an orientation session for new General Directors.

Executive Committee meetings

Our Executive Committee met on July 20th, August 4th, August 21st, and September 11th. Please see the Executive Committee meeting minutes for more information on what was discussed during these meetings.

Academics & Progress Committee

I met with the Academics & Progress Committee on July 20th and August 17th. We discussed several student cases, and approved several requests for various academic issues (e.g., leaves of absence, change of programs, grade changes).



Meetings with Ben Bradshaw

I met with Dr. Ben Bradshaw (VP Graduate Studies) on August 8th and 28th. We discussed issues around graduate student orientation, and preparing for the Fall semester (including setting up a funding committee with other university stakeholders).

Teaching and Learning Network

I met with the Teaching and Learning Network (TLN) on August 16th. During this meeting, we finalized the mission of TLN, and some of the priorities for the next year. I'm hoping to continue to advocate for increased services for graduate students who wish to extend their professional development through teaching opportunities.

In closing, I would like to thank all our General Directors for their service to graduate students this year. The GSA is unable to advocate for graduate students without the difficult work of our General Directors, who are on the front line of advocacy through their representation of their constituency and service on various committees. The last year was especially difficult, given some of the issues the GSA has faced, and I know that has added to the difficulties of the General Director position. Whether you plan on continuing in your position next year or you are leaving your seat on the GSA, I thank you for your efforts in helping the GSA achieve its mission.

Thank you all, and I look forward to seeing you soon! As always, if anyone has questions about anything included (or not included in my report), you can reach out to me at gsapres@uoguelph.ca.

Best,

Nabhan Refaie

GSA President & CEO



VP Internal Report – Emily Minard

Hi everyone!

I hope everyone enjoyed their summer and got some well-needed rest. I'm so excited for all the students to be back on campus, it feels so lively again! It has been awhile since our last board meeting so I have quite a few things to catch you all up on. Below is a summary of my activities over the past couple of months since our last board meeting in July.

Memorial Tree Ceremony

- Happening this Friday!
- Found musician to play at the event (guitarist)
 - Along with the CSA VP Academic we met with the guitarist and gave him a tour of the venue and outlined the schedule of events
- Finalized the quote to be engraved on the plaque with the names of the students we are memorializing
 - Quote: *"There are special people in our lives who never leave us, even after they are gone."* - D. Morga
- Put together topics for major speakers to cover and worked on my speech in coordination with other speakers to avoid too much overlap in similar themes being discussed
- President Charlotte Yates cancelled on us, so I am currently looking into having the Provost and Vice President Academic, Gwen Chapman, instead

General Directors

- Amicable resignation of a few general directors

Bylaws Committee

- Had our first meeting on August 4th with the help of our VP External, Rebecca, stepping up temporarily to help us meet quorum to hold meetings
- I have since then tried scheduling our second meeting a couple of times, but with busy schedules it has been difficult to coordinate
 - I'll now just wait until the new cohort of general directors to schedule our next meeting
 - We'll be focusing on starting where the committee previously left off with rewriting the Bylaws document to align with ONCA regulations



Elections

- Have worked hard in coordination with our Chief Returning Officer to organize the schedule of dates for our General Director elections
 - Nomination period will run from September 18th until the 25th, and the campaign and voting period will subsequently follow. This timeline ensures that we will have the results of the elections before the October deadline
- I have helped organize times where some of us executives will be tabling in the UC to advertise for a couple of days during the nomination period to help raise more awareness
- I have developed an advertisement in the form of a poster with a QR code link to the nomination form that will be distributed around campus where there is higher traffic of graduate students
 - Also looking into displaying it on the TVs in the UC
- Overall, I'm hoping that in boosting our advertising through tabling and posters that we can get more filled positions among our general directors and thus better graduate student representation!

Food Security Meetings

- With the other executives and university staff, I toured the university's food bank
 - I learned the food bank is lacking in space, inventory, and staff, and needs general updates in its infrastructure
- I have also recently joined the Student Food Security Committee and I will have my first meeting with them on the 20th of September

START International Events

- I tabled for the GSA at a BBQ for START International. The event had an impressive turnout and I spoke directly with several international graduate students who expressed interest in nominating themselves for the upcoming elections!

The Lookout

- Some of the executives met with Mike Calvert at The Lookout where he gave us a taste-testing of the new Fall menu they plan on rolling out



- We also discussed some events we could program to boost graduate and faculty usage
 - Ex: themed parties (Halloween, etc.), research talks where students/faculty share their research

Other Meetings...

- I met with Irene Thompson with the other executives to discuss miscellaneous updates
- I met with the Sexual and Gender Based Violence team to discuss collaborative efforts to raise awareness on campus and improve resources
- I had a meeting with Nabhan to discuss my executive goals for the GSA from 2023-2024
- Attended the audit meeting with some of the other executives

That's all for now! Please do not hesitate to reach out if you have any questions.

Cheers,

Emily Minard

GSA VP Internal (gsavpint@uoguelph.ca)



VP Finance Report – Mingze (Marcellus) Li



VP External Report – Rebecca Randle

Unable to provide due to extenuating circumstances.



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 on a weekly basis
- 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. Professional Development Workshop

- a. Location: Virtual
- b. Date: September 11th, 2023, 1-2:30 PM

Upcoming Events |

1. Trivia

Location: The Lookout on a weekly basis. Happens every Thursday.

2. Yoga

- a. Location: Johnston Green
- b. Date: September 19th, 5-6 PM
- c. Description: Yoga mats will be provided.

3. Paint Night

- a. Location: The Lookout
- b. Date: October 4th, 5-7:30 PM
- c. Description: Registration is required. All materials will be provided.

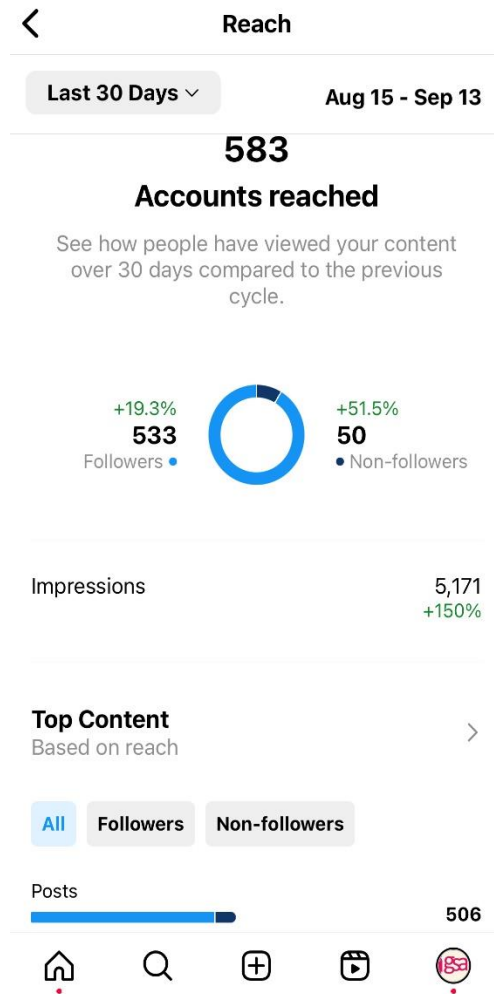
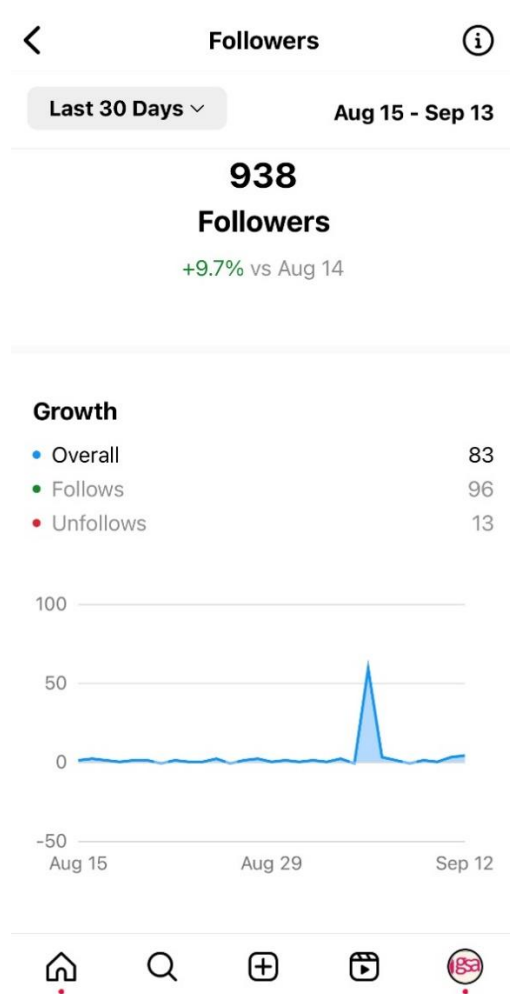
Social Media:



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

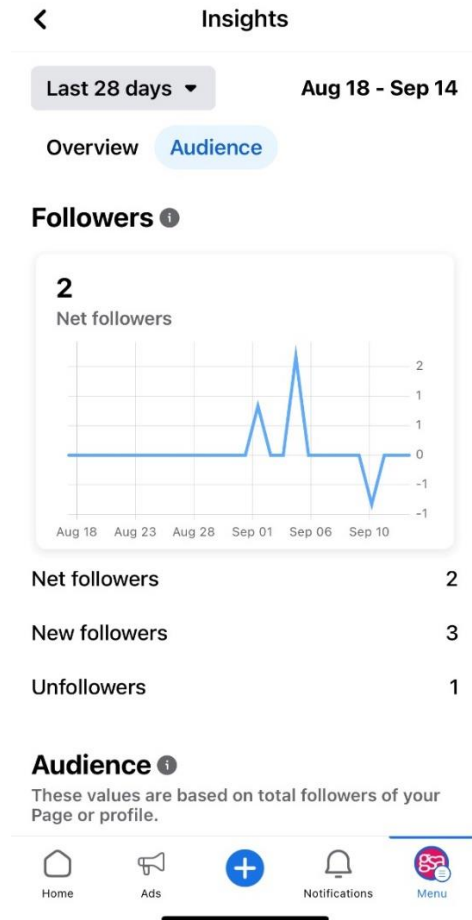
Instagram:

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,

September has been a busy month so far as anticipated.

Some of the updates from my end:

- Final student fee payments for Summer 2023 paid out appropriately end of August 2023
- Working with students regarding pending supporting documentation for submitted grant applications. Our Finance committee approved a total of 19 travel grants over the summer. We continue to receive new applications for approval.
- Students are touching base in regard to being a part of the GSA. I have referred them to our upcoming elections for the GD's. Hoping to have many more new students join our team.
- Communication and support to students regarding their health and dental and transit queries and referring them to the appropriate contacts.

Best,

Michelle



Letter of Support for Mental Health Pilot Program



**ONTARIO
VETERINARY COLLEGE**
DEPARTMENT OF PATHOBIOLOGY

September 5, 2023

Nabhan Refaie and GSA Board Members
President & CEO

Re: Mental health support for graduate students

Dear Graduate Students Association Board of Directors:

My name is Sarah Wootton, and I am an Associate Professor in the Department of Pathobiology at the University of Guelph. I have been mentoring graduate students for more than 15 years and over the past few years, particularly during and after the COVID-19 pandemic, it has come to my attention that there are a considerable number of graduate students who are in need of stable and frequent access to mental health resources, such as counselling. While there are a lot of links to resources for mental health and some counselling services available on campus, the reality is that these free resources are oversubscribed and only available for limited periods of time, which is often not sufficient to effect change. Moreover, I am aware that when it comes to specialized therapy, such as for trauma, students are having to pay out of pocket. With counselling costs averaging ~\$175/hour, this is simply unaffordable for graduate students.

The reason I am contacting you is to propose that the GSA, with its rather large financial resources acquired through graduate student fees, consider developing a pilot program to help students access mental health professionals in a timely and



sustainable manner. While I can appreciate that this might be a difficult program to implement, particularly with respect to student confidentiality, I think the need necessitates some sort of action. Perhaps this could be rolled out as a pilot program for two years after which there would be sufficient data to allow the GSA to advocate on behalf of the graduate student body for greater investment in mental health resources.

Thank you for considering this request. I would be happy to talk with you further should you have any questions.

Sincerely,

Sarah Wootton, Ph.D.

Associate Professor

Department of Pathobiology

University of Guelph

Tel: 519-824-4120 ext 54729

Email: kwootton@uoguelph.ca

GUELPH . ONTARIO . CANADA . N1G2W1 . (519) 824-4120 . FAX (519) 824-5930



GSA 2023 – 2024 Executive Committee Goals

Recent years have been challenging for the GSA. For internal and external reasons, the GSA has been plagued by a series of resignations and removals of executives, general directors, and staff. Since our current 2023-2024 Executive Committee was elected, our priority has been to stabilize the organization. I believe that we have been successful in reaching that stability. Our staff and executives are effectively carrying out their tasks, our services are running smoothly, our grants are being distributed to graduate students who need it, and we are continuing to advocate for student needs on various committees and through our contacts with senior university administration. Overall, the GSA is regaining its reputable status as the primary advocate for graduate students, as well as the trust of the graduate students it serves.

Despite these successes, we recognize that there is more to be done to improve the GSA. Indeed, we now have an opportunity to look back on the GSA's recent challenges and see how its structure may have contributed to the issues we faced. Through these improvements, we hope to continue helping graduate students navigate the difficult times they find themselves in. Rising costs of living, low graduate student stipends, and mental health crises are of particular concern. All of these are compounded by systemic issues that are particularly harmful to our International, Indigenous, racialized, and LGBTQ2IA+ students.

On behalf of the 2023-2024 GSA Executive Committee, I present here the goals that the Executive Committee will be pursuing this academic year. These goals are linked under four themes: the GSA's internal organization, graduate student engagement with the GSA, GSA services, and the GSA's visibility and influence. I provide a brief description of each of these themes, and outline some of the specific goals we will be seeking to achieve this academic year (including which executive is primarily responsible for this goal in parentheses). We believe that addressing each of these themes will improve the GSA's ability to advocate for student needs, to connect graduate students to each other and important resources, and to provide important services to graduate students, all in the hopes of improving graduate students' lives.



Improving the GSA's internal organization

The GSA's internal organization has been the subject of criticism in the past. We recognize that there are ways that the GSA could be more effective and efficient in carrying out its mission. As such, the Executive Committee wishes to accomplish the following in their 2023-2024 terms:

1. Increase the efficiency and effectiveness of GSA Board of Directors monthly meetings (VPI)
2. Draft Board of Directors policies to govern General Director roles and responsibilities, and how Board meetings are to be scheduled, prepared, and conducted (VPI)
3. Revise Executive roles for clarity, equity, and greater distribution of responsibilities, considering the full-time student status of Executive Committee members (P&C, VPI)
4. Increase efficiency and effectiveness of GSA Executive and General Director transition and training, including implementing additional mandatory training (VPI/P&C)
5. Revise GSA bylaws to comply with ONCA regulations by 2025 (VPI)
6. Increase the efficiency of GSA's financial transactions (VPF)
7. Draft financial policies to govern how financial transactions are approved (VPF)
8. Revise our relationship with other organizations (e.g., Canadian Federation of Students) to ensure that these relationships are a net benefit for graduate students (VPE)
9. Increase the transparency of GSA operations to the Board of Directors and graduate students (P&C)
10. Increase accountability and transparency of GSA elections, including developing a process for election disputes and presenting results to stakeholders (VPI)
11. Draft a communications policy that governs all GSA communications (P&C)

Increasing graduate student engagement with the GSA

Graduate student engagement is the cornerstone of an effective GSA. Without graduate student involvement in the GSA, we are not able to truly represent the graduate student voice. While we are encouraged to see our General Directors and executives engaging with various parts of campus to advocate for graduate student needs and promote what the GSA can offer, we understand that there needs to be greater representation of graduate student voices within the GSA. With that in mind, the Executive Committee wishes to accomplish the following in their 2023-2024 terms:



1. Increase the accessibility of General Director and Executive nominations (VPI)
2. Gain greater representation of under-served departments and communities on the GSA Board of Directors (P&C/VPI)
3. Revise Executive roles and responsibilities to ensure they are accessible to full-time graduate students (P&C/VPI)
4. Reward General Directors for their volunteer positions (VPI)
5. Create connections with other graduate student groups, including departmental and College graduate student councils (P&C)

Improving and generating new GSA services

Our current suite of services is effective in helping many graduate students navigate financial and wellness difficulties that are characteristic of the graduate student experience today. However, we want to help graduate students more. We want to explore whether our current services can be improved to meet student needs, and whether the GSA can implement new services to help graduate students. With that in mind, the Executive Committee wishes to accomplish the following in their 2023-2024 terms:

1. Revise grants and bursaries to increase the effectiveness of these services (VPF)
2. Revise budgets and allocations of our current bursaries, including the GSA travel grant (VPF)
3. Generate new services to address the basic needs of graduate students (VPF)
4. Create an investment plan to enable the GSA to create new services or improve those already provided (VPF)
5. Increase access to mental health services, through GSA initiatives or advocating changes to university initiatives (P&C/VPF)
6. Develop a central hub for GSA, university, and community resources graduate students can access (P&C/VPI)
7. Generate strategies to increase the accessibility of the universal bus pass (VPE)
8. Create a more appropriate Late Night bus schedule (VPE)
9. Increase support to the FoodBank to serve graduate students in need (P&C/VPE)
10. Revive the Lookout as a positive graduate student space (P&C)
11. Create new professional development opportunities for graduate students through professional connections (VPF)



12. Look into the development of a club system for GSA, to provide professional development opportunities for graduate students and connect them through social communities (P&C/VPI)

Increasing the visibility and influence of the GSA

In our history, the GSA has been recognized as the primary advocate for graduate students. Although recent years have posed a challenge to this position, we are rebuilding our reputation with different stakeholders to act in this advocacy role once again. We continue to build connections with graduate students and various groups to increase awareness of GSA operations and services. However, we recognize that the GSA is still not well known among graduate students, other university stakeholders, and members of the broader Guelph community. We believe that increasing this visibility and awareness will enable the GSA to advocate for graduate student needs more effectively. Accordingly, the Executive Committee wishes to accomplish the following in their 2023-2024 terms:

1. Maintain connections between graduate students and the GSA, to increase awareness of our services (P&C)
2. Create a more accessible website to accurately reflect current GSA services (P&C)
3. Generate more effective modes of communication between General Directors and their departments/constituents (VPI)
4. Develop a deeper relationship with CUPE3913 and CSA, to increase collaboration with other student groups (VPE/P&C)
5. Create new relationships with community stakeholders, to increase visibility of the GSA to the Guelph community (VPE)
6. Emphasize the GSA's role as a primary graduate student advocate (P&C)

In closing, we recognize that this plan is ambitious. Given the part-time nature of Executive roles and the required work to maintain GSA operations, it is likely that not all these goals will be achieved. However, any work on improving the GSA on the four themes outlined here will generate significant benefits to the GSA and graduate students. The Executive Committee will work towards achieving these goals, with the hope that the GSA can be a more effective, influential, and engaging student organization.



University of Guelph Graduate Students' Association

Board Meeting | September 20 2023
Hybrid Meeting (UC441)

Nabhan Refaie

GSA President & CEO



University of Guelph Graduate Students' Association

Board Meeting | September 20 2023
Hybrid Meeting (UC441)

Audit Presentation
UNIVERSITY OF GUELPH GRADUATE STUDENTS' ASSOCIATION INC.
FINANCIAL STATEMENTS
FOR THE YEAR ENDED APRIL 30, 2023

DRAFT



**UNIVERSITY OF GUELPH GRADUATE STUDENTS' ASSOCIATION INC.
INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED APRIL 30, 2023**

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DRAFT



INDEPENDENT AUDITOR'S REPORT

To the Members of: University of Guelph Graduate Students' Association Inc.

Opinion

We have audited the accompanying financial statements of University of Guelph Graduate Students' Association Inc., which comprise the statement of financial position as at April 30, 2023 and the statements of changes in net assets, operations, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of University of Guelph Graduate Students' Association Inc. as at April 30, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the University of Guelph Graduate Students' Association Inc. in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements



Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not for profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial

GUELPH OFFICE 103-197 HANLON CREEK BLVD, GUELPH, ON • TEL: 519-822-9933 • FAX: 519-822-9212 • RLB.CA

statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:



- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- achieves fair presentation.



identify during our audit.

Guelph, Ontario

Evaluate the overall presentation, structure and content of the financial statements, including the o
and whether the financial statements represent the underlying transactions and events in a manner

We communicate with those charged with governance regarding, among other matters, the planned sco
timing of the audit and significant audit findings, including any significant deficiencies in internal contr

Chartered Professional Accountant
Licensed Public Accountant

DRAFT



**STATEMENT OF FINANCIAL POSITION
AS AT APRIL 30, 2023**

**202
3**

ASSETS

CURRENT

Cash	\$ 350	\$ 350
Bank	738,952	707,232
Government remittances payable	2,585	1,467
Fund - staff health plans	<u>6,865</u>	<u>5,097</u>
	<u>46,404</u>	<u>150,892</u>

NET ASSETS

UNRESTRICTED NET ASSETS	<u>699,763</u>	<u>564,946</u>
	<u>\$ 746,167</u>	<u>\$ 715,838</u>

APPROVED ON BEHALF OF THE BOARD:

_____ Director

_____ Director



University of Guelph Graduate Students
Association

Board Meeting | September 20 2023
Hybrid Meeting (UC441)

Bank - staff health plans	6,865	5,097
Accounts receivable	<u>0</u>	<u>3,159</u>
	<u>\$ 746,167</u>	<u>\$ 715,838</u>
		<u> </u>
CURRENT	LIABILITIES	
Accounts payable and accrued liabilities	\$ 36,954	\$ 144,328



University of Guelph Graduate Students
Association

Board Meeting | September 20 2023
Hybrid Meeting (UC441)



**STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED APRIL 30, 2023**

	2023	
NET ASSETS, beginning of year	\$ 564,946	\$ 493,574
Surplus from operations	<u>134,817</u>	-71,372
NET ASSETS, end of year	<u>\$ 699,763</u>	<u>\$ 564,946</u>

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University of Guelph Graduate Students
Association

Board Meeting | September 20 2023
Hybrid Meeting (UC441)



**STATEMENT OF OPERATIONS
FOR THE YEAR ENDED APRIL 30, 2023**

	2023	
REVENUE		
Fees	\$ 1,126,530	\$ 747,813
Grants and other income	36,562	9,570
Interest	<u>40</u>	<u>151</u>
Insurance	14,544	14,752
Office	9,731	1,734
Employee benefits	7,623	9,400
Meetings	6,847	1,788
Health plan benefits	2,000	2,000
Telephone	1,166	1,740
Interest and bank charges	1,153	1,001
SLEF	250	738
Travel	<u>0</u>	<u>100</u>
	<u>1,001,216</u>	<u>601,298</u>
INCOME BEFORE THE FOLLOWING	161,916	156,236
RENOVATIONS - THE LOOKOUT	0	(62,087)
THE LOOKOUT (note 4)	<u>(27,099)</u>	<u>(22,777)</u>
SURPLUS for the year	<u>\$ 134,817</u>	<u>\$ 71,372</u>



University of Guelph Graduate Students
Association

Board Meeting | September 20 2023
Hybrid Meeting (UC441)

	<u>1,163,132</u>	<u>757,534</u>
OPERATING EXPENSES		
Guelph Transit passes	796,871	433,426
Wages (includes work study)	46,344	72,827
Honorariums and executive costs	41,993	29,616
Donations and travel grants	32,655	5,414
Entertainment/activities	20,432	10,737



University of Guelph Graduate Students
Association

Board Meeting | September 20 2023
Hybrid Meeting (UC441)

Professional fees	19,607	16,025
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**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED APRIL 30, 2023**

	2023	
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Net surplus for the year	\$ <u>134,817</u>	\$ <u>71,372</u>
Changes in non-cash working capital balances		
Accounts receivable	3,159	(2,221)
EQUIVALENTS for the year	33,488	209,451
CASH AND CASH EQUIVALENTS, beginning of year	<u>712,679</u>	<u>503,228</u>
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 746,167</u>	<u>\$ 712,679</u>
CASH AND CASH EQUIVALENTS REPRESENTED BY		
Cash	\$ 350	\$ 350
Bank	738,952	707,232
Bank - staff health plans	<u>6,865</u>	<u>5,097</u>
	<u>\$ 746,167</u>	<u>\$ 712,679</u>

DRAFT



University of Guelph Graduate Students
Association

Board Meeting | September 20 2023
Hybrid Meeting (UC441)

Prepaid expenses	0	4,069
Inventory	0	(550)
Accounts payable and accrued liabilities	(107,374)	134,155
Government remittances payable	1,118	1,467
Fund - staff health plans	<u>1,768</u>	<u>1,159</u>
	<u>(101,329)</u>	<u>138,079</u>

NET INCREASE IN CASH AND CASH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED APRIL 30, 2023

1. PURPOSE OF THE ASSOCIATION

The University of Guelph Graduate Students' Association Inc. is a not for profit organization without share capital that has been established to represent the graduate students at the University of Guelph and to provide a lounge and recreational facilities for these students.

The University of Guelph Graduate Students' Association Inc. is a non-profit organization within the meaning of the Income Tax Act and is exempt from income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not for profit organizations and reflect the following policies:

(a) REVENUE RECOGNITION

The association follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Member fees are recognized as revenue proportionately over the fiscal year to which they relate.

(b) FINANCIAL INSTRUMENTS

Measurement of financial instruments

The association initially measures its financial assets and liabilities at fair value. The association subsequently measures all its financial assets and financial liabilities at amortized cost.

Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. If an impairment has occurred, the carrying amount of financial assets measured at



amortized cost is reduced to the greater of the discounted future cash flows expected or the proceeds that could be realized from the sale of the financial asset. The amount of the write-down is recognized in net surplus. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net surplus.

Transaction costs

The association recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED APRIL 30, 2023

3. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is management's opinion that the association is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from the financial instruments.



The extent of the association's exposure to these risks did not change in 2023 compared to the previous period.

The association does not have a significant exposure to any individual customer or counterpart.

4. THE LOOKOUT

During the prior year, the association entered an operational partnership with University Centre Service ("the UC"). As a result of this partnership, the UC took on the regular daily management of business and financial activities of The Lookout (formerly known as the Graduate Students'

Lounge). In exchange for this, the association is responsible for 50% of the cost of operation in deficit situation or will receive an equal share of profits. The association also must pay the UC management fee, amounting to 7.5% of revenue generated by The Lookout. In 2023, the management fee was temporarily reduced to 6.9%. Those amounts are broken down as follows:

Lookout revenue	\$ 130,272	\$ 87,444
Lookout cost of sale	(53,867)	(37,407)
Lookout expenses	<u>(112,750)</u>	<u>(82,475)</u>
Lookout income (loss)	(36,345)	(32,438)
Association's 50% share	(18,173)	(16,219)
Management fee	<u>(8,926)</u>	<u>(6,558)</u>
Net Lookout expense	<u>\$ (27,099)</u>	<u>\$ (22,777)</u>



Budget Presentation

GSA FISCAL BUDGET 2023-2024	SEMESTER									
	Yearly	Student	Summer-23		Student	Fall-23		Student	Winter-24	
STUDENT FEES - REVENUE	2023 - 2024	Count	Project ed	Run ning	Count	Project ed	Run ning	Count	Project ed	Run ning
GSA Fees	\$ 341, 823. 25	237 5.0 0	\$ 102, 935. 41	\$ 89,8 46.8 2		\$ 120, 415. 01			\$ 118, 472. 83	
STUDENT FEES - PAY OUT										
Guelph Transit - Fees	\$ 154.0 0	210 0	\$ 408, 100. 00	\$ 324, 226. 00		\$ 477, 400. 00			\$ 469, 700. 00	
Late Night Bus - Fees	\$ 10.02	0		\$ -		\$ 31,0 62.0 0			\$ 30,5 61.0 0	
Guelph Resource Centre of Gender Empowement and Diversity	\$ 2.39	188 6	\$ 6,33 3.50	\$ 4,35 4.35		\$ 7,40 9.00			\$ 7,28 9.50	
Canadian Federation of Students - Fees	\$ 9.41	239 5	249 36.5 0	\$ 11,9 13.9 2		\$ 29,1 71.0 0			\$ 28,7 00.5 0	



Canadian Federation of Students Ontario - Fees		239 5		\$ 9,92 0.26						
Food Bank - Fees	\$ 2.65	209 8	\$ 7,02 2.50	\$ 5,37 8.56		\$ 8,21 5.00			\$ 8,08 2.50	
Food Bank - Additional Donation		0	\$ -	\$ -	0	\$ -			\$ -	
Total		\$ 10, 874 .00		\$ 355, 793. 09		\$ 120, 415. 01			\$ 118, 472. 83	
GRAD LOUNGE										
Projected FY Profit/Loss from GSA Lounge	\$ 8,965 .00									
Management Fees	\$ 11,37 0.00									
Liquor License Renewal Fees (3 year tenure)				\$ 1,10 0.00						
Capital (Renovation) Expenses	\$ 7,500 .00									
Total	\$ 27,8 35.0 0									



STAFF									
Wages (Office Manager + ACC)	\$ 60,000.00		\$ 20,000.00	\$ 16,313.07		\$ 20,000.00		\$ 20,000.00	
Health and Dental Plan Benefits - Premiums	\$ 1,000.00		\$ 366.67	\$ 292.25		\$ 366.67		\$ 366.67	
Health and Dental Plan Benefits - Claims	\$ 1,000.00		\$ 366.67	\$ 100.00		\$ 366.67		\$ 366.67	
Employee Benefits (RRSP)	\$ 11,000.00		\$ 3,666.67	\$ 1,429.28		\$ 3,666.67		\$ 3,666.67	
Total	\$ 73,000.00		\$ 24,400.01	\$ 1,821.53		\$ 24,400.01		\$ 24,400.01	
GSA EXECUTIVES									
Professional Development and Miscellaneous	\$ 1,600.00		\$ 533.34	\$ 397.89		\$ 533.33		\$ 533.33	
Elections Expenses	\$ 400.00		\$ -	\$ -					
Conferences/Travel	\$ 2,000.00								



Total	\$ 4,00 0.00		\$ 397. 89		\$ 533. 33			\$ 533. 33	
OFFICE - EXPENSES									
Telephone / Internal Work Orders	\$ 2,000 .00		\$ 666. 66	\$ 261. 30		\$ 666. 66		\$ 666. 66	
Capital Expenditures	\$ 5,000 .00		\$ -	\$ -		\$ -	\$ -	\$ -	
Office Supplies	\$ 5,000 .00		\$ 1,66 6.00	\$ 2,00 6.00		\$ 1,66 6.00		\$ 1,66 6.00	
Website	\$ 1,000 .00		\$ 333. 33	\$ 1,15 0.00		\$ 333. 33		\$ 333. 33	
Insurance Premiums and Renewals				\$ 2,67 5.31		\$ 891. 77			
Total	\$ 13,0 00.0 0		\$ 2,6 65. 99	\$ 6,09 2.61		\$ 3,55 7.76		\$ 2,66 5.99	
Honorariums									
Chair Honoraria	\$ 1,500 .00		\$ 360. 00	\$ 240. 00		\$ 360. 00		\$ 360. 00	



Other Honoraria (restructuring committee etc.)	\$ 1,000 .00		\$ 333. 34	\$ 175. 00		\$ 333. 33		\$ 333. 33	
Executive Honoraria (GSA Pres, VP Fin, VP Int, VP Ext)	\$ 54,00 0.00		\$ 16,7 52.4 8	\$ 14,4 82.3 6		\$ 16,7 52.4 8		\$ 16,7 52.4 8	
CRO Honoraria	\$ 880.0 0			\$ 440. 00					
Total	\$ 57,3 80.0 0		\$ 17, 085 .82	\$ 15,3 37.3 6		\$ 17,0 85.8 1		\$ 17,0 85.8 1	
Meetings									
Meeting Expenses	\$ 3,300 .00		\$ 1,10 0.00	\$ 541. 08		\$ 1,10 0.00		\$ 1,10 0.00	
Total	\$ 3,30 0.00		\$ 35, 631 .64	\$ 31,2 15.8 0		\$ 35,6 31.6 2		\$ 35,6 31.6 2	
FINANCES									
Professional Fees - Bookkeeping	\$ 12,00 0.00		\$ 4,00 0.00	\$ 830. 55		\$ 4,00 0.00	\$ 67.8 0	\$ 4,00 0.00	
Professional Fees - Audit				\$ -					



Professional Fees - Lawyer, Consulting			\$ 1,695.00						
Taxes (Payroll and Corporate)	\$ 30,000.00		\$ 10,000.00	\$ 9,191.72		\$ 10,000.00			10,000.00
Interest and Bank Charges	\$ 900.00		\$ 300.00	\$ 418.50		\$ 300.00			\$ 300.00
Total	\$ 42,900.00		\$ 14,300.00	\$ 12,135.77		\$ 14,300.00			14,300.00
BURSARIES AND GRANTS									
Childcare	\$ 5,000.00		\$ 1,500.00	\$ 500.00					
Travel	\$ 18,000.00		\$ 6,000.00	\$ 11,880.77		\$ 3,059.62			\$ 3,059.61
PDR	\$ 10,000.00		\$ 3,333.34	\$ 956.00		\$ 3,333.33			\$ 3,333.33
Other Donations	\$ 500.00		\$ 167.00	\$ -		\$ 167.00			\$ 166.00
DEI	\$ 4,000.00		\$ 1,334.00	\$ 1,800.00		\$ 1,333.00			\$ 1,333.00



Total	37,500.00		\$ 12,334.34	\$ 15,136.77					
ACTIVITIES									
GSA Conference and Events	\$ 12,500.00		\$ 833.34	\$ 2,620.34		\$ 5,833.33	\$ 79.09		\$ 5,833.33
GSA Contests and Prizes	\$ 2,000.00		\$ 700.00	\$ 174.80		\$ 700.00			\$ 1,200.00
Total	14,500.00		\$ 1,533.34	\$ 2,795.14		\$ 6,533.33			7,033.33
GRAND TOTAL EXPENSES	273,415.00		107,951.14	84,932.87		102,041.86			101,650.09



PDR Application – Entomological Society of Ontario Annual Conference and General Meeting



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	Entomological Society of Ontario Annual Conference and General Meeting
Event Date (dd/mm/yyyy)	28/08/2023
Contact Person	Samm Reynolds
Department	School of Environmental Sciences
Email	sreyno08@uoguelph.ca
Phone	506-333-4937

Q16. Organization's Information

Organization's Name	Entomological Society of Ontario
Department	N/A
Mailing Address	P.O. Box PO 25021 Stone Rd. PO, Guelph Ontario N1G 4T4
Email	entsocont.membership@gmail.com
Phone	506-333-4937



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

Number of Graduate Students	60
Number of Undergraduate Students	10
Number of faculty, staff and community members	30

Total	<input type="text" value="100"/>
--------------	----------------------------------

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.

[Budget](#)

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

Q30. Please submit your budget in the following format.




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.



x

clear




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)	Actual	Projected
OAC Guelph University	\$500	
SES Guelph	\$250	
Gowan Canada	\$500	
Syngenta	\$250	
Cynthia Scott-Dupree	\$1000	
Registration costs		\$13,000
Total Revenue	\$15,500	
Expenses		
Venue	\$2,022.7	
Catering		\$9,299
Hotel Stay for Speakers	\$1,080	



Flight for Speaker	\$750	
Friday Social + Student Mixer	\$3,328	
Misc. Expenses (thank you gifts, stickers to send home with people etc.)	\$200	
Logo design payment	\$132	
Student Awards	\$2,400	
Total Expenses	\$19,211.7	
TOTAL	-3,711.7	

More detailed information below:

Item	Cost Details	Approximate Total
Venue	3 day Arboretum Rental	\$2,022.7
Catering	Sat: morning snacks, lunch and dinner (\$8337) Sun: morning snacks (\$962)	\$9,299
Hotel Stays for Plenary Speakers	3 speakers (2 nights each) at \$180	\$1,080
Flight for Plenary Speaker	Round trip from Columbus, Ohio	\$750
Friday Social + Student Mixer	1,419 (drink tokens) + 1,409 (food) + 500 (rental fee) at the LOOKOUT	\$3,328
Misc. Expenses	Thank you gifts, stickers to send home with everyone, printing costs etc.	\$200



Logo design payment	5.5 hours of work	\$132
		= \$16,811.7

Sponsorships thus far:

Sponsorship Organization	Amount
OAC Guelph University	\$500
SES Guelph University	\$250
Gowan Canada	\$500
Syngenta	\$250
Cynthia Scott-Dupree	\$1000
	= \$2,500

Predicted money generated from registration:

Early bird: 70 x student price (\$100) = \$7,000

Early bird: 30 x regular member price (\$200) = \$6,000

Total: \$13,000

Total cost: \$16,811.7 - 2,500 - 13,000 + 2,400 = \$3,711.70

Student awards available from the conference:

Donated by ESO 4 \$400 travel awards for students are available = \$1,600

2 first place awards (poster and oral presentation): \$250 each

2 second place awards (poster and oral presentation): \$150 each

\$2,400 total being donated from the society



PDR Application – OAC GSC Research Tour



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	OAC GSC Research Tour
Event Date (dd/mm/yyyy)	01/10/2023
Contact Person	Lorraine Vandermyden
Department	School of Environmental Science
Email	vanderml@uoguelph.ca
Phone	519-830-6612

Q16. Organization's Information

Organization's Name	OAC Graduate Student Council
Department	Various
Mailing Address	50 Stone Road E
Email	oacgsc@uoguelph.ca
Phone	5198306612



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

Number of Graduate Students	40
Number of Undergraduate Students	0
Number of faculty, staff and community members	0

Total	40
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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.)

We have not. We intended to apply last year (2022) when we ran the tour but unfortunately missed the deadline for application.

Q19. Amount Requested:

1,000

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:

OAC Graduate Student Council



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.

[2023GS](#)

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

Q30. Please submit your budget in the following format.



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.

clear



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: [\(51.1613, -113.9518\)](#)

Source: GeolP Estimation

REVENUE	LAST YEAR	ACTUAL	PROJECTED
GSA PDR	\$0.00		\$500.00
SLEF	\$1,000.00		\$500.00
OAC Richard Trust	\$0.00		\$300.00
OAC GSC Reserve Funds (Last resort)	\$50.00		\$100.00
TOTAL REVENUE	\$1,050.00		\$1,400.00
EXPENSES			
Bus Charter	\$0.00		\$750.00
Vehicle Milage (Ridgetown student transport)	\$0.00		\$300.00
Hospitality Services Catered Sandwiches	\$250.00		\$270.00
Drinks & Cookies for Lunch	\$40.00		\$50.00
Miscellanous Lunch Costs (plates/napkins/etc.)	\$0.00		\$30.00
Tour Gratuities	\$0.00		\$0.00
TOTAL EXPENSES	\$290.00		\$1,400.00



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:

Report:

Next Meeting:

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: N/A
Report: N/A
Next Meeting: TBD (Peter Duker)

Finance Committee (GSA)

Meeting date:
Report:
Next Meeting:

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:



Hate Activity 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

Meeting 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:
Report:
Next Meeting:



Departmental Updates

Animal Bioscience

Report:

Report by:

Biomedical Science

Report:

Report by:

Black Student Representatives

Report:

Report by:

Business Administration/Management

Report:

Report by:

Chemistry

Report:

Report by:

Clinical Studies

Report:

Report by:

Computing & Information (Computer Science)

Report:

Report by:

Economics and Finance

Report:

Report by:

Engineering

Report:

Report by:



English & Theatre Studies

Report:

Report by:

Environmental Design & Rural Development

Report

Report by:

Environmental Science

Report

Report by:

Family Relations & Applied Nutrition

Report:

Report by:

Fine Arts & Music

Report:

Report by:

Food Science

Report:

Report by:

Food, Agriculture & Resource Economics

Report:

Report by:

Geography

Report: We are in the midst of restarting our Geography Graduate Student Society. More to come on this later.

Report by: Peter Duker

History

Report:

Report by:



Hospitality, Food & Tourism

Report:

Report by:

Human Health & Nutritional Science (HHNS)

Report:

Report by:

Indigenous Student Representatives

Report:

Report by:

Integrative Biology

Report:

Report by:

International Student Representatives

Report:

Report by:

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:

Report by:

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 July 2023 Meeting Minutes



GSA Board Meeting Minutes

Hybrid Meeting

Wednesday, July 19, 2023: 5:30 p.m.

Present

Executive: Nabhan. Refaie, President; Emily Minard, VP Internal, Mingze Li, VP Finance; Rebecca. Randle, VP External; Manpreet. Kaur, GSA 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; Daniel Colcuc, Plant Agriculture; Alice Hinchliffe, English and Theatre Studies;

Regrets with Notification: Ben Bradshaw, Assistant Vice President Graduate Studies; Mike Calvert, Senior Operations Manager, University Centre Services; Peter Duker, Geography;

Regrets without Notification: Jehoshua Sharma, Graduate Student Representative; Mitul Gohil, Jeeth Alpesh Shah, Engineering; Parabhsimranjeet Singh, Mohinder Sethi, International Students; Anmol Samra, Population Medicine; Colleen Davies, Psychology; Mavis Opoku, Black Student Representatives; Karan Raj Singh, Business

Administration/Management; Aiyu Lu, Family Relations and Applied Nutrition; Janan Shoja Doost, Biomedical Science; Samantha Reynolds, Environmental Science

Guests: Alexis Fabricius, CUPE #3913 Vice-President External; Suanne Miedema, Miedema's Board Consulting Inc.

Staff: Michelle Morris, GSA Office Manager

5:33 p.m. Call to Order: Emily Minard, VP Internal



The meeting was chaired by GSA VP Internal since the Chair, D. Said was unavailable.

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 **July 19th, 2023, GSA Board Meeting, be approved as presented.** Motioned by N. Refaie, seconded by K. Munford. Motion carries.

Approval of Minutes:

MOTION #2: B.I.R.T. the GSA Meeting Minutes of the **June 21st 2023, be approved as presented.**

Motioned by N. Refaie, seconded by K. Munford. Motion carries.

5:37 p.m. CUPE #3913: Alexis Fabricius, Vice-President External A. Fabricius shared the following updates:

- Reminder to submit all health benefit claims and emergency financial assistance fund claims by the end of summer.
- Working with OPIRG Guelph (Ontario Public Interest Research Group) and other organizations across campus to organize orientation week activities. Also known as Disorientation Week.
- Extending invitation to GSA representative to join and give an update at CUPE Meet.

Question Period

N. Refaie asked for scheduled information on Disorientation Week and if other students were allowed to attend the event. A. Fabricius confirmed event to take place from September 18th to 22nd . A Schedule including a blurb with information to



be released when finalised. Also, that CUPE are open to having graduate students of all levels attend the event. The vents lined up for the most part are not orientation events and are a huge mix of activities such as Drum circle, Murals, Trivia Nights, Board Games, Meet and Greet, cooking events, indigenous folks and documentary screenings.

5:40 p.m. Faculty of Graduate Studies: Dr. Ben Bradshaw, Assistant Vice-President (Graduate Studies) B. Bradshaw was not in attendance to give an update.

5:41 p.m. Lookout Finances/Operations Update: Mike Calvert, University Centre M. Calvert was not in attendance to give an update.

5:42 p.m. Board of Governors Report: Jehoshua Sharma, Graduate Student Representative J. Sharma was not in attendance to give an update.

5:43 p.m. Consulting Proposal: Suanne Miedema, President Miedema's Board Consulting Inc.

Suanne shared details on the consulting proposal:

- proposal to complete a board policy manual in conjunction with Rebecca Sutherns who is running a governance greatness workshop for the GSA in September 2023.
- turnkey option for board policy manual, keeping with government practises and bylaws.
- comprehensive and concise between 20 to 25 pages

N. Refaie stated the reason for requesting for a proposal was because the various issues encountered by the GSA over the years could have been avoided if certain policies were in place. Having someone that has knowledge about board policies and associations in general is invaluable to the GSA and positive for the future. The approval of this proposal is ultimately a board decision.

Question Period

K. Munford asked how the proposal would be structured and if the board members could discuss with Suanne when required. Suanne confirmed having two meetings



with the committee, one to review a first draft and then a second one to review a second draft. Also confirming her presence at the board meeting to answer any further questions.

K. Munford further inquired if the change in workload for GSA executives was going to be part of these discussions and if the workshop would be recorded. N. Refaie confirmed this was separate from the actual policy manual. It is more procedural on how we act as a board rather than what individual general directions would do outside of that board. For the recording, this would need to be confirmed with R. Sutherns at the time.

MOTION#3: B.I.R.T; The GSA agrees to the attached consulting proposal and hire Suanne Miedema to draft a GSA Board Policy Manual. The amount paid to Suanne Miedema will be \$3000 plus HST. Motioned by N. Refaie, seconded by J Yates. Motion carries.

6:00 P.M. PDR Application – Dis-Orientation Week,

OPRIG: Kimber Munford K. Munford shared the following information:

- Put together by the Graduate Coalition
- Theme is improving life in the era of budget cuts and changes at the university
- Highlighting community group involvement
- Event schedule for September 18th to 22nd with some events scheduled for evenings and midafternoons.
- Operating as the umbrella structure.
- PDR requested for a pool of funding to help involved groups who do not have the funding themselves
- CUPE providing part of funding estimating around \$200

Question Period

N. Refaie asked if there was a precise number for the expenses. K. Munford responded since some groups have requested for steep amounts; they are trying to work within a specific budget range. Any leftover amount will be used for promotions.

N. Refaie further inquired if the allocated amount would be fairly distributed between the groups or cater to specific groups. K. Munford stated it was challenging to confirm a specific number as most of the groups operate on a volunteer basis over the summer and do not have designated personnel. Funding is based on need at the time.



N. Refaie sought clarification on why the contribution requested from the GSA is much more significant than contributions from either CUPE or OPIRG. Also, since CUPE does collect fees. K. Munford responded since multiple groups involved in the event are OPIRG groups they are already contributing; we asked every group to bring in their own funding. CUPE's contribution is just additional funding.

N. Refaie's final question was whether these events were specifically geared to graduate students. K. Munford confirmed CUPE's events are geared towards Graduate students with less than 10 graduate teaching assistants at any given time. N. Refaie asked M. Morris, GSA Office Manager to confirm availability of funding from GSA. M. Morris confirmed an available balance of \$1,144 for PDR Funding.

MOTION#4: B.I.R.T; The GSA Board of Directors allocate \$600 towards Dis-Orientation Week. Motioned by E. Minard, seconded by N. Refaie. Motion carries.

6:20 p.m. Departmental and Committee Updates There were no updates provided.

6:21 p.m. Executive & Staff Reports

6:22 p.m. GSA President Report
– Nabhan Refaie N. Refaie
shared the following updates:

- Planning for September 2023
 - orientation of current and international students
 - organizing a tribute night
 - participation in a coffee meet and greet and BBQ organized by Start International
 - hosting social with CUPE
 - overview to new graduates on the GSA and what it has to offer
- GSA Restructuring Committee
 - first meeting held on July 7th with an intro to the committee



- next meeting scheduled for beginning of August to discuss elections and the election process
- hoping to improve student participation in elections and the nomination process
- Therapy Services
 - proposal discussion with Justin and Michael of Building Bridges Psychotherapy
 - current availability of therapy services very low
 - meeting with director of health services to discuss the proposal to enhance services on university grounds
 - providing counselling services at a reduced cost
 - improve access to culturally appropriate counselling and therapy
- Update on the Lookout
 - proposal from interior designer to improve the space of the lookout within our budget
 - improve space and student experience to get more revenue
 - changes scheduled for summer so students can have a positive experience at the start of the academic year in September
- GSA's Financial position
 - availability of large surplus in reserve
 - splitting costs for lookout with UC Services
 - currently more revenue as compared to 2018-2020
 - potential for reserve to be used for significant investments and future program opportunities
 - seeking ideas from executives and board members to bolster current services and utilize reserve for future investment opportunities

6:40 p.m. VP Internal – Emily Minard

E. Minard shared the following updates:

- working in conjunction with the CSA Academic for the Student Memorial Tree Ceremony.
 - progressing efficiently meeting set deadlines.
 - invitations, events and graphic designs are all finalized
- awaiting feedback from music department on campus regarding alumni musician performances o finalized list of speakers to present at the ceremony
- GD resignations and reassignments o looking for GD's to join the bylaws committee



R. Randle confirmed she was available to join the bylaws committee.

6:50 p.m. VP Finance - Mingzi Li

M. Li shared the following updates

- meeting with RBC investment team regarding GIC investments
- looking for better investment opportunities with other banking institutions
- met with Finance committee to discuss travel grants and identified issues with the application process
- discussing with Finance committee to optimize and have more clarity on the fiscal budget format

7:00 p.m. VP External Report - Rebecca Randle

R. Randle shared the following updates:

- a relatively quiet month with many meetings cancellations
- town and gown meeting and internal homecoming committee meetings moved to the end of August
- first GSA restructuring committee meeting went well
- meeting with CSA Office Manager and VP External to discuss what the transit meeting will look like for next year. Current contract in place and no negotiations required
- CSA facing issues with Food bank due to lack of space and capacities
- Irene Thompson from student affairs asked for concerns regarding violent issue at Waterloo University
- awaiting response from Canadian Federation of Students regarding meeting request

N. Refaie shared his comments on the issue at Waterloo University stating should students have difficulty coping with the issue they may reach out to counselling services for support. There are resources within and outside the university. The current student health plan does include psychotherapy services (\$750 for the year paid at 80%)

7:15 p.m. Activities and Communications Co-Ordinator – Manpreet Kaur M. Kaur shared the following updates:

- Lookout currently closed from July 24th to August 7th, looking at other venues to host the weekly Trivia events during the closure
- Successful LGBTQIA2S+ event on June 28th ○ 18 participants



- included Trivia and ice breaker Bingo ○
- upcoming plagiarism and the CV resume workshop next month

7:20 p.m. Office Manager - Michelle Morris

M. Morris Shared an update on the following

- annual Audit with RLB continues successfully
- awaiting responses on approvals for pending grant applications from Finance Committee, students to be updated accordingly
- working on task completion over the summer

7:25 p.m. Arising Business

- Governance greatness workshop scheduled September 11th 1pm to 4pm. Encouraging all to attend
- No Board meeting scheduled for August

K. Munford shared that Jenson Williams runs a three-hour sexual and gender-based violence prevention and awareness training that might be something that the GSA should consider doing as a board or in smaller groups. Integrating into our orientation processes for our general directors and our executives as well, just to make sure that everyone essentially does it right.

J. Yates asked for clarification on the health plan ending. N. Refaie confirmed the health plan continues, only the policy year ends as of August 31st.

7:30 p.m. In Camera Session

MOTION #4: 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 K. Munford. Seconded by R. Randle. Motion carries.

MOTION #5: B.I.R.T. the GSA Board Meeting 'In-Camera' session end.

Adjournment

The next GSA Board meeting is scheduled for September 20th, 2023. Please send your regrets no later than September 19th, 2023, at 12 p.m.



GSA September 30th, 2022 Meeting Minutes



GSA Board Meeting Minutes

Hybrid Meeting

Wednesday, September 30, 2022: 5:30 p.m.

Present

Executive: Akshay Chadha, President

General Directors: Nadia Golestani, Akierah Binns, Mavis Opoku, Amanda Wuth, Nabhan

Refaie, Scott Sammons, Kimber Emily Munford, Mahya Zokaei Ashtiani, Joshua Gonzales, Fani Goltsios, Reece Long, Rebecca Randle, Adam Gray, Destina Matrasingh-Williams, Jacob

Yates, Daniel Colcuc, Jessica Mehre, Michael Dube, Avneet Singh, Maryam Vazin, David Bahrami, Victoria Caravaggio

Staff: Shannon Card, GSA Office Manager

5:30 p.m. Call to Order: Kathleen Nolan

Note: This meeting was a continuation of the September 28th GSA Board Meeting

MOTION #6: Be it resolved that according to the GSA By Law 5.7.4, the vacancy for VP Internal is already communicated to the Board of Directors and the call for nominations is sent to memberships, For an interim period the GSA board of directors in consultation with the GSA President and CEO will appoint an acting VP Internal selected from the 2021-2022 Board of Directors pursuant to any eligibility criteria



outlined in by law 5.6.2A and C to serve in the role of VP Internal carrying out the roles and responsibilities outlined in 5.3 effective September 30th 2022 until the results of the next VP Internal election are announced to the GSA membership. The acting VP Internal will submit a detailed report at every subsequent regularly scheduled board meeting which includes all votes, decisions and financial transactions made or approved of conducted by them in their position as interim VP Internal. At each subsequent regularly scheduled board meeting, the continuity of the interim VP Internal must be approved by the board of directors to continue to serve in the position until the results of the next GSA Election are announced to the GSA Membership. An honorarium for the days of service provided by the acting VP Internal may be paid to the acting VP Internal at the discretion of the Board as per by law 5.9 at the completion of their temporary term.

Motion carries.

MOTION #7: Be it resolved that according to the GSA By Law 5.7.4, the vacancy for VP Finance is already communicated to the Board of Directors and the call for nominations is sent to memberships, For an interim period the GSA board of directors in consultation with the GSA President and CEO will appoint an acting VP Finance selected from the 2021-2022 Board of Directors pursuant to any eligibility criteria outlined in by law 5.6.2A and C to serve in the role of VP Finance carrying out the roles and responsibilities outlined in 5.3 effective September 30th 2022 until the results of the next VP Finance election are announced to the GSA membership. The acting VP Finance will submit a detailed report at every subsequent regularly scheduled board meeting which includes all votes, decisions and financial transactions made or approved of conducted by them in their position as interim VP Finance. At each subsequent regularly scheduled board meeting, the continuity of the interim VP Finance must be approved by the board of directors to continue to serve in the position until the results of the next GSA Election are announced to the GSA Membership. An honorarium for the days of service provided by the acting VP Finance may be paid to the acting VP Finance at the discretion of the Board as per by law 5.9 at the completion of their temporary term.

Motion carries



Discussion of VP External Position

M. Dube stated that this would be the longest serving position until the GSA Election. With that point if there is an issue with whoever is assigned there would be ongoing checks during each board meeting.

MOTION #8: Be it resolved that according to the GSA By Law 5.7.4, the vacancy for VP External is already communicated to the Board of Directors and the call for nominations is sent to memberships, For an interim period the GSA board of directors in consultation with the GSA President and CEO will appoint an acting VP External selected from the 2021-2022 Board of Directors pursuant to any eligibility criteria outlined in by law 5.6.2A and C to serve in the role of VP External carrying out the roles and responsibilities outlined in 5.3 effective September 30th 2022 until the results of the next VP External election are announced to the GSA membership. The acting VP External will submit a detailed report at every subsequent regularly scheduled board meeting which includes all votes, decisions and financial transactions made or approved of conducted by them in their position as interim VP External. At each subsequent regularly scheduled board meeting, the continuity of the interim VP External must be approved by the board of directors to continue to serve in the position until the results of the next GSA Election are announced to the GSA Membership. An honorarium for the days of service provided by the acting VP External may be paid to the acting VP External at the discretion of the Board as per by law 5.9 at the completion of their temporary term.

Motion carries.

Akshay shared his concern regarding interviewing multiple candidates. Suggested two options:

1. Conduct candidate interviews
2. General Directors nominate themselves and the board takes a vote of YES/NO/ABSTAIN

Josh sought clarification on the 2nd option. K. Nolan confirmed if we get more than one person to come forward, we proceed with an interview. A. Chadha clarified if we have multiple candidates for each position, we will have individual voting for each candidate and the candidate that secures the most votes will be the new VP Internal.



R. Randle asked if voting was open to everyone in the meeting or was it confined to one person from each department? Akshay responded voting was open to all since this voting is being conducted as a special election.

A. Wuth shared her opinion, in the event there is more than one candidate nominating themselves for the position, we ask that each candidate share a few words on why they think they should be considered for the position. Akshay agreed this was a good option. Considering time constraints, it may not be feasible, however if the candidates are open to the suggestion, we welcome their thoughts. A. Wuth responded it would be a good idea for the candidates to speak a few words to enable us to make a better-informed decision on the election.

Nominations and Voting Begins

MOTION#9: N. Refaie nominated himself for the position of VP Internal. There were no other nominations.

N. Refaie shared his thoughts on why he nominated himself

- Nabhan had an interest in applying for the position in the upcoming election. The acting position gives him a head start.
- Has no plans in making any substantial changes right away, plans to work through the next few months.
- A new GSA General Director.
- Advocate for students and students' rights to help make an impact in the community.
- Believes that there needs to be changes within the GSA to help eradicate such problems in the future.

Voting complete. N. Refaie was elected as the new VP Internal.

Motioned by J. Gonzales, seconded by M. Zokaei Ashtiani. Motion carries

MOTION#10 A. Singh nominated himself for the position of VP Internal. There were no other nominations.

A. Singh shared his thoughts on why he nominated himself:

- Would advocate for affordable housing in the city for student community



- Increase Bursaries and Grants to help students with their financial needs
- Was international student representative
- Increase the amount of Dental Plans as the current plan does not suffice with payments.
- Liaison between graduate students and the university administration and be a voice for all students.

Voting complete. A. Singh was elected as the new VP Finance.

Motioned by M. Dube, seconded by J. Gonzales. Motion carries

MOTION#11 A. Wuth nominated M Dube who also self-nominated himself and Rebecca Randle also nominated herself for the position of VP External.

M. Dube shared his thoughts on why he nominated himself:

- Previously part of the student's union and council at Brock University.
- Working and advocating for students
- Currently getting involved with communities within the University of Guelph.

R. Randle shared her thoughts on why she nominated herself:

- It is important we have a GSA representative with the city for all communications.
- Establish a positive relationship with the city.
- 3 years' experience being president of student association for Biology with undergraduates.

A. Chadha asked each candidate to share their views on how they feel they could improve the current problems we are facing with the transit system.

Rebecca responded stating bringing back the Carpool Group would be a good idea as this would help students make use of the public parking passes and also eliminate some people off buses. Thus, creating more room for students.



M. Dube seconded the Carpool Group and added that looking at funding, working along with the CSA on negotiations and most importantly getting feedback and input from the student community would be an asset to solving these issues. Being a voice for the students is what is important.

K. Nolan thanked the candidates and asked all present on how they would like to move forward with the voting process. J. Gonzales responded the voting method would be good to keep the process consistent. A. Gray confirmed completing the voting process today would be ideal as some board members end their terms after this meeting. Also, this should be an open decision involving all members present.

A. Chadha confirmed in the interest of time and making a democratic election we should proceed with voting.

Motion confirming the election process

Be it resolved that the GSA Board of Directors nominate M. Dube and R. Randle for the interim position of the VP External pursuant to Motion #8 of the September board meeting, the candidate will be selected through a vote of the board of directors immediately afterwards. Motioned by A. Wuth, seconded by V. Caravaggio

MOTION #12: Be it resolved that the GSA Board of Directors appoint the candidate with more votes with options being M Dube and R. Randle from the following pole to the position of GSA VP External.

Voting complete. R. Randle was elected as the new VP External

Motioned by A. Wuth, seconded by A. Binns. Motion carries

In Camera Session

MOTION #13: 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 A. Wuth, seconded by J. Gonzales. Motion carries.

MOTION #14: B.I.R.T. the GSA Board Meeting 'In-Camera' session end.

Adjournment

The meeting was adjourned.



GSA September 28th, 2022 Meeting Minutes



GSA Board Meeting Minutes

Hybrid Meeting

Wednesday, September 28, 2022: 5:30 p.m.

Present

Executive: Akshay Chadha, President

General Directors: Nadia Golestani, Akierah Binns, Mavis Opoku, Amanda Wuth, Nabhan Refaie, Scott Sammons,

Kimber Emily Munford, Mahya Zokaei Ashtiani, Joshua Gonzales, Fani Goltsios, Reece Long, Rebecca Randle, Adam

Gray, Destina Matrasingh-Williams, Jacob Yates, Daniel Colcuc, Jessica Mehre, Michael Dube, Avneet Singh, Maryam

Vazin, David Bahrami, Victoria Caravaggio, Yang Yoong, Haley Clark, Melanie Goens,

Guest: Kathryn Hofer, Director Student Experience

Staff: Shannon Card, GSA Office Manager

Note: This meeting was a continuation of the September 21st GSA Board Meeting. The minutes for the September 21st board meeting are unavailable due to the recording being misplaced.

5:30 p.m. Call to Order: Kathleen Nolan

The meeting commenced with K. Nolan requesting GSA President A. Chadha to step out of the room and confirming the same to GSA Office Manager S. Card.



K. Nolan confirmed with S. Card that she received a few questions ahead of the meeting prepared by the GSA Board Members and requested that she read the questions and her responses. Response by S. Card below.

Q1. Is there an ongoing investigation towards A. Chadha's behaviour towards S. Card?

A. Yes, due to escalation, steps were taken by hosting a meeting on June 29th to speak about effective communication which resulted in no change. Tried to have HR help support with the issue from the university, however they would not assist since S. Card was a contract employee. Sought outside HR support and recommendations were ignored. Currently started an investigation with the workplace violence and harassment policy in place.

Q2. We were informed that the mediation process resulted in several recommendations, were any of these recommendations implemented or are there plans to implement them in the next couple of weeks, if so, how successful have they been?

A. There has been no motion to the received recommendations for any adjustments.
A. Chadha believed HR was wrong in their assessment and thus will not be making any changes.

K. Nolan requested the board to be mindful and respect the fact that this is an ongoing investigation, and to only provide pertinent details in the meeting.

K. Munford asked if there was any endeavour from the GSA Executive team to share the ongoing situation with the GSA Board as things were ongoing throughout the summer? S. Card responded there was no attempt to her knowledge and that she only received the HR report recently. K. Munford further clarified if the HR report was separate from the ongoing investigation. S. Card confirmed this was the case.

F. Vohra sought clarification of any liability from the GSA Board in her investigation. S. Card responded confirming there is no liability from the board, although there will be clarification on some context in the investigation.

M. Dube asked if the workplace violence and harassment investigation was through the university or a legal entity? S. Card responded there was no support rendered to her from the University since she was not a direct employee, so the situation is being dealt with by her lawyer. The proceedings currently are on pause with her lawyer in the hope of the situation being solved internally to help avoid paying the high hourly fee.

D. Said sought clarification if this was a civil issue between the two parties or an issue between the employee and the GSA Executive. S. Card confirmed the issue was



between her and the GSA Executive as she is trying to file the complaint as a workplace harassment issue and not outside of the workplace. D. Said further clarified should A. Chadha not be the GSA president this case would be dropped. S. Card confirmed this was correct.

G. Eckel asked for clarification regarding funding for A. Chadha's legal team that was not approved. S. Card confirmed the GSA has paid for the external HR company to mediate and she is unsure where the funding was left with the lawyer. G. Eckel further inquired if there were details on the values of the funding. S. Card confirmed the support was around \$1,100 till date. However, this cost will increase with mediation continuing.

S. Card was requested to step out of the meeting so the board could have a conversation with A. Chadha.

S. Card had a few points to share for awareness to the board:

1. Working Hours

S. Card was informed by A. Chadha in June 2022 that the hours she was working are incorrect. At the time of her interview, she was informed her working hours were 9am to 5pm with a 1-hour lunch break. In June A. Chadha reviewed the contract and interpreted it to be a 30-minute break as opposed to a 1-hour break. S. Card disagreed to the interpretation but was left with no choice to comply. In July, this complaint was escalated and stated that S. Card had intentionally committed time theft and would be liable for 50 hours of pay. At the end of the meeting A. Chadha asked that S. Card sign a document confirming she committed theft, and she would repay the money to the GSA. S. Card's refusal caused a HR person to mediate the issue. The report from HR confirmed there was no theft. Further confirming she is working half hour lunch breaks for the past 14 weeks.

2. Cheques missing backup receipts

Awaiting receipts from GSA President since April 2022. A total of 15 receipts missing which totals to \$209.90. A second cheque in June which S. Card was unaware of until bank reconciliation. Only one receipt received which leaves an outstanding of \$1,601.1. This is hurting the ability to close accounts, slowly bookkeeping and the yearly audit and accreditation at the university.



3. Breakdown in communication

Information is only shared on a need-to-know basis. Removed from email communication and unaware of vital details. Example. Was not updated on the closure of the lookout in the month of July 2022 due to repairs. Changes had to be made on an urgent basis as events were scheduled during that time. This leaves us with a reputation on being difficult to work with on campus by our business partners.

S. Card further shared she is continuing to work from home with all her sick leave being exhausted and leaves her concerned of her future within the organization.

F. Vohra shared his thoughts on the topic of the Mural, where the OM should not be taking any decisions on behalf of the GSA Executives. Further sought clarification that A. Chadha be given the opportunity to share his side of the situation. K. Nolan confirmed this will be the case.

K. Munford asked if the time theft was a conversation and decision made by the GSA executives or a unilateral decision by A. Chadha himself. S. Card stated she was blindsided by the communication and is unsure if this was a group discussion.

T. Lapointe confirmed all decisions made and discussions with S. Card were done without involving the GSA Executives. D. Said inquired if this happened in the context of a performance review. S. Card responded Yes and No since the meeting was supposed to be at the end of her probationary period but only took place a month and a half later when she was off probation. D. Said followed up on why the meeting was delayed. S. Card confirmed she was told since she had COVID. However, she had COVID a month after the meeting ended so she is unaware of the reason for the delay.

F. Vohra had a response to T. Lapointe's statement on the GSA executives not being involved in the decisions. Performance reviews are completed with the GSA President and VP Finance. Also sought clarification from S. Card if she received email communication from GSA President confirming they will be reviewing her probationary period. S. Card responded she could not recall and that she will need to review past email communication to confirm the same.

D. Said clarified if there were any other notes that were reviewed regarding her performance as the GSA Office Manager along with the 55 hours pay theft issue and if so, were these notes in writing? S. Card confirmed there has been no formal meeting regarding her performance prior to this day. The letter from the HR executive includes a breakdown of all other notes that were mentioned in the letter. D Said



further clarified the names of the signatories on the cheques of the missing receipts since the cheques require two signatures to be processed. S. Card confirmed the cheques were signed by the VP Finance and VP External confirming their names F. Vohra and Nastaran. S. Card was asked to confirm the nature of the cheques, she responded stating they were for different purchases for gift cards, stamps etc.

K. Nolan thanked S. Card for her time at the meeting and confirmed to let her know when the meeting ends or notify her should they require her presence back at the meeting. S. Card left the meeting.

K. Nolan requested for A. Chadha to be invited back into the meeting and for T. Lapointe and F. Vohra to step out of the meeting.

A. Chadha stated there were some issues he was not made aware of which he sent an email to K. Nolan about requesting K. Nolan to read out the said email. A. Chadha further shared the following:

- S. Card joined the GSA on March 7th, 2022, with a 6-month probationary period due to not having a complete GSA executive team at the time.
- Probation reduced to 3 months when all executives were on board.
- issues brought forward after the completion of the probationary period.
- since there were only 2 male executives on board at the time of hiring, K. Nolan was invited to join the panel so there is no bias.
- observations on lack of job completion
- concerns on OM lieu time brought forward by the GSA executives. Seeking clarification S. Card shared a time tracking sheet.
- email sent to HR (third party) on June 17th. Response received on June 21st. Adjustments were made for office hours on board meeting scheduled days.
- Office Manager transition document confirmed designated lunch break from 1pm to 2pm that A. Chadha was unaware of. provided S. Card with an OM Office Hour update on June 23rd to prevent future confusion with lieu times and PTO's
- mid-summer check in on June 29th at the lookout
- first meeting with Krista from Beyond Rewards HR on June 29th and shared concerns.
- follow up meeting on July 4th included a review letter. HR reviewed the letter and contract of S. Card.
- S. Card was confirmed with COVID on July 5th
- email received from GDs (General Director) on July 6th confirming the hire of incapable web developer. Errors on website updates from S. Card to Developer.
- July 20th Board meeting, July 22nd meeting with S. Card sharing a letter.
- July 26th S. Card reached out to all GSA Executives via email



- VP Finance invited to attend meeting with Beyond Rewards HR but did not attend. A. Chadha followed up with HR and completed defined protocols.
- discussion with GSA Executives confirming details.
- meeting with HR on August 4th, received summary of facts and recommendations
- resignation of Nastaran Chalabianlou Vayjoyeh, VP Finance received on August 9th
- S. Card on leave from August 12th to 23rd during such time a complaint was received against A. Chadha which was of a personal nature as opposed to professional.
- following August 18th, discussion with university administration and other professionals seeking their advice and opinions on the subject. Recommendation to hire a lawyer was received.
- email to GSA Executives on August 25th stating the requirement to hire a lawyer for a professional response to S. Cards email thereby avoiding any future implications with the Ministry of Labour.
- meeting with F. Vohra and N. Chalabi (T. Lapointe was away at the time) and a decision to hire a lawyer was confirmed.
- T. Lapointe requested for update on email upon his return on August 29th. Meeting with T. Lapointe on August 30th to explain the proceedings. T. Lapointe asked to be informed on future updates.
- F. Vohra, VP Internal resignation received on September 1st which left 2 vacant GSA Executive positions at the time.
- first meeting with Lawyer on September 12th. Lawyer reverted on September 13th confirming A Chadha's discussion with Beyond Rewards HR, stating the probationary period extension of S. Card was not possible. A. Chadha questioned the reason for them making this recommendation initially.
- response from Lawer with the following 2 recommendations:
 - GSA Board to recommend investigation to third party investigator
 - Communication with S. Card's lawyer to discuss a payout amount in exchange for a release of services. The release would prevent her from taking any further action by HR TO or Ministry complaints. Also, should her employment with the GSA continue a change in reporting structure is mandatory.
- T. Lapointe, VP External resignation received on September 14th . Email sent to T. Lapointe to discuss issues; no response was received.
- call from Student affairs on September 15th with a lot of questions.
- September 15th email from Beyond HR regarding executive resignations. A. Chadha confirmed his inability to control these resignations as each executive has their own personal and academic priorities and changes are at their own discretion.



- 12 Travel grants pending approval due to delay in Finance Committee meetings.
- email response to lawyer on September 16th thanking them for their support and confirming awareness of the happenings behind the scenes.
- board meeting on September 20th, communication from B. Bradshaw and support from Student affairs.

D. Said asked to confirm the time of communication between GSA Office Manager and VP External. A. Chadha responded following his liaison with T. Lapointe after receiving his resignation, Beyond HR was aware of all the conversations and it was obvious there was communication between the Office Manager and VP External. S. Said further sought clarification on the payout amount recommended by the lawyer. A. Chadha confirmed no amount was discussed since his preference was to go with the first recommendation of a third-party investigation.

K. Munford asked for clarification on the source of the initial email sent to HR and if the issue was closed. A. Chadha confirmed the initial email sent on June 17th was from himself to HR copying VP Finance confirming the issues and requesting for a meeting. A warning letter was sent out the GSA Office Manager, following which they received a list of recommendations and observations from HR. Conflicting observations were found, which was being worked on along with a performance improvement plan and the investigation continues. Miscommunication with Beyond HR. Main communication was with Krista. Lynn worked on calculation of the working hours. Differences in opinion between Lynn and Krista. Lynn charged the GSA \$175 an hour and Krista \$125 an hour.

J. Gonzales asked if there were any other issues involved in that process other than the office managers working hours. A. Chadha responded that the email of June 17th included various details such as attention to detail, lieu time used, sharing of data with other organizations without prior approval, lack of response to communication from executives and meeting requests. J. Gonzales further inquired if these issues were discussed prior to the email going out to HR and if the recommendations were to be worked on individually or collectively as a team. A. Chadha confirmed there have been prior one on one discussions with S. Card and other parties involved. However, there was no agreement or acceptance from the Office Manager in this regard. HR recommended, A. Chadha work on the performance improvement plan for the Office Manager.

G. Eckel questioned if the office manager's salary as based on an annual or hourly remuneration. A. Chadha clarified the contract stipulates a yearly salary confirming



the weekly hourly requirement which is 37.5hrs which also confirms the allocated personal and sick days per month and a half hour lunch break. G. Eckel further asked if there was any documentation for the board members to read from HR confirming their agreement that the 1-hour lunch break was not justified. A. Chadha responded he would be happy to share communication he sent out to HR confirming the same.

D. Said, with his previous experience as GSA President hoped to help the board understand the relationship between the president and the office manager. Questioning if there was any difference in the contract regarding the relationship between the Office Manager and GSA Presidents in the past vs. present. A. Chadha responded there was a difference in functionality from the past to the present. Shared an example of his recommendation that the web developer be a graduate community member, however it was decided to have the responsibilities be included in the previous Office Managers role. The remuneration and allocated holidays are different for the current year. The working hours audit is the responsibility of the GSA President. D. Said asked a follow up to confirm his initial question if there was a change in the relationship. A. Chadha responded there was a change in salary offered to the Office Manager.

M. Dube asked to confirm the 3 recommendations from HR with one being a new performance plan and if the report from HR could be shared with the board. A. Chadha responded there were not just 3 recommendations but 3 main recommendations that included lieu work times, management of file sharing, a better communication strategy and new performance improvement plan. Also, a recommendation for GSA Executives to be training with HR related matters. Reached out to university sources for support in this area with a no cost or minimum cost initiative. The report could be shared with the board.

A. Muth questioned clarity on GSA President leave of Absence. A. Chadha responded in view of the ongoing stressful issues he has been facing and after consultation with B. Bradshaw who recommended he had the option of taking some time for himself. He would inform the board should he decide to take any time off.

R. Randle asked for clarification on the following:

- Was the change in office managers hours for board meeting scheduled days confirmed in the contract. A. Chadha confirmed this was his decision to amend the hours from 12pm to 8pm on board meeting scheduled Wednesdays once a month to help avoid any PTO hours. This was also recommended by HR.



- Was the employment contract formally renegotiated. The response was this can be updated in the next years contract.
- Was S. Card consulted regarding the change in hours? The response was yes.

K. Munford suggested we pass a motion to move on and not further any discussion until the board is presented with HR report and conclusion.

MOTION # 1 B.I.R.T. the GSA Board of Directors propose to rest the decision until the board is presented with HR report and conclusion.

Motioned by K. Munford, seconded by A. Muth. Motion carries.

D. Said shared his thoughts on how to deal with the issue of keeping the GSA Executive alive in between an ongoing investigation. Requested if the board could have a discussion in the absence of A. Chadha. A. Chadha was asked to leave the room.

D. Said shared his conversation with S. Card confirming she would drop the case against A. Chadha if he was no longer the president. This was concerning where a non-voting member is allowed to dictate the position of an elected GSA executive pending the outcome of an investigation. Only Graduate Students determine the Executives. Further recommending the board to motion to have the vacant GSA Executive seats temporarily filled until the election results are revealed. K. Munford added having a temporary team of executives would act as a buffer until we have a proper functioning office.

K Nolan – confirmed it was proposed to motion to instil interim VPs' to meet signing authority.

MOTION #2 B.I.R.T. it resolved that the GSA Board of Directors propose to appoint interim Vice Presidents to serve in the role until the results of the elections are revealed with applicants coming forward from the board of directors. Motioned by A. Wuth, Seconded by K. Munford with an addendum and a pool of General Directors, Motion carries.

- Clarification was sought regarding the appointment of interim VPs in terms of paid honorariums and the criteria of these appointments. A. Wuth responded elections were underway for VP Finance and VP Internal. The election process is a month and there will be no support to train the newly appointed. Having interim VPs' will allow us time to work through the process.



- D Said added in accordance with section **5.7.2 of the bylaws** “In the event an Executive position becomes vacant, the President and CEO, in consultation with the remaining Executive, shall delegate key tasks of the vacant position between the remaining Executive” K Munford stated since this has been a yearlong issue with no consistency, the question of an honorarium is important and needs to be discussed prior to the process being agreed upon.
- M Dube shared his thoughts on looking at who within the group would want to accept the interim positions and have an end date agreed upon.
- D. Said inquired if there was a given time for election results. M. Vazin, CRO (Chief Returning Officer) confirmed regardless of the ongoing IT issues the elections for both GDs and VP Finance could be completed by the upcoming week.
- N. Refaie proposed to have 3 separate motions for each executive position to maintain clarity.
- D. Said confirmed the roles and responsibilities of the executives are outlined in the bylaws.
- J. Gonzales added the interim elections will help support accountability within the GSA.
- M. Saif suggested the proceedings are a learning process and be documented for reference of other upcoming executives. Also suggested having a robust criterion for Office Managers going forward.
- D. Said requested K. Hofer, Director of Student Experience to share her guidance on the subject as she deals with similar situations in the workplace.
- K. Hofer shared the proposed motion was an effective way forward and appreciates the commitment within the group having good discourse, dialogue, and accountability.

MOTION #3 B.I.R.T. GSA Board of Directors draft a motion to fill vacancies on the executives.
Motioned by M. Dube, Seconded by N. Refaie, Motion passes

MOTION #4 B.I.R.T. according to GSA bylaw, the GSA Board of Directors appoint interim VPs to serve in the roles effective immediately until the GSA elections are ratified, with applicants coming forward from the board of directors, under the supervision of the CRO. These acting members will vote on all votes, decisions, and financial matters to the board of directors at every meeting.

- CRO suggested elections be conducted through the graduate students only since every graduate has the right to vote for the election. K. Munford responded with her agreement to the suggestion and clarified the purpose of the interim election was only until the democratic election takes place. CRO responded she cannot



be the voice of the graduates since she was not elected by the graduate students.

- D. Said shared in accordance with section **5.7.4 of the bylaws** “The remaining Executive shall be responsible for selecting a suitable candidate for the vacant position(s). Ratification of this decision will be made at the next scheduled meeting of the Board of Directors. The newly elected Executive shall begin their duties immediately after ratification with their term expiring on April 30”.
- CRO further added to bear in mind, the current GSA President has not resigned from the position. To fill the vacancy there should be no executives in their current positions.
- N. Refaie shared his opinion to consider there is no guarantee we would have a new team of GDs as soon as possible due to the ongoing delays. The situation is unprecedented, and the best way forward is a democratic election to govern the GSA.
- K. Munford recommended the motion be amended to elect only VP Internal and VP External since the VP Finance election was already underway. Having a VP Internal was important since the role involves assisting with the onboarding and assigning to committees.
- G Eckel shared the best way forward would be a democratic process, however due to time constraints following the bylaws is the way forward. Can the current motion be reversed? M. Dube responded part of the accountability process if the positions are not filled, the motion will need to be revisited. D. Said added whatever the outcome tonight, the motion must confirm this is a temporary place holder until the results are made known.
- J. Gonzales recommended there be a performance criterion added within the motion. Regardless of the timelines, the GSA needs to ensure they are always a working organization.
- CRO confirmed nominees for VP Finance is now closed and elections start next week.
- G. Eckel motioned to get started with the motion.

K. Munford shared the meeting has lost quorum. K. Nolan investigated and confirmed loss of quorum for the meeting. The GSA President will need to be called in and call for a special meeting.

Adjournment

K. Nolan confirmed the meeting was adjourned due to the loss of quorum and will be touch with next steps.



GSA Executive Meeting Minutes



GSA Executive Meeting Minutes

September 11th 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 11:00am 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:

- Yoga event scheduled for September 19th. Encouraging all GSA Executives to attend.
- Monthly Newsletter updates to students.

N. Refaie stated the following procedure for the monthly newsletters

- OM to create a list of all incoming students interested in receiving the monthly newsletter
- OM to share list with ACC
- ACC to share newsletter draft with VP. Internal for approval
- After approval, ACC to email newsletter to students and GSA GD's.

N. Refaie further requested M. Kaur to share the list of events scheduled for 2023-2024 fiscal year to update figures in budget.



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

- Encouraging GSA Executives to have more of an in-person presence in fall.
- Increase in student interest to join GSA and know more about the organization.
- Committee updates to be added to GSA Executive Meetings Reports.
- Email list to be created by OM for all incoming students interested in receiving the monthly GSA newsletter

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

- General Director resignation process completed amicably with no conflict.
- Student memorial ceremony
 - Scheduled musician for the student memorial ceremony cancelled. Managed to source a replacement who is unfortunately not a UofG Student.
 - Working on VP Internal Speech for student memorial ceremony.
- General Director Elections
 - Coordinating General Director Elections with N. Refaie and CRO M. Vazin. Awaiting confirmation of the date of election.
 - Working on posters for elections.
- Clarity required regarding email query from international student regarding Post Graduate work permit. N. Refaie suggested the students be directed to the International Student Centre or Grad Studies for support.
- By laws Committee
 - Delay in scheduling next by laws committee meeting due to busy schedule. Currently in the process of working on a date for the next meeting.

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

- Plans to commute weekly / bi-weekly between the USA to Canada.
- Travel Grants
 - Need to increase allocated amount for fiscal budget due to increase in travel grant submissions.
- DEI Bursaries
 - Receiving new applications. Grants on hold as the rental support does not solely qualify for DEI emergency funding



- Looking to connect with VP External for information on other rental support sources for reference. Should the student not succeed in availing other funding, the GSA can then investigate assisting them further.
- Meeting with CIBC Advisor Joanne Ma
 - Business Account Information:
 - Requirement to maintain a monthly balance of \$5000
 - No monthly fees if the transaction limits are maintained o
 - GIC Information:
 - Redeemable cashable GIC's
 - Current interest rate of 4.65 on a variable term (rates subject to change daily)
 - Fixed term will have a lower rate of interest
 - Flexibility to counter match rates with other banks
 - Suggestion to split amounts with multiple GIC's for better flexibility
 - Credit Cards (3 types):
 - Aventura
 - yearly annual fee of \$120 (waiver of fee for the first year of usage)
 - travel rewards
 - points redeemable for merchandise and gift cards
 - make payments or contributions towards CIBC financial products
 - Aeroplan Visa
 - includes a yearly annual fee of \$120 (waiver of fee for the first year of usage)
 - travel rewards
 - Corporate Classic Plus
 - yearly annual fee of \$20
 - no points or rewards

M.Li recommended we opt for the Aventura card. Also added if we register for a GIC we could avail a better rate for a credit card.

N. Refaie suggested the following:

- Having a dual approval process in place for credit card usage.
- Work on increasing the allocated budget for events. Schedule meeting with ACC to discuss.
- Travel grants to be approved once a month (preferably mid-month)



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

- M. Morris did not have any latest updates to discuss. It was business as usual with routine tasks and liaison with executives.

11:50 - 12:10 pm 2023-2024 Executive Goals

- Goals structured based on executive meetings held over the past months.
- Requesting for views from executives on the proposed goals

M. Li suggested the following:

- Refrain from mentioning past failures and share the current and positive feedback and information regarding the organization
- Look into organizing career development events to increase General Director participation. N. Refaie confirmed this was included in the proposed goals.
- Limit by law discussions in board meetings and schedule separate meetings for the same.

12:10 - 12:30 pm 2023-2024 Budget

- N. Refaie Requested M. Li to share the updated budget with the executives.
- M. Morris requested M. Li to update any missing allocated yearly amounts on the fiscal budget.

M. Morris requested clarification on the step-by-step Election Process. The following was confirmed:

- Election date to be confirmed by GSA CRO with advice of VP internal
- Nomination form goes to students through Listserv
- 5-day nomination period
 - 2 days of campaigning
 - 2 days of voting
 - Results received from CRO on day 5
- Term starts October 1st and ends September 30th.

Action Items

- Update Executive Goals – N. Refaie



- Nomination Schedule and Tabling – E. Minard
- Fiscal Budget allocation update – M. Li

Adjournment

The meeting adjourned at 12:23 pm.



GSA Executive Meeting Minutes

August 21st 2023

Virtual Teams Meeting 10:30am to 12:00pm

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

The meeting commenced at 10:32am with N. Refaie welcoming all present.

Topics of Discussion:

10:30– 10:40a.m. Manpreet Kaur – Activities and Communications Coordinator

M. Kaur shared the following updates:

- Liaison with Mary from library services to initiate workshop series, set dates and appropriate themes.
- List of events for fall prepared to be added to newsletter
- Visiting researcher offering Yoga and requesting a letter of appreciation.

N. Refaie agreed to the letter. Also shared that Manpreet has prepared a list of events and budgets involved for the year ahead for proper planning purposes. Working on a Meet the Executive post to share on social media including pictures. R. Randle recommended having a group Executive picture posted on social media instead of individual.

10:40– 10:50a.m. Update from GSA President – N. Refaie

N. Refaie shared the following:

- Contacting various departments and understanding what they do and offering them GSA services
- Connected with GSA Executives to discuss 2023-2024 Executive goals. To work on Orientation presentations. Details to be presented at next Executive Meeting



- Met with Mike Calvert to discuss renovations for the lookout
 - Scheduled to start over the thanksgiving weekend
 - Projected finish date end of April 2024
 - Presentation at the next Grad Lounge Committee Meeting along with some menu tasting
 - Patio area, painting certain spaces and the bar are some of the primary areas of focus
 - University Services to provide budget from their own capital investments and the rest to come from the lookout. Further discussions to take place in due course.

R. Randle inquired if the designer was someone who we knew and liked in terms of assigning the job to. N. Refaie shared the interior designer was someone who currently works with UC Services and was also receptive of ideas brought forward.

10:50 – 11:00 a.m. Update from V.P. Internal – E. Minard

E. Minard share the following updates:

- Received go ahead for General Director removal, option given to resign from position. Referendum meeting to be called should we not hear back regarding resignation.
- Clarity required in terms of by laws on General Director department switching.
- First by laws meeting completed, looking at scheduling next meeting

N. Refaie inquired if conversations with the CRO regarding timelines for September elections was underway? E. Minard responded confirming she has been working on a presentation for GD orientation and will work on the election communications this week.

11:00 – 11:10 a.m. Update from V.P. Finance – M. Li

M. Li shared the following updates:

- In the process of reaching out to Finance Committee members regarding grants
- Requesting for Travel grant allocated budget be increased to \$ 2000
- All current approved travel grants include required supporting documentation • DEI grants to be on hold, need better clarification on rental issues and claims
- Fiscal budget 2023/2024 presentation ready to be shared.

M. Morris asked if the DEI application containing additional supporting documentation would be approved. M. Li confirmed this is on hold for the moment as the committee navigates through the process.

N. Refaie recommended we consider the criteria of emergency assistance funds to define what emergency actually includes. M. Li responded he is investigating what



emergency funding resources are available for students around campus and encourage them to avail those resources. Should these resources not cover their needs, the GSA can then provide them with the required funding.

11:10 – 11:20 a.m. Update from V.P. External – R. Randle

R. Randle shared the following updates:

- Managing communication regarding bus passes
- Will be attending CUPE meeting on August 22nd and sharing general information about the GSA.

N. Refaie suggested sharing the following information

- Timelines on the elections and information on events scheduled for orientation week.
- Meeting with Rebecca Southern to talk about the Governance Greatness workshop, which will be virtual and registration links shared in the newsletter.

- No response from Canadian Federation of Students. R. Randle to follow up with another email.

11:20 – 11:30 a.m. Updates from Office Manager – M Morris

M. Morris confirmed the following:

- Reminder to executive team regarding the invitation to the 2023 Community Breakfast for Faculty and Staff
- Email received regarding rental availability. Looking at options on how to share this within the student community. R. Randle suggested this be shared via the cannon site for UofG student classifieds
- Looking for executive team availability for Audit draft meeting next week. Suggested days discussed with executives. Meeting invite to be shared with the team.

11:30 a.m. - 11:50 p.m. Budget Discussion – Updated Allocations

- Increase Travel grant allocations from \$5000 to \$7000
- N. Refaie sought approval from the executive team on the approval of the allocated increase. E. Minard inquired if any unused funds get carried over to the next semester. M. Morris confirmed the Fiscal yearly allocated amount is



distributed between 3 semesters and any semesterly unused funds can be carried over to the next semester. Remember, we do not go over the total allocated fiscal amount.

- N. Refaie suggested to reconsider annual allocation budget for events.
- M. Li sought clarification from M. Kaur regarding the gift card purchasing and reimbursements
- M. Li suggested we increase the individual Travel grant funds. N. Refaie recommended we increase it from \$500 to \$700. E. Minard shared her concern that the recommended increase per application might exhaust the budget quickly and dismiss ongoing support to other incoming travel grant applicants. M. Li responded increasing the annual amount seems more profitable than increasing the amounts per application.
- M. Li suggested we review all travel grant applications received through summer and analyze the reasons for their shortfall. Working through an average we can increase the grant amount to a maximum of \$750 per application.
- With the pandemic behind us, there is an expectation of an influx in travel grants for the coming year.
- N. Refaie suggested to stay within the budgeted parameters after the Fiscal budget is presented to the Board.
- M. Morris sought clarification on documents required for local travel. M. Li confirmed gas receipts/bills confirming their travel dates would suffice. It is vital we have all the required documentation supporting their claim. Also recommending, the GSA website be updated confirming the required supporting documentation.

11:50 – 12:00 p.m. Web Developer Position

- Looking at hiring the current web developer on a part time basis for the fall semester.
- Restructure the website, ensuring it is much more effective and efficient in the way that we are conveying information and have the GSA team contribute with information for the website. E. Minard suggested adding more information on the get involved section of the website where students can join the GSA or get more information on what to expect.
- N. Refaie asked for the teams' opinions on the web developer's contract. R. Randle sought clarification on what the part-time position would involve. N. Refaie confirmed the web developer will need to personally initiate work through their five hours with allocated jobs, instead of reverting for what to accomplish during those daily five hours.
- E. Minard shared hiring the web developer was a promising idea, using her knowledge to accomplish and complete required web related updates



- N. Refaie confirmed he would go ahead with the hiring, maintain the current pay structure, and confirm the reporting structure with bi-weekly updates and working times required.

N. Refaie added he would be sharing a poll for the hybrid executive committee meetings for the rest of the year. Encouraging the team to attend in person when possible.

Adjournment

The meeting adjourned at 11:56 a.m.



GSA Executive Meeting Minutes
July 20th 2023
Virtual Teams Meeting 11:00am to 1:00pm

Present: Nabhan Refaie, President; Emily Minard, VP Internal; Rebecca Randle, V.P. External; Mingze Li, V.P. Finance; Michelle Morris, Office Manager

Regrets with notification: Manpreet Kaur, Activities and Communications Coordinator;

The meeting commenced at 11:02am with N. Refaie welcoming all present.

Topics of Discussion:

11:02 - 11:10 a.m. Manpreet Kaur - Activities and Communications Coordinator
M. Kaur was not available at the meeting to provide an update.

11:02 - 11:10 a.m. Update from GSA President - N. Refaie

- Therapy Consulting Proposal
 - Details on Meeting with Alison Burnett, Direct of Student Wellness to discuss ways to provide better access of counselling services to graduate students.
 - Ink Blot and Keep me Safe are two virtual counselling services for students that are available and currently not being used.
 - Providing culturally appropriate services to the university.
 - Provide a service called Navigators where students are directed to appropriate services within and outside the university
 - Plans to hire a new navigator in the fall.
- GSA Executive Business Cards
 - Ordering business cards for the executive team to have available at the Food Bank, GSA Offices and also should the executives wish to hand them out personally.



- Cards to be ordered and collected from GSA Office Manager when available for pickup.

11:10 - 11:20 a.m. Update from V.P. Internal - E. Minard

E. Minard share the following updates:

- Graduate student Aleshia Tomas is seeking direction and information regarding the process of starting a presentation club to help students develop their public speaking skills and practice before upcoming presentations.
 - N. Refaie commented that the CSA manages all Clubs since the GSA does not have the capacity to do so. Ongoing discussion with Student services continues in this regard. Recommending the student look into joining the University of Guelph Toastmasters Club that helps students improve their communication and leadership skills to excel in conference presentations, interviews and much more. There is a fee associated with the registration.
 - Alternatively, the student can join the CSA Club as a graduate student.
- N. Refaie asked for an update on the management of the board. E. Minard responded that issues continue with board members not fulfilling their duties. Awaiting the 3-month period as per the bylaws for appropriate action to be taken and report to be provided to OM accordingly.
 - M. Li sought clarification that should a GD not attend 2 meetings consecutively, they are removed from their duties. N. Refaie clarified the process stating the bylaws state they can be removed if they do not attend 3 consecutive meetings and then it outlines further that the removal process is a 3/4 exec of the executive votes. It is unclear whether the bylaws say that they're automatically removed under these conditions.
In addition, we can remove them through a 3/4 vote or it's that they can be removed for these reasons and the way that we do this is through a 3/4 vote.

11:20 - 11:40 a.m. Update from V.P. Finance - M. Li

M. Li shared the following updates:

- Discussion with RBC representative regarding GIC investments. The rates provided were not competitive.
- Looking into better business account facilities and offers with other banking institutions. Meeting with Finance Committee to discuss a new Physical Budget Format for better optimization and efficiency. Aggregate and Disaggregate terms accordingly.
- Working with Finance Committee to restructure the DEI committee and the DEI Funding policy. Currently applications are on hold until such time.
 - M. Morris inquired if an update was going out to current applicants awaiting a response, M. Li confirmed we could send them a response



letting them know the applications are on hold. N. Refaie suggested we share that the DEI application process is being restructured and applications will be reviewed when the restructuring is complete. It was agreed to have the right terminology for clarity in communication.

11:40- 11:50 a.m. Update from V.P. External - R. Randle

R. Randle shared the following updates:

- Looking to set up a meeting in the month of August with Kayla Weiler, National Executive Representative at Canadian Federation of Students - Ontario to address graduate issues.
- Hoping for a graduate specific meeting.
- Availability on portfolio to join the GSA by laws Committee.
- Ability to assist with being the GSA representative at CUPE meetings, slated for approximately 2 hours per month to help mitigate any crossover issues and build a stronger link between CUPE and the GSA. N. Refaie shared these thoughts on how making this a permanent feature with CUPE would be beneficial since the VP External's role does involve associations with external partners.

11:50 - 12:05 a.m. Updates from Office Manager - M Morris

M. Morris did not have any major updates to share. It was business as usual.

11:50 - 12:20 a. m. Budget Discussion

N. Refaie discussed the GSA Executive Office Renovation project confirming the following:

Quotation for repairs received from M. Calvert at UC Services for a total of 7,500. List of repairs include:

- replacing telephone wiring
- covering pipes
- replacement of engineered wiring
- Painting of walls
- Refurbishing carpets
- Redo flooring

Update received regarding expenses which confirms a \$2500 increase in cost, totals to \$10,000. This increase is more than the confirmed allocated budget for capital expenditure agreed at the last Annual General Meeting. Looking for views and approvals from the executive team.

R. Randle suggested there were a few items on the list that could be taken care of by the executive team e.g.: Painting of walls, work around existing furniture and removing bulletin board. N. Refaie confirmed this will need to be investigated since as per



procedure all repair and renovation tasks need to go through the UC services for safety reasons.

R. Randle inquired if the graphic in the GSA office was installed by UC services or an external contractor. N. Refaie confirmed this was done by UC Services. However, there are no plans to remove the same. M. Li and E. Minard agreed to the recommendation of personally taking care of a few items from the renovation list.

12:20 p.m. - 12:30 p.m. Start International Trivia Night Funding

N. Refaie discussed details on the Funding request for Trivia scheduled to be organized at the lookout

- Expense amounting to a total of \$959.70

R. Randle sought clarification if the cost was to be a 50/50 split? N. Refaie responded he feels that they are asking for full funding so they can use their resources for other events, like other clubs that don't have funding, for example, like the International Students Association, which doesn't get any or much funding. R. Randle commented she felt this was an expensive event and to be mindful of the fact that we are not funding them more than others. Also, if we get them a set amount of funding, we are comfortable with, and repeat this year after year if required.

N. Refaie suggested we fund have the requested expense which amounts to \$500. E. Minard and M. Li also approved of the same.

12:30 p.m. - 1:00 p.m. Open Forum
Fall 2023 Planning

N. Refaie discussed the following updates scheduled for Fall 2023:

- September and October 2023 to be busy months focusing on Student Orientations
- General Director Elections:
 - Managed by CRO
 - VP Internal to supervise the process
 - Prepare materials and outreach for the process
 - Ensure CRO has the right list of departments with relevant updated changes
 - Look at ways to increase turnout with promotions (prepping table in UC, add posters around campus, maximize presence within departments)
- Orientation of General Directors
- Finalized Financial Budget
 - VP Finance to present at the September board meeting



- Auditors to present audit report to the board for approval during September board meeting

M. Morris reminded that the student fees, grad lounge, updated bursary funding allocation etc. need to be accounted for on the updated budget. To discuss with VP Finance and update accordingly. M. Li confirmed they can work together to update. Also looking into making substantial changes with the business bank accounts seeking better rates and investment opportunities.

Reserve available in GSA Account.

- High surplus from student fees
- Revenues higher than expenses
- Opportunity to expand our current programs/funding
- Look at new opportunities e.g.: Therapy assistance
- Potential to invest in print shops with existing equipment.
- Emergency fund investment program to support high cost of living and current housing situation
- Support Food Bank

E. Minard shared her thoughts stating supporting an honorarium for graduate students to assist at the food bank would be a good start. Consideration of increasing the allocated budget for the travel grants would help. N. Refaie suggested funding a part time coordinator for the food bank would be an option. R. Randle suggested the GSA have some managerial control in support of the food bank.

R. Randle discussed the possibility of offering mental health resources outside the university. Assistance with Ontario Standard Lease procedures and rights. Support with reimbursement of medication expenses not covered by the health plan.

Adjournment

The meeting adjourned at 01:02p.m.