



BOARD MEETING

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

Please send Regrets to gsa@uoguelph.ca, no later than Tuesday, July 18, 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 July 19th, 2023 GSA Board Meeting, be approved as presented.

Approval of Minutes:

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

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

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

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

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

6:15 p.m. Consulting Proposal: Suanne Miedemma, President Miedemma Board Consulting Inc.

MOTION #3: B.I.R.T. The GSA agree to the attached consulting proposal, and hire Suanne Miedemma to draft a GSA Board policy manual. The amount paid to Suanne Miedemma will be \$3,000 plus HST.

6:45 p.m. DisOrientation Week: Kimber Munford, OPIRG



MOTION #4: B.I.R.T. The GSA Board of Directors allocate \$600 towards DisOrientation Week.

7:05 p.m. Departmental and Committee Updates

7:15 p.m. Question Period

7:20 p.m. Executive & Staff Reports

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

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

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

7:30 p.m. V.P. Financial: Mingze Li

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

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

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

8:00 p.m. Arising Business

8:05 p.m. In Camera Session

MOTION #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.)

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 regrets no later than September 19th, 2023, at 12 p.m.



Executive & Staff Reports

President & CEO – Nabhan Refaie

Hi everyone,

Hope everyone is enjoying their summer! Be sure to take some breaks and enjoy the sunshine before the big rush of September comes along. This report covers my activities as the GSA President & CEO from June 15th 2023 to July 11th 2023.

Orientation Planning

Much of the last month was focused on planning events around September. The GSA is currently involved in three separate orientation events: Orientation Day, START International, and CUPE Disorientation week. We will be involved in a 10-15 minute presentation on Orientation Day, and some of the activities that are planned on that day. We are hosting a trivia night on August 29th for incoming International students in collaboration with START International, and will be attending their Community BBQ on August 31st. We are also hosting a funding information session during CUPE's disorientation week, and co-hosting a board game lunch social with CUPE.

Food Bank Updates

We had several discussions with the CSA over the Food Bank in the last few weeks. As of July 4th, the Food Bank unfortunately had to temporarily shut down due to staff shortages. Much of the food that was perishable was either given out to students in need or to a community food bank. Before its closure in August, the Food Bank has provided a time for 120 Food Bank visitors to come into the Food Bank and receive a \$50 grocery gift card, in lieu of their usual groceries.

We continue our discussions with the CSA to improve the capacity of the Food Bank and ensure that graduate students are able to access their services.

GSA Restructuring Committee



The GSA Restructuring Committee met for the first time on July 7th. The meeting served to introduce members to each other and the restructuring process. We outlined the themes that will be discussed in the committee (elections, meetings, general director responsibilities, executive responsibilities, and communications). We also established a principle of attempting to achieve consensus on any recommendations. If consensus cannot be reached, any recommendations will be approved by a 2/3 majority vote. We also determined several other process issues, including minute-writing, reporting, and chairing. I (or another member of the committee) will continue to update the Board on the activities of this committee, on a regular basis. Our next meeting will be at the beginning of August, where we will discuss our election processes.

Consulting for Restructuring/Board governance

I met with Dr. Rebecca Sutherns and Suanne Miedemma to further discuss their involvement in our restructuring efforts. We confirmed that the Governance Greatness workshop will be held on September 11th, from 1-4pm. The first half will be open to all graduate students, while the second half will be a private session with Board members and members of the Restructuring Committee. I encourage you all to attend, to learn more about Board governance and to give your thoughts on how the GSA Board should operate in the future.

The next phase of the consulting process proposed by Suanne was to develop a Board policy manual. A manual will allow us to streamline training of new Board members, and ensure process is duly followed. The manual will be reviewed by the Restructuring Committee before being submitted to the Board for approval.

Psychotherapy proposal

I met with Justin Michel, founder of Building Bridges Psychotherapy, to discuss a potential partnership to provide graduate students free counselling. We are currently in talks about how this program will look like, how much the GSA can contribute, and how many students can access the service. Once a proposal is finalized, I'll invite Justin to a Board meeting, so that the Board can decide on whether to move forward with it or not.



Housing Strategy Consulting

On June 20th, I participated in a SWOT (Strengths-Weaknesses-Opportunities-Threats) workshop about the university's housing strategy, along with several housing, university, and community stakeholders. The workshop was run by the Scion Group, a consulting group the university hired to provide a housing demand analysis with recommendations on how to deal with the housing crisis. A survey will be distributed to all graduate students during the summer to ask about their experiences with housing. Please look out for an email from Scion or the GSA and answer that survey. It'll provide great feedback that will be useful to developing plans to move forward.

AVP Student Affairs Search Committee

I met with the AVP Student Affairs Search Committee on July 5th. The Committee is searching for someone to take on the AVP Student Affairs position on a permanent basis. These meetings are confidential, so I will not be reporting on the activities of the committee until it is complete.

Grad Lounge Sustainability Committee

I chaired a meeting of the Grad Lounge Sustainability Committee on June 19th. We discussed sending out surveys to receive feedback from graduate students about the Lookout. We also discussed improvements to the space. Mike Calvert, Brooke Crease, and I met with an interior designer to discuss how to improve the atmosphere of the Lookout. That work is still ongoing.

Note that the Lookout will be closed from **July 21st to August 8th**.

GSA Executive Committee Meeting

I chaired GSA Executive Committee meetings on June 15th and July 4th. Please see below for details about each of these meetings.

Meetings with Ben Bradshaw



I met with Dr. Ben Bradshaw on June 26th and July 10th. We discussed several issues relating to specific student cases, the academic dispute process, and orientation day.

Meetings with LEAD Advisor

I met with Jen Durst (LEAD Advisor) on July 10th. We discussed issues around GSA governance, including the upcoming Restructuring Committee. We also discussed the potential partnership with Justin Michel to provide counselling to graduate students.

Academics & Progress Committee

I met with the Academics & Progress Committee on June 15th. Several cases related to progress in graduate programs were discussed and adjudicated.

Thank you all for your attention, and I hope you have a great rest of your summer!! Since we don't have any Board meetings in August, I'm looking forward to see you all in the new academic year 😊

Best,

Nabhan Refaie

GSA President & CEO



VP Internal Report – Emily Minard

Hey everyone!

I hope you all have had a chance to pause this summer and relax in the warm weather. This month has been a pretty slow month for me so my updates will be relatively brief!

Student Memorial Tree Ceremony

In collaboration with the CSA's V.P. Academic, Jun, we have narrowed down a very detailed step-by-step plan of tasks that need to be completed for the smooth organization of the Student Memorial Service in September. As of recently we have:

- Finalized invitation, event program, and button graphic designs
- Reached out to the university's music department about hiring a student musician for the event, as well as some alumni musicians
- Finalized a list of speakers

GSA Constitution and Bylaws Committee

Earlier this month I tried scheduling the first meeting since the transition for the Bylaws Committee. However, I quickly came to learn that several GDs who were previously on this committee had either resigned from their positions as GDs, or had new committee assignments. This left me with one other member in the committee, which according to our Bylaws, is insufficient for holding the committee meeting. Not wanting to wait until the next GD election to assign new members to the committee, I am wondering if any GDs currently would be open to an additional committee! Please reach out to me via email if you are interested.

GSA Executive Committee Meeting

- Met with some of the GSA executives to give updates

GSA Restructuring Committee

- Was unfortunately unable to attend the first meeting but am looking forward to the next one!

That's all from me! Please do not hesitate to reach out if you have questions.

Emily – gsavpint@uoguelph.ca



VP Finance Report – Mingze Li

Dear folks, I hope you're doing well and enjoying the pleasant weather. I would like to provide you with an update on the recent meetings and progress made this month:

Executive Meeting:

During the Executive Meeting, the GSA Restructuring Committee was discussed, and decisions were made regarding Grants and Bursaries applications.

RBC GIC Meeting:

I had a meeting with the Investment and Retirement Planning (IRP) team at RBC bank to discuss the GIC investment rate. I will continue to monitor and compare the RBC GIC rates with those offered by other banks.

Graduate Student Consultation:

This month, I have been assisting graduate students with their travel grant and childcare grant applications. I have been working closely with them, providing guidance, and clarifying any doubts they may have.

Finance Committee Meeting:

The Finance Committee held a meeting to discuss travel grants and identified several issues with the current Grant and Bursaries application process. We recognize the need for a more streamlined and timeefficient application process for graduate students. Consequently, we will be investigating and implementing improvements to the application process, which are expected to be in place by the fall term of 2023.

Furthermore, the Finance Committee deliberated on the documentation requirements for applying for Diversity, Equity, and Inclusion (DEI) and childcare grants. We aim to reconstruct the necessary documents to ensure clarity and efficiency.

Additionally, the committee discussed the format of the fiscal running budget and explored ways to enhance its clarity and effectiveness.

If you have any questions, comments, or suggestions, please don't hesitate to reach out to me via email at gsavpfin@uoguelph.ca.

Thank you and have a wonderful day!

Best regards,

Marcellus(Mingze) Li GSA VP Finance



VP External Report – Rebecca Randle

Hello all,

Happy July everyone! I hope everyone is having a great summer so far and has been able to take some time to get outside and enjoy the warm weather! It has been a quiet month for me with respect to meetings as many have been cancelled and quite a few staff are away on summer vacation. However, things should be picking up shortly as we head into August as much of the planning for the fall semester will pick up. Please see a summary of my responsibilities since the June board meeting below:

GSA Restructuring Committee

The GSA Restructuring Committee met for the first time on July 7th for an introductory meeting. We were able to go through introductions, discuss the purpose of the committee, review how the GSA is currently organized, and discuss a plan for scheduling future meetings.

Meetings with CSA

In collaboration with the CSA's VP External and their office manager, we planned the scheduling of a transit committee meeting after the CSA's summer office closure to discuss the promotion of the late-night bus service during the fall semester. Fortunately, given the nature of the current referendum agreement and that the late-night bus service schedule has already been determined, there are no currently pressing negotiations with Guelph Transit.

Upcoming: CSA and GSA Executives meet with the Office of Government Relations & Community Engagement on Monday, July 17th. This meeting will occur after the July board meeting agenda is sent out but prior to the meeting itself, so I will provide a summary during the meeting and include any important written information in my next board report.

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

Thank you!
Rebecca Randle
GSA VP External



Activities and Communication Coordinator (ACC) – Manpreet Kaur



Office Manager – Michelle Morris

Hello Everyone,

July has been a relatively quiet month so far, which gives me a chance to catch up on any pending tasks.

- Communication and paperwork continue for our yearly Audit with RLB.
- Reconciling monthly bank statements with the bookkeeper
- Received a few travel grant applications that are to be approved by the Finance Committee, including DEI applications.
- Working on updating of current budget and expenses

Best,

Michelle



Consulting Proposal – Suanne Miedemma, President Miedemma Board Consulting Inc.



Miedema's Board Consulting Inc.
52 Parkview Ave
Toronto, ON M2N 3Y2
416-225-5181
suanne@miedemas.com

July 7, 2023

Nabhan Refaie

President & CEO

Graduate Students' Association
Level 5 North, University Centre

University of Guelph

50 Stone Rd E N1G 2W1

Dear Nabhan:

Thank you for taking the time to speak with Rebecca and me yesterday to talk through the various governance projects you are considering. I am pleased to submit a proposal to assist you in organizing and developing a complete set of governance policies. A Scope of Work, proposed Work Plan, and Budget are provided below.



Rebecca and I will prepare a proposal after your September 11 Governance Greatness workshop to address the board's structure and any other topics that emerge from that session.

I look forward to discussing this proposal further with you.

Respectfully submitted,

Miedema's Board Consulting Inc.

Suanne Miedema

Scope of Work

Miedema's Board Consulting Inc. (MBC) will review the Guelph Graduate Students' Association's (GSA's) governance documentation and will produce a comprehensive and customized Board Policy Manual. The Board Policy Manual will be aligned with the GSA's incorporating documents, Bylaws, and emerging governance best practice. It will be written in a format which can be used as an orientation manual for future Board Members. The Board Policy Manual will include, as needed, sections covering:

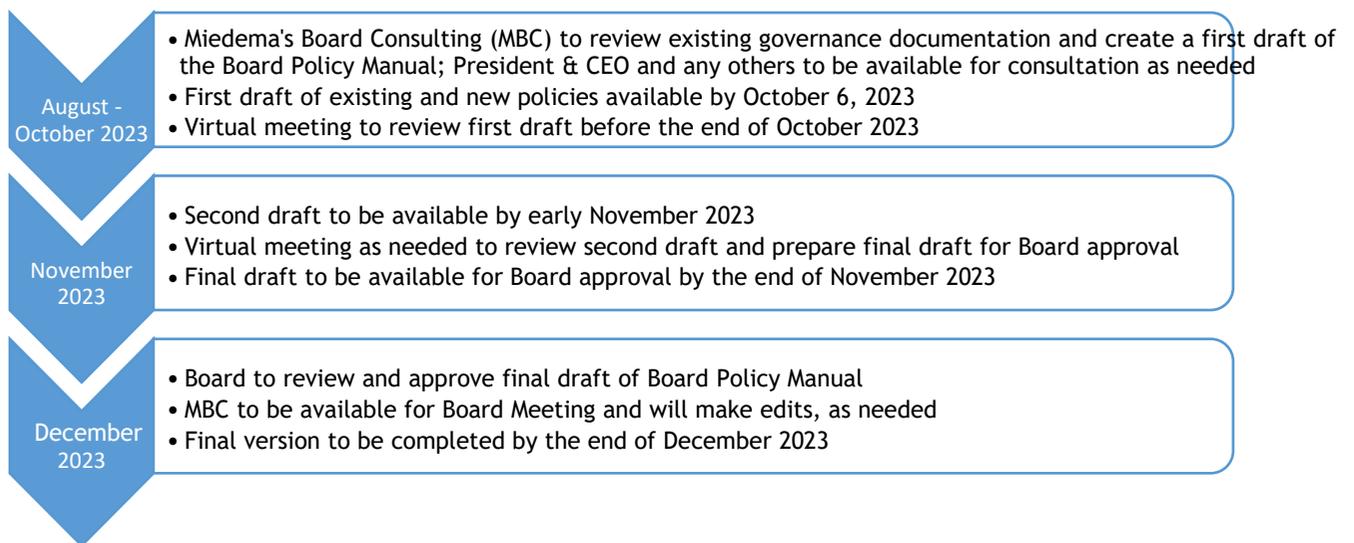
- 1) Introduction and Administration of the Board Policies
- 2) Organization Essentials (Mission, Vision, Values, Stakeholders)
- 3) Board Structure and Processes (Governing Style, Board Meetings, Annual Board & Committee Work Plans, Decision Making, evaluation tools)
- 4) Director Expectations (Role Description, Time Commitment, Legal Obligations of Directors, Code of Conduct, Conflict of Interest, Confidentiality)
- 5) Board Travel and Expense Policies
- 6) Board Officer Role Descriptions (e.g. Chair, Vice Chair, Treasurer, Secretary)
- 7) Board Recruitment and Succession Planning Policy
- 8) Committee Structure (including Terms of Reference templates for all Board committees)
- 9) Board-President & CEO Relationship (Delegation, Communication Expectations, Performance Appraisal, Emergency and Planned Succession)
- 10) Board Policies regarding Operations, Staff and Volunteers, Communications, Finance, Audit, and Risk



To ensure appropriate consultation and customization, MBC will meet virtually with the committee assigned to this process up to two times and will be available for the Board meeting in which the Board Policy Manual is being presented for approval.

Work Plan

To address the above Scope of Work and subject to the availability of the people noted and the documentation required, it is proposed that the project proceed as follows. A commitment is needed by July 31, 2023 to meet the schedule below. Alignment with Board meetings or other deadlines may be possible with reasonable notice.



Budget

The GSA can expect thorough documentation and a best-in-class, user-friendly Board Policy Manual for \$3,000 (plus HST). All work will be completed by Suanne Miedema (resume provided below). 50% deposit upon acceptance of contract and the balance due upon completion of the Scope of Work.

Suanne Miedema, BBA, MBA, ICD.D

President, Miedema's Board Consulting Inc.

suanne@miedemas.com



Current Experience

President, Miedema's Board Consulting Inc.

Miedema's Board Consulting helps Canadian Not-for-Profit Boards improve their governance practices through Board assessments, governance gap assessments, Board Policy Manuals, and Board Chair training and mentoring.

Volunteer Board Member, World Vision Canada

Board Member and Governance Committee member of Canada's largest private relief and development agency (annual revenue over \$400M). Audit Committee member 2010-2013. Board Chair 2017-2020.

Volunteer Board Member, World Vision International

Board Member, Vice Chair, and Stewardship (Finance) Committee Chair of World Vision's \$3B US global centre. World Vision is a global relief, development, and advocacy organization assisting 70 million people each year. Dedicated to working with children, families, and communities to overcome poverty and injustice.

Volunteer Board Member, VisionFund International

Board Member and Governance & Nominating Committee Chair of World Vision International's microfinance organization which improves economic opportunities for families in developing countries. Outstanding portfolio of \$450M US and 1M active borrowers.

Previous Experience

General Manager, DeBoer's Furniture

Senior Financial Analyst, Rogers Communications

Volunteer Board Member, Treasurer, and Finance Committee Chair, MAF Canada (2012-2021)

Education

University of Toronto – Rotman School of Management / Canadian Institute of Corporate Directors Directors Education Program (ICD.D)



York University - Schulich School of Business

Master of Business Administration (MBA)

Wilfrid Laurier University

Bachelor of Business Administration (BBA)

Certifications

Certificate of Nonprofit Board Education (BoardSource)

Certificate of Nonprofit Board Consulting (BoardSource)

Leadership Certificate for Nonprofit Board Chairs (BoardSource)

Certified Standards Program Coach (Imagine Canada)



PDR Application: DisOrientation Week



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 | DisOrientation Week |
| Event Date (dd/mm/yyyy) | 18/09/2023 |
| Contact Person | Kimber Munford |
| Department | School of Environmental Sciences |
| Email | kmunford@uoguelph.ca |
| Phone | 204-746-4102 |

Q16. Organization's Information

| | |
|---------------------|----------------------------------------------------------|
| Organization's Name | OPIRG Guelph |
| Department | NA |
| Mailing Address | 24 Trent Lane, University of Guelph, Guelph, ON, N1G 2W1 |
| Email | opirg@uoguelph.ca |
| Phone | (519) 824- 2091 |



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

| | |
|------------------------------------------------|-----|
| Number of Graduate Students | 50 |
| Number of Undergraduate Students | 200 |
| Number of faculty, staff and community members | 30 |

| | |
|--------------|----------------------------------|
| Total | <input type="text" value="280"/> |
|--------------|----------------------------------|

Q18.

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

Q19. Amount Requested:

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

Please write who the cheque can be made payable to:



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

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

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| REVENUE (Sources) | Last Year | Actual | Projected |
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| Total Revenue | | | |
| EXPENSES | | | |
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| 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.





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: [\(50.6349, -97.0116\)](#)

Source: GeolP Estimation

A satellite-style map of Winnipeg, Manitoba, Canada. A yellow diamond-shaped location marker is placed in the northern part of the city, near the Red River. The word 'Winnipeg' is labeled at the bottom center of the map area.



Event Name: DisOrientation Week 2023

Event Date: September 18th, 2023 - September 22nd, 2023

Contact: Kimber Munford (kmunford@uoguelph.ca)

Summary of Event: Co-organized by OPIRG Guelph, CUPE 3913 and the U of G Graduate Coalition, DisOrientation Week gives campus and community groups an opportunity to plan their own event as part of a broader framework that will bring people with shared values together. The aim is to demonstrate that University life is more than schoolwork and teaching or attending classes; it's also a time for cultivating communities with shared values, taking care of ourselves, bettering ourselves, and critically engaging with issues students and staff face on campus and in our community.

This year, our theme is “Improve Life... for All!”.

| Description of cost | Total (tax included) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Event support: provided based on need to groups that have additional costs Example groups who have requested assistance: Wellington Water Watchers, ARCH Guelph, GRGCEd | ~\$500-700 |
| Promotion: printing posters, etc. | ~\$50-\$100 |



| | |
|-------------------|--------------|
| TOTAL cost | ~\$550-\$800 |
|-------------------|--------------|

We currently have 12 different campus and community groups participating, with events ranging from drum circles to film screenings. This event will be **completely free for all who participate**, so we are looking for some funding to help some groups involved recoup their costs. While we have encouraged groups to bring their own supplies and funding, we will provide financial and practical assistance to groups *based on need*. Any remaining funds will be used for event promotion.

Attendees: As this is the first DisOrientation Week in years, we don't have historic data to make predictions with. However, we anticipate that, given the range of topics and event formats, a minimum of **250 students** will participate across the week, as well as some community members. We have several graduate student-focused events in the works, so we are anticipating that approximately **50 of those students will be graduate students**.

Budget Justification:

| | |
|-------------------------------|-----------------------------------------|
| OPIRG contribution | Undetermined, must go through committee |
| CUPE 3913 contribution | \$100 |
| GSA PDR | \$600 |



Tentative schedule (more events in the works):

| TIME | MONDAY 18 | TUESDAY 19 | WEDNESDAY 20 | THURSDAY 21 | FRIDAY 22 |
|----------------------------|-----------------------------------------------------|------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------|-------------------------------------|
| LUNCH 12-3 PM | | GRCED Mural Painting (1 Hours) | | | |
| AFTERNOON 3-5 PM | ECM Radical Christian talk (1 Hour) | Water Watchers Showing up for Water Justice (1.5 hours) | J4W Discussion about Work | GBSA Film Screening (and possible discussion) (1 hour) | |
| EVENING 6 - 9 PM | Sound of the Drum: Drumming Group (1 Hour) | Bird Safe Guelph Eco Trivia (1.5 Hours) | ARCH GUELPH: Drug Tales (2 Hours) | FIGS Cooking Night | OPIRG Radical Reels (2 Hours) |



Committee Reports

Admissions & Progress Committee

Meeting date:

Report:

Next Meeting:

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: Friday, July 14th

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:

Experiential Learning Committee

Meeting date: N/A

Report: N/A (Peter Duker)

Next Meeting: September

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:

Report:

Next meeting:

Parking & Traffic Appeals Committee

Meeting date: no meeting since last month

Report: N/A

Next Meeting: N/A

Positive Space Committee

Meeting date:

Report:

Next Meeting:

Sexual and Gender-Based Violence Advisory Committee

Meeting date:

Report:

Next Meeting:

SHINE Mental Well-Being Week Committee

Meeting date:

Report:

Next Meeting:



Special Grants & Speakers' Fund Committee

Meeting date:

Report:

Next Meeting:

Student Assessment Committee

Meeting date:

Report:

Next Meeting:

Student Budget Committee

Meeting date:

Report:

Next Meeting:

Student Executive Council

Meeting date:

Report:

Next Meeting:

Student Leaders and Administration Committee

Meeting date:

Report:

Next Meeting:

Student Life Advisory Committee

Meeting date:

Report:

Next Meeting:

Student Life Award Committee

Meeting date:

Report:

Next Meeting:



Student Organization Policy Steering Committee

Meeting date:

Report:

Next Meeting:

Student Rights & Responsibilities Committee

Date:

Report:

Next Meeting:

Student Transit Committee (GSA/CSA)

Meeting date:

Report:

Next Meeting:

Teaching and Learning Network

Meeting date:

Report:

Next Meeting:

Town and Gown

Meeting date:

Report:

Next Meeting:

Student Experience

Meeting date:

Report:

Next Meeting:

Student Wellness Advisory Group (SWAG)

Meeting date:

Report:

Next Meeting:

University Centre Board

Meeting date:

Report:



Next Meeting:

UC Digital Signage Content Review Committee

Meeting date:

Report:

Next Meeting:

Volunteer Committee (GSA)

Meeting date: The volunteer committee did not meet this month.

Report: N/A

Next Meeting: TBD



Departmental Updates

Animal Bioscience

Report:

Report by:

Biomedical Science

Report:

Report by:

Black Student Representatives

Report:

Report by:

Business Administration/Management

Report:

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: No updates—things are still quiet for the summer.

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: Please see below for updates from IB!

- On June 21st, the College of Biological Science held its annual **summer BBQ** in the Arboretum. Many of our IB students and faculty were in attendance for a good lunch, great company, and the announcement of some teaching and advisory awards.
- **Tea time with the dean** (Maz Fallah) continues to be a great way for students and faculty to share good news, voice any concerns, and just have a chance to chat with the dean of CBS
- Our **brand-new masters program** (M.Sc. In Wildlife Biology & Conservation) is officially live! Prospective students can apply to this program for admission starting in Fall 2023. If you missed the info session but would like more information, see here for a recording: https://uoguelphca-my.sharepoint.com/:v/g/person/scrowthe_uoguelph_ca/EQdoIYDx49NLncaDbQxNPCIB-FuK6mQtjqMVuSTsXIDCTw
- The department is currently very busy with **summer defenses**.
- There will be **CBS Postdoc Summer Training sessions** occurring on July 20th, July 27th, and August 3rd. These are meant to support postdocs, research associates, and academia-focused senior PhD candidates who are applying for academic/professorial positions. To register, visit the following link: https://uoguelph.eu.qualtrics.com/jfe/form/SV_b7amOHQltgKyEtg

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

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: Interviews/meet and greets for new potential faculty members begin next week (July 14-18). Departmental ice cream day on July 18. The Graduate Student Symposium was recently conducted across the OVC departments, to which there was a good turn-out for the various events.

Report by: Jake Yates

Philosophy

Report:

Report by:

Physics

Report:

Report by:



Plant Agriculture

Report: currently in the planning phase of our summer bbq.

Report by: Dan Colcuc

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 June 2023 Meeting Minutes



GSA Board Meeting Minutes

Hybrid Meeting

Wednesday, June 21, 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, Dipendra Karki, Molecular and Cellular Biology; Anmol Samra, Population Medicine; Isaac Toyin, History; Elizabeth Manchester, Integrative Biology

Regrets with Notification: Janan Shoja Doost, Biomedical Science; Ben Bradshaw, Assistant Vice President Graduate Studies; Jacob Yates, Pathobiology;

Regrets without Notification: Mitul Gohil, Engineering; 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; Alice Hinchliffe, English and Theatre Studies; Aiyu Lu, Family Relations and Applied Nutrition; Daniel Colcuc, Plant Agriculture; Peter Duker, Geography;

Guests: Alexis Fabricius, CUPE #3913 Vice-President External; Justine Richardson, The Arboretum; Mike Calvert, Senior Operations Manager, University Centre Services; Amanda Avison, Department of Biomedical Science, Ontario Veterinary College.

Staff: Michelle Morris, GSA Office Manager

5:32 p.m. Call to Order: David Said, Chair

D. Said shared sentiments by Perry Bellegarde, who was Canada's national chief of the Assembly First Nations in opening the land acknowledgement.

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 **June 21st, 2023, GSA Board Meeting, be approved as presented.**

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

Approval of Minutes:

MOTION #2: B.I.R.T. the GSA Meeting Minutes of the **May 17th 2023, be approved as presented.**

Motioned by N. Refaie, seconded by E. Minard. Motion carries.

5:37 p.m. CUPE #3913: Alexis Fabricius, Vice-President External

A. Fabricius shared the following updates:

- Working on bargaining proposals for Unit 1 and 2 members.
- New website in progress which is scheduled to be launched by September 2023
- Summertime is end of benefits
 - TA'S
 - \$300 vision care
 - \$300 mental health and counselling

Reimbursed at 50% per claim

- Unit 2 members
 - \$1000 for vision care, dental and Others
 - \$200 in prescription costs.

Reminder for all receipts to be submitted for reimbursements asap.

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. Added a note in chat for any questions to be emailed to him directly.

5:41 p.m. Lookout Finances/Operations Update: Mike Calvert, University Centre

M. Calvert was not in attendance to give an update. Joined the meeting at a later time. Update to follow below.

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: Nabhan Refaie

MOTION#3: B.I.R.T. the GSA Board of Directors adopt a “yes” position in the 2023 Arboretum Student Fee Referendum.

Motioned by E. Minard, seconded by N. Refaie. Motion carries.

N. Refaie discussed the following:

- Trying to engage in a restructuring process for GSA Operations
- A committee to have a detailed look into issues and changes required.



- Make them more accessible, transparent, and better serving graduate students.
- Student services suggested liaison with external consultant Rebecca Sutherns who also worked with the CSA in the past.
- Proposal from consultant includes the following:
 - Part 1 - Professional development workshop
 - open to board members and all graduate students.
 - help graduate students learn about processes and what the board does in terms of operations and solving GSA issues.
 - recommend the workshop to all graduate students and a private workshop open to only the restructuring committee and members of the board.
 - cost of workshop - \$ 3000
 - Part 2 – Working with a second consultant Suanne
 - assist with policy development and structures.
 - help us also write the policies and the bylaws that could then be enacted to cement these changes in structures and operations,
 - Cost - \$ 9,000

Total cost of proposal approximates to a total of \$12,000

Question Period

K. Munford stated the proposal sounded like a promising idea and inquired what experience the consultants carried and if this included any corporate experience. N. Refaie responded that Rebecca worked with various undergraduate associations within Ontario including the CSA in UofG. Suanne also worked with different student associations. Also followed up with Lee Anne Clark at the CSA who had only positive things to say about the consultants.

D. Said sought clarification on what adopting the YES motion involved. N. Refaie confirmed the motion would mean the start of a relationship between the consultants and the GSA. Also, this would mean that the board will be approving the \$12,000 expenditure for the consulting project.

Y. Hoon had a question on the level of involvement from the consultants and the role of the VP Internal. Can the consultants give us a presentation on what they have to offer and firms they have worked with.

N. Refaie confirmed it is difficult to explain the roles of a board of director. However, the plan was for the VP Internal to work with the orientations in the fall explaining the roles and responsibilities. We would have a better understanding and outlook on the roles after meeting with the consultant which will help us in integrating them into the orientation processes.

For the involvement, the consultants will act as fact checkers. We come to them with solutions, and they will give us their recommendations and views. Graduate students will decide if we go ahead with a structural or operational change. He could invite the consultants for a presentation which is dependent on their agreement to the idea.

K. Munford inquired if this would be the preview of the restructuring committee, where consultants would come in and discuss with what the restructuring would look like on a legal and governance point



of view. Recommending an amendment to the motion to include the restructuring committee could provide periodic updates to the board on developments. N. Rebaie confirmed this would depend on what the board agrees to.

Y. Yoon confirmed he would like the consultants to come in with a presentation bearing in mind \$12,000 is a large investment. Sharing a record of references that could confirm their experiences.

A. Avison guest at the meeting shared her view on if there was a possibility to only sign up for the \$3000 workshop and depending on the outcome, only then go along with the restructuring part of the proposal. N. Refaie confirmed this was possible. However, to bear in mind, the work involved with each consultant is different and two difference categories.

R. Randle shared her opinion that the total expense did look like a big investment. Discussion of having them come in once for a trial and if we find their solutions tangible and positive, we can think of adding on more sessions. Ensuring the optics are good and we are spending money wisely. N. Refaie responded this could be explored. Also confirming the GSA currently does have a significant reserve in funds that can be utilised for this project.

N. Refaie suggested we amend the motion to approve of the workshop with Rebecca and begin a relationship with Suanne that would be short term. N. Said (chair) interjected seeking guidance on the rules for spending funds (student fees) and if there was a referendum for an allocated threshold. N. Refaie confirmed it was at the board's discretion.

N. Refaie asked for clarification in the event the motion failed, could he present a motion with figures. D. Said confirmed this could be added to the next agenda or the business arising schedule.

Voting poll was opened. Motion was defeated. Does not pass.

6:14 P.M. PDR Application – Ontario Veterinary College Student Symposium: Amanda Avison

- A. Avison from OVC shared details on the PDR stating the following:
- OVC is comprised of 4 different departments.
 - 65 Grad students accepted to present abstracts at the symposium on July 6th.
 - Assisting students to explore other career paths
 - Lunch for volunteers and panelists to enable them to interact with students
 - 20 people @ 15.75 per person + tax, amounting to a total of \$356

Question Period

N. Razaie inquired on the number of people attending the conference in addition to the confirmed. A. Avison confirmed they anticipate about 150 over the day in addition to the confirmed 65.

R. Randle recommended they also look at food costs through Brass Taps for competitive pricing.

R. Randle further inquired what the available budget was for PDRs this semester. N. Refaie confirmed since no PDR's have been approved yet, a total of \$1,500 in funding is available.

MOTION#4: B.I.R.T; the GSA Board of Directors will allocate \$356 for OVC Student Symposium.

Motioned by E. Minard, seconded by N. Refaie. Motion carries.



6:25 p.m. Lookout Finances/Operations Update: Mike Calvert, University Centre

Mike shared the following updates:

Fiscal year 2022-2023

- Financials
 - Loss - \$ 36,345.12
 - Growth revenue - \$ 130,272.21
 - Improvement – 2% of growth margin
- Inflationary cost increase in flute food
- Monitored food costing
- Consistency in staff wages
- No menu price increases
- 10.7% cost increased absorbed by lookout
- Investments to keep operations viable
- Portioned loss equated between the Lookout and GSA to \$18,175
- Growth deficit of \$3,907
- Committed to working with the GSA with some incremental and minimal increases to pricing.
- Leveraging internal production to help reduce food costs.

Fiscal year 2023-2024 – looking ahead

- Management fee reduced from 7.5% to 6.9 to support operations
- Invest funding in other areas of lookout to help stabilize the business
- Leverage business for better financial outcome.
- Conversations with GSA Grad Lounge Committee to increase sales and create a cost-effective operation

6:30 p.m. Question Period

Y Yoon questioned the reason behind the extended operational hours at the lookout. Also details on the updated menu and costs involved.

M. Calvert responded stating the extended hours are to better service graduate students. To have the space available to them to relax and have the lookout open to them. Feedback from students was that the hours were not extended enough. A survey to be shared with graduate students to share their opinions on the various components of the lookout including the hours of operation. Leverage the information received from the survey to update the hours accordingly.

M. Calvert responded to the updated menu confirming that a menu testing session including members of the sustainability committee is scheduled for late summer. Responses from the survey will give us an idea of what graduates are looking for in terms of flavors, adding an international flair to the menu, integrating campus bakery elements, and adding some breakfast items are some of the updates to the list. Also adding a \$1 coffee with every baked good purchase.

Y Yoon further inquired if the staff mobility policy between brass taps and the lookout was a new policy or an existing one? Also, if there was a probability of any unforeseen circumstantial expenses.



M. Calvert responded that cross training and cross utilization of labor is part of the partnership agreement with the GSA and the benefit from a labor perspective, since it is hard to predict the actual number of people that turn up for lunch or dinner in a day. With the pandemic behind us, we can use labor in multiple areas.

Y Yoon asked if there was a ballpark number on cost cutting in relation to staff mobility. M. Calvert confirmed they saved 5-6% on the cost of labor over the last year period.

K. Munford inquired if the liquor license was renewed. M. Calvert confirmed this was renewed for the next three years.

6:54 p.m. Departmental and Committee Updates

K. Munford from the faculty of environmental science shared the following updates:

- The survey for graduate students' financial stability was a success.
- Sam, a member of the committee was asked to present at the department annual meeting
- Fruitful discussion on what professors should pay students and what they should build in their budgets
- To obtain survey questions reach out to K. Nolan or Kimber Munford.

A. Binns, Black student representative shared the following:

- The cultural diversity program with student experience would like to partner with the GSA to invite or participate for a career fair event called Blackpool.
- The event centers on black students, entrepreneurs and professionals, and an opportunity for participants to explore different companies that are hiring in various industries and connect and learn from each other.
- Event scheduled for October 14th at the Toronto Marriott City Center Hotel at a cost of \$25 per student.
- For Updates and more information reach out to Alexis Charles or me (Akira Binns)

7:00 p.m. Executive & Staff Reports

7:01 p.m. GSA President Report – Nabhan Refaie

N. Refaie shared the following updates:

- Welcoming D. Said newly appointed chair with the GSA.
- Meetings with GSA Office Manager and Web Developer Keerthana to discuss updates to the website to emphasize participation in GSA Board Meetings. Regular update of board meeting agendas and minutes. Aiming to increase transparency and student participation with the GSA board.
- Meeting administrators from Guelph Humber and Guelph Campus regarding MFA Creative Writing to discuss student fees and how this affects different campuses overall.



- Looking for members to join the GSA Restructuring Committee. Currently, 4 General Directors are part of the committee and thank you to all who volunteered. Looking forward to getting this established as soon as possible.
- Working hard to improve lookout operations. Some improvements are planned for the summer. Thanking everyone who is and has been a part of the improvements of the lookout.

7:05 p.m. VP Internal – Emily Minard

E. Minard shared the following updates:

- Tracking basic duties and attendance of General Directors
- Overall promote efficiency and engagement throughout the board
- Student Memorial Event confirmed for September 22nd, 2023, from 4pm to 6pm at the Arboretum. Official invitations going out to families
- Meeting with Alison Burnett (student wellness) regarding mental health resources available to students on campus.

7:09 p.m. VP Finance - Mingze Li

M. Li shared the following updates:

- 2 Finance committee meetings held recently.
- Travel Grants
 - applications missing relevant supporting documentation such as boarding passes
- DEI Application process
 - Looking to merge the DEI committee and the Finance committee to have one team oversees all incoming funding.
 - Identified a pattern with all incoming applications submitted.
 - DEI funding policies need to be tightened and the process needs to be restructured.

7:12 p.m. VP External Report – Rebecca Randle

R. Randle wished everyone a Happy Pride Month to all present. Also acknowledging National Indigenous Day and shared her views recognizing the importance.

- Internal Homecoming Committee Meeting
- Town and Gown Meeting on May 25th
 - Student housing submitting a multi-year lease agreement application
 - Guelph uses the day inn as a residence property for 8 months of the year and the rest as a hotel during the summer.
 - June Baldwin, off campus living advisor, discussed an ongoing campaign to encourage Guelph community members to consider renting a room in their home to students, with the goal to increase affordable options for students.
 - June 1st is the last day to accept offers and place a residence deposit to be considered for a residence priority.
 - Confirmation of placement was June 9th following which there is a waitlist.



- Update on opening of Conestoga Campus Downtown Guelph
 - Anticipate students to commute via transit and go train.
 - Living assumptions based on cultural and nationality groups
 - Start of construction tentatively 2024
 - Offering programs in Health, IT and Business Services
- June 5th CSA and GSA Meeting to discuss strategic plan budget
 - Focusing on issues of stipends and housing costs.
- GSA Executive discussions on restarting counselling sessions in the allocated GSA space in room 531
 - Presentation from student wellness on June 12th

7:22 p.m. Activities and Communications Co-Ordinator – Manpreet Kaur

M. Kaur shared the following updates:

- Weekly Trivia
- Monthly Step challenge
 - Award for person with highest step count. Two winners to be chosen randomly
- LGBTQ Event scheduled for this month. Event rescheduled from June 29th to 28th 5pm to 7pm

7:23 p.m. Office Manager – Michelle Morris

M. Morris shared an update on the following:

- Summer 2023 student fee payments expedited including Food Bank
- Annual Audit with RLB underway
- Identified owing balance of \$38,615 towards outstanding on internal billing payments. Cheque issued to University of Guelph. Payments to be cleared monthly going forward.
- Working with VP Finance to update grant applications removing any covid related statements which are no longer required or valid.
- Updating grant application templates through the Qualtrics system
- Working with web developer and GSA President for website updates, ensuring all GSA Executive information and photographs are updated for transparency and contact when required.

7:27 p.m. Open Forum

N. Refaie requested to revisit the consulting proposal since the motion was unclear terms of an actual dollar amount and propose a motion to rectify that. Proposing motion to be resolved that the GSA agreed to hire Doctor Rebecca Southern to run her governance greatness workshop with graduate students. The amount paid to Doctor Southern will be up to \$3000.

The chair D. Said stated he would need to refer to Roberts Rules of Orders and that this would be something that would need to be placed on future agendas, however since N. Refaie had the prerogative to raise a motion in the middle of a meeting, he could type in the motion in the chat, looking for a mover and seconder. Floor to open for discussion and voting.

K. Munford sought clarification if it made more sense to take the existing motion that was on the agenda and make amendments to that motion and vote?

MOTION#3: B.I.R.T. GSA Graduate Students Association agreed to hire Doctor Rebecca Southern to run the Governance Greatness Workshop with graduate students. The amount paid to Doctor Southern will be up to \$3000 + HST.



Motioned by E. Minard, seconded by N. Refaie. Motion carries.

7: 35 p.m. Business Arising

J. Richardson, director of the Arboretum thanked the GSA team and graduate students for supporting the student engagement fee to help keep the Arboretum operational. Looking forward to working with the GSA for the student memorial service. Justine presented GSA President with a bio-diversity sheet that includes common flowers, trees and fauna found at the arboretum. This is part of a program that is run of nature throughout the season for international students and new Canadians. Hoping for this to be placed in a prominent place at the lookout for all international students to view. Proposed having a committee between members of the Arboretum and Graduates to help support the ongoing collaboration.

N. Refaie confirmed having a committee is procedural and we could investigate that further.

7:40 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 N. Refaie, seconded by E. Minard. 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 July 19th, 2023. Please send regrets no later than June 18th, 2023, at 12 p.m.



GSA Executive Meeting Minutes



GSA Executive Meeting Minutes

July 4th 2023

Virtual Teams Meeting 10:00am to 11:30am

Present: Nabhan Refaie, President; Emily Minard, VP Internal; Michelle Morris, Office Manager

Regrets without notification: Rebecca Randle, V.P. External; Mingze Li, V.P. Finance; Manpreet Kaur, Activities and Communications Coordinator;

The meeting commenced at 10:05am with N. Refaie welcoming all present.

Topics of Discussion:

10:05 – 10:15 a.m. Update from GSA President – N. Refaie

- Developing relationships with mental health therapists
 - Meeting with owner of clinic.
 - Ongoing discussions on what mental health services can be offered to GSA graduates
 - Potential to provide yearly funds from the GSA.
 - Costing involved - \$160 per session is the approximate normal range of fees.
- GSA Restructuring committee
 - Total of 12 committee members
 - 4 graduates
 - 4 general directors
 - 4 GSA executives
 - Meeting invite sent to all members



- Renovations to GSA Executive Room
 - Quotation received from Mike Calvert at University Centre Services
 - Initial proposed cost of \$7,500 reduced to \$6,800.
 - Work includes painting, updating lighting, carpet and baseboard.
 - Possibility of sourcing furniture pieces from UC
- Budget Discussion
 - N. Refaie discussed the updated ongoing budget.
- CBS Print Shop Closure
 - GSA hopes to take over the CBS Print shop operations, which are due to close.
 - Help benefit graduate students with their printing needs for poster presentations etc.

N. Refaie inquired of any areas that the GSA could assist graduate students, considering we have a reserve amount on hand. E. Minard recommended we assist the Food Bank as the needs of graduate students are increasing rapidly and they require help with inventory and storage. N. Refaie agreed we could help with this endeavor, looking into their staffing needs and purchasing equipment such as an additional refrigerator for the food bank.

- GSA Executive Business Card Printing
 - N. Refaie recommend having business cards printed to hand out for contacting the GSA team with queries and concerns related to the food bank. Also, to be shared at the lookout and GSA offices.

10:15 – 10:25 a.m. Update from V.P. Internal – E. Minard

- Communication with Sylvia, lead coordinator at Start International, to help with their company event booking.
 - Event to take place at the lookout
 - Focus on welcoming new international students to UofG.
 - Help students get better equipped and have a better understanding of the university.
 - Requesting a GSA representation at the event.
 - VP Internal to attend August 29th from 2pm to 8pm. VP. Finance unavailable to attend.
- First Bylaws meeting scheduled for today July 4th.
 - Ongoing issues with scheduling and placements
 - Current GDs either resigned from their positions or moved to other committees.
 - David Said is now assigned as the new chair, which leaves his position vacant.



- New GD's will need to be assigned to committees after the new election takes place.
- A new GD has joined, however there has been no response to communication. Unable to assign to a committee until such time.

N. Refaie offered his assistance at the Start International event if a GSA representative is still required. Confirming he could split the hours with the other representative. Regarding committees, the minimum requirement is 3 members. We will need to reappoint GDs to committees after the next election.

N. Refaie and E. Minard discussed the issue of managing GD's. E. Minard awaiting the dispatch of the upcoming newsletter to track distribution and act accordingly. N. Refaie confirmed any action will need to go through either the executive meeting or the board meeting for approval.

N. Refaie reminded E. Minard to share meeting agendas and minutes with the web developer for timely updates on the website.

10:25 – 10:35 a.m. Update from V.P. Finance – M. Li

M. Li was not available at the meeting to provide an update.

10:25 – 10:35 a.m. Update from V.P. External – R. Randle

R. Randle was not available at the meeting to provide an update.

10:25 – 10:35 a.m. Manpreet Kaur – Activities and Communications Coordinator

M. Kaur was not available at the meeting to provide an update.

10:25 – 10:30 a.m. Updates from Office Manager – M Morris

M. Morris shared updates on the following:

- GSA Executive photographs are now updated on the website except the CRO. Awaiting to hear back.
- Ongoing yearly Audit with RLB Inc.
- Currently working on monthly reconciliation for June 2023
- Meeting scheduled between RBC and VP Finance to discuss GIC investments.

Adjournment

The meeting adjourned at 10:27am