

GSA Council Meeting CONSOLIDATED AGENDA

Monday, July 18, 2016 at 6:00 pm
2-100 University Hall, Van Vliet Complex

A pizza dinner will be served at 5:15 pm

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 (in accordance with the Standing Orders of Council). Any additional substantive material received after this mailing will be emailed as soon as possible.

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

Speaker Sulya Fenichel in the Chair

OPEN SESSION

**Attached Numbered
Pages**

1. Roll Call
2. Approval of the 18 July 2016 Agenda
3. Approval of the Minutes from the 20 June 2016 GSA Council Meeting
Attachment:
 - Minutes from the 20 June 2016 GSA Council Meeting
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

3.0 - 3.9

Councillor Announcements

5. Councillor Announcements
 - i. Pint of Science (Presented by Phil Oel, Councillor-at-Large)

Action Items

6. 2015-2016 GSA Audited Financial Statements
The audit process will be introduced by Ellen Schoeck (GSA Executive Director and Financial Team Lead) and then Sarah Ficko (GSA President) will explain the role of the GSA BFC and the GSA Board and introduce the guest.

Guest: Tom Gee, GSA Auditor, MBA, FCA, Collins Barrow LLP

GSA BFC Members Who Are Members of GSA Council: Sarah Ficko (GSA President and GSA BFC Chair); Sasha van der Klein (GSA Vice-President Labour and GSA BFC Vice-Chair); Dasha Smirnow (Councillor-at-Large)

GSA BFC Members Invited to GSA Council as Guests: Karen Turpin and Sina Yansori

Attachments:

- Outline of Issue
- 2015-2016 GSA Audited Financial Statements

**6.0
6.1 - 6.18**

7. GSA 2016-2017 Budget and Expenditure (Quarterly) Report
The quarterly financial report process will be introduced by Ellen Schoeck (GSA Executive Director and Financial Team Lead) and then Sarah Ficko (GSA President) will explain the role of the GSA BFC and the GSA Board. In addition to the Executive Director and President, the GSA Accountant and GSA Financial Manager will be in attendance to answer questions.

GSA BFC members Who Are Members of GSA Council: Sarah Ficko (GSA President and GSA BFC Chair); Sasha van der Klein (GSA Vice-President Labour and GSA BFC Vice-Chair); Dasha Smirnow (Councillor-at-Large)

GSA BFC Members Invited to GSA Council as Guests: Karen Turpin and Sina Yansori

Attachments:

- Cover Letter 7.0
- Outline of Issue 7.1
- GSA 2016-2017 Budget and Expenditure (Quarterly) Report 7.2 - 7.3
- GSA 2016-2017 Quarterly Operating Budget Narrative 7.4 - 7.17
- GSA 2016-2017 Quarterly Restricted and Other Funding Narrative 7.18 - 7.20

8. Second Reading: GSA Rolling Budget and Business Plan: Proposed Changes to GSA Bylaw and GSA Policy
Sarah Ficko (GSA President) will present the item.

GSA BFC members who are members of GSA Council: Sarah Ficko (GSA President and GSA BFC Chair); Sasha van der Klein (GSA Vice-President Labour and GSA BFC Vice-Chair); Dasha Smirnow (Councillor-at-Large)

GSA BFC voting members invited to GSA Council as guests: Karen Turpin and Sina Yansori

Attachments:

- Cover Letter 8.0
- Outline of Issue 8.1
- Double Column Document Showing Proposed Changes to GSA Bylaw (Part IX), GSA Policy (Budget Principles, Practices, and Procedures) and GSA Policy (GSA Standing Committees, GSA Budget and Finance Committee) 8.2 - 8.3

Elections, Appointments, Special Business, Updates

9. GSA Council Elections
Michele DuVal (Administrative Chair of the GSA Nominating Committee) will present the item.

- i. Dean Selection Committee
 - a. Dean of Education Selection Committee (1 vacancy)
Attachment:
 - Nominees for the Dean of Education Selection Committee 9.0 - 9.1
 - b. Dean of Medicine and Dentistry Selection Committee (1 vacancy)
Attachment:
 - Nominees for the Dean of Medicine and Dentistry Selection Committee 9.2 - 9.6
- ii. GSA Standing Committee
 - a. GSA Nominating Committee (1 vacancy)
Attachment:
 - Nominees for the GSA Nominating Committee 9.7

For Discussion: None at this time

Reports

Prepared by J Tanguay, C Thomas, and E Schoeck for GSA Council 18 July 2016

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10. President (Sarah Ficko, GSA President)	
i. President’s Report	10.0 - 10.1
ii. GSA Board	10.2
iii. GSA Budget and Finance Committee	10.3
iv. GSA Governance Committee	10.4
11. GSA Nominating Committee	
i. GSA Nominating Committee Report (Michele DuVal, GSA Nominating Committee Administrative Chair)	11.0 - 11.1
12. Vice-President Academic (Firouz Khodayari, GSA Vice-President Academic)	
i. Vice-President Academic’s Report	12.0 - 12.1
13. Vice-President External (Masoud Khademi, GSA Vice-President External)	
i. Vice-President External’s Report	13.0 - 13.1
ii. GSA Awards Selection Committee (no meetings this reporting period)	
14. Vice-President Labour (Sasha van der Klein, GSA Vice-President Labour)	
i. Vice-President Labour’s Report	14.0 - 14.1
ii. GSA Negotiating Committee (no meetings this reporting period)	
iii. GSA Labour Relations Committee (no meetings this reporting period)	
15. Vice-President Student Services (Alireza Talaei, GSA Vice-President Student Services)	
i. Vice-President Student Services’ Report	15.0 - 15.1
ii. GSA Student Affairs Advisory Committee (Joint Chair: Vice-President External) (no meetings this reporting period)	
16. Senator (Jane Traynor, GSA Senator)	
i. Senator’s Report (no written report at this time)	
17. Speaker (Sulya Fenichel, GSA Speaker)	
i. Speaker’s Report (no written report at this time)	
18. Chief Returning Officer (Carolina Martinez, GSA Chief Returning Officer)	
i. Chief Returning Officers’ Reports	
a. 2015-2016 Chief Returning Officer	18.0 - 18.4
b. 2016-2017 Chief Returning Officer (no written report at this time)	
19. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair)	
i. GSA Elections and Referenda Committee Report	19.0
20. GSA Management (Ellen Schoeck, GSA Executive Director)	
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 AGENDA
Monday, June 20, 2016 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Sarah Ficko (President)	Dasha Smirnow (Councillor-at-Large)	Ryan Kisslinger (Electrical & Computer Engineering)	Sheldon Berke (Oncology)
Firouz Khodayari (VP Academic)	Sabrina Lopresti (AFNS)	Lorna Sutherland (Elementary Education)	Ashley Bahry (Paediatrics)
Sasha van der Klein (VP Labour)	Swai Mon Khaing (Biochemistry)	Shaina Humble (English & Film Studies)	Will Giang (Physics)
Masoud Khademi (VP External)	Michele DuVal (Biological Sciences)	Neil Prather (History & Classics)	Brayden Whitlock (Physiology)
Ali Talaei (VP Student Services)	Trent Nabe (Business MBA)	Jocelyn Beyer; Evgeniya Kuznetsova (Humanities Computing)	Justin Leifso (Political Science)
Sulya Fenichel (Speaker)	Yi Fang (Business PhD)	Faisal Hirji (Lab Medicine & Pathology)	Karen Du (Psychology)
Sean Rah (DRO)	Beth Richardson (Cell Bio)	Carla Lewis (Library & Information Studies)	Colin Reynolds (Public Health)
Jane Traynor (Senator)	Sahar Saadat (Chemical & Materials Engineering)	Claudia Heinrich (Linguistics)	Maryse Ndilu Kiese (Religious Studies)
Alicia Cappello (Councillor-at-Large)	Anis Fahandej-Sadi (Chemistry)	Michelle Michelle (Math & Statistical Sciences)	Rachel Hillabrand (Renewable Resources)
Colin More (Councillor-at-Large)	Darian Brennekamp (Communication Science & Disorders)	Amin Karkouti (Mech Eng)	Tasha Jayatunge; Kelsi Barkway (Sociology)
Nicole Noel (Councillor-at-Large)	Samira Diar-Bakirly (Dentistry)	Vanessa Carias; Fahed Elian (Medical Genetics)	Antonio Bruni (Surgery)
Phil Oel (Councillor-at-Large)	Nicole Meyer (Earth & Atmo Sciences)	Jay Friesen (MLCS)	
Ned Onwugbufor (Councillor-at-Large)	Atase Adjarho (Ed Policy Studies)	Mischa Bandet; Grant Norman (Neuroscience)	
Robert Reklow (Councillor-at-Large)	Amanda Radil (Ed Psych)	Kelsey Peterson (Occupational Therapy)	

GUESTS: Preshit Verma (GSA Deputy Speaker Candidate); Carolina Martinez Sanchez (GSA Chief Returning Officer Candidate); Darcy Bemister (Deputy Returning Officer Candidate)

Speaker Sulya Fenichel in the Chair.

The meeting was called to order at 6:02 pm.

Roll Call

1. Roll Call of GSA Council Members in Attendance

Approval of Agenda

2. Approval of the 20 June 2016 Consolidated Agenda

Members had before them the 20 June 2016 Consolidated Agenda, which had been previously distributed on 17 June 2016. S Fenichel **MOVED**; S Ficko **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes

3. Minutes from the 16 May 2016 GSA Council Meeting

Members had before them the 16 May 2016 GSA Council Minutes, which had been previously distributed on 10 June 2016. S Fenichel **MOVED**; S van der Klein **SECONDED**.

S Ficko requested an amendment to the Minutes to reflect that she noted the \$25,000 increase to the Graduate Student Support Fund (GSSF) in 2017-2018 during her presentation on the Graduate Student Assistantship Collective Agreement.

Motion **PASSED**. A Talaei Abstained.

Changes in Council Membership

4. Changes in GSA Council Membership

i. Introduction of New Councillors

This was the first meeting for a number of Councillors: M Campbell (Councillor-at-Large); J Leifso (Political Science); J Beyer (Humanities Computing); M Bandet (Neuroscience); M Ndilu Kiese (Religious Studies).

ii. Farewell to Departing Councillors

This was the last meeting for a number of Councillors: G Norman (Neuroscience); S Rah (Deputy Returning Officer).

Councillor Announcements

5. Councillor Announcements

S Ficko invited GSA Council to attend the Roundtable Discussions organized by the GSA over the summer to gather information on topics including issues faced by graduate students, GSA services, and the GSA's engagement with graduate students. She encouraged members to invite graduate students in their departments to attend these discussions as well and noted that they would be held on Monday, July 11, 2016 from 1 PM to 3 PM in Triffo Hall and on Thursday, August 4, 2016 from 10 AM to 12 PM in MEC 2-3. She added that if any graduate students wanted to provide feedback but were unable to attend the roundtables, they were encouraged to email her at gsa.president@ualberta.ca.

S Fenichel announced that the new GSA Council Handbook was available in hardcopy at the meeting and at the GSA office and electronically on the GSA website. She added that any feedback on the Handbook from GSA Councillors would be welcomed.

Action Items, Elections, Appointments, Special Business, Updates

6. GSA Rolling Budget and Business Plan: Proposed Changes to GSA Bylaw (Part IX), GSA Policy (Budget Principles, Practices, and Procedures), and GSA Policy (GSA Standing Committees, GSA Budget and Finance Committee).

Sarah Ficko (GSA President) presented the items.

MOTION BEFORE GSA COUNCIL: That the GSA Council, on the recommendation of the GSA Budget and Finance Committee and the GSA Board, **APPROVE** proposed changes to GSA Bylaw (Part IX), GSA Policy (Budget Principles, Practices, and Procedures), and GSA Policy (GSA Standing Committees, GSA Budget and Finance Committee), as noted in the attached double column document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

S Ficko explained that this item was initially brought forward to the GSA Budget and Finance Committee and to the GSA Board by the 2015-2016 GSA President, C More. She noted that the force of the Motion was to change from a five-year rolling budget and business plan to a three-year one and added that the change would allow for more accurate projections based on the Alberta Consumer Price Index moving forward.

MOTION: That the GSA Council, on the recommendation of the GSA Budget and Finance Committee and the GSA Board, **APPROVE** proposed changes to GSA Bylaw (Part IX), GSA Policy (Budget Principles, Practices, and Procedures), and GSA Policy (GSA Standing Committees, GSA Budget and Finance Committee), as noted in the attached double column document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy. S Ficko **MOVED**. M DuVal **SECONDED**.

Motion **PASSED** unanimously.

7. GSA Council Elections

M DuVal (Administrative Chair of the GSA Nominating Committee) presented the items. S Fenichel, GSA Speaker, left the room as she was one of the candidates and M DuVal and S Ficko presided over the meeting for that item.

a) GSA Chief returning Officer (CRO), Deputy Returning Officer (DRO), Speaker, and Deputy Speaker

Nominee for GSA Chief Returning Officer (CRO):

Carolina Martinez Sanchez (Business)

Nominee for GSA Deputy Returning Officer (DRO):

Darcy Bemister (AFNS)

Nominee for GSA Speaker:

Clara Fallone (Oncology)

Sulya Fenichel (Elementary Education)

Nominee for GSA Deputy Speaker:

Preshit Verma (Construction Engineering & Management)

M DuVal asked Councillors to review the bios for the candidates for each election and noted that, as is the practice of GSA Council, each candidate was given the opportunity to address GSA Council. She specified that as one of the Speaker candidates was not able to attend GSA Council, in the interest of fairness GSA Council would not hear from either candidate for that position.

Candidates were asked one question and had 45 seconds to respond. Questions were provided in advance.

1. Taking 45 seconds, please introduce yourself and tell GSA Council what motivated you to run for this position.

P Verma (Candidate for Deputy Speaker) expressed his interest in the position in order to keep discussions and meetings objective-oriented and fair as they benefitted all graduate students at the U of A. P Verma also stated that he would like to assist the GSA moving forward.

C Martinez Sanchez (Candidate for CRO) stated that she was originally from Mexico and a current MBA student. She expressed that she was a true believer in fairness, equality, and good communication and noted that she believed in policy and in getting along with people. She further noted that she had participated in both local and federal election processes in her home country and that she believed she had the necessary skills to serve as CRO.

D Bemister (Candidate for DRO) stated that he was in his first year in AFNS and was motivated to get involved with the GSA because, while he was not interested in running as a GSA Councillor, he was interested in the processes of governance and would like to help.

D Smirnow inquired as to why the process was changing, as previously when there was only one nominee for a position, that nominee would be declared elected. M DuVal explained that was the process to fill vacancies on GSA Standing Committees rather than GSA Council-Elected positions.

b) GSA Governance Committee (2 vacancies)

MOTION BEFORE COUNCIL: That GSA Council, acting on the unanimous recommendation of the GSA Nominating Committee, **RECEIVE FOR INFORMATION** the newly-elected GSA Council members for the two positions on the GSA Governance Committee, as noted below.

Nominees for GSA Governance Committee:

Maryse Ndilu Kiese (GSA Councillor, Religious Studies)
Justin Leifson (GSA Councillor, Political Science)

M DuVal explained that there were two vacancies on the GSA Governance Committee. She noted that, after the standard two rounds of advertising, the GSA Nominating Committee received two nominations. She added that, as per GSA Policy, the two nominees for these positions were declared elected.

MOTION: That GSA Council, acting on the unanimous recommendation of the GSA Nominating Committee, **RECEIVE FOR INFORMATION** the newly-elected GSA Council members for the two positions on the GSA Governance Committee, as noted below. M DuVal **MOVED**. S Ficko **SECONDED**.

Motion **PASSED** unanimously.

For Discussion:

8. GSA Board Strategic Work Plan 2016-2017: Discussion

S Ficko noted that this year the GSA Board wanted to explore new ways of developing its Strategic Work Plan by leading a facilitated workshop for the GSA Board Strategic Work Plan (GSA Board SWP). She noted that her goal, at this meeting, was to have a discussion on issues affecting graduate students and what they would like to see done by the GSA; this feedback would then be considered by the GSA Board in developing the GSA board SWP, prior to bringing it back to GSA Council for information. S Ficko then noted that she had been inspired to do this by the FGSR Council facilitated workshop on the Institutional Strategic Plan. She also mentioned that she had done a lot of reading on strategic work plans and their development. She noted that the GSA Board SWP shaped what the GSA does in the future because, while it was a yearly plan, some of the issues embedded within it would carry over into coming years.

S Ficko noted that a new format for the GSA Board SWP was being explored this year, structured around four themes: negotiate and advocate, support, engage, and sustain. She added that each had associated goals and each goal was divided into three columns: objectives, strategies, and 2016-2017 actions. She noted that this new format would help the GSA Directly-Elected Officers, as well as GSA Council, have a clear indication on what issues were worked on in a particular year and which actions needed to be taken moving forward.

S Ficko explained the four-part process for the facilitated workshop: focused conversation, brainstorming alone and in pairs, group clusters and naming, and sharing top ideas. She then pointed out four working assumptions: everyone has wisdom and everyone's wisdom is needed to achieve the wisest results, there are no wrong answers, the whole is greater than the sum of its parts, and everyone will be heard and will hear others. S Ficko then thanked GSA Council for their understanding, patience, and participation. She then introduced an icebreaker question to start with the first step of the process. The question was "briefly describe one recent issue you know that has affected grad students or that you have been really thinking about recently."

A number of GSA Councillors shared issues relating to this question. B Richardson noted that there had been no information or decisions communicated to graduate students on scholarships given by Alberta Innovates. J Leifso mentioned the Campus Alberta and Federal Government funding opportunities for capital projects. He added that capital projects were important but he would like the University to consider investing in maintaining current University buildings (for example the Tory Building). D Smirnow noted that she would like to see the coverage of the Health and Dental Plan increased. N Meyer stated that she would like to have travel insurance for international students traveling home. A Adjarho noted that she has heard about graduate students having to take ten to twelve courses during their graduate program and felt this was too many. L Sutherland raised the issue of disparity in salaries for TAs and RAs. G Norman noted that when some graduate students receive scholarships, they are only allowed to keep a portion of it as their departments place a cap on the level of funding (both departmental and from scholarships and other sources) that they can receive; he asked why graduate students would apply for these scholarships if they don't receive all the funding and mentioned that this might be more relevant for graduate students in health and science fields. N Prather noted that it was important to advocate for graduate students and engage with the University with respect to their rights. C Reynolds noted that most graduate students will not work in academia and that there should be better means to prepare graduate students for the non-academic workforce.

MOTION: That all current guests of GSA Council **BE GRANTED** speaking privileges for the purposes of this item. S Fenichel **MOVED**. S Ficko **SECONDED**.

Motion **PASSED** unanimously.

S Ficko presented the question that she would like GSA Council to consider for the next steps: “what are specific actions that you want the GSA to take in the next 0-3 years that would result, either now or in the long run, in an important improvement to the graduate student experience at the U of A?” She reminded GSA Council to keep in mind that the GSA represents all graduate students. She instructed GSA Councillors to write one idea per sticky note (these had been distributed to GSA Councillors at the beginning of the meeting) and to use action wording in each idea. After some time elapsed, S Ficko invited GSA Councillors to partner with their neighbour to share and discuss their ideas with an eye to both sharing ideas and helping each other to enhance their clarity.

Again, after some time, S Ficko explained the next step of the workshop which was, in a group of four to six people, to cluster the ideas written on the sticky notes into groups based on the underlying links between them, and then when the ideas were clustered, to give each cluster a name. S Ficko suggested that the name could be a word/title but could also be a sentence. S Fenichel also encouraged each group to decide on a spokesperson, as the last step of the workshop would be group sharing.

After about fifteen minutes, S Ficko invited members to return to their seats and invited each group to share what they had discussed in their clusters.

A Cappello noted that her group had three clusters: anything to do with money (funding, awards, Collective Agreement), the quality of student life, and relationships.

A Radil noted that her group clusters were: promoting student wellness and advocating for fair, equitable, and clear funding.

N Meyer noted that her group discussed student supervision, student engagement, and finances (standardized pay).

R Reklow noted that his group discussed services (promoting existing GSA services, revamping the GSA Health and Dental Plan, increasing professional development opportunities, offering non-English counselling services) and funding (more transparency regarding salaries, more education about the Collective Agreement, higher stipends for graduate students, availability of scholarships and awards, equitable funds across departments, that funding to maintain existing infrastructure matched funding to build new infrastructure, and mindset changes to promote hiring new U of A graduates into academic positions to foster the careers of the people being trained at the U of A).

S Diar-Bakirly noted that her group discussed funding (minimum funding, transparency around scholarships, travel grants, variations in TA and RA stipends), the GSA Health and Dental Plan, and relationships (increasing interactions between graduate students and professors in the same department). She also noted that she liked this process and that she felt that she was participating and asked how this workshop would be included and translated into actions.

P Verma noted that his group discussed travel safety for students going to conferences, increased mental health resources available to students, and professional development (increasing collaboration for internships and allowing for a gap year).

T Nabe noted that his group discussed professional development, health and wellness, and quality of teaching. With respect to the last point, he commented that graduate level courses should be as good, if not better, than undergraduate courses suggested increasing the frequency of evaluations of professors and taking any corrective actions necessary to enhance the quality of teaching (for example requiring that professors take mandatory classes on teaching).

M DuVal noted that a number of points discussed by her group had already been covered. She then noted the major concerns discussed by her group included increasing students’ and professors’ awareness of the Collective Agreement, minimizing the discrepancy in compensation within the University for graduate students, negotiating healthier food options on campus and increasing options for students with dietary restrictions, increasing safe spaces on campus (gender-neutral bathrooms, safe and productive work environments (enough breaks, etc)), penalizing poor supervisors, and increasing affordable student housing. She added that a recurring theme in her group was the disparities in structures and operations in different faculties and departments.

D Brennekamp noted that her group discussed offering different levels of coverage for the GSA Health and Dental Plan and the lack of transparency in some departments.

D Bemister noted that his group discussed creating a searchable and sortable database for scholarships, increasing information on mental health resources, and the creation of networking and social opportunities. F Khodayari noted that there was a tool available on the Faculty of Graduate Studies and Research website to search for scholarships by department.

J Friesen noted that his group discussed transparent communication, including within students' own departments (funding/decisions rubrics so that graduate students understand how decisions are made, education on the payment system to possibly understand disparities) and within the GSA (outreach to explain why the GSA is collectively important, better use of emails to communicate information that might be of interest for all graduate students, more updates on bargaining and negotiations, both related to the GSA Health and Dental Plan and to Collective Bargaining). He suggested modelling GSA negotiation practices on known best practices in other institutions.

S Ficko thanked GSA Council for participating and their valuable feedback. She noted that the GSA Board would take all ideas into consideration as they finalized the GSA Board SWP, and then the GSA Board would forward the GSA Board SWP to GSA Council for information. She added that she would be trying different things to engage GSA Councillors in the upcoming year. She mentioned that she might try a "silent discussion" at the next meeting of GSA Council. She finally asked GSA Council to keep the sticky notes as she would go around to collect them.

Reports

9. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted. In addition, S Ficko noted that the two memoranda of settlement (one to increase funding to the Graduate Support Fund (GSSF) and one to increase compensation rates for graduate assistantships and make changes to the Collective Agreement) that GSA Council voted to ratify last month were ratified by the University's Board of Governors. She added that the new Graduate Student Assistantship Collective Agreement would take effect on 1 September 2016 and that the GSA would distribute information about the new Collective Agreement in the upcoming weeks.

S Ficko also noted that after the presentation by Ian Reade (Director of Athletics) and Cheryl Harwardt (Director of Campus and Community Recreation) at the last meeting, a few questions regarding the Spring/Summer Athletics and Recreation Fee remained unanswered. She reported that the GSA was in contact with C Harwardt and additional information was received regarding these questions. S Ficko indicated that, with respect to graduate students who were assessed the Athletics and Recreation fee on their Spring/Summer fee assessments and who also paid it at the Facilities Services desk, they should visit the Facilities Services desk and they will be issued a refund. She added that the Athletics and Recreation fee was only assessed in the Spring and Summer terms if a graduate student was registered in courses (graduate students with thesis registrations were not assessed the fee) and that graduate students who want to have access to the facilities can opt in online through the Office of the Registrar. She stated that the graduate student fee for the Spring and Summer terms was \$82 (\$41 per term) compared to the community members' fee, which was \$85/month (\$211 per term).

S Ficko also reminded GSA Council members about the GSA Roundtable Discussions and encouraged Council members and other graduate students to attend.

ii. GSA Board Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted.

iii. GSA Budget and Finance Committee Report:

No meetings this reporting period.

iv. GSA Governance Committee Report:

No meetings this reporting period.

10. GSA Nominating Committee Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted. Additionally, M DuVal thanked members for voting and exercising their democratic right in the earlier elections. S Fenichel stated that the results would be part of the GSA Council Summary. M DuVal noted that in the last month the GSA Nominating Committee filled positions on several prestigious awards selection committees. She also noted that there were no current vacancies.

11. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted. Additionally, F Khodayari highlighted two items from his report and invited input from GSA Councillors. First he noted that General Faculties Council had approved the creation of a sub-committee to review both teaching evaluation systems and processes and the Universal Student Rating of Instruction (USRI). He noted that, for graduate students, this issue was two-sided as they were often evaluated as teachers and also evaluating their teachers. He noted that issues that this sub-committee was interested in included the percentage of student participation, the methodology, the timing, the use of the outcomes, and the power of Departments Chairs to make changes based on the outcomes. He then reported on a PD4grad meeting at which FGSR asked for input to make professional development events more efficient, attractive, and useful for graduate students. D Smirnow asked how to share input and F Khodayari replied that it could be emailed to him at gsa.vpacademic@ualberta.ca.

12. Vice-President External

i. Vice-President External's Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted. Additionally, M Khademi noted that last week he, along with the President and the Vice-President Labour, went to Government House to meet the Minister of Advanced Education, Marlin Schmidt. He noted that they also met other graduate and undergraduate student leaders. He added that it was really good to see that this government was open to hearing about students' issues. He noted that he was very optimistic.

ii. GSA Awards Selection Committee's Report:

No meetings this reporting period.

13. Vice-President Labour

i. Vice-President Labour's Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted. Additionally, S van der Klein encouraged students to contact her if they had any problems with the Collective Agreement, as she was responsible for ensuring that the rights of graduate students were respected.

ii. GSA Negotiating Committee Report:

No meetings this reporting period.

iii. GSA Labour Relations Committee Report:

No meetings this reporting period.

14. Vice-President Student Services

i. Vice-President Student Services' Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted. Additionally, A Talaei noted that he was currently working with the organizers of the Student Leaders Summit to increase the involvement of graduate students in this event by having more graduate-focused programming.

ii. GSA Student Affairs Advisory Committee Report:

No meetings this reporting period.

15. Senator

i. Senator's Report:

No written report at this time. J Traynor introduced herself and noted that she was settling into the position new job. She also noted that, on June 15, the University of Alberta's new Chancellor, Doug Stollery, was installed.

16. Speaker

i. Speaker's Report:

No written report at this time.

17. Chief Returning Officer

i. Chief Returning Officer's Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted.

18. GSA Elections and Referenda Committee

i. GSA Elections and Referenda Committee Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted.

19. GSA Management

i. Executive Director's Report:

Members had before them a written report, which had been previously distributed on 17 June 2016. The report stood as submitted. Additionally, E Schoeck noted that, as per the *Post-Secondary Learning Act*, the GSA was subject to an external audit. She noted that the GSA's auditor was Tom Gee at Collins Barrow and that that GSA Council would hear more about the audit next month. She also noted that in the past week, there were two field auditors in the GSA office reading GSA Council and GSA Board minutes and reviewing human resources files. She stated that the auditors had access to any information they required. She also noted that in past years, auditors had questions for the GSA Executive Director; this year was different as they did not have any substantive questions but they had a good discussion about the GSA. E Schoeck thanked S Ball, GSA Accountant, and Dorte Sheikh, GSA Financial Manager, for preparing the audit and making the GSA look very professional.

Question Period

20. Written Questions

None at this time.

21. Oral Questions

None at this time.

Adjournment

The meeting was adjourned at 7:56 pm.

Outline of Issue (GSA COUNCIL)

2015-2016 GSA Audited Financial Statements

Suggested Motion for GSA Council:

That the GSA Council **RECEIVE FOR INFORMATION** the 2015-2016 GSA Audited Financial Statements.

Note: At the meeting of July 5, 2016, the GSA Budget and Finance Committee (GSA BFC) **received for information** the 2015-2016 GSA Audited Financial Statements. At the meeting of July 6, 2016, the GSA Board **approved and forwarded to GSA Council** the 2015-2016 GSA Audited Financial Statements. Members of the GSA BFC have been invited to attend the July 18, 2016 meeting of GSA Council.

Background:

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

Note from the Executive Director: The audit process begins with a Letter of Engagement, which sets out the parameters of the audit. Two CAs from our audit firm, Collins Barrow LLP, then visit the GSA office to review relevant financial information and other files/policies. The audit representative has access to any info he/she wishes to see, and poses questions to the GSA Accountant, Financial Manager, and Executive Director. The President and Executive Director then meet with the audit representative to review and discuss the results. The President and Executive Director then sign off on the audit and the audited financial statements then proceed to the GSA BFC, GSA Board, and then to GSA Council. The audited financial statements are then presented to the Board of Governors for information and posted on the GSA website.

We would like to share the following statement from our Auditor:

“Over the past five years, the GSA has made significant improvements to internal controls and internal control policies and processes. It should be noted that maintaining internal controls is an on-going process and changes will need to be made as circumstances change. In 2010, the GSA was in dire straits. This was reported to the Executive and to the Board by the GSA's former President and by the current Executive Director. Although the GSA has made significant progress, especially with respect to budget and administration, it is important to consolidate those gains, to retain excellent staff, stay on track with the budget plan and continue risk reduction.”

At the request of the Auditor, the GSA BFC discusses the audited financial statements in closed session prior to receiving them for information and the GSA Board discusses the audited financial statements in closed session prior to approving them. GSA Council will be asked to discuss the audited financial statements in open session prior to receiving them for information.

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 Policy, Budget Principles, Practices, and Procedures, Section 2.5.a

“Following the GSA fiscal year end, the GSA Accountant and the GSA Financial Manager, in consultation with the Executive Director, will arrange for an audit of the GSA's financial records by the approved auditor as required by the Post-Secondary Learning Act. 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 Executive Director; then to BFC for information; then to the GSA Board for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The GSA Accountant and the GSA Financial Manager prepare draft financial statements and the year-end working papers.”

Role of the GSA BFC:

GSA Policy, Standing Committees, Budget and Finance Committee, Section 4.2.b.iii:

“The GSA BFC shall fulfil the following advisory functions ... receiving information and advice from the GSA Auditor with respect to any information and recommendations the auditor wishes to present.”

Role of the GSA Board:

As noted in GSA Policy, Budget Principles, Practices, and Procedures, Section 2.5.a (above), the GSA Board approves the audited financial statements.

**THE GRADUATE STUDENTS' ASSOCIATION OF
THE UNIVERSITY OF ALBERTA**

Financial Statements
Year Ended March 31, 2016

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

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Year Ended March 31, 2016

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INDEPENDENT AUDITORS' REPORT

To the Members of The Graduate Students' Association of the University of Alberta

We have audited the accompanying financial statements of The Graduate Students' Association of the University of Alberta, which comprise the statement of financial position as at March 31, 2016 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Graduate Students' Association of the University of Alberta as at March 31, 2016 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.

Collins Barrow Edmonton LLP

Edmonton, Alberta
July 5, 2016

Chartered Accountants

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Financial Position

March 31, 2016

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 929,985	\$ 963,460
Accounts receivable	107,343	101,382
Prepaid expenses	2,001	3,301
	1,039,329	1,068,143
RESTRICTED CASH (Note 3)	1,110,968	1,063,175
PROPERTY AND EQUIPMENT (Note 4)	57,030	82,490
	\$ 2,207,327	\$ 2,213,808
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 5)	\$ 87,570	\$ 126,699
Health and dental plan payable	224,471	197,796
Deferred contributions (Note 6)	217,079	254,156
	529,120	578,651
DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT (Note 7)	19,166	29,166
	548,286	607,817
NET ASSETS		
Invested in property and equipment	37,864	53,324
Internally restricted (Note 8)	1,060,757	957,222
Unrestricted	560,420	595,445
	1,659,041	1,605,991
	\$ 2,207,327	\$ 2,213,808

LEASE COMMITMENTS (Note 9)

APPROVED BY 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, 2016

	2016	2015
REVENUES <i>(Schedule 1)</i>		
Graduate Students' Support Fund	\$ 732,106	\$ 675,127
Administration and services	1,120,817	1,107,994
Other restricted	100,698	79,611
Commercial activities	36,105	9,480
Unitized Endowment Pool	53,864	53,283
	2,043,590	1,925,495
EXPENSES <i>(Schedules 2 and 3)</i>		
Graduate Students' Support Fund	732,606	675,127
Administration and services	1,098,129	1,042,636
Other restricted	79,026	79,611
Commercial activities	10,590	9,480
	1,920,351	1,806,854
	123,239	118,641
Health and Dental Plan - net <i>(Schedule 1)</i>	(70,189)	(100,499)
REVENUES OVER EXPENSES	\$ 53,050	\$ 18,142

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Changes in Net Assets

Year Ended March 31, 2016

	Internally Restricted Net Assets (Note 8)						Unrestricted	2016	2015
	Invested in Property and Equipment	Health and Dental Plan Reserve Fund	Legal Defense Fund	Financial Stabilization Fund	Human Resource Fund	Total Internally Restricted Funds			
NET ASSETS - BEGINNING OF YEAR	\$ 53,324	\$ 220,946	\$ 86,276	\$ 650,000	-	\$ 957,222	\$ 595,445	\$ 1,605,991	\$ 1,587,849
Revenues over (under) expenses	(15,460)	(70,189)	-	-	-	(70,189)	138,699	53,050	18,142
Transfers	-	-	63,724	50,000	60,000	173,724	(173,724)	-	-
NET ASSETS - END OF YEAR	\$ 37,864	\$ 150,757	\$ 150,000	\$ 700,000	\$ 60,000	\$ 1,060,757	\$ 560,420	\$ 1,659,041	\$ 1,605,991

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Statement of Cash Flows

Year Ended March 31, 2016

	2016	2015
CASH PROVIDED BY (USED IN):		
OPERATING ACTIVITIES		
Revenues over expenses	\$ 53,050	\$ 18,142
Items not affecting cash:		
Amortization	25,460	27,340
Amortization of deferred contributions related to property and equipment	(10,000)	(10,000)
	68,510	35,482
Changes in non-cash working capital <i>(Note 10)</i>	(54,192)	133,664
	14,318	169,146
INVESTING ACTIVITY		
Increase in restricted cash	(47,793)	(168,841)
	(47,793)	(168,841)
(DECREASE) INCREASE IN CASH	(33,475)	305
Cash - beginning of year	963,460	963,155
CASH - END OF YEAR	\$ 929,985	\$ 963,460

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2016

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) 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.

(d) 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.

(e) Property and Equipment

Property and equipment are recorded at cost and amortized on the straight-line basis over their estimated useful lives using the following annual rates:

Leasehold improvements	10%
Furniture and fixtures	20%
Computer equipment	30%

(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.

(continues)

THE GRADUATE STUDENTS' ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2016

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

(g) 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. Significant estimates used in the preparation of the financial statements include estimated useful life of property and equipment for purposes of calculating amortization, accrued liabilities and deferred contributions related to property and equipment. Actual results could differ from those estimates.

(h) Financial Instruments

Measurement of Financial Instruments

Financial instruments are financial assets or financial liabilities of the Association where, in general, the Association has the right to receive cash or other 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 financial liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable and restricted cash.

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

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in operations. A previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in operations.

THE GRADUATE STUDENTS' ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2016

3. RESTRICTED CASH

Restricted cash consists of the following:

	2016	2015
Health and Dental Reserve Fund, Financial Stabilization Fund, Legal Defense Fund, and Human Resources Fund-a number of Guaranteed Investment Certificates bearing interest at various rates and maturing from May 2017 to July 2018	\$ 1,110,968	\$ 668,252
Share in Unitized Endowment Pool	-	394,923
	\$ 1,110,968	\$ 1,063,175

Restricted cash has been designated for specific purposes described in Note 8.

During the year, the University of Alberta transferred the Association's share in the Unitized Endowment Pool to the Association in order to comply with the University's investment policy. The proceeds of the share was invested in a GIC bearing interest at 0.85% per annum and maturing July 23, 2018.

4. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Leasehold improvements	\$ 198,000	\$ 159,885	\$ 38,115	\$ 57,915
Furniture and fixtures	104,373	89,178	15,195	18,993
Computer equipment	73,622	69,902	3,720	5,582
	\$ 375,995	\$ 318,965	\$ 57,030	\$ 82,490

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

The decrease to accounts payable and accrued liabilities in 2016 was largely due to a reduced balance payable relating to the Graduate Students' Support Fund which resulted from a large payment made prior to year-end.

THE GRADUATE STUDENTS' ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2016

6. DEFERRED CONTRIBUTIONS

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

	2015	Contributions received during the year	Amounts recognized as revenue	2016
Graduate Students' Support Fund	\$ 128,846	\$ 689,000	\$ 732,106	\$ 85,740
Graduate Student Assistance Program	94,831	83,854	64,837	113,848
Alberta Graduate Council Fees	30,479	7,094	21,672	15,901
Continuum Funding	-	1,590	-	1,590
	\$ 254,156	\$ 781,538	\$ 818,615	\$ 217,079

7. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

Deferred contributions related to property and equipment represent funds received from the University of Alberta which have been used to fund the renovation of the Killam Centre for Advanced Studies. The deferred contributions related to property and equipment is amortized on the same basis as the related leasehold improvements.

Changes to the deferred contributions related to property and equipment balance were as follows:

	2016	2015
Balance at beginning of year	\$ 29,166	\$ 39,166
Amount recognized as revenue	(10,000)	(10,000)
	\$ 19,166	\$ 29,166

THE GRADUATE STUDENTS' ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2016

8. 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, \$63,724 (2015 - \$5,787) 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.

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 Board and will grow until it is equal to at least six months' operating costs.

During the year, \$50,000 (2015 - \$150,000) 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, \$60,000 (2015 - \$nil) was transferred into the fund.

9. LEASE COMMITMENTS

The Association has a five year lease which expires June 2016, 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. Subsequent to the year-end, the Association renewed the lease for another five years under the same terms.

The Association leases photocopiers under operating leases expiring in 2018. Future minimum annual lease payments are as follows:

2017	\$	3,833
2018		<u>3,833</u>
	\$	<u>7,666</u>

THE GRADUATE STUDENTS' ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2016

10. CHANGES IN NON-CASH WORKING CAPITAL

	2016	2015
Accounts receivable	\$ (5,961)	\$ (1,904)
Prepaid expenses	1,300	1,237
Accounts payable and accrued liabilities	(39,129)	98,757
Health and dental plan payable	26,675	10,733
Deferred contributions	(37,077)	24,841
	\$ (54,192)	\$ 133,664

11. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, restricted cash, accounts payable and accrued liabilities and health and dental plan payable.

The Association is exposed to various risks through its financial instruments. The following analysis provides information about the Association's risk exposure as of March 31, 2016.

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, 2016.

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.

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Revenues

(Schedule 1)

Year Ended March 31, 2016

	2016	2015
Graduate Students' Support Fund		
Child care grants	\$ 277,000	\$ 267,500
Emergency bursaries	130,770	87,353
Graduate student recognition awards	18,000	18,000
Academic travel awards	306,336	302,274
	732,106	675,127
Administration and Services		
Awards night	3,000	3,000
Graduate Students' Association fees	1,069,695	1,068,800
Investment and interest	10,191	6,129
Killam Centre for Advanced Studies	10,000	10,000
Miscellaneous	17,931	10,915
Orientation	10,000	9,150
	1,120,817	1,107,994
Other Restricted		
Graduate student assistance program	64,837	65,121
CJSR fees	14,189	14,490
Alberta Graduate Provincial Advocacy Council	21,672	-
	100,698	79,611
Commercial Activities		
Handbook	10,605	9,480
PAW revenue	25,500	-
	36,105	9,480
Unitized Endowment Fund Pool		
Investment income	12,880	11,565
Realized gain	40,984	-
Unrealized gain	-	41,718
	\$ 53,864	\$ 53,283
TOTAL REVENUES	\$ 2,043,590	\$ 1,925,495
Health and Dental Plan		
Plan fees	\$ 2,177,754	\$ 1,903,105
Plan expenses	(2,247,943)	(2,003,604)
	\$ (70,189)	\$ (100,499)

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Expenses

(Schedule 2)

Year Ended March 31, 2016

	2016	2015
Graduate Students' Support Fund		
Child care grants	\$ 277,000	\$ 267,500
Emergency bursaries	130,770	87,353
Graduate student recognition awards	18,500	18,000
Academic travel awards	306,336	302,274
	732,606	675,127
Administration and Services (Schedule 3)		
Governance	186,057	185,860
Advocacy	30,877	17,716
Human resources	725,993	708,008
Office administration	27,319	31,236
Professional	62,406	26,929
Services	40,017	45,547
Amortization	25,460	27,340
	1,098,129	1,042,636
Other Restricted		
Graduate student assistance program	64,837	65,121
CJSR fees	14,189	14,490
	79,026	79,611
Commercial Activities		
Handbook	10,590	9,480
TOTAL EXPENSES	\$ 1,920,351	\$ 1,806,854

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses

(Schedule 3)

Year Ended March 31, 2016

	2016	2015
Governance		
Elected Officers Stipends and Benefits	\$ 163,284	\$ 159,756
Employer Contributions		
Employer CPP contributions	7,077	6,943
Employer EI contributions	4,188	4,102
	11,265	11,045
Elected Officers - Other		
Insurance (Director and Officer liability insurance)	1,215	1,950
Transition/Early Call for Talent	1,188	4,219
Executive officers recognition	147	193
Executive officers discretionary expenses	545	720
Board and other committees	2,632	1,546
	5,727	8,628
Council		
Council/food/other	2,647	2,991
Election	69	598
Council Speaker honorarium	1,500	1,800
Chief Returning Officer honorarium	1,065	1,042
Other honorarium	500	-
	5,781	6,431
	\$ 186,057	\$ 185,860
Advocacy		
Government and External Relations	\$ 8,579	\$ 12,628
University Relations	626	4,097
New Provincial Graduate Student Advocacy Fees (formerly Alberta Graduate Council Fee)	21,672	991
	\$ 30,877	\$ 17,716

(continues)

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

(Schedule 3)

Year Ended March 31, 2016

Human Resources

Salaries and Benefits	\$ 685,232	\$ 663,035
Employer Contributions		
Employer CPP contributions	21,145	21,972
Employer EI contributions	11,343	11,977
	32,488	33,949
Other HR		
Staff recognition	948	1,359
Professional expense allowance	4,304	6,084
Workers' Compensation Board	1,581	1,979
Parking	1,440	1,602
	8,273	11,024
	\$ 725,993	\$ 708,008

Office Administration and Operational Costs

Small equipment purchases	\$ 8,775	\$ 5,713
Telephone and cable	3,442	3,442
Office supplies	2,655	5,221
Repairs and maintenance	2,051	959
Payroll and bank service charges	1,168	1,548
Photocopier lease (office)	8,613	13,738
Insurance	615	615
	\$ 27,319	\$ 31,236

Professional

Financial audit	\$ 9,660	\$ 9,660
Consultants	2,481	3,057
IT consultants	29,766	-
Legal fees - general	20,499	14,212
	\$ 62,406	\$ 26,929

(continues)

See notes to financial statements

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA

Schedule of Administration and Services Expenses *(continued)*

(Schedule 3)

Year Ended March 31, 2016

Service		
Grants and Subsidies		
Academic workshop subsidies	\$ 5,500	\$ 5,500
External grants	1,550	2,233
	7,050	7,733
Student Groups		
Academically-related student group awards	14,981	14,276
Council remuneration student groups	4,475	4,025
	19,456	18,301
Other		
Annual Strategic Plan Initiatives	8,788	-
Association of Managers in Canadian College University and Student Centre membership	650	650
Food Bank contract	-	9,000
Photocopier lease (lounge)	-	3,554
Awards night	2,786	4,528
Orientation	1,287	1,781
	13,511	19,513
	\$ 40,017	\$ 45,547
Amortization	\$ 25,460	\$ 27,340
TOTAL ADMINISTRATION AND SERVICES EXPENSES	\$ 1,098,129	\$ 1,042,636

See notes to financial statements



To: GSA Council

From: Sarah Ficko, GSA President and Chair of the GSA BFC, and Ellen Schoeck, GSA Executive Director and Financial Team Lead

Date: July 8, 2016

Re: 2016-2017 Quarterly GSA Budget Report

Dear Colleagues,

We are in excellent shape with respect to the GSA budget and Ellen and I highlight several areas below:

- We predict a positive balance for the 2016-2017 fiscal year.
- Some budget lines will be overspent and others underspent, resulting in a positive balance at the bottom line. For instance, the NASA staff salary line is slightly overspent while the NASA benefits line is underspent. In the management area, we made a conscious decision to overspend on the Professional Expense Allowance by sending Courtney Thomas to the Centre for Higher Education and Research Development's University Management Course in Banff, but this over expenditure is balanced by under expenditure in other lines.
- Insurance is underspent. We moved to one broker for both General Liability and Directors and Officers Insurance and achieved increased coverage for both policies while reducing expenditure. We are researching other types of insurance that would be prudent for us.
- The Orientations and Departmental Liaison line is underspent (see the accompanying narrative for information on this line).
- With respect to the Campus Food Bank (CFB), we did not provide the CFB in 2015-16 with the \$9K we normally give them. The MOU had expired and, since then, we have been working closely with the CFB to improve their governance, human resources, and financial infrastructures. For this year, the CFB is being provided with quarterly payments as benchmarks are reached.
- The Awards Night line will be overspent because we held two Awards Nights in one budget year. However, we were under spent (at year end 2015-2016) and will be back on track in 2017-2018.
- This year we also had a consultant on site for several months bringing our IT infrastructure up to University minimal standards (an important measure for our organizational health). There was also some expenditure in the Contingency line for new iMACs for office staff, and this expenditure was undertaken as part of the IT review.

The Financial Team is happy to answer any questions!

Outline of Issue (GSA COUNCIL)
GSA 2016-2017 Budget and Expenditure (Quarterly) Report

Suggested Motion for GSA Council:

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report.

Note: At its meeting of July 5, 2016 the GSA BFC **received for information and forwarded to the GSA Board** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. At the meeting of July 6, 2016, the GSA Board **received for information and forwarded to GSA Council** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. Members of the GSA BFC have been invited to attend the July 18, 2016 meeting of GSA Council.

Background:

The quarterly financial reports have been created to build year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular quarterly reporting allows for better forward planning and illustrates the GSA yearly financial cycle.

GSA President and GSA BFC Chair Sarah Ficko and GSA Executive Director Ellen Schoeck set out additional background in the attached cover letter.

Jurisdiction:

GSA Policy, Budget Principles, Practices, and Procedures, Section 2.4.a:

"The GSA Accountant and the GSA Financial Manager shall prepare a quarterly report which will first be submitted to the Executive Director (ED), then the GSA President and then to the GSA BFC, the GSA Board, 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 shall be compliant with Alberta's Personal Information Privacy Act and other applicable laws."

Role of the GSA BFC:

GSA Policy, Standing Committees, GSA Budget and Finance Committee, Section 4.2.c:

"The GSA BFC shall receive for information and forward to the GSA Board quarterly reports on expenses and revenues; these reports shall present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division."

Role of the GSA Board:

As noted in GSA Policy, Budget Principles, Practices, and Procedures, Section 2.4.a (above), the GSA Board receives the quarterly reports for information.

The GSA Financial Team members follow:

- **GSA Executive Director Ellen Schoeck**
- **GSA Director of Services and Governance Courtney Thomas**
- **GSA Accountant Shirley Ball**
- **GSA Financial Manager Dorte Sheikh**
- **GSA Director of Operations Heather Hogg**

The Financial Team agrees that the GSA's budget is on track at the end of the first quarter of 2016-2017.

The Graduate Students' Association of the University of Alberta
2016-2017 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

1st Update, April to May 2016 actuals and June 2016 to March 2017 forecast

	CURRENT YEAR April 1, 2016 to March 31, 2017							PRIOR YEAR Comparative	
	2016-2017	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual 2015-2016
	Approved Budget	Apr 2016 to May 2016	Jun 2016 to Mar 2017					Apr 2015 to May 2015	Apr 2015 to March 2016
REVENUE									
GSA Fees Revenue	1,080,467	432,176	648,291	1,080,467	-		0%	456,818	1,069,695
Investment Revenue	25,000	2,186	22,814	25,000	-	1	0%	11,649	64,055
Funding from Others	15,980	-	16,690	16,690	710		4%	-	23,380
Chopped Leaf (PAW Centre) Revenue	42,171	7,028	35,143	42,171	-	2	0%	-	24,796
Other Revenue	1,266	1,000	266	1,266	-		0%	-	7,552
Total Revenue	1,164,884	442,390	723,204	1,165,594	710		0%	468,467	1,189,478
EXPENSES									
Governance	203,792	32,801	166,927	199,728	4,064		2%	30,906	186,057
Advocacy	25,131	4,573	20,558	25,131	-		0%	486	16,894
Human Resources	725,093	118,678	601,002	719,680	5,413		1%	110,138	725,389
Office Administration	29,647	5,514	20,779	26,293	3,354		11%	4,066	26,277
Professional	61,545	10,367	51,178	61,545	-		0%	1,470	62,406
Services Expenses	61,750	13,124	45,992	59,116	2,634	3	4%	9,814	37,795
Operating/Contingency Fund	15,575	7,217	8,358	15,575	-		0%	-	3,845
Total Expenses	1,122,533	192,274	914,794	1,107,068	15,465		1%	156,880	1,058,663
BALANCE	42,351	250,116	(191,590)	58,526	16,175		38%	311,587	130,815

Explanatory notes:

- Under the variance column high-lighted red numbers indicates revenue shortfall, or an expense overexpenditure.
- Under the variance column black numbers indicates more revenue received than budgeted, or an expense savings.
- Projected Surplus funds will be applied to the Financial Stabilization Fund.
- Since only two months of actuals are being reported the budget variances are very preliminary.

1. In 2015-16 the first quarter investment revenue was higher than the 2016-2017 quarter as the Unitized Endowment Pool interest payment was received each May. When the UEP was cashed out in July 2015 the GSA realized a gain of \$42,215 which resulted in higher revenue than forecast. In 2016-2017 the interest revenue from the investments with ATB is accrued monthly.

2. Chopped Leaf revenue commenced in August 2015 and was moved from Restricted Revenue to Operating Revenue in 2016-2017.

3. The category of Services Expenses had a budget increase in 2015-2016 due to the addition of two new expense lines of Annual Strategic Plan Initiatives and Orientation/Departmental Liaison. However the funds in the Orientation/DLI line were not fully spent in 2015-2016 but an increase in spending is anticipated in 2016-2017 in the Departmental Liaison Initiative line. Additionally the Food Bank contribution was not made in 2015-2016 due to operational concerns.

The Graduate Students' Association of the University of Alberta
 2016-2017 GSA Restricted and Other Funding
 Budget and Expenditure Report
 1st Update, April to May 2016 actuals and June 2016 to March 2017 forecast

	CURRENT YEAR April 1, 2016 to March 31, 2017				PRIOR YEAR Comparative				
	2016-2017 Approved Budget	Actual Apr 2016 to May 2016	Forecast Jun 2016 to Mar 2017	Total	Variance	Ref #	% Variance	Actual Apr 2015 to May 2015	Total Actual 2015-2016 Apr 2015 to March 2016
Fundraised Activity									
GSA Handbook	11,000	-	11,000	11,000	-		0%	-	10,590
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	18,500
GSA Child Care Grants	249,000	92,000	157,000	249,000	-		0%	76,000	277,000
GSA Emergency Bursaries	137,500	7,253	130,247	137,500	-		0%	20,057	130,770
GSA Academic Travel Awards	384,500	97,285	287,215	384,500	-		0%	89,225	306,336
	789,000	196,538	592,462	789,000	-		0%	185,282	732,606
Other Restricted Funding									
ab-GPAC	7,361	-	7,361	7,361	-		0%	-	13,983
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,722	-	14,722	14,722	-		0%	-	14,189
GSAP (Graduate Student Assistance Program) Fees Collected	66,163	-	66,163	66,163	-		0%	-	64,838
Health Plan Revenue	1,315,120	-	1,315,120	1,315,120	-		0%	-	1,344,025
Dental Plan Revenue	982,943	-	982,943	982,943	-		0%	-	903,918
	2,386,309	-	2,386,309	2,386,309	-		0%	-	2,340,953
BALANCE	3,186,309	196,538	2,989,771	3,186,309	-		0%	185,282	3,084,149

Explanatory notes:

*Over/Under Budget column: Since only two months of actuals are being reported a balanced budget is presented. As such the budget is neither over spent or under spent.

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

Account Name and Budget	Brief Description	Narrative and Variance
GSA REVENUE		
GSA Fees		
<p>GSA Fees (annual membership fee)</p> <p>\$1,080,467 budget</p>	<ul style="list-style-type: none"> • The Graduate Students’ Association (GSA) is supported by student annual membership fees which are levied by 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. • Based on the three-year funding agreement signed between the GSA and the University on March 2, 2016, the GSA will receive: <ul style="list-style-type: none"> ○ 40% advance in May based on the projected fall/winter enrollment ○ 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> ○ 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> ○ Final payment in April (next fiscal year) after the actual student enrollment is reconciled 	<ul style="list-style-type: none"> • For 2016-2017, the projected GSA revenue is \$1,080,467. This is based on funding 5,825 full-time students (5,825 @ \$160.66 per student) and 1,200 part-time students (1,200 @ \$120.50 per student). • Actual April to May: \$432,176 • Forecast June to March: \$648,291 • The 2015-2106 actual was \$1,069,695
Investment Revenue		
<p>Endowment Fund</p> <p>No budget</p>	<ul style="list-style-type: none"> • The Unitized Endowment Pool (UEP) consisted of an initial amount of \$265,000 which provided for annual payments to the GSA by the University. <i>(In 1997 the GSA could not pay the Power Plant lease so the University bought the hard goods in this facility and the revenue went into the UEP.)</i> • In June 2015 the University advised that they could no longer retain the GSA’s share in the UEP. 	

Account Name and Budget	Brief Description	Narrative and Variance
	<ul style="list-style-type: none"> At the end of March 31, 2015 the share in the UEP had a market value of \$394,922. In July 2015 cash proceeds of \$437,137 were deposited in the GSA bank account. This resulted in a gain of \$42,215 (437,137 - 394,922 = 42,215). Funds invested with Alberta Treasury Branch as of May 2016. 	
Interest and Investment Income \$25,000 budget	<ul style="list-style-type: none"> Interest on investments. An investment strategy for these funds has been established. ATB Investment Management Inc. is managing the investment portfolio. 	<ul style="list-style-type: none"> On target Actual April to May: \$2,186 Forecast June to March: \$22,814 The 2015-2106 actual was \$10,191
	Funding from Others	
Funding from the Dean of Students and the Dean of FGSR \$7,500 budget	<ul style="list-style-type: none"> 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, other student engagement events and professional development for graduate students. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$7,500 The 2015-2106 actual was \$14,190
Funding from Studentcare.networks \$4,480 budget	<ul style="list-style-type: none"> Studentcare.networks provides \$5,190 per year to the GSA to be used for the benefit of students entirely at the discretion of the GSA (additional to funds provided for their yearly ad in the GSA handbook and sponsorship of Awards Night). The commitment is for 5 years starting in 2015-2016. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$5,190 The 2015-2106 actual was \$5,190
Temporary Funding from TDIMM \$4,000 budget	<ul style="list-style-type: none"> TD Insurance Meloche Monnex provides this funding for various events and initiatives organized by the GSA, such as Awards Night and Orientation. See MOU for details. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$4,000 The 2015-2106 actual was \$4,000

	Revenue from Commercial Activities (Chopped Leaf)	
Chopped Leaf (In Physical Activity and Wellness (PAW) Centre) Revenue \$42,171 budget	<ul style="list-style-type: none"> The GSA has a financial arrangement, in a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet. Revenues commenced in August 2015. 	<ul style="list-style-type: none"> In the 2015-16 budget this item was moved from the Restricted and Other Funding Budget to the Operating Budget. On target Actual April to May: \$7,028 Forecast June to March: \$35,143 The 2015-2106 actual was \$26,775
	Other Revenue	
Other Revenue \$1,266 budget	<ul style="list-style-type: none"> This account is used to record revenue that may arise from other sources or one-time funding opportunities. 	<ul style="list-style-type: none"> On target Actual April to May: \$1,000 Forecast June to March: \$266 The 2015-2106 actual was \$67,552
GSA GOVERNANCE		
	Directly-Elected Officers Stipends	
Directly-Elected Officers Stipends \$161,978 budget	<ul style="list-style-type: none"> The Directly-Elected Officers includes the President, the VP Academic, the VP Student Services, the VP External, and the VP Labour. In 2016-2017, the President receives an annual stipend of \$38,566 and the four VP positions each receive \$30,853. Any changes in the stipends above the Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw Part IV, Officers Section 2.3.2). Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of Directly-Elected Officers from their stipend totals. 	<ul style="list-style-type: none"> On target Actual April to May: \$26,784 Forecast June to March: \$134,982 The 2015-2106 actual was \$159,141

Directly-Elected Officers Benefits		
GSA Health and Dental Plan \$2,250 budget	<ul style="list-style-type: none"> The rate currently is \$492.95 per student per annum. This invoice is paid in September. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$2,250 The 2015-2106 actual was \$2,143
U-Pass \$2,125 budget	<ul style="list-style-type: none"> The U-Pass is set at \$141.67 each term. This amount is reimbursed in May, September, and January. 	<ul style="list-style-type: none"> On target Actual April to May: \$677 Forecast June to March: \$1,354 The 2015-2106 actual was \$2,000
Employer Contributions		
Employer CPP Contributions \$7,338 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to May: \$1,181 Forecast June to March: \$5,960 The 2015-2106 actual was \$7,077
Employer EI Contributions \$4,405 budget	<ul style="list-style-type: none"> This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to May: \$705 Forecast June to March: \$3,553 The 2015-2106 actual was \$4,188
Elected Officers - Other Expenses		
Insurance \$2,025 budget	<ul style="list-style-type: none"> Directors and Officers Liability Insurance. Paid annually in January. New insurance broker retained in January 2016 which has resulted in a policy rate savings. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$1,215 The 2015-2106 actual was \$1,215
Transition/Early Call for Talent \$4,697 budget	<ul style="list-style-type: none"> May be used to fund Early Call for Talent in the fall. Transition activity typically occurs in March and April. Majority of 2016-2017 transition expenses have occurred in April and May 2016, rather than March so an over expenditure is forecast. 	<ul style="list-style-type: none"> Overspent Actual April to May: \$2,324 Forecast June to March: \$3,210 The 2015-2106 actual was \$1,188

GSA 2016-2017 Operating Budget (Narrative)

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<p>Elected Officers Expenses</p> <p>\$2,336 budget</p>	<ul style="list-style-type: none"> • Expenses related to hosting/food/conferences to maintain current GSA relationships. • Pre-approval by two signing authorities needed. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$236 • Forecast June to March: \$2,100 • The 2015-2106 actual was \$545
<p>Board and Other Committee Expenses</p> <p>\$5,411 budget</p>	<ul style="list-style-type: none"> • The cost estimate is based on 52 Board meetings per year at \$104 per meeting and occasional meetings of other committees. • The primary Board expense is the provision of a lunch. Costs are being contained by the use of more economical frozen foods which are prepared in-house. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$5,411 • The 2015-2106 actual was \$2,632
<p>Council Expenses</p>		
<p>Council/Food/Other Expense</p> <p>\$3,513 budget</p>	<ul style="list-style-type: none"> • The estimate is based on 12 meetings per year at \$292 per meeting. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$594 • Forecast June to March: \$2,748 • The 2015-2106 actual was \$2,647
<p>Election Expenses</p> <p>\$2,360 budget</p>	<ul style="list-style-type: none"> • This is used to cover expenses associated with the GSA General Election that takes place in March. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$1,000 • The 2015-2106 actual was \$69
<p>Council Speaker Honorarium</p> <p>\$2,272 budget</p>	<ul style="list-style-type: none"> • Speaker is paid an honorarium for each GSA Council meeting (\$150 per meeting). 	<ul style="list-style-type: none"> • On target • Actual April to May: \$300 • Forecast June to March: \$1,500 • The 2015-2106 actual was \$1,500
<p>Chief Returning Officer Honorarium</p> <p>\$1,082 budget</p>	<ul style="list-style-type: none"> • Chief Returning Officer is paid an honorarium for managing the GSA General Election including any by-elections and referenda. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$1,082 • The 2015-2106 actual was \$1,065
<p>Other Honoraria</p> <p>\$2,000 budget</p>	<ul style="list-style-type: none"> • 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. • Example, DRO needs to fill in for CRO for a significant period. • Pre-approval by two signing authorities is needed. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$500 • The 2015-2106 actual was \$500

GSA ADVOCACY		
<p>Government and External Relations</p> <p>\$16,239 budget</p>	<ul style="list-style-type: none"> 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. In its Strategic Work Plan (SWP), the GSA Board identified the need for a strong voice at the table with government (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. As a strong, stable, rebuilt organization, the GSA and its leaders are now in an excellent position to take on intensive, integrated advocacy for and presentation of graduate student issues. 	<ul style="list-style-type: none"> On target Actual April to May: \$3,843 Forecast June to March: \$12,396 The 2015-2106 actual was \$8,490
<p>University Relations</p> <p>\$1,080 budget</p>	<ul style="list-style-type: none"> Expenses related to the building, or repair, of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses. Pre-approval by two signing authorities needed. 	<ul style="list-style-type: none"> On target Actual April to May: \$105 Forecast June to March: \$975 The 2015-2106 actual was \$715
<p>ab-GPAC</p> <p>\$7,812 budget</p>	<ul style="list-style-type: none"> In 2013, the Alberta Graduate Council (AGC) closed its operations. A new Provincial Graduate Student Advocacy group (ab-GPAC) was formed under the Societies Act in October 2014. The mandate is to lobby with the Alberta government in promoting the interests and concerns of graduate students. Fees for the new ab-GPAC have been set at \$3.00 per graduate student per year, effective September 2015. Previously the fees for AGC were \$2.00 per year, covered in part by a dedicated fee of \$0.50 assessed per graduate student per term that was implemented by a referendum in 2000. The remaining \$0.50 per graduate student per term is paid out of the GSA operating budget as the "GSA contribution." In the time period between the disbanding of AGC and the start-up of ab-GPAC the dedicated fees collected were held in reserve. This reserve will be drawn down this year to cover the \$1.00 difference in fees. 	<ul style="list-style-type: none"> On target Actual April to May: \$625 Forecast June to March: \$7,187 The 2015-2106 actual was \$7,689

GSA Office – Human Resources		
Staff Represented by NASA		
<p>Staff Represented by NASA - Salaries</p> <p>\$187,000 budget</p>	<ul style="list-style-type: none"> Note that the salaries are gross salaries including tax, employee EI and CPP, and union dues – remittances are made on behalf of employees from their salary totals. This is to include approved cost of living increases and one-time payments (e.g. responsibility pay). The 2016-2017 is understated by \$58,000 due to a vacant staff position. 	<ul style="list-style-type: none"> Overspent by \$4,645 Actual April to May: \$32,205 Forecast June to March: \$159,440 The 2015-2106 actual was \$198,418
<p>Staff Represented by NASA – Benefits</p> <p>\$19,530 budget</p>	<ul style="list-style-type: none"> The GSA is providing lump sum payments in lieu of benefits to supplement salaries for continuing staff. The budget of \$19,530 was calculated on the basis of 8% (as a starting point) of the salaries of continuing staff even though the University’s benefit package is 20% of salary (including health and dental). 	<ul style="list-style-type: none"> Underspent by \$4,199 Actual April to May: \$0.00 Forecast June to March: \$15,331 The 2015-2106 actual was \$12,461
<p>Staff Represented by NASA – GSA Health and Dental Plan and GSAP</p> <p>\$1,900 budget</p>	<ul style="list-style-type: none"> The rate is currently \$492.95 per annum per staff. The Graduate Student Assistance Plan is \$21 per annum per staff. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$1,541 The 2015-2106 actual was \$1,286
<p>Staff Represented by NASA – Employer CPP Contributions</p> <p>\$10,000 budget</p>	<ul style="list-style-type: none"> This is the GSA’s contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to May: \$1,522 Forecast June to March: \$7,459 The 2015-2106 actual was \$8,281
<p>Staff Represented by NASA – Employer EI Contributions</p> <p>\$5,348 budget</p>	<ul style="list-style-type: none"> This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to May: \$848 Forecast June to March: \$4,197 The 2015-2106 actual was \$4,513

<p>Staff Development (NEW) \$2,400 budget</p>	<ul style="list-style-type: none"> The staff NASA contract provides for support of \$800.00 per staff for courses related to staff development. 	<ul style="list-style-type: none"> New budget line for 2016-2017. On target Actual April to May: \$0.00 Forecast June to March: \$2,400
<p>Management</p>		
<p>Management - Salaries \$384,000 budget</p>	<ul style="list-style-type: none"> Management positions were reorganized into two key positions of Executive Director and Director of Operations/Financial Manager (DO/FM) in 2010-2011. These were externally benchmarked and approved unanimously by GSA Council. These positions are still evolving as the GSA finishes a rebuilding which began in 2010. The Executive Director salary and other employment related expenses are established in a contractual agreement. The salary was benchmarked in 2010 by Human Resources and compared to a similar position at the University of Calgary. The DO/FM left in 2011. A part-time Chartered Accountant and a part-time Financial Manager were hired. The DO position was combined with the Labour Professional position. The Director of Operations/ Labour Professional works three days a week (reduced in 2013 from four days). A half-time position approved in the 2012-2013 budget at \$35,000 is now the full-time Director of Services and Governance position, benchmarked against a University APO's salary. The last position, as envisioned in the succession plan, is the Associate Director, which was filled in 2014. 	<ul style="list-style-type: none"> On target Actual April to May: \$63,427 Forecast June to March: \$320,000 The 2015-2106 actual was \$393,739
<p>Management - Merit Pay/Contractual for Management \$30,062 budget</p>	<ul style="list-style-type: none"> In accordance with the Executive Director's contract, the ED has the opportunity to receive merit pay and other contractual expenses (being paid monthly). The ED declined to have merit pay built into her salary. The ED uses this fund primarily to provide merit pay to managers. Unspent funds from this line may be used to augment RRSP payments or other management benefits to take into account the realities of the competitive market (e.g. the GSA does not have a 	<ul style="list-style-type: none"> On target Actual April to May: \$1,994 Forecast June to March: \$28,068 The 2015-2106 actual was \$29,624

GSA 2016-2017 Operating Budget (Narrative)

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	pension plan).	
Management - Benefits \$28,285 budget	<ul style="list-style-type: none"> In 2013 the GSA began to provide benefit compensation for management. The budget was calculated on the basis of 8% (as a starting point) of salary even though the University's benefit package is 20% of salary (including health and dental). 	<ul style="list-style-type: none"> On target Actual April to May: \$4,557 Forecast June to March: \$23,000 The 2015-2106 actual was \$27,038
Management - RRSP \$17,678 budget	<ul style="list-style-type: none"> In accordance with the contract, the Executive Director is entitled to an RRSP payment of \$5,000 (made in monthly increments). Other management also receive RRSP payments. The budget was calculated on the basis of 5% of salary. 	<ul style="list-style-type: none"> On target Actual April to May: \$2,729 Forecast June to March: \$13,900 The 2015-2106 actual was \$16,278
Management - GSA Health and Dental Plan and GSAP \$2,500 budget	<ul style="list-style-type: none"> The rate currently is \$492.95 per annum per management staff. The Graduate Student Assistance Plan is \$21 per annum per management staff. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$2,500 The 2015-2106 actual was \$2,143
Management - Employer CPP Contributions \$11,500 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to May: \$3,023 Forecast June to March: \$9,000 The 2015-2106 actual was \$12,863
Management - Employer EI Contributions \$6,375 budget	<ul style="list-style-type: none"> This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to May: \$1,638 Forecast June to March: \$5,192 The 2015-2106 actual was \$6,830
	Other HR Expenses	
Parental/Other Discretionary Leave \$0.00 budget	<ul style="list-style-type: none"> A Parental/Other Discretionary Leave Fund of \$60,000 has been established outside of the Operating Budget and is posted in the audited financial statements. This funding is for parental and other discretionary leave. This is contractual as per the GSA staff agreement with NASA and is also 	

GSA 2016-2017 Operating Budget (Narrative)

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	<p>available to managers.</p> <ul style="list-style-type: none"> This line will not be included in next year's budget. 	
<p>Office Recognition</p> <p>\$2,811 budget</p>	<ul style="list-style-type: none"> This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> On target Actual April to May: \$58 Forecast June to March: \$2,753 The 2015-2106 actual was \$528
<p>Vacation Payout</p> <p>\$5,244 budget</p>	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director for vacation payout, for vacation payout for NASA-represented staff in accord with their Collective Agreement, and for managers at the ED's discretion. Unspent funds from this line may be used to augment RRSP payments, or professional development. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$3,500 The 2015-2106 actual was \$4,417
<p>Professional Expense Allowance</p> <p>\$6,292 budget</p>	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director. Budget will also be set aside for other management positions and professional development. In 2016-2017 the Director of Services and Governance attended The Banff Centre Management course in May 2016, for a one-time expense of approximately \$4,900. Unspent funds may be used for other management benefits at the discretion of the ED. 	<ul style="list-style-type: none"> Estimated to be overspent by \$2,400 Actual April to May: \$6,118 Forecast June to March: \$2,550 The 2015-2106 actual was \$3,948
<p>Workers' Compensation</p> <p>\$2,000 budget</p>	<ul style="list-style-type: none"> 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. WC was acquired on April 7, 2014. WCB-Alberta requires an annual return be filed by the last day of February each year. 	<ul style="list-style-type: none"> On target Actual April to May: \$269 Forecast June to March: \$1,254 The 2015-2106 actual was \$1,581
<p>Parking</p> <p>\$2,166 budget</p>	<ul style="list-style-type: none"> Contractual arrangement for Executive Director. Other occasional parking for elected officers, staff, and management. 	<ul style="list-style-type: none"> On target Actual April to May: \$292 Forecast June to March: \$1,317 The 2015-2106 actual was \$1,440

GSA Office Administration and Operational Costs		
Capital items \$6,292 budget	<ul style="list-style-type: none"> This budget line refers to purchases of major assets that the GSA will need and is part of a five-year plan established in 2010. As of 2015 we had an external IT review and hired an IT expert to bring the GSA up to minimum university IT standards. This will involve some one-time costs in 2016 and 2017. 	<ul style="list-style-type: none"> On target Actual April to May: \$1,864 Forecast June to March: \$4,428 The 2015-2106 actual was \$8,775
Telephone & Cable \$4,195 budget	<ul style="list-style-type: none"> Billed monthly. The number of phones was reduced from 15 to 7 in 2011 and reduced to 6 in 2015. 	<ul style="list-style-type: none"> On target Actual April to May: \$645 Forecast June to March: \$2,488 The 2015-2106 actual was \$3,442
Office Supplies \$5,490 budget	<ul style="list-style-type: none"> General office expenses including office supplies, postage, swag purchases, printing, and miscellaneous office expenses. 	<ul style="list-style-type: none"> On target Actual April to May: \$184 Forecast June to March: \$5,306 The 2015-2106 actual was \$2,632
Repair and Maintenance \$2,003 budget	<ul style="list-style-type: none"> Contingency fund for repair and maintenance of office furniture, appliances, computers, and equipment. Includes monthly fees for Adobe Creative Cloud. 	<ul style="list-style-type: none"> On target Actual April to May: \$690 Forecast June to March: \$1,313 The 2015-2106 actual was \$1,031
Payroll and Banking Service Charges \$1,678 budget	<ul style="list-style-type: none"> The payroll processing charges to CERIDIAN (payroll service provider). Business banking plan fees and Corporate MasterCard annual fees. 	<ul style="list-style-type: none"> On target Actual April to May: \$185 Forecast June to March: \$936 The 2015-2106 actual was \$1,169
Photocopier Lease (Office) \$5,000 budget	<ul style="list-style-type: none"> The GSA leases two photocopiers for office use. Billing occurs monthly. 	<ul style="list-style-type: none"> On target Actual April to May: \$671 Forecast June to March: \$3,354 The 2015-2106 actual was \$4,777
Photocopier Meter (Office) \$3,500 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> On target Actual April to May: \$604 Forecast June to March: \$2,524 The 2015-2106 actual was \$3,291

GSA 2016-2017 Operating Budget (Narrative)

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Photocopier Paper (Office) \$839 budget	<ul style="list-style-type: none"> Purchased monthly. 	<ul style="list-style-type: none"> On target Actual April to May: \$136 Forecast June to March: \$430 The 2015-2106 actual was \$545
General Liability Insurance (Office) \$650 budget	<ul style="list-style-type: none"> General liability office insurance, which was doubled in 2013. New insurance broker retained in January 2016 which has resulted in a policy rate savings. 	<ul style="list-style-type: none"> On target Actual April to May: \$535 Forecast June to March: \$0.00 The 2015-2106 actual was \$615
GSA Professional		
Financial Auditing \$10,770 budget	<ul style="list-style-type: none"> GSA has an annual audit performed by Collins Barrow. Required by <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$10,770 The 2015-2106 actual was \$9,660
Consultants \$20,800 budget	<ul style="list-style-type: none"> Hired IT consultant in April and May. Budget allows for further IT consulting as needed. 	<ul style="list-style-type: none"> On target Actual April to May: \$6,732 Forecast June to March: \$14,068 The 2015-2106 actual was \$32,247
Investment Advisor (NEW) \$9,000 budget	<ul style="list-style-type: none"> Investment advisor fees for ATB Investment Management Inc. 	<ul style="list-style-type: none"> New for 2016-2017. On target Actual April to May: \$0.00 Forecast June to March: \$9,000
Legal Fees - General \$20,975 budget	<ul style="list-style-type: none"> Legal advice on major initiatives such as PAW, operational issues such as Bylaw changes, and election issues. If there are monies remaining at year-end these funds are added to continue build-up of a healthy Legal Defense Fund, on advice from our auditor. 	<ul style="list-style-type: none"> On target Actual April to May: \$3,635 Forecast June to March: \$17,340 The 2015-2106 actual was \$20,499

GSA Service Expenses		
Grants and Subsidies Expenses		
Academic Workshop Subsidies \$5,711 budget	<ul style="list-style-type: none"> Executive Director, Director of Operations, and relevant VPs recommended to the GSA Board and the GSA Budget and Finance Committee to continue providing these subsidies as students' reviews of the workshops are outstanding. 	<ul style="list-style-type: none"> On target Actual April to May: \$2,500 Forecast June to March: \$3,000 The 2015-2106 actual was \$5,500
External Grants \$2,324 budget	<ul style="list-style-type: none"> Funds request for external grants such as a grant for the Long Night Against Procrastination event and International Week sponsorship. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$2,050 The 2015-2106 actual was \$1,550
Student Groups		
Council Remuneration Student Groups \$5,192 budget	<ul style="list-style-type: none"> GSA funding program for eligible departmental graduate student groups based on the attendance of their department councillor over the GSA Council year. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$5,000 The 2015-2106 actual was \$4,475
Academically-Related Student Group Awards \$15,575 budget	<ul style="list-style-type: none"> The GSA provides a grant program, ongoing through the year, for departmental academically-related graduate student groups to: <ul style="list-style-type: none"> Bring in special guest lecturers or host academic-style events. Support the academic activities of graduate students at the departmental level. 	<ul style="list-style-type: none"> On target Actual April to May: \$3,563 Forecast June to March: \$12,012 The 2015-2106 actual was \$14,981
Other Expenses		
Annual Strategic Plan Initiatives \$8,480 budget	<ul style="list-style-type: none"> Any new strategic planning initiatives may be funded from this account. Funding for this account line comes from the \$4,480 funding from Studentcare.networks and the \$4,000 from TDIMM. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$8,480 The 2015-2106 actual was \$8,788
Orientations and	<ul style="list-style-type: none"> Combined funding of \$7,500 is received from the Dean of Students 	<ul style="list-style-type: none"> On target

GSA 2016-2017 Operating Budget (Narrative)

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Departmental Liaison \$7,500 budget	and the Dean of FGSR. <ul style="list-style-type: none"> 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 for new graduate students, other graduate student engagement events, and professional development for graduate students. 	<ul style="list-style-type: none"> Actual April to May: \$0.00 Forecast June to March: \$2,050 The 2015-2106 actual was \$1,287
AMICCUS-C Membership \$700 budget	<ul style="list-style-type: none"> Membership to AMICCUS (Association of Managers in Canadian Colleges and University Student Centers). 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$650 The 2015-2106 actual was \$650
Food Bank Memorandum of Understanding \$9,000 budget	<ul style="list-style-type: none"> Contribution will be made in quarterly installments to the Campus Food Bank (which was founded by the GSA). GSA Board did not disburse funds to the Food Bank in 2015-2016 due to operational concerns. 	<ul style="list-style-type: none"> On target Actual April to May: \$2,250 Forecast June to March: \$6,750 The 2015-2106 actual was \$0.00
Awards Night \$7,268 budget	<ul style="list-style-type: none"> Expenses for the annual GSA Awards Night (normally in March). In 2015-2016 Awards Night fell on April 1, 2016 so expenses incurred so far this year are for that event. Over expenditure is forecast as 2016-2017 expenses will be incurred in March 2017. 	<ul style="list-style-type: none"> Overspent by \$3543 Actual April to May: \$4,811 Forecast June to March: \$6,000 The 2015-2106 actual was \$565
GSA Operating/Contingency Fund		
Operating /Contingency Fund \$15,575 budget	<ul style="list-style-type: none"> A contingency fund is a fund set aside to handle unexpected and unanticipated expenses that are outside the range of the operating budget. Use of contingency is upon recommendation of the President. 	<ul style="list-style-type: none"> On target Actual April to May: \$7,217 Forecast June to March: \$8,358 The 2015-2106 actual was \$3,845

GSA 2016-2017 Restricted and Other Funding Budget (Narrative)

7.18

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Fundraised Activity		
GSA Agenda/Handbook \$11,000 budget	<ul style="list-style-type: none"> The GSA sells advertising space in the yearly graduate student agenda/handbook to subsidize printing costs. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$11,000 The 2015-2016 actual was \$10,590
<p>Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</p> <p>The Memorandum of Settlement provided for total funds of \$789,000 for the GSSF for 2015-2016, and the budget is based on the funding remaining the same. Individual budgets have been set for the components of Graduate Student Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel Awards. Reallocation of funds between these components are recommended to the Board and approved by the Board.</p>		
GSA Recognition Awards \$18,000 budget	<ul style="list-style-type: none"> Funds provide for various awards presented at the annual Awards Night. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses for the Awards Night are processed in the following March. 	<ul style="list-style-type: none"> On target Actual April to May: \$0.00 Forecast June to March: \$18,000 The 2015-2016 actual was \$18,500
GSA Child Care Grants \$249,000 budget	<ul style="list-style-type: none"> Graduate students can apply for this Grant to offset the cost of child care. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to May: \$92,000 Forecast June to March: \$157,000 The 2015-2016 actual was \$277,000
GSA Emergency Bursaries \$137,500 budget	<ul style="list-style-type: none"> Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to May: \$7,253 Forecast June to March: \$130,247 The 2015-2016 actual was \$130,770
GSA Academic Travel Awards \$384,500 budget	<ul style="list-style-type: none"> Graduate students can apply for this award to participate in academic activities such as conferences and research trips. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to May: \$97,285 Forecast June to March: \$287,215 The 2015-2016 actual was \$306,336

GSA 2016-2017 Restricted and Other Funding Budget (Narrative)

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Account Name and Budget	Brief Description	Narrative
ab-GPAC \$7,361 budget	<ul style="list-style-type: none"> • In 2013, the Alberta Graduate Council (AGC) closed its operations. A new Provincial Graduate Student Advocacy group (ab-GPAC) was formed under the <i>Societies Act</i> in October 2014. The mandate is to lobby with the Alberta government in promoting the interests and concerns of graduate students. • Fees for the new ab-GPAC have been set at \$3.00 per graduate student per year, effective September 2015. • Previously the fees for AGC were \$2.00 per year, covered in part by a dedicated fee of \$0.50 assessed per graduate student per term that was implemented by a referendum in 2000. The remaining \$0.50 per graduate student per term is paid out of the GSA operating budget as the "GSA contribution." In the time period between the disbanding of AGC and the start-up of ab-GPAC the dedicated fees collected were held in reserve. This reserve will be drawn down this year to cover the \$1.00 difference in fees. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$7,361 • The 2015-2016 actual was \$13,983
CJSR Fees \$14,722 budget	<ul style="list-style-type: none"> • 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. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$14,722 • The 2015-2016 actual was \$14,189
GSAP (Graduate Students Assistance Program) \$66,163 budget	<ul style="list-style-type: none"> • The Graduate Students Assistance Plan began in September 2009, and is funded in part by a \$12 per 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. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$66,163 • The 2015-2016 actual was \$64,838
Health Plan \$1,315,120 budget	<ul style="list-style-type: none"> • This is the fee that is charged to students for the health part of the Health and Dental plan. • The 2016-2017 fee is \$280.70 per student per year. • Revenue and the related expenses are processed in October, February, and March. • There is a Dental and Health Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Dental and Health Plan costs exceed the amounts collected in fees. The fund will be drawn down in 2016-2017. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$1,315,120 • The 2015-2016 actual was \$1,344,025

GSA 2016-2017 Restricted and Other Funding Budget (Narrative)

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Account Name and Budget	Brief Description	Narrative
Dental Plan \$982,943 budget	<ul style="list-style-type: none"> • This is the fee that is charged to students for the dental part of the Dental and Dental plan. • The 2016-2017 fee is \$212.25 per student per year. • Revenue and the related expenses are processed in October, February, and March. • There is a Dental and Health Plan Reserve Fund which was established to ensure that adequate funds are available in the event the Dental and Health Plan costs exceed the amounts collected in fees. The fund will be drawn down in 2016-2017. 	<ul style="list-style-type: none"> • On target • Actual April to May: \$0.00 • Forecast June to March: \$982,943 • The 2015-2016 actual was \$903,918



Dear GSA Council Members,

June 10, 2016

While I currently serve as Chair of the GSA Budget and Finance Committee (GSA BFC), this proposal was considered and recommended to be brought forward to GSA Council by the GSA BFC and the GSA Board in my term as VP Labour, when I was Vice-Chair of the GSA BFC.

When the GSA BFC met in January of 2016 to consider the GSA's 2016-2017 budget and rolling five-year budget/business plan, members queried whether a five-year plan was appropriate as so much information was subject to change. Members discussed whether a three-year rolling plan would be a better guide. The five-year rolling plans were first implemented in 2010; prior to that no forecasting was undertaken. At the time, the University's model of using five years was utilized but it was an artificial number.

The GSA BFC then met again on February 9, 2016 to further discuss this. At this meeting, they consulted with the GSA Financial Team (led by Executive Director Ellen Schoeck and including Accountant Shirley Ball, Financial Manager Dorte Sheikh, Director of Operations Heather Hogg, and Director of Services and Governance Courtney Thomas) and agreed that a three-year plan was more clear as the development of the rolling plan was based on the mechanical application of CPI and factors such as actual CPI and enrolment levels were unknown when the rolling plan was done. At a meeting on March 14, 2016, members voted to recommend these proposed changes to GSA Council.

Sincerely,

Sarah Ficko
GSA President and Chair of the GSA Budget and Finance Committee and the GSA Board

cc
Ellen Schoeck, GSA Executive Director and Lead, Financial Team
Shirley Bal, GSA Accountant
Financial Team

Outline of Issue (GSA Council)

Second Reading: GSA Rolling Budget and Business Plan: Proposed Changes to GSA Bylaw and GSA Policy

Suggested Motion for the GSA Council:

That the GSA Council, on the recommendation of the GSA Budget and Finance Committee and the GSA Board, **APPROVE** proposed changes to GSA Bylaw and GSA Policy to move from a five-year rolling budget and business plan to a three-year one, as noted in the attached double column document and effective upon the second reading by GSA Council in the case of GSA Bylaw and immediately in the case of GSA Policy.

NOTE #1: The sections of GSA Bylaw and GSA Policy that will be changed are:

- GSA Bylaw, Part IX
- GSA Policy, Budget Principles, Practices, and Procedures
- GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee

NOTE #2: At the June GSA Council meeting, GSA Council approved the first reading of GSA Bylaw. This is the second reading of proposed changes to GSA Bylaw and the first and only reading for GSA Policy.

Background:

As you can see from the 20 June 2016 Minutes of GSA Council meeting, these proposed changes were approved unanimously with very little discussion at its first reading.

At their meeting of January 26, 2016 (where members reviewed and advised upon the Annual Operating and Capital Five-Year Budget/Business Plan (2016-2021) and the Restricted and Other Funding Five-Year Budget/Business Plan (2016-2021)), GSA BFC members “queried whether a five-year plan was appropriate as so much information was variable to change and members discussed whether a three-year plan would be a better guide. Members agreed to discuss this at their next meeting and review GSA Policy accordingly.”

At their meeting of February 9, 2016, GSA BFC “**AGREED** that a three-year plan was more clear as the forecasts constituted a mechanical application of CPI and factors such as actual CPI and enrolment levels were unknown when forecasting was done.” At their meeting of March 14, 2016, GSA BFC reviewed a proposal moving the GSA from a five-year rolling budget and business plan to a three-year one and recommended it to GSA Council. On March 30, 2016, the GSA Board also voted to recommend this proposal to GSA Council.

Jurisdiction:

GSA Policy, Standing Committees, Section 4.2.b.ii:

“The GSA BFC shall fulfil the following advisory functions ... Advising the President and GSA Council on budget principles, policies, and procedures and on any other related financial policies.”

GSA Policy, Standing Committees, Section 4.2.f:

“The GSA BFC shall consider any matters referred to it by GSA Council, the GSA Board, the President, or management.”

GSA Policy, Standing Committees, Section 2.2.a

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

GSA Rolling Budget and Business Plan

Proposed Changes to GSA Bylaw (Part X), GSA Policy (Budget Principles, Practices, and Procedures), and GSA Policy (GSA Standing Committees, GSA Budget and Finance Committee)

Current GSA Bylaw (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
GSA Bylaw, Part IX, Finances	
1 Budget	<i>No change.</i>
1.1 The Executive Director, GSA Accountant, GSA Financial Manager, and the President, in consultation with the GSA Board and Budget and Finance Committee, shall draft an annual budget as part of a five-year <u>three-year</u> , rolling budget and business plan, to be reviewed by the GSA BFC no later than the GSA BFC's last meeting in the February prior to the April in which the annual budget will take effect.	<i>A three-year plan provides greater clarity and potentially more accuracy as the plans constitute a mechanical application of CPI and factors such as actual CPI and enrolment levels are unknown when the rolling plan is prepared.</i> <i>Editorial.</i>
1.2 GSA Council will receive a recommendation on the annual operating and capital budgets, together with a recommended five-year <u>three-year</u> budget and business plan, no later than its March regular meeting.	<i>See above-noted rationale.</i>
No further changes.	

Current GSA Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Budget Principles, Practices, and Procedures	
1.1.a – 1.1.d ...	<i>No change.</i>
1.1.e In planning and managing its budget, the GSA shall ... facilitate long-term planning by developing a five (5)-year <u>three (3)-year</u> rolling budget and business plan for revenue and expenditure.	<i>See above-noted rationale.</i>
1.1.f – 1.1.j ...	<i>No change.</i>

Current GSA Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes <i>(additions underlined)</i>	Rationale/Background
Budget Principles, Practices, and Procedures	
2.1 The Unrestricted and Restricted Operating Budget shall be organized into broad budget divisions which are presented to the GSA BFC, the GSA Board, and GSA Council in both the quarterly reports and the annual five (5)-year <u>three (3)-year</u> rolling budget and business plan.	<i>See above-noted rationale.</i>
No further changes.	

Current GSA Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes <i>(additions underlined)</i>	Rationale/Background
Standing Committees, GSA Budget and Finance Committee (GSA BFC)	
1 – 4.2.e ...	<i>No change.</i>
4.2.d The GSA BFC shall review and advise on the annual five (5)-year <u>three (3)-year</u> rolling budget and business plan.	<i>See above-noted rationale.</i>
No further changes.	

**GSA NOMINATING COMMITTEE (NoC)
DEAN OF EDUCATION SELECTION COMMITTEE (ONE POSITION)
NOMINEES**

A Selection Committee for the Dean of Education is being struck by the Provost's Office. The Faculty Deans Selection Procedure, Appendix A: Dean Selection Committees for Individual Faculties, outlines that the departmental GSAs in Education will select and forward one name to GSA Council and the representative will be elected by the GSA Council.

On June 24, 2016, the GSA emailed all departmental GSAs with a deadline of July 14, 2016 at 2:00 PM to forward a name. Some departmental GSAs requested the assistance of the GSA to conduct an election. The GSA ran the election for Educational Policy Studies as they don't have a departmental GSA. The GSA received **two (2) nominations (one from the Department of Educational Psychology and one from the Department of Library and Information Studies)**. **No nominations were received from Educational Policy Studies, Elementary Education, and Secondary Education.**

There will be a paper ballot vote held at the July 18, 2016 GSA Council meeting for the Education Graduate Student Position on the Dean of Education Selection Committee.

If you are unable to attend the July 18, 2016 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday July 18, 2016 in order to cast your vote in advance of the 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 not be considered a nominee for the purpose of this ballot, as University regulations must be followed.

Educational Psychology Nominee:

Amanda Radil

Library and Information Studies Nominee:

Katie Bartee

The names and biographies received (four nominees) are ATTACHED on page 9.1. Biographies have been attached as received (i.e. not edited).

As set out in U of A policies and procedures:

"The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification."

(<http://www.policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Selection-of-Faculty-Deans-Procedure-Appendix-A-Dean-Selection-Committees-for-Individual-Faculties.pdf>).

TWO PAGES

Biographies and Resumes of Nominees

1. Amanda Radil

Amanda Radil's Bio:

I am originally from Vancouver, BC and completed my BA (Hons, 2008) at the University of Victoria. After working on a leadership succession initiative in the health care sector, I decided to return to school and moved to Edmonton, where I completed my M.Ed. (2012) at the U of A in School and Clinical Child Psychology (SCCP); I am in the final year of my PhD in the same program. While at UVic, I served as the vice-president of the psychology course union and was involved with our undergraduate psychology honours society. I am a former Co-President of the Educational Psychology Graduate Student Association (EDPY GSA; 2012-2014) and have sat on GSA Council as my department's representative for the past 4 years. I have also sat on FGSR Council (2014-2015) and was our Graduate Student Representative on the Educational Psychology Chair Selection Committee this past year.

Amanda Radil's Resume:

I am a fifth year PhD student in the Department of Educational Psychology, researching teachers' motivational practices in the classroom. I work in the Alberta Consortium for Motivation and Emotion (ACME) with international collaborators on projects involving students' and teachers' experiences of education from a variety of perspectives. I maintain research interests in program evaluation, neurodevelopmental disorders (e.g. ADHD, FASD), and mixed methods research, along with clinical work with youth in both assessment and counselling. I am interested in the Dean of Education Selection Committee as it relates directly to my discipline and I feel I have gained the background through my work with both the EDPY GSA and GSA Council over the past years to make a meaningful contribution to discussion that takes place. Additionally, I feel that I can effectively provide a voice for graduate students in this selection process. I have a flexible schedule and anticipate being free at the times that this Committee will meet.

Amanda Radil currently serves on the following committees:

GSA Council – Member for Educational Psychology since Sept 2012

2. Katie Bartee

Katie Bartee's Bio:

I was born and raised in Edmonton. I have a BA in History (2015) from the University of Alberta. During my Undergraduate Degree I spent a term at Queen's University Belfast, where I studied the Northern Irish Troubles. I currently serve on the executive of the Library and Information Studies Students' Association. Last year I served on the Selection Committee that suggested the hiring of Keren Dali to the Faculty of Library and Information Studies. I have also been an Irish dancer for sixteen years. I have traveled and performed or competed in Ireland, Scotland, Disneyland, and Disney World.

Katie Bartee's Resume:

I am currently in my second and final year of my MLIS. I have worked for the Edmonton Public Library and the University of Alberta Libraries. I am focusing my degree on librarianship for children and youth in a public setting.

GSA NOMINATING COMMITTEE (NoC)
DEAN OF MEDICINE AND DENTISTRY SELECTION COMMITTEE (ONE POSITION)
NOMINEES

A Selection Committee for the Dean of Medicine and Dentistry is being struck by the Provost's Office. The Faculty Deans Selection Procedure, Appendix A: Dean Selection Committees for Individual Faculties, outlines that the departmental GSAs in Medicine and Dentistry will select and forward one name to GSA Council and the representative will be elected by the GSA Council.

On June 29, 2016, the GSA emailed all Departmental GSAs with a deadline of July 14, 2016 at 2:00 PM to forward a name. The Faculty of Medicine and Dentistry contacted the students in each department without a Departmental GSA about the vacancy. **The GSA received five (5) nominations (one from the Department of Laboratory Medicine and Pathology, one from the Department of Medical Microbiology and Immunology, one from the Department of Pediatrics, one from the Department of Obstetrics, and one from the Department of Surgery).** No nominations were received from Anesthesiology and Pain Medicine, Biochemistry, Biomedical Engineering, Cell Biology, Critical Care Medicine, Dentistry and Dental Hygiene, emergency Medicine, Family Medicine, Medical Genetics, Medicine, Oncology, Ophthalmology and Visual Sciences, Pharmacology, Physiology, Psychiatry, and Radiology & Diagnostic Imaging.

There will be a paper ballot vote held at the July 18, 2016 GSA Council meeting for the Medicine and Dentistry Graduate Student Position on the Dean of Medicine and Dentistry Selection Committee.

If you are unable to attend the July 18, 2016 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday July 18, 2016 in order to cast your vote in advance of the 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 not be considered a nominee for the purpose of this ballot, as University regulations must be followed.

Laboratory Medicine and Pathology Nominee:

Luciana Da Silveira Cavalcante

Medical Microbiology and Immunology Nominee:

Lionel Jensen

Obstetrics Nominee:

Mackenzie Coatham

Pediatrics Nominee:

Prabhjot Bedi

Surgery Nominee:

Antonio Bruni

The names and biographies received (four nominees) are ATTACHED on pages 9.3 to 9.6. Biographies have been attached as received (i.e. not edited).

As set out in U of A policies and procedures:

"The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification." (<http://www.policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Selection-of-Faculty-Deans-Procedure-Appendix-A-Dean-Selection-Committees-for-Individual-Faculties.pdf>).

FIVE PAGES

Biographies and Resumes of Nominees

1. Lionel Jensen

Lionel Jensen's Bio:

I was born in White Rock, British Columbia, and raised in Chilliwack, British Columbia. I completed my Bachelor of Science in Honours Microbiology and Immunology at the University of British Columbia (UBC) in May of 2012. During my studies at UBC I was heavily involved in the campus community in various leadership roles. I was a residence advisor in the 2009-2010 and 2010-2011 school years, and was promoted to the role of senior residence advisor for the 2011-2012 and 2012-2013 school years. I was also involved with the Microbiology and Immunology Student's Association as the Social Director in the 2011-2012 school year. I was directly responsible for organizing study groups, social events, and department sports teams. Finally, at UBC I was an attendee at the 2010 and 2011 Student Leadership Conferences, and was a presenter at the 2012 and 2013 Student Leadership Conferences. For these long term commitments to providing leadership to the UBC campus and residence communities I received the Walter Gage Residence Delfina Tucson Contributorship Award in April 2013, the Thunderbird Chapter National Residence Hall Honorary's Outstanding Leadership "White Pin" in April 2013, and was invited to attend the 2012 and 2013 UBC President's Leadership Recognition Receptions.

In September 2013 I began my program in the Department of Medical Microbiology and Immunology (MMI) at the University of Alberta in Dr. David Marchant's lab. I have been involved in the MMI Graduate Student's Association since beginning my program, first as the Social Coordinator from September 2013 to August 2014 and subsequently as an organizer of the monthly students-only 'Rat Trap' seminar series. I began as an organizer for Rat Trap in September 2014 and will continue in this position until at least August 2016. The most significant extracurricular contribution I have made to the Faculty of Medicine and Dentistry (FoMD) community to date has been to help organize the 2015 and 2016 ImmuNet Research Days. This trainee oriented event draws students from across Alberta, as well as from BC and Saskatchewan, and provides a venue to present research and build collaborations. In 2015 as a Co-Chair of the Organizing Committee I recruited volunteers, set goals, and delegated roles. For the 2015 event I was also the Chair of the Fundraising committee; I incentivized donations by inviting top sponsors to send representatives to attend our event. Despite being the 19th annual ImmuNet Research day this was the first time company representatives had been invited to attend and it contributed greatly to surpassing our fundraising goal, helping us raise over \$8000. In 2016 I returned as the Chair of the Fundraising Committee, through other new initiatives we again surpassed our fundraising goal and raised \$13250.

I have also contributed to the broader University of Alberta campus community as a Co-Founder and President of Organ and Tissue Donation Awareness at the University of Alberta, a student group founded in August 2015. As the President I laid the foundation for the club through recruiting capable students into executive positions, composing a constitution, and through building relationships with stakeholders. Specifically, I built relationships with the Canadian Transplant Association, the Alberta Transplant Institute, the Alberta Donates Life Coalition, and Alberta Health. These relationships have provided knowledge, material support, and access to transplant recipients to enable our club to raise awareness around campus of the importance to register one's intent to be an organ and tissue donor. Finally, as President I represented the club in televised interviews and was invited to give the closing speech at the 2016 Canadian Transplant Association Gala. I am looking forward to continuing my involvement with the club in the upcoming year as the Vice President Finance.

Lionel Jensen's Resume:

I am currently a third year PhD student; my research project is focused on antiviral drug discovery against Respiratory Syncytial Virus. Recently the scope of my project has expanded to include screening compounds against Zika Virus to address the ongoing outbreak in South America. During my program I have worked as a Teaching Assistant in two courses, Introductory Virology (IMIN 324) and Infection, Immunity & Inflammation (DMED 512).

The above Bio outlines the various volunteer positions I have held. These positions have enabled me to build a large network of relationships with students across the FoMD. As an active member of my department who regularly attends the monthly student meetings I am aware of the concerns facing my fellow students and therefore will be better able to represent all students on the Search and Selection committee.

I am also interested in serving on this committee as I see it as an opportunity for professional development. I look forward to learning how such an important position is filled in the University, and to learning about the different visions prospective Deans have for our faculty. I am especially interested in understanding how prospective Deans plan to build on the FoMD's reputation as a center for research excellence given the challenges imposed by the current funding landscape.

Lastly, please note I have a schedule that is flexible enough to accommodate sitting on this committee.

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2. Mackenzie Coatham

Mackenzie Coatham's Bio:

I was born and raised in Alberta having been born in Camrose and growing up in Southern Alberta. I attended the University of Lethbridge and received a B.Sc. in Biochemistry with Great Distinction in 2012. In 2014, I also received a M.Sc. in Biochemistry from the U of L. During my time at the U of L, I was an active member, treasurer and graduate student representative for the synthetic biology and chemistry and biochemistry clubs. I was also heavily involved in science outreach activities such as Let's Talk Science and iGEM and volunteered at a local museum helping to run adult and family programs. At the U of A, I am pursuing a Ph.D in Medical Sciences in Obstetrics and Gynecology where I am currently a graduate student representative for this department for the Faculty of Medicine and Dentistry. I am also a part of a multidisciplinary group that produces monthly newsletters for CRINA.

Mackenzie Coatham's Resume:

I am Medical Sciences – Obstetrics and Gynecology Ph.D student that just began my second year of studies in the labs of Dr. Postovit and Dr. Cheng-Han Lee. Through my research I am hoping to develop targeted therapies against undifferentiated stem-cell like ovarian and endometrial cancers. At the University of Lethbridge, the focus of my undergraduate and graduate research was to find novel antibiotic targets to fight the growing problem of bacterial antibiotic resistance. At this point in my Ph.D program, I have time to be on this committee and I'm actively pursuing various opportunities to get involved at the U of A. I'm very interested in committees that have a larger role in university governance and operations. Also as the first Ph.D student in my department, I feel like I could bring a new and unique perspective to this Faculty of Medicine and Dentistry Dean Selection Committee.

Mackenzie Coatham currently serves on the following committees:

Department of Obstetrics and Gynecology Graduate Student Representative for Faculty of Medicine and Dentistry
CRINA (Cancer Research Institute of Northern Alberta) Trainee Communications Committee

3. Luciana Da Silveira Cavalcante

Luciana Da Silveira Cavalcante's Bio:

I was born and raised in Brazil, where I obtained a BSc in Pharmacy and Clinical Chemistry (2008) and a MSc in Pharmacy/Clinical Biochemistry (2011). I came to Edmonton 4.5 years ago to pursue my PhD degree at UofA. I am fluent in Portuguese and English, and medium proficiency in Spanish and German. I was a Departmental Counselor at GSA from 2013-14. I was a Departmental representative at the FoMD Graduate Student Advisory Committee. I volunteered at WISEST Choices Conference 2015. I have been part of Organizing Committees for Conferences and I am currently part of the Events Committee from Department of Lab Medicine & Pathology Student Group.

Luciana Da Silveira Cavalcante's Resume:

I am on my 5th and last year of PhD in the Department of Laboratory Medicine and Pathology studying the effect of liposomes on red blood cells for transfusion. I work in Dr. Holovati/Acker's Lab. I have mentored a number of students (high school and undergraduate) that passed through our Lab to gain research experience. I have just finished my experimental work and I am in the process of writing my thesis, therefore I have a schedule that is flexible enough to accommodate sitting on a busy committee.

4. Antonio Bruni

Antonio Bruni's Bio:

As a resident of Northern Ontario, I completed my undergraduate studies at Lake Superior State University, where I received a Bachelor of Science degree in Biology with a minor in Chemistry (2006 --- Cum Laude). While attending LSSU, I served as a tutor at the school's Learning Center, as well as a Supplemental Instructor for the first year Biology course. In my final two years of study, I served as Co---President of the Pre---Professional Society and was a member of the Student's Council Finance Committee. Within the community of Sault Ste. Marie, I volunteered with numerous organizations including Program Read, a non---profit organization aimed to improve literacy in adults within the community, and was an active mentor with Big Brothers Sault Ste. Marie for two years. In 2007, I relocated to London, Ontario. While in London, I was actively involved with the Boys and Girls Club where I served as a tutor and mentor in the after---school My Action Plan for Success program. As an employee of Sernova Corp, I spearheaded the company's corporate volunteer involvement in the Telus Juvenile Diabetes Research Foundation (JDRF) Walk for the Cure as Fundraiser Team Captain for two consecutive years.

In September 2013, I moved to Edmonton to initiate Graduate studies at the University of Alberta. Aside from serving as the Department of Surgery's GSA Councilor, I currently serve as the Graduate Student Representative on the Dept. of Surgery's Graduate Research Committee, Dept. of Surgery Graduate Research Advisory Committee, the FGSR Graduate Student Professional Development Committee (PD4Grads),

FIVE PAGES

the Faculty of Medicine and Dentistry Graduate Coordinator's Committee (Grad Student representative), the FoMD Graduate Student Advisory Committee (Dept. of Surgery Rep) and the GSA Appeals and Complaints Board. I was recently selected to serve as the Grad Student Representative on the Search and Selection Committee for the Chair position for two separate Departments within the FoMD, and was selected on behalf of the FoMD to serve on the President's Visiting Committee, an external committee that reviewed the research activities of the FoMD. Within the community, I serve as a member of NextGen Edmonton's IGNITE Organizing Committee.

Antonio Bruni's Resume:

As a Graduate student within the Department of Surgery, I have the privilege of pursuing diabetes and islet transplantation research in Dr. James Shapiro's laboratory. My passion for diabetes research was ignited in my previous career opportunity with Sernova Corp in London, Ontario. It was there that I became involved in the preclinical development of the Cell Pouch™, a medical device that would serve as an alternative site for islet transplantation. As an effective member of Sernova's Research & Development team, I had the unique opportunity to immerse myself in an innovative research environment that fostered strong scientific, communication, project management and administrative skills, paramount in transitioning the Cell Pouch™ to a Health Canada---approved clinical trial at the University of Alberta. Indeed, these skills have been instrumental in my transition to pursuing graduate studies at the UofA, and facilitated my success throughout my studies. I have been fortunate to secure studentships and travel awards, as well as opportunities to share my research at local, provincial, national and international conferences. As a graduate student in the Department of Surgery, among contemporaries immersed in basic and/or clinical sciences, I believe I have an understanding of the needs of graduate students in both disciplines.

In parallel to my academic achievements, I have immersed myself in numerous Departmental---, Faculty--- and University---level Committees, serving as a conduit for the students in which I represent. I firmly believe that my involvement at these various levels strongly equips me to act impartially for the benefit of the students within the Faculty of Medicine and Dentistry (FoMD). Within the FoMD, I currently serve on the Graduate Coordinator's Committee and Graduate Student Advisory Committee, and was recently appointed to the President's Visiting Committee, an external committee that reviewed the research activities of the FoMD. I believe my involvement on these committees have provided me with the opportunity to learn about the important matters affecting the FoMD, as well as provide a voice for the FoMD student body as their graduate student representative. With respect to the Search and Selection Committee, I was recently appointed to represent two separate Departments within the FoMD as the graduate student representative. Taken together, I firmly believe that these, along with other experiences, have provided me with the tangible skills required to effectively serve the FoMD as their graduate student representative on the Dean's Search and Selection Committee.

Antonio Bruni's currently serves on the following committees:

- Dept. of Surgery Graduate Research Committee
- Dept. of Surgery Graduate Research Advisory Committee
- FGSR Graduate Student Professional Development Committee (PD4Grads)
- Faculty of Medicine and Dentistry (FoMD) Graduate Coordinator's Committee – Grad Student Rep
- FoMD Graduate Student Advisory Committee – Dept. of Surgery Rep
- GSA Appeals and Complaints Board
- GSA Department of Surgery Councilor
- NextGen IGNITE Committee (external to UofA)

5. Prabhjot Bedi

Prabhjot Bedi's Bio:

My name is Prabhjot Bedi and I was born and raised in Edmonton, Alberta. My parents are from India and so I am fluent in both English and Punjabi. After completing high school in Edmonton, I decided to pursue medical school in India. The medical system in India is similar to that of Canada in that there are two years of pre-clinical studies and two years of clinical studies. During medical school, I had the opportunity to volunteer with a number of WHO initiatives (Pulse Polio Vaccination Campaign, Giardasil Vaccination Campaign, World Health Day), as well as working with underprivileged children at local schools. My experiences in India had a profound impact on me and helped shape me as an individual. My goal is to become a clinician scientist in Pediatrics with a focus in social Pediatrics. After obtaining my medical degree, I worked for a year in India before returning back to Canada. Currently, I am writing my Canadian medical qualifying exams, in addition to pursuing a Master's degree in Pediatrics in the Faculty of Medicine and Dentistry. I am volunteering on campus as a Senior Peer for the International Student Services and as a Mentor for the W.P. Wagner Mentorship Program. Off-campus, I am highly involved with the Canadian Breast Cancer Foundation both as a committee member and volunteer, in addition to volunteering at the Foster Care Clinic at the Grey Nun's Community Hospital.

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Prabhjot Bedi's Resume:

I am currently pursuing a Master of Science degree in Pediatrics under the supervision of Dr. Joanna MacLean. My research focuses on the impact of using non-invasive ventilatory (NIV) techniques in the infant population. In addition to working on my thesis and attending NIV clinic, I am mentoring summer students and leading summer student seminars for this spring/summer semester. I am the Graduate Student Representative (GSR) - Alternate for the Department of Pediatrics. I am also the GSR - Alternate for the Department of Pediatrics - Pediatric Student Involvement Group.

I am interested in being selected for the Faculty of Medicine and Dentistry (FoMD) - Dean Selection Committee because I think that it is extremely important to select a candidate who is not only qualified, but has strong leadership attributes and will prove to be a good fit for the University of Alberta. There are multiple areas overseen by the FoMD Dean, such as education, research, clinical care, and community engagement, which makes the selection of an ideal candidate a significant decision. I believe that having a background in medicine and currently studying within the FoMD as a graduate student will be an asset in the selection process because my training has provided me a background about the needs of the program and the characteristics desirable in a future Dean of Medicine and Dentistry. In addition, I believe that my past experiences working on selection committees (during my internship in India and with the Canadian Breast Cancer Foundation) will prove advantageous in the selection process. My time is flexible and I will be able to attend all of the scheduled meetings and interviews.

Prabhjot Bedi's currently serves on the following committees:

Department of Pediatrics Graduate Student Representative - Alternate

Department of Pediatrics - Pediatric Student Involvement Group

GSA NOMINATING COMMITTEE (GSA NoC)
GSA Nominating Committee: ONE VACANCY

Suggested Motion for the GSA Council:

That GSA Council **DECLARED ELECTED** on the GSA Nominating Committee the GSA Council member below:

Antonio Bruni (GSA Councillor, Surgery)

GSA Council Members Leaving the GSA Nominating Committee: Ninad Metha (Medical Microbiology and Immunology)

GSA Council Members Staying on the GSA Governance Committee: Michele DuVal, GSA Nominating Committee Administrative Chair (Biological Sciences), Radim Barta (Oncology)

Background:

In an email to GSA Council on June 29, 2016 the GSA Executive Director and the GSA Speaker advertised for one (1) vacancy on the GSA Nominating Committee. The deadline for the first call for nominations was July 6, 2016 and one (1) nomination was received. A call for additional nominations was emailed to GSA Council on July 7, 2016. The deadline to receive additional nominations was Wednesday, July 14, 2016 at Noon, and no additional nominations were received. Since no additional nominations, the nominees will be declared elected by GSA Council.

The GSA NoC is **responsible for selecting and replenishing, in a timely fashion, graduate student representatives to committees, Councils, and other bodies requiring such representation** “to ensure that there is continuity in the graduate student ‘voice’ [...] thereby ensuring the best possible representation for graduate students” (GSA Policy, Nominating, Section 11.2.2). **Much of the work of the GSA NoC is done via e-mail.** The GSA NoC also leads the Early Call for Talent and Training initiative in October and November (GSA Policy, Standing Committees, Section 10.3.2).

Jurisdiction:

GSA Policy, Standing Committees, Section 10.1.b.

“GSA Council may elect up to three (3) members of GSA Council to the GSA NoC, normally the three (3) members appointed by GSA Council to the GSA Board.”

GSA President
Report to GSA Council for the July 18, 2016 Meeting

To: GSA Council
From: Sarah Ficko
Date: July 15, 2016

Dear Councillor Friends and Colleagues,

I hope everyone has been able to spend some time outside and enjoy the sunshine! I've been away for two weeks from June 25 to July 10, first at a conference and then on vacation with my family - I really enjoyed spending time with six of my eight nieces and nephews (all under four!) and seeing how they've grown in six months! I was also very happy to return and find my garden had exploded with all the green vegetables – lettuce, spinach, kale, and swiss chard while I was away. It is lovely to eat fresh produce ☺

Following up on the excellent discussion at the past Council meeting, I continue to incorporate those ideas, and feedback from various other sessions (including the first Roundtable Discussion on July 11) into the GSA Board Strategic Work Plan, and our annual Action Plan. I'm proud of how it is coming together, and look forward to sharing it with everyone over the coming months. If anyone would like to provide more feedback, please come to the next Roundtable Discussion on August 4th, or feel free to email me at gsa.president@ualberta.ca.

This past month has been busy for the GSA Financial Team, first with our annual audit, and then building the first quarterly financial reports. Although I was away, I skyped in to the meeting with our auditor, and as you'll hear during the meeting, we continue to be in excellent financial shape.

This month has been relatively quiet for meetings as most of the University Governance Committees are on hiatus over the summer. I have had several positive meetings with some of the senior leadership – first, I met with Don Hickey (University of Alberta Vice-President Facilities and Operations) about some cases that have to come to us regarding the treatment of students by Residence Services. This meeting resulted in positive outcomes for the students involved – I can report more on this orally at the meeting. I met with Heather Zwicker (University of Alberta Interim Vice-Provost and Dean of the Faculty of Graduate Studies and Research) about how the Faculty of Graduate Studies and Research and the GSA can collaborate this year to assist grad students, and we're working on several items including orientations, PD events, finessing a list I developed about questions for prospective students to ask prior to entering grad school, and potentially doing a joint presentation on the Collective Agreement to Dean's Council, to make sure the Deans are aware of the key features of the agreement, as well as to highlight common issues affecting grad students. Finally, I met with Steven Dew (University of Alberta Provost and Vice-President Academic) to share and discuss our priorities for the year.

Another major item that you'll have seen from the letter sent to Councillors last week, is that our current Executive Director, Ellen Schoeck, is planning on stepping down at the end of the summer. Ellen

has been with the GSA for about six years, and has helped rebuild the GSA into the strong organization it is today. Part of my role as GSA President is to hire the Executive Director of the GSA, I've done extensive internal and external consultation to understand the hiring process, and following a discussion with the GSA Board, I was very pleased to offer the job to Courtney Thomas, our current Director of Services and Governance. Courtney has accepted the job offer (pending us both signing a contract), and will be starting as our new Executive Director on September 1st 2016! She will formally introduce herself at the September Council.

Finally as I end this report, one of my highlights this month was seeing how knowledgeable my team has become in a very short period of time! The five of us had a meeting with University of Alberta International (UAI), and each one of my VPs discussed in depth their respective portfolios and outlined key issues affecting international grad students from their perspective. Similarly, I was very proud to hear several compliments about how my team worked together respectfully and collegially on a contentious issue at a GSA Board meeting while I was away. While being an elected official can be very challenging and tiring, these kinds of occurrences make me feel proud of what we are doing and how we are representing grad students this year!

Warmest regards,
Sarah Ficko, GSA President

Please find below a list of meetings I attended between June 20, 2016 to July 18, 2016. The meetings were accurate at the time of printing. I was away on Research Leave from June 26 to July 1 and away on Personal Leave from July 4 to July 8, 2016, and from July 14-15, 2016.

June 22	Announcement of the donation for Women and Children's Health Research
June 22	General Faculties Council Academic Planning Committee (GFC APC)
June 23	Meeting with the Dean of Faculty of Graduate Studies and Research
June 23	University of Alberta International (UAI) Tour and Meeting
June 23	Meeting with the Director of Aboriginal Student Services
June 24	MacEwan Board of Governors' Breakfast Meeting
June 24	Meeting with D Hickey, VP Facilities and Operations
June 24	GSA Governance Committee (GSA GC)
June 27	Meeting with the GSA Auditor
July 11	GSA Roundtable Discussion
July 12	Meeting with K Friese, Assistant Dean Health and Wellness Services and J Tremblay re Graduate Student Assistant Program (GSAP)
July 12	Meeting to discuss Academically-Related Graduate Student Group Awards
July 13	Meeting with the Provost and VP Academic

**GSA Board (GSAB)
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
 From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Courtney Thomas, Director of Services and Governance
 Date: July 15, 2016

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, Director of Operations, Director of Services and Governance, and I 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 20.1-20.5.

22 June 2016 GSA Board Meeting

Main Agenda Items:

Campus Food Bank: Second Quarterly Support Payment from the GSA in 2016-2017; Draft GSA Board Strategic Work Plan 2016-2017; GSA Health and Dental Plan

Motions and Agreements:

Members **AGREED** to approve the Minutes of June 15, 2016, which had been previously distributed, after amending in the President's Report, under the Faculty of Extension convocation report, "graduate students" to "graduates." SF **MOVED**. SvK Seconded. **CARRIED**.

MOTION: That the GSA Board **GRANT** the second quarterly payment of \$2,250 to the Campus Food Bank, to be accompanied by a list of milestones to be met before payment of the third quarterly installment, as developed by the GSA Board. SF **MOVED**. AT Seconded. **CARRIED**.

29 June 2016 GSA Board Meeting

Main Agenda Items:

GSA Council Quorum: Proposed Changes to GSA Bylaw and the Standing Orders of GSA Council; GSA Health and Dental Plan

Motions and Agreements:

Members **AGREED** that the data considered by the GSA Governance Committee would be circulated to GSA Board members and that this item would be revisited at the next GSA Board meeting.

6 July 2016 GSA Board Meeting

Main Agenda Items:

2015-2016 GSA Audited Financial Statements; GSA 2016-2017 Budget and Expenditure (Quarterly) Report; GSA Council Quorum: Proposed Changes to GSA Bylaw and the Standing Orders of GSA Council; GSA Health and Dental Plan

Motions and Agreements:

Members **AGREED** to approve the Agenda of July 6, 2016, which had been previously distributed, after adding "Graduate Student Internship Program" to the VP Academic's meetings. AT **MOVED**. SvK Seconded. **CARRIED**.

MOTION: That the GSA Board **APPROVE AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the 2015-2016 GSA Audited Financial Statements, subject to the changes noted during the discussion. AT **MOVED**. SvK Seconded. **CARRIED**.

MOTION: That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. AT **MOVED**. SvK Seconded. **CARRIED**.

MOTION: That the GSA Board **RECOMMEND** to GSA Council proposed changes to GSA Bylaw (Part III) and the Standing Orders of GSA Council, as noted in the attached double column document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of the Standing Order of GSA Council. SvK **MOVED**. AT Seconded. MK supported, AT opposed, SvK and FK abstained. Not **CARRIED**.

Members **AGREED** to meet jointly with the GSA Governance Committee to discuss the proposal.

13 July 2016 GSA Board Meeting

Main Agenda Items:

Actual Expenses for Attendance at the ab-GPAC AGM, May 6-8, 2016 in Calgary, AB: External Relations Travel Expenses; GSA Health and Dental Plan; Auditor's Letter to the Board of Directors

Motions and Agreements:

MOTION: The GSA Board is asked to **REVIEW AND RECEIVE FOR INFORMATION** the attached summary of actual expenses incurred through attendance at the ab-GPAC AGM, May 6-8, 2016 in Calgary, AB. SF **MOVED**. MK Seconded. **CARRIED**.

GSA Budget and Finance Committee (GSA BFC)
Report to GSA Council for the July 18, 2016 Meeting

To: GSA Council
From: Sarah Ficko
Date: July 15, 2016

Dear Council Colleagues,

The GSA BFC met on July 5, 2016 with the Vice-President Labour Sasha van der Klein in the Chair (I was away on research leave but met previously with both Sasha, the GSA's auditor, and the GSA's Financial Team to discuss the GSA's audit) to review the GSA's 2015-2016 audited financial statements. We also reviewed and discussed the most recent quarterly financial report prepared by the GSA's Financial Team (Ellen Schoeck (Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), Heather Hogg (Director of Operations), and Courtney Thomas (Director of Services and Governance).

Both of these items are before you for the July 18 meeting.

As you can see from the outline of issue attached to the 2015-2016 audited financial statements, the GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have its financial statements audited annually. Our auditor is the firm Collins Barrow LLP (Auditor Tom Gee, MBA, FCA). We are in solid financial shape.

With respect to the quarterly financial report (and as noted on the attached outline of issue), the quarterly financial reports have been created to build year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular quarterly reporting allows for better forward planning and illustrates the GSA yearly financial cycle. The GSA Accountant and GSA Financial Manager agree that the GSA's budget is on track and there are no issues of concern. The GSA is in excellent health! More information is included in the cover letter attached to this item.

Sincerely,

Sarah Ficko, GSA President and Chair, GSA Budget and Finance Committee

**GSA Governance Committee (GSA GC)
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
From: Sarah Ficko
Date: July 15, 2016

Dear Council Colleagues,

The GSA GC met on June 24, 2016. At this meeting, members continued discussion about the integrated version of GSA Bylaw and Policy. We also continued the discussion with respect to proposed changes to GSA Council quorum, which had been referred to the GSA GC by GSA Council at its February meeting.

Next, we will be meeting jointly with GSA Board to further discuss the GSA Council quorum.

Sincerely,
Sarah Ficko, GSA President and Chair, GSA Governance Committee

**GSA Nominating Committee (GSA NoC)
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
From: Michele DuVal
Date: July 15, 2016

Dear Council Colleagues,

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

GSA Bylaw governing the GSA NoC is located in Part V (Standing Committees). GSA Policy governing the GSA NoC is found in the sections titled "Nominating" and "Standing Committees." As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail.

Sincerely,

Michele DuVal, Administrative Chair, GSA Nominating Committee

GSA Standing Committees

1) GSA Nominating Committee (1 Member of GSA Council Position)

In an email to GSA Council on June 29, 2016, the GSA NoC advertised for one (1) vacancy on the GSA Nominating Committee. The deadline for the first call for nominations was July 6, 2016 and one (1) nomination was received. A call for additional nominations was emailed to GSA Council on July 7, 2016. The deadline to receive additional nominations was Thursday, July 14, 2016 at 12:00 PM (noon) and no additional nominations were received.

Antonio Bruni (Surgery) will be declared elected by GSA Council. **See Item 9iia – Nominee for the GSA Nominating Committee**

Bodies External to the GSA

GSA Council has delegated to the GSA NoC the responsibility of filling positions on all committees external to the GSA. Normally, all vacancies are advertised. According to Policy, "advertising may be waived in instances where, in the GSA NoC's view, it is urgent to fill a vacancy" (GSA Policy, Nominating, 5.2).

1) Dean of Education Selection Committee (1 Education Graduate Student Position)

A Selection Committee for the Dean of Education is being struck by the Provost's Office. The Faculty Deans Selection Procedure, Appendix A: Dean Selection Committees for Individual Faculties, outlines that the departmental GSAs in Education will select and forward one name to GSA Council and the representative will be elected by the GSA Council. On June 24, 2016, the GSA emailed all departmental GSAs with a deadline of July 14, 2016 at 2:00 PM to forward a name. Some departmental GSAs requested the assistance of the GSA to conduct an election. The GSA ran the election for Educational Policy Studies as they don't have a departmental GSA. The GSA received two (2) nominees. **See Item 9ib – Nominees for the Dean of Education Selection Committee**

2) Dean of Medicine and Dentistry Selection Committee (1 Medicine and Dentistry Graduate Student Position)

A Selection Committee for the Dean of Medicine and Dentistry is being struck by the Provost's Office. The Faculty Deans Selection Procedure, Appendix A: Dean Selection Committees for Individual Faculties, outlines that the departmental GSAs in Medicine and Dentistry will select and forward one name to GSA Council and the representative will be elected by the GSA Council. The GSA emailed all Departmental GSAs with a deadline of July 14, 2016 at 2:00 PM to forward a name. The Faculty of Medicine and Dentistry contacted the students in each department without a Departmental GSA about the vacancy. The GSA received five (5) nominees. **See Item 9ia – Nominees for the Dean of Medicine and Dentistry Selection Committee Position**

Current Vacancies**1) Faculty of Medicine and Dentistry Faculty Council (1 Basic Science Graduate Student Position, 1 Clinical Graduate Student Position, and 1 Dentistry and Dental Hygiene Graduate Student Position)**

In an email to the graduate students in the Faculty of Medicine and Dentistry on Thursday, July 14, 2016, the GSA NoC advertised for three (3) vacancies on the Faculty of Medicine and Dentistry Faculty Council. One (1) vacancy is for a graduate student from a Basic Science department, one (1) vacancy is for a graduate student from a Clinical department, and one (1) vacancy is for a student from the Department of Dentistry and Dental Hygiene. The deadline for the first call for nominations is Thursday, July 28, 2016 and the deadline for the second call for nominations will be Thursday, August 4, 2016.

**GSA Vice-President Academic
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
From: Firouz Khodayari
Date: July 15, 2016

Dear Council Colleagues,

I hope all of you have been enjoying the summer and beautiful Edmonton. If not, please do because life is short and summer is even shorter. As GSA Vice-President Academic, I attended several meetings during the last month which I will share the highlights with you in this report.

University of Alberta International

Myself and the other Directly-Elected Officers had an effective meeting with University of Alberta International (UAI), in which the services that they provide and the concerns that international graduate students have were discussed. Based on my portfolio and plans for this year, I shared my ideas with respect to mental health and language proficiency and how UAI can work on this.

Question, Persuade, Refer (QPR) Training

I found this training that I attended with Sasha, useful. I learned how to reduce the risk of suicide among people around us and how to help those who think of suicide as an option for solving their problems. I think it is really important to talk to people who are at risk, to listen to them, and help them find solutions to solve their problems. Unfortunately the number of people who think of suicide in our society is high. I invite all graduate students to attend such training sessions in order to have a healthier campus.

Graduate Student Internship Program

Graduate Student Internship Program (GSIP), which I have already discussed, is a newly initiated program to increase internships for graduate students. The basis of this program is that the University matches the salary paid to the student by the employer. In other words, if an employer pays \$2000 then university pays the same amount during the internship program. The maximum payment would be \$8000 from University, which means \$16000 in total. The minimum rate is \$25 per hour. Until now, the employers have been coming to the University to hire students (one-way road). At my meeting with Andrea Spevak, Graduate Student Internship Advisor, we talked about having the graduate students go to employers and find the internship opportunities themselves and then asked to get funded by the GSIP (two-way road). She liked the idea, but this new procedure would need to be approved by the Faculty of Graduate Studies and Research (FGSR). I will report on the subject again when I have more details. The internship opportunities are advertised in the FGSR newsletter. Please talk to graduate students in your departments about this program.

GSA Roundtable Discussion

As reported by Masoud and Sarah, we held our first Roundtable Discussion this past week. 9 graduate students signed up and only 2 attended. While this may be an indicator that graduate students do not have any feedback for us, I would encourage you to share details about the next Roundtable Discussion on August 4 with students in your departments – we really do want to hear from as many people as possible.

I am happy to answer any questions or comments that you might have regarding this report. Also please share your suggestions and concerns of academic-related issues.

Thanks,

Firouz Khodayari, GSA Vice-President Academic

Please find below a list of meetings I attended between June 20, 2016 to July 18, 2016. The meetings were accurate at the time of printing.

June 22	General Faculties Council (GFC) Replenishment Committee
June 23	University of Alberta International (UAI) Tour and Meeting
June 24	GSA Governance Committee (GSA GC)
June 24	General Faculties Council (GFC) Nominating Committee
June 28	General Faculties Council Committee on the Learning Environment (GFC CLE) Subcommittee on Teaching Tenure Meeting
June 29	Question, Persuade, Refer (QPR) Training
July 4	Meeting with Andrea Spevak re Graduate Student Internship Program
July 11	GSA Roundtable Discussion

**GSA Vice-President External
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
From: Masoud Khademi
Date: July 15, 2016

Dear Council Colleagues,

I hope that you are doing well and enjoying the beautiful summer days. Before starting my report of the meetings I attended this past month, I wanted to kindly remind you that, if you are planning to come on campus, it is a good idea to bring your umbrella with you every day, since Edmonton's weather has proven itself, over the past few weeks, how weirdly beautiful it can be (hot sunny morning mixed with stormy/rainy afternoons)!

This past month I attended my last honorary degree reception for the spring convocation, which was for Mary Robinson (Former President of Ireland and the United Nations High Commissioner for Human Rights). From my perspective, her speech had a couple of highlights including the value of friendship in modern society. She noted that every one of us have experienced good days and bad days, then she added that friendships matter the most, especially during the bad/hard days. She told a story about the last time she was in Edmonton and became sick (to the extent that she could not even give her speech), but her memories about Edmonton were so bright. She told us how kind and friendly Edmontonians were to her at that time and how that impressed her deeply.

One important meeting I attended last month was the announcement of 54.5 million dollar donation from the Stollery Children's Hospital Foundation (40 M) and the Royal Alexandra Hospital Foundation (14.5 M) to the University of Alberta for conducting research in women and children's health. This donation is the biggest single donation in the history of the University, and it is really significant in paving the path for future generations of researchers in the field of medicine.

Moreover during the past month, as Sarah reported, myself and the other Directly-Elected Officers met with the University of Alberta International (UAI) Executive Director and other UAI staff members to discuss the area of collaboration between the GSA and UAI. This meeting was primarily informative for me in many aspects. UAI is a part of University administration and their role is not to advocate on behalf of international students. However the services they provide to international students are quite impressive. During that meeting it was discussed how the GSA can help UAI advertise their services beneficial to international graduate student.

As some of you may already know the discussion for the new U-Pass agreement has started. Regarding this, the last couple of Edmonton Student Alliance (ESA) meetings were more focused on this matter. The discussion is going well and Ali will report further on this matter. One of the other things

that was discussed in those ESA meetings was the future of ESA. ESA is moving toward establishing a municipal advocacy group with more organised Terms of Reference and better-targeted goals.

The Athletics and Recreation Fee Policy Advisory Committee (ARFPAC) was one of the other meetings I attended last month. The main duty of this committee is to discuss any changes in the Athletic and Recreation fee with the students' associations. The main part of the last ARFPAC meeting was to discuss the new mandate of this committee compared to the newly established Joint Student/University Oversight Committee on Mandatory Non-Instructional Fees (MNIF).

Finally, last Monday, as reported by Sarah and Firouz, we held our first Roundtable Discussion, which was really good. The main of point of the Roundtable Discussion is to listen to the voice of grad students and to ask for their feedback. I want to invite you all to attend our next Roundtable Discussion, which will be on Thursday, August 4, 2016 from 10 AM to 12 PM in MEC 2-3.

Sincerely,

Masoud Khademi, GSA Vice-President External

Please find below a list of meetings I attended between June 20, 2016 to July 18, 2016. The meetings were accurate at the time of printing.

June 21	Reception for Honorary Degree Recipient, Mary Robinson
June 22	Announcement of the donation for Women and Children's Health Research
June 23	University of Alberta International (UAI) Tour and Meeting
June 27	Public Interest Alberta Post-Secondary Education Task Force (PIA PSE TF)
June 28	Edmonton Student Alliance (ESA)
June 28	Athletics and Recreation Fee Policy Advisory Committee (ARFPAC)
July 11	GSA Roundtable Discussion

**GSA Vice-President Labour
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: July 15, 2016

Dear Council,

June went by in no time! It feels like it was yesterday that I wrote my previous report. No idea where the time went, apparently I have been busy.

First of all, I have been dealing with a couple of student cases, mainly about **financial, transparency, and communication issues**. All are moving forward, some dreadfully slowly, but at least they are moving. Like glaciers. Hopefully they will melt away one day just like the glaciers, and everything will become transparent. Until then Heather and I spent tons of time sending emails, making phone calls, connecting people, and having meetings to resolve these issues.

Regarding the **mental health issues**, there were two major meetings:

1) Firouz and I attended the QPR Training that is **Question, Persuade, and Refer**. It was a training session on **suicide prevention**. It was very useful, but too short. It mostly created awareness amongst attendees that almost everyone has been connected to suicide in some way, including myself. The biggest issue is, like for most other mental health issues, **stigma**. There is no open communication about this issue in society, which is crucial to prevent many cases. Therefore, we practice asking "**the question**" with the person sitting next to us. This was pretty uncomfortable when you don't know that person I must say. "The question" could be phrased multiple ways, but the bottom line was "*Have you thought about killing yourself*". My Dutch directness didn't help create the right phrasing and my neighbour was pretty terrified when I asked in exactly these words. In the future I will use one of the less direct approaches, which also came to discussion luckily.

2) I attended the newly created **Implementation Steering Committee of the Review of the University of Alberta's Response to Sexual Assault**. The first step, after the report came out, was taken by creating a committee looking at a new policy around sexual assault. This committee has been working on the policy for quite a while already. The next step is to implement the other recommendations made in the report. This will be the task of the Implementation Steering Committee. Basically this committee will guide and oversee four working groups, each of them aiming one cluster of recommendations (but not exclusively). The four clusters are: **Education and Outreach** (about creating awareness), **Accountability** (about the different discipline processes available), **Support** (for both the individuals who disclose and the accused), and **Reporting** (about how to record the cases). There are multiple stakeholders participating in these groups. In my opinion, all of these issues are important for graduate students, so our voice must be heard. Therefore, **we need volunteers for these working groups!** It would be best to

have multiple creative minds working on this, so please let me or the Administrative Chair of the GSA Nominating Committee know if you are interested in this topic, and also which of the four working groups appeals to you.

That was June! Starting July 7, I will actually be far, far away attending a chicken conference, as my research clucks on too.

Let me know if you have any questions, and feel free to contact me.

Thanks,
Sasha van der Klein, GSA Vice-President Labour

Please find below a list of meetings I attended between June 20, 2016 to July 18, 2016. The meetings were accurate at the time of printing. I was away on Research Leave from July 7 to July 15, 2016.

June 21	Meeting with a Graduate Student
June 21	Meeting with a Graduate Student
June 21	Reception for Honorary Degree Recipient, Mary Robinson
June 22	Meeting with a Graduate Student
June 23	University of Alberta International (UAI) Tour and Meeting
June 23	Meeting with a Graduate Student
June 24	GSA Governance Committee (GSA GC)
June 27	Meeting with the GSA Auditor
June 29	Meeting with a Graduate Student
June 29	Question, Persuade, Refer (QPR) Training
June 30	Meeting with a Graduate Student
July 4	Sexual Assault Implementation Committee
July 5	GSA Budget and Finance Committee (GSA BFC)
July 6	Meeting with Graduate Students
July 6	Meeting with Graduate Students

**GSA Vice-President Student Services
Report to Council for July 18, 2016 GSA Council Meeting**

To: GSA Council
From: Ali Talaei
Date: July 15, 2016

Dear Council Colleagues,

I hope all is fine and that you are doing well. As a result of my many conversations with the GSA management team, I think it is safe to say that the GSA is known for both its advocacy efforts on behalf of graduate students and the quality services we provide. Therefore, my July council report will focus on updates of the services that the GSA provides/advocates for.

Starting with the Student Success Centre, the Student Success Centre is located in SUB and provides professional services to students with respect to their resume, thesis writing, job interviews, etc. As a part of the agreement between the GSA and the Student Success Centre, the Student Success Centre is providing GSA subsidized services to grad students and a report of the services offered is submitted to the GSA every year. This year the report was quite positive and almost all the grad students who used the services were very happy with the quality of services received. We had a discussion with them regarding how we could design new services that would benefit grad students even more. Some ideas are being discussed and I will probably be able to provide additional details at the September Council.

At my last meeting with the Campus Food Bank (CFB), statistics about the utilization of the services were discussed and it seemed that more than 50% of the people using CFB were grad students. This issue was discussed with University of Alberta International (UAI) and I am hoping to arrange a meeting with myself, the CFB and UAI to consider international graduate students' dietary preferences in CFB food baskets.

In the past few months, we, the Directly-Elected Officers and the GSA Management Team, have had discussion on the GSA Academically-Related Graduate Student Group Awards Policy. The total available funding for this award is very limited and we have been thinking of revisiting the GSA Policy so that more groups could be benefited from this award. Together with the management team, some proposals were discussed and the office is working on the practical aspects of changing the GSA Academically-Related Graduate Student Group Awards Policy. I am optimistic that the new proposal (upon approval by GSA Council) will make the funds accessible by more GSA registered graduate student groups. Details on these proposed changes would probably be ready by the fall.

The most exciting news is regarding the U-Pass negotiation, which Masoud briefly reported on. As some of you are aware, the current agreement between the Municipalities and the University will expire in August 2017. Together with other stakeholders, the GSA started to prepare for negotiations in November last year. As background information, the Municipalities have an agreement with different

Universities within Edmonton for the U-Pass (Agreement No.1). In addition to that, the University of Alberta has a secondary agreement with the students' associations (the SU and the GSA) through which the University subsidizes the cost of the U-Pass. The University of Alberta is the only University to subsidize the U-Pass. After several meetings with SU representatives, the U of A administration and the Edmonton Student Alliance, the U-Pass Advisory Committee met on June 29th (to discuss Agreement No. 1). I am extremely happy (and somewhat surprised) to report that, during this meeting, the Municipalities' opening position for the new agreement was presented as a cap on the fees for the first 2 years of the new agreement and then a slight increase of the fee in the next 2 years (it is a four year agreement). Although some details are still to be discussed, the overall proposal is very satisfactory.

After finalizing Agreement No.1, we will start negotiating with University administration for Agreement No. 2; we anticipate that the University will continue the subsidy in one form or another. However, it may be lower than in previous years and this will be a point of negotiation; the details and the amount of the subsidy will be subject to further discussion.

Overall, I am excited to let you know that the fees for U-Pass will remain the same or increase slightly as opposed to our initial expectation of radical increase.

At the end, I wish you all enjoy the rest of the summer and see you at the July Council.

Sincerely,

Ali Talaei, Vice-President Student Services

Please find below a list of meetings I attended between June 20, 2016 and July 18, 2016:

June 21	Meeting With C Phare, Executive Director of the Campus Food Bank
June 21	Meeting with W Doughty and S Kuntz re Funding solutions from Student Success Centre
June 22	Meeting with University Administration re U-Pass Negotiation
June 23	Meeting with the SU President
June 23	University of Alberta International (UAI) Tour and Meeting
June 23	General Faculties Council Facilities Development Committee (GFC FDC)
June 28	Edmonton Student Alliance (ESA)
June 29	U-Pass Advisory Committee
July 12	U of A Travel Demand Management Meeting
July 12	Meeting to discuss Academically-Related Graduate Student Group Awards

**GSA 2015-2016 Chief Returning Officer
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
From: Virginia Pimmett
Date: July 15, 2016

Dear Council Colleagues,

The report below serves as the written report that GSA Policy (Officer Portfolios, Section 8.5.g.ii) notes the CRO will provide annually following the GSA General Election. This report also serves as my procedural report, as required by GSA Policy (Elections, Section 12.1).

Please note that, as reported at the June meeting of GSA Council, many of the issues outlined in this report have been the subject of extensive and ongoing discussion by the GSA Elections and Referenda Committee (GSA ERC).

Sincerely,

Virginia Pimmett, 2015-2016 Chief Returning Officer

2016 GSA General Election Issues

Recommendations From the Chief Returning Officer

Communications

- Confirm receipt of CCIDs from Faculty of Graduate Studies and Research (FGSR)
- Be clear that approval of the content of emails is needed in advance, as well as approval of how you are going to send an email (e.g. moderated list)
- Attain confirmation of when and where candidates are posting posters and confirm in advance that they got permission where permission was needed by university policy
- Develop CRO social media accounts to prevent the CRO using a personal account to monitor candidate's social media posts

Financials

- Send reminder to candidates the day before voting ends re: expense forms
- Obtain candidates' budget estimates in advance of elections if possible

Complaints

- Verbal warnings and informal resolution should be considered for first offenses, especially early in the campaign – this was well-received this election
 - In-person meetings are excellent
 - Should always be taken on with an available neutral third party
- CRO *consults* with the GSA ERC, but final decision lies with the CRO
- Email threads and complaints should be more easily tracked

Issues For the GSA ERC's Consideration

Numerous Complaints:

- Requested that the February GSA Council meeting be postponed or cancelled because of possible bias as voting started the day after the meeting, where incumbents running for office and other candidates would be present, but not all candidates.
 - Speaker Decision: *February GSA Council meeting will move forward as scheduled regardless of the 2016 election voting day taking place the next day.*
 - ERC has agreed to meet with candidate re: this concern
- Four “bundled” complaints regarding the inclusion of a candidate’s name and current position on emails to GSA Council about the current business of the GSA (2 complaints) and the inclusion of names of all GSA DEOs with their current titles (4/5 running in the GSA General Election) on emails about the winter PD mixer
 - CRO Decision: *Complaint dismissed.*

Clarifying the Role of Departmental GSAs

- Complaint received: A Councillor complained about [a departmental GSA] sending out ~~the GSA~~ election material. “I received the following email from [my departmental GSA], which is registered with the Student Group Services. [The departmental GSA] executives are elected by the student body in the chemical and materials engineering and are associated with GSA. As per my knowledge about the policies, such association can not promote or campaign for a particular slate or candidate in an election. Following email demonstrates that the [departmental GSA] is promoting [particular individual(s)]. As per my knowledge about the policies, they can encourage the students about voting in a general election but can not promote a particular candidate or slate. I am concerned about the fairness. Please note the incidence and take an appropriate action.”
 - LOTS OF THOUGHTS FROM THE GSA ERC WERE HEARD ON THIS ONE. DO WE NEED POLICY, AND IF SO IS IT ENFORCEABLE?
 - Can Departmental GSAs hold events where only certain candidates are invited?
 - Can Departmental GSAs send out emails endorsing particular candidates?
 - Are Departmental GSAs volunteers when they do the above? Would their volunteering be considered an endorsement? What is their status, and can, or should, we govern them?
 - CRO does not have any jurisdiction over the actions of Departmental GSAs per current GSA Bylaw and Policy. Enforcing a decision would be difficult owing to the lack of consequences CRO can actually impose.

Defining the Campaign Period

- Context (Question received): Does the campaign period defined in GSA Bylaw, Elections, Section 3.6 include the voting period; is campaigning still allowed during the voting period?
 - GSA Bylaw, Elections Section 3.2 states: “Elections consist of a nomination period, a campaign period and a voting period.”
 - GSA Bylaw, Elections Section 3.6 states: “The campaign period shall last at least seven (7) calendar days and shall begin no earlier than the day following the All-Candidates Meeting.”
 - GSA Bylaw, Elections Section 3.7 states: “7. Voting: a. Campaigning is permitted during the voting period. b. The CRO shall ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours.”

- *Possible Solution:* Amend GSA Bylaw, Elections Section 3.6 by adding a semicolon and the following: “Campaigning is permitted during the voting period.” Delete GSA Bylaw, Elections Section 7.a. Change GSA Bylaw, Elections Sections 5.1 and 5.4 to say that candidates must have expenses in by the close of voting.
- The GSA ERC needs to clearly define if/what actions are allowed outside the campaign period
 - Can potential candidates campaign or ask for support in December before nominations open?
 - CRO authority only extends within the bounds of the stated campaign period, so campaigning outside the times specified in GSA Bylaw and Policy would require amending CRO responsibilities.

Logistic Issues

- Item 7c (iv) on the nomination forms should be changed from *Speaker* to *Chair of ACB* with a copy to the ED.
- The ballot states that the electorate consists of registered graduate students as given to the GSA by the FGSR
- Deemed delivery (24 hours) versus *actual* delivery. “Deemed delivery” is something Ellen and Heather proposed be put into the regulations – based on GFC policy. “Deemed delivery” was used primarily for *undergraduates* who wanted to avoid “bad news” about a hearing. Graduate student behaviour is very different during elections and graduate students ARE connected to their email.
 - Recommendation: that the “Deemed delivery” be 6-8 hours.

Communications

- Context (Questions received): Can I write to Councillors? Can I ask Councillors for the Graduate Coordinators’ emails? Can I email individual grad students as long as I construct a list myself? Can I write to departmental GSAs? Can I write to members of GSA, GFC and FGSR committees where the names are public?
 - CRO Response: Candidates can’t write to committees that are “neutral” (e.g. GSA Appeals and Complaints Board (GSA ACB) or GSA Nominating Committee)
 - Candidates should also ensure they do not contact neutral committee members through mass mailings, Councillor blasts, etc. Several members of these committees are also councillors and were contacted anyways.
- Social media policy needs to be updated, as does the language around moderated/unmoderated lists.
 - *Possible solution:* Looking at SU rules re: content of social media and mailing. Have GSA posting regulations parallel to SU (Note: SU does not have to follow university rules during their campaign period).
- GPAC should be notified in advance that they may receive emails from candidates
- Several complaints from students that they were getting unsolicited email blasts using mail merges from a candidate.
 - Mail merge messages allow personalization of a form email letter before being sent to large lists
 - Is this appreciably different from using an unmoderated mailing list, other than the fact that this isn’t a mailing list created using the university Listserv system?
- Can GSA be added to UAPPOL policy re: posting of elections signs that SU uses to circumvent the need for approval by whoever owns the boards?

Campaigning

- CRO to approve OR review campaign material: we were going to change from approve to review on the advice of the lawyers but in fact forgot to change the CRO portfolio description which says CRO approves.

The thinking now is that “approve” is the way to go and this would need to be changed in two places in policy.

- GSA Elections Bylaw re: “no campaigning during GSA meetings” should be updated to include GSA events and their equivalent
- Regulation against political statements in campaign materials should be clarified to all parties
- Candidates posting, or being affiliated with, certain political positions/or taking a stand on controversial ideological topics.
- Campaigning during GSA-organized events such as the winter PD mixer needs to be an all-YES or an all-NO
- Use of student business cards was a strict “no” based on policy saying you can’t campaign with materials showing university-related logos (GSA Policy, Elections, Section 6.1.e.xii)

Posting CRO Complaint Verdicts

- Policy is silent for CRO and GSA ACB decisions are posted on the web.
 - Note that in the omnibus proposal that Council did not wish to act on in 2014, there was a proposal that the CRO decisions would be posted on the web. As the proposal didn’t pass, there is no GSA Policy determination either way.
 - Also note that in 2014, the CRO posted a decision. Suggestion is that the GSA ERC advises the CRO about posting decisions on a case-by-case basis. Some of the decisions are quite minor; the feeling is that posting on the web will vault small issues into the ionosphere. We had good results with informal resolution this year. [IF WE DO NOT WANT TO STATE THE CRO MUST POST ALL DECISION WE NEED DO NOTHING.] Currently the CRO “manages” the election in consultation with the GSA ERC. That is how no-posting decisions of CRO were reached this year.

Role of the GSA Office

- The GSA Office is apolitical and supports whomever is elected and continues operating business as usual during the election period. The GSA Office can be consulted about compliance with GSA Bylaw and Policy, can be asked what happened in previous years, can be asked about current GSA matters (e.g. is this candidate statement correct re Health and Dental Plan?) but beyond this can not and do not respond to partisan requests

Questions Raised during the 2016 Election

- Can I buy coffee for a volunteer?
- Volunteer impartiality
- Can we pass out campaign material at the GSA PD event?
- Translation of campaign material
- New poster and email to grad coordinators
- Social media “liking”
 - Candidate wanted to know if asking for re-tweets or likes would make these individuals into volunteers for the campaign.
 - CRO responded “no”
- Sharing answers to the All-Candidates’ Meeting questions
 - CRO responded “no”
- Platform, “GSA” event
- Can we invite just a select number of candidates to an event?

18.4

- CRO has no control over other groups/individuals and cannot compel them to do anything. If a group wishes to only invite certain candidates to an event they're hosting, that's their prerogative and CRO cannot force them to include any/all other candidates.

**GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
From: Leigh Spanner
Date: July 15, 2016

Dear Council Colleagues,

At the last of the GSA Elections and Referenda Committee (GSA ERC) meeting, we continued discussions on the list of “takeaways” and potential recommendations to consider in advance of the next GSA General Election. Some of the issues discussed include: graduate students eligible to vote, ballot structure.

The GSA ERC is also considering changes to GSA Policy on elections. We will also be reviewing GSA Bylaw and Policy on referenda over the summer. Proposed changes will be brought forward to GSA Council after comprehensive review and consideration by the GSA ERC.

Sincerely,
Leigh Spanner, Chair of the GSA Elections and Referenda Committee

**GSA Executive Director
Report to GSA Council for the July 18, 2016 Meeting**

To: GSA Council
From: Ellen Schoeck
Date: July 15, 2016

Dear Council Colleagues,

July Council will be my last as your Executive Director, and I know the GSA will be in good hands with Courtney Thomas as your new Executive Director. Courtney has asked that I stay on part time for six months to help with transition.

At the July meeting I'll give a short retrospective of the last six years. Briefly put, I came to the GSA when you were in dire straights and I can assure you that the GSA is now in excellent financial and organizational shape. As the Auditor has said, the GSA needs to stay on track.

It's been a pleasure meeting and working with so many of you!

Best,
Ellen Schoeck, Executive Director

Management Report to the GSA Board, June 22, 2016

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on June 15, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** The audit began last week, with the auditors on site in the office for a few days, the ED met with them on Friday to answer questions); planning GSA “roundtables” over the summer (getting the information into the newsletter – two RSVPs so far); GSA Council; getting information on the assessment of the Athletics and Recreation fee in spring/summer (meeting with C Harwardt); preliminary PD event planning; planning for Fall Orientation and Departmental Orientations (the last week of August and first week of September will be very busy!!!!); preparing for meetings of the GSA Budget and Finance Committee, the GSA Elections and Referenda Committee, and the GSA Governance Committee; review of a second draft of the renewed agreement with TD and conversations about alternate providers; Campus Food Bank; residence issues.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a GSA Governance Committee reviewed it for the second time at its last meeting; a third draft is ready for review (along with a proposal with respect to GSA Council quorum) and the GSA Governance Committee will meet in June).
- **Graduate Student Groups:** creation of an alcohol liability waiver (meeting scheduled with the manager, Office of Insurance and Risk Assessment) and ongoing relationship building with Student Group Services.

Grants and Operations

- Finalizing the 2016-2017 **GSA Agenda/Handbook**.
- **Social Media:** Facebook = 791 likes (up 6 from June 15). Our Facebook posts reached 890 users this week and our “post engagement” count was 42. Twitter = 604 followers (no change from June 15). Our tweets earned 1,219 “impressions” over the last week.
- **Grants processing.**

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATA	\$114,318.75	\$317.39 CLOSED	0	239 (0 pending processing)
CCG	\$104,714.85	\$12,714.85 CLOSED	0	53 (0 pending processing)
ASGA	\$3,562.50	\$0 CLOSED	0	4 (0 pending processing)
EB	\$135,125 (no periods)	\$127,872.00	0	3 (0 pending processing)

Week in Review – Office Operations:

- **Grants processing** and GSA Agenda/Handbook design.
- Supporting the **work of the GSA NoC** (GSA Governance Committee, CRO, DRO, Speaker, and Deputy Speaker).
- Assistance planning for **summer roundtables, Coffee Breaks, Fall Orientation (17 booths at the info fair booked so far), Departmental Orientations, and the fall PD event.**

Management Report to the GSA Board, June 29, 2016

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on June 22, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** We are dealing with 32 issues this Monday-Wednesday and are also engaged with audit and the quarterly financial report (meeting with the Auditor on Monday, the GSA Budget and Finance Committee will be meeting next Tuesday); planning GSA roundtables over the summer (5 RSVPs so far); PD event planning and discussions with respect to FGSR’s involvement; planning for Fall Orientation and Departmental Orientations (the last week of August and first week of September will be very busy!!!!); preparing for a GSA Elections and Referenda Committee meeting, action arising from a meeting on the GSA Governance Committee; letter to the Campus Food Bank arising from the June 22 GSA Board meeting; residence issues; elections for departmental GSAs in Education, decanal search and selection committees in Education and Medicine and Dentistry.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a GSA Governance Committee reviewed it for the third time at its last meeting).
- **Graduate Student Groups:** creation of an alcohol liability waiver (recent meeting with the manager, Office of Insurance and Risk Assessment) and ongoing relationship building with Student Group Services.

Grants and Operations

- Finalizing the 2016-2017 **GSA Agenda/Handbook** and sending it to the printer.
- **Social Media:** Facebook = 794 likes (up 3 from June 22). Our Facebook posts reached 809 users this week and our “post engagement” count was 65. Twitter = 606 followers (up 2 from June 22). Our tweets earned 1,159 “impressions” over the last week.
- **Grants processing:**

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$114,318.75	\$317.39 CLOSED	0	239 (0 pending processing)
CCGs	\$104,714.85	\$12,714.85 CLOSED	0	53 (0 pending processing)
ASGAs	\$3,562.50	\$0 CLOSED	0	4 (0 pending processing)
EBs	\$135,125 (no periods)	\$127,872.00	0	3 (0 pending processing)

Week in Review – Office Operations:

- **Grants processing** and GSA Agenda/Handbook design.
- Supporting the **work of the GSA Nominating Committee** (vacancy on the GSA NoC, vacancies on decanal search and selection committees in Education and Medicine and Dentistry, and elections for departmental GSAs in Education).
- Assistance planning for **GSA roundtables, Coffee Breaks, Fall Orientation (17 booths at the info fair booked so far), Departmental Orientations, and the fall PD event.**

Management Report to the GSA Board, July 6, 2016

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on June 29, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** GSA Budget and Finance Committee meeting; Sexual Assault Implementation Committee; planning GSA roundtables over the summer (5 RSVPs so far – first one is July 11); group insurance program; Campus Food Bank; GSA Governance Committee meeting; planning for Fall Orientation and Departmental Orientations (the last week of August and first week of September will be very busy!!!!); getting information about a graduate studies readmission fee; elections for departmental GSAs in Education, decanal search and selection committees in Education and Medicine and Dentistry.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a GSA Governance Committee reviewed it for the third time at its last meeting – some additional changes are pending, to be followed by another review).
- **Graduate Student Groups:** creation of an alcohol liability waiver (recent meeting with the manager, Office of Insurance and Risk Assessment) and ongoing relationship building with Student Group Services.

Grants and Operations

- Finalizing the 2016-2017 **GSA Agenda/Handbook** and sending it to the printer.
- **Social Media:** Facebook = 794 likes (up 3 from June 22). Our Facebook posts reached 809 users this week and our “post engagement” count was 65. Twitter = 606 followers (up 2 from June 22). Our tweets earned 1,159 “impressions” over the last week.
- **Grants processing:**

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)*	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$91,936.14	\$74,306.14	37	37 (37 pending processing)
CCGs	\$70,852.35	\$0 CLOSED	43	43 (43 pending processing)
ASGAs	\$3,562.50	\$3,562.50	0	0 (0 pending processing)
EBs	\$135,125 (no periods)	\$127,872 (no periods)	0	3 (0 pending processing) (no periods)

*Estimate only, assumes that all applications pending processing meet eligibility criteria

Week in Review – Office Operations:

- **Opening of a new granting period** and GSA Agenda/Handbook design.
- **GSA website updates** and **preparing for GSA Council**.
- Supporting the **work of the GSA Nominating Committee** (vacancy on the GSA NoC, vacancies on decanal search and selection committees in Education and Medicine and Dentistry, and election for the Graduate Students’ Residence Association).
- Assistance planning for **GSA roundtables, Coffee Breaks, Fall Orientation, Departmental Orientations, and the fall PD event**.

Management Report to the GSA Board, July 13, 2016

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on July 6, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** wrapping up the 2015-2016 audit process; Budget 101s; preparing for GSA Council; first GSA Roundtable Discussion; reviewing Department Orientations with FGSR; group insurance program; Campus Food Bank; strategic thinking re budget; planning for Fall Orientation and Departmental Orientations (the last week of August and first week of September will be very busy!!!!); U-Pass discussions; elections for decanal search and selection committees in Education and Medicine and Dentistry.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a GSA Governance Committee reviewed it for the third time at its last meeting – some additional changes are pending, to be followed by another review).
- **Graduate Student Groups:** creation of an alcohol liability waiver (further thinking on this matter after a meeting with the manager, Office of Insurance and Risk Assessment) and ongoing relationship building with Student Group Services.

Grants and Operations

- Sending the 2016-2017 **GSA Agenda/Handbook** to the printer.
- **Social Media:** Facebook = 798 likes (up 1 from June 29). Our Facebook posts reached 468 users this week and our “post engagement” count was 9. Twitter = 610 followers (up 4 from June 29). Our tweets earned 1,416 “impressions” over the last week.
- **Grants processing:**

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$91,636.14	\$72,628.14	15	55 (16 pending processing)
CCGs	\$70,852.35	\$5,852.35 CLOSED	43	43 (43 pending processing)
ASGAs	\$3,562.50	\$3,562.50	0	0 (0 pending processing)
EBs	\$130,625 (no periods)	\$127,872	0	3 (0 Pending processing)

Week in Review – Office Operations:

- **Grants processing period.**
- Preparing for the **second mailing of GSA Council material.**
- Supporting the **work of the GSA Nominating Committee** (vacancy on the GSA NoC, vacancies on decanal search and selection committees in Education and Medicine and Dentistry, and election for the Graduate Students’ Residence Association).
- Assistance with planning for **GSA Roundtables, Coffee Breaks, Fall Orientation, Departmental Orientations, and the fall PD event.**