



BOARD MEETING

June 21, 2023

Hybrid Meeting

UC 441

5:30 pm


University of Guelph Graduate Students' Association
UC Level 5 | gsa@uoguelph.ca | 519.824.4120 Ext. 56685 & 53314
www.uoguelph.ca/gsa/ | gsaplanner.uoguelph.ca/ |  



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GSA Board Meeting Agenda

GSA BOARD MEETING AGENDA Wednesday, June 21, 5:30 p.m.

Please send Regrets to gsa@uoguelph.ca, no later than Tuesday, June 20, 2023 at 12 p.m.

5:30 p.m. Call to Order: David Said, Chair

Territorial Acknowledgement

We acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer our respect to our Anishinaabe, Haudenosaunee and Métis neighbours as we strive to strengthen our relationships with them.

Today, this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging them reminds us of our important connection to this land where we learn and work.

Approval of Agenda:

MOTION #1: B.I.R.T. The Agenda for the June 21st, 2023 GSA Board Meeting, be approved as presented.

Approval of Minutes:

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

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

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

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

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

6:15 p.m. Lookout: Annual Operations Report 2022-2023: Mike Calvert, University Centre

Motion #3: B.I.R.T. the GSA Board of Directors adopt a “yes” position in moving forward with the consulting firm.



6:35 p.m. Consulting Proposal: Nabhan Refaie

Motion #4: B.I.R.T. the GSA Board of Directors allocate \$356 towards the OVC Student Symposium.

6:50 p.m. OVC Student Symposium: Amanda Avison

7:05 p.m. Departmental and Committee Updates

7:15 p.m. Question Period

7:20 p.m. Executive & Staff Reports

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

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

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

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

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

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

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

8:00 p.m. Arising Business

8:05 p.m. In Camera Session

MOTION #5: B.I.R.T. the Meeting move 'In-Camera' for discussion.

(Under the direction of the Chair - Staff, Members-at-Large, and Guests will be asked to leave the Meeting.)

MOTION #6: B.I.R.T. the GSA Board Meeting 'In-Camera' session end.

Adjournment

The next GSA Board meeting is scheduled for July 19th, 2023. Please send regrets no later than July 18th, 2023, at 12 p.m.



Executive & Staff Reports

President & CEO – Nabhan Refaie

Hi everyone,

Hope you are all enjoying the start of your summer “breaks”, and you’ve had the opportunity to take some time for yourselves! The following report outlines my activities as the GSA President & CEO from May 16th 2023 to June 14th 2023. Please note that I was away from June 5th to June 14th 2023.

Chair Hiring

We have hired a new Chair! David Said, who most of you will know as a previous GSA President and General Director, will be joining us as our Chair. The GSA Executive Committee interviewed David, and we unanimously agreed to offer him the position. Please join me in welcoming (back) David to the GSA team!

Website Updates

Michelle and I met with Keerthana (our Web Developer) to discuss updating the website. Among minor updates to the GSA personnel (e.g., GDs, staff, Execs), we also added further information about our Board meetings, including board meeting minutes and agendas, and meeting links for virtual access. We will be updating these on a monthly basis. We are also planning to continually upload the most recent newsletter to our website.

MFA Creative Writing Fees

I met with several university administrators to discuss the MFA Creative Writing student fee issue. The group decided to gather more information about what the fees are currently, how students are able to access them, and what the fees should be moving forward. More details to come soon.

Consulting Opportunity – Restructuring

Following discussions with Jen Durst (LEAD Advisor in Student Experience), Jen suggested that our restructuring efforts could be aided by having an external consultant facilitate discussions and act as a check to whether our new direction makes sense in a non-profit context. I set a meeting with an external consultant, who drew up a proposal for our review. This proposal



would include a training module for all members of the Board (and other graduate students if they wish to attend) on Board governance. It would also include help with policy writing, and bylaw revisions. The total cost of the consulting project is estimated to be around \$12,000. I brought this to an Executive Committee meeting. The Executive Committee agreed that this needs to be further reviewed, and discussed in our June 15th Executive Committee meeting.

GSA Restructuring Committee

We have not yet begun meeting with the GSA Restructuring Committee, as we are still waiting for participation from General Directors. As an added incentive, the GSA Executive Committee has accepted to provide General Directors \$25 per meeting they attend. If you are interested in being part of this additional committee, please let me know.

GSA Executive Committee Meetings

I prepared and chaired two GSA Executive Committee meetings on May 16th and June 1st.

Admissions & Progress Committee

I attended a meeting of the Admissions and Progress Committee on May 18th. We discussed several applications related to admissions and program progress.

GSA/CSA Joint Executive Meeting

The GSA and CSA Executives met on May 17th to discuss some issues on which we collaborate. The focus of this meeting was on transit issues and improvements to the Food Bank.

GSA Finance Committee Meeting

I met with the GSA Finance Committee on May 23rd, where we discussed several travel grant applications.

Board of Graduate Studies

I met with the Board of Graduate Studies on May 24th. We discussed changes to course outlines to more closely align them to undergraduate regulations, and several program changes. Most of the program changes included expanding the courses that students were allowed to take.



Senate

I met with the University Senate on June 5th 2023. During this Senate meeting, a five-year budget plan was presented, and the decisions made in our Board of Graduate Studies meeting were ratified by Senate.

VPSA Meeting

The GSA Executive Committee met with the VPSA Dr. Irene Thompson on May 31st and June 5th. During these meetings, we had presentations from On-Campus Hosing, the President's Office (regarding the university's strategic plan), and the Provost's Office (regarding the state of the university budget).

Thank you all for your continued support and work with the GSA! As always, if you have any questions or concerns, you can always reach out to me at gsapres@uoguelph.ca.

Best,

Nabhan Refaie

GSA President & CEO



VP Internal Report – Emily Minard

Hi everyone, I hope you are all doing well and are enjoying your summer so far! Here are a few updates from my end as of the past month:

General Director Activity Management

- I have created a spreadsheet to better manage the activities of the General Directors. To properly function as an organization, we need active participation from each elected GD. Thus, I will be making note of those who have habitually not been fulfilling the duties of a GD and address the issues in accordance to our Bylaws. My overall hope is to promote an engaged and active community in the GSA, as well as improve our efficiency. Particularly, I am keeping track of:
 - Monthly newsletter distributions
 - Committee/Departmental reports completion
 - Board meeting attendance/notifications of absences if unable to attend

Memorial Tree Ceremony

- With the help of the CSA VP Academic, we have finally officialized a date for the ceremony taking place in the Arboretum that currently works with both President Yates and Student Affairs
 - September 22nd 4-6pm

Meeting with CSA/GSA

- I met with the CSA on May 17th to discuss various issues relating to both undergraduate and graduate students with the primary focus being on the Food Bank
 - The Food Bank is dealing with issues relating to storage, staffing, and inventory

Chair Hiring

- On June 1st the GSA executives got to interview and eventually hire a new Chair, David Said. Welcome David!

Meeting with CSA/GSA for Presentations on Strategic Plan and Budget

- The GSA and CSA met with the Chief of Staff to the President who presented the university's strategic plan over the upcoming years, as well as the Associate Vice-President – Planning, Data and Budget who presented the university's fiscal updates



- They generally suggested the university's overall goals in the upcoming years are to improve diversity and to encourage students to choose our university as a first choice
- They shared with us the university's issues relating to budgets

Meeting with Ben Bradshaw

- I met with Ben to fill in for Nabhan on Monday, June 12th
- We discussed issues relating to graduate student stipends
 - We talked about how UofG tuition is comparable to universities across Canada and yet stipends for graduate students are significantly lower in proportion
 - Ben emphasized bringing more international students in as a solution

Meeting with Irene Thompson and Alison Burnett

- The GSA executives got to meet with Irene Thompson from VPSA and Alison Burnett, Director of Student Wellness. Alison emphasized the issue of communicating the available mental health-related resources offered by the University to graduate students
 - We proposed including knowledge of available mental health resources as part of our orientation training for GDs

If you have any questions, please do not hesitate to reach out! You can email me at gsavpint@uoguelph.ca.

Cheers!

Emily Minard

GSA VP Internal



VP Finance Report – Mingze Li

Hello Folks, I hope you folks are all doing great. Do taking care of your health since the weather was not that good recently. As far as the meeting updates are concerned following work has been done this month is as follows:

Executive Meeting:

Some decisions were also made on GSA Restructuring Committee, GSA Executive Roles, Grants and Bursaries (e.g. applications). We noted there are currently many issues with the Grant and Bursaries application process. We need to investigate a better way to construct the application process and make it more concise and less time-consuming. This should help accelerate the entire application process.

Graduate Student Consultation: During this month, I also worked with graduate students to help them in filling the applications for the travel grants, childcare grants and DEI bursary and cleared their confusion.

Finance Committee Meeting: We had a finance committee meeting where we approved all the travel grants. However, some of the DEI and childcare grants are still pending since the lack of documentation. In addition, to better serve graduate student, the finance committee discussed and considered about reconstruction of needed documentations of applying the DEI and childcare grants in the future.

Please feel free to reach out to me via email at gsavpfin@uoguelph.ca if you have any questions, comments or suggestions.

Thank you!

Marcellus (Mingze) Li

Interim GSA VP Finance



VP External Report – Rebecca Randle

Hello all,

I hope that everyone is having a wonderful summer semester so far and enjoying the (mostly) warm weather! Please see a summary of my responsibilities since the May board meeting below:

Internal Homecoming Committee

The internal homecoming committee met for the first time on May 17th. The following was discussed:

- Looking to continue with the risk management approach (the same approach was used during homecoming last year as well as St. Patrick's Day this year)
- Cancelling homecoming altogether was discussed (community members and some city councillors want this) but it was mentioned/accepted that doing this would likely create a fake homecoming weekend (foco) – Western tried cancelling and this was the result – now they have 2 weekends of parties (not ideal for management)
- Scheduling: Guelph/Waterloo/McMaster/Laurier try to schedule on different weekends (varsity sports management organizes with the chief of police) because of the need for emergency services to draw support from neighbouring regions but we were constrained this year regarding selecting dates because the university did not want homecoming to overlap with the national day for truth and reconciliation (4th weekend in September) so homecoming is booked for the 3rd weekend in September (against York U) which is the same day as Laurier (playing against McMaster)
- We have no data regarding participation membership by University of Guelph students (undergrad vs grad) vs students from other universities vs members of the public vs Guelph high school students (apparently there are some? Many? Who attend) – I suggested that we should maybe try to get some data so that we can allocate resources more effectively but didn't get much traction
- GSA was asked to host an event for grad students for homecoming – I was thinking of lawn games on one of the greenspaces on campus/Lookout with indoor activities as a rain location, but any ideas are welcome!

Meeting with CSA



The GSA executive met with the CSA executive on May 17th. We discussed the following:

- Bus pass: going to ask Guelph Transit during our next meeting to see if they would be willing to draft an addendum to our existing agreement so that we could offer bus passes at the current student rate to visiting graduate students and grad students on temporary leaves of absence (for work or personal/family reasons), alternatively look at GSA subsidizing the difference between Guelph Transit's current post-secondary student semester rate of \$272 and the student rate of \$154
- Food bank: chronic underfunding and storage issues. Discussing how GSA can support with funding and helping run fundraising events. Also, they had two refrigerators break down and they are very short on refrigeration space for dairy/meat/produce. Offered to source second-hand fridges and would discuss with the GSA exec and board to see if we might be willing to cover the cost (maybe \$50-100). I also recommended looking into powdered dairy products or plant-based milk products that do not have to be refrigerated. Also suggested seeing if any management faculty may be interested in helping by lending their industry experience.

Town and Gown

The Town and Gown committee met on May 25th. I was only able to attend the first part of the meeting as I had a conflict with work. Here are the relevant updates from the meeting minutes:

- Student housing: U of G is submitting a multi-year lease agreement application (3 years) to the City of Guelph to use the Days Inn as a U of G residence; the property will continue to operate as a hotel during the summer months
- Rental Campaign: June Baldwin, Off-Campus Living Advisor, discussed an ongoing campaign to encourage Guelph community members to consider renting a room in their home to students, with the goal to increase affordable options for students
- Student Residence 2023-24:
- June 1st is the last day to accept offers and place a residence deposit to be considered for residence priority; by June 9, U of G students would hear if they had a place in residence
- U of G is trending at 250 fewer applicants than last year at this time, noting that Days Inn will accommodate 160 students



- Any questions related to the Days Inn application or the housing study can be sent to neighbourhood@uoguelph.ca
- Some information/updates regarding the Conestoga campus opening downtown:
 - They anticipate that most students will be commuting in via transit/GO train
 - Construction to begin 2024 tentatively; still in discussions with the city
 - Conestoga will have essential services at opening, transitioning to full service capacity at approximately 5,000 students
 - Anticipated that students will not be in every day of the week; 30% of the course load can be online for each program
 - Conestoga Guelph campus will offer some similar programs to the Kitchener campus and some unique programs in Guelph, including the areas of health, IT business, social services
 - Conestoga will be doing an in-depth study of the market and offer programs where the needs lie
 - Residences on the top floors are tentative; Conestoga is still open and exploring creative ideas as the plan is developed

Chair Position: Interview & Appointment

Nabhan organized an interview for our chair position applicant on June 1st. We are pleased to welcome long-time GSA member, David Said as our new chair. We look forward to once again having David at our meetings.

CSA and GSA executives with presentations on the Strategic Plan and Budget

June 5th

Vice President of Student Affairs (VPSA) Meetings

May 31st & June 12th

Bi-weekly GSA Executive Meetings

Took place on June 1st & June 15th. Most important updates (that haven't been discussed above already) from the June 1st meeting:



- Restarting counselling sessions in the allocated GSA space - UC # 531? Nabhan reached out to the counselling team who stated that most sessions for graduate students are being held online so they do not wish to use the space in UC 531 to host in-person sessions. During a presentation from student wellness services on June 12th with the VPSA, the representative mentioned that services were still being held in UC 531 – I commented that this service has been suspended and we had recently inquired about resuming it but had been declined. The representative said that this was odd and wanted to look into it and follow-up
- Students Fees – MFA Creative Writing: Nabhan discussed that graduate students are currently paying their GSA fee in addition to a Student Association Fee at Guelph Humber. Looking into revising this fee to enhance the services and eliminate the Student Association fee pertaining to Guelph Humber completely to make it more affordable for students

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

Thank you!

Rebecca Randle

GSA VP External



Activities and Communication Coordinator (ACC) – Manpreet Kaur

Hello everyone,
I hope you all are having a great semester so far.

Upcoming Events |

1. **Trivia**

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

2. **Monthly Step Challenge**

3. **LGBTQ Social**

Location: The Lookout

Date: June 29th, 2023

Timings: 2 – 4 PM

Social Media:

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

Instagram:

Insights – last 30 days:



Facebook:

Insights – last 30 days



< Performance

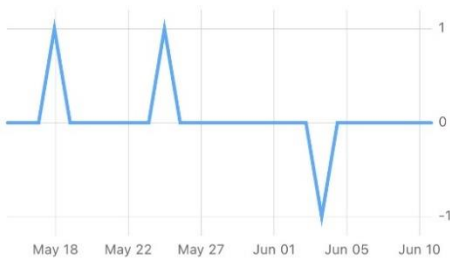
Last 28 days ▾

May 15 - Jun 11

Reach Engagement **Net followers** 3-

1
Net followers ⓘ

+100% from previous 28 days



As always, thanks for your attention. If you have any questions, concerns, or even guidance on how to better myself in this position, I would love to hear it. Please send me an email if you have any questions or comments about this month's report.

Manpreet Kaur

Activities and Communications Coordinator (ACC)

gsaact@uoguelph.ca



Office Manager – Michelle Morris

Hello All,

A few updates from my end.

1. Student fee transfers for summer 2023 are now paid to respective entities.
2. Food Bank funding was also expedited for the summer.
3. Liaison with Finance committee regarding grants and bursaries.

As always if you have any questions or concerns, please reach out to me at the GSA Office.

Thank you,
Michelle



**The Lookout: Patio + Grad Lounge
Annual Operational Report
2022-2023**

For Presentation to The Graduate Students' Association

Operational Summary

The second year of operations for The Lookout: Patio + Lounge following the pandemic showed signs of growing success while highlighting the need to develop opportunities to better meet the needs of graduate students and our campus clientele.

The Lookout ended the year with a loss of \$36,345 while experiencing a growth in sales revenue to \$130,272 and an improvement of 2% to the gross margin. After share-of-loss, the GSA portion of the loss was \$18,172 before payment of management fees. Notable setbacks attributing to the financial loss was the cost of food sales and investment in venue signage and new tables for the main dining hall. Despite the setback and absorbing a 10.7% increase in food cost due to inflation, we held food prices consistent for the operational year as directed by the previous GSA President and found opportunities to reduce costs in other areas to stabilize the financial position, including a temporary reduction of the management fee by UC Services from 7.5% to 6.9% for the fiscal year to help support the operation.

As we move into the new fiscal year, we need to leverage our successes while building on opportunities to grow the business and expand the regular clientele base and lounge activities.

Operational Planning for 2023-2024

This year, we plan to increase the engagement with graduate students and the GSA to improve regular sales volume and continue to enhance the atmosphere and improve product and service offerings. Through an online graduate student survey (planned for June 2023) and regular networking with the GSA, we will revise menus and



operational hours to better serve our clientele and add interest and warmth to the atmosphere to make The Lookout a true hidden gem on campus. We have prepared a four-point business approach to meet these goals and achieve our financial targets for the new fiscal year:

- *Improving the Atmosphere:* The most notable feedback received by clients was the sterile “office-like” feel and lack of character in The Lookout. In evaluating the feedback, we found this affected some clients from returning despite a positive dining experience and saw some events decline to use the space as “it didn’t have a nice or positive environment”. We will actively work with the Executive and Grad Lounge Committee to improve the ambience in the lounge and add dynamic wall features and artwork to beautify the space and create a warm, positive feel. The TV’s in the space will be rewired and activated to add interest and background entertainment during operational hours.
- *Refining our Menus:* By taking a creative approach using survey data and sourcing qualitative, costeffective ingredients, we will enhance the food and beverage menu offerings to introduce new and exciting tastes at student-friendly pricing while growing our revenues and increasing our margin of profitability. Prior to launch, we will host a menu sampling session with GSA to trial menus and receive feedback to fine tune food and beverage offerings.
- *Expanding Hours & Regular Programming:* Starting in September 2023, we will expand the hours of The Lookout to open at 9:30am daily and increase closing hours to 9:30pm on Wednesday, Thursday, and Friday evenings. To compliment the increase in operational hours, we will introduce Campus Bakery menu features and special pricing on hot beverages in the morning and launch new regular programming activities complimented by food and beverage specials. The regular GSA Thursday Trivia will be enhanced with the aim of increasing regular attendance each week.
- *Growth of Promotional Activities & Marketing:* Notably one of the most significant areas of focus, a wide ranging investment will be made into growing regular foot traffic to The Lookout and introducing more students, staff, and faculty to the space with the goal of increasing awareness and patron frequency. Multimedia advertising, including static and digital signage placements on-campus and online will be employed and we will work closely with the GSA Communications & Activities Coordinator to increase networking and communication of activities to graduate students. We have also planned to host the return of our popular UC Open House promotion in The Lookout in



August to showcase the lounge and the product and service offerings. In addition, regular promotion of food and beverage features, monthly draws, social media blitzing, and special prizing tied to new and existing programs will serve to enhance the client experience and general awareness of The Lookout.

These measures and their impact on the growth of clients and business activities will be regularly report to the Grad Lounge Committee for regular feedback and to track our progress. By achieving the implementation of this four-point business approach, we aim to meet our financial target with the hope of surpassing expectations.

Financial Goals for 2023-2024

In order to balance the cost of sales with revenues to achieve a positive result, we will work with the Grad Lounge Committee and the Executive to refine the food menu, increasing value added options and aim to bring the cost of food within a range of 42% - 45% while continuing to offer the graduate student discount. For the beverage menu, we will enhance the options and bring in more cost effective product offerings to continue leveraging the profitability of bar sales.

Labour sales were trimmed in 2022-23 to address slow periods and help reduce incurred costs, we will continue to work with this model while ensuring a continuation of quality customer service and expedient, timely order production. As we expand operational hours and business activities in the fall semester and beyond, we will continue to aim for graduate student employment while complimenting the labour force with work study students to fill junior positions and leverage the grant opportunity to bring labour cost down.

Investments will be made in new interior and exterior furnishings, small equipment, and wall décor and artwork to enrich the atmosphere and better serve our clientele, with the plan to increase events and promotional activities to recover the cost of investment over the fiscal year.

Overall, by growing our revenues by 16.4% to \$151,600 while reducing our product costs by 3% and expenses by 1%, the financial goal for 2023-24 is to reduce the fiscal loss by 50% to \$17,930. Our goal is to further reduce the loss by an additional 50% in



2024-25 with the aim of achieving a balanced budget by Year 5 of the operation while continuing to build the business and make strategic investments into the space and operation.

Closing Notes

While experiencing a challenging year of operations, fueled by significant inflationary cost increases and limited opportunities to make substantial and immediate improvements to the atmosphere and amenities, we are optimistic for the 2023-24 operational fiscal year based on our growth in partnership and networking with the new GSA Executive and added resources as we return to full operations within the University Centre Services department. The planned growth of Campus Bakery Co. and the sharing of labour production costs will continue to add benefit to the operation and help us achieve the financial goals for the year. As we employ the operational initiatives to grow the business and services to clients, it is imperative that we continue to recognize the spirit of our relationship as a true partnership. By working together to maximize the awareness and knowledge of the dynamic qualities and features that The Lookout provides to graduate students and the university community, we are confident in the future success of the business operation.

Looking forward to a successful year ahead,

J.M. (Mike) Calvert

Senior Operations Manager

University Centre Services



Schedule of Income and Expenses
 For the 12 Periods Ending April 30, 2023

REVENUE						
		<i>Current YTD</i>	<i>% Sales</i>		<i>Previous YTD</i>	<i>% Sales</i>
Draught Beverage Sales	\$	28,716.34	22%	\$	20,775.61	24%
Cost of Product	\$	12,175.73	42%	\$	7,758.47	37%
Total Gross Margin	\$	16,540.61	22%	\$	13,017.14	26%
Liquor Beverage Sales	\$	8,354.83	6%	\$	7,670.10	9%
Cost of Product	\$	1,897.34	23%	\$	1,474.31	19%
Total Gross Margin	\$	6,457.49	8%	\$	6,195.79	12%
Beer Beverage Sales	\$	1,424.44	1%	\$	1,320.27	2%
Cost of Product	\$	612.51	43%	\$	644.76	49%
Total Gross Margin	\$	811.93	1%	\$	675.51	1%
Non-Alcohol Beverage Sales	\$	8,992.48	7%	\$	2,658.08	3%
Cost of Product	\$	2,201.33	24%	\$	609.89	23%
Total Gross Margin	\$	6,791.15	9%	\$	2,048.19	4%
Food Service Sales	\$	75,854.12	58%	\$	51,022.67	58%
Cost of Product	\$	36,979.89	49%	\$	26,919.42	53%
Total Gross Margin	\$	38,874.23	51%	\$	24,103.25	48%
Other Miscellaneous Sales	\$	6,930.00	5%	\$	3,997.50	5%
Total Revenue	\$	130,272.21	100%	\$	87,444.23	100%
Total Cost of Sales	\$	53,866.80	41%	\$	37,406.85	43%
Gross Margin	\$	76,405.41	59%	\$	50,037.38	57%

EXPENSES						
Personnel / Labour - Service	\$	44,729.69	34%	\$	34,473.95	39%
Personnel / Labour - Food	\$	54,760.04	42%	\$	38,379.55	44%
POS Rental / Transaction Fees	\$	2,631.16	2%	\$	2,224.97	3%
Telephone	\$	560.95	0%	\$	616.00	1%
Work Order / Maintenance	\$	8,390.30	6%	\$	2,260.07	3%
Operating Supplies	\$	1,678.39	1%	\$	4,520.93	5%



Total Expenses	\$	112,750.53	87%	\$	82,475.47	94%
Income (Loss) Before Fees	\$	(36,345.12)	-27.9%	\$	(32,438.09)	-37.1%
Management Fee (7.5%)	\$	8,926.89	6.9%	\$	6,558.32	7.5%
Profit-Sharing or (Share-of-Loss)	\$	(18,172.56)	-13.9%	\$	(16,219.05)	-18.5%

2023-24 Operational Budget

1 Year Growth Forecast

REVENUE

		2023-24 Forecast	% Sales		2022-23 Actual	% Sales
Draught Beverage Sales	\$	35,000.00	23%	\$	28,716.34	22%
Cost of Product	\$	14,800.00	42%	\$	12,175.73	42%
Total Gross Margin	\$	20,200.00	22%	\$	16,540.61	22%
Liquor Beverage Sales	\$	9,000.00	6%	\$	8,354.83	6%
Cost of Product	\$	2,010.00	22%	\$	1,897.34	23%
Total Gross Margin	\$	6,990.00	7%	\$	6,457.49	8%
Beer Beverage Sales	\$	1,600.00	1%	\$	1,424.44	1%
Cost of Product	\$	650.00	41%	\$	612.51	43%
Total Gross Margin	\$	950.00	1%	\$	811.93	1%
Non-Alcohol Beverage Sales	\$	9,600.00	6%	\$	8,992.48	7%
Cost of Product	\$	2,290.00	24%	\$	2,201.33	24%
Total Gross Margin	\$	7,310.00	8%	\$	6,791.15	9%
Food Service Sales	\$	88,000.00	58%	\$	75,854.12	58%
Cost of Product	\$	38,100.00	43%	\$	36,979.89	49%
Total Gross Margin	\$	49,900.00	53%	\$	38,874.23	51%
Other Miscellaneous Sales	\$	8,400.00	6%	\$	6,930.00	5%
Total Revenue	\$	151,600.00	100%	\$	130,272.21	100%
Total Cost of Sales	\$	57,850.00	38%	\$	53,866.80	41%
Gross Margin	\$	93,750.00	62%	\$	76,405.41	59%

EXPENSES

Personnel / Labour - Service	\$	46,600.00	31%	\$	44,729.69	34%
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University of Guelph Graduate Students' Association
Board Meeting | June 21, 2023
Hybrid Meeting (UC441)

Personnel / Labour - Food	\$	57,500.00	38%	\$	54,760.04	42%
POS Rental / Transaction Fees	\$	2,700.00	2%	\$	2,631.16	2%
Telephone	\$	580.00	0%	\$	560.95	0%
Work Order / Maintenance	\$	1,800.00	1%	\$	8,390.30	6%
Operating Supplies	\$	2,500.00	2%	\$	1,678.39	1%
Total Expenses	\$	111,680.00	74%	\$	112,750.53	87%
Income (Loss) Before Fees	\$	(17,930.00)	-11.8%	\$	(36,345.12)	-27.9%
Management Fee (7.5%)	\$	11,370.00	7.5%	\$	8,926.89	6.9%
Profit-Sharing or (Share-of-Loss)	\$	(8,965.00)	-5.9%	\$	(18,172.56)	-13.9%



Consulting Proposal

One of my priorities for this year is to re-evaluate the GSA's structure and operations through the GSA Restructuring Committee. One issue with this plan, however, is the lack of expertise on good non-profit governance. Although the GSA is primarily a student organization, it is also a registered non-profit. We have legal and financial obligations that we must meet. Good governance is part of these obligations.

Since no one in this organization (and very few graduate students) have experience with organizing a non-profit, I thought it best that we employ a consultant with prior experience with these matters to help us in our restructuring process. I met recently with a consultant (Dr. Rebecca Sutherns from Sage Solutions <https://rebeccasutherns.com/>) to discuss this opportunity. Dr. Sutherns is a Guelph graduate who works in the nonprofit space, mostly with issues around strategy and good board governance. She has worked with the CSA on similar projects, and several other undergraduate student associations across Ontario.

During this meeting, she outlined a proposal of how she could help the GSA. The proposal is included in the following pages. In short, the proposal involves two steps. The first is a training module that will be offered to all graduate students (including GSA executives and board members) to discuss board governance in general, in non-profits, and in the GSA. A private session is also planned for Board members and Executives. This session will probably be held in a virtual format. The cost of the workshop to the GSA will be around \$3,000.

The second step involves a colleague of Dr. Sutherns (Suanne Miedema). Suanne will help us validate the decisions made by the GSA Restructuring Committee, and offer advice about how to move forward. She will also be involved in writing the policies and bylaws that will follow from these changes. This portion of the proposal is estimated to cost \$9,000.

We discussed this proposal at two separate Executive Committee meetings. We decided that it was best to bring this to the Board of Directors to decide whether we should move forward with hiring Dr. Sutherns and her team. I will note that the GSA has ample reserves currently, and can easily pay for these services. I think that employing professionals as resources for our restructuring efforts is critical, to help reduce any governance issues in the future.

Thank you for your consideration!

Best,

Nabhan Refaie

GSA President & CEO



May 19, 2023

Graduate Students' Association

University of Guelph
University Centre, Level 5
50 Stone Rd E
Guelph, ON, N1G 2W1
Attn: Nabhan Refaie, President & CEO

Graduate Students' Association Governance Support

Dear Nabhan,

Thank you for taking the time to meet with me to discuss the facilitation and the governance support required by the University of Guelph's Graduate Students' Association (GSA). I would welcome the opportunity to help the GSA ensure it has a sustainable Board and Executive that are structured for success, along with my associate, [Suanne Miedema](#), Founder and President of Miedema's Board Consulting Inc. Our possible involvement in this project is outlined below for you to discuss with your Executive.

Governance Greatness

My **Governance Greatness** workshop is designed to help get everyone on the same page and contributing their strengths to the Board. This customized workshop provides orientation to governance and will create space to discuss a high-contributing board member's role, individually and collectively, resulting in a shared understanding of what it means to function effectively as a Board for GSA at this time. This workshop helps distinguish between the roles of staff and Directors. It sets a unified direction for the Board, co-creating a shared set of expectations to guide governance activities for the upcoming year. Part training and part planning, this session will help the newly constituted Board to articulate their desired ways of working together. An outline of the session can be found below.



Workshop on Board structure

This two-hour digital workshop will be co-facilitated between Suanne and myself, to discuss and determine the best structure for the GSA Board and Executive team. Prior to this workshop, the GSA team will do some research and report back on governance structures of comparator GSAs.

Board Policy Manual

Once the preferred Board structure has been determined, Suanne will work with the GSA Board to develop a customized Board Policy Manual and offer coaching support to ensure the manual will be used as it is intended.

The Board Structure workshop and developing the Board Policy Manual is contingent on Suanne's availability.

Budget and Availability

The cost for these three components will likely fall in the range of \$10,000-12,000 depending on specific scope and confirmed pricing with Suanne. (She is away until the end of May).

The Governance Greatness session alone costs \$3,000 plus HST with no limit on the number of participants. If you would like to invite people outside the GSA Board, they could attend the first 90-minutes, with the last 90-minutes dedicated to GSA Board and Executive. Alternatively, you could choose for it to stay internally to current Board and Executive only for the full time.

Rebecca is available to start this work in July.

Our Team

Dr. Rebecca Sutherns, founder and CEO of Sage Solutions, is an insightful and dynamic collaborative strategist and world class facilitator who has served as a trusted advisor to hundreds of mission-driven organizations in Canada and internationally. She brings intellect, enthusiasm and varied experience in strategy development and collaborative leadership when speaking, writing and mentoring. She is a quick learner, creative thinker and skilled communicator, with a particular gift for helping leaders make wiser decisions faster. Rebecca is very familiar with the University of Guelph, as a Graduate student, a teacher and as a consultant to numerous departments, including the Central Student Association.

Suanne Miedema is Founder and President of Miedema's Board Consulting Inc. where she helps nonprofit boards improve their governance with best-in-class Board Policy Manuals. With experience spanning both the for-profit and nonprofit sectors she offers a practical, user-friendly, results-oriented service to her clients. Suanne has developed a special interest and expertise in writing Board Policy Manuals which allows boards the opportunity to take advantage of best-practice governance in the most efficient and effective manner possible.



I would be pleased to answer any questions regarding this quote and look forward to working with you on this assignment.

With sincere thanks,

A handwritten signature in black ink that reads "Rebecca Sutherns". The signature is written in a cursive style with a large initial 'R'.

Rebecca Sutherns, PhD CPF
Principal and CEO
Sage Solutions





PDR Application – OVC Student Symposium



Q3.

Graduate Student Association Activities Grant (PDR) Application

Applications must be fully complete and contain a budget including an itemized listing of revenue and expenses projected for the event, including a report from the previous year. Lack of information will make the application ineligible and will not be considered for presentation. Applications must be submitted by the first of the month. The Presentation will be included on the Board Meeting Agenda, scheduled closest to the Event.

A summary report is required, following the Event. Please send follow up reports to the GSA Office Manager (gsa@uoguelph.ca).

PRESENTATION GUIDELINES FOR THE MEETING:

Remember that the GSA is here to enrich the graduate community. Priority is given to those events which do so directly. In your presentation be sure to specify how your event will enrich graduate students either academically or socially.

The Application submitted should align with the information provided during the Presentation. Updated handout material will not be accepted, except in the case of an updated budget, in which case less funding is requested. E.g. New awards/other sources of funding since Application was originally submitted.

After the presentation you will be asked a limited number of questions, so please be prepared.



The contact person, person submitting the Application is considered to be the person presenting. If there are any changes to the Application e.g. budget, including the name of the Presenter, please contact gsa@uoguelph.ca - 7 days before the Meeting. Staff and Faculty are unable to present or solicit GSA funding.

To submit the application and reserve a spot at an upcoming meeting, please complete the following form.

Last revised October 2020.

Q14. Event Information

Event Name	<input type="text" value="OVC Graduate Student Symposium"/>
Event Date (dd/mm/yyyy)	<input type="text" value="07/07/2023"/>
Contact Person	<input type="text" value="Amanda Avison"/>
Department	<input type="text" value="Biomedical Sciences"/>
Email	<input type="text" value="ajowett@uoguelph.ca"/>
Phone	<input type="text" value="2269626244"/>

Q16. Organization's Information

Organization's Name	<input type="text" value="OVC Graduate Student Symposium Committee"/>
Department	<input type="text" value="OVC"/>
Mailing Address	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>



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

Number of Graduate Students 0

Number of Undergraduate Students 0

Number of faculty, staff and community members 0

Total

Q18.
Have you received funding from the GSA before? If so, specify how the money was spent, who the organizers were and the outcome of the event (ex. Attendance, on budget, etc.)

Q19. Amount Requested:

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

Please write who the cheque can be made payable to:



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

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

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Q30. Please submit your budget in the following format.



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




Graduate
Students'
Association
University of Guelph

Q24. Signature and Disclaimer

Q26. I certify that the all information contained in this application is correct. By signing below you are agreeing to have read and understood University of Guelph policies regarding events. The Graduate Students' Association must abide by these policies and retain the right to abstain from providing funding for events or organizations that do not follow these policies. For additional information on university policies please click here. (<http://www.uoguelph.ca/studentaffairs>)

Yes

Q27. Please sign below.


clear



Q33. If for any reason you cannot sign above, please type your name here. Typing your name here acts as your electronic signature.

Q29. Today Date (dd/mm/yyyy)

Location Data

Location: [\(43.5698, -80.2421\)](#)

Source: GeolP Estimation

Revenue - none	Last Year	Projected
Expenses		
Lunch for 20 volunteers - \$15.75 for deli sandwich with side and beverage from hospitality services + 13% HST	none	\$356
Total Expenses		\$356

5/31/23, 8:37 AM

Submitted Activities Grant - Graduate Students' Association - Outlook

Submitted Activities Grant

Amanda Avison
<ajowett@uoguelph.ca>

Wed 5/31/2023 7:18 AM



To: Graduate Students'
Association <gsa@uoguelph.ca>
Hi there,

I just submitted a GSA Activities Grant, however it would not let me edit the amount entered on the first page after I went to the next screen (even if I closed and reopened it), therefore the numbers do not match. The amount requested is actually \$356 (not \$200 as originally entered).

Thanks,
Amanda

Amanda Avison, DVM
HBSc (She/her) PhD
student,
Cardiovascular
Physiology
Department of Biomedical Science,
Ontario Veterinary College



Committee Reports

Admissions & Progress Committee

Meeting date:

Report:

Next Meeting: TBD

Advisory Committee on Student Mental Health & Wellness

Meeting date:

Report:

Next Meeting:

Academic Policies & Procedures

Meeting date:

Report:

Next Meeting:

Alcohol & Substance Abuse Advisory Committee

Meeting date:

Report:

Next Meeting:

Animal Care Committee

Meeting date: Friday, June 9th, 2023

Report: Please see below:

- In our monthly meeting, as usual, we reviewed the current AUPs and discussed edits and suggestions for the P.I.s
- We also discussed habituation training for handling animals. This could be particularly useful for those working with rats; especially if they need to perform any kind of restraint on their animals.
- We also have come to an agreement that Iso fluorine should almost always be used in tandem with a lidocaine (pain relief agent) for all animals undergoing surgical procedures.

Next Meeting: Friday, July 14th, 2023

Athletics Advisory Committee

Meeting date:

Report:

Next Meeting:



Board of Graduate Studies

Meeting date:

Report:

Next Meeting:

By-Laws & Constitution Committee (GSA)

Meeting date:

Report: No updates

Next Meeting:

Co-Curricular Experiential Learning Integrity Committee (CELIC)

Meeting date:

Report:

Next Meeting:

Code of Ethical Conduct Committee

Meeting date:

Report:

Next Meeting:

Compulsory Fees Advisory Committee (CFC)

Meeting date:

Report:

Next Meeting:

Experiential Learning Committee

Meeting date: N/A (Last meeting was cancelled)

Report: N/A (by Peter Duker)

Next Meeting: September

Finance Committee (GSA)

Meeting date:

Report:

Next Meeting:

Grad Lounge Sustainability Committee (GSA)

Meeting date:

Report:



Next Meeting:

Graduate Student Learning Initiative Committee

Meeting date:

Report:

Next Meeting:

Graduate Student Mental Health Curriculum Committee

Meeting date:

Report:

Next Meeting:

Hate Activity Committee

Meeting date:

Report:

Next Meeting:

Health & Dental Plan

Meeting date:

Report:

Next Meeting:

Homecoming Committee

Meeting date:

Report:

Next Meeting:

Hospitality Services Advisory Committee (HSAC)

Meeting date:

Report:

Next Meeting:

Human Rights Advisory Group

Meeting date:

Report:

Next Meeting:



Information Technology Student Advisory Committee

Meeting date:

Report:

Next Meeting:

Judicial Committee

Meeting date:

Report:

Next Meeting:

Late Appeals Committee

Meeting date:

Report:

Next Meeting:

OUTline Committee

Meeting date:

Report:

Next meeting:

Parking & Traffic Appeals Committee

Meeting date: N/A

Report: No meeting was held in May

Next Meeting: N/A

Positive Space Committee

Meeting date:

Report:

Next Meeting:

Sexual and Gender-Based Violence Advisory Committee

Meeting date:

Report:

Next Meeting:

SHINE Mental Well-Being Week Committee

Meeting date:

Report:



Next Meeting:

Special Grants & Speakers' Fund Committee

Meeting date:

Report:

Next Meeting:

Student Assessment Committee

Meeting date:

Report:

Next Meeting:

Student Budget Committee

Meeting date:

Report:

Next Meeting:

Student Executive Council

Meeting date:

Report:

Next Meeting:

Student Leaders and Administration Committee

Meeting date:

Report:

Next Meeting:

Student Life Advisory Committee

Meeting date:

Report:

Next Meeting:

Student Life Award Committee

Meeting date:

Report:

Next Meeting:



Student Organization Policy Steering Committee

Meeting date:

Report:

Next Meeting:

Student Rights & Responsibilities Committee

Date:

Report:

Next Meeting:

Student Transit Committee (GSA/CSA)

Meeting date:

Report:

Next Meeting:

Teaching and Learning Network

Meeting date:

Report:

Next Meeting:

Town and Gown

Meeting date:

Report:

Next Meeting:

Student Experience

Meeting date:

Report:

Next Meeting:

Student Wellness Advisory Group (SWAG)

Meeting date:

Report:

Next Meeting:

University Centre Board

Meeting date:

Report:



Next Meeting:

UC Digital Signage Content Review Committee

Meeting date:

Report:

Next Meeting:

Volunteer Committee (GSA)

Meeting date: Monday, June 5th, 2023

Report: Please see below:

- This month, the volunteer committee hosted a graduate student guided paint night, led by local artist Ben McCarl. This event was a great success with approximately 25 participants! 😊
- We will be planning another paint night for some time in the Fall semester.

Next Meeting: TBD



Departmental Updates

Animal Bioscience

Report:

Report by:

Biomedical Science

Report:

Report by:

Black Student Representatives

Report: Mavis and I got training in May from the IT department on how to use the Maestro platform to modify email communication shared with our community. We are hoping to use this feature going forward.

Report by: Akierah Binns

Business Administration/Management

Report:

Report by:

Chemistry

Report:

Report by:

Clinical Studies

Report:

Report by:

Computing & Information (Computer Science)

Report:

Report by:

Economics and Finance

Report:

Report by:

Engineering

Report:

Report by:



English & Theatre Studies

Report:

Report by:

Environmental Design & Rural Development

Report

Report by:

Environmental Science

Report:

Report by:

Family Relations & Applied Nutrition

Report:

Report by:

Fine Arts & Music

Report:

Report by:

Food Science

Report:

Report by:

Food, Agriculture & Resource Economics

Report:

Report by:

Geography

Report: We had another speaker series event last month by Dr. Sahar Alijani, a postdoctoral researcher at the University of Guelph. Now, the department is getting pretty quiet for the summer.

Report by: Peter Duker

History

Report:

Report by:



Hospitality, Food & Tourism

Report:

Report by:

Human Health & Nutritional Science (HHNS)

Report:

Report by:

Indigenous Student Representatives

Report:

Report by:

Integrative Biology

Report: Please see below for the highlights in IB this month! 😊

- The candidate hired for the new professor of animal physiology position was announced to be **Dr. Andy Turko!** We are excited to welcome him to the department in January 2024.
- This month we have had **changes to the waste management practices** in our department, to promote mindfulness when it comes to waste and to encourage sustainable practices.
- Many of our grad students are currently on their **field seasons**, so lots of exciting research to come!
- Some of our students in animal physiology attended the **Canadian Society of Zoologists** at the University of Saskatchewan in Saskatoon, Saskatchewan in mid-May. This was a great chance for our students to present their amazing research and network for future academic and industry positions!
- On July 1st, we will be welcoming a **new graduate program coordinator** in Integrative Biology: Dr. Cortland Griswold. Special shout-out to Dr. Shoshannah Jacobs, who has served as a wonderful grad program coordinator over the past three years.
- **Cardiovascular Research Day**, occurring on June 14th, is shaping up to be quite the exciting day of research talks, posters, keynote speakers, trainee mixers, and entertainment! Many of our IB graduate students will be presenting on the value and importance of using comparative models in cardiac research.
- Writing services in the library is offering **two summer workshops for writers in the sciences**; these include “Writing Research Articles” and “Scientific Writing Style”.
- On June 1st and 2nd, our department hosted the **27th annual Laurentian SETAC conference in toxicology**. This event was a great success with many speakers, workshops, and networking opportunities!

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



International Student Representatives

Report:

Report by:

Languages & Literature

Report:

Report by:

LGBTQ2SIA+ Student Representatives

Report:

Report by:

Marketing & Consumer Studies

Report:

Report by:

Mathematics & Statistics

Report:

Report by:

Molecular & Cellular Biology

Report:

Report by:

Pathobiology

Report:

Report by:

Philosophy

Report:

Report by:

Physics

Report:

Report by:



Plant Agriculture

Report: The department had a very successful plant sale in the middle of May, with proceeds going towards graduate student activities

Report by: Daniel Colcuc

Political Science

Report:

Report by:

Population Medicine

Report:

Report by:

Psychology

Report:

Report by:

Sociology & Anthropology

Report:

Report by:

PhD in Social Practice and Transformational Change (SOPR)

Report:

Report by:



GSA May 2023 Meeting Minutes

Hybrid Meeting

Wednesday, May 17, 2023: 5:30 p.m.

Present

Executive: Nabhan. Refaie, President; Emily Minard, VP Internal, Mingze Li, VP Finance; Rebecca Randle, VP External; Manpreet. Kaur, GSA Activities and Communications Co-ordinator

General Directors: David Bahrami, Biomedical Science; Akierah Binns, Black Student Representatives; Yang Hoong, Business Administration/Management; Kimber Munford, Samantha Reynolds, Environmental Science; Peter Duker, Geography; Isaac Toyin, History; Dipendra Karki, Molecular and Cellular Biology; Jacob Yates, Pathobiology; Daniel Colcuc, Plant Agriculture; Anmol Samra, Population Medicine; Daniel Colcuc, Plant Agriculture; Alice Hinchliffe, English and Theatre Studies

Regrets with Notification: Karan Raj Singh, Business Administration/Management; Janan Shoja Doost, Biomedical Science; Mike Calvert, Senior Operations Manager, University Centre Services; Ben Bradshaw, Assistant Vice President Graduate Studies; Aiyu Lu, Family Relations and Applied Nutrition

Regrets without Notification: Manpreet. Kaur, GSA Activities and Communications Co-ordinator; Mitul Gohil, Engineering; Jeeth Alpesh Shah, Engineering; Parabhsimranjeet Singh, Mohinder Sethi, International Students; Anmol Samra, Population Medicine; Colleen Davies, Psychology; Mavis Opoku, Black Student Representatives; Elizabeth Manchester, Integrative Biology;

Guests: Alexis Fabricius, CUPE #3913 Vice-President External; Catherine Nosaty, Justine Richardson, Shaghayegh Yassemi, The Arboretum

Staff: Michelle Morris, GSA Office Manager

5:30 p.m. Call to Order: Kathleen Nolan, acting Chair

Territorial Acknowledgement

We acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississauga's of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer our respect to our Anishinaabe, Haudenosaunee and Métis neighbours as we strive to strengthen our relationships with them.

Today, this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging them reminds us of our important connection to this land where we learn and work.



Approval of Agenda:

MOTION #1: B.I.R.T. The Agenda for the **May 17th, 2023, GSA Board Meeting, be approved as presented.**

Motioned by N. Refaie, seconded by Y. Hoong. Motion carries.

Approval of Minutes:

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

Motioned by Yang Hoong, seconded by N. Refaie. Motion carries.

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

A. Fabricius shared the following updates:

- Motions passed successfully for Ballot for members in good standing to vote for Budget CUPE#3913 that restructured the union.
- New website to be launched prior to September 2023 that will include better navigation options particularly with a separate health benefits portal.
- Current Emergency Financial Funding expires August 31st, 2023. \$140,000 in funds for claims currently available. Students encouraged to submit their claims. TA's can request a maximum of \$500 in claims for emergency financial issues. Questions and inquires can be directed to the CUPE#3913 team.

Question Period

N. Refaie inquired what expenses were covered under the Emergency Financial Funding.

A. Fabricius confirmed Rent, Food, Child related expenses, Laptop repairs, Dental expenses to name a few are covered by EFAF. A maximum of \$500 is claimable once every academic year. Details on expenses covered is available on the CUPE#3913 website (cupe3913.on.ca)

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

B. Bradshaw was not in attendance to give an update.

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

M. Calvert was not in attendance to give an update.

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

J. Sharma was not in attendance to give an update.

5:40 p.m. Arboretum Student Fee – GSA Board Position: Justine Richardson, the Arboretum

Justine discussed the following:

1. Specifically requesting the GSA to endorse the Student Fee Referendum.
2. Arboretum is a communal shared resource/benefit, free for all graduate students all through the year.



3. The small fee of \$2.50 is to help enable them to work with graduate students to develop programming and do things for the benefit of graduate students.
4. Particularly help students working with research and assist students with families.
5. A program introducing international students to local plants and animals
6. Set of services catering to physical and mental well-being of graduate students

Requesting to endorse this proposal as it benefits all graduates.

S. Yassemi spoke about her personal positive experience with the Arboretum, being the first place, she visited in Guelph.

Question Period

Y Yang questioned the reason for support being requested now as opposed to previous years and if the situation has changed. J. Richardson responded the Arboretum consists of a small staff team due to previous cuts to funding. Business and Ecology had a survey and identified the two main barriers to increasing the Arboretum's potential were spreading awareness and increasing the capacity to create more programming explicit. The fee would help support these.

N. Refaie commented that a fairly large number of graduate students are in favor and want to implement this referendum.

Y. Yang sought clarification on what expenses the fee would be used for. J. Richardson confirmed this would not suffice to hire a full-time person, however having someone partly involved in the process and more importantly having the students involved is the goal since students have expressed their desire of involvement. Activities specific to graduate students and inclusive activities that would be proportionate and representation on the student engagement committee. The percentage of time and activities that person would be expected to do.

Y. Yang inquired if there were plans to return to the CSA to request another referendum? J. Richardson responded they are meeting in two weeks with the new CSA executives to discuss running the referendum again.

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

Motioned by R. Randle, seconded by Y. Yang. Motion carries.

5:55 p.m. Partnership with Navitas – GSA Board Position: Nabhan Refaie

N. Refaie referred to the topic discussed at the previous Board Meeting.

A brief overview of what the partnership would look like.

- A full profit company based out of Australia
- They setup an international college within the university grounds



- Bring international students to the program who would not normally be accepted e.g.: missing credits for diplomas and insufficient English test scores. Navitas works to upgrade those requirements.
- UofG is looking for graduate student input as they are not fully equipped for recreational students.
- International students bringing in more money than domestic students which adds to the revenue.
- Other associations on campus are opposed to this partnership like CUPE, UGFA and CSA
- A pro is this brings in more money for the university, the university has more money that's potentially more money than we can allocate towards funding segments.

Question Period

Y. Yang questioned if Navitas was going to build a campus on the UofG Campus. N. Refaie responded Navitas will rent a space at the university on off peak hours (nights and weekends)

R. Randle followed up if we had any perspective from hospitality, staff, and custodial services on how this partnership would affect them? If they would need to work on weekends having to maintain the campus. M. Munford had a follow-up regarding Navitas students being physically present on campus without access to any resources such as Campus Residences, Health services, and Bus Passes is an additional piece to consider.

N. Refaie responded stating the implementation of this partnership varies between campuses. The university has stated there is a possibility the deal could include the students are part of the GSA and CSA so they could avail the required services. This however could come with additional costs and a greater strain on our services.

R. Randle had a transit specific question to Navitas students being part of the CSA stating it would be odd to integrate students into the CSA that are not actually enrolled at the University since their bylaws would stipulate that would not work. Visiting graduate students who are still enrolled here through the visiting Graduate Student Office are not considered Graduate students under the parameters of the GSA's contract with transit services, so it would be odd that they could then integrate and opt students into CSA and transit services. The late-night bus pass is currently subsidized by the CSA and GSA, there is a good chance that if there are classes are all being held in the evenings, we also pay for weekend bus service like additional buses on Sundays for students. Since these students will end up using the late night and weekend service extensively, they end up really using a bunch of the services that the CSA and GSA is subsidizing right now.

Y. Yang commented that Graduate students will see this more as a cost than a benefit. The universities and cities' infrastructure are both at its limit. Conestoga is opening their campus downtown Guelph with 5000 students coming in. With the inflated cost of living in Guelph, about



less than half will stay on campus and 2050 will need to look for housing. The international students will be faced with a comparable situation.

P. Duker commented that he was initially trying to see the positives but is unable to find any redeeming qualities and feels this is an exploitation of students.

R. Randle followed up on the housing issue first year students have been facing due to lack of communication during the admission process. Since the university has not dealt with current issues there is a possibility similar issues faced by international students will also go unnoticed.

R. Randle suggested we amend the wording of the motion to "Strongly Oppose." K Munford agreed.

MOTION to amend wording in Motion #4 to strongly oppose.

Motion carries

MOTION #4: B.I.R.T the GSA Board of Directors strongly opposes the University of Guelph forming a partnership with Navitas.

Motioned by R. Randle, seconded by Y. Yang. Motion carries.

6:05 p.m. Event Funding Request – Whine and Dine: Nabhan Refaie

This discussion only was chaired by V.P. Internal

N. Refaie gave a quick overview of the Whine and Dine event

- Co-organized by the GSA and the UofG Graduate Coalition for graduate students to discuss what graduate students are faced with in terms of funding, general cost of living and stipends.
- Partially funded through a SLEF application of \$250
- CUPE Donation of \$100
- Went overbudget to \$544.70
- Discussed with GSA executives regarding covering the balance of \$194.70, since this event was not solely organized by the GSA.
- Successful event with over 50 participants.
- Received great comments from students with content that we can use to better advocate for graduate students.
- A good opportunity for graduates to connect with each other and discuss key issues such as funding and cost of living.

MOTION #5: B.I.R.T. the GSA Board of Directors allocate \$194.70 toward the Whine and Dine event held on May 3rd, 2023.

Motioned by N. Refaie, seconded by R. Randle. Motion carries.



6:15 p.m. Departmental and Committee Updates

K. Munford spoke about the following:

SWAG (Student Advisory Group)

- SWAG does not meet during the summer but are in the process of overhauling the structure to increase student participation
- Looking for feedback on how this can be incorporated and structured.

Survey to evaluate Wellness services

- Conducted by a consulting firm and contracted by Wellness Services to evaluate protocols
- Reminder to General directors to complete the survey

N. Refaie confirmed completing the survey which was quick and helpful.

6:20 p.m. Question Period

There were no questions.

6:20 p.m. Executive & Staff Reports

6:20 p.m. GSA President Report – Nabhan Refaie

N. Refaie shared the following updates:

1. MFA Creative Writing Students
 - Students in this program are UofG main campus students with classes based in Guelph Humber Toronto Location.
 - Due to the division, they pay Guelph Humber fees, however, do not have access to any of their services since they are UofG students. The available services catered mostly to undergraduates are of no use to them.
 - Looking at how we can advocate for these students and find a solution.
 - Instead of paying Guelph Humber fees, they be moved to Guelph Main Campus Fees.
 - They can use virtual services through Guelph Campus e.g., Counselling, Career services.



- In discussion with B. Bradshaw and members of the MFA creative writing to help move this forward

A. Hinchliffe requested to be added to all future discussions in relation to the MFA and similar scenarios.

2. Establish a permanent relationship with UofG Graduate Coalition
 - Conversations covering Graduate student issues.
 - Internationalization efforts university mission group
 - A place for graduate students to talk to students across other associations without university administration involvement.
3. Restructuring Committee
 - 25 students responded with interest in being a part of the committee.
 - Reminder sent to General Directors as no response received.
 - We do need general directors at the table as they have a unique perspective that neither the executives nor students can contribute to.
 - This also contributes to general director roles and responsibilities
4. The Chair
 - The GSA Executive Committee met on May 4th and voted in favor of removing the Chair.
 - Looking to hire a new chair.
 - Candidate needs 6 months' experience being a general director.
 - Good opportunity for experience and income.

K. Nolan asked those who had questions regarding the role to reach out to her.

6:30 p.m. VP Internal – Emily Minard

E. Minard shared the following updates:

- Familiarizing with new role as VP Internal
- Understanding the by laws
- Getting new General Directors assigned to committees
- Keeping track of which committees are active and running
- Met with CSA VP Academic and in the process of organizing the student memorial service mid to late September 2023
 - Budget of \$300 to hire an external musician. Looking to give the student community the opportunity to display their music.

R. Randle stated this is a wonderful opportunity for students since we already have a good music program at UofG and students might be interested to participate. It might be worthwhile reaching out to the heads of the music department to spread the word.



6:35 p.m. VP Finance - Mingze Li

M. Li stated he is away for the summer and will be attending all meetings virtually. Also shared the following updates:

- Busy working with all the tasks assigned to V.P. Finance.
- Working on travel grants and DEI funding applications received from the GSA Office Manager
- Will be meeting with Finance Committee to discuss funding of these grants.

A. Binns asked for clarification if the Finance committee was the same team as the DEI Bursary.

M. Li confirmed this was a different committee.

6:40 p.m. VP External Report – Rebecca Randle

R. Randle shared the following updates:

- Turnover/Transition Items
- Bus Pass
 - Receiving follow up from visiting students regarding bus pass eligibility
 - Reviewed the contract between GSA and Guelph Transit
 - The contract does not cover services for visiting students/students registered for selected semesters.
 - To discuss at next transit meeting if they are willing to make an addendum to the current contract
 - Looking at the possibility to subsidize passes on a case-to-case basis.
- Meeting with CSA to discuss the Food Bank
 - Discussion with CSA regarding chronic underfunding and storage issues.
 - Refrigeration issues due to refrigerator breakdowns since dairy products, meats and produce need to be refrigerated.
 - Sourcing a secondhand refrigerator as an option
 - Get more funding for more food which will also cover cost of equipment
 - Reinstating the Volunteer program
 - Reaching out to faculty who have industry experience to help us better manage the situation.
- Meeting with Internal Homecoming Committee
 - Continuing with Risk Management Approach.
 - Some community members are looking at cancelling homecoming as per talks with city councilors
 - Discussed scheduling – currently homecoming booked for third weekend in September.
 - Looking at the breakdown of undergraduate vs graduate students and students coming from other universities.



6:55 p.m. Activities and Communications Co-Ordinator – Manpreet Kaur

M. Kaur shared the following updates

- The Paint Night Event scheduled in April was a success. Second paint night scheduled for June 7th
- In person Yoga scheduled for May 23rd in the multi faith room at UC533
- Workshop on Articulating Skills and Abilities by Doctor Chris to be scheduled.

7:00 p.m. Office Manager – Michelle Morris

M. Morris shared an update on the following:

- GSA continues to receive many grant applications. Approvals expedited by Finance committee who meet once a month to discuss.
- Assisting executive team with the transition process. All signing authorities now in place.
- Liaison with CSA Business Manager and the GSA/CSA Committee on ways of collaboration.
- Cheque issued to CSA for Food Bank Donation for Summer 2023.

7:10 p.m. Business Arising

N. Refaie confirmed all Board Meetings will be held at the UC 441 Board Room and not the lookout for the summer. R. Randle questioned if we could make sure of the GSA Board room for future meetings which is currently used as a storage space. N Refaie confirmed he was open to looking into this possibility when we have a bigger number of in-person attendees and the storage space is cleared out. R. Randle further suggested the GSA boardroom could be used for other purposes as it is valuable real estate.

7:15 p.m. In Camera Session

MOTION #4: B.I.R.T. the Meeting move 'In-Camera' for discussion.

(Under the direction of the Chair - Staff, Members-at-Large, and Guests will be asked to leave the Meeting.)

Motioned by N. Refaie, seconded by K.R. Singh. Motion carries.

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

Adjournment

The next GSA Board meeting is scheduled for June 21st, 2023. Please send regrets no later than June 20, 2023, at 12 p.m.



GSA Executive Meeting Minutes

June 15th, 2023

Virtual Teams Meeting 11:00am to 12:30pm

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

The meeting commenced at 11:02am with N. Refaie welcoming the team.



Topics of Discussion:

11:00 – 11:10 Update from GSA President – N. Refaie

- Meeting with senior admin regarding MFA Creative Writing program to discuss student fees. Things moving in the right direction and hoping to have a decision soon.
- Email received from College of Biological Science Meeting (CBS) who currently have a printshop for posters at a very low price. Will be closing due to budget cuts. Looking at ways the GSA can help support.
 - Potential to take over print shop under the GSA.
 - Increase GSA's relevance in providing services
 - Current reserve funds to support
 - Initiative to add to GSA revenue
- Received update from GSA OM regarding upcoming Audit. M. Li added meeting to discuss audit is a good idea so we can come up with a plan on the way forward.
- E. Minard inquired if D. Said, the newly appointed chair, would be chairing the upcoming Board Meeting. M. Morris confirmed she has added the new chair to the meeting invite and assigned him as the co-organizer. Invitation accepted. N. Refai suggested E. Minard confirm with D. Said if he will be attending the meeting in person or virtually.

11:10 – 11:20 Update from V.P. Internal – E. Minard

- Lack of response and feedback to communication from General Directors
 - E. Minard has created an excel sheet to help track GD activities and participation over the past couple of months.
 - Several GD's have not completed their assigned duties
 - One GD has been unreachable with no response. They have not been assigned to any committee as of yet.
- Meeting with Ben Bradshaw in GSA President's absence to discuss stipends. The meeting went well. E. Minard feels the university will be pursuing their partnership with Navitas.
- Met with Alison Burnett to discuss mental health. A. Burnett shared the lack of knowledge within the student community regarding the mental health resources available to students. A list of available resources to be included in the fall GD Orientation will be a good idea.



N. Refai recommended the resource list be included in the GSA newsletter. Also, regarding the lack of response from GD's, N. Refai highlighted the importance of making it a precedence that the assigned tasks be fulfilled by the respective GD's. This needs to be made apparent to all GD's. Recommended update to be shared at the board meeting that GD activities to be tracked going forward.

R. Randle added that lack of participation also disorganizes the required Quorum since a specific percentage of Quorum members is required. N Refai also added having a functional board is required for proper operational performance.

M. Morris inquired if it was a requirement for the chair to attend in person. N. Refaie responded at the time of interview the chair stated he would be happy to attend either way.

11:20 – 11:30 Update from V.P. Finance – M. Li

M. Li stated he will also be sharing past updates since he did not attend the last Executive Meeting.

- Met with Finance Committee twice to discuss the following:

Travel Grants

- Insufficient supporting documents with Travel grant applications.
 - The Finance committee agreed all required documentation is important to approve grants going forward.
 - Documents such as boarding passes and a picture of the student at the conference are important to prove their travel and participation at Conferences
-
- Childcare Bursary
 - One childcare grant approved for \$500
 - Some applications are for private childcare institutions which cannot be approved as the application stipulates **“the GSA cannot accept applications for children registered in private education institutions, such as a private school or Montessori school.”** A grant application was recently declined due to the above.

 - DEI Bursary
 - M. Li stated he has no information on the DEI meeting as he has not attended as of date.
 - Observations from DEI applications that students applying for the grant are from the same program and also reside at the same address. This requires



the application process to be reconstructed and tightened to verify information provided during the application process is justifiable. This will enable us to help students who really need our support.

- Wondering if this would be a valid point of discussion at the upcoming board meeting taking into consideration some of the existing GD's have also recently applied for DEI funding.
- Also, should GDs be allowed to apply for these grants.

N Refaie responded that the topic of GD's being allowed to apply for DEI grants was a difficult decision. We need to figure out a better way to communicate the requirements of these grants. Executives being able to apply for grants is a whole different discussion.

R. Randle shared her opinion that Executives be allowed to apply for grants since they can be faced with unexpected expenses and their honorariums are also not on a very high mark.

M. Li agreed and stated when applying for grants, providing the required supporting documentation is vital. Proposed reconstructing the current grant applications to tighten our policies. It is important to verify if the situation is an emergency and legit situation.

R. Refaie suggested M. Li work on a proposal to revise and reform the grant applications and the required amendments can be discussed at the next Executive meeting. M. Li responded he will be drafting the necessary and bringing it to the Finance Committee for discussion. R. Refaie suggested the DEI application approvals be incorporated into the Finance Committee meeting to help streamline the process and avoid having 2 different committees.

M. Li shared the update of revising the terminology on the travel grant application by removing the statement on Covid 19. Modifying the form is necessary.

11:30 – 11:40 Update from V.P. External – R. Randle

- Awaiting response and communication from CSA regarding Transit Committee discussion.
- Awaiting a response from CSF to schedule a meeting regarding costs.
- Met with Irene Thompson (Vice Provost Student Affairs) and Alison Burnett (Director, Student Wellness) regarding GSA student mental health space. Meeting update shared with N Refaie.
- Routine meeting with homecoming committee scheduled for next week.



11:40 - 11: 50 Update from Activities and Communications Coordinator – Manpreet Kaur

M. Kaur shared the following:

- Paint Night on June 7th was a success with 34 participants.
- Upcoming LGBTQ2S+ Event scheduled for June 29th, looking forward to a good turnover. Event will include Snacks, Trivia, Ice Breaker Bingo and a Dance Party
- Kathleen Nolan, initially appointed to host the event, is no longer available. M. Kaur in the process of setting up meetings with students to appoint a new host for the event.
- Student reached out to M. Kaur confirming their interest in volunteering with the GSA. N. Refaie confirmed directing the student to communicate with E. Minard to be assigned to the volunteer committee. M. Kaur to share student details with E. Minard.

N. Refaie suggested M. Kaur's updates be scheduled for an earlier start in the meeting to enable her to exit the meeting and help with her time. Considering, the Activities and Communications coordinator is allocated only 10 hours a week to work on GSA related matters.

11:50 – 12:05 Updates from Office Manager – M Morris

M. Morris shared updates on the following:

- PDR received from Ontario Veterinary College.
 - Board meeting invite shared with Amanda Avison from OVC. No response received. Details to be updated in Agenda by E. Minard.
- Personal photographs pending from VP External and President for website updates.
- Delay with executive payroll due to lapse in time. The June payroll is scheduled to be paid on June 18th. Going forward all payments scheduled for the 1st of every month.
- Communication and liaison with VP Finance on Grants. Communication with student regarding a declined application since the childcare institution was private as opposed to be a public institution which is a requirement for the GSA Childcare bursary approval.

M. Morris inquired if she should go ahead and order the food for the upcoming board meeting next week. Lack of responses to in-person attendees. N. Refaie suggested E. Minard resend the poll to all attendees and a decision can be made on Monday regarding the food order.

N. Refaie also requested the previous Board Meeting Minutes to be shared with the Web Developer for website updating.



M. Li inquired regarding updating the grant applications online. N. Refai confirmed M. Morris can update the applications through Qualtrics. M. Morris shared that Covid-19 related statements be removed from the application. M. Li further discussed the DEI committee being merged with the Finance Committee inquiring if there were limitations on the person capacity on each committee. N. Refaie confirmed there is no maximum capacity, however there is a minimum capacity requirement for committees as per GSA by-laws.

M. Morris inquired if the DEI application could be added to Qualtrics along with the other grant applications. This will help streamline the process and consolidate all applications under one umbrella. N. Refaie responded this was possible. He would support M. Morris with the transfer process.

12:05– 12:15 Proposal of Consulting – Rebecca Sutherns

- N. Refaie summarized his discussion with the Lead Advisor of Student Experience:
 - For restructuring purposes having an external consultant involved would help validate the process and provide more insight into what needs to be accomplished. Mainly with the non-profit sector and executive coaching.
 - Proposal from external consultant Rebecca Sutherns consists of 2 components:
 - A training module for the board of directors will costs \$3000
 - Working with Suanne Miedema, another consultant from Miedema's Board Consulting Inc to focus on the restructuring committee to help validate and educate us with modifications, policy writing and governance issues. This would come at a cost of \$ 9000.
 - The total cost of the consulting project totals \$12000.

N. Refaie asked for the executive's feedback on the proposal. E. Minard responded since the consulting company has worked with the CSA in the past, getting their feedback would be an advantage and give us good insight.

R. Randle suggested getting the board's opinion on the matter. M. Li agreed to the suggestion. N. Refaie requested E. Minard add the topic to the upcoming board meeting agenda for further discussion.

12:15– 12:25 SLAM Topic/Speaker List



N. Refai thanks R. Randle for her email with an update on the SLAM meeting.

- I. Thompson requested a list of topics to be discussed at future SLAM meetings.
- The SLAM committee consists of all student leaders across campus.
- Discussion and coordination between students and university administration regarding all ongoing issues.
- SLAM was more student led in the past. Looking to promote this initiative.

N. Refaie asked for topics to be included in these meetings.

- E. Minard suggested including topics such as the Food Bank and Stipends. Finding solutions to these concerns is important. Brainstorming how funds can be created to help graduate students.
- R. Refaie shared his thoughts on how internationalization was important to talk about. Will suggest to I Thompson to have an exclusive SLAM discussion on Navitas. Significant pushback regarding Navitas. R. Randle shared her opinion on the collaboration with Navitas going through.
- R. Randle also suggested the topic of potential TA ships and also CUPE be added to the list for the SLAM Meetings.

12:25 – 12:30 Open Forum

N. Refaie thanked the team for their continued collaboration and work as things were going well.
M. Li confirmed the teamwork and diversity within the group was great.

Adjournment

The meeting adjourned at 12:30pm