

**GSA Council Meeting CONSOLIDATED AGENDA**  
Monday, 15 July 2019 at 6:00 pm  
2-100 University Hall, Van Vliet Complex

**The GSA acknowledges that the University of Alberta is situated on Treaty Six territory and Métis homelands.**

**Substantive material** is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review. Any additional substantive material received after this mailing will be emailed as soon as possible.

**Reports** from committees, Directly-Elected Officers, and GSA Management are emailed the Friday before a Monday meeting so that the content is as current as possible.

**Speaker Pranidhi Baddam in the Chair**

A pizza dinner will be served at 5:15 pm.

**OPEN SESSION**

**Attached Numbered Pages**

1. Approval of the 15 July 2019 Agenda (*suggested time: 1 min*)
2. Approval of the Minutes from the 17 June 2019 GSA Council Meeting (*suggested time: 1 min*)  
*Attachment:*
  - i. Minutes from the 17 June 2019 GSA Council Meeting **2.0 - 2.5**
3. Changes in GSA Council Membership (*suggested time: 1 min*)
  - i. Introduction of New GSA Council Members (*If you are new to GSA Council, please let us know it is your first meeting*)
  - ii. Farewell to Departing GSA Council Members (*If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know*)

**GSA Council Member Announcements**

4. GSA Council Member Announcements (*suggested time: 5 mins*)

**Action Items:**

5. 2018-2019 GSA Audited Financial Statements (*suggested time: 30 mins*)  
**Fahed Elian (President) will present the item and introduce the guest.**

**Guest:** Tom Gee, GSA Auditor (MBA, FCA, RSM Canada)

**GSA BFC Members Who Are Members of GSA Council:** Fahed Elian (President and GSA BFC Chair); Shanawaz Mohammad Vice-President Labour and GSA BFC Vice-Chair); Milad Rezvani Rad (Mechanical Engineering)

**GSA BFC Members Invited to GSA Council as Guests:** Dasha Smirnow and Gary Grewal

*Attachments:*

- i. Outline of Issue **5.0**
  - ii. 2018-2019 GSA Audited Financial Statements **1-16 (Original Pagination)**
6. 2019-2020 GSA Spring/Summer Term Budget and Expenditure Report (*suggested time: 15 mins*)  
**Fahed Elian (President) will present the item.**

*Attachments:*

- |      |  |             |
|------|--|-------------|
| i.   | Cover Letter from the President to GSA Council                 | 6.0 - 6.1   |
| ii.  | Outline of Issue   | 6.2         |
| iii. | 2019-2020 GSA Spring/Summer Term Budget and Expenditure Report | 6.3 - 6.4   |
| iv.  | 2019-2020 GSA Operating Budget Narrative                       | 6.5 - 6.16  |
| v.   | 2019-2020 GSA Restricted and Other Funding Narrative           | 6.17 - 6.18 |

### **Presentations**

7. Board of Governors Presentation (suggested time: 30 mins)  
**Fahed Elian (President) will present the item and introduce the guests.**

**Guests:** Michael Phair, U of A Board of Governors Chair, Sheri Somerville, Board of Governors Reputation and Public Affairs Committee, Mary Pat Barry, Board of Governors Governance Committee Vice-Chair and Board of Governors Learning, Research, and Student Experience Committee Vice-Chair, Matthew Barnett, Non-Academic Staff Representative on the Board of Governors, and Akanksha Bhatnagar, Students' Union (SU) President and SU Representative on the Board of Governors

### **Action Items:**

8. GSA Board Strategic Work Plan – 2019 – 2020 (suggested time – 20 minutes)  
**Fahed Elian (President) will present the item.**

*Attachments:*

- |      |  |           |
|------|--|-----------|
| i.   | Cover Letter from the President to GSA Council | 8.0       |
| ii.  | Outline of Issue                               | 8.1       |
| iii. | GSA Board Strategic Work Plan 2019 – 2020      | 8.2 - 8.8 |

### **Elections**

9. GSA Council Elections (suggested time – 10 minutes)  
**Radim Barta (GSA Nominating Committee Chair) will present the item.**

GSA Councillor-at-Large Positions (1 vacancy)

*Attachment:*

- |    |  |           |
|----|--|-----------|
| i. | Nominees for GSA Councillor-at-Large (1 vacancy) | 9.0 - 9.5 |
|----|--|-----------|

GSA Deputy Returning Officer (DRO) (1 vacancy)

*Attachment:*

- |    |                              |            |
|----|------------------------------|------------|
| i. | Nominees for DRO (1 vacancy) | 9.6 - 9.11 |
|----|------------------------------|------------|

GSA Standing Committees

a. GSA Board (GSAB) (2 vacancies)

*Attachment:*

- |    |                                     |             |
|----|-------------------------------------|-------------|
| i. | Nominees for the GSAB (2 vacancies) | 9.12 - 9.16 |
|----|-------------------------------------|-------------|

### **Reports (suggested time: 15 mins)**

10. President (**Fahed Elian, President**)
- |      |   |             |
|------|---|-------------|
| i.   | President's Report                      | 10.0 - 10.1 |
| ii.  | GSA Board Report                        | 10.2        |
| iii. | GSA Budget and Finance Committee Report | 10.3        |
| iv.  | GSA Governance Committee Report         | 10.4        |

11. Vice-President Academic (**Dylan Ashley, Vice-President Academic**)

- |   |             |
|---|-------------|
| i. Vice-President Academic's Report   | 11.0 - 11.1 |
| <b>12. Vice-President External (Marc Waddingham, Vice-President External)</b>                                 |             |
| i. Vice-President External's Report   | 12.0 - 12.1 |
| ii. GSA Awards Selection Committee Report   | 12.2        |
| iii. Alberta Graduate Provincial Advocacy Council (ab-GPAC) Report  | 12.3 - 12.4 |
| <b>13. Vice-President Labour (Shanawaz Mohammad, Vice-President Labour)</b>                                   |             |
| i. Vice-President Labour's Report   | 13.0 - 13.1 |
| ii. GSA Labour Relations Committee Report (no written report at this time)                                    |             |
| <b>14. Vice-President Student Services (Chantal Labonté, Vice-President Student Services)</b>                 |             |
| i. Vice-President Student Services' Report  | 14.0 - 14.1 |
| <b>15. Senator (Alesha Reed, Senator)</b>   |             |
| i. Senator's Report (no written report at this time)  |             |
| <b>16. Speaker (Pranidhi Baddam, Speaker)</b>   |             |
| i. Speaker's Report (no written report at this time)  |             |
| <b>17. Chief Returning Officer (Amritha Prasad, Chief Returning Officer)</b>                                  |             |
| i. Chief Returning Officer's Report (no written report at this time)  |             |
| <b>18. GSA Nominating Committee (Radim Barta, GSA Nominating Committee Chair)</b>                             |             |
| i. GSA Nominating Committee Report  | 18.0 - 18.1 |
| <b>19. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair)</b> |             |
| i. GSA Elections and Referenda Committee Report (no written report at this time)                              |             |
| <b>20. GSA Management (Courtney Thomas, Executive Director)</b>   |             |
| i. Executive Director's Report  | 20.0 - 20.4 |

#### **Question Period**

21. Written Questions (none at this time)
22. Oral Questions

#### **Adjournment**

**GSA Council Meeting MINUTES**  
Monday, 17 June 2019 at 6:00 pm  
2-100 University Hall, Van Vliet Complex

**IN ATTENDANCE:**

Fahed Elian (President)	Ke Feng (Business PhD)	Krista Coté (English & Film Studies)	Jennifer Stevenson (Nursing)
Dylan Ashley (VP Academic)	Brett Roughead (Cell Biology)	Bethany McMillan (History & Classics)	Heather Capel (Occupational Therapy)
Marc Waddingham (VP External)	Nagesh Pai (Chemical & Materials Engineering)	Jonathan Lai (Human Ecology)	Joanne Smith (Oncology)
Shanawaz Mohammad (VP Labour)	Alvaro Omaña (Chemistry)	Teddy Carter (Indigenous Graduate Students' Association)	Khushmol Dhaliwal (Paediatrics)
Chantal Labonté (VP Student Services)	Sylvester Agbo (Civil & Environmental Engineering)	Shweta Sridharan (Internetworking)	Nicholas Ruel (Pharmacology)
Raji Chokkalingam (Deputy Speaker)	Alex Henderson (Communication Sciences & Disorders)	Anusha Sajja (Lab Medicine & Pathology)	Kimberly Dice (Physical Therapy)
Amritha Prasad (Deputy Returning Officer)	Moein Owhadi Kareshk (Computing Science)	Julia Guy (Library & Information Studies)	David Purschke (Physics)
Md Minhajul Islam (Councillor-at-Large)	Konrad Lehmann (Dentistry)	Lex Giesbrecht (Linguistics)	Yilun Wu (Physiology)
Osama Mohsen (Councillor-at-Large)	Schylor Palm (Digital Humanities)	Michelle Michelle; Nishant Agrawal (Mathematical & Statistical Sciences)	William Service (Psychology)
Konstantin Tebenev (Councillor-at-Large)	Deneh'Cho Thompson (Drama)	Milad Rezvani Rad (Mechanical Engineering)	Misha Miazga-Rodriguez (Public Health)
Hongbing Fan (Ag, Food & Nutritional Science)	Alex Sheen (Earth and Atmospheric Sciences)	Kevin Joannou (Medical Microbiology & Immunology)	Lea Lavy (Religious Studies)
Kyla Cangiano (Anthropology)	Alexandra San Diego (East Asian Studies)	Sabitha Rajaruban (Medicine)	Jared Fath (Renewable Resources)
Allan Yarahmady (Biochemistry)	Areej Alshammiry (Educational Policy Studies)	Bart Romanek (Modern Languages & Cultural Studies)	Yunxuan Chen (Resources Economics & Environmental Sociology)
Jessica Grenke (Biological Science)	Jingyang Gao (Educational Psychology)	Subash Giri (Music)	Robert Piazza (Secondary Education)
Damandeep Singh (Business MBA)	Qingna Jin (Elementary Education)	Rebecca Long (Neuroscience)	Jon Mora (Surgery)

Guests: Emily Ball (Director, Community Relations); Maxine Clarke (FGSR Senior Officer – Strategic Initiatives); Siddharth Singh (Mechanical Engineering); Pardeep Kumar (Mechanical Engineering); Wesley McNutt (Chemistry); Evangeline Fergusson (Member of the Public).

Deputy Speaker Raji Chokkalingam in the Chair.

The meeting was called to order at 6:00 pm. Deputy Speaker acknowledged the Traditional Territory of Treaty Six.

**Approval of Agenda****1. Approval of the 17 June 2019 Consolidated Agenda**

Members had before them the 17 June 2019 Consolidated Agenda, which had been previously distributed on 14 June 2019. C Labonté **MOVED**; D Ashley **SECONDED**.

Motion **PASSED** unanimously.

**Approval of Minutes****2. Minutes from the 13 May 2019 GSA Council meeting**

Members had before them the 13 May 2019 GSA Council Minutes, which had been previously distributed on 7 June 2019. M Miazga-Rodriguez **MOVED**; M Waddingham **SECONDED**.

Motion **PASSED** unanimously.

**Changes in GSA Council Membership****3. Changes in GSA Council Membership****i. Introduction of New GSA Council Members**

New GSA Council members D Singh (Business MBA), J Gao (Educational Psychology), J Grenke (Biological Sciences), K Lehmann (Dentistry), K Feng (Business PhD), N Agrawal (Mathematics & Statistical Sciences), S Palm (Digital Humanities), and A Henderson (Communication Sciences and Disorders) introduced themselves.

**ii. Farewell to Departing GSA Council Members**

A number of GSA Council Members indicated it was their last meeting and were thanked for their service.

**GSA Council Member Announcements****4. GSA Council Member Announcements**

J Lai noted that the Faculty of Graduate Studies and Research (FGSR) recently distributed an [Innovators Handbook](#) with lots of helpful resources on topics such as intellectual property rights and entrepreneurialism that members were encouraged to look at.

F Elian highlighted the various vacancies on GSA Standing Committees and encouraged GSA Council members to consider serving on them.

**Presentation:****5. Community Engagement Advisory Committee**

M Waddingham (Vice-President External) presented the item and introduced the guest, E Ball (Director, Community Relations, Office of Government and Community Relations).

E Ball presented on the work of the Community Engagement Advisory Committee and its relations to the University's Strategic Plan, *For the Public Good*, and asked for the guidance of GSA Council in engaging with graduate students. The purpose of this endeavour was to determine how the University was currently engaging and how it could improve. She noted that the advisory committee was comprised of internal University staff, students, experts, and external partners and that their mandate was to draft a plan for community engagement and present it to senior University administration for final approval.

E Ball noted that they had consulted with Community Service Learning practitioners, deans, student groups, and members of the academy for guidance in engaging communities across campus, the city, the region, the province, the nation, and the world, for mutual benefit. She added that they had determined 5 goals: 1) to develop a process for engagement, 2) to implement that process, 3) to share learnings, 4) to share decisions as to the direction of the plan, and 5) to look back at lessons learned. E Ball also described the various methods for engaging with community members. Finally, E Ball asked GSA Council members for their guidance on how best to ensure graduate student voices were integrated into their process and reflected in their plan.

GSA Council members then offered suggestions and posed a series of questions including, but not limited to: incorporating their consultation into existing events hosted by FGSR such as the Graduate Student Appreciation event on Valentine's Day (it was noted that their consultation would likely be finished by that time but they would look into that option if they decided to extend their timeline); if they could provide concrete examples that were less abstract (it was noted that, for example, they had heard a common issue is lack of available meeting space and the need for assistance with grant writing for non-profits and that other issues that it could touch on were practicums, student teaching, research projects where graduate students go into communities, volunteer outreach); whether they were looking for feedback from GSA Council as a whole or from graduate students (E Ball noted that they were interesting in hearing from groups as well, both on campus and outside the University); if they had considered financial support or incentive to increase engagement (E Ball responded that this was part of the dialogue around what makes 'good' community engagement and was something under consideration); *and* how Indigenous community stakeholders were being identified and engaged (it was noted that the advisory committee was working closely with C Andersen, Faculty of Native Studies Dean, on best practice and for guidance through the process).

**6. Learning Outcomes**

D Ashley (Vice-President Academic) presented the item and introduced the guest, M Clarke (FGSR Senior Officer – Strategic Initiatives).

M Clarke presented FGSR's Learning Outcomes initiative, which focused on offering clear metrics concerning what learning outcomes were achieved via graduate programs. M Clarke noted that this was common practice in most educational programs but learning outcomes were harder to articulate with respect to research-focused projects where the metrics for success were more subjective. She added that some disciplines had a high degree of ambiguity when measuring success and that this project aimed at reducing that ambiguity by creating a system for all programs to explicitly articulate their learning outcomes.

M Clarke explained that creating these learning outcomes would help graduate students clearly express their skill sets in non-academic employment settings. She indicated that graduate students would be able to chart and measure their progression in their programs through success measurements. M Clarke also noted that the government was increasingly desirous of having these outcomes in place across the post-secondary sector at the program level, and that this project was initiated when the government released the Alberta Credential Framework, which outlined a minimum standard of outcomes for the whole province.

M Clarke outlined what had already been developed up to this point and presented a set of deliverables: 1) two entries in the Academic Calendar defining program requirements for Masters and PhD programs and outcomes to expect; 2) a definition of what competencies PhD graduates could expect to achieve upon completion (either basic standards for all PhD programs or ones specifically tailor to each program; and 3) a faculty-facing template or how-to guide to serve as support tools. She added that the next steps for the initiative involved moving the plan through University Governance and reviewing learning outcomes for each program during their regular quality assurance review.

GSA Councillors then asked a series of questions including, but not limited to, how the metrics would be assessed (M Clarke noted that individual programs were being encouraged to develop their own specific metrics, with guidance and tools developed by the FGSR), how graduate students had been involved in the process thus far (surveys were circulated via the FGSR and the GSA and various focus groups were held), what the benefits to graduate students were (M Clarke noted it would help graduate students better navigate their programs and increase transparency), how program level metrics could be enforced (the government had some requirements that would have to be met but it was also about embedding the idea as a best practice, which was something that took time – the metrics would also be taken into consideration during Quality Assurance Reviews), whether the outcomes would address the importance of supervisory committee meetings for masters students as well as PhD students (M Clarke noted that not all masters programs required supervisory committee meetings but that it was hoped that the language stressing their importance would be utilized by programs that did require them), how faculty had been engaged in the process (primarily through FGSR Council meetings), and whether the metrics could be used to provide some standardization around candidacy exams (it was noted that this was one of the elements of the project and it was hoped that it would help in this respect).

### **Elections:**

#### **7. GSA Council Elections**

Radim Barta (GSA Nominating Committee Chair) presented the item.

##### Nominees for GSA Councillor-at-Large (1 vacancy):

Ramin Fathian (Mechanical Engineering)

Armin Norouzi Yengeje (Mechanical Engineering)

##### Nominees for GSA Chief Returning Officer (CRO) (1 vacancy):

Amritha Prasad (Agricultural, Food and Nutritional Science)

##### Nominees for GSA Speaker (1 vacancy):

Pranidhi Baddam (Medical Sciences)

### **Discussion Items:**

#### **8. GSA Board Strategic Work Plan – 2019-2020**

F Elian (President) presented the item and outlined the Strategic Work Plan (SWP) development process. He noted that he and his team had utilized the same restructured SWP developed in 2018-2019, which included two documents: a shorter, outward-facing document that would be sent to external stakeholders (such as senior University administration, the Provost's Office, the Board of Governors), and an internal living document that would highlight the priorities for the 2019-2020 term in more detail. He further noted that this year each Directly-Elected Officer (DEO) would have their own portfolio specific internal task list,

which would be used to report back to GSA Council on their progress during their term. He indicated that the DEOs and the office held a session in late May to develop the SWP, which focused on what they had included in their GSA General Election platforms, along with concerns and issues that the DEOs had heard from graduate students over the years through their experience as graduate students. He indicated that the consultation process had also included an engagement session hosted at Triffo Hall, and a survey on the GSA's services and advocacy priorities that was circulated to all graduate students, which would close on 21 June 2019. He added that the DEOs were now interested in GSA Council's feedback, and that the SWP would be presented for information at the July meeting of GSA Council.

GSA Councillors were asked two questions and given time to discuss them in small groups: 1) What issues or concerns are you encountering in your graduate program? And 2) What priorities do you think should be included in the 2019-2020 GSA Board Strategic Work Plan?

GSA Councillors raised a number of areas of concern, including challenges associated with graduate student-supervisor relationships, including the fact that graduate students often did not know where to go or what to do when they were experiencing difficulties with their supervisors, and the need to better communicate associated supports or resources; importance of clarifying roles and responsibilities for both graduate students and supervisors; graduate students entering programs with different credentials and academic backgrounds that may not align with their current program, and the need for resources to support these students who may be experiencing academic challenges; challenges with international students not having sufficient financial supports, especially graduate students in the arts and humanities who relied on TA positions for funding, which were fewer in number during the summer months; monetary issues for self-funded masters students and higher costs for international students; the high cost of parking on campus and its impact on graduate students who parent; the need to increase collaboration and connections between the GSA and departmental GSAs; concerns about the establishment of guaranteed funding in faculties that did not have strong funding models in place, and how these departments would be able to find funding to support students; providing coffee or tea at GSA Council meetings; the need for fair pay for graduate students; the unfair distribution of hours for different TA positions and the issue that within a single department there could be different workloads and expectations for the same type of TA position (a desire for the standardization of workloads); given the amount of increased Professional Development (PD) hours for graduate students, the need for an equal requirement for supervisors to receive training for their role; the need for mandatory training for supervisors, specifically for newly hired instructors, and acknowledgement that graduate students had less power within student-supervisor relationships; the need for the University and the FGSR to modify their approach to conversations around mental health, along with the need to educate supervisors on mental wellness; discrepancy between TA hours outlined in contracts and worked hours; the need for the stabilization of international tuition rates; the importance of the Graduate Student Internship Program (GSIP) and the need to continue to provide internship opportunities if government funding for the GSIP program was not continued; the need to continue addressing issues in the SWP that course-based graduate students may face in their programs; lack of scholarship opportunities for international students; *and* challenges with accessing mental health supports on campus.

F Elian thanked GSA Council members for their feedback and indicated that the majority of the points raised were currently included in their draft SWP. He further indicated that some of the issues raised were out of the scope of the GSA, such as advocating for reduced parking rates on campus. He reminded GSA Council members that the SWP would be brought forward to the GSA Council in July, and he encouraged members to read these documents when they were circulated, and bring forward any additional questions or concerns.

## **Reports**

### **9. President**

#### **i. President's Report:**

Members had before them a written report, which had been previously distributed on 14 June 2019. The report stood as submitted. In addition F Elian highlighted his attendance at the Canadian Alliance of Student Associations (CASA) Conference in Ottawa. He specified that CASA was a student-led federal advocacy group. He added that the U of A GSA has been granted Observer status this year and that it was planned that M Waddingham and he would attend the next meeting to assess the benefit of joining. F Elian noted that CASA was mostly focused on undergraduate student union membership but was working toward more graduate student associations' involvement.

F Elian noted that D Ashley and he attended the Tuition Budget Advisory Committee (TBAC) meeting to discuss the tuition fees model developed after the introduction of Bill 19, which required predictability for both domestic and international student tuition. He added that current students would be grandfathered in; the model would only apply to students starting in 2020. He explained that the tuition fees model would show what a student would have to pay in tuition for their entire program up to the standard length of the program. The amount of tuition would be indicated on their admission letters. F Elian noted that, for thesis-based Masters students, the standard length of the program would be four years of study and that, after successfully

advocating against a proposed standard length of five-year, the standard length of the program for PhD was increased to six years. M Miazga-Rodriguez asked if Bill 19 could be revised under the new government and F Elian stated that the GSA was unsure.

F Elian noted that he was hoping to schedule the attendance of Board of Governors Chair and Standing Committee Chairs to GSA Council in the coming months to discuss strategic work priorities. F Elian encouraged GSA Council members to use that opportunity to raise their concerns with the highest governing body of the University.

**ii. GSA Board**

Members had before them a written report, which had been previously distributed on 14 June 2019. The report stood as submitted.

**iii. GSA Budget and Finance Committee**

No written report at this time.

**iv. GSA Governance Committee**

No written report at this time.

**10. Vice-President Academic**

**i. Vice-President Academic's Report:**

Members had before them a written report, which had been previously distributed on 14 June 2019. The report stood as submitted. In addition D Ashley highlighted that he recently chaired both his first General Faculties Council (GFC) Caucus and FGSR Caucus and although both were now on hiatus for the summer, it was great to hear all the graduate student voices.

**11. Vice-President External**

**i. Vice-President External's Report**

Members had before them a written report, which had been previously distributed on 14 June 2019. The report stood as submitted. In addition M Waddingham noted that he had recently met with the Michener Park Residence Coordinator and he invited any interested Michener Park residents in volunteering to contact him, as he could put them in contact with the Coordinator.

M Waddingham also highlighted that he was in the early stages of meetings with the University's Free Expression Advisory Group to begin forming policy around freedom of expression (as required by government) and he noted that he was interested in hearing from GSA Council members on this subject.

**ii. GSA Awards Selection Committee's Report**

No written report at this time.

**12. Vice-President Labour**

**i. Vice-President Labour's Report**

Members had before them a written report, which had been previously distributed on 14 June 2019. The report stood as submitted. In addition S Mohammad stated that collective bargaining was still ongoing and he invited GSA Council members to contact him with any questions.

J Fath asked for clarification on the language changes to the provisions of the Graduate Student Assistantship Collective Agreement (CA) referenced in recent communications to members of the bargaining unit. S Mohammad explained that the changes including ensuring information about the CA was clearly provided on appointment letters.

**ii. GSA Labour Relations Committee**

No written report at this time.

**13. Vice-President Student Services**

**i. Vice-President Student Services' Report**

Members had before them a written report, which had been previously distributed on 14 June 2019. The report stood as submitted. In addition C Labonté stated that the Directly-Elected Officers recently participated in the platform party for several Convocation ceremonies and extended her congratulations to peers who graduated.

C Labonté also reminded GSA Council members of the online survey to help guide the GSA Board's strategic work plan, which was available to fill out until Friday, 21 June at 10 AM. She encouraged GSA Council members to share it with their peers to help guide the GSA's priorities this year.

**14. Senator**

**i. Senator's Report**

No written report at this time.

**15. Speaker**

**i. Speaker's Report**

No written report at this time.

**16. Chief Returning Officer**

**i. Chief Returning Officer's Report**

No written report at this time.

**17. GSA Nominating Committee**

**i. GSA Nominating Committee Report**

Members had before them a written report, which had been previously distributed on 14 June 2019. The report stood as submitted. In addition R Barta thanked F Elian for already outlining the available committee positions on GSA Board, GSA Nominating Committee, and GSA Governance Committee. He added that these positions were a great opportunity to get involved, interact with the Directly-Elected Officers, and have more of a voice. He indicated, for example, that the GSA Nominating Committee required GSA Council members to carry out the committee's mandate of filling positions around campus.

**GSA Elections and Referenda Committee**

**ii. GSA Elections and Referenda Committee Report**

No written report at this time.

**18. GSA Management**

**i. Executive Director's Report**

Members had before them a written report, which had been previously distributed on 14 June 2019. The report stood as submitted. In addition C Thomas stated the GSA was currently finalizing the annual audit, which would be presented to GSA Council at the July meeting. She added that the GSA office would be hosting a Budget 101 session if any GSA Council members wished to learn more about the GSA finances.

C Thomas noted that, at the end of May, J Tanguay and she participated in a conference for student advocacy management; they connected with colleagues from Ontario to learn about their current experiences with regards to the changes in mandatory fees for student associations. She added that one take-away was that it could be very important to increase voter turn-out. D Thompson asked if the GSA was considering any policy changes around advertising for elections. C Thomas explained that the GSA office was in the early stages of talking to marketing firms to develop content around elections; our Ontario colleagues also made the point of talking about elections year-round, not just in the weeks in advance of elections. F Elian added that the GSA was considering many strategies to better engage GSA members and to increase awareness about GSA's services and benefits. D Thompson clarified that he wondered if we were considering loosening the policies around campaigning, specifically restricted campaigning in gathering places. M Waddingham explained that those policies related to individual candidates' campaign activities, not the GSA itself.

**Question Period**

**19. Written Questions**

None.

**20. Oral Questions**

**Adjournment**

The meeting was adjourned at 7:56 pm.

## Outline of Issue

### 2018-2019 GSA Audited Financial Statements

#### Suggested Motion for GSA Council:

That GSA Council **RECEIVE FOR INFORMATION** the 2018-2019 GSA Audited Financial Statements.

#### Background:

The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have its financial statements audited annually. Our auditor, Tom Gee (MBA, FCA) is with the firm RSM Canada.

**Note from the Executive Director:** The audit process begins with a Letter of Engagement, which sets out the parameters of the audit. Members of our audit firm, RSM Canada, then visit the GSA office to review relevant financial information and other files. The audit representative(s) have access to any info they wish to see, and pose questions to the GSA's Accountant, Financial Manager, and Executive Director. The President and Executive Director review and sign off on the audit and the audited financial statements then proceed to the GSA Budget and Finance Committee, GSA Board, GSA Council, and, ultimately, the University Board of Governors for information. They are also posted on the GSA website.

The GSA Budget and Finance Committee received the 2018-2019 GSA Audited Financial Statements for information at their meeting of 2 July 2019 and the GSA Board approved them at their meeting of 3 July 2019. Members of the GSA Budget and Finance Committee have been invited to attend the 15 July 2019 meeting of GSA Council.

**According to our Auditor, the GSA's financial position continues to be very strong.**

#### Jurisdiction:

##### Post-Secondary Learning Act, Section 97(1):

*"Each student organization of a public post-secondary institution shall provide audited financial statements annually to the board of the public post-secondary institution and shall make the audited financial statements available to students of the public post-secondary institution on request."*

##### GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures, Section K.POL.3.5.a:

*"Following the GSA fiscal year end, the Accountant and the Financial Manager, in consultation with the ED (or delegate), will arrange for an audit of the GSA's financial records by an accredited auditor as required by the PSLA. Audited financial statements are normally due ninety (90) days after year-end. Audited financial statements will be submitted by the Auditor to the President and ED (or delegate); then to GSA BFC for information; then to the GSAB for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The Accountant and the Financial Manager will prepare draft financial statements and the year-end working papers."*

**THE GRADUATE STUDENTS' ASSOCIATION OF THE  
UNIVERSITY OF ALBERTA**  
Financial Statements  
Year Ended March 31, 2019

Printed: July 08, 2019 10:52 AM

*Draft for discussion purposes only*

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Index to Financial Statements

Year Ended March 31, 2019

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## INDEPENDENT AUDITOR'S REPORT

To the Members of

**The Graduate Students' Association of the University of Alberta**

### *Opinion*

We have audited the financial statements of The Graduate Students' Association of the University of Alberta (the "Association"), which comprise the statement of financial position as at March 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2019, 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 for 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 Association 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 those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Other Matter*

The financial statements for the year ended March 31, 2018 were audited by another firm of chartered professional accountants who expressed an unmodified opinion on those financial statements on June 27, 2018.

### *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 Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

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

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## *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 statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment 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 the 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 Association'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 Association'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 Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta  
July 15, 2019

Chartered Professional Accountants

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Statement of Financial Position

March 31, 2019

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 1,394,936	\$ 1,362,537
Accounts receivable	184,283	141,451
Prepaid expenses	1,190	1,366
	<b>1,580,409</b>	1,505,354
RESTRICTED INVESTMENTS (Note 3)	<b>1,787,453</b>	1,339,264
	<b>\$ 3,367,862</b>	\$ 2,844,618
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 72,854	\$ 72,038
Health and Dental Plan payable	193,794	246,018
Deferred contributions (Note 4)	320,553	237,577
	<b>587,201</b>	555,633
<b>NET ASSETS</b>		
Unrestricted fund	993,208	953,572
Internally restricted (Note 5)	1,787,453	1,335,413
	<b>2,780,661</b>	2,288,985
	<b>\$ 3,367,862</b>	\$ 2,844,618

LEASE COMMITMENTS (Note 6)

### APPROVED ON BEHALF OF THE BOARD

\_\_\_\_\_ *President*

\_\_\_\_\_ *Vice President*

\_\_\_\_\_ *Executive Director*

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Statement of Operations

Year Ended March 31, 2019

	2019	2018
<b>REVENUES (Schedule 1)</b>		
Graduate Student Support Fund	\$ 842,186	\$ 823,431
Administration, GSA fees and services	1,356,050	1,283,599
Other restricted	96,067	100,248
Commercial activities	49,692	51,542
	<b>2,343,995</b>	<b>2,258,820</b>
<b>EXPENSES (Schedule 2)</b>		
Graduate Student Support Fund	842,186	823,431
Administration and services (Schedule 3)	1,042,948	1,022,784
Other restricted	96,067	91,257
Commercial activities	10,406	10,113
	<b>1,991,607</b>	<b>1,947,585</b>
	<b>352,388</b>	<b>311,235</b>
Health and Dental Plan - Net (Schedule 1)	139,288	75,509
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 491,676</b>	<b>\$ 386,744</b>

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Statement of Changes in Net Assets

Year Ended March 31, 2019

	Internally Restricted Net Assets						2019	2018
	Unrestricted Fund	Health and Dental Plan Reserve Fund	Legal Defense Fund	Financial Stabilization Fund	Human Resource Fund	Total Internally Restricted Funds		
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 953,572	\$ 208,498	\$ 267,395	\$ 772,593	\$ 86,927	\$ 1,335,413	<b>\$ 2,288,985</b>	\$ 1,902,241
Excess of revenues over expenses	432,136	9,152	12,203	36,014	2,171	59,540	<b>491,676</b>	386,744
Transfers	(392,500)	134,000	58,500	200,000	-	392,500	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 993,208</b>	<b>\$ 351,650</b>	<b>\$ 338,098</b>	<b>\$ 1,008,607</b>	<b>\$ 89,098</b>	<b>\$ 1,787,453</b>	<b>\$ 2,780,661</b>	<b>\$ 2,288,985</b>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

## Statement of Cash Flows

Year Ended March 31, 2019

	2019	2018
<b>CASH PROVIDED BY (USED IN):</b>		
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 491,676	\$ 386,744
Items not affecting cash:		
Amortization	-	18,315
Amortization of deferred contributions related to property and equipment	-	(9,166)
Accrued interest income	(4,772)	-
Unrealized gain on restricted investment	(1,996)	(3,744)
	<b>484,908</b>	<b>392,149</b>
Changes in non-cash working capital <i>(Note 7)</i>	<b>(11,088)</b>	<b>(47,030)</b>
	<b>473,820</b>	<b>345,119</b>
<b>INVESTING ACTIVITY</b>		
Purchase of investments	<b>(441,421)</b>	<b>(205,683)</b>
<b>INCREASE IN CASH</b>	<b>32,399</b>	<b>139,436</b>
Cash - beginning of year	<b>1,362,537</b>	<b>1,223,101</b>
<b>CASH - END OF YEAR</b>	<b>\$ 1,394,936</b>	<b>\$ 1,362,537</b>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2019

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## 1. NATURE OF OPERATIONS

The Graduate Students' Association of the University of Alberta (the "Association") is a not-for-profit organization incorporated on December 20, 1972 pursuant to Section 94(1) of The Post-Secondary Learning Act. The purpose of the Association is to represent the interests of graduate students before the University administration and the general public. As a not-for-profit organization under the Income Tax Act (Canada), the Association is exempt from income taxes.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### (a) Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

### (b) Cash

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date.

### (c) Restricted investments

Restricted investments consist of:

- Guaranteed investment certificates that are being held for long term purposes and are recorded at cost.
- investments have quoted prices in an active market and are carried at fair value. Unrealized gains or losses are reported in operations.

Restricted investment have been classified as long-term as the Association does not intend to use these investments in the next 12 months.

### (d) Revenue recognition

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

Student fees cover the academic year from September to August. A portion of fees received for the period from April to August is recorded as unearned fees and recognized as revenue in the following fiscal year. Other revenue is recorded in the period in which it is earned.

Investment income are recognized as earned.

### (e) Donated goods and services

The work of the Association is dependent on the donated goods and voluntary services of many members. The value of donated goods and services is not recognized in these statements.

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# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2019

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## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

### (f) Activity expenses

The Association has chosen to classify their expenses by function. Detailed revenue and expenses for each function are disclosed in the supporting schedules.

### (g) Financial instruments policy

#### *Measurement of Financial Instruments*

Financial instruments are financial assets or liabilities of the Association where, in general, the Association has the right to receive cash or another financial asset from another party or the Association has the obligation to pay another party cash or other financial assets

The Association initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions that are measured at the exchange amount.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in operations.

Financial assets measured at amortized cost include cash, accounts receivable and guaranteed investment certificates included in restricted investments. The Association's financial assets measured at fair value are equity instruments included in restricted investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and health and dental plan payable.

#### *Transactions costs*

Transaction costs and financing fees are expensed as incurred for financial instruments measured at fair value and capitalized for financial instruments that are subsequently measured at cost or amortized cost.

The Association recognizes its transaction costs in net income in the period incurred for its equity investments and all other financial assets and liabilities subsequently measured at fair value. Financial instruments, that are subsequently measured at cost or amortized cost, are adjusted by the transaction costs and financing fees that are directly attributable to their origination, issuance or assumption.

#### *Impairment*

Financial assets measured at cost or amortized cost are tested for impairment, at the end of each year, to determine whether there are indicators that the asset may be impaired. The amount of the write-down, if any, is recognized in operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account. The reversal may be recorded provided it is no greater than the amount that had been previously reported as a reduction in the asset and it does not exceed original cost. The amount of the reversal is recognized in operations.

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# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2019

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

### (h) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

## 3. RESTRICTED INVESTMENTS

	2019	2018
Health and Dental Plan Reserve Fund, Financial Stabilization Fund, Legal Defense Fund, and Human Resources Fund:		
Investments, recorded at fair value	\$ 1,346,704	\$ 1,039,988
Guaranteed investment certificates, bearing interest from 2.30% to 2.34% (2018 - 2.02% to 2.18%) per annum, maturing in June 2019 and March 2020 (2018 - February and March 2019).	435,977	299,276
	1,782,681	1,339,264
Accrued interest	4,772	-
	<b>\$ 1,787,453</b>	<b>\$ 1,339,264</b>

Restricted investments have been designated for specific purposes described in Note 5.

During the year, the Association recognized an unrealized gain of \$1,996 (2018 - \$ 3,744) from the change in fair value of the investments recorded at fair value.

## 4. DEFERRED CONTRIBUTIONS

Deferred contributions represent unspent resources externally restricted for specific purposes as follows:

	2018	Contributions received during the year	Amounts recognized as revenue	2019
Graduate Student Assistance Program	\$ 146,193	\$ 853,347	\$ 842,186	\$ 157,354
Graduate Student Support Fund	91,384	152,339	80,524	163,199
	<b>\$ 237,577</b>	<b>\$ 1,005,686</b>	<b>\$ 922,710</b>	<b>\$ 320,553</b>

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2019

## 5. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets are comprised of the following funds:

### Legal Defense Fund

The Legal Defense Fund was established to provide resources to enter into legal action where appropriate. Any unspent funds at year-end from the budgeted legal fees are placed into the fund.

During the year, \$58,500 (2018 - \$107,332) was transferred into the fund.

### Health and Dental Plan Reserve Fund

The Health and Dental Plan Reserve Fund was established to ensure that adequate funds would be available in the event the Health and Dental Plan costs exceed the amounts collected in fees from graduate students. The fund balance fluctuates to allow for the addition or withdrawal of investment funds depending on when fees collected exceed or are less than Plan costs.

During the year, the fund increased by \$Nil (2018 - \$75,509 increase) and \$134,000 (2018 - \$Nil) was transferred into the fund.

### Financial Stabilization Fund

The Financial Stabilization Fund was established to safeguard the Association against uncertainty and to provide for unknown, unexpected expenditures that would provide for the ongoing operations of the Association. The balance will be adjusted annually at the discretion of the Budget and Finance Committee and will grow until it is equal to at least one years' operating costs.

During the year, \$200,000 (2018 - \$25,640) was transferred into the fund.

### Human Resource Fund

The Human Resource Fund was established to fund medical and parental leave for the staff and the managers.

During the year, \$Nil (2018 - \$26,329) was transferred into the fund.

## 6. LEASE COMMITMENTS

The Association has a five year lease which expires June 2021, to lease a portion of the Killam Centre for Advanced Studies from the University of Alberta at \$1 per year and utilities at no cost.

## 7. CHANGES IN NON-CASH WORKING CAPITAL

	2019	2018
Accounts receivable	\$ (42,832)	\$ (31,893)
Prepaid expenses	176	(385)
Accounts payable and accrued liabilities	816	(9,803)
Health and Dental Plan payable	(52,224)	(7,193)
Deferred contributions	82,976	2,244
	<b>\$ (11,088)</b>	<b>\$ (47,030)</b>

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

Year Ended March 31, 2019

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## 8. RISK MANAGEMENT

The Association is exposed to various risks through its financial instruments. The following analysis provides information about the Association's risk exposure and concentration as of March 31, 2019.

### ***Credit risk***

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association does not believe it is subject to any significant concentration of credit risk. Cash is in place with a major financial institution. Accounts receivable are generally amounts receivable from the University of Alberta.

### ***Liquidity risk***

Liquidity risk arises from the possibility that the Association might encounter difficulty in settling its debts or in meeting its obligations related to financial liabilities. It is the Association's opinion that there is no significant liquidity risk as of March 31, 2019.

### ***Market risk***

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Association is mainly exposed to interest rate risk and other price risk.

### ***Interest rate risk***

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk arising on its interest bearing guaranteed investment certificates. As the guaranteed investment certificates are cashable at any time, the Association is not subject to interest rate risk.

### ***Other price risk***

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Association is exposed to other price risk through its investment in quoted shares.

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Revenues

(Schedule 1)

Year Ended March 31, 2019

	2019	2018
<b>Graduate Student Support Fund</b>		
Child Care Grants	\$ 366,000	\$ 274,000
Emergency Bursaries	101,096	126,095
Graduate Student Recognition Awards	18,000	18,000
Academic Travel Awards	357,090	405,336
	<b>842,186</b>	823,431
<b>Administration, GSA Fees and Services</b>		
Awards Night	2,550	2,550
Graduate Students' Association fees	1,225,799	1,171,822
Investment and interest	100,256	69,532
Killam Centre for Advanced Studies	-	9,167
TDIMM Revenue	11,500	11,500
Dean of Students funding	4,190	4,190
Studentcare funding	5,190	5,190
Other	1,565	4,648
Orientation	5,000	5,000
	<b>1,356,050</b>	1,283,599
<b>Other Restricted</b>		
Graduate Student Assistance Program fees	80,524	76,193
CJSR fees	15,543	15,063
Alberta Graduate Provincial Advocacy Council fees	-	8,992
	<b>96,067</b>	100,248
<b>Commercial Activities</b>		
Handbook	9,530	11,380
PAW revenue	40,162	40,162
	<b>49,692</b>	51,542
<b>TOTAL REVENUES</b>	<b>\$ 2,343,995</b>	<b>\$ 2,258,820</b>
<b>Health and Dental Plan</b>		
Plan fees	\$ 2,728,556	\$ 2,618,547
Plan expenses	(2,589,268)	(2,543,038)
	<b>\$ 139,288</b>	<b>\$ 75,509</b>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Expenses

(Schedule 2)

Year Ended March 31, 2019

	2019	2018
<b>Graduate Student Support Fund</b>		
Child Care Grants	\$ 366,000	\$ 274,000
Emergency Bursaries	101,096	126,095
Graduate Student Recognition Awards	18,000	18,000
Academic Travel Awards	357,090	405,336
	<b>842,186</b>	<b>823,431</b>
<b>Administration and Services (Schedule 3)</b>		
Governance	199,374	195,207
Advocacy	40,117	26,769
Human resources	658,826	642,949
Office administration and operational costs	19,755	22,847
Professional	38,054	47,278
Services	86,822	69,419
Amortization	-	18,315
	<b>1,042,948</b>	<b>1,022,784</b>
<b>Other Restricted</b>		
Graduate Student Assistance Program	80,525	76,194
CJSR fees	15,542	15,063
	<b>96,067</b>	<b>91,257</b>
<b>Commercial Activities</b>		
Handbook	10,406	10,113
<b>TOTAL EXPENSES</b>	<b>\$ 1,991,607</b>	<b>\$ 1,947,585</b>

See notes to financial statements

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses  
Year Ended March 31, 2019

(Schedule 3)

	2019	2018
<b>Governance</b>		
Elected officers stipends and benefits	\$ 171,675	\$ 168,865
Employer contributions		
Employer CPP contributions	7,689	7,457
Employer EI contributions	3,857	3,765
	<b>11,546</b>	11,222
Elected officers - Other		
Transition/Early Call for Talent	1,879	883
Insurance (directors' and officers' liability insurance)	1,035	1,035
Board and other committees	810	3,154
Executive officers discretionary expenses	527	564
Executive officers recognition	355	563
	<b>4,606</b>	6,199
Council		
Council/ food/ other	4,091	3,490
Election	3,606	1,081
Council Speaker honorarium	1,850	1,850
Other honorarium	1,500	1,000
Chief Returning Officer honorarium	500	1,500
	<b>11,547</b>	8,921
	<b>\$ 199,374</b>	\$ 195,207
<b>Advocacy</b>		
Alberta Graduate Provincial Advocacy Council fees	\$ 29,857	\$ 21,909
Government and external relations	9,646	4,315
University relations	614	545
	<b>\$ 40,117</b>	\$ 26,769

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# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

*(Schedule 3)*

Year Ended March 31, 2019

## Human Resources

Salaries and benefits	\$ 622,755	\$ 610,580
Employer contributions		
Employer CPP contributions	18,318	19,390
Employer EI contributions	8,451	9,008
	<b>26,769</b>	<b>28,398</b>
Other human resources		
Staff recognition	571	458
Professional expense allowance	6,509	1,489
Workers' Compensation Board	2,131	1,947
Parking	91	77
	<b>9,302</b>	<b>3,971</b>
	<b>\$ 658,826</b>	<b>\$ 642,949</b>

## Office Administration and Operational Costs

Small equipment purchases	\$ 3,653	\$ 2,833
Telephone and cable	2,960	3,107
Office supplies	3,234	2,245
Repairs and maintenance	2,494	7,303
Payroll and bank service charges	1,021	1,352
Photocopier lease/office	5,858	5,472
Insurance	535	535
	<b>\$ 19,755</b>	<b>\$ 22,847</b>

## Professional

Financial audit	\$ 11,550	\$ 11,588
Consultants	3,498	700
IT Service Agreement	3,000	6,000
Legal fees - general	5,839	16,500
Investment advisor	14,167	12,490
	<b>\$ 38,054</b>	<b>\$ 47,278</b>

*(continues)*

# THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

*(Schedule 3)*

Year Ended March 31, 2019

## Services

Grants and Subsidies		
Academic workshop subsidies	\$ 9,000	\$ 5,500
External grants	1,100	1,050
	<b>10,100</b>	6,550
Student Groups		
Academically-Related Graduate Student Group Awards	25,501	22,617
Council remuneration student groups	11,100	11,000
	<b>36,601</b>	33,617
Other		
Annual Strategic Plan Initiatives	2,093	3,760
Association of Managers in Canadian College University and Student Centre membership	650	650
Food Bank	12,000	9,000
Fall and Winter Engagement Events	-	5,907
Awards Night	7,677	7,265
Orientation	17,701	2,670
	<b>40,121</b>	29,252
	\$ 86,822	\$ 69,419
<b>Amortization</b>	\$ -	\$ 18,315
<b>TOTAL ADMINISTRATION AND SERVICES EXPENSES</b>	<b>\$ 1,042,948</b>	<b>\$ 1,022,784</b>



Dear GSA Council Colleagues,

5 July 2019

I am pleased to report we are **on track overall after the end of the first two months of our fiscal year** and we are **projecting a positive balance** at the end of the 2019-2020 fiscal year. It should be noted that, since we are only working with two months' worth of data related to our revenue and expenses, it is too early to be definitive (although we are confident in the forecast). I have highlighted a few areas to draw your attention to below.

### **GSA Fees Revenue**

As a fee-based organization, graduate student enrolment levels are the key drivers of our budget and, as has been the case in previous years, the Financial Team will closely monitor these as the fall term begins and report back to the GSA Budget and Finance Committee, the GSA Board, and GSA Council on how any increases or decreases in enrolment will affect our budget.

### **Advocacy**

As you know, representatives of the GSA will participate in upcoming CASA conferences to assess whether the GSA should consider joining the group (joining will entail a financial commitment in excess of approximately \$20,000/year in membership fees). We also continue to closely review ThinkGrad's growth as an advocacy organization in order to assess whether it is prudent for the GSA to eventually join the group. Costs associated with joining either of these groups would need to be built into future budgets.

### **Services**

As you may be aware, the majority of the costs associated with the printing of the GSA Planner are covered through the sale of advertising space in the Planner and the remaining portion is covered from the "Engagement, Orientation, and Outreach" budget line. As ad sales are down slightly this year compared to last year, more funding from this line will be utilized to cover the costs of printing adequate numbers of the Planner.

### **Professional**

As previously reported to you, in order to enhance engagement with (and awareness of) the GSA, and help us better connect with our members, we are in the process of reaching out to various marketing firms to assist us in developing a strategy to achieve this. The costs associated with this will be drawn from the "Consultants" line, and, depending on the total amount needed to develop an appropriately robust strategy, we may also need to utilize some funding from the "Contingency" line. Additionally, we are still in the process of exploring best practices associated with the development of a strike fund (in support of our role as a union) and the costs associated with working with a consultant on this project will also be drawn from the "Consultants" line.

### **Contingency**

As was twice previously reported to the GSA Budget and Finance Committee (in October and January), we are still in the process of working with the Project Management Office (Facilities and Operations) concerning the reconfiguration of space within the GSA office to ensure staff



workspaces are reflective of work task needs. Funding from the “Contingency” line would need to be utilized to support this. Likewise, as noted above, we may need to use some funds from this line to offset the costs associated with the development of a marketing/outreach strategy – meaning that there is a chance this line will be fully expended in the current fiscal year.

In closing, let me stress that, overall, we continue to be in excellent shape financially. My thanks to the Financial Team members, Courtney Thomas, Shirley Ball, Dorte Sheikh, and Julie Tanguay.

A handwritten signature in black ink, appearing to read 'Fahed Elian', with a long horizontal stroke extending to the right.

Fahed Elian, President and Chair of the GSA Budget and Finance Committee

### Outline of Issue

#### **GSA 2019-2020 Spring/Summer Term Budget and Expenditure Report**

#### **Suggested Motion for GSA Council:**

That GSA Council **RECEIVE FOR INFORMATION** the GSA 2019-2020 Spring/Summer Term Budget and Expenditure Report.

#### **Background:**

These regular financial reports ensure year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular reporting allows for better forward planning and illustrates the GSA yearly financial cycle. This is the first budget and expenditure report on the 2019-2020 GSA's fiscal year.

The Financial Team (Executive Director Courtney Thomas, CPA and Accountant Shirley Ball, Financial Manager Dorte Sheikh, as well as Associate Director Julie Tanguay) agrees that the GSA's budget is on track and there are no issues of concern at the end of this reporting period.

The GSA Budget and Finance Committee and the GSA Board received for information the GSA 2019-2020 Spring/Summer Term Budget and Expenditure Report at their meetings of 2 July 2019 and 3 July 2019, respectively.

Additional information can be found in the attached cover letter.

#### **Jurisdiction:**

GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a:

*"The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures, Section K.POL.3.4.a:

*"The Accountant and Financial Manager will regularly (in the fall, winter, and spring/summer terms) prepare a Budget and Expenditure Report which will first be submitted to the Executive Director (ED) (or delegate), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. It is suggested that these reports be organized by budget divisions and lines, with the following information in easy-to-follow columns: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comment on any variance or approved reallocation, and comment on significant comparisons from previous years. All such reports will be compliant with Alberta's Personal Information Protection Act and other applicable laws."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.5.7:

*"The GSA BFC will receive for information and forward to the GSAB reports on expenses and revenues in the fall, winter, and spring/summer terms; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent to date, by budget division."*

2019-2020 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

Summer Term Update, April to May 2019 actuals and June 2019 to March 2020 forecast

	CURRENT YEAR April 1, 2019 to March 31, 2020							PRIOR YEAR Comparative	
	2019-2020	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2019 to May 2020	Jun 2019 to Mar 2020					Apr 2018 to May 2018	Apr 2018 to Mar 2019
<b>REVENUE</b>									
GSA Fees Revenue	1,183,291	473,307	709,984	1,183,291	-		0%	465,662	1,225,799
Interest Income	18,000	4,815	24,000	28,815	10,815	1	60%	4,156	29,651
External Committed Funding	25,880	-	25,880	25,880	-		0%	-	25,880
Revenue from Commercial Activities	40,162	6,694	33,468	40,162	-		0%	6,694	40,162
Other Revenue	1,300	-	1,300	1,300	-		0%	-	4,115
<b>Total Revenue</b>	<b>1,268,633</b>	<b>484,816</b>	<b>794,632</b>	<b>1,279,448</b>	<b>10,815</b>		<b>1%</b>	<b>476,512</b>	<b>1,325,607</b>
<b>EXPENSES</b>									
Advocacy	48,848	1,926	46,922	48,848	-		0%	3,932	40,117
Services	109,700	32,514	77,186	109,700	-		0%	29,116	86,822
Governance	214,959	34,833	179,794	214,627	332		0%	32,378	199,374
Human Resources	684,749	104,942	563,279	668,221	16,528	2	2%	121,527	658,827
Office Administration and Operational Costs	32,579	2,202	30,087	32,289	290		1%	3,130	19,102
Professional	58,200	3,500	54,700	58,200	-		0%	7,343	35,054
Operating/Contingency Fund	20,000	-	20,000	20,000	-		0%	3,653	3,653
<b>Total Expenses</b>	<b>1,169,035</b>	<b>179,917</b>	<b>971,968</b>	<b>1,151,885</b>	<b>17,150</b>		<b>1%</b>	<b>201,079</b>	<b>1,042,949</b>
<b>BALANCE</b>	<b>99,598</b>	<b>304,899</b>	<b>(177,336)</b>	<b>127,563</b>	<b>27,965</b>		<b>28%</b>	<b>275,433</b>	<b>282,658</b>

Explanatory notes:

Under the variance column black numbers indicates more revenue received than budgeted, or an expense savings. 0% means no variance at this point, budget is on target.

Variance formula: for Revenue the variance is the total for the 2019-2020 year subtracted by the approved budget amount.

for Expenses the variance is the approved budget amount subtracted by the total for the 2019-2020 year.

Projected surplus funds will be applied to the Financial Stabilization Fund.

1. Interest income positive variance due to increase in interest rates.

2. Human Resources budget surplus due to projected salary savings.

Since only two months of actuals are being reported the budget variances are very preliminary.

For further reference, see the attached narrative.

The Graduate Students' Association of the University of Alberta

2019-2020 GSA Restricted and Other Funding

Budget and Expenditure Report

Summer Update, April to May 2019 actuals and June 2019 to March 2020 forecast

	CURRENT YEAR April 1, 2019 to March 31, 2020				PRIOR YEAR Comparative					
	2019-2020	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual 2018 2019	
	Approved Budget	Apr 2019 to May 2019	Jan 2019 to Mar 2019					Apr 2018 to May 2018	Apr 2018 to Mar 2019	
<b>Fundraised Activity</b>										
GSA Planner	9,500	-	8,570	8,570	-	930	1	-10%	-	10,408
<b>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</b>										
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	18,000	
GSA Child Care Grants	334,720	120,000	214,720	334,720	-		0%	117,000	366,000	
GSA Emergency Bursaries	188,280	15,194	173,086	188,280	-		0%	19,255	101,096	
GSA Academic Travel Grants	523,000	45,077	477,923	523,000	-		0%	80,012	357,090	
	1,064,000	180,271	883,729	1,064,000	-		0%	216,267	842,186	
<b>Other Restricted Funding</b>										
CISR Fees Collected - \$1.00 per student goes to the radio station's operations	15,288	-	15,288	15,288	-		0%	-	15,542	
GSAP (Graduate Student Assistance Program) Fees Collected	68,680	-	68,680	68,680	-		0%	-	80,525	
Health Plan Revenue	1,667,407	-	1,667,407	1,667,407	-		0%	-	1,451,874	
Dental Plan Revenue	1,246,248	-	1,246,248	1,246,248	-		0%	-	1,137,394	
	2,997,623	-	2,997,623	2,997,623	-		0%	-	2,685,335	
<b>BALANCE</b>	4,071,123	180,271	3,889,922	4,070,193	(930)		0%	216,267	3,537,929	

Explanatory notes:

1. GSA Planner deficit due to a decrease in ad revenue.

Since only two months of actuals are being reported the budget variances are very preliminary.

0% means no variance at this point, budget is on target.

For further reference see the attached narrative.

Account Name and Budget	Brief Description	Narrative and Variance
<b>REVENUE</b>		
<b>GSA Fees</b>		
GSA Fees (annual membership fee)  <b>\$1,183,291 budget</b>	<ul style="list-style-type: none"> <li>• The Graduate Students’ Association (GSA) is supported by graduate student annual membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council, the annual fees are submitted to the University Board of Governors to provide for collection.</li> <li>• Based on the three-year funding agreement signed between the GSA and the University on Feb 6, 2019, the GSA will receive:                             <ul style="list-style-type: none"> <li>○ 40% advance in May based on the projected fall/winter enrollment;</li> <li>○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October;</i></li> <li>○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February;</i></li> <li>○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>For 2019-2020, the projected GSA revenue is \$1,183,291.</b> This is based on fees paid by a projected 6,191 full-time graduate students (6,191 @ \$162.52 per graduate student) and a projected 1,453 part-time graduate students (1,453 @ \$121.89 per graduate student).</li> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$473,307</b></li> <li>• <b>Forecast June to March: \$709,984</b></li> <li>• <b>The 2018-2019 actual was \$1,225,799</b></li> </ul>
<b>Interest Income</b>		
Interest Revenue  <b>\$18,000 budget</b>	<ul style="list-style-type: none"> <li>• Interest income on bank accounts is deposited monthly.</li> <li>• Currently interest rates are higher than anticipated so a surplus is forecast.</li> <li>• Previous years budgets included the income on the portfolio investments which is re-invested and is reported in the annual audited financial statements. Since this income is re-invested it was determined that it should not be part of the Operating Budget.</li> <li>• ATB Investment Management Inc. manages the investment portfolio in compliance with the GSA Investment Strategy. This strategy includes monthly reporting of the investment activity and bi-annual meetings with the investment advisor and the GSA Budget and Finance Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Surplus projected</b></li> <li>• <b>Actual April to May: \$4,815</b></li> <li>• <b>Forecast June to March: \$24,000</b></li> <li>• <b>The 2018-2019 actual was \$29,651</b></li> </ul>

Account Name and Budget	Brief Description	Narrative and Variance
<b>External Committed Funding</b>		
Funding from the Dean of Students and the Dean of FGSR  <b>\$9,190 budget</b>	<ul style="list-style-type: none"> <li>This funding is described in letters from the Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement activities. FGSR funding has to be requested yearly.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$9,190</li> <li>The 2018-2019 actual was \$9,190</li> </ul>
Funding from Studentcare  <b>\$5,190 budget</b>	<ul style="list-style-type: none"> <li>Studentcare provides \$5,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA. The commitment is for a 5-year term: 2015-2020.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$5,190</li> <li>The 2018-2019 actual was \$5,190</li> </ul>
Funding from TDIMM  <b>\$11,500 budget</b>	<ul style="list-style-type: none"> <li>Signed agreement with TD Insurance Meloche Monnex (from 2016-2021) provides funding for various events and initiatives organized by the GSA, such as GSA Awards Night and orientation/engagement events.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$11,500</li> <li>The 2018-2019 actual was \$11,500</li> </ul>
<b>Revenue from Commercial Activities</b>		
Chopped Leaf (in Physical Activity and Wellness (PAW Centre) Revenue  <b>\$40,162 budget</b>	<ul style="list-style-type: none"> <li>The GSA has a financial arrangement, in the form of a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet.</li> <li>Revenues commenced in August 2015.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$6,694</li> <li>Forecast June to March: \$33,469</li> <li>The 2018-2019 actual was \$40,162</li> </ul>
<b>Other Revenue</b>		
Other Revenue  <b>\$1,300 budget</b>	<ul style="list-style-type: none"> <li>This account is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to May: \$0.00</li> <li>Forecast June to March: \$1,300</li> <li>The 2018-2019 actual was \$4,115</li> </ul>

EXPENSES		
<b>Advocacy</b>		
Business Travel and External Relations and Advocacy  <b>\$17,132 budget</b>	<ul style="list-style-type: none"> <li>Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy.</li> <li>In its Strategic Work Plan (SWP), the GSA Board identified the need for a strong voice at the table with government (the Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$1,798</b></li> <li><b>Forecast June to March: \$15,334</b></li> <li><b>The 2018-2019 actual was \$9,646</b></li> </ul>
University Relations  <b>\$1,140 budget</b>	<ul style="list-style-type: none"> <li>Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$127.00</b></li> <li><b>Forecast June to March: \$1,013</b></li> <li><b>The 2018-2019 actual was \$614.00</b></li> </ul>
ab-GPAC  <b>\$30,576 budget</b>	<ul style="list-style-type: none"> <li>Fees for the Alberta Graduate Provincial Advocacy Council (ab-GPAC) have been set at \$4.00 per graduate student per year, effective September 2018.</li> <li>ab-GPAC was formed under the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$30,576</b></li> <li><b>The 2018-2019 actual was \$29,856</b></li> </ul>
<b>Services</b>		
<b>Grants and Subsidies</b>		
Academic Workshop Subsidies  <b>\$9,500 budget</b>	<ul style="list-style-type: none"> <li>Subsidies to the Academic Success Centre and the Career Centre increased in 2019-2020 to ensure that their graduate student programs can be accessed by more students.</li> <li>Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$9,500</b></li> <li><b>Forecast June to March: \$0.00</b></li> <li><b>The 2018-2019 actual was \$9,000</b></li> </ul>
External Grants  <b>\$2,400 budget</b>	<ul style="list-style-type: none"> <li>Funds request for external grants such as a grant for the Student Advisors' Conference, International Week, and the Canadian Association of Student Financial Aid Administrators Conference.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$500.00</b></li> <li><b>Forecast June to March: \$1,900</b></li> <li><b>The 2018-2019 actual was \$1,100</b></li> </ul>

<p>Campus Food Bank <b>\$15,000 budget</b></p>	<ul style="list-style-type: none"> <li>• Contribution made to the Campus Food Bank (CFB) (which was founded by the GSA) in recognition of the valuable support it provides to graduate students.</li> <li>• CFB Executive Director and Board Chair report annually to the GSAB.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$15,000</b></li> <li>• <b>Forecast June to March: \$0.00</b></li> <li>• <b>The 2018-2019 actual was \$12,000</b></li> </ul>
<p><b>Graduate Student Groups</b></p>		
<p>GSA Council Remuneration <b>\$14,400 budget</b></p>	<ul style="list-style-type: none"> <li>• GSA funding program for eligible graduate student groups based on the attendance of their councillor over the GSA Council year. Divided evenly amongst the eligible groups.</li> <li>• Budget increased to reflect the total number of department groups that could be eligible.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$14,400</b></li> <li>• <b>The 2018-2019 actual was \$11,100</b></li> </ul>
<p>GSA Graduate Student Group Grant <b>\$30,000 budget</b></p>	<ul style="list-style-type: none"> <li>• The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to:                         <ul style="list-style-type: none"> <li>▪ Bring in special guest lecturers or host academic-style events.</li> <li>▪ Support the academic activities of graduate students.</li> <li>▪ Provide modest start-up funding for new groups.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$6,514</b></li> <li>• <b>Forecast June to March: \$23,486</b></li> <li>• <b>The 2018-2019 actual was \$25,501</b></li> </ul>
<p><b>Other Expenses</b></p>		
<p>Annual Strategic Plan Initiatives <b>\$3,000 budget</b></p>	<ul style="list-style-type: none"> <li>• Any new GSAB Strategic Work Plan initiatives may be funded from this account.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$3,000</b></li> <li>• <b>The 2018-2019 actual was \$2,093</b></li> </ul>
<p>Engagement, Orientation, and Outreach <b>\$26,000 budget</b></p>	<ul style="list-style-type: none"> <li>• Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events, and swag purchases.</li> <li>• Depending on student demand for the yearly planner, and the ad revenue, this budget is also used to cover the cost of printing additional planners not covered by the revenue from ad sales.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$1,000</b></li> <li>• <b>Forecast June to March: \$25,000</b></li> <li>• <b>The 2018-2019 actual was \$17,701</b></li> </ul>
<p>AMICCUS-C Membership <b>\$700 budget</b></p>	<ul style="list-style-type: none"> <li>• Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$700.00</b></li> <li>• <b>The 2018-2019 actual was \$650.00</b></li> </ul>

<p>GSA Awards Night</p> <p><b>\$8,700 budget</b></p>	<ul style="list-style-type: none"> <li>Expenses for the annual GSA Awards Night (normally in March).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$8,700</b></li> <li><b>The 2018-2019 actual was \$7,677</b></li> </ul>
<b>Governance</b>		
<b>Directly-Elected Officer Stipends</b>		
<p>Directly-Elected Officers Stipends</p> <p><b>\$170,881 budget</b></p>	<ul style="list-style-type: none"> <li>Directly-Elected Officers (DEOs) include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2019-2020, the President receives an annual stipend of \$40,685 and the four VP positions each receive \$32,549. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw &amp; Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.b).</li> <li>Note that the stipends are gross stipends and include tax, Employment Insurance (EI) and Canada Pension Plan (CPP). Remittances are made on behalf of DEOs from their stipend totals.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$28,173</b></li> <li><b>Forecast June to March: \$142,400</b></li> <li><b>The 2018-2019 actual was \$166,968</b></li> </ul>
<b>Directly-Elected Officer Benefits</b>		
<p>GSA Health and Dental Plan</p> <p><b>\$2,627 budget</b></p>	<ul style="list-style-type: none"> <li>The 2019-2020 rate is \$500.36 per DEO per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$2,627</b></li> <li><b>The 2018-2019 actual was \$2,502</b></li> </ul>
<p>U-Pass</p> <p><b>\$2,295 budget</b></p>	<ul style="list-style-type: none"> <li>The U-Pass is set at \$153 each term in 2019-2020 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$740.00</b></li> <li><b>Forecast June to March: \$1,530</b></li> <li><b>The 2018-2019 actual was \$2,205</b></li> </ul>
<b>Directly-Elected Officer Employer Contributions</b>		
<p>Employer CPP Contributions</p> <p><b>\$7,822 budget</b></p>	<ul style="list-style-type: none"> <li>CPP is calculated at a rate of 5.10% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$1,288</b></li> <li><b>Forecast June to March: \$6,534</b></li> <li><b>The 2018-2019 actual was \$7,689</b></li> </ul>

Employer EI Contributions <b>\$3,879 budget</b>	<ul style="list-style-type: none"> <li>• EI is calculated at a rate of 2.27% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$639.00</b></li> <li>• <b>Forecast June to March: \$3,240</b></li> <li>• <b>The 2018-2019 actual was \$3,857</b></li> </ul>
<b>Directly-Elected Officers - Other Expenses</b>		
Insurance <b>\$1,278 budget</b>	<ul style="list-style-type: none"> <li>• Directors and Officers Liability Insurance. Paid annually in January.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$1,278</b></li> <li>• <b>The 2018-2019 actual was \$1,035</b></li> </ul>
Transition/Early Call for Talent <b>\$4,955 budget</b>	<ul style="list-style-type: none"> <li>• The Early Call for Talent and Training occurs in the fall.</li> <li>• Transition activity typically occurs in March and April.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$286.00</b></li> <li>• <b>Forecast June to March: \$4,669</b></li> <li>• <b>The 2018-2019 actual was \$1,879</b></li> </ul>
Training/Development <b>\$2,500 budget</b>	<ul style="list-style-type: none"> <li>• Expenses for the training and development of the DEOs to promote the effective performance of their duties.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$2,125</b></li> <li>• <b>Forecast June to March: \$375.00</b></li> <li>• <b>The 2018-2019 actual was: \$355.00</b></li> </ul>
Directly-Elected Officers’ Expenses <b>\$2,757 budget</b>	<ul style="list-style-type: none"> <li>• Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. E.g. one-on-one meetings with graduate students to discuss the role of the GSA in the lives of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$653.00</b></li> <li>• <b>Forecast June to March: \$2,104</b></li> <li>• <b>The 2018-2019 actual was \$527.00</b></li> </ul>
GSA Board and Other Committee Expenses <b>\$1,472 budget</b>	<ul style="list-style-type: none"> <li>• Provision of light refreshments at weekly GSAB meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$61.00</b></li> <li>• <b>Forecast June to March: \$1,411</b></li> <li>• <b>The 2018-2019 actual was \$810.00</b></li> </ul>
<b>GSA Council Expenses</b>		
GSA Council Food and Other Expenses <b>\$5,783 budget</b>	<ul style="list-style-type: none"> <li>• The estimate is based on 12 meetings per year.</li> <li>• Provision of food at GSA Council (alternates between pizza and sandwich offerings) and other hosting expenses.</li> <li>• Includes printing of GSA Council member placards and celebratory/acknowledgement events.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$497.00</b></li> <li>• <b>Forecast June to March: \$5,286</b></li> <li>• <b>The 2018-2019 actual was \$4,091</b></li> </ul>

<p>Election Expenses <b>\$3,490 budget</b></p>	<ul style="list-style-type: none"> <li>This is used to cover expenses associated with the GSA General Election that takes place in February/March.</li> <li>Budget increased by \$1,000 in 2019-2020 to allow for livestreaming of the election forum.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$3,490</b></li> <li><b>The 2018-2019 actual was \$3,606</b></li> </ul>
<p>GSA Council Speaker Honorarium <b>\$2,220 budget</b></p>	<ul style="list-style-type: none"> <li>Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting (\$185 per meeting).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$370.00</b></li> <li><b>Forecast June to March: \$1,850</b></li> <li><b>The 2018-2019 actual was \$1,850</b></li> </ul>
<p>Chief Returning Officer Honorarium <b>\$1,500 budget</b></p>	<ul style="list-style-type: none"> <li>Chief Returning Officer (CRO) is paid an honorarium for managing the GSA General Election, including any by-elections and referenda.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$1,500</b></li> <li><b>The 2018-2019 actual was \$500.00</b></li> </ul>
<p>Other Honoraria <b>\$1,500 budget</b></p>	<ul style="list-style-type: none"> <li>This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO.</li> <li>Example, Deputy Returning Officer needs to fill in for CRO for a significant period.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$1,500</b></li> <li><b>The 2018-2019 actual was \$1,500</b></li> </ul>
<b>Human Resources</b>		
<b>Support Staff (Represented by NASA)</b>		
<p>Support Staff - Salaries <b>\$214,268 budget</b></p>	<ul style="list-style-type: none"> <li>There are four full-time support staff positions (one is unfilled).</li> <li>Includes contractual cost of living increases and one-time payments (e.g. responsibility pay).</li> <li>The 2019-2020 budget is understated by approximately \$58,000 due to a staff position that is unfilled but is being retained in case it is needed in the future.</li> </ul>	<ul style="list-style-type: none"> <li><b>Surplus projected</b></li> <li><b>Actual April to May: \$34,202</b></li> <li><b>Forecast June to March: \$175,568</b></li> <li><b>The 2018-2019 actual was \$195,860</b></li> </ul>
<p>Support Staff – Benefits <b>\$16,781 budget</b></p>	<ul style="list-style-type: none"> <li>In 2013 the GSA began to provide benefit compensation for support staff. The budget was calculated on the basis of 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$2,736</b></li> <li><b>Forecast June to March: \$14,044</b></li> <li><b>The 2018-2019 actual was \$16,027</b></li> </ul>
<p>Support Staff – RRSP <b>\$23,075 budget</b></p>	<ul style="list-style-type: none"> <li>Support staff receive RRSP payments for contribution to their own plans.</li> <li>Calculated on the basis of 11% of salary beginning in 2018-2019. The GSA is working to provide a competitive benefit package for the support staff.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$3,762</b></li> <li><b>Forecast June to March: \$19,307</b></li> <li><b>The 2018-2019 actual was \$22,037</b></li> </ul>

# GSA 2019-2020 Operating Budget (including Capital Budget) Narrative

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<p>Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program</p> <p><b>\$1,639 budget</b></p>	<ul style="list-style-type: none"> <li>The 2019-2020 rate is \$500.36 per support staff member per annum. The Graduate Student Assistance Program (GSAP) is \$21 per support staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$1,639</b></li> <li><b>The 2018-2019 actual was \$1,501</b></li> </ul>
<p>Support Staff – Employer CPP Contributions</p> <p><b>\$8,247 budget</b></p>	<ul style="list-style-type: none"> <li>CPP is calculated at a rate of 5.10% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$2,038</b></li> <li><b>Forecast June to March: \$6,209</b></li> <li><b>The 2018-2019 actual was \$8,070</b></li> </ul>
<p>Support Staff – Employer EI Contributions</p> <p><b>\$3,613 budget</b></p>	<ul style="list-style-type: none"> <li>EI is calculated at a rate of 2.27% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$923.00</b></li> <li><b>Forecast June to March: \$2,690</b></li> <li><b>The 2018-2019 actual was \$3,666</b></li> </ul>
<p>Support Staff Development</p> <p><b>\$2,400 budget</b></p>	<ul style="list-style-type: none"> <li>The support staff NASA contract provides for support of \$800.00 per support staff for courses related to staff development, commencing in 2016-2017.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$800.00</b></li> <li><b>Forecast June to March: \$1,600</b></li> <li><b>The 2018-2019 actual was \$1,333</b></li> </ul>

<b>Administrative/Professional Staff</b>		
Administrative/ Professional Staff - Salaries  <b>\$306,501 budget</b>	<ul style="list-style-type: none"> <li>• The Executive Director’s (ED) salary and other employment related expenses are established in a contractual agreement.</li> <li>• The Associate and Assistant Director work full-time.</li> <li>• The Financial Manager and Chartered Accountant work part-time.</li> <li>• Budget has decreased as the Labour Professional retired as of May 1, 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Surplus projected</b></li> <li>• <b>Actual April to May: \$37,314</b></li> <li>• <b>Forecast June to March: \$257,643</b></li> <li>• <b>The 2018-2019 actual was \$301,548</b></li> </ul>
Administrative/ Professional Staff - Merit Pay  <b>\$28,800 budget</b>	<ul style="list-style-type: none"> <li>• In accordance with the ED’s contract, the ED has the opportunity to receive an annual merit increment.</li> <li>• Additionally the other administrative/professional staff are eligible to receive merit payments.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$4,276</b></li> <li>• <b>Forecast June to March: \$24,500</b></li> <li>• <b>The 2018-2019 actual was \$31,526</b></li> </ul>
Administrative/ Professional Staff - Benefits  <b>\$22,116 budget</b>	<ul style="list-style-type: none"> <li>• In 2013 the GSA began to provide benefit compensation for administrative/professional staff. The budget was calculated on the basis of 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$3,752</b></li> <li>• <b>Forecast June to March: \$18,364</b></li> <li>• <b>The 2018-2019 actual was \$22,002</b></li> </ul>
Administrative/ Professional Staff - RRSP  <b>\$30,410 budget</b>	<ul style="list-style-type: none"> <li>• Administrative/professional staff receive RRSP payments for contribution to their own plans calculated on the basis of 11% of salary. The GSA is working to provide a competitive benefit package for the administrative/professional staff and this line was increased from 6% to 11% in 2018-2019.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$5,158</b></li> <li>• <b>Forecast June to March: \$25,251</b></li> <li>• <b>The 2018-2019 actual was \$30,253</b></li> </ul>
Administrative/ Professional Staff - GSA Health and Dental Plan and Graduate Student Assistance Plan  <b>\$2,186 budget</b>	<ul style="list-style-type: none"> <li>• The 2019-2020 rate is \$500.36 per administrative/professional staff per annum.</li> <li>• The GSAP is \$21 per administrative/professional staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$2,186</b></li> <li>• <b>The 2018-2019 actual was \$2,001</b></li> </ul>
Administrative/ Professional Staff - Employer CPP Contributions  <b>\$10,241 budget</b>	<ul style="list-style-type: none"> <li>• CPP is calculated at a rate of 5.10% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$2,945</b></li> <li>• <b>Forecast June to March: \$7,296</b></li> <li>• <b>The 2018-2019 actual was \$10,248</b></li> </ul>

Administrative/ Professional Staff - Employer EI Contributions  <b>\$4,501 budget</b>	<ul style="list-style-type: none"> <li>• EI is calculated at a rate of 2.27% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$1,363</b></li> <li>• <b>Forecast June to March: \$3,138</b></li> <li>• <b>The 2018-2019 actual was \$4,784</b></li> </ul>
<b>Other HR Expenses</b>		
Office Recognition  <b>\$1,000 budget</b>	<ul style="list-style-type: none"> <li>• This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$1,000</b></li> <li>• <b>The 2018-2019 actual was \$571.00</b></li> </ul>
Professional Expense Allowance  <b>\$6,638 budget</b>	<ul style="list-style-type: none"> <li>• Contractual arrangement with the ED.</li> <li>• Budget also used for the professional development of administrative/professional staff.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$5,673</b></li> <li>• <b>Forecast June to March: \$1,000</b></li> <li>• <b>The 2018-2019 actual was \$5,176</b></li> </ul>
Workers’ Compensation  <b>\$2,183 budget</b>	<ul style="list-style-type: none"> <li>• WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers’ Compensation.</li> <li>• WCB-Alberta requires an annual return be filed by the last day of February each year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$1,713</b></li> <li>• <b>The 2018-2019 actual was \$2.131</b></li> </ul>
Parking  <b>\$150 budget</b>	<ul style="list-style-type: none"> <li>• Covers occasional parking for DEOs, support staff, and administrative/professional staff for meetings or events.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$150.00</b></li> <li>• <b>The 2018-2019 actual was \$93.00</b></li> </ul>
<b>Office Administration and Operational Costs</b>		
Capital Items  <b>\$6,850 budget</b>	<ul style="list-style-type: none"> <li>• This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan (2014-2024). According to this plan no capital item purchases were required in 2018-2019 but purchases are required in 2019-2020.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target</b></li> <li>• <b>Actual April to May: \$0.00</b></li> <li>• <b>Forecast June to March: \$6,850</b></li> <li>• <b>The 2018-2019 actual was \$0.00</b></li> </ul>

# GSA 2019-2020 Operating Budget (including Capital Budget) Narrative

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Information Technology Service Agreement  <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>Effective 2017 established a service agreement with Information Service Technology (IST) to support the GSA's IT (recently upgraded to minimum University standards by an IT consultant) to provide regular reviews and troubleshooting services.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$6,000</b></li> <li><b>The 2018-2109 actual was \$3,000</b></li> </ul>
Telephone & Cable  <b>\$3,100 budget</b>	<ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$608.00</b></li> <li><b>Forecast June to March: \$2,352</b></li> <li><b>The 2018-2019 actual was \$2,960</b></li> </ul>
Office Supplies and Maintenance  <b>\$5,000 budget</b>	<ul style="list-style-type: none"> <li>General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$208.00</b></li> <li><b>Forecast June to March: \$4,792</b></li> <li><b>The 2018-2019 actual was \$3,016</b></li> </ul>
Computer Software  <b>\$3,173 budget</b>	<ul style="list-style-type: none"> <li>Monthly fees for Adobe Creative Cloud and for Smilebox, as needed.</li> <li>Yearly upgrade costs for Sage Simply Accounting.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$187.00</b></li> <li><b>Forecast June to March: \$2,986</b></li> <li><b>The 2018-2019 actual was \$2,494</b></li> </ul>
Payroll and Banking Service Charges  <b>\$1,770 budget</b>	<ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> <li>Business banking plan fees and corporate MasterCard annual fees.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$196.00</b></li> <li><b>Forecast June to March: \$1,574</b></li> <li><b>The 2018-2019 actual was \$1,239</b></li> </ul>
Photocopier Lease and Meter  <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA leases two photocopiers from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$467.00</b></li> <li><b>Forecast June to March: \$5,533</b></li> <li><b>The 2018-2019 actual was \$5,858</b></li> </ul>
General Liability Insurance (Office)  <b>\$686 budget</b>	<ul style="list-style-type: none"> <li>General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.</li> </ul>	<ul style="list-style-type: none"> <li><b>Under budget</b></li> <li><b>Actual April to May: \$535.00</b></li> <li><b>Forecast June to March: \$0.00</b></li> <li><b>The 2018-2019 actual was \$535.00</b></li> </ul>

<b>Professional</b>		
Financial Auditing <b>\$12,200 budget</b>	<ul style="list-style-type: none"> <li>GSA has an annual audit performed by RSM.</li> <li>Required by <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$12,200</b></li> <li><b>The 2018-2019 actual was \$11,550</b></li> </ul>
Consultants <b>\$10,000 budget</b>	<ul style="list-style-type: none"> <li>Consulting services (e.g. marketing consultant, labour relations consultant) will potentially be utilized in 2019-2020.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$10,000</b></li> <li><b>The 2018-2019 actual was \$3,498</b></li> </ul>
Investment Advisor <b>\$14,000 budget</b>	<ul style="list-style-type: none"> <li>Investment advisor fees for ATB Investment Management Inc.</li> <li>These fees are charged at a rate commensurate with the dollar value of our portfolio (which has increased) so a moderate increase has been applied for 2019-2020.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$3,500</b></li> <li><b>Forecast June to March: \$10,500</b></li> <li><b>The 2018-2019 actual was \$14,167</b></li> </ul>
Legal Fees - General <b>\$22,000 budget</b>	<ul style="list-style-type: none"> <li>Legal advice on significant operational issues as needed.</li> <li>If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$22,000</b></li> <li><b>The 2018-2019 actual was \$5,839</b></li> </ul>
<b>Operating/Contingency Fund</b>		
Operating /Contingency Fund <b>\$20,000 budget</b>	<ul style="list-style-type: none"> <li>A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget.</li> <li>Projected expenses this year include office space reconfiguration and additional funds for a marketing consultant.</li> <li>Budget line decreased as expenses to the budget line have been modest in recent years.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$20,000</b></li> <li><b>The 2018-2019 actual was \$3,653</b></li> </ul>

## GSA 2019-2020 Restricted and Other Funding Budget (Narrative)

Account Name and Budget	Brief Description	Narrative
<b>Restricted and Other Funding</b>		
<b>Fundraised Activity</b>		
GSA Planner <b>\$9,500 budget</b>	<ul style="list-style-type: none"> <li>The GSA sells advertising space in the yearly GSA Planner for graduate students to subsidize printing costs.</li> <li>Ad revenue is lower than anticipated in 2019-2020 resulting in a small deficit. Additional funding to cover the printing of the planner will come from the Engagement, Orientation and Outreach line in the Operating Budget.</li> </ul>	<ul style="list-style-type: none"> <li><b>Under budget</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$8,570</b></li> <li><b>The 2018-2019 actual was \$10,408</b></li> </ul>
	<p><b>Graduate Student Support Fund (GSSF) (Restricted Revenue)</b></p> <p>The negotiations for the 2018-2020 Memorandum of Settlement were concluded in January 2019 and were approved by the University Board of Governors. The agreement is for \$914,000 in 2018-2019 and for \$964,000 in 2019-2020. The budget for 2018-2019 was approved as \$814,000 but included an additional \$100,000. Since it was not possible to utilize these funds before the end of the 2018-2019 fiscal year (end of March 2019) the funds have been deferred to 2019-2020 which means that the total GSSF funding budget for the year is \$1,064,000. Individual budgets have been set for the components of GSA Academic Travel Grants, Child Care Grants, Emergency Bursaries, and Recognition Awards. Reallocation of funds between these components are done as necessary throughout the year.</p>	
GSA Recognition Awards <b>\$18,000 budget</b>	<ul style="list-style-type: none"> <li>Funds provided for various awards presented at the annual GSA Awards Night.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses for the GSA Awards Night are processed in March.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$18,000</b></li> <li><b>The 2018-2019 actual was \$18,000</b></li> </ul>
GSA Child Care Grants <b>\$334,720 budget</b>	<ul style="list-style-type: none"> <li>Graduate students can apply for this Grant to offset the cost of child care.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$120,000</b></li> <li><b>Forecast June to March: \$214,720</b></li> <li><b>The 2018-2019 actual was \$366,000</b></li> </ul>
GSA Emergency Bursaries <b>\$188,280 budget</b>	<ul style="list-style-type: none"> <li>Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$15,194</b></li> <li><b>Forecast June to March: \$173,086</b></li> <li><b>The 2018-2019 actual was \$101,096</b></li> </ul>

## GSA 2019-2020 Restricted and Other Funding Budget (Narrative)

Account Name and Budget	Brief Description	Narrative
GSA Academic Travel Grants <b>\$523,000 budget</b>	<ul style="list-style-type: none"> <li>Graduate students can apply for this grant to participate in academic activities such as conferences and research trips.</li> <li>Revenue is received in the form of GSSF funds.</li> <li>Expenses are processed throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$45,077</b></li> <li><b>Forecast June to March: \$477,923</b></li> <li><b>The 2018-2019 actual was \$357,090</b></li> </ul>
CJSR Fees <b>\$15,288 budget</b>	<ul style="list-style-type: none"> <li>The U of A campus radio station (CJSR) receives \$1.00 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999.</li> <li>Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$15,288</b></li> <li><b>The 2018-2019 actual was \$15,542</b></li> </ul>
GSAP (Graduate Student Assistance Program) <b>\$68,680 budget</b>	<ul style="list-style-type: none"> <li>GSAP began in September 2009, and is funded in part by a \$12 per graduate student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term.</li> <li>The University provides a subsidy against the cost of this plan.</li> <li>Revenue and the related expenses are processed in October and February.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: 68,680</b></li> <li><b>The 2018-2019 actual was \$80,525</b></li> </ul>
Health Plan <b>\$1,667,407 budget</b>	<ul style="list-style-type: none"> <li>This is the fee that is charged to graduate students for the health part of the GSA Health and Dental Plan.</li> <li>The 2019-2020 fee is \$285.61 per graduate student per year.</li> <li>Revenue and the related expenses are processed in October, February, and March.</li> <li>There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Health and Dental Plan costs exceed the amounts collected in fees.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$1,667,407</b></li> <li><b>The 2018-2019 actual was \$1,451,874</b></li> </ul>
Dental Plan <b>\$1,246,248 budget</b>	<ul style="list-style-type: none"> <li>This is the fee that is charged to graduate students for the dental part of the GSA Health and Dental Plan.</li> <li>The 2019-2020 fee is \$214.75 per graduate student per year.</li> <li>Revenue and the related expenses are processed in October, February, and March.</li> <li>There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target</b></li> <li><b>Actual April to May: \$0.00</b></li> <li><b>Forecast June to March: \$1,246,248</b></li> <li><b>The 2018-2019 actual was \$1,137,394</b></li> </ul>



Dear Colleagues,

5 July 2019

Each spring the GSA Directly-Elected Officers (DEOs) produce a GSA Board Strategic Work Plan (SWP). The SWP serves to identify key priorities and initiatives, direct the GSA's efforts for the coming year and beyond, and identify areas where we can work with others in the University community.

While this Plan builds upon past SWPs, my team and I engaged in a thorough review of our election platforms and expanded upon elements of earlier SWPs to focus on three broad themes: *connect*, *support*, and *advocate*. We have also continued the layout introduced last year, of dividing the content of the SWP in two parts: an outward facing document and an internal task list.

Both of these documents incorporated feedback from graduate students received during our General Election campaigns, a meeting with representatives from the Indigenous Graduate Students' Association, an engagement session we invited all graduate students to attend, a survey on GSA services and advocacy efforts distributed to all graduate students, and consultation with GSA Council in June.

Last year, stakeholders responded well to the visual design of the outward facing document. The main audiences for the outward facing document include University Administration, the U of A Board of Governors, the Government of Alberta, and other graduate students.

The internal task list will be a living document that is amended and refined continuously; this document will be circulated in hard-copy during the July meeting of GSA Council. We see this task list as a living document that will constantly evolve as my team strategizes issues and as goals are realized or otherwise addressed. Each Directly-Elected Officer will also have their own task list, based on this document, which will outline the specific actions they will be taking during their term to move our goals forward. We will also use the content in these task lists to provide GSA Council with updates on our progress over the course of our term. Normally, these updates are brought forward to GSA Council during our October, January, and April meetings.

Following GSA Council's receipt of our SWP for information, it will be circulated to University Administrators and we will begin meeting with key individuals to present our plan and start working through items on our internal task list.

Developing this SWP has been my team's focus over the last two months and, along with the Vice-Presidents, I am looking forward to a productive and engaging year working closely with the University's administration team, and other stakeholders, as we pursue these goals on behalf of our graduate student constituents. I encourage you all to read the full 2019-2020 SWP, and look forward to discussing it in more detail at our July meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fahed Elian'.

Fahed Elian, President

## Outline of Issue

### GSA Board 2019-2020 Strategic Work Plan

#### Suggested Motion for GSA Council:

That GSA Council **RECEIVE FOR INFORMATION** the GSA Board 2019-2020 Strategic Work Plan.

#### Background:

The 2019-2020 GSA Board Strategic Work Plan (Board SWP) is prepared by the GSA Directly-Elected Officers (DEOs), to direct efforts in the coming year and identify areas in which to work with others in the University community.

This year's Board SWP development started with the DEOs participating in an evening session to discuss initiatives for 2019-2020. Following this initial session, the GSA Board further reviewed and discussed the Board SWP on 5 June and 19 June. The DEOs hosted an engagement session to seek feedback from graduate students on 13 June and an online survey was also circulated through the GSA newsletter and the June GSA Council Summary. There were also small group discussions on issues facing graduate students and priorities to be included in the Board SWP at the 17 June 2019 GSA Council meeting. The feedback gathered through all these mechanisms has been incorporated into the materials before members. The GSA Board approved and forwarded for information to GSA Council the SWP on 26 June 2019.

#### Jurisdiction:

##### Post-Secondary Learning Act (PSLA), Section 94(3):

*"The graduate students association of a university shall provide for the administration of graduate student affairs at the university, including ... the promotion of the general welfare of the graduate students consistent with the purposes of the university."*

##### GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section 3.2.a:

*"The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council."*



# The Graduate Students' Association Board Strategic Work Plan 2019-2020

# Connect Support Advocate



## Our Vision and Mission

To advocate for all graduate students to the University of Alberta and the Alberta Government in pursuit of a safe, supportive, respectful, accessible, and inclusive community that fosters the multi-faceted roles played by graduate students.

*The GSA respectfully acknowledges that we are located on Treaty 6 territory, traditional lands of First Nations and Métis people.*



### What is a Graduate Student?

A graduate student is a junior colleague who contributes to their field of study in pursuit of an advanced degree through collaborative work with the professoriate in research, teaching, and the development of University learning environments. These contributions may be accomplished through: extensive coursework and the development of capstone projects, theses, or dissertations (in pursuit of which graduate students are charged tuition and fees); academic employment (for which graduate students are paid); the co-creation and writing of scholarly work; contributing to the securing of academic funding; and participation in the community via presentations, conferences, and community engagement. This multi-faceted role takes place in an environment of mutual respect and fairness aimed at developing skills and knowledge for future careers, and is one that merits appropriate remuneration for labour in service of the enhancement of the institution.

### What is the GSA Board's Strategic Work Plan?

The GSA Board's Strategic Work Plan is the document that steers and prioritizes the work and initiatives of the GSA. The GSA sees this as a living document, shifting directions as needed as the provincial, federal, and University landscapes change. It is developed annually with reference to the Strategic Work Plans of previous GSA Boards, and provides a planning document for this and future years.



Graduate students elect GSA leaders each February. Here are the 2019-2020 GSA Directly-Elected Officers (from left to right): Vice-President Academic, Dylan Ashley; Vice-President Student Services, Chantal Labonté; President, Fahed Elian; Vice-President External, Marc Waddingham; and Vice-President Labour, Shanawaz Mohammad.

## The Graduate Students' Association

The GSA, as established by the *Post-Secondary Learning Act*, represents graduate students at the University of Alberta, and provides a wealth of services to its members that enrich the graduate student experience. As a separate corporation, it is both *a part* of the University of Alberta and *apart* from the institution. The GSA Board believes that a healthy organization is nurtured through effective relationships with all stakeholders. To sustain the organization's long-term health and excellent reputation, the GSA fosters a culture of respect and professionalism among staff and graduate student leaders, engages in regular review of governance processes, is committed to transparency and accountability, and ensures an annual transition process that facilitates the on-going education of elected graduate student leaders.



# Connect

*The GSA provides a wealth of benefits and services to its members that both enrich the graduate student experience and forge connections between graduate students.*

The GSA will:

- Continue to foster a culture of equity, diversity, and inclusion among its members
- Provide guidance to graduate students and aid them in navigating University processes and structures, while advocating for greater transparency around expectations and outcomes for graduate students
- Maintain engagement in discussions about space on campus

The GSA will create opportunities for graduate student awareness of and engagement with the GSA by:

- Ensuring the GSA remains responsive, effective, and efficient by regularly reviewing services and seeking feedback from members
- Evaluating communication methods to broaden engagement with our members
- Offering orientation and information sessions on key issues
- Offering engagement and recognition events
- Connecting with and supporting departmental graduate student groups and networks

## Did you know?

The GSA has:

- graduate student lounges at Triffo Hall
- rooms available for booking
- several fun events per year
- two large orientations specific to graduate students (we also participate in 45-50 departmental orientations annually)
- a weekly newsletter, website, and social media profiles that highlight events and ways to get involved

The GSA will develop collaborative and positive relationships with:

- The Government of Alberta, including the Minister of Advanced Education, and the City of Edmonton
- Members of senior University administration (such as the President, the Dean of the Faculty of Graduate Studies and Research, the Provost and Vice-President (Academic), the Dean of Students, the Chair of the Board of Governors, and the Chancellor)
- Other campus stakeholder associations (such as the Students' Union, the Association of Academic Staff: University of Alberta, the Postdoctoral Fellows' Association, and the Non-Academic Staff Association)



# Support

*All graduate students are entitled to a safe and respectful study and work environment characterized by positive supervisory relationships and free from harassment, discrimination, and bullying.*

*In its role as a union, the GSA champions, advances, and protects the rights of its members as workers.*

The GSA will:

- ◆ Work collaboratively with senior University administration and the Government of Alberta on the implementation of Bill 19 and a predictable tuition model tied to the Alberta Consumer Price Index (CPI), as well as a consultative model concerning fee increases
- ◆ Actively review and participate in campus wide health and wellness (including mental wellness) initiatives
- ◆ Work to optimize the experience of its members during any academic employment appointment and to ensure the rights of graduate student workers are protected
- ◆ Continue work to ensure campus-wide compliance with the provisions of the Graduate Student Assistantship Collective Agreement and also advocate more broadly for campus-wide supportive learning and work environments based on respectful and professional relationships
- ◆ Continue to provide financial supports to graduate students through the Graduate Student Support Fund
- ◆ Continue to support workshops and services that assist graduate students with their academic progress

## Did you know?

The GSA offers:

- ◆ GSA Emergency Bursaries
- ◆ GSA Child Care Grants
- ◆ GSA Academic Travel Grants
- ◆ GSA Graduate Student Group Grants
- ◆ GSA Recognition Awards
- ◆ GSA Health and Dental Plan
- ◆ Graduate Student Assistance Program
- ◆ Collective Agreement Advice

The GSA will:

- ◆ Support and collaborate with partners and stakeholders with respect to the establishment of a variety of high-quality professional development and internship opportunities in recognition of the diverse future career paths ahead of graduate students
- ◆ Support the services offered by the Campus Food Bank
- ◆ Push for the ongoing review and improvement of safety and security on campus
- ◆ Support initiatives and programs aimed at environmental stewardship and sustainability



# Advocate

*A lack of stable funding and unpredictable increases in educational and other costs can cause significant strain on graduate students' health and wellness and can inhibit academic progress.*

*The GSA believes that graduate students should be provided with professional development opportunities that are essential for future career success.*

The GSA will:

- ◆ Work with campus partners to advocate for, develop, and implement a Charter of Student Rights
- ◆ Collaborate with and advocate to the Faculty of Graduate Studies and Research and senior University administrators to make quality graduate student supervision an institutional priority (including creating appropriate supervisory training opportunities, an accountability structure for supervisory evaluation, and establishing a means of safe disclosure and reporting of concerning supervisory behaviour)
- ◆ Continue its advocacy work with the Faculty of Graduate Studies and Research and the Office of the Provost on the implementation of guaranteed minimum funding packages for PhD students
- ◆ Advocate for increased financial supports for all graduate students, including merit based and non-merit based financial support (as well as greater accessibility to these supports) and the Graduate Student Support Fund
- ◆ Campaign for new initiatives and programs (and support existing ones) that specifically support Indigenous graduate students

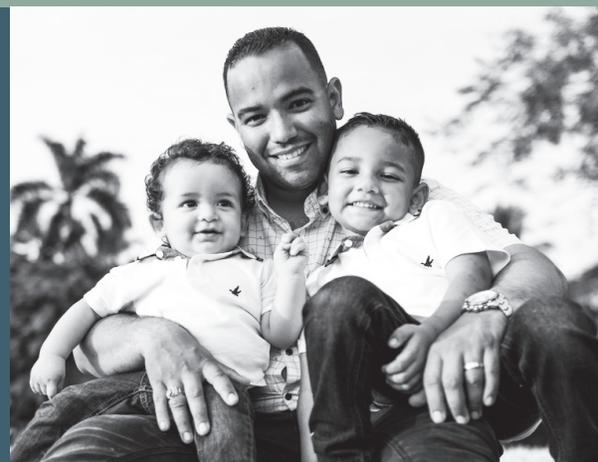
## Did you know?

The GSA:

- ◆ meets regularly with the Dean of the Faculty of Graduate Studies and Research and the Dean of Students
- ◆ is a member of the provincial advocacy group the Alberta Graduate Provincial Advocacy Council
- ◆ has seats on the Board of Governors, the General Faculties Council, and their sub-committees
- ◆ works individually with students to help them

The GSA will:

- ◆ Advocate for sustainable, cost-effective, and well-maintained housing for graduate students, and support and assist graduate students living in residences
- ◆ Campaign for enhanced supports and community building opportunities for graduate students who parent, and their families
- ◆ Advocate for new initiatives and programs (and support existing ones) that specifically support international graduate students.
- ◆ Encourage the development and implementation of initiatives to prevent homelessness
- ◆ Advocate for high-quality graduate-level programs and courses and opportunities to provide graduate students with international research and study opportunities



## Events:

GSA Fall Orientation_____	Late August
GSA Fall Event_____	Early October
GSA Winter Orientation_____	Early January
GSA Winter Event_____	Mid February
GSA General Election_____	Late February
GSA Volunteer Appreciation_____	Early March
GSA Awards Night_____	Late March
GSA Coffee Breaks_____	One Friday Monthly



Come visit us at  
The Graduate Students' Association  
1-49 Triffo Hall  
University of Alberta  
T6G 2E1



780-492-2175

[gsa.frontdesk@ualberta.ca](mailto:gsa.frontdesk@ualberta.ca)

[www.ualberta.ca/graduate-students-association](http://www.ualberta.ca/graduate-students-association)

GSA NOMINATING COMMITTEE (GSA NoC)  
**GSA Councillor-at-Large By-Election (ONE (1) POSITION): THREE (3) NOMINEES**

Following the 2019 GSA General Election and by-elections for vacant positions in April, May, and June 2019, one (1) of the ten (10) Councillors-at-Large had to resign from their position, resulting in a vacancy. As per GSA Bylaw and Policy, GSA Council fills any remaining positions from nominations forwarded by the GSA NoC (Section I: Elections, GSA Policy, Elections, Section I.POL.16.3). This position was first advertised in the GSA newsletter of 27 June 2019 with a nomination deadline of 10 July 2019. Three (3) nominations were received.

**There will be a paper ballot vote held at the 15 July 2019 GSA Council meeting.**

*If you and your alternate are unable to attend the 15 July 2019 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator ([gsa.nomcomm@ualberta.ca](mailto:gsa.nomcomm@ualberta.ca)) BEFORE 3:00 PM on Monday 15 July 2019 in order to cast your vote in advance of the GSA Council meeting.*

**Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. 'None of the Candidates' will also be considered a nominee.**

- 1. Claudia Holody (Pediatrics)**
- 2. Sushmitha Thirumalaivasan (Chemical and Materials Engineering)**
- 3. Muhammad Zubair (Agricultural, Food, and Nutritional Science)**

**Jurisdiction:**

Section I: Elections, GSA Policy, Elections, Section I.POL.16.3

*"In the event that any CAL positions are not filled by the end of the GSA General Election, or a CAL position is vacated prior to December 1 (or the next working day) GSA Council will be responsible for electing any remaining CALs. When electing any remaining CALs, the GSA Council will aim to elect graduate students from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement. If the matter is urgent, GSA Council can hold this election electronically."*

**The biographies and resumes received for the three (3) nominees are BELOW on pages 9.1 to 9.5. Biographies and resumes are presented as received (ie not edited).**

**Nominations for GSA Councillor-at-Large (GSA CAL)**  
**(1 Vacancy for GSA Members)**  
**Three Nominees**

**1. Claudia Holody**

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	None
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**Statement of Interest**

During my undergraduate studies, as President of a student group I gained experience in student representation and leadership, two skills I believe are essential to this position with the GSA Council. My volunteer work as a Clinical Research Assistant and Education Program Facilitator with The Arthritis Society have cultivated my excellent communication skills. Furthermore, with graduate studies being my first experience with basic research, I think I offer a unique perspective representing students in a similar position. Finally, I am passionate about improving graduate students' quality of life and education and am excited to represent all graduate students on campus as a Councillor-at-Large.

**Bio**

I have lived in and around Edmonton all my life so coming to the U of A for my undergraduate studies was a natural choice. Having been in French immersion since Kindergarten, so I am fluent in French and decided to complete my Bachelor of Science at the Campus Saint-Jean (French campus). I really enjoyed the small community this campus offered and became involved with student groups and taught Chemistry labs as a TA. Both of my parents are from Poland, so I also speak Polish, although not as much as I would like. Although I volunteered with many clinical research studies on campus during my undergrad, my first experience with lab research came the summer after I finished my BSc when I was able to work as a summer student. This played a huge part in my continuing on to graduate studies, since I had never considered research as a career option before and instantly fell in love with it.

**Summary Resume**

I am currently finishing up my first year of my master's program in the Department of Pediatrics studying long-term pregnancy outcomes related to maternal iron deficiency and I am strongly considering transferring into the PhD program. During the first year of grad studies, I stepped away from extracurricular activities in favor of focusing on thriving in my program. Having settled into the demands of my program and navigated through the unique challenges of graduate studies, I look forward to becoming more engaged on campus and advocating for other students in my community, particularly

through sitting on the GSA Council. Since I currently have few other commitments alongside my studies, I am excited to fully commit myself to the position of Councillor-at-Large.

## 2. Sushmitha Thirumalaivasan

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	None
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### Statement of Interest

I served as the Graduate Student Representative (GSR) in the Graduate Planning Committee, where my role was to voice concerns of all the graduate students in the Engineering Faculty. I was the voting member of the committee for any kind of planning and changes in programs and curriculum. I was the point of contact between the Dean of the Academic planning committee and all the GSA heads of the Engineering Departments. The GSR position was a great opportunity to voice the concerns and share experiences of all graduate students at higher platforms like Engineering Election Council (EEC), Accrediation meetings for Engineering faculty, etc. I have learned and experienced a lot through my previous position on how to take an unbiased decision, benefiting the graduate community. I believe I will be the right fit and I have the qualities required for serving as the GSA Councillor-At\_Large. Serving as the GSA Councillor\_At\_Large I can contribute to the graduate community at a higher scale, and not just Engineering Faculty.

### Bio

I am an International graduate student from India. I joined UAlberta to pursue my masters degree in Chemical Engineering, later was offered a PhD position by my supervisor, based on my academic credentials. My biggest motivation and inspiration is my father, who struggled to accomplish and reach his goals. He is a Civil Engineering Professor back in India. I moved to Canada when I was 21 years old right after my bachelors. I chose Canada to do my Graduate degree because, it was surprising how much Canadian Government was spending on Research and Development. Funding and scholarship were available to pursue Masters by research degree, which provided me an opportunity to be financially independent.

### Summary Resume

My biggest ambition was to provide engineering solutions to global problems, which is why I decided to specialize in Chemical Engineering. Right now, I am working on my Doctrol thesis topic, Modeling and Optimization of Algal-Biorefeineries in Tailings water under uncertainty. Since Canada has lot of tailings water ponds (220 sq km), I want to provide an optimal technology to extract fuel from the alage that could grow in the talings ponds. I have done TA for 2 courses and 4 laboratory courses in the department of Chemicals and Materials Engineering. I was awarded the Captain Thomas Farrell Greenhalgh Memorial Graduate Scholarship for my academic achievements.

Apart from my academic achievements, I have served the graduate community by being the GSR at the Graduate Planning Committee. I served as the VP\_Programming for the Faculty of Engineering Graduate Research Symposium FEGRS 2018, which provided a great platform for the graduate students to exhibit their research and develop their Professional Development Skills. As the VP\_Academic of CME\_GSA I have organised a lot of events for the chemical engineering department students as a team. I was awarded the Rick George Graduate Leadership Scholarship in Engineering in 2018 for my significant contribution to the Graduate community demonstrating my leadership skills.

Concerning about the environment, I have always tried to incorporate sustainability into everything including my research. As a result, I served as the Team Lead for the Resuable Dish Program, have volunteered with SU Sustain X project and office of Sustainability. I also had an opportunity to do a Sustainability Intern project with the City of Edmonton last summer.

### 3. Muhammad Zubair

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	
<b>Statement of Interest</b>	
<b>Bio</b>	
<p>I was born in small village of central Punjab and raised in a city of Vehari which is one of the districts of southern Punjab, Pakistan. I joined Bahauddin Zakariya University, Multan, for my Bachelor of Science (Chemistry) in 2002. After completing my undergraduate studies in 2007, I have started my Master of Philosophy in Organic Chemistry at Department of Chemistry, Bahauddin Zakariya University Multan. I won Junior Research Fellowship at HEJ research Institute of Chemistry, University of Karachi in 2<sup>nd</sup> year of my Master. During my university life, I was student presentative at various levels. I was also skipper of cricket team from my department side and participated in various quiz competitions. I have completed 18 years of education (Organic Chemistry) in 2009. In 2010, I selected as an Assistant Director (Research) through provincial competition in Environment Protection Department. I worked there for the protection, conservation, rehabilitation and improvement of the environment for the prevention and control of the pollution and promotion of sustainable development. Furthermore, I promoted public education and awareness of environmental issues through seminars and workshops. I joined university of Alberta for my Master in Bio-resource Technology at AFNS in May, 2014. I worked as an ALES- GSA President and Department Council Representative for the year of 2015-2016. I also worked as a volunteer in green team (joint venture of city of Edmonton and CARY Edmonton) to develop community awareness about environment and sustainability during 2014- 2015.</p>	
<b>Summary Resume</b>	
<p>Currently, I am a 2<sup>nd</sup> year Ph.D (Bio-resource Technology) student in AFNS. My research focus is to develop the keratin derived adsorbent for water purification. I am looking for the position of GSA Councillor at Large.</p> <p>I do not claim about my perfection, but I think my work experience will surely help me to understand and manage the responsibilities, that will be assigned to me, if selected for this position.</p>	

GSA NOMINATING COMMITTEE (GSA NoC)  
**DEPUTY RETURNING OFFICER (DRO) (ONE (1) POSITION): ONE (1) NOMINEE**

As per GSA Bylaw and Policy, the GSA NoC will open nominations for Speaker, Deputy Speaker, CRO and DRO “on or about 1 May of every year” and nominations will be submitted in writing to the GSA NoC “by 30 May or the next working day” (Section D: GSA Officers, GSA Bylaw, GSA Officers, Council-Elected Officers, Section D.BYL.3.1.b and Section D.BYL.3.1.c). The Deputy Returning Officer position was first advertised in the GSA newsletter in advance of the June 2019 meeting of GSA Council, but no nominees were received. This position was then advertised in the GSA newsletter of 27 June 2019 with a nomination deadline of 10 July 2019. One (1) nomination was received for the position of GSA DRO.

**There will be a paper ballot vote held at the 15 July 2019 GSA Council meeting to elect the DRO for 2019-2020.**

*If you and your alternate are unable to attend the 15 July 2019 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator ([gsa.nomcomm@ualberta.ca](mailto:gsa.nomcomm@ualberta.ca)) BEFORE 3:00 PM on Monday 15 July 2019 in order to cast your vote in advance of the GSA Council meeting.*

**Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. ‘None of the Candidates’ will also be considered a nominee.**

**GSA DRO**

- 1. Reza Azadi (Mechanical Engineering)**

**Jurisdiction:**

Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.3.1.d

*“The GSA NoC will follow its legislated process in forwarding one or more nominations to GSA Council except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline.”*

Section E: Nominating, GSA Policy, Nominating, Section E.POL.3.2.a

*“The GSA NoC provides GSA Council with the names of nominees for all GSA Council-Elected Officer positions. These positions will be advertised at least twice in advance of the nomination deadline noted in the advertisement.”*

**The biography and brief resume of the nominee is ATTACHED on pages 9.10 - 9.11. The biography and brief resume have been attached as received (ie not edited).**

## Biographies and Resumes of Nominees

### DEPUTY RETURNING OFFICER

#### **Qualifications as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.10.4**

- D.POL.10.4.a “The CRO and DRO should ideally have previous experience with the administration of student elections.
- D.POL.10.4.b The CRO and DRO are expected to be neutral and to act impartially, including declaring any conflicts of interest and rising above individual or departmental interests.
- D.POL.10.4.c The CRO and the DRO should have a thorough understanding of GSA Bylaw and Policy, especially with sections pertaining to elections and referenda.
- D.POL.10.4.d The CRO and the DRO should have schedules that allow for the bulk of election or referenda work to take place in a compressed time-frame (a few weeks).
- D.POL.10.4.e The CRO and the DRO should be able to adopt a collaborative approach with others and are required to consult with the GSA ERC on many aspects of GSA General Elections, by-elections, and referenda.”

#### **Duties as set out in Section D: GSA Officers, GSA Bylaw, GSA Officers, D.BYL.3**

- D.BYL.3.3.a “The CRO is responsible for running all GSA elections and referenda.”
- D.BYL.3.3.d “Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed.”

#### **Duties as set out in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, D.POL.10**

##### D.POL.10.1 “Duties

- D.POL.10.1.a The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees the GSA General Election, by-elections, and referenda processes, observing the guiding principle “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).
- D.POL.10.1.b The CRO monitors candidate and Campaign Representative activities and disciplines candidates and Campaign Representatives for alleged breaches of GSA Bylaw and Policy on elections and referenda.
- D.POL.10.1.c The CRO serves as a non-voting member of the GSA ERC.
- D.POL.10.1.d The CRO oversees the GSA General Election, by-elections, and referenda:
- D.POL.10.1.d.i On the recommendation of the GSA ERC, the CRO approves timelines for the GSA General Election, by-elections, and referenda in accordance with GSA Bylaw and Policy on elections and referenda, and communicates these timelines to GSA members.
  - D.POL.10.1.d.ii With advice from the GSA ERC, the CRO advertises the nomination period for any GSA General Election or by-election, the registration period for any referendum, and the voting periods for the GSA General Election, by-elections, and referenda.
  - D.POL.10.1.d.iii On the recommendation of the GSA ERC, the CRO approves nomination forms for the GSA General Election and by-elections and registration forms for referenda, in accordance with GSA Bylaw and Policy on elections and referenda.
  - D.POL.10.1.d.iv On the recommendation of the GSA ERC and with advice from the ED (or delegate) and the Financial Manager, the CRO approves the electronic software or applications used to run the GSA General Election, by-elections, or referenda.

D.POL.10.1.d.v	On the recommendation of the GSA ERC, the CRO approves the layout of the ballots for the GSA General Election, by-elections, and referenda.
D.POL.10.1.d.vi	The CRO holds at least one (1) All-Candidates Meeting during a GSA General Election or by-election, and at least one (1) Meeting of the Campaign Representatives in a referendum, to communicate bylaws and policies to all candidates and/or referendum Campaign Representatives and answer questions about campaigning rules and regulations in a GSA General Election, by-election, or referendum.
D.POL.10.1.d.vii	With advice from the GSA ERC, the CRO plans a GSA General Election or by-election forum for GSA members to ask candidates questions.
D.POL.10.1.d.viii	The CRO reviews and approves campaign materials as per GSA Bylaw and Policy on elections and referenda.
D.POL.10.1.d.ix	With advice from the GSA ERC, the CRO issues interpretations of GSA Bylaw and Policy on elections and referenda to be shared equally amongst all candidates and Campaign Representatives during the course of a GSA General Election, by-election, or referendum.
D.POL.10.1.d.x	With advice from the GSA ERC, the CRO receives, manages, and rules on complaints regarding alleged breaches of GSA Bylaw or Policy, in accordance with Section I: Elections, GSA Bylaw, Elections, Section I.POL.12 and Section J: Referenda, GSA Bylaw, Referenda, Section J.POL.13.
D.POL.10.1.d.xi	The CRO observes procedural fairness when dealing with complaints and consults with the ED (or delegate) on procedural fairness.
D.POL.10.1.d.xii	The CRO keeps a written record.
D.POL.10.1.e	Reporting
D.POL.10.1.e.i	The CRO communicates the results of all GSA General Elections, by-elections, and referenda to GSA members.
D.POL.10.1.e.ii	The CRO submits a written report to GSA Council following any GSA General Election, by-elections, or referenda.
D.POL.10.1.e.iii	The CRO reports to GSA Council, in writing, the names of all elected GSA DEOs, following the release of the official results for a GSA General Election or by-election, for the purposes of transferring bank signing authority (see GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures).
D.POL.10.2	Duties of the Deputy Returning Officer
D. POL.10.2.a	The Deputy Returning Officer (DRO) reports directly to the CRO.
D.POL.10.2.b	The duties of the DRO are to assist the CRO as needed and to assume all of the roles and responsibilities of CRO if the CRO is absent, or unable to complete their duties for any reason, including conflict of interest.
D.POL.10.2.c	The DRO serves as a non-voting member of the GSA ERC.
D.POL.10.3	Restrictions for CRO and DRO
D.POL.10.3.a	The CRO and DRO may not hold any other representative position in the GSA.
D.POL.10.3.b	“The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any candidate whatsoever” in an election (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.5.4) and “not campaign for or endorse any ‘Yes’ or ‘No’ campaign whatsoever” in a referendum (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.6.1).

D.POL.10.3.c The CRO and DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA General Election, by-election, and/or referendum.”

[...]

D.POL.5 Training of the CRO and DRO

D.POL.5.a The CRO and DRO will receive a broad range of training, as needed, as determined by the ED (or delegate).

D.POL.10.6 Honorarium

D.POL.10.6.a The CRO is awarded a modest honorarium for overseeing all GSA General Elections, by-elections, and referenda.”

**Nominations for GSA Deputy Returning Officer (GSA DRO)**  
**(1 Vacancy for a GSA Member)**  
**One Nominee**

**1. Reza Azadi**

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	none
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**Statement of Interest**

Acting as a volunteer executive member of the scientific student association during my undergrads made me aware of how true decision of a small group of students based on interpretation of different circumstances could positively influence the pace of success of a department or even University. Always keen to utilize my academic knowledge as a bridge to connect to people, I had a series of voluntary talks on the “significance of fluid dynamics in our lives” in several Universities, organizations and schools during my M.Sc. program and after that. This instructed me new ways of socializing and communication with people of different attitudes, expertise and levels of creativity. Two years of industrial work experience as an engineering design manager taught me how to deal with hardships, manage and unite a group of engineers, technicians and laborers to assist for the success of projects. I had the opportunity to serve as a volunteer member of election committee in the Construction Engineering Organization of West Azerbaijan province, Iran for two periods. In that time, my main responsibility was to oversee the election to be a fair and free of cheating process. This caused me to get more familiar with the structure of the overall election process and how precautious the committee members must be to execute a healthy and meaningful election. Having the chance to serve as the DRO in GSA in University of Alberta will give me the opportunity to deeply understand the guiding principles, develop fair decision-making skills and serve the council as a responsible DRO in accordance with the GSA policies.

**Bio**

As a north-western Iranian, I am fluent in Azeri (my mother tongue) and Persian. English to be the paramount language of modern communications, is the third language I am quite skilled in. I finished my B.Sc. in mechanical engineering at Tabriz University, Tabriz, Iran in 2012. During my undergraduate curriculum, I was eagerly acting as a volunteer executing member in the events held by the scientific student association of the department. Pursuing my extreme enthusiasm to research in fluid dynamics, I completed my M.Sc. program in 2015 at Tarbait Modares University, Tehran, Iran as the first-ranked student in the major. I received the award of national elite’s foundation in 2015 and am the member of the foundation since then. Always interested in socializing and communicating with people, I use every possible opportunity to use my expertise as a tool to achieve these goals. To this aim, I had a series of talks on the University campus and Construction Engineering Organization during and after my M.Sc. program. After gaining a two-year industrial work experience as a mechanical design manager, I decided to return back to academia to continue my studies. Always inquisitive to gain a better understanding of different cultures beside my research expectations, University of Alberta was

the best choice for me where I commenced my PhD in mechanical engineering in September 2017. Two years of living in an academic as well as social Canadian-type environment brought me an unending desire to look for opportunities where I could devote my time to learn, understand and assist more to lead this community to even a brighter future.

#### **Summary Resume**

I am a second year PhD student in the department of mechanical engineering, conducting research on the dynamics of unsteady two-phase flows using optical diagnostic techniques in applied thermofluid's lab. As a graduate student, I gained a sufficient experience in executing and assisting several student associations during my undergraduate and M.Sc. programs. I had the chance to serve as a volunteer member in welcoming new students and holding convocation parties during my M.Sc. where I could improve my decision making skills as well as true way of coping up with different expectations and stressful situations. Two years of successful industrial experience as a design manager demonstrates my proficiency in management, leadership and continuous supervision of an ongoing project. I served as an executing member of election-committee in Construction Engineering Organization of Urmia, Iran for two periods during which I had the responsibility to monitor the elections to be fair and free of cheating. The aforementioned skills are the backbones for the confidence in asserting myself as a competent candidate for this position.

GSA NOMINATING COMMITTEE (GSA NoC)  
**GSA BOARD (GSAB) (TWO (2) POSITIONS FOR GSA COUNCILLORS): TWO (2) NOMINEES**

Information regarding the positions for two (2) GSA Councillors was circulated on two (2) instances via email to GSA Council with a deadline of 10 July 2019. Two (2) nominations were received.

The GSAB is the senior administrative authority of the GSA. As set out in GSA Bylaw and Policy, GSA Councillors on GSAB “are expected to provide a link between the DEOs and GSA Council. Accordingly, they present information, as needed, to GSA Council when GSAB business is discussed and, likewise, represent the voice of GSA Council at GSAB meetings and advise DEOs on matters discussed by the GSAB” (Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Board, Section F.POL.3.1.e.i).

**There will be a paper ballot vote held at the 15 July 2019 GSA Council meeting.**

*If you and your alternate are unable to attend the 15 July 2019, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator ([gsa.nomcomm@ualberta.ca](mailto:gsa.nomcomm@ualberta.ca)) BEFORE 3:00 PM on Monday 15 July 2019 in order to cast your vote in advance of the GSA Council meeting.*

**Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. ‘None of the Candidates’ will also be considered a nominee.**

- 1. Areej Alshammiry (Educational Policy Studies)**
- 2. Damandeep Singh (Business MBA)**

**GSA Councillors Leaving GSAB:** Dylan Ashley (Computing Science), Nuayni Liang (Councillor-at-Large, Agricultural, Food, and Nutritional Sciences)

**GSA Councillor Staying on GSAB:** Milad Rezvani (Mechanical Engineering)

**Jurisdiction:**

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Board, Section F.POL.3.1.e

*“Three (3) Councillors elected by GSA Council as non-voting members.”*

GSA Bylaw and Policy, Section E: Nominating, GSA Policy, Nominating, Section E.POL.3.1.a

*“The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, ad hoc committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.”*

**The biographies and resumes received for the two (2) nominees are BELOW on pages 9.13 - 9.16. The biographies and resumes are presented as received (ie not edited).**

**Nominations for GSA Board (GSAB)**  
**(2 Vacancies for GSA Councillors)**  
**Two Nominees**

**1. Areej Alshammiry**

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	EPSGSA President, GSA Councillor for EPSGSA
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**Statement of Interest**

It was during my first year in undergrad back in 2008 when I first participated in student activities outside of the classroom. I started as a member in a business club where I volunteered during activities and workshops the club held for students, and became the public relations coordinator in a few months for 2 years. I then became active in student elections for the Student Union body where we represented students' concerns and needs with the administration. After graduation, I participated as a volunteer member with different Non-governmental Organizations that advocated for children's and women's rights. I took part in lobbying for better laws that protected children and women in particular (and anyone in general). I also led campaigns that focused on creating awareness about gender-based violence, domestic abuse, and types of childhood abuse. Finally, I facilitated workshops that focused on building positive parenting skills and healthy partnerships that are based on love and respect, equal power dynamics, and open communication.

I am currently a member in the Canadian Council for Muslim Women where I facilitate annual workshops on engaging men and boys in ending violence against women and girls, and engage in other activities that align with the above mentioned matters that the organization organizes. I also use my current role as a graduate student in Social Justice and International Studies in Education in the Faculty of Education to address such issues and discuss them in my research, teaching and activism.

My sole purpose in engaging at various capacities in advocating, governing, advising, fundraising, facilitating, and coordinating for academic and extracurricular activities is to help make the community at large and university campus in particular foster student and youth growth and wellbeing. These engagements have helped me develop great communication and leadership skills, with determination to only continue improving them to become a better person at a professional and personal level, and to better serve others in any capacity I have.

**Bio**

I was born in Kuwait as a third generation stateless person. At the age of 11, my family and I migrated to Canada as refugees, seeking citizenship to enable us to have opportunities that are impossible for many stateless people around the world. After high-school, I moved back to Kuwait for my undergrad in Finance at Gulf University for Science and Technology. After graduating, I moved to Kingston, Ontario, to do my MA in International Business, where I had the opportunity to move to Milan for 6 months for exchange. I have made many international friendships during this program, and have learned a lot from many great people about their experiences being international students in Canada, and about where they came from. After graduating, I moved back to Kuwait and worked in corporate banking for 2 years. It was during those 2 years when I began volunteering outside of university for the first time and doing community work. I found myself happier and creating a meaningful impact while engaging with NGOs and social movements that focused on social justice and building a more loving and safer society for everyone. I then decided to pursue another graduate degree in Education where I can do research and teaching that contributed to these goals.

### **Summary Resume**

I am currently a Masters and a PhD student in the department of Educational Policy Studies, in the Social Justice and International Studies specialization, where I am conducting research that focuses on the constructions of nation-states and statelessness, and the impacts of exclusion and systematic state violence on those deprived of citizenship. There are over 12 million stateless people around world (and that is an estimate as many are still not included in these statistics), and a prediction that there will be over 50 million in the next 30 years due to climate change, as well as increasing state apartheid that deprives people from the right to nationality and citizenship in many countries around the world. My goal in doing this research is to explore ways of belonging in the world that are not based on geographically situated identities that depend on the exclusion of 'Others', and the weaponizing of paperwork by governments.

I am also the Co-President for the Educational Policy Studies Graduate Students Association. I have joined the department student body in my first year as Treasurer, and was nominated as President in the second year, and again for this upcoming academic year (with another co-president after amendments made for the executive structure that require a 2 year term for presidents). I have sat on GSA council for 2 years now, and I have witnessed many discussions about matters concerning graduate students at the university. I have learned many things in my time as a member in this council and in other departmental committees that focus on academic, professional and personal development for students. I believe that the exposure that I have had up until now in the different professional and academic spaces I have been in, along with the skills I have gained through my various volunteer experiences, make me a great nominee for the GSA Board. And I plan to use my position to contribute in the best of my abilities.

## 2. Damandeep Singh

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	GSA Nomination Commiittee(Currently), GSA council as Departmental Councillor(Currently), External chair of Governance, MBAA(MBA Association )
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### Statement of Interest

I have experience working in intercultural team of varying sizes. I have been involved in interview process and organizing volunteer activites such as blood donation. I am currently the External chair of Governace MBA Association, University of Alberta where I got an exposure on, establishing the links, passing concerns and issues, creating new oppurtunities and conducting elections and nomination process. I like to interact with people and socialize myself. I think these qualities are very much important for associations like Graduate student association.

Currently, I am a member of the GSA Nomination Committee where I have served and has been involved in voting and review bio forms and engaging in discussions related to Nomination procedure.

Moreover, as a Departmental counillor to the GSA council, I have been actively engaged in discussions and bringing any concerns from my department if any.

Hence, I feel I have an overview about the various challenges and issues raised by council and issues which require discussion and serious thoughts. I want to contribute more for that and engage myself more in depth into functioning and working of the GSA and University.

Also, I am aware of some of the genuine issues such as grants, supervisory issues, health plans. I will be able create a link between Council and board as i am very social and likes discussions and thoughts. In the end, I believe in together we stand divided we fall.

### Bio

I am an international student from India and have done B.tech in Electronics and communication. I have work experience of around 4 years as a software developer. During my undergrad I was quite involved in organizing events such as Placement sessions, plantation drives and representing department in career fairs and tech-fests.

Here at UofA I am studying bussiness. I have also been the Co-Facilitator of the International House, University of Alberta where I organized inter culutral events apart from managing and being responsible for the Facilitation team of International house. Also, I work part-time.

### **Summary Resume**

I am currently first year MBA student . My work experience is in technology and i am currently doing MBA to find ways to connect Bussiness and technology. I have gone through the process of nominations when I was elected as a Co-Facilitator and is now serving as a member of GSA Nomination Commiittee. I was also the part of Rotary club in my first semestar.

I am external chair of Governace for the MBA association which acts as a connection between the external clubs and organizations which is what GSA board position requires. Moreover, I am MBA departmental councillor to the GSA. Also, I am a part of Net Impact club, which is for sustainability promotion, as Director of Events.

**GSA President  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Fahed Elian  
Date: 12 July 2019

Dear Council Colleagues,

Summer is flying by so fast! Wait, did I say summer? Well yes, technically it is the summer season, but it seems this year's summer is the true definition of four seasons in one. Regardless of this unpredictable summer, I hope you had some time off for yourself to recharge. This last month was eventful and included a lot of external advocacy work. I am happy to share my activities and to give you a brief update on the meetings I attended in the past month.

**Meeting with the Faculty of Graduate Studies and Research (FGSR) Assistant Dean (Advancement)**

One of my priorities for this term is to explore the possibility of the GSA working with stakeholders to raise funds to support GSA members. For that reason, and as also outlined in her report, Chantal and I met with Megan Unterschultz to explore the FGSR's advancement priorities for the upcoming term. These priorities include but are not limited to, mental health funding, professional development, internships, and scholarships and awards. Chantal and I supported these priorities and shared that they are critical for GSA members' success on campus. Once the GSA Board Strategic Work Plan is finalized, Chantal and I will define a few priorities that align with those of the FGSR advancement office. We will also provide some strategies to the FGSR as to how the GSA can assist in their fundraising efforts to support our members. More to follow on this in the upcoming months.

**Alberta Graduate Provincial Advocacy Council (ab-GPAC) Retreat**

As Marc outlines in his report, I attended the ab-GPAC retreat that was held in Rocky Mountain House, along with him as GSA VP External and ab-GPAC Vice-Chair, and Konstantin, GSA Councillor-at-Large and an ab-GPAC Director for the GSA. The GSAs from the University of Calgary, Athabasca University, and Concordia University of Edmonton were also present. During this retreat, we completed a SWOT analysis (which examines strengths, weaknesses, opportunities, and threats), reviewed the previous five year strategic plan, worked to develop a strategic plan for the upcoming three years, and determined our priorities for the 2019-2020 term. These priorities include graduate students' funding and scholarships, and the implementation of provincial express entry for international students.

**Student Leaders Orientation**

Marc and I attended the Student Leaders Orientation, which gathered student leaders from across the province to discuss a series of matters, including the government's focus on red tape reduction. Prior to this discussion, we met with the Minister of Advanced Education where I shared graduate student concerns such as mental health funding and scholarships. I also shared an idea with the Minister to consider the establishment of a provincial student advisory council, which could provide insights to the Minister on critical governmental proposals that directly impact post-secondary institutions. Ab-GPAC representatives also attended this meeting and presented on the importance of provincial express entry programs for international graduate students,

which was received positively by the Minister and his team. More details on this orientation can also be found in Marc's report to GSA Council.

#### **Meeting with Bin Lau, Advisor to the Mayor, City of Edmonton**

I met with Bin Lau at City hall to explore shared interests and priorities between the GSA and the City of Edmonton. Our discussion focused on the development of sustained and ongoing communication between the City and the GSA, eligibility for low-income housing for GSA members with families in light of Michener Park's closure in 2020, mental health support, shared interest in the possibility of collaboration through initiatives such as TEC Edmonton, and the implementation of Smart Fare.

Please do not hesitate to contact me if you have any concerns, ideas, or suggestions, or to just grab a coffee and chat. I am here to listen and serve all our members.

Warmly,  
Fahed

*Please find below a list of meetings I attended between 17 June 2019 and 15 July 2019. The meetings were accurate at the time of printing.*

18 June	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
18 June	Meet and Greet with the Office of A Sharman, Vice-President (Facilities and Operations)
19 June	Meeting with M Unterschultz, Faculty of Graduate Studies and Research (FGSR) Assistant Dean (Advancement)
19 June	General Faculties Council Academic Planning Committee (GFC APC)
20 June	Negotiations Course
21-22 June	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Retreat
24 June	Student Leaders Meeting
25 June	Student Leaders Orientation
26 June	Meeting with a Graduate Student
26 June	Meeting with L Parish, Board of Governors (BoG) Member
27 June	Monthly Meeting with A Costopoulos, Dean of Students
2 July	GSA Budget and Finance Committee (GSA BFC)
2 July	GSA VP Academic Strategic Work Plan (SWP) Internal Task List Review
3 July	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Meeting
4 July	Meeting with a Graduate Student
5 July	GSA VP External Strategic Work Plan (SWP) Internal Task List Review
5 July	GSA VP Student Services Strategic Work Plan (SWP) Internal Task List Review
5 July	Meeting with G Kulczycki, Vice-President (Finance and Administration)
9 July	Meeting with B Milne, Faculty of Graduate Studies and Research (FGSR) Dean
9 July	Meeting with S Dew, Provost and Vice-President (Academic)
11 July	Meeting with B Lau, Advisor to the Mayor, City of Edmonton
13 July	Meeting with Michener Park Residents' Association and Michener Park BBQ
15 July	Meeting with C Swindlehurst, U of A President's Chief of Staff
15 July	Meeting with Risk Management Services re Occupational Health and Safety Legislation and Safe Work Environment for Graduate Students

**GSA Board  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Courtney Thomas, Executive Director; Julie Tanguay, Associate Director; and Lisa Hareuther, Assistant Director  
Date: 12 July 2019

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 20 (Executive Director's Report to GSA Council) on pages 20.1-20.4.

**19 June 2019 GSA Board Meeting:**

Main Agenda Items:

2019-2020 GSA Board Strategic Work Plan; and meeting reports.

Motions and Agreements: None at this time

**26 June 2019 GSA Board Meeting:**

Main Agenda Items:

2019-2020 GSA Board Strategic Work Plan; and meeting reports.

Motions and Agreements:

That the GSA Board **APPROVE AND FORWARD TO GSA COUNCIL FOR INFORMATION** the 2019-2020 GSA Board Strategic Work Plan. FE **MOVED**. SM Seconded. **CARRIED**.

**3 July 2019 GSA Board Meeting:**

Main Agenda Items:

2018-2019 Draft GSA Audited Financial Statements; 2019-2020 GSA Spring/Summer Term Budget and Expenditure Report; "Show and Tell: A Celebration of Student Research." Request for an External Grant; and meeting reports.

Motions and Agreements:

Members **AGREED** to move into **CLOSED SESSION**.

That the GSA Board **APPROVE AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the 2018-2019 draft GSA Audited Financial Statements. FE **MOVED**. MW Seconded. **CARRIED**.

Members **AGREED** to move out of **CLOSED SESSION**.

That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2019-2020 Spring/Summer Term Budget and Expenditure Report. FE **MOVED**. DA Seconded. **CARRIED**.

That the GSA Board **APPROVE** an external grant of \$1,000 for the Senate Initiative "Show and Tell: A Celebration of Student Research," as requested in the attached letter from Bruce Sutherland (University of Alberta Senate, GFC Representative). FE **MOVED**. DA Seconded. **CARRIED**.

Members **AGREED** to move into **CLOSED SESSION**.

Members discussed the **Meeting with Lynn Parish**.

Members **AGREED** to move out of **CLOSED SESSION**.

**10 July 2019 GSA Board Meeting:**

Main Agenda Items:

Attendance at the Coalition of Graduate Employees Union Conference, 15-18 August 2019, in Toronto, ON: Estimated Expense; Request to the Minister of Immigration, Refugees and Citizenship to Exclude Universities From Article 91 of the *Immigration and Refugee Protection Act*: Support Requested from the GSA; and meeting reports.

Motions and Agreements:

That the GSA Board **APPROVE** the estimated expense for one (1) representative to attend the **Coalition Of Graduate Employee Unions, 15-18 August 2019** in Toronto, ON, as noted below. FE **MOVED**. MW Seconded. **CARRIED**.

That the GSA Board **SUPPORT** (by signing and adding the GSA logo) the document entitled "Request to the Minister of Immigration, Refugees and Citizenship to Exclude Universities From Article 91 of the Immigration and Refugee Protection Act," as provided by W Blaney, FAÉCUM. FE **MOVED**. SM Seconded. **CARRIED**.

**GSA Budget and Finance Committee (GSA BFC)  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Fahed Elian  
Date: 12 July 2019

Dear Council Colleagues,

The GSA BFC met on 2 July 2019 to review the GSA's 2018-2019 draft audited financial statements as presented by our Auditor, Tom Gee (MBA, FCA). The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have an annual audit.

At this meeting, we also reviewed and discussed the draft Spring/Summer Term Budget and Expenditure Report prepared by the GSA's Financial Team (Courtney Thomas (Executive Director), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), and Julie Tanguay (Associate Director)).

Both of these items were reviewed and approved/received for information by the GSA Board at their 3 July meeting and are now presented to GSA Council for information.

Sincerely,  
Fahed Elian, President and Chair of the GSA BFC

**GSA Governance Committee (GSA GC)  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Fahed Elian  
Date: 12 July 2019

Dear Council Colleagues,

The GSA GC reviewed and approved a recommended editorial change to GSA Bylaw and Policy, via email, on 5 July 2019. As per the GSA GC's terms of reference, the GSA GC can "make any editorial changes (such as factual inaccuracies and other editorial issues) to the GSA governing documents as deemed necessary by the GSA GC" (GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.4.2.b).

This editorial change was made to Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.1.e. In the process of filling two of the non-voting Councillor positions on the GSA Board, it was noted that GSA Bylaw and Policy currently reads that the composition of GSA Board is for "up to three (3) Councillors elected by GSA Council" (ie, there could be fewer than three). However, practice has always been that there should be three non-voting Councillors in order to provide a link between the GSA Directly-Elected Officers and GSA Council. Indeed, other existing sections of GSA Bylaw and Policy and GSA Board Policy indicate that there are a total of three, not up to three, Councillors on the GSA Board. The approved editorial change reflects that there are a total of three, not up to three, Councillors on the GSA Board.

Sincerely,

Fahed Elian, President and Chair of the GSA GC

**GSA Vice-President Academic  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Dylan Ashley  
Date: 12 July 2019

Hi Fellow Grad Students,

With many of the committees on which I serve on hiatus during the summer, this past month is one of the few relatively quiet ones for me. That doesn't mean I haven't been busy though! Here are a few highlights to give you a snapshot of what I've been up to:

- I had my last meeting with Dr. Debby Burshtyn, the previous Dean of the Faculty of Graduate Studies and Research. Dr. Brooke Milne took over from Debby on July 1. I know myself and the rest of the GSA Executives are looking forward to working with her to advance the graduate student experience here.
- The office, Fahed, and myself went through the areas of the GSA Board Strategic Work Plan pertinent to my portfolio and began to develop strategies to address them.
- I've been through several training sessions both this month and previous months to improve my effectiveness as your VPA. In late June, along with the other GSA Executives, I received professional negotiation training, and, in early July, I received professional public speaking training. I expect both will be immensely valuable in the year ahead.
- Along with the other Executives, I met with the Vice-President (Facilities and Operations) of the University. We spoke about how their mandate can best support ours. I believe it was a productive meeting, and we learned a considerable amount. The most interesting thing to me is that the University has an extremely large amount of deferred maintenance due to insufficient funding and most of the infrastructure is currently crumbling. We also learned that this office is not involved at all with maintaining research equipment, which is instead the responsibility of the Faculty that owns that equipment.
- As Shanawaz notes in his report, the other Executives and I also met with the Vice-President (Finance and Administration) of the University. This meeting was more of an introductory meeting, and it was very collegial. She seemed quite supportive of graduate students.

As always if you have any questions or concerns feel free to email me at [gsa.vpacademic@ualberta.ca](mailto:gsa.vpacademic@ualberta.ca).

Sincerely,

Dylan Ashley

## 11.1

*Please find below a list of meetings I attended between 17 June 2019 and 15 July 2019. The meetings were accurate at the time of printing. Please note that I was on academic leave from 8-11 July 2019.*

18 June	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
18 June	Meet and Greet with the Office of A Sharman, Vice-President (Facilities and Operations)
20 June	Negotiations Course
24 June	Discussion with External Reviewers re Centre for Teaching and Learning (CTL)
2 July	GSA VP Academic Strategic Work Plan (SWP) Internal Task List Review
5 July	Meeting with G Kulczycki, Vice-President (Finance and Administration)
12 July	Public Speaking Session with W Doughty
13 July	Michener Park BBQ

**GSA Vice-President External  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Marc Waddingham  
Date: 12 July 2019

Hello everyone,

Provincial advocacy season for the year kicked-off last month with the annual Student Leaders Orientation to Government held 24 – 25 June at Government House. This orientation was primarily a venue to educate newly elected student association executives about Alberta's Ministry of Advanced Education and the provincial post-secondary education system, as well as to provide updates on new governmental policy that may affect students in the province. With the new provincial government now sitting in the Legislature and preparing their next budget for fall 2019, we were notified of their main policy item of Red Tape Reduction; the provincial government is looking to eliminate regulations that disrupt or over-complicate student life. Should any GSA Councillors have any examples of burdensome regulations that may be alleviated at the provincial level, those can be passed along to me at any time. Additionally, the orientation included presentations from the three main provincial student advocacy organizations, those being the Alberta Graduate Provincial Advocacy Council (ab-GPAC), the Council for Alberta University Students (CAUS), and the Alberta Students' Executive Council (ASEC), which highlighted their mandates and laid out their broad policy goals. We all stressed the importance of predictable and sustainable funding for our institutions, mental health initiatives, and publicly funded awards. One interesting item that was teased out at the later sessions was that the province of Alberta has one of the lowest international students per capita compared to the other Canadian provinces. While it is difficult to fully parse out the reasons why this is the case, it does give us some indication that the province could be doing more to incentivize international student recruitment, especially at the graduate level which could go far in improving research and educational quality.

The weekend prior to the Student Leaders Orientation was the ab-GPAC Advocacy Retreat, during which our new directors from the Concordia Graduate Students' Association were onboarded to the organization, planning for our new three-year strategic work plan began, and our primary advocacy items for the 2019/2020 session were decided. This year, ab-GPAC will be researching and advocating for better access to scholarships and other forms of public funding for all graduate students, a provincial nomination program for international students looking to immigrate to Canada after completion of their studies, and funding programs for professional development opportunities including internships. We will also continue to stand by our longstanding advocacy items including graduate student mental health, reliable funding, and alleviating barriers to post-secondary education faced by Indigenous students. For this last item, we are currently in conversation with a graduate student at the U of A who is a member of an Indigenous community looking to assist with this project.

Aside from external matters, my attention remains focused on Michener Park (MP), specifically on establishing robust lines of communication with key stakeholders. Following up on the GSA Executives' tour of the aforementioned residence, I've met with GSA Councillor and MP resident Osama Mohsen to discuss the types of supports he and his fellow residents require during the moving out process. Furthermore, he has assisted in arranging the first of what will hopefully be many meetings with the Michener Park Residents' Association, whose input will be necessary to ensure the efficient delivery of appropriate services over the coming months. As always, if you are reading this and are a resident at MP or know someone who is with further insight, please don't hesitate to reach out to me.

The last item to update you on is a collaborative project that Chantal (as the GSA Vice-President Student Services) and I have initiated, namely an outreach plan for you, our Councillors, and your own Departmental Graduate Students' Associations and graduate student groups. We will have the proposal prepared by the end of this month, and in the upcoming months we will be reaching out to you for brief meetings to discuss what we as your GSA Executives can do to empower you all in your critical roles as student leaders. Stay tuned for more information, and as always keep us updated if anything comes to mind.

Cheers,  
Marc

*Please find below a list of meetings I attended between 17 June 2019 and 15 July 2019. The meetings were accurate at the time of printing.*

18 June	Meet and Greet with the Office of A Sharman, Vice-President (Facilities and Operations)
19 June	GSA Awards Selection Committee (GSA ASC)
20 June	Negotiations Course
21 June	Meeting with N van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
21-22 June	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Retreat
24 June	Student Leaders Meeting
24 June	Alberta Students' Executive Council (ASEC) Meet & Greet
24 June	Council of Alberta University Students (CAUS) Meet & Greet
25 June	Student Leaders Orientation
1 July	30th Annual Canada Day Breakfast
2 July	Meeting with O Mohsen, Michener Park Community Outreach Coordinator
3 July	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Meeting
5 July	GSA VP External Strategic Work Plan (SWP) Internal Task List Review
5 July	Meeting with G Kulczycki, Vice-President (Finance and Administration)
8 July	Public Interest Alberta (PIA) Task Force Meeting
13 July	Meeting with Michener Park Residents' Association and Michener Park BBQ
15 July	Meeting with C Swindlehurst, U of A President's Chief of Staff
15 July	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Communications Committee

**GSA Awards Selection Committee (GSA ASC)  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Marc Waddingham  
Date: 12 July 2019

Dear Council Colleagues,

The GSA Awards Selection Committee (GSA ASC) met on 19 June 2019 to discuss a series of topics raised following the 2019 GSA Recognition Awards adjudication process. These topics included: the current criteria for the GSA Graduate Student Group Award; teaching evaluations that are submitted in French; adding additional application package requirements for the Graduate Student Research Assistant Awards; including a space for nominees to self-identify Tri-Council research areas on the nomination package for the GSA Graduate Student Supervisor Awards; *and* situations in which nominees ranked high in multiple award categories.

The GSA ASC agreed to add a new criterion to the application package for the GSA Graduate Student Research Assistant Awards, which will be proof that a nominee holds a Graduate Research Assistantship (GRA) appointment. GSA Bylaw and Policy states that “the purpose of these awards is to recognize GSA members who have demonstrated innovation, versatility, and value as Graduate Research Assistants (GRAs) at the University of Alberta. Only GRA appointments held during a GSA member’s current academic program will be considered” (GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy: GSA Recognition Awards and Adjudication Criteria, Section O.POL.2.9.a). While it is clear in GSA Policy that these awards are for GSA members holding GRA appointments, the nomination packages currently do not require nominees to submit proof that they hold these appointments. As such, the GSA ASC has determined that proof of GRA appointments should be added to the required documentation for this award category.

At this meeting, the GSA ASC also discussed upcoming recommended changes to GSA Bylaw and Policy. These recommended changes include clarification that the GSA ASC should approve any recommended changes to GSA Bylaw and Policy for sections related to the GSA Recognition Awards. Currently GSA Bylaw and Policy only indicates that the “GSA ASC will be consulted concerning any proposed changes to the number, selection criteria, names and value of GSA Recognition Awards” (GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy: GSA Standing Committees, GSA Awards Selection Committee). Other recommended changes include moving some language related to the GSA Recognition Award adjudication process from GSA Board Policy into GSA Policy, and clarifying current practice in GSA Board Policy that all adjudicator files are confidential and adjudication decisions are final. These recommended changes will be brought forward to GSA Council in the upcoming months, once the GSA Governance Committee and the GSA Board have reviewed them.

I’ll be happy to answer any questions you may have.

Best,  
Marc Waddingham, Vice-President External and Chair of the GSA ASC



## June 2019 Activities

### **On June 6th ab-GPAC meet with Edmonton Regional Post Secondary Mental Health Committee (ERPSMHC) Chair (Kevin Friese)**

- ab-GPAC ED and Vice-Chair Marc Waddingham met with Kevin Friese chair of the Edmonton ERPSMHC to learn about the role of the regional committee.
- ab-GPAC talked about graduate student stressors and needed supports
- UAlberta has conducted research into *Students Who Parent* and *Students that are Homeless* - which would be good resources for our policy development work.
- ERPSMHC would be willing to either have an ab-GPAC representative at their committee meeting- or to engage ab-GPAC on an issues basis to ensure the graduate perspective is represented.

### **ab-GPAC ED met with Undergraduate Advocacy ED's & Staff on June 20th**

- ab-GPAC ED met with CAUS ED, ASEC Policy Director and Interim ASEC ED
- Discussion focused on upcoming SLO to Government and priorities for 2019/2020
- CAUS shared highlights of their meeting with AE Minister who discussed plans to launch Chicago Principles on Alberta campuses
- ASEC seeking access to consultancy report on funding framework commissioned by the previous government; will share when accessed

### **ab-GPAC annual Board Retreat held in Rocky Mountain House on June 21/22, 2019**

- Directors and ED crafted a vision statement
- Created a 3-year strategic plan for ab-GPAC to 2021/2022
- Identified External Advocacy Priorities as: (i) scholarships (ii) Streamlining Immigration & PR and (iii) Professional Development & Internships
- Indigenous research and consultation will continue by directors

### **ab-GPAC ED and Chair attended Student Leader Orientation to Government June 24th and 25th at Government House with graduate SL from member GSA's**

- Information & relationship building session for new SL, Minister AE and Senior AE Staff
- Attended ASEC Social Mixer and CAUS MLA Mixer on June 24th

## Call for Volunteers

The Alberta Graduate Provincial Advocacy Council (ab-GPAC) is looking for graduate students interested in participating in working groups to develop advocacy policy on (i) scholarships (ii) Streamlining Immigration & PR (iii) Professional Development & Internships and (iv) Indigenous Student Research

If you are interested in experience with policy research &/or development and have 2-3 hours per week for a 3-4 month period commencing August 2019 come join us in making a difference.

If you are interested in participating email: [ed@abgpac.ca](mailto:ed@abgpac.ca) on or before **August 10, 2019** and include your area of interest. For more information visit: [abgpac.ca](http://abgpac.ca)

### **Upcoming Information, Activities and Events**

- ab-GPAC Vision Statement
- ab-GPAC 3-Year Strategic Plan
- July 18- Meeting with AE Minister
- August 15- Alberta Innovates Meeting
- August - Initiate External Advocacy Policy Development Working Groups
- Stakeholder Survey (Graduate Students)
- Stakeholder Interviews & Focus Groups

**If you require any points of clarification or additional information please contact: Nicole van Kuppeveld ED at [ed@abgpac.ca](mailto:ed@abgpac.ca) or Marcela Lopes Chair at [chair@abgpac.ca](mailto:chair@abgpac.ca)**

**GSA Vice-President Labour  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Shanawaz Mohammad  
Date: 12 July 2019

Dear Council Colleagues,

I hope everyone is doing well and enjoying the summer vacation. I would like to summarize the list of meetings I have attended.

**Campuses and Facilities Safety and Security (CFSS) Sub-Committee (Education and Communication)**

This CFSS sub-committee is working to develop and execute safety communication and education plans to influence attitudes and behaviors so that all members of the community contribute to an enhanced safety culture. For the last few months this committee has been heavily involved in identifying a number of problems related to safety and security and drafting a strong strategic communication plan. The goal of this communication plan is to contribute to a safe campus culture, which minimizes crime while enhancing confidence and wellbeing among all members of the University community.

**Campuses and Facilities Safety and Security (CFSS) Committee**

This committee continues working on identifying and categorizing all potential safety issues on campus. An important update from this committee relates to building hours. Building hours across the campus have been changed due to security issues, so I encourage you to contact individual departments or the CFSS Committee if you are working late at night and don't have access to buildings you may need to access. At the next GSA Council meeting I will share more details about the building hours. Another update from University of Alberta Protective Services is that two officers have been added, who will work from 3 AM to 11 AM for a larger patrol time and two further officers will be added soon.

**Meeting with the Vice-President (Finance and Administration)**

In our work to support graduate students, all of the GSA Directly-Elected Officers (DEOs) have been consulting with various stakeholders across University. All DEOs recently had the opportunity to meet with G Kulczycki, Vice-President (Finance and Administration), to learn more about the University's budget and how we can work collaboratively. We will also continue meeting with key stakeholders following the release of the 2019-2020 GSA Board Strategic Work Plan.

On this note, I also kindly request that every Councillor ensures that graduate students who are under the Graduate Student Assistantship Collective Agreement (CA) are aware of this agreement and communicate that I am happy to provide information sessions on the CA to their department. Moreover, if any graduate student comes to you regarding collective agreement issues, harassment, safety and security issues, please have them email me, and I would be very happy to meet with them.

If you have any questions or concerns regarding the regarding the CA, please reach me at [gsa.vplabour@ualberta.ca](mailto:gsa.vplabour@ualberta.ca).

Regards,

Shanawaz Mohammad

## 13.1

Please find below a list of meetings I attended between 17 June 2019 and 15 July 2019. The meetings were accurate at the time of printing.

18 June	Meet and Greet with the Office of A Sharman, Vice-President (Facilities and Operations)
19 June	GSA Awards Selection Committee (GSA ASC)
20 June	Negotiations Course
25 June	Campuses and Facilities Safety and Security (CFSS) Sub-Committee
25 June	Campuses and Facilities Safety and Security (CFSS) Committee
27 June	Meeting with I Cheng, Multimedia Research Centre (MRC) Scientific Director
27 June	Monthly Meeting with A Costopoulos, Dean of Students
2 July	GSA Budget and Finance Committee (GSA BFC)
2 July	Meeting with a Graduate Student
3 July	Meeting with a Graduate Student
5 July	Meeting with G Kulczycki, Vice-President (Finance and Administration)
5 July	GSA VP Labour Strategic Work Plan (SWP) Internal Task List Review
9 July	Campuses and Facilities Safety and Security (CFSS) Sub-Committee
9 July	Campuses and Facilities Safety and Security (CFSS)
11 July	Public Speaking Session with W Doughty
15 July	Meeting with Risk Management Services re Occupational Health and Safety Legislation and Safe Work Environment for Graduate Students

**GSA Vice-President Student Services  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Chantal Labonté  
Date: 12 July 2019

Dear Council Colleagues,

Over the past month, myself and the other Directly-Elected Officers (DEOs) have been finalizing our strategic plan and developing our actions plans that will guide our work over our respective terms. This month I also spent time on academic leave as I attended and presented at the International Society for Early Intervention Conference in Sydney, Australia.

I would like to highlight some of the meetings I have had the pleasure of attending over the past month. Please find a full list of the meetings I have attended attached to this report.

- The other DEOs and I have continued to build and maintain collaborative and respectful relationships with University stakeholders. In particular, as Dylan and Shanawaz also outlined, we had lunch with Gitta Kulczycki (Vice-President, Finance and Administration), which allowed for a fruitful discussion of the GSA's priorities and current climate at the University. Additionally, we met with the Facilities and Operations leadership team. This meeting allowed for new insights and conversations on deferred maintenance, and safety and security on campus.
- Fahed and I met with the Assistant Dean (Advancement) of the Faculty of Graduate Studies and Research (FGSR) to better understand the fundraising priorities of FGSR. Their priorities lie around support for professional development, support for student mental health and wellbeing, support for Indigenous graduate students, and interdisciplinarity and collaboration. We advocated for fundraising to also support graduate student caregiving grants and other supports that are of need to residents of Michener Park.
- I have joined the UAlberta Leadership Network. The purpose of the group is to bring together the diverse leadership opportunities and resources on campus to promote and support leadership opportunities and develop leadership skills within the student body at the U of A. If you are part of a leadership initiative for graduate students and would like for these initiatives to be recognized within this network, please feel free to communicate these activities with me at any time.

I welcome any questions or concerns regarding this report. Please do not hesitate to share your suggestions and comment regarding any student service-related issue you or anyone from your department may be experiencing.

Sincerely,

Chantal Labonté  
VP Student Services

*Please find below a list of meetings I attended between 17 June 2019 and 15 July 2019. The meetings were accurate at the time of printing. Please note that I was on academic leave from 22 June to 2 July 2019.*

18 June	Days of Action Committee
18 June	Meet and Greet with the Office of A Sharman, Vice-President (Facilities and Operations)
19 June	Meeting with M Unterschultz, Faculty of Graduate Studies and Research (FGSR) Assistant Dean (Advancement)
19 June	InterVivos Mentorship Program
20 June	Negotiations Course
21 June	UAlberta Leadership Network
5 July	GSA VP Student Services Strategic Work Plan (SWP) Internal Task List Review
5 July	Meeting with G Kulczycki, Vice-President (Finance and Administration)
11 July	Meeting with J Larsen, Students' Union (SU) VP Student Life
13 July	Michener Park BBQ

**GSA Nominating Committee  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Radim Barta  
Date: 12 June 2019

Dear GSA Council Colleagues,

The report from the GSA Nominating Committee (GSA NoC) this month is a summary of discussions/decisions the committee has made since its last report, together with a list of all vacancies filled and those which will be filled shortly.

GSA Policy governing the GSA NoC is located in GSA Bylaw and Policy, Section E: Nominating. As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail.

Sincerely,

Radim Barta, Chair of the GSA NoC

**GSA Councillor-at-Large By-Election**

**1) GSA Councillor-at-Large (CAL) (One (1) Graduate Student Position)**

As per GSA Bylaw and Policy, GSA Council fills any remaining positions from nominations forwarded by the GSA NoC (Section I: Elections, GSA Policy, Elections, Section I.POL.16.3). This position was first advertised in the GSA newsletter of 27 June 2019 with a nomination deadline of 10 July 2019. Three (3) nominations were received. There will be a paper ballot vote. **See Item 9 – Nominees for GSA CAL.**

**GSA Council-Elected Officers**

**1) GSA Deputy Speaker and GSA Deputy Returning Officer (GSA DRO) (Two (2) GSA Member Positions in Total)**

As per GSA Bylaw and Policy, the GSA NoC will open nominations for Speaker, Deputy Speaker, CRO and DRO “on or about 1 May of every year” and nominations will be submitted in writing to the GSA NoC “by 30 May or the next working day” (Section D: GSA Officers, GSA Bylaw, GSA Officers, Council-Elected Officers, Section D.BYL.3.1.b and Section D.BYL.3.1.c). These positions were first advertised in the GSA newsletter in advance of the June 2019 meeting of GSA Council, but no nominees were received. They were then advertised in the GSA newsletter of 27 June 2019 with a nomination deadline of 10 July 2019. One (1) nomination was received for the position of GSA DRO. **See Item 9a – Nominee for GSA DRO.** The remaining vacancy for Deputy Speaker will be advertised again.

**GSA Standing Committees**

**1) GSA Nominating Committee (GSA NoC) (One (1) GSA Member Position)**

Information regarding the position for one (1) GSA member was circulated on two (2) instances via the GSA newsletter with a deadline of 10 July 2019. No nominations were received. This position will be advertised again.

**2) GSA Nominating Committee (GSA NoC) (One (1) GSA Councillor Position)**

Information regarding the position for one (1) GSA Councillor was circulated on two (2) instances via email to GSA Council with a deadline of 10 July 2019. No nominations were received. This position will be advertised again.

**3) GSA Board (GSAB) (Two (2) GSA Councillor Positions)**

Information regarding the positions for two (2) GSA Councillors was circulated on two (2) instances via email to GSA Council with a deadline of 10 July 2019. Two (2) nominations were received. There will be a paper ballot vote. **See Item 9b – Nominees for GSAB.**

**4) GSA Governance Committee (GSA GC) (One (1) GSA Councillor Position)**

Information regarding the position for one (1) GSA Councillor was circulated on two (2) instances via email to GSA Council with a deadline of 10 July 2019. No nominations were received. This position will be advertised again.

**5) GSA Elections and Referenda Committee (GSA ERC) (One (1) GSA Councillor Position)**

Information regarding the position for one (1) GSA Councillor was circulated on two (2) instances via email to GSA Council with a deadline of 10 July 2019. No nominations were received. This position will be advertised again.

**Addendum – Election Procedures for GSA Council-Elected Officers**

As was last reported to GSA Council on 17 June 2019, the GSA NoC has implemented new election procedures for the GSA Council-Elected Officer positions, as follows:

- Nominees for a given GSA Council-Elected Officer position will be invited to attend the meeting of GSA Council for a question period. One at a time, the GSA NoC representative conducting the election will ask them one generic question similar to what was asked previously (i.e. “Please briefly introduce yourself and tell us why you would like to serve in this capacity”) and then the floor will be opened for questions from GSA Council members;
- The GSA NoC representative will work to ensure all nominees for a given position are asked approximately the same number of questions, either by using a number of backup questions approved by the GSA NoC, or by carrying over a question asked by a GSA Council member of one of the other nominees for that given position;
- GSA Council members may be asked to reframe questions deemed not directly relevant to the position in question;
- Where possible, a GSA Council member will not ask consecutive questions of the same nominee;
- There is no time limit imposed for each question for each nominee, but nominees will be informed in advance of the meeting of GSA Council that each nominee can expect their questioning period to last up to 5 minutes; *and*
- Attendance by the nominees is not mandatory. If nominees are unable to attend, they will have the option to come to the GSA office to provide answers to questions on film. The questions asked will be the standard introductory question plus the two questions which may be used as “backup” for nominees who are in attendance during the meeting of GSA Council. The video will then be shown to GSA Council.

This procedure was implemented at the 13 May 2019 and 17 June 2019 GSA Council elections for the positions of GSA Senator, GSA Speaker, and GSA CRO, and will continue for the election of the GSA Deputy Speaker and the GSA DRO.

**GSA Executive Director  
Report to GSA Council for the 15 July 2019 Meeting**

To: GSA Council  
From: Courtney Thomas  
Date: 12 July 2019

Dear GSA Council Members,

As I reported last month, the GSA has recently concluded its annual audit. Our auditor will be in attendance on Monday and I am happy to report that the GSA remains in excellent financial shape. After discussions with our auditor, the GSA Budget and Finance Committee recommended using a portion of our budget surplus to continue to grow our Financial Stabilization Fund and our Legal Defence Fund. Additionally, the financial team has compiled the first of the GSA's 2019-2020 term financial reports, which will be before you on Monday. Our financial position is strong and my thanks to those of you who attended the Budget 101 sessions offered by the office for your insightful questions.

Additionally, and as will be further reported on next month, the office is working with departments to set up GSA orientation sessions for new graduate students. If you're unsure whether your department has arranged for the GSA to provide a short presentation to new students, please contact [gsa.outreach@ualberta.ca](mailto:gsa.outreach@ualberta.ca).

As always, the detailed reports submitted weekly to the GSA Board are attached and I am happy to answer any questions.

Courtney

### Management Report to the GSA Board, 19 June 2019

Management has been engaged with the following issues since the last GSA Board meeting on 12 June 2019:

#### Strategic

- Participation in a tour of Michener Park with the Directly-Elected Officers.
- Providing support for the Board Strategic Work Plan engagement session and a related consultation session with the Indigenous Graduate Students' Association; organizing initial drafts of the internal task lists associated with the 2019-2020 GSA Board Strategic Work Plan and integrating responses to the circulated survey, as well as feedback from GSA Council.
- Compiling an overview of comparative tuition information at other Canadian institutions.
- Working on designing a poster and updating the GSA website, social media, and newsletter to feature member benefits more prominently in light of possible voluntary student unionism in Alberta, and meeting with a third marketing firm about strategy development (awaiting a formal proposal and considering the development of a video).
- Work associated with the Collective Agreement, including supporting negotiations processes (discussing the process for a ratification vote) and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization; updating academically-employed graduate students concerning collective agreement negotiations.

#### Grants and Office Operations

- Forward planning for GSA Fall Orientation and departmental orientations.
- Action associated with the June GSA Council meeting, preparing an email vote for the GSA Governance Committee, and preparing for an upcoming meeting of the GSA Awards Selection Committee.
- Designing the 2019 GSA Planner and the Board Strategic Work Plan.
- Offering a well-attended Funding 101 session (participation grows steadily in these).
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the Green and Gold Adjudication Committee (2), GSA Board (2), GSA Governance Committee, and GSA Nominating Committee, and vacancies for the GSA Deputy Speaker and GSA Deputy Returning Officer; also facilitating an election for the Occupational Therapy Departmental Councillor at the request of that program).
- Facebook = 1,315 likes (up 3 from 12 June) and 1,376 followers; Facebook posts reached 352 users this week and our "post engagement" count was 24. Twitter = 950 followers (up 0 from 12 June); our tweets earned 203 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period started 1 April and closed 31 May (434 applications funded and \$192,423.78 disbursed); GSA Child Care Grants = new funding period started 1 April and closed within two hours (66 applications funded and \$127,000 disbursed); GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 April and closed 10 April (8 applications funded (7 for events and 1 for start-up costs and \$6,513.96 disbursed). New granting periods open 1 July 2019.

### Management Report to the GSA Board, 26 June 2019

Management has been engaged with the following issues since the last GSA Board meeting on 19 June 2019:

#### Strategic

- Reviewing the Spring/Summer term financial report and preparing for an upcoming meeting of the GSA Budget and Finance Committee.
- Discussing different post-VSU budget scenarios with the Financial Team.
- Organizing initial drafts of the internal task lists associated with the 2019-2020 GSA Board Strategic Work Plan and arranging review meetings.
- Developing recommended changes to GSA Bylaw and Policy on GSA Recognition Awards.
- Working on designing a poster and updating the GSA website, social media, and newsletter to feature member benefits and advocacy work more prominently in light of possible voluntary student unionism in Alberta, and meeting with a third marketing firm about strategy development (reviewing a proposal and considering the development of a video).
- Work associated with the Collective Agreement, including supporting negotiations processes (discussing the process for a ratification vote and associated communications plan) and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization; planning for an upcoming meeting of the GSA Labour Relations Committee.

#### Grants and Office Operations

- Forward planning for GSA Fall Orientation, departmental orientations, and the fall social event (projected date of 4 October).
- Finishing up the GSA Council remuneration process.
- Attending an Orientation Network meeting.
- Preparing an email vote for the GSA Governance Committee and supporting the work of the GSA Awards Selection Committee.
- Designing the 2019 GSA Planner.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Board (2), GSA Governance Committee (2), and GSA Nominating Committee (2), and vacancies for the GSA Deputy Speaker and GSA Deputy Returning Officer; also facilitating an election for the Occupational Therapy Departmental Councillor at the request of that program).
- Facebook = 1,315 likes (up 0 from 19 June) and 1,376 followers; Facebook posts reached 826 users this week and our “post engagement” count was 179. Twitter = 949 followers (down 1 from 19 June); our tweets earned 1,400 “impressions” over the last week.
- GSA Academic Travel Grants = new funding period started 1 April and closed 31 May (434 applications funded and \$192,423.78 disbursed); GSA Child Care Grants = new funding period started 1 April and closed within two hours (66 applications funded and \$127,000 disbursed); GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 April and closed 10 April (8 applications funded (7 for events and 1 for start-up costs and \$6,513.96 disbursed). New granting periods open 1 July 2019.

### Management Report to the GSA Board, 3 July 2019

Management has been engaged with the following issues since the last GSA Board meeting on 26 June 2019:

#### Strategic

- Reviewing the Spring/Summer term financial report and the GSA's audited financial statements for 2018-2019 and supporting a meeting of the GSA Budget and Finance Committee.
- Meeting with a marketing firm to discuss member engagement strategies (recommendation is for the production of several short videos featuring graduate students talking about GSA member benefits and services – we have solicited proposals from three marketing firms and will also be meeting with the SU's marketing team before finalizing a strategy).
- Reviewing drafts of the internal task lists associated with the 2019-2020 GSA Board Strategic Work and preparing for the release of the Plan to stakeholders.
- Preparing a proposal concerning recommended changes to GSA Bylaw and Policy on GSA Recognition Awards following a recent meeting of the GSA Awards Selection Committee.
- Research the effects of the implementation of Smart Fare technology on U-Pass programs at other institutions.
- Reviewing recommended changes to GSA Bylaw and Policy on elections and referenda in advance of a meeting of the GSA Elections and Referenda Committee.
- Work associated with the Collective Agreement, including supporting negotiations processes (discussing the process for a ratification vote and associated communications plan) and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization; planning for an upcoming meeting of the GSA Labour Relations Committee.

#### Grants and Office Operations

- Forward planning for GSA Fall Orientation, departmental orientations, and the fall social event (projected date of 4 October).
- Designing the 2019 GSA Planner.
- Preparing for the July meeting of GSA Council.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Board (2), GSA Governance Committee (1), GSA Elections and Referenda Committee (1) and GSA Nominating Committee (1), and vacancies for a Councillor-at-Large, the GSA Deputy Speaker, and the GSA Deputy Returning Officer.
- Facebook = 1,319 likes (up 4 from 26 June) and 1,380 followers; Facebook posts reached 627 users this week and our "post engagement" count was 154. Twitter = 952 followers (up 3 from 26 June); our tweets earned 650 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period started 1 July; GSA Child Care Grants = new funding period started 1 July and closed within four and a half hours (53 applications funded and over \$100,000 disbursed); GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 July. New granting periods open 1 October 2019.

### Management Report to the GSA Board, 10 July 2019

Management has been engaged with the following issues since the last GSA Board meeting on 3 July 2019:

#### Strategic

- Discussing the GSA's agreement with Studentcare for the provision of the GSA Health and Dental Plan.
- Finalizing a first-stage marketing/outreach strategy (recommendation is for the production of several short videos featuring graduate students talking about GSA member benefits and services – we have solicited proposals from three marketing firms).
- Meeting with the Students' Union marketing team to discuss areas of collaboration.
- Reviewing drafts of the internal task lists associated with the 2019-2020 GSA Board Strategic Work and preparing for the release of the Plan to stakeholders.
- Researching the effects of the implementation of Smart Fare technology on U-Pass programs at other institutions.
- Reviewing recommended changes to GSA Bylaw and Policy on elections and referenda in advance of a meeting of the GSA Elections and Referenda Committee and reviewing a proposal concerning recommended changes to GSA Bylaw and Policy on GSA Recognition Awards following a meeting of the GSA Awards Selection Committee.
- Work associated with the Collective Agreement, including supporting negotiations processes (discussing the process for a ratification vote and associated communications plan) and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.
- Planning for an upcoming meeting of the GSA Labour Relations Committee and designing/printing labour handbills to engage members of the bargaining unit.

#### Grants and Office Operations

- Planning for GSA Fall Orientation, departmental orientations, and the fall social event (projected date of 4 October).
- Printing the 2019 GSA Planner.
- Preparing for the July meeting of GSA Council.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Board (2), GSA Governance Committee (1), GSA Elections and Referenda Committee (1) and GSA Nominating Committee (1), and vacancies for a Councillor-at-Large, the GSA Deputy Speaker, and the GSA Deputy Returning Officer; assisting with the election of Councillors in Sociology and Occupational Therapy).
- Facebook = 1,319 likes (up 0 from 3 July) and 1,380 followers; Facebook posts reached 26 users this week and our "post engagement" count was unknown. Twitter = 956 followers (up 4 from 3 July); our tweets earned 1,100 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period started 1 July; GSA Child Care Grants = new funding period started 1 July and closed within four and a half hours (40 applications funded and \$82,000 disbursed); GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 July. New granting periods open 1 October 2019.