



**GRADUATE STUDENTS' ASSOCIATION
Council and Board of Directors**



**Notice of Meeting
Tuesday, 26 September, 2017: 17:00 – 18:00
GSA Commons**

(Light dinner provided)

Agenda

		Pages	Action
	OPEN SESSION		
17:00	1. Call to Order		
	2. Reappointment of Council Chair (Robert Henderson)	Oral	Decision
	3. Introductory Remarks from the Chair and Overview of Council	Oral	Information
	4. Approval of the Agenda		Decision
17:05	<u>Consent Agenda</u>		
	Motion: To approve and/or receive for information by consent items 5 – 13 below.		
	5. Minutes from the 21 March and 25 April Council Meetings	3 – 5	Decision
	6. Minutes from the 24 – 28 May, 2017 Electronic Resolution	6 – 7	Decision
	7. Minutes from the 28 June and 1 August, 2017 Council Meetings	8 – 13	Decision
	8. Reports from the Executive	14 – 21	Information
	9. Reports from the Executive Committee; Executive Retreat	(link)	Information
	10. Orientation 2017 Report	22 – 35	Information
	11. Ratification of Social Club: AAPS (June Council Agenda, pp34-35)	(link)	Information
	12. <i>See reports from the 28 June, 2017 Council Agenda Package</i>	(link)	Information
	13. <i>See reports from the 1 August, 2017 Council Agenda Package</i>	(link)	Information
	<u>Regular Agenda</u>		
17:10	14. Business Arising from the Minutes		
17:15	15. Report of the President		
	a) President's Update	Oral	Information
	b) Q & A Period with the Executive	Oral	Discussion
	16. Other Business / Announcements		
	CONFIDENTIAL SESSION		
17:30	17. Minutes from the 21 March, 28 June, and 1 August 2017 Meetings and Business Arising		Decision
17:35	18. RACC Memorandum of Agreement (signed)		Information
17:40	19. U of S Tuition Consultation Framework		Discussion
17:50	20. Possibility of Summer UPASS – Initial Discussions		Discussion
	21. Other Business		
	IN CAMERA SESSION		
17:55	22. Report of the President		Information
	23. Other Business		
18:00	24. Adjournment		Decision

Note: All meetings are open to the general membership, except for confidential sessions and those *in camera*, where only councillors, directors, senior staff, or individuals invited by the chair may attend. Agendas and minutes from “open” sessions will be made available electronically to the general membership. It is understood that content and discussions from confidential or *in camera* sessions may not be distributed to or discussed with anyone but current councillors, directors and/or the office manager. No record will be kept of discussions *in camera*.

To allow Council to complete a number of matters quickly and to devote more of its attention to major items of business, the agenda has been divided between items that are to be approved and/or received for information by consent and those that are to be presented individually for discussion and decision and/or information. A consent agenda does not aim to prevent discussion of any matter, but is intended for items that are likely uncontroversial, or relatively minor in nature, and will not be discussed at the meeting unless a member so requests. Members are supplied with the appropriate documentation for each item and all items will be approved by means of one omnibus motion. Council will then move immediately to consideration of the items on the regular agenda.

19 September, 2017

Robert D. E. Henderson, Chair

Please convey regrets in advance to: gsa.chair@usask.ca

**University of Saskatchewan
Graduate Students' Association**

COUNCIL

Minutes from the Mar. 21, 2017 Meeting

Organization of Meeting: Robert Henderson, Chair of Council, took the chair, and Mylyne Tham, acted as secretary. The Chair advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted.

OPEN SESSION

1. Call to Order @ 4:30pm
2. Remarks from the Chair
 - a. Elections
3. Approval of the Agenda
 - a. Motion – Ziad
 - b. Seconded by Vita
 - c. Carried

CONSENT AGENDA

Motion: To approve and/or receive for information by consent items 4 and 5 below

4. Minutes from the 28 February, 2017 Council Meeting
5. Reports from the Executive, *ad hoc* Sustainability, and Executive Committee
 - a. Seconded by Iloradanon
 - b. Comments: Vita was not present at meeting, but it was noted that she was
 - i. Iloradanon was noted as absent, but she was present
 - c. Carried

REGULAR AGENDA

6. Presentation on University Planning: Provost's Advisory Committee on Integrated Planning
 - a. Want to hear what goals the GSA has for the committee
 - b. Seeking feedback from various groups and planning to start a survey
 - c. Theme descriptions – handout provided
 - d. What goals do you think will drive us to achieve our Mission and Vision?
 - e. Where/what/who does the U of S want to be in the next decade in our main areas of activity – T&L, R&D, O&E, and Operational Excellence?
 - i. U of S's position on re-investing responsibly – not investing in fossil fuel industries
 - ii. U of S's strategy for Indigenizing ties into Sustainability
 - iii. More research funding, more support for faculty to get research funding
 - iv. More support and funding for international students who come with family

- v. Increase TA pay rates as a tangible goal
 - vi. Internationalization – McGill doesn't have fees for international students
 - vii. Media Recognition – better promotion of our successes and achievements
 - viii. Encouraging collaboration, interdisciplinarity, connectivity.
 - ix. Reach out to the global and local community – outreach and engagement
- f. The Committee agreed to send Council a semi-final draft of the plan
- g. Contact: Konrad.andre@usask.ca
- 7. Report of the President
 - a. President's Update
 - i. Student-supervisor agreement
 - 1. Had great feedback
 - 2. In 2 weeks, a final guideline will be submitted to CGPS
 - ii. Summer UPASS
 - 1. Asked for a meeting with Transit, request has not been answered yet
 - iii. Events
 - 1. 3-minute thesis next week, 60 participants! Mar. 29th at 10am is opening
 - 2. Apr. 1st GSA Gala
 - iv. ThinkGrad GSA Summit – Apr. 18th
 - b. U of S Response to Council's Letter on Athletic Fees
 - i. Why are there so many faculty members on this committee discussing student fees?
 - 1. One undergrad student was taken off the committee to accommodate a grad student
 - c. Q & A Period with the Executive
 - i. Isaac Pratt – the GSA is hosting the ThinkGrad conference – is the GSA going to be spending money on the conference?
 - ii. GSA is not spending any money, funding will be coming from registration fees and sponsorship
- 8. Reports from the Committees
 - a. Elections
 - i. Motion – to approve the terms of reference as distributed
 - 1. Seconder – Aurora
 - 2. Carried
 - b. Question from Beeta: why are GSA elections overlap with USSU elections? These overlaps make it difficult to campaign.
- 9. Other Business / Announcements
 - a. Seth Sazant from PSAC gave update on Bargaining
 - i. Last offer: 4-year deal with 0% increase in first year, 0% increase in second year, 2% in third year, 1% in fourth year.
 - ii. No clarity or negotiating on appointments process – University is saying that what we have now is good enough
 - iii. Collective action might be needed to show support to the Bargaining team.
 - b. Alumni seats on Board

**University of Saskatchewan
Graduate Students' Association**

COUNCIL

Minutes from 25 April, 2017 Special Meeting

GSA Commons

Regrets: Ifeoma Adaji, Sylvana Tu, Banjo Olaleye, Naheda Sahtout

Organization of Meeting: Robert Henderson, Chair of Council, took the chair, and Mylyne Tham, acted as secretary. The Chair advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted.

1. Call to Order
2. Remarks from the Chair
3. Approval of the Agenda
 - a. Motion: Carolyn Gaspar
 - b. Seconded: Katherine (from Tox)
 - c. Carried

Regular Agenda

4. Report of the Chief Electoral Officer: Election Results
 - a. No questions
5. Report of the VP Finance: Preliminary 2017-18 Budget
 - a. To approve the presented budget as the preliminary budget for 2017 - 2018 – Carolyn Gaspar
 - b. Seconded by Brenda
 - i. 3-MT ran a deficit, ~ 1500-1800 over, will confirm
 - ii. GSA Gala ran a deficit, \$1300 right now, after another department pitches in, will be down to \$300 deficit
 - c. Absentions – 3
 - d. Carried
6. Other Business / Announcements
7. Adjournment
 - a. 4:27pm

**University of Saskatchewan
Graduate Students' Association**

COUNCIL

Minutes from the 24 – 28 May, 2017 Electronic Resolution

Timestamp	Motion: that former VP External Carolyn Gaspar be appointed as Interim VP External until a by-election is complete.	Please enter your name and affiliation on Council (department/College rep, Board member, executive, etc.)
5/24/2017 20:32:02	In favour	ARCHAIA
5/24/2017 20:32:37	In favour	Naheda Sahtout, Department of Chemistry Council Representative
5/24/2017 20:35:44	In favour	Jaylene Murray, Board member and college rep
5/24/2017 20:36:22	In favour	Isaac Pratt - College of Medicine Graduate Student Society
5/24/2017 20:37:46	In favour	Western college of veterinary medicine - council member
5/24/2017 20:45:08	In favour	Ziad Ghaith, GSA President
5/24/2017 20:53:03	In favour	Banjo Olaleye; English Course Council (ECC) rep
5/24/2017 21:46:05	In favour	Logan Pizzey, Board member
5/24/2017 21:57:17	In favour	School of Public Health Student Association
5/24/2017 22:27:23	In favour	Dimitry Zakharov (History)
5/24/2017 23:08:41	In favour	Colin McLaren, councillor from Kinesiology
5/25/2017 1:21:05	In favour	Emiliana Bomfim College of Medicine
5/25/2017 4:45:44	In favour	Ifeoma Adaji, Computer science depth.
5/25/2017 11:32:00	In favour	Anoosha Attaran (Academic representative for BGSA)/ Biology department/ Art and science/
5/25/2017 12:08:10	In favour	Luc Chabanole; Geological Sciences Representative
5/25/2017 12:55:30	In favour	Wanda Seidlikoski Yurach Board member
5/26/2017 10:47:10	In favour	Haley Scott, WCVM
5/26/2017 11:03:57	In favour	Board Member
5/26/2017 15:32:14	In favour	Evan Poncelet - representative for the Psychology Graduate Students' Association

5/27/2017 9:04:21	In favour	Chris Maierhoffer
5/27/2017 9:54:12	In favour	Josh cronmiller geography rep
5/27/2017 10:10:01	In favour	EGCC
5/27/2017 10:13:09	In favour	Brenda Byers
5/27/2017 11:09:50	In favour	Exec
5/27/2017 11:46:58	In favour	Indigenous Graduate Students' Council
5/27/2017 15:14:02	In favour	Department of Agricultural and Resource Economics
5/27/2017 17:46:40	In favour	Jason Ho, Physics Rep.
5/27/2017 19:46:47	In favour	Mila Markevych, EGSA
5/28/2017 12:59:12	Abstain	Chemical and biological engineering representative
5/28/2017 15:22:16	In favour	Ifeoma Adaji, Computer Science department
5/28/2017 15:58:45	In favour	Katherine Raes, TGSA

**University of Saskatchewan
Graduate Students' Association**

COUNCIL

Minutes from Tuesday, June 28th, 2017 meeting

Present: Refer to sign in sheet.

Regrets: Anoosha, Jaylene Murray, Brenda Byers, Levi, Aurora Bowery, Logan, Wanda Seidlikoski Yurach.

Absent: Refer to sign in sheet.

Organization of Meeting: Robert Henderson, chair of Council, took the chair, and Iloradanon Efimoff, acted as minute-taker. Robert Henderson advised that due notice of the meeting had been given, and **quorum was not present.**

OPEN SESSION

1. Call to Order
 - Session called to order at 11:40am by the chair
2. Remarks from the Chair
 - Report provided with Board and Chair activities
3. Approval of the Agenda
 - Agenda accepted for discussion

Consent Agenda

Motion: To approve and/or receive for information by consent items 4 – 8 below.

4. Minutes from the 21 March and 25 April, 2017 Council Meetings
5. Minutes from the 24 – 28 May, 2017 Electronic Resolution
6. Reports from the Chair and the Executive
7. Report of the GSA delegate to the CFS SAGM
8. Report from the Executive Committee; Executive Retreat (link)
 - No questions from council on these items

Regular Agenda

9. Business Arising from the Minutes
10. Presentation: Student Health Services [Peter Hedley]
 - Peter Hedley and other members of Student Health Services presented on a new model and new services, and answered council questions
 - Presentation was confidential and can be provided to council members upon request.
11. Ratification of Social Club: American Association of Pharmaceutical Scientists (AAPS), U of S Chapter
 - Presentation by incoming and outgoing chair of U of S AAPS
 - Focus is on graduate students, but anyone is able to join

- Organized 11 events last year, showcased on AAPS main site for efforts
- Mostly focus on professional development opportunities
- Events are already being planned for the coming year
- Funding for group is obtained through AAPS
- Executive committee comments that AAPS meets all requirements to be ratified

12. Report of the President

a) President's Update

- Bonkowski gave presentation on Health and Dental plan
 - Provincial tax of 6% was added to the health care premium
 - Health and Dental committee communicated with PCIP and fee review committee, and were able to increase health and dental plan cost for students by 6% - an increase from ~\$420/yr to \$459/yr
 - Benefits are all the same
 - GSA communicated with provincial gov't to see if the tax can be lifted for just this year, so the GSA has time to plan
 - Ghaith organized a moment of silence for the recent passing of Mathew Vincent, a graduate student from the department of Biology. Ghaith has sent a letter to the parents on behalf of the GSA
 - Will be formal presentation on yearly plan of each executive in September
 - GSA has raised \$60,000 so far this year in fundraising efforts for GSA commons improvement, GSA conference/3-minute thesis competition, hiring coordinators, and bursaries
 - Student supervisor agreement received approval from faculty council – hope is it will go through University Council to be a campus-wide mandatory document.
 - Still communicating with Transit Saskatoon re Summer UPass
- ### b) Q & A Period with the Executive
- No questions

13. Reports from Committees

a) Elections

- Only one nominations package has been received
- July 5 for all candidates forum
- New VP External to start August 1st

b) Health and Dental

- 12a.

14. Other Business / Announcements

a) Presentation from Student Care

- New mental health service – “Empower Me”
- Would add to current services, not replace them
- Goal is to address barriers to student access of services by offering care options via telephone, email, video chat, online services
- It offers psychological counseling and academic-life services on topics including relationships, family care, pressure & stress, depression & anxiety, financial, educational conflict, nutrition, and addictions; and wellness topic such as financial consultations, life coaching, and nutritional counselling
- Cost is \$4.20/year – flat fee (no increase in cost with increase in use)
 - Different options to roll out the service
 - Part of Health and Dental Plan or optional stand-alone mandatory fee or cost share with U of S or lobby U of S to cover costs
- Counselors are trained at a minimum of a Social Work or Psychology Master's Degree

Council then convened in confidential session.

Council then convened *in camera* at 1:20 pm.

Adjournment 1:38 pm.

GRADUATE STUDENTS' ASSOCIATION
Council and Board of Directors
Notice of Meeting
Tuesday, 1 August, 2017: 11:30 – 1:30 PM (Light lunch provided)
GSA Commons

Present: Refer to sign in sheet. (Quorum not reached)

Regrets: Iloradanon Efimoff, Haley Scott

Absent: Refer to sign in sheet.

Organization of Meeting: Robert Henderson, chair of Council, took the chair, and Brenda Byers, acted as minute-taker. Robert Henderson advised that due notice of the meeting had been given, and **quorum was not present**.

Agenda

OPEN SESSION

1. Call to Order 11:37am

2. Remarks from the Chair

- The board has met and there will be a package of information in the fall for members and councillors

- It is cooler in the Commons due to work to repairs of the venting and turning off the heat

- Please ask other colleagues from your college, who are on the GSA council, to attend to ensure we have quorum in September

3. Approval of the Agenda

- can not be approved but if you have any discussion to add please let the chair know

Consent Agenda

* Decisions items not possible due to lack of quorum, carried over to next meeting. *

Motion: To approve and/or receive for information by consent items 4 – 9 below.

4. Minutes from the 21 March and 25 April Council Meetings

5. Minutes from the 24 – 28 May, 2017 Electronic Resolution

6. Minutes from the 28 June, 2017 Council Meeting

7. Reports from the Executive

8. Reports from the Executive Committee; Executive Retreat

9. *Ratification of Social Club: AAPS (June Council Agenda, pp34-35)*

10. See reports from the 28 June, 2017 Council Agenda Package

Regular Agenda

11. Business Arising from the Minutes

- None

12. Report of the President

a) President's Update

- Ziad encourages participation on the Council from those in attendance or other colleagues in your college.
 - thanked Robert Henderson for his professionalism and guidance in protocol
 - thanked Carolyn for her service on the GSA executive in the fall
 - Naheda Sahtout could not be here but he welcomes her to her position as VP External
 - Orientation will be extended and be more comprehensive and is scheduled for the tentative date of Sept 6th, 2017
 - CGPS has distributed the student/supervisor agreement and is encouraging all grad students to put it to use and the GSA welcomes any suggestion or improvements
 - the draft agreement between the GSA and Graduate TA Student Union will be brought to the council once it is approved for their feedback and approval
 - Athletic Fee discussion with the Dean of Kinesiology has been conducted and the MOA with the USSU and the University Council means the GSA will be now have a seat on this group. Ziad is happy with the progress and he welcomes feedback and input from the GSA members and councillors
 - As a background for those no familiar with the Athletic Fee issue, the GSA was not happy with last year's consultation (or lack of it) and the GSA asked for a review of the tuition fee consultation process. A copy is attached on the perspectives and members are asked to add content – please contact the GSA executives with any additions or comments you may have
 - GSA commons was far to hot so AC has been added to the offices and discussion is on going to add AC in the main room
- b) Q & A Period with the Executive
- nothing was brought up

13. Reports from Committees

a) Elections Committee – in the bi-election Naheda Sahtout has been ratified and is VP external as of today

- she sends her regrets and is attending an GSA related conference in Ontario

14. Other Business / Announcements

Council convened in confidential session.

- Robert thanked all those that attended and for serving

- Please start the registration for new GSA Council members for your college as soon as it is possible to make sure attendance and engagement

- Council meetings will most likely be again be Tuesday evenings

21. Adjournment – 12:08pm



University of Saskatchewan - Graduate Students' Association

GSA University Council Report – September, 2017

On behalf of the Graduate Students' Association Executives, I would like to congratulate you all on the beginning of a new academic year, and thank you all to sit on the GSA council, I look forward to working with over the coming year to. In my first report to Council, I would like to take this opportunity to introduce my major areas of focus as GSA President over the course of this academic year.

First: Graduate Student Representation

The GSA has been working on this initiative since last year and will continue to do so. The goal being to establish better representation of graduate students on the University of Saskatchewan's higher decision making bodies, so as to ensure that the graduate student perspective is well represented, as is currently being achieved in all other U15 universities in Canada. The rationale for this request is that there is great potential benefit for our University, being a research-intensive university and part of U15, to have graduate students on the University Board and to have the graduate students' perspectives in the University strategic planning. I would like to use this opportunity, to draw attention to the new Council members, to the fact that the University of Saskatchewan is the only university among the U15 where graduate students are NOT represented on the University Board of Governors. The GSA strongly believes that our institution needs to be on the same page in terms of governance practice with other U15. To have better representation of graduate students on the University's decision making bodies will continue to be the GSA's top priority.

Second: Student Supervisor Agreement

The GSA will continue its efforts to promote the new Student Supervisor Agreement, which has been developed as a joint initiative between the GSA and CGPS and was adopted earlier this year by the CGPS Faculty Council. The GSA plans to run a campus-wide consultation so as to improve the agreement over the course of this year. The GSA would also like to invite all our the council members to help in this process and promote the Student Supervisor Agreement in their

academic units as an important tool that will improve the graduate student experience in the University of Saskatchewan.

Third: Building relationships with Student bodies / unions / associations on campus and in the community

One of the major GSA priorities this year is to build relationships with different student bodies / unions / associations at the domestic, provincial, and national levels so as to better advocate for the graduate students at the University of Saskatchewan. Part of this initiative includes working with the University of Saskatchewan Graduate Students Employees Union PSAC (40004), continuing our efforts to work closely with other GSA's in Canada to establish the ThinkGRAD, which will be a national body for graduate students to cooperate together, and to work closely with the USSU and other Saskatchewan student bodies to build a strong provincial network,

Forth: Improve the GSA services

The GSA plan to have a referendum this year (if the council approve it) to introduce summer UPASS, we also plan to run a graduate-wide survey to collect information from our members on their experience in the U of S.

Ziad Ghaith,

President, Graduate Students' Association



GRADUATE STUDENTS' ASSOCIATION

VP Finance & Operations



Monthly Council Report

September 2017

Important Dates

August 1 – Boarding of Directors Meeting
August 10 – Received preliminary A/V recommendations and quotes
August 23 – USSU Meet & Greet
August 25 – Meeting w/ CGPS Executive Assistant Lori Lisitza
August 30 – Executive Meeting
September 5 – Meeting w/ Amanda Mitchell of the USSU
September 6 – GSA Orientation
September 7 – President's Breakfast Meeting
September 15 – Executive Meeting (regrets sent)

State of Initiatives

Prior to the end of September, I will discuss the Fall bursary application and selection period with committee members. This will likely occur following the September Council meeting as the committee membership may change following this meeting.

The GSA has hired two new Commons Coordinators for the upcoming academic year. They join two returning Coordinators from past years. An Event Coordinator has also been hired to assist the VP Student Affairs.

Custom A/V plans with various price quotes have been compiled. I have reached out to local A/V companies in an attempt to find comparative quotes. Unfortunately, comparative consultations were not able to occur prior to the commencement of the school year. This makes it more difficult for a consult to occur due to events and traffic in the Commons, so this may push back the upgrade.

I am continuing to work closely with the GSA bookkeeper to reconcile the Association's financial records.

University of Saskatchewan
Graduate Students' Association

September 2017

RE: VP External Report to Council

Dear Council Members,

I am humbled and privileged to be the VP External for the graduate students' at the University of Saskatchewan. I hope to address your concerns to the best of my ability this year. Please find below my report to council.

1) ThinkGrad

On August 3 – 4, I attended ThinkGrad in Montreal. ThinkGrad is an excellent initiative that allows for GSA's across Canada to discuss best practices, consult on policy's and access resources that would be beneficial to the graduate student members of all campuses. As members, a representative of our association, namely the VP External, will attend two meetings per year. The VP External will also be in constant communication with the other members on initiatives that would be decided every year. These initiatives include things such as gathering literature on graduate student tuitions, stipends, salaries and well-being across Canada so that all members can have access to this information.

2) Health and Wellness

Throughout the year, the GSA will host health chats once a month, starting in October. With the help of Peer Health, these health chats will focus on topics that are of importance to graduate students. The GSA will also have other workshops that could be of great benefit for students to attend. On October 4, 2017, the GSA will host a Suicide Prevention Workshop.

3) Gala

This year, we hope to have the Gala on March 31st at the Delta Bessborough. Nominations for graduate awards will be distributed later this year.

4) Other Initiatives

The GSA will help host the Sexual Assault Awareness Dance on September 22, 2017. The GSA will be host to the 10th Carbonless Concert on September 30, 2017.

5) Meetings / Initiatives

The following is a list of meetings and initiatives that I have / will pursue in September, 2017.

Date	Meeting / Initiative
September 7	Presidents Executive Committee Breakfast
September 12	University Council Orientation
September 13	University Funding Announcement
September 13	Meeting with Sexual Assault Awareness Dance Committee
September 13	Meeting with Parents on Campus
September 13	Meeting with Peer Health
September 13	Academic Programs Council Meeting
September 14	Meeting with Office of Vice-Provost, Teaching and Learning
September 15	GSA Executive Meeting
September 18	Meeting for Day of Action
September 22	Sexual Assault Awareness Dance
September 25	Meeting with Deans Executive, College of Arts and Science
September 26	Meeting with Suicide Prevention Workshop Facilitator
September 26	GSA Council Meeting
September 29	GSA Executive Meeting
September 29	Wine and Cheese Social
September 30	Carbonless Concert



Graduate Students' Association
Ali Kiani
VP Student Affairs Report
September 28th, 2017

Orientation and Hiring Coordinator

I am pleased to report that so far the GSA orientation which was held on September 6th, 2017 at the Bowl in the U of S, was very successful as there were lots of graduate students (about 1000 people) that came out, food and GSA promotional material were plenty for all the people, and most of the invited faculty to give a speech attended the invitation.

Workshops and social event

I have plan to have Chees and Wine on September 29th at 6pm.

I am working closely with ISAC to have a workshop at the GSA common on October about immigration. I know this most important subject for the graduate student.

I had a meeting with the Program Specialist, Student and Young Alumni about Student Partnership Opportunities. We agreed to have few workshop and panel at the GSA for grad student. She will send me details of panels and workshop until end month.

Academic Advocacy

I have meeting with a head of departments regarding one of student issue. Also still I am dealing with different active cases, involving academic and non-academic issues.

Regular Committee Meetings

I have been participating in different meetings with the following committees:

- GSA exec meeting
- Meeting with different students about their issues
- Breakfast with President of university
- Student advocating
- Attend Federal Funding Announcement at the University of Saskatchewan
- Working on Graduate student survey



Iloradanon Efimoff
Monthly Report
September 16, 2017

Dear councillors,

The following is a list of the meetings I have attended since July 23rd 2017.

Date	Meetings
Aug 4	Conference call with the Canadian Federation of Students (CFS) representatives and other CFS affiliated schools in Saskatchewan
Aug 23	Meet and Greet with the USSU executive
Aug 30	Meeting with Aboriginal Student Centre Team Lead to discuss support program for Indigenous graduate students
Sep 1	Met with Justin Trudeau to discuss Indigenous graduate student experience
Sep 7	Breakfast with the president
Sep 14	Captain's meeting (Intramurals)
Sep 15	Meeting with Institutional Planning and Assessment (IPA) representatives, the interim dean of the College of Graduate and Post-doctoral studies (CGPS), and the associate provost of IPA to discuss tuition consultation and policy
Sep 15	GSA Executive Meeting

The beginning of the school year would not feel right without orientation! As such, I attended three orientation events to represent Indigenous and graduate students: The Aboriginal Student Centre Welcome, the Campus Expo (in which campus clubs and groups set up in the bowl to chat with incoming students about services and supports), and of course the Graduate Students' Association orientation. In a similar vein, I hosted an Indigenous Graduate Student meet and greet on September 13th, which went very well. I also had the opportunity to meet with the Prime Minister, Justin Trudeau, on the first day of September during his visit to campus. Myself and seven other Indigenous student leaders discussed Indigenous student experiences.

The other main project I have been working on is the registration of the GSA Intramurals team, the Guppies, which is primarily administrative work. Currently we have a soccer team registered, and are still waiting on Volleyball and Basketball players. If you're interested, contact me to get on the list! The GSA pays the team fee, so it is free for graduate students who are members of the GSA and have paid their rec fees.

Our meeting this month with IPA was a continuation of our meeting during the summer around successful tuition consultation and policy. We had a very informative conversation.

Please let me know if you have any questions.

Háw'aa,

(Thank you)

Iloradanon Efimoff

GSA Fall 2017 Orientation BBQ Report



VP Student Affairs

Ali Kiani

Graduate Students' Association

University of Saskatchewan

September 28th, 2017

Table of Contents

1. Introduction.....	1
2. Objectives	2
3. Planning	3
3.1 GSA Event Coordinator.....	3
3.2 Venue.....	3
3.3 GSA Promotional Products.....	4
3.4 Food and food safety	4
3.5 Transportation	5
3.6 BBQ Arrangements	6
3.7 Dignitaries.....	6
3.8 Event promotion	6
3.9 Volunteers	6
4. Execution	8
4.1 Scheduling	8
4.2 Setup at the Bowl.....	8
4.3 Crowd Management	9
4.4 Stage Management and Programme	10
5. Recommendations	11
Appendix A: Expenses Report and Receipts	12
Appendix B: Documents	22

1. Introduction

The fall orientation is GSA's biggest event of the year, which attracts over 1000 graduate students on campus. The fall orientation also serves as a crucial opportunity for incoming graduate students to meaningfully interact with their peers and feel more comfortable at the University of Saskatchewan. It also introduces incoming graduate students to a wide range of important services and resources that are provided to students by the GSA, the university, and its partners.

As previous years, this year the orientation included a BBQ event at which food was provided for all the graduate students, incoming and returning, that were willing to come out to the event. During the BBQ, a stage was set and time was provided for faculty and student groups representatives to deliver a welcoming and informative speech to all the guests.

In general, the event which was hold on September 6th, 2017 at the Bowl in the U of S, was very successful as there were lots of graduate students (about 1000 people) that came out, food and GSA promotional material were plenty for all the people, and most of the invited faculty to give a speech attended the invitation.

This document intent to report some of the main activities carried out in order to achieve a successful event such as planning, execution, arose issues, and recommendations. It additionally provides some of the documents generated throughout the planning and execution, as well as, a contact list that may be helpful for future events and an expenses report.

2. Objectives

The objectives for the GSA Fall Orientation 2017 were as follows:

1. To welcome and provide helpful information to incoming graduate students.
2. To create a welcoming and inclusive environment among students to make incoming students feel more comfortable at the University of Saskatchewan.
3. To provide incoming students with a meaningful opportunity to meet their peers.
4. To introduce incoming graduate students to a wide range of important services and resources that are provided to students by the GSA, the university, and its partners.

3. Planning

Such a large and important event like the GSA Fall Orientation requires a lot of pieces and people to come together; therefore, the planning started couple months in advance. In July, the report from last year's orientation was reviewed putting more attention to the recommendations made on the file. A main concern for this event in every year is how to organize and handle the large amount of people who usually attend the Orientation. Thereby, one of the goals for this year was to avoid long queues to get food and to deliver the food as fast as possible.

The event was schedule for September 6th, 2017 at the bowl U of S from 5:00 to 8:00 p.m., tentatively. The BBQ was set in the evening because during the first week of classes there are many orientations events happening at the bowl during the morning and afternoon. Also, at this time most incoming graduate students will be free from other orientation activities and returning graduate students can join the event as they will be finished with their research or classes for the day.

3.1 GSA event coordinator

This year an event coordinator was hire couple weeks before the orientation in order to help with the event. This position was filled by Edgar E. Martinez Soberanes. The event coordinator is responsible for the overall management of the event. His responsibilities include organizing, resourcing, directing, human resource management, troubleshooting, and liaison.

3.2 Venue

The Bowl was selected as the venue to host the event since it has been the place for GSA orientation in the last couple years. Additionally, it is the only open venue which can hold large amounts of people and it is very accessible to most graduate students and members of the U of S community. The USSU had the Bowl booked, and we borrowed the tables and

stage that was set up for them. Also, an audio technician (Steven Koszman) was hired to do all the audio set up and play music during the event.

3.3 GSA Promotional Products

Also during the event some GSA promotional products were hand out to graduate students. These products were sport water bottles, sport bags, and t-shirts for volunteers only which were all ordered to 4imprint Canada in late July. The costs for these can be found in the expenses appendix.

3.4 Food and food safety

In order to make faster the cooking and serving of food, this year it was opted to serve hotdogs instead of burgers. Hotdogs are already cooked, so they do not required lot of time in the BBQ and many of them can be warm up at the same time as they do not encompass lots of space. Three different types of hotdogs were served (beef, veggie, and beef halal) to meet different dietary restrictions. The food menu also included assorted flavours of juice and oatmeal cookies with chocolate chips. All the food was purchased at Wholesale Club and a detailed list with prices can be seen in the expenses appendix.

Events at which food is served or sold to the public sometimes require a temporary food service licence from the office of Saskatoon Heath Region (SHR). However, the policies of SHR office have change recently and it was found that a licence is no longer required for community events at which food such as hamburgers or hotdogs are served. This is indicated in the office website as,

“Events hosted by community organizations such as service clubs, community associations, multicultural associations, churches, schools, sports teams and recreational clubs where food is limited to:

- hot dogs

- hamburgers and smokies;
- pre-packaged foods; and/or
- non-potentially hazardous food.

No application or registration for these events is required to be submitted to our office. If your organization is wishing to serve foods not listed above please refer to the Temporary Food Service Licence application process below.”

To make sure the that interpretation of the above information was correct, an email was sent to the SHR office and they confirmed that we did not required any licence or permit from them to carry on with the orientation. Also, they said that a food safety inspector during the event was not necessary, so the GSA decided not to hire a person for this position this year. For future iterations of the orientation it would be recommended to double check food safety polices at the SHR website as these might change again in the future.

3.5 Transportation

A large vehicle (1.5 tons truck) was rented from the 5th to the 7th of September to transport everything needed for the event such as food, materials, and BBQs. The rental company selected was enterprise, also more information can be found in the expenses appendix.

To be able to park the car in campus, a night parking permit was requested and purchased from U of S parking services. They give us a strategic parking location just behind GSA Commons building. Additionally, room booking services was also contacted to inquire about the possibility of driving into the Bowl.

3.6 Barbeque arrangements

Proper functioning of the BBQ is imperative on the orientation day to avoid issues such as long line-ups. The GSA has two BBQs at its disposal. The BBQs were checked for proper functioning and thoroughly cleaned one week before the event, also the amount of gas in the tanks was revised. In previous year rental of extra BBQs has been necessary; however, this year this was not the case because hotdogs do not require lots of time and space for cooking.

3.7 Dignitaries

This year, a formal invitation was sent out to the university Vice Provost, the Dean of CGSR, representative from the Alumni Association, representative from Aboriginal Student Centre, representative from ISSAC, and the representative from the Recreation Services. A follow up reminder email to their respective secretaries a few days prior to the event should also be considered. A sample formal invitation has been attached in the appendices.

3.8 Event promotion

The event was promoted throughout the campus by posting posters in informative board of several departments. The poster has been attached in the documents appendix. It was also advertised on the GSA Facebook page and a general invitation email was sent out to all the graduate students. The event advertisement started couple weeks before the event.

3.9 Volunteers

Volunteers are vital to the success of the event. While the overall planning can be done by the event coordinator, volunteers can be assigned smaller tasks prior to the event. Their contribution to the execution of the event on the day cannot be understated.

A call out for volunteers was sent out one week before the event. The day of the event the roles and tasks were divided among all the volunteers that arrived. The workflow for volunteers was divided into several categories and the volunteers were asked to identify their areas of interest and/or expertise. The categories and task were: logistics (set up and cleaning), BBQ (cooking and serving), stage direction, and hand out promotional materials.

4. Execution

4.1 Scheduling

In order to run the event as smooth as possible the following schedule was proposed:

Start Time	End Time	Activity
01:00	04:00	BBQ and tables set up
02:00	02:30	Arrival of staff (Volunteers and executives)
04:00	05:00	Sound system and stage set up
04:30		Cooking starts
05:00		Arrival of participants and guests
05:10		Serving food
05:40	05:50	Welcoming speech to guest and distinguished speakers
05:50	06:00	Vice-Provost Dr. Patti McDougall speech
06:00	06:10	Dean of CGPS Dr. Trevor Crowe speech
06:10	06:20	Representative from Aboriginal Study Centre speech
06:20	06:30	Representative from ISSAC
06:30	06:40	Representative from Recreation Services Gray Ferguson
06:40	06:50	GSA President speech and Executive introductions
06:50	08:00	Networking
08:00	08:30	Clearing the venue

4.2 Setup at the Bowl

The day of the event the setup of tables and BBQs started around 4:00 p.m. This could not be done earlier because the Bowl was occupied due to the general orientation organized by the USSU. Before the setting up at the Bowl, the BBQs were loaded on the truck and all the food and materials were gathered close to the back door of the GSA Commons to ease the loading of the truck. Several trips from the GSA Commons to the Bowl were required to bring everything to the Bowl. While the transportation of materials was happening, a group of volunteers helped organizing all the furniture and food at the Bowl. Also, the VP along with Steve (the Audio technician) were working on setting up the stage.

The setup started at 4:00 p.m. at the Bowl. We arrange three main areas, cooking area, food collection area, and seating area. The cooking area with the BBQs was set up in a separate zone altogether for safety reasons and to avoid crowds. Runners were assigned the responsibility of transporting cooked hotdogs from the cooking area to the food collection area. Recycling bins were strategically kept close to the seating area to ensure cleanliness. The food collection area was setup in such a way that everything hotdog buns, hotdogs, cookies, juices, and dressings were in one long table, and people had access to everything from both sides of the table. This helped us on having two separate lines speeding up the food collection process. The seating area was set close to the stage and previous furniture used by the USSU was used to speed up everything.

4.3 Crowd Management

The GSA BBQ attracts over 1000 people, and strategic steps need to be taken for their safety and accommodation in the orientation area. Keeping a few volunteers in charge of maintaining the line, and spreading it across the Bowl in areas away from the cooking is recommended. These volunteers may also be assigned to give out promotional materials and have conversations with people standing in line to keep them entertained while they are patiently waiting for their time to collect food.

Having a single table with everything ready to collect the food worked well to speed up the collecting process. It would have been ideal to have another table to make four lines instead of two; however, the lack of trays to put the cooked hotdogs, impeded this. Three trays were set on the food table; each of them contained beef hotdogs, vegie hotdogs, and beef halal hotdogs, respectively. It is important to mention that the vegetarian/vegan option was the least eaten and we ended up with lots of leftovers.

The GSA promotional material were given out at the end of the food table. Everyone on the line had the opportunity to choose either a sport-water bottle or a sport bag.

Leftovers were kept to be given in the next Winter orientation.

Due to the little time available to setup everything in the Bowl after the general orientation, which ended at 4:00 p.m., we experienced a delay on serving the food which resulted in a long queue of students. Fortunately, 20 min after 5:00 p.m. when everything was up and running, the line moved very quickly and we only spend about an hour cooking and serving food. Food was plenty and enough for everyone; however, the halal option was the first one to run out.

4.4 Stage management and programme

This year, the stage direction was done by the Vice President Student Affairs Ali Kiani and the presentation for the event was done by a volunteer. As the BBQ was delate, the program was also delayed by 5 minutes and started at 5:55 p.m. The speeches went on till about 7:00 p.m. This year, we had speeches from the University Vice Provost Dr. Patti McDougall, Dean of CGSR Dr. Trever Crowe, GSA Indigenous Liaison Iloradanon Efimoff, representative from ISSAC Mr. Derek Tannis, and representative from Recreation Services Mr. Gray Ferguson. Everyone was informed in advance to give a short welcome speech (not more than 10 minutes).

5. Recommendations

- Sponsoring and promotion: This year the promotion of the GSA orientation started late for several reasons; therefore, it is recommended for future iterations to start promotion of the event and invitations earlier, if possible one month before. Particularly, invitations for speakers should be done as soon as possible to make sure that they have space in their tight working schedule. If the option of inviting external partners to the event such as companies or sponsors is being considered, this should be done early. This year invitations were sent late and sponsors could not commit in such a short notice.
- Food management: For events such as the GSA Orientation where the number of attendees is only estimated it is hard to calculate the amount of food required. Although it is always better to have more food than run out of it, this year we had a considerable amount of leftovers that had to be given away specially perishables such as bread and hotdogs. Juices and cookies were kept for future events.
- Setup: Unfortunately, it was not possible to start setting up the BBQs at the Bowl earlier because the general orientation ran until 4:00 p.m. However, one hour for setting up everything is not enough time for such a large event. Therefore, it is recommended to talk to the organizers of the general orientation to ask permit to set up at least the BBQs earlier. This should not be difficult to obtain, but it would make a considerable difference to avoid delays on cooking and serving.

Appendix A: Expenses Report and Receipts

ITEM	PLACE OF PURCHASE	AMOUNT
Food and Supplies for BBQ	Wholesale Club	\$2,627.24
Car rental and gas	Enterprise	\$216.52
Parking permit	U of S Parking Services	\$78.74
BBQ cleaning supplies	Walmart	\$27.40
DJ and Sound system	Steve Kushman	\$525
Volunteers T-shirts	4imprint Canda	\$895.19
Sport bags	4imprint Canda	\$1,134.75
Sport water bottles	4imprint Canda	\$1,558.24
	TOTAL	\$7,063.08