

GSA Council Meeting AGENDA
Monday, July 15 2013 at 6 pm,
Telus 1-34

A light, vegetarian dinner will be served at 5:15 pm

OPEN SESSION

1. Roll Call
2. Approval of the 15 July 2013 Agenda
3. Approval of the Minutes from the 17 June 2013 GSA Council Meeting
Attachments:
 - Minutes from the 17 June 2013 GSA Council Meeting
4. Changes in Council Membership
 - i. Introduction of New Councillors (*If you are new to Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last Council meeting, or if your last Council meeting is approaching, please let us know*)

**Attached
Numbered Pages**

3.0-3.13

Presentations and Councillor Announcements

No presentations at this time.

5. Councillor Announcements

Action Items, Elections, Appointments, Special Business

6. 2012-2013 GSA Audited Financial Statements
Brent Epperson (President) will present the item.
Guest: Tom Gee, Auditor, Peterson Walker Chartered Accountants.
Attachments:
 - Outline of Issue
 - Auditor's Cover Letter
 - Report to the Board with Respect to Matters Arising from the Audit
 - 2012-2013 GSA Audited Financial Statements

6.0

6.1-6.3

6.4-6.6

6.7-6.22

Prepared by C. Thomas and M. Ediger for the Council Meeting of July 15, 2013

C:\Users\GSA User\Google Drive\320 - Council\July 2013\First Mailing\GSA Council 15 Jul 2013 Item 1 - Agenda (First Mailing).docx

- | | |
|--|--|
| <p>7. GSA 2013-2014 Budget and Expenditure (Quarterly) Report
 Brent Epperson (President) will present the item.
 <i>Attachments:</i></p> <ul style="list-style-type: none"> • Outline of Issue • GSA 2013-2014 Budget and Expenditure (Quarterly) Report • GSA 2013-2014 Restricted and Other Funding Budget and Expenditure Report (Narrative) • GSA 2013-2014 Operating Budget (Including Capital Budget) Report (Narrative) <p>8. Special Business (none at this time)</p> | <p>7.0
 7.1-7.2
 7.3-7.5
 7.6-7.17</p> |
|--|--|

Reports

- 9. President
 - i. President's Report **(to be distributed)**
 - ii. GSA Board **(to be distributed)**
 - iii. Budget and Finance Committee **(to be distributed)**
 - iv. Governance Committee **(no meetings this reporting period)**
 - a) Nominating Committee
 - i. Nominating Committee Report **(to be distributed)**
- 10. Vice-President Academic
 - i. Vice-President Academic's Report **(to be distributed)**
- 11. Vice-President Student Services
 - i. Vice-President Student Services' Report **(to be distributed)**
 - ii. Student Affairs Advisory Committee (joint chair: Vice-President Student Life) **(no meetings this reporting period)**
- 12. Vice-President Student Life
 - i. Vice-President Student Life's Report **(to be distributed)**
 - ii. Awards Selection Committee **(no meetings this reporting period)**
- 13. Vice-President Labour
 - i. Vice-President Labour's Report **(to be distributed)**
 - ii. Negotiating Committee **(no meetings this reporting period)**
 - iii. Labour Relations Committee **(no meetings this reporting period)**
- 14. Senator
 - i. Senator's Report **(no report this period)**
- 15. Speaker
 - i. Speaker's Report **(no report this period)**

Prepared by C. Thomas and M. Ediger for the Council Meeting of July 15, 2013

16. Chief Returning Officer

- i. Chief Returning Officer's Report **(no report this period)**
- ii. Elections and Referenda Committee **(no meetings this reporting period)**

17. GSA Management

- i. Executive Director's Report **(to be distributed)**

Question Period

18. Written Questions

19. Oral Questions

Adjournment

GSA Council Meeting AGENDA
Monday, July 15 2013 at 6 pm,
Telus 1-34

A light, vegetarian dinner will be served at 5:15 pm

OPEN SESSION

1. Roll Call
2. Approval of the 15 July 2013 Agenda
3. Approval of the Minutes from the 17 June 2013 GSA Council Meeting
Attachments:
 - Minutes from the 17 June 2013 GSA Council Meeting
4. Changes in Council Membership
 - i. Introduction of New Councillors (*If you are new to Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last Council meeting, or if your last Council meeting is approaching, please let us know*)

**Attached
Numbered Pages**

3.0-3.13

Presentations and Councillor Announcements

No presentations at this time.

5. Councillor Announcements

Action Items, Elections, Appointments, Special Business

6. 2012-2013 GSA Audited Financial Statements
Brent Epperson (President) will present the item.

External Guest: Tom Gee, Auditor, Peterson Walker Chartered Accountants.
Internal Guests: Ellen Schoeck (Executive Director), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager).
Attachments:
 - Outline of Issue
 - Auditor's Cover Letter
 - Report to the Board with Respect to Matters Arising from the Audit
 - 2012-2013 GSA Audited Financial Statements

6.0*

6.1-6.3*

6.4-6.6*

6.7-6.22*

Prepared by C. Thomas and M. Ediger for the Council Meeting of July 15, 2013

7. GSA 2013-2014 Budget and Expenditure (Quarterly) Report
Brent Epperson (President) will present the item.
Attachments:
- Outline of Issue
 - GSA 2013-2014 Budget and Expenditure (Quarterly) Report
 - GSA 2013-2014 Restricted and Other Funding Budget and Expenditure Report (Narrative)
 - GSA 2013-2014 Operating Budget (Including Capital Budget) Report (Narrative)

**Previously distributed in the first mailing*

7.0*
7.1-7.2*
7.3-7.5*

7.6-7.17*
**Previously distributed in the first mailing*

8. Elections: GSA Standing Committee Nominees
Michele DuVal (Nominating Committee member) will present the item.
Attachment:
- GSA Governance Committee Nominees: For information
9. Special Business **(none at this time)**

8.0-8.1

Reports

10. President
- i. President's Report
 - ii. GSA Board
 - iii. Budget and Finance Committee
 - iv. Governance Committee **(will be dealing with editorial changes to Bylaw and Policy in the next month)**
- a) Nominating Committee
Michele DuVal (Nominating Committee member) will present the item.
- i. Nominating Committee Report
11. Vice-President Academic
- i. Vice-President Academic's Report
12. Vice-President Student Services
- i. Vice-President Student Services' Report
 - ii. Student Affairs Advisory Committee (joint chair: Vice-President Student Life) **(no meetings this reporting period)**
13. Vice-President Student Life
- i. Vice-President Student Life's Report

10.0-10.2
10.3-10.4
10.5

10.a.0 - 10.a.1

11.0-11.1

12.0-12.1

13.0

Prepared by C. Thomas and M. Ediger for the Council Meeting of July 15, 2013

- ii. Awards Selection Committee **(no meetings this reporting period)**

- 14. Vice-President Labour
 - i. Vice-President Labour's Report **14.0-14.2**
 - ii. Negotiating Committee **(meeting anticipated in August)**
 - iii. Labour Relations Committee **(meeting anticipated in August)**

- 15. Senator
 - i. Senator's Report **(no report this period)**

- 16. Speaker
 - i. Speaker's Report **(no report this period)**

- 17. Chief Returning Officer
 - i. Chief Returning Officer's Report **(no report this period)**
 - ii. Elections and Referenda Committee **(no meetings this reporting period)**

- 18. GSA Management
 - i. Executive Director's Report **18.0-18.3**

Question Period

- 19. Written Questions

- 20. Oral Questions

Adjournment

**Meeting Minutes
17 June 2013
GSA Council Meeting**

[Note: All materials referred to in these Minutes are stored in hard copy in the Official File, as well as electronically]

The meeting was called to order at 6:00 pm.

1. Roll Call

Approval of Agenda

2. Approval of the 17 June 2013 Agenda

Members had before them the 17 June 2013 Consolidated Agenda, which had been distributed on 14 June 2013.

Brent Epperson (President) MOVED to approve the agenda. SECONDED by Colin More (Vice-President Academic). Motion PASSED unanimously.

Approval of Minutes

3. Minutes

i. **Minutes from the 13 May 2013 GSA Council Meeting**

Members had before them the 13 May 2013 GSA Council Minutes, which had been distributed on 07 June 2013.

ii. **Minutes from the 21 May 2013 GSA Special Council Meeting**

Members had before them the 21 May 2013 GSA Council Minutes, which had been distributed on 07 June 2013.

Brent Epperson (President) MOVED to approve both sets of minutes. SECONDED by Leanne Labossiere (Earth and Atmospheric Sciences). Motion PASSED unanimously.

Changes in Council Membership

4. Changes in Council Membership

i. **Introduction of new Councillors**

This was the first meeting for a number of Councillors: Juliana Morris (Physical Therapy), Sumit Mandal (Human Ecology), Ève Robidoux-Descary (Campus St. Jean), Dulal Paul (AFNS), Dominic Strickland (alternate for MBA). Though it was not their

first Council meeting, Richard Zhao (CAL) and Jeremy Wohland (Civil and Environmental Engineering) also introduced themselves because they had not done so previously.

- ii. **Farewell to departing Councillors** Anushka Atallujah (Public Health).

Presentations and Councillor Announcements

5. FGSR Delegations to Faculties Recently Approved by the FGSR Council

Brent Epperson (President) introduced the guest, Mazi Shirvani (Dean of FGSR), and presented the item. He thanked Dean Shirvani for coming to speak with Council and giving a breakdown of what the recently approved delegations mean for graduate students.

Mazi Shirvani (Dean of FGSR) spoke about the delegations to faculties approved by FGSR Council, stating:

- Though Brent Epperson had already reported on this issue, he was at Council to present a brief Powerpoint presentation with basic points of what was done;
- At the May 15 meeting of FGSR Council two sets of delegations to faculties were approved;
- First, a series of transactional matters was delegated to departments in terms of decision-making. These include decisions on who is admitted, who receives a program extension or leave of absence, and who can transfer departments;
- Historically, the department would make decision and send a form to FGSR, then FGSR would formally sign off on it (a one-over-one approval). It was felt that this was a pointless exercise;
- Departments will see no change whatsoever with the delegations, they will do what they've always done, but there will be no secondary approval from FGSR;
- Second, a number of appointments were delegated to Deans at the Faculty level, including appointments for supervisors, examining committees, and external doctoral examiners;
- The Deans have more or less uniformly complained about this at Dean's Council because they did not want to do the extra work;
- The idea is that it is the Dean of the teaching Faculty who has a greater interest in what these appointments mean will now be approving such appointments. The authority to appoint and remove a supervisor by FGSR is a negative power. For example, if FGSR removes a supervisor, FGSR cannot then go find someone else to supervise the student. The student would be left in limbo and this is punitive for graduate students.

Supervisors report to Deans, so the authority of the Dean to remove supervision would actually serve to motivate supervisors;

- All graduate students are still students of FGSR and FGSR still has power to protect students' interests. FGSR will make sure that departments and Faculties that carry out these activities will have support and training and make sure things are being done right;
- Regarding other FGSR projects, in terms of what's coming up in the future, things may be different by September, but a brief summary is possible;
- There is an IT project underway to tie together various aspects of the graduate experience into a user-friendly package. It is a three-year project with a massive scope;
- The search for a project manager for this is ongoing. When a project manager is hired we will see a plan. The project is being run out of associate Vice-President IT's office, and he is on the Oversight Committee. He will report to you in or around September, and he hopes to have a project manager by then;
- A Quality Assurance Framework document was accepted by the FGSR Council, and this was really a self-help framework. FGSR Council came to the conclusion that it would be useful to develop a framework for individual programs to examine, monitor, and improve quality of their own programs;
- This framework would not be used by Central Administration to allocate or remove funding, it is strictly to be done by the departments to make sure they are delivering the highest possible quality;
- At the level of the department the program has to be planned by professors and graduate students, not the Department Chair. This planning happens between students and supervisors. FGSR Council will develop practical resources this year so departments can do this evaluation themselves;
- Admin changes at FGSR are underway. These changes will mean changes in job descriptions for FGSR staff;
- One big project is looking at professional development for graduate students, which has previously been discussed in Council;
- Professional development is high on the GSA's list of priorities, and FGSR plans to work on it this year. There are plans for working groups and advisory groups to produce a recommendation document, and some money will be put into it, so we will see practical results;
- If there are programs that want to incorporate professional development into their degree rather than just as an 'add-on', this may or may not make sense for every program, FGSR will help any program that wants to do that;

Prepared by C. Thomas and M. Ediger for the meeting of June 17, 2013

- Last Friday Acting Provost Martin Ferguson-Pell called a meeting of all the Associate Deans from all Faculties. Everyone showed up even though;
- Met for two hours, the meeting was mostly about TA/RA funding that gets allocated to departments. The main outcome is that the Associate Deans like each other and would like to meet again. Another outcome has to do with strategic planning. Some Deans are not interested, but the Associate Deans indicated they are interested. The Associate Deans will help each other develop strategic plans. This is a positive outcome. They are planning ten-minute presentations on their thinking on this. We will not see these over the summer but FGSR Council will meet again in September;
- A University of Alberta Strategic Recruitment Plan will hopefully be developed by FGSR and the Associate Deans advisory group, but we don't know exactly what form this will take;
- With regard to the FGSR Office Strategic Quality Assurance Plan, the FGSR office is about 20 people. New functions for FGSR will involve quite a bit of audit because units will now report how well they are performing;
- The idea is to use the same Quality Assurance Framework that FGSR has been telling departments to use. Strategic planning is not possible if you don't know how you measure quality, because you don't know what you're delivering. The two must be done together;
- By the end of this process FGSR will be the only administrative centre on campus that has this framework in place to measure how well services are being delivered to the students;
- With respect to Faculty Graduate Strategic Management plans, Associate Deans like them, but no one has asked them to do them yet;
- With respect to the University Graduate Strategic Plan, the status is unknown;
- There is also other stuff, but status is unknown; *and*
- Some of this stuff is being made up as people go. If others want to do high level planning they are welcome to do that. But the plan for the coming year is to work with the GSA and ensure FGSR delivers as many concrete measures as they can.

Following the presentation, there were a number of questions:

Brent Epperson (President) asked: The GSA's previous Board was involved with these delegations last year. When this came up in FGSR council, we voted for it. We had consultation with students on the Council and others from FGSR beforehand. We also talked out concerns with graduate students beforehand. Professional development is a top priority and we are

Prepared by C. Thomas and M. Ediger for the meeting of June 17, 2013

excited that this will get underway in the coming months. I'd like to confirm that over the past year this has been a major issue for us, lots of stuff remains unknown, but I'd like to thank Dean Shirvani for keeping us in the loop.

Richard Zhao (Councillor-at-Large) asked: Who is now responsible for setting the deadlines for graduate programs, for example, the deadline for PhDs to finish candidacy by end of their third year?

Mazi Shirvani (Dean of FGSR) responded: These deadlines all passed by FGSR Council. I put them through governance if necessary. FGSR Council will continue to exist and continue to set minimum standards like the three-year deadline to finish program requirements.

Brent Epperson (President) asked: Can you please speak further to the comment that FGSR Council will still exist?

Mazi Shirvani (Dean of FGSR) responded: There was talk of dismantling FGSR Council, but suddenly the interest has evaporated. There is a plan to reform GFC. The GSA Council has to be very aware of what's going on. GFC is the main governing body of University and has the main authority to set policy, so change has serious consequences. I have spoken to the GSA Elected Officers and I know that they are aware of the seriousness of these consequences. You need to keep your eye on this reform and see what happens. GFC is the legislative branch of the University. As we see with many legislative branches in different countries, when they become subordinate to the executive branch the outcome is never good. FGSR Council will be dismantled over my dead body. FGSR Council is a very representative group in that it has people from every department. It functions very well to set graduate policy, and I believe this cannot be done with a smaller group. We will hang onto it.

There were no further questions.

6. Councillor Announcements

Monty Bal (Vice-President Labour) announced that it was Lena Saleh's (Political Science) birthday tomorrow. Councillors were invited to drinks after Council to celebrate.

Andy Rathbone (Educational Policy Studies) announced that he has been involved in a project to create co-op housing for students. Co-op is joint ownership of housing. His project is Station Pointe, located at Fort Road and 129 Avenue. Communitas, the consulting agency for the project, has received a \$481,000 grant to look into energy efficient housing. This project, if the

Prepared by C. Thomas and M. Ediger for the meeting of June 17, 2013

solar panels get to a more affordable price, will be at net zero. The project is made affordable by green loans, and will have green roof, living wall, and water filtration system. In order to become a part of this project students have to be involved in the actual planning. Some units will be for purchase, some for continuing ownership (shares) and these will be subsidized so a two-bedroom will be around \$900 including utilities. Units to purchase are less affordable, but these are units that will be built to an extremely high quality and will become more affordable over time because of energy efficiency. Andy will arrange involvement in project if approached by interested Councillors. He hopes there will be strong student involvement because this may help leverage more student housing in the future, and is a way of creating affordable housing on a different model.

Roy Coulthard (Deputy Speaker) asked: Is there a contact email where people can reach you?

Andy Rathbone (Educational Policy Studies) responded: My email is andy.rathbone@ualberta.ca.

Action Items, Elections, Appointments, Special Business

7. Elections

No elections at this time.

8. Appointments

No appointments at this time.

9. Special Business

No special business at this time.

Reports

11. President

i. President's Report:

Members had before them a written report, which had been distributed on 14 June 2013. In addition, Brent Epperson (President) made the following comments:

- Report is as submitted, but will be adding some brief thoughts, some in closed session
and
- The GSA is now on Facebook and Twitter, the links are on GSA website, please like us, follow us, and share the links.

Brent Epperson (President) MOVED to go into closed session. SECONDED by Monty Bal (Vice-President Labour). Motion PASSED unanimously.

Brent Epperson (President) MOVED to go into open session. SECONDED by Monty Bal (Vice-President Labour). Motion PASSED unanimously.

- ii. **GSA Board**
Members had before them a written report, which had been distributed on 14 June 2013. The report stood as submitted.
- iii. **Budget and Finance Committee**
No meetings this reporting period.
- iv. **Governance Committee**
No meetings this reporting period.
- v. **Nominating Committee***
Members had before them a written report, which had been distributed on 14 June 2013.
***Note:** This item was returned to after discussion of the Vice-President Academic's report.

Brent Epperson (President) MOVED to receive the report from the Nominating Committee. SECONDED by Colin More (Vice-President Academic). Motion PASSED unanimously.

The report stood as submitted. In addition Michelle Duval (Member of the Nominating Committee) noted the following:

- There was an update to the report, and you can now see all the Council-Elected Officers in the CRO, DRO, Speaker, and Deputy Speaker positions
and
- The Nominating Committee also has two nominees for Governance Committee vacancies, Micaela Santiago and Rob Found.

Roy Coulthard (Speaker) MOVED that the names on the Nominating Committee Report be ratified. Motion PASSED unanimously.

12. Vice-President Academic

i. Vice-President Academic's Report

Members had before them a written report, which had been distributed on 14 June 2013. The report stood as submitted. In addition, Colin More (Vice-President Academic) noted the following:

- Report is as submitted, but wanted to highlight information about consultation meetings on tuition;
- Consultation meetings are important, because the GSA Executive has opinions but are only five people;
- The Elected Officers want Councillors' opinions and how issues such as tuition increases are going to affect them. Councillors should come to consultations and encourage others to come out;
- If graduate students can't come to the meetings, they may email any of the Elected Officers their thoughts;
- Some ideas that came up today in the consultations were that many people came to the University because of good supervisors or good departments. Students thought that they may be affected by supervisors leaving or the University stopping hiring superstar professors; *and*
- There is also a large issue for international students, because an increase in base tuition and a new differential fee would be a double hit for them, especially without a proposal to increase compensation.

After the presentation there were a number of questions:

Ravi Singh (MBA) asked: Could you comment on the differential fee for professional programs? I understand that international students will have differentials, but some professional programs may have to pay differentials. Should we expect an increase in differentials for domestic students?

Colin More (Vice-President Academic) responded: Differentials are only for international students. Are you talking about market modifiers? These are on the table. Market modifiers were asked for last year by Administration and they didn't happen, but they are definitely being considered again.

Amanda Lim (English and Film Studies) asked: Can we see the final report for the working group on Quality Measures?

Colin More (Vice-President Academic) responded: I will check with Dean Shirvani if I can distribute, but I don't see why not.

There were no further questions.

13. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been distributed on 14 June 2013. The report stood as submitted. In addition, Megha Bajaj (Vice-President Student Services) noted the following:

- The Departmental Liaison Initiative is moving forward well. Thanks to the initiative we have six new councillors and we are excited to find more councillors in the future.

After the presentation, there was one question.

Richard Zhao (Councillor at Large) asked: How many councillors are still missing?

Megha Bajaj (Vice-President Student Services) responded: I don't have an exact number, I will defer the question to Ellen Schoeck (Executive Director).

Ellen Schoeck (Executive Director) responded: We have eight left in Medicine and Dentistry, these tend to be smaller departments. There are two left in Rehabilitation Medicine, none in Engineering, one in Agricultural Life and Environmental Sciences, and three or four left in arts. We ran an election in Economics, three people came forward for the position. We are getting a great response as we go out and ask. The Departmental Liaison Initiative will keep rolling along, the aim of the Elected Officials is to get all places filled.

There were no further questions.

ii. Student Affairs Advisory Committee (joint chair: Vice-President Student Life)

It was noted on the Agenda that no meetings were needed for the Student Affairs Advisory Committee that month.

14. Vice-President Student Life

i. Vice-President Student Life's Report

Members had before them a written report, which had been distributed on 14 June 2013. The report stood as submitted. In addition, Hasin Haroon (Vice-President Student Life) noted the following:

- The report is as submitted but will give a brief summary of the meeting with Premier Redford;
- He came to the meeting with the Premier representing the AGC platform points for the year;
- At the meeting he also talked about tuition problems and expressed the concern that graduate students may face several tuition increases

Prepared by C. Thomas and M. Ediger for the meeting of June 17, 2013

without real consultation. He told Premier Redford that consultation is important to graduate students, and true consultation involves more than just telling us you're doing something then doing it; and

- Premier Redford reiterated her position on trying to make sure the budget did not fall on the backs of students and had no issues with our platform points.

ii. Awards Selection Committee

It was noted on the Agenda that no meetings were needed for the Awards Selection Committee that month.

15. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been distributed on 14 June 2013. In addition, Monty Bal (Vice-President Labour) noted the following:

- The report is as submitted, but will highlight implementation of new CA;
- There were some minor hiccups he was not aware of. One is the issue of maternity leave. The way the Agreement is now suggests that students won't get maternity leave until they have a baby. Obviously this is a problem and he is working to get it fixed; *and*
- Another issue is with the appendix which shows what graduate students are supposed to be making each semester, the listed amounts do not include the one-week vacation.

Heather Hogg (GSA Director of Operations) noted: This has been fixed.

Monty Bal (Vice-President Labour) continued:

- Apparently the one-week vacation has been fixed;
- The more people who look at the Collective Agreement, the better chance of finding any errors; *and*
- Councillors should send an email to the Vice-President Labour or to Heather Hogg (Director of Operations) if there are any issues/problems with the Collective Agreement, it is important to fix any issues, especially in this budget climate.

ii. Negotiating Committee

It was noted on the Agenda that no meetings were needed for the Negotiating Committee that month.

iii. Labour Relations Committee

It was noted on the Agenda that no meetings were needed for the Labour Relations Committee that month.

16. Senator

i. Senator's Report

No report was required at this time. Roy Coulthard (Senator) noted the following:

- He attended five convocations. Convocation is an excellent event and is a good opportunity to hear non-censored opinions about what's going on, and he has been in touch with Brent Epperson (President) on what he heard at Convocation;
- He is taking over Senator position again at the end of this month;
- Speaker Dan Prins couldn't attend Council this month so he is filling in through his role as Deputy Speaker;
- With respect to the report from Megha Bajaj, Vice-President Student Services, he advised that the voice of Council when fully populated is much stronger than when missing people, and is stronger again when Councillors are in touch with department groups; *and*
- Students are encouraged to write letters to the government and administration. Letters are taken seriously at provincial level. The last time the GSA faced market modifiers three years ago there was a large increase in fees, and the market modifiers for some undergraduate programs were implemented based around student groups' agreement.

17. Speaker

i. Speaker's Report

No report was required at this time.

18. Chief Returning Officer

i. Chief Returning Officer's Report

No report was required at this time.

ii. Elections and Referenda Committee

It was noted on the Agenda that no meetings were needed for the Elections and Referenda Committee that month.

19. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been distributed on 14 June 2013. In addition, Ellen Schoeck (Executive Director) noted the following:

- The GSA does a lot of Departmental Orientations in September. New graduate students get so much information in one period that it goes in one ear and out the other
and
- Heather Hogg (Director of Operations) has information on differential fees for MBA's.

Heather Hogg (Director of Operations) noted: With reference to the question that Ravi Singh (MBA) posed to Colin More, there is an international student differential, but there's an MBA program differential, and on top of that there's an international student program differential. Ravi was correct.

Ellen Schoeck (Executive Director) noted: Heather Hogg was an Assistant Dean of FGSR for 31 years, so we depend on her for this info. Ellen Schoeck continued:

- She signed the GSA audit as one of two signatories and Council will receive the audit at the next meeting. It may appear complicated if Councillors are not trained in audit and so Councillors will all be invited to do a Budget 101 before the next meeting;
- Council will also see quarterly financial reports at the next meeting, but these may be a blur without the budget background. If Councillors come to the Budget 101 they will be an informed vote at the next meeting;
- When she came to the GSA in 2010, the GSA was in dire straits. No staff member had stayed more than one year in ten years. The Auditor in 2009 said the GSA was like a house with no plumbing; no infrastructure but a big savings account. According to a plan carried out by Presidents Roy Coulthard, Ashlyn Bernier, and Brent Epperson, the GSA used some of that savings account, which went down almost to zero, but this year the GSA will run a positive balance;
- Every fund that needs support has been beefed up. The GSA spent \$7,000 on legal fees in the first year. With the strengthened Legal Defense Fund if the GSA needs to take someone to court, they can do this;
- The GSA now has benchmarked salaries for staff, emergency funds, *etc.* All funds are in good shape as the organization faces extraordinary challenges. If administration does the budget plan over three years, next year will be most difficult; *and*
- The GSA has attracted an excellent executive and the Nominating Committee is finding excellent people to fill committee positions. People are attracted to the excellence at the GSA.

Question Period**20. Written Questions**

No written questions were received prior to the meeting.

21. Oral Questions

Zhen Li (Chemistry) asked: What should the GSA's stance on Campus Alberta be? Government is trying to unify all campuses under the same title, and will be repercussions on how our programs will be received.

Brent Epperson (President) responded: Important to keep in mind that when AGC met with the Minister in February, he said Campus Alberta was just a concept. In April, it became a big deal that had been around for ten years. There is basic inconsistency around what Campus Alberta is.

Brent Epperson (President) MOVED to go into closed session. SECONDED by Hasin Haroon (Vice-President Student Life). Motion PASSED unanimously.

Brent Epperson (President) MOVED to go into open session. SECONDED by Richard Zhao (Councillor-at-Large). Motion PASSED unanimously.

Burkhard Ritter (Physics) asked: It's not clear to me what the time frame for tuition increases would be?

BE: We would tell you if we had an answer, but we do not. We're looking out for the information, we don't know if it will be grandfathered in, but we know they're considering graduate fees as low hanging fruit because we're seen as being below the market norm.

Roshan Achal (Physics) asked: What other avenues are they looking at for increasing revenues instead of graduate tuition?

Brent Epperson (President) responded: They've said they want to raise revenue, looking at philanthropy and private funds. However it is clear to the Board of Governors that philanthropy cannot compensate for loss of public funds. The two options are to fight for public funding or to raise tuition and fees on somebody, like graduate students. Raising tuition is a much faster way.

Monty Bal (Vice-President Labour) responded: Another way to raise revenue has to do with indirect fees for research. We've been getting 1.5% back from industry for indirect expenses in collaborations with industry, but the goal of the University is to get 20%. We're far below other universities. When researchers do have this collaboration they must ask for this funding.

Michelle Borowitz (Anthropology) asked: Monty, you have mentioned before that the University is not charging enough to industry for the use of facilities and personnel. Why does administration not charge for this?

Monty Bal (Vice-President Labour): At the faculty level it's the researchers who ask for that money. They say they don't know what that amount is, so they can't charge it. People are just not aware of that cost or are not worried about the indirect costs. Have asked the Vice-President Finance and Vice-President Research for numbers relating to this, when we get this info we can tell you more.

Michelle Borowitz (Anthropology) asked: My question was more why industry is not charged?

Monty Bal (Vice-President Labour) responded: I can't speak for people, but there could be a belief that the research collaborations won't happen if there are higher rates.

Michelle Borowitz (Anthropology) responded: The provincial government is focused on collaboration with industry. Industry will pay, if you give them a figure, they will pay. We shouldn't say because just we're a university we will have lax rates, knowledge is worth something.

Monty Bal (Vice-President Labour) responded: Exactly. If we're not asking industry for money why would the government give it to us?

There were no further questions.

Adjournment

The meeting was adjourned at 7:34pm.

Outline of Issue:
2012-2013 GSA Audited Financial Statements

Recommended Motion:

That the GSA Council, acting on the unanimous recommendation of the GSA Board (GSAB) and the GSA Budget and Finance Committee (BFC), **receive for information** the attached 2012-2013 GSA Audited Financial Statements.

Notes:

At a joint meeting of the GSAB and BFC on June 19, 2013, with Auditor Tom Gee present, the following Motions were **unanimously passed**:

Motion One: That the GSA BFC **receive for information** the 2012-2013 GSA Audited Financial Statements.

Motion Two: That the GSA Board **approve** the 2012-2013 GSA Audited Financial Statements and forward the GSA 2012-2013 Audited Financial Statements to GSA Council for information.

Jurisdiction:

Post-Secondary Learning Act, 97(1):

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

GSA Policy: Budget Principles, Practices, and Procedures, 2.5.a:

“Following the GSA fiscal year end, the GSA Accountant and the GSA Financial Manager, in consultation with the Executive Director, will arrange for an audit of the GSA’s financial records by the approved auditor as required by the Post-Secondary Learning Act. Audited financial statements are normally due 90 days after year-end. Audited financial statements will be submitted by the Auditor to the President and Executive Director, then to BFC for information; then to the GSA Board for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors.”

Role of BFC (in addition to Budget Principles, Practices, and Procedures above):

“Receiving information and advice from the GSA auditor with respect to any information and recommendations the auditor wishes to present” (GSA Policy: Standing Committees, 4.1.b.iii).

Role of the GSA Board (in addition to Budget Principles, Practices, and Procedures above):

“The GSAB is the senior administrative authority of the GSA as delegated to it by Council” (GSA Policy: Standing Committees, 2.3.a).

Background:

The GSA is required by the *Post-Secondary Learning Act* (Section 97(1)) to have its financial statements audited annually. Our approved auditor is the firm of Peterson Walker LLP (headed by Tom Gee, MBA, CA).

At the meeting of September 10, 2012, the GSA Council received for information the 2011-2012 Audited Financial Statements (**Motion passed unanimously**).

June 19, 2013

The Graduate Students' Association
of the University of Alberta
Room 1-37, Killam Centre for Advanced Studies
Triffo Hall, University of Alberta
EDMONTON AB T6G 2E1

Dear Sirs:

Re: Audit of 2013 Financial Statements

The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters to communicate. Accordingly, our audit would not usually identify all such matters that may be of interest to management in discharging its responsibilities and it is inappropriate to conclude that no such matters exist.

During the course of our audit of the financial statements of the Graduate Students' Association of the University of Alberta (the GSA) for the year ended March 31, 2013, we identified certain matters which we have set out below. We did not identify any of the following matters: misstatements, other than trivial errors; fraud; misstatements that may cause future financial statements to be materially misstated; illegal or possibly illegal acts, other than ones considered inconsequential; or significant weaknesses in internal control.

REVIEW OF MATTERS RAISED DURING 2011 AUDIT

Capitalization and Amortization

We recommended that the GSA should review its capitalization and amortization policies. Equipment was being amortized on the declining balance method. More and more not-for-profit organizations are changing to the straight-line method for ease of accounting. As well, the Board should review the Association's capitalization policy and consider at what dollar level expenditures should be capitalized.

2012 Update:

The Association has reviewed its capitalization and amortization policies. Equipment is now being amortized using the straight-line method.

2013 Update:

This issue has now been resolved and will not be carried forward.

REVIEW OF MATTERS RAISED DURING 2012 AUDIT

Monies Set Aside for Internally Restricted Funds

The GSA has established the following internally restricted funds with balances at March 31, 2012:

Dental and Health Plan Reserve Fund	\$ 98,319
Legal Defense Fund	\$ 62,000
Financial Stabilization Fund	\$500,000

Although \$62,000 has been invested in a guaranteed investment certificate that has been designated for the Legal Defense Fund and \$106,253 has been invested in a guaranteed investment certificate that has been designated for the Dental and Health Plan Reserve Fund, no monies have been set aside specifically for the Financial Stabilization Fund. There is a guaranteed investment certificate for \$258,206 but this amount is significantly less than the \$500,000 balance designated for the Financial Stabilization Fund.



Page Two

The Graduate Students' Association
of the University of Alberta
June 19, 2013

We recommended that the GSA set aside money, over a period of years, to fully fund the Financial Stabilization Fund. Bear in mind that a transfer into a guaranteed investment certificate earmarked for the Financial Stabilization Fund should not be made in an amount that results in a cash flow problem for the GSA.

2013 Update:

It has been noted that the Unitized Endowment Pool is restricted for the Financial Stabilization Fund. This matter has been resolved.

Review of Unitized Endowment Fund

The GSA's share in the University's Unitized Endowment Fund was acquired in 1997 as a result of the GSA transferring its operational assets from the Powerplant restaurant to the University. The share consisted of an initial amount of \$265,000 and has grown to \$294,775 as at March 31, 2012.

A question has been raised as to whether the GSA truly owns and can access its share in the Unitized Endowment Fund. **We recommend that the GSA obtains clarification on this matter.**

2013 Update:

It was noted that the GSA verified that they own their share in the Utilized Endowment Pool. We recommend that the GSA follow-up on the process it needs to undergo if it decides to access its share in the future.

MATTERS RAISED DURING 2013 AUDIT

Alberta Graduate Council (AGC)

The GSA is a member association of the Alberta Graduate Council and as a result, pays member fees to the AGC. Upon discussions during the audit fieldwork, it was discovered that the AGC does not have official bylaws in place, which is of concern to the GSA, as bylaws are essential to the governance of the internal management of an organization.

We recommend that as a member organization, the GSA approach the AGC to ensure proper bylaws are put into place on a timely basis.

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

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience. We would like to express our appreciation for the co-operation and assistance which we received during the course of the audit from Ms. Dorte Sheikh, Ms. Shirley Ball and Ms. Ellen Schoeck.

Page Three

The Graduate Students' Association
of the University of Alberta
June 19, 2013

This communication is prepared solely for the information of management and is not intended for any other purpose.
We accept no responsibility to a third party who uses this communication.

Very truly yours,

A handwritten signature in black ink that reads "Peterson Walker LLP". The signature is written in a cursive, flowing style.

Chartered Accountants

TJG:cm

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

**REPORT TO THE BOARD
WITH RESPECT TO MATTERS ARISING
FROM THE AUDIT**

YEAR ENDED MARCH 31, 2013

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

Re: **Audit of 2013 Financial Statements**

This report is presented in order to assist members of the Board in carrying out their responsibilities with respect to their review and approval of the financial statements of The Graduate Students' Association of the University of Alberta for the year ended March 31, 2013. This report summarizes our significant findings arising from the audit and other matters which we believe should be brought to your attention. This report is a by-product of the audit and would not necessarily identify all matters that may be of interest to the Board in fulfilling its responsibilities. This report has been prepared solely for the use of the Board in discharging its responsibilities and should not be used for any other purposes.

a. **Significant Accounting Principles and Policies**

Significant accounting principles and policies are disclosed in the notes to the financial statements. Within the context of the audit, management has represented to us that there have not been any material changes in the accounting principles and policies during the year, except for the change with respect to the accounting of financial instruments.

We are not aware of any new accounting standards or legislative requirements which affect the financial reporting of your organization.

b. **Illegal Acts**

Our inquiries of management and our testing of financial records did not reveal any illegal or possibly illegal acts. You should realize however, that improper conduct is usually carefully, if not elaborately, concealed and consequently, the probability is not high that our regular audit work, however diligently performed, will bring it to light. Management has also provided us with a written representation that they are not aware of any illegal or possibly illegal acts.

c. **Weaknesses in Internal Controls**

In the course of our audit, no serious weaknesses in internal controls came to our attention. We do not believe there are any matters that require the immediate attention of the Board, however, the more serious of the weaknesses will be communicated to the Board once we have had an opportunity to fully discuss the matters with senior management.

d. **Related Party Transactions**

Testing of financial records and discussions with management did not reveal any significant related party transactions not in the normal course of operations and involving significant judgements by management concerning their measurement or disclosure in the financial statements. We are not aware of any transactions with related parties other than as disclosed in the financial statements.

e. **Difficulties or Disagreements**

We did not encounter any serious difficulties in the performance of the audit. We received the full cooperation of management and employees of The Graduate Students' Association of the University of Alberta and, to our knowledge, had complete access to the accounting records and other documents that we needed in order to carry out our audit. We have had no disagreements with management, and have resolved all auditing, accounting and presentation issues to our satisfaction.

All adjustments that we considered necessary, when considering material misstatements, have been recorded.

Page Three

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

f. **Current Accounting and Reporting Developments**

We regularly monitor the potential impact of new accounting pronouncements on the accounting practices of The Graduate Students' Association of the University of Alberta. No new accounting pronouncements have been issued which would impact the accounting practices of the organization.

This communication is prepared solely for the information of the Board and is not intended for any other purposes. We invite the Board to contact us to discuss our comments.

Edmonton, Alberta
June 19, 2013

A handwritten signature in black ink that reads "Peterson Walker LLP". The signature is written in a cursive, flowing style.

Chartered Accountants

THE GRADUATE STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

EDMONTON, ALBERTA

March 31, 2013

AUDITED FINANCIAL STATEMENTS

Independent Auditors' Report	2 - 3
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Assets	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 12
Schedule 1--Schedule of Revenue	14
Schedule 2--Schedule of Expenses	15 - 16

INDEPENDENT AUDITORS' REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of The Graduate Students' Association of the University of Alberta, which comprise the statement of financial position as at March 31, 2013, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Graduate Students' Association of the University of Alberta as at March 31, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Comparative Information

Without modifying our opinion, we draw attention to Note 2 to the financial statements which describes that The Graduate Students' Association of the University of Alberta adopted Canadian accounting standards for not-for-profit organizations on April 1, 2012 with a transition date of April 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statement of financial position as at March 31, 2012 and April 1, 2011 and the statements of operations, changes in net assets and cash flows for the year ended March 31, 2012 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is unaudited.

Edmonton, Alberta
June 19, 2013



CHARTERED ACCOUNTANTS

THE GRADUATE STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

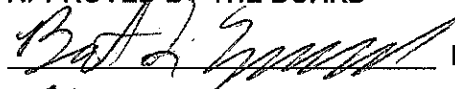
Statement of Financial Position

March 31, 2013


	March 31 2013	March 31 2012	April 1 2011
ASSETS			
CURRENT ASSETS			
Cash (Note 4)	\$ 1,188,321	\$ 972,939	\$ 1,025,006
Short-term investments	0	0	135,590
Accounts receivable	101,358	109,763	105,060
Prepaid expenses	0	702	3,786
	<u>1,289,679</u>	<u>1,083,404</u>	<u>1,269,442</u>
SHARE IN THE UNITIZED ENDOWMENT POOL (Note 5)	318,279	294,775	302,519
PROPERTY AND EQUIPMENT (Note 6)	<u>137,360</u>	<u>165,916</u>	<u>192,727</u>
	<u>\$ 1,745,318</u>	<u>\$ 1,544,095</u>	<u>\$ 1,764,688</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts payable and accrued liabilities	\$ 56,793	\$ 87,843	\$ 145,370
Dental and health plan payable	188,612	189,249	187,415
Deferred contributions (Note 7)	153,383	78,464	44,948
	<u>398,788</u>	<u>355,556</u>	<u>377,733</u>
DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT (Note 8)	49,167	59,167	69,167
NET ASSETS			
Invested in property and equipment	88,193	106,749	123,560
Internally restricted (Note 9)	785,922	660,319	705,054
Unrestricted	423,248	362,304	489,174
	<u>1,297,363</u>	<u>1,129,372</u>	<u>1,317,788</u>
	<u>\$ 1,745,318</u>	<u>\$ 1,544,095</u>	<u>\$ 1,764,688</u>

LEASE COMMITMENTS (Note 10)

APPROVED BY THE BOARD

 President

 Vice President

 Executive Director

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

Statement of Operations

Year Ended March 31, 2013

	2013	2012
REVENUE (Schedule 1)		
Academically Employed Graduate Students' Fund	\$ 534,928	\$ 536,860
Administration and services	983,866	777,824
Commercial activities	11,677	14,100
Dental and health plan--net	107,114	0
Unitized Endowment Pool	35,803	5,469
	<u>1,673,388</u>	<u>1,334,253</u>
EXPENSES (Schedule 2)		
Academically Employed Graduate Students' Fund	534,928	536,860
Administration	887,006	863,726
Commercial activities	15,925	19,866
Dental and health plan--net	0	44,735
Services	67,538	57,482
	<u>1,505,397</u>	<u>1,522,669</u>
REVENUE OVER (UNDER) EXPENSES	\$ 167,991	\$ (188,416)

THE GRADUATE STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

Statement of Changes in Net Assets

Year Ended March 31, 2013

	Internally Restricted Net Assets (Note 9)					Unrestricted	2013	2012
	Invested In Property and Equipment	Dental and Health Plan Reserve Fund	Legal Defense Fund	Financial Stabilization Fund	Total Internally Restricted Funds			
Balance at beginning of year	\$ 106,749	\$ 98,319	\$ 62,000	\$ 500,000	\$ 660,319	\$ 362,304	\$1,129,372	\$1,317,788
Revenue over (under) expenses	(22,303)	107,114	0	0	107,114	83,180	167,991	(188,416)
Investment in property and equipment	3,747	0	0	0	0	(3,747)	0	0
Transfers	0	0	18,489	0	18,489	(18,489)	0	0
BALANCE AT END OF YEAR	\$ 88,193	\$ 205,433	\$ 80,489	\$ 500,000	\$ 785,922	\$ 423,248	\$1,297,363	\$1,129,372

THE GRADUATE STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

Statement of Cash Flows

Year Ended March 31, 2013

	2013	2012
CASH PROVIDED BY (USED IN)		
Operating activities:		
Revenue over (under) expenses	\$ 167,991	\$ (188,416)
Changes not affecting cash:		
Amortization	32,303	34,511
Amortization of deferred contributions related to property and equipment	(10,000)	(10,000)
Net changes in non-cash working capital items (Note 11)	<u>52,339</u>	<u>111,794</u>
	<u>242,633</u>	<u>(52,111)</u>
Investing activities:		
(Increase) decrease in Unitized Endowment Pool	(23,504)	7,744
Purchase of property and equipment	<u>(3,747)</u>	<u>(7,700)</u>
	<u>(27,251)</u>	<u>44</u>
CASH INCREASE (DECREASE)	215,382	(52,067)
Cash at beginning of year	<u>972,939</u>	<u>1,025,006</u>
CASH AT END OF YEAR	<u>\$ 1,188,321</u>	<u>\$ 972,939</u>

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

Notes to Financial Statements

March 31, 2013

NOTE 1--NATURE OF OPERATIONS

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

NOTE 2--FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR PROFIT ORGANIZATIONS

Effective April 1, 2012, the Association has elected to apply Canadian accounting standards for not-for-profit organizations. These are the first financial statements prepared in accordance with these standards.

The new standards were applied retrospectively and resulted in no changes to beginning assets, liabilities and net assets.

NOTE 3--SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Cash and Short-term Investments

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

Share in the Unitized Endowment Pool

The share in the Unitized Endowment Pool is recognized at acquisition cost and subsequently measured at fair value at each reporting date. The Association's share in the Unitized Endowment Pool is increased by its share of investment income earned in the Pool and reduced by payments received from the University.

Revenue Recognition

The Graduate Students' Association of the University of Alberta follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Student fees cover the academic year from September to August. A portion of fees received for the period from April to August is recorded as unearned fees and recognized as revenue in the following fiscal year. Other revenue is recorded in the period in which it is earned.

(continues)

THE GRADUATE STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

Notes to Financial Statements

March 31, 2013

NOTE 3--SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Donated Goods and Services

Donated goods and services are recorded at fair value when fair value can be reasonably estimated. During the year, the Association did not record any donated goods and services.

Property and Equipment

Property and equipment are recorded at cost and amortized over their estimated useful lives using the following annual rates and methods:

Leasehold improvements	10% straight-line
Furniture and fixtures	20% straight-line
Computer equipment	30% straight-line
Computer software	50% straight-line

Activity Expenses

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

Use of Estimates

The preparation of financial statements, in conformity with Canadian accounting standards for not-for-profit organizations, requires management to make estimates and assumptions that affect the amounts reported in the financial statements. Significant estimates include amortization and allowance for doubtful accounts. By their nature, these estimates are subject to measurement uncertainty and actual results could differ.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost and tested for impairment at each reporting date.

NOTE 4--CASH

Cash consists of the following:

	2013	2012
Cash	\$ 763,147	\$ 546,480
Cashable Guaranteed Investment Certificates with interest rates of 1.15% maturing in May 2015	425,174	426,459
	<u>\$1,188,321</u>	<u>\$ 972,939</u>

Cash includes \$165,731 (2012--\$160,319) held in a separate account for the Dental and Health Plan Reserve Fund and the Legal Defense Fund.

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

Notes to Financial Statements

March 31, 2013

NOTE 5--SHARE IN THE UNITIZED ENDOWMENT POOL

The Association's share in the Unitized Endowment Pool consists of an initial amount of \$265,000 which provided for annual payments to the Association by the University, commencing April 1, 1997, in accordance with the Unitized Endowment Pool Principles and Policy. The share in the Unitized Endowment Pool is measured at fair market value. Payments from the Pool may be applied to the Association's programs. The Unitized Endowment Pool was established by the University to facilitate long-term investment management and administration of funds. The University of Alberta has policies and procedures in place governing asset mix, diversification, exposure limits, credit quality and performance measurement, with investments managed by the Board of Governors' Investment Committee. The University's Unitized Endowment Pool investments have no exposure to asset-backed commercial paper.

During the year, investment income of \$11,577 (2012--\$12,274) was earned on the fund.

The share in the unitized endowment pool is restricted for the Financial Stabilization Fund.

NOTE 6--PROPERTY AND EQUIPMENT

	2013		2012	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Leasehold improvements	\$198,000	\$100,485	\$ 97,515	\$117,315
Furniture and fixtures	104,373	74,696	29,677	35,680
Computer equipment	71,229	61,061	10,168	12,921
Computer software	3,450	3,450	0	0
	<u>\$377,052</u>	<u>\$239,692</u>	<u>\$137,360</u>	<u>\$165,916</u>

NOTE 7--DEFERRED CONTRIBUTIONS

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

	2013	2012
Academically Employed Graduate Students' Bursary Program	\$ 89,811	\$ 32,031
Graduate Student Assistance Program	55,971	46,433
Office of the Provost Funding	7,601	0
BALANCE AT END OF YEAR	<u>\$153,383</u>	<u>\$ 78,464</u>

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

Notes to Financial Statements

March 31, 2013

NOTE 8--DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

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

NOTE 9--INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets are comprised of the following funds:

Legal Defense Fund

The Legal Defense Fund was established to provide resources to enter into legal action where appropriate.

Dental and Health Plan Reserve Fund

The Dental and Health Plan Reserve Fund was established to ensure that adequate funds would be available in the event the Dental and Health Plan costs exceed the amounts collected in fees.

Financial Stabilization Fund

The Fund is intended to safeguard the Association against uncertainty and to provide for unexpected expenditures and new program initiatives. The balance will be adjusted annually at the discretion of the Board.

NOTE 10--LEASE COMMITMENTS

The Association has entered into a five year lease which expires June 2016, to lease a portion of the Killam Centre for Advanced Studies from the University of Alberta at \$1 per year and utilities at no cost.

The Association leases photocopiers under operating leases expiring in 2015. Future minimum annual lease payments under these operating leases will be approximately:

2014	\$ 10,069
2015	<u>10,069</u>
	<u>\$ 20,138</u>

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

Notes to Financial Statements

March 31, 2013

NOTE 11--NET CHANGES IN NON-CASH WORKING CAPITAL ITEMS

Changes in non-cash working capital items and their effect of increasing (decreasing) cash are as follows:

	<u>2013</u>	<u>2012</u>
Short-term investments	\$ 0	\$135,590
Accounts receivable	8,405	(4,703)
Prepaid expenses	702	3,084
Accounts payable and accrued liabilities	(31,050)	(57,527)
Dental and health plan payable	(637)	1,834
Deferred contributions	<u>74,919</u>	<u>33,516</u>
	<u>\$ 52,339</u>	<u>\$111,794</u>

NOTE 12--FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, share in the Unitized Endowment Pool, accounts payable and accrued liabilities and dental and health plan payable. The Association is exposed to the following risks through the financial instruments it holds:

Credit Risk

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

Interest Rate Risk

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

Liquidity Risk

Liquidity risk arises from the possibility that the Association might encounter difficulty in setting its debts or in meeting its obligations related to financial liabilities. It is management's opinion that there is no significant liquidity risk as of March 31, 2013.

(continues)

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

Notes to Financial Statements

March 31, 2013

NOTE 12--FINANCIAL INSTRUMENTS *(continued)*

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The share in the Unitized Endowment Pool is subject to market risk, which is the possibility that investments in the Endowment Fund will change in value due to future fluctuations in market prices. The Unitized Endowment Pool is managed by the University of Alberta which has policies and procedures in place governing asset mix, diversification, exposure limits, credit quality and performance measurement. The Board of Governor's Investment Committee is responsible for oversight of the University's investments and fulfills their responsibilities by regular meetings to monitor and review the investments and investment manager performance, to ensure compliance with the University's investment policies and to evaluate the appropriateness of the investment policies.

NOTE 13--COMPARATIVE FIGURES

Certain of the 2012 comparative figures have been reclassified to conform with the current year's presentation.

THE GRADUATE STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

Schedule 1

Schedule of Revenue

Year Ended March 31, 2013

	2013	2012
<u>Academically Employed Graduate Students' Fund</u>		
Child care subsidy	\$ 107,500	\$ 97,655
Emergency bursaries	82,085	99,131
Graduate student assistance program	78,708	75,658
Graduate student recognition awards	13,500	13,000
Professional development grants	253,135	251,416
	<u>534,928</u>	<u>536,860</u>
<u>Administration and Services</u>		
Alberta Graduate Council	7,419	7,321
Awards night	3,800	9,250
CJSR fees	14,838	14,642
Office of the Provost	18,432	25,000
Graduate Students' Association fees	908,842	681,032
Investment and interest	4,526	11,120
Killam Centre for Advanced Studies	10,000	10,000
Miscellaneous	7,509	9,880
Orientation	8,500	7,300
Realized gain on short-term investments	0	2,279
	<u>983,866</u>	<u>777,824</u>
<u>Commercial Activities</u>		
Handbook	11,090	12,715
Photocopying	587	1,385
	<u>11,677</u>	<u>14,100</u>
<u>Dental and Health Plan</u>		
Net fees	<u>107,114</u>	<u>0</u>
<u>Unitized Endowment Pool</u>		
Investment income	11,577	12,274
Unrealized gain (loss)	24,226	(6,805)
	<u>35,803</u>	<u>5,469</u>
TOTAL REVENUE	<u>\$ 1,673,388</u>	<u>\$ 1,334,253</u>

THE GRADUATE STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

Schedule 2

Schedule of Expenses

Year Ended March 31, 2013

	2013	2012
Administration		
Advocacy	\$ 0	\$ 43
Alberta Graduate Council Conference director	(59)	0
Alberta Graduate Council membership	14,838	14,642
Amortization	32,303	34,511
Audit and accounting	11,108	9,400
Bank charges and interest	8,584	519
Chief returning officer	1,010	1,000
Conferences	779	2,294
Consulting fees	465	32,006
Board security	965	2,225
Board speaker	1,650	1,800
Board	3,158	1,998
Committees	3,530	4,097
Elections expenses	316	232
Executive expenses	4,100	1,615
Executive stipends and benefits	161,967	161,627
Executive transition	8,397	479
Government and external relations	2,426	864
Hiring costs	21	69
Insurance	3,261	2,460
Legal fees	1,511	48,703
Miscellaneous	8,520	7,534
Office supplies	4,492	5,243
Photocopier lease	6,713	2,997
Photocopier meter	4,087	2,262
Photocopier paper	550	394
Professional development	2,476	2,103
Promotion	0	520
Repairs and maintenance	415	318
Salaries	559,603	482,455
Staff benefits	36,275	34,605
Subscriptions	0	90
Telephone	3,545	4,621
	<u>\$ 887,006</u>	<u>\$ 863,726</u>

THE GRADUATE STUDENTS' ASSOCIATION
OF THE UNIVERSITY OF ALBERTA

Schedule 2

Schedule of Expenses (continued)

Year Ended March 31, 2013

	2013	2012
<u>Academically Employed Graduate Students' Fund</u>		
Child care subsidy	\$ 107,500	\$ 97,655
Emergency bursaries	82,085	99,131
Graduate student assistance program	78,708	75,658
Graduate student recognition awards	13,500	13,000
Professional development grants	<u>253,135</u>	<u>251,416</u>
	<u>534,928</u>	<u>536,860</u>
<u>Commercial Activities</u>		
Handbook	12,116	11,611
Photocopier leases	3,357	7,073
Photocopier meter	216	751
Photocopier paper	<u>236</u>	<u>431</u>
	<u>15,925</u>	<u>19,866</u>
<u>Services</u>		
Academic events	7,652	8,296
Awards night	7,761	9,030
CJSR fees	14,838	14,642
External grants	1,200	0
Food Bank	9,000	9,000
Lecture grants	24,593	7,573
Orientation	897	5,119
Socials	0	114
Student groups	1,597	3,678
Subscriptions and data collection	<u>0</u>	<u>30</u>
	<u>67,538</u>	<u>57,482</u>
<u>Dental and Health Plan</u>		
Net fees	<u>0</u>	<u>44,735</u>
TOTAL EXPENSES	<u>\$ 1,505,397</u>	<u>\$ 1,522,669</u>

Outline of Issue:**GSA 2013-2014 Budget and Expenditure (Quarterly) Report****Recommended Motion:**

GSA Council is asked to consider the following Motion:

That the GSA Council, acting on the unanimous recommendation of the GSA Board (GSAB) and the GSA Budget Finance Committee (BFC) **receive for information** the GSA 2013-2014 Budget and Expenditure (Quarterly) Report (7.1 – 7.2 of the material before members).

Jurisdiction:

Policy Manual, Budget Principles, Practices, and Procedures 2.4.a

“The GSA Accountant and the GSA Financial Manager will prepare a quarterly report which will first be submitted to the Executive Director, then the GSA President and then to the Board, BFC and Council.”

Role of BFC:

Policy Manual, Standing Committees, Budget and Finance Committee, 4.1.c

“BFC shall review and discuss quarterly reports on expenses and revenues; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division.”

Role of the GSA Board:

Policy Manual, Standing Committees, GSA Board, 2.3.a

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

Background:

The last quarterly reports on the GSA budget were presented to the GSA BFC, GSAB, and GSA Council in February 2013.

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

The GSA BFC reviewed and discussed the GSA 2013-2014 Budget and Expenditure (Quarterly) Report at the joint GSAB/BFC meeting of June 19, 2013 and the Quarterly Report before Council was **received for information** by the GSA Board at the same meeting.

The GSA Accountant and GSA Financial and Operations Manager agree that the GSA’s budget is on track and there are no issues of concern.

The Graduate Students' Association of the University of Alberta
2013-2014 GSA Operating Budget (including Capital Budget)

GSA 2013-2014 Budget and Expenditure (Quarterly) Report

CURRENT YEAR

April 1, 2013 to March 31, 2014

	Budget as approved by Council	Actual to Date Apr-13 to May-13	Forecast Jun-13 to Mar-14	Total Apr-13 to Mar-14	Over/ (Under) Budget	% Over/(Under) Budget
REVENUE						
GSA Fees Revenue	1,095,425	438,170	657,255	1,095,425	-	0%
Investment Revenue	18,500	13,562	4,938	18,500	-	0%
Other Revenue	1,200	45	1,155	1,200	-	0%
Total Revenue	1,115,125	451,777	663,348	1,115,125	-	0%
EXPENSES						
Governance	195,163	31,142	164,021	195,163	-	0%
Advocacy	11,583	401	11,182	11,583	-	0%
Human Resources	759,951	111,414	648,537	759,951	-	0%
Office Administration	29,865	4,548	25,317	29,865	-	0%
Professional	31,700	1,454	30,246	31,700	-	0%
Services Expenses	28,113	1,194	26,919	28,113	-	0%
Operating/Contingency Fund	15,000	500	14,500	15,000	-	0%
	1,071,375	150,653	920,722	1,071,375	-	0%
Revenues Exceed Expenditures	43,750	301,124	(257,374)	43,750	-	0%

The Graduate Students' Association of the University of Alberta
2013-2014 Restricted and Other Funding Budget

GSA 2013-2014 Budget and Expenditure (Quarterly) Report

CURRENT YEAR

April 1, 2013 to March 31, 2014

	Budget	Actual to Date	Forecast	Total	Over/(Under) Budget	% Over/(Under) Budget
		Apr-13 to May-13	Jun-13 to Mar-14	Apr-13 to Mar-14		
Temporary Funding from the Provost						
Council Remuneration Student Groups	6,887	1,887	5,000	6,887	-	0%
Academically-related Student Group Awards	20,714	11,191	9,523	20,714	-	0%
	27,601	13,078	14,523	27,601	-	0%
Funding from the Dean of Students and the Dean of FGSR						
Fall, Winter and Departmental Orientation, Awards Night, and Other Funding Priorities	7,500	-	7,500	7,500	-	0%
Temporary Funding from TDIMM	4,000	-	4,000	4,000	-	0%
	11,500	-	11,500	11,500	-	0%
Fundraised Activity						
GSA Agenda/Handbook	11,000	-	11,000	11,000	-	0%
GSSF Projects (Restricted Revenue)						
Graduate Student Recognition Awards	17,500	-	17,500	17,500	-	0%
Child Care Grant	160,500	36,000	124,500	160,500	-	0%
Emergency Bursary	125,000	8,749	116,251	125,000	-	0%
Professional Development Award	395,811	59,456	336,355	395,811	-	0%
	698,811	104,205	594,606	698,811	-	0%
Other Restricted Funding						
AGC (Alberta Graduate Council) Fees Collected	7,523	-	7,523	7,523	-	0%
CJSR Fees Collected	14,140	-	14,140	14,140	-	0%
GSAP (Graduate Students Assistance Program) Fees Collected	77,770	-	77,770	77,770	-	0%
Health Plan	1,094,840	-	1,094,840	1,094,840	-	0%
Dental Plan	814,060	-	814,060	814,060	-	0%
	2,008,333	-	2,008,333	2,008,333	-	0%
	2,757,245	117,283	2,639,962	2,757,245	-	0%

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Temporary Funding from the Provost		
Council Remuneration Student Groups Amended Budget to \$5,000 from \$4,500. Also carryover of \$1,887 from prior year. \$6,887 budget.	<ul style="list-style-type: none"> • Monies set aside to be shared, proportionally, between departmental graduate student groups based on the attendance of their department councillor over the Council year. • With the increase in the number of department councillors, the funding was increased by \$500. • Funding from the Provost is received in May and expenses are processed throughout the year. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$1,887 • Forecast June to March: \$5,000
Academically-related Student Group Awards Amended Budget to \$15,000 from \$20,500. Also carryover of \$5,714 from prior year. \$20,714 budget.	<ul style="list-style-type: none"> • The GSA provides a grant program for graduate student groups to: <ul style="list-style-type: none"> ▪ Bring in special guest lecturers or host academic-style events. ▪ Support the endeavors of student representation at a departmental level. • In 2013-2014, the funding received from the Office of the Provost decreased by \$5,000 from 2012-2013. • Funding from the Provost is received in May and expenses are processed throughout the year. • ASG Awards were merged and renamed from the old Lecture Grants and Student Group Funding Grants. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$11,191 • Forecast June to March: \$9,523
Funding from the Dean of Students and the Dean of FGSR		
Fall, Winter and Departmental Orientation, Awards Night, and Other Funding Priorities \$7,500 budget	<ul style="list-style-type: none"> • This funding is described in letters/MOUs from TDIMM, Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events for new graduate students. • Additionally, each spring the GSA holds an Awards Night. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$7,500

Account Name and Budget	Brief Description	Narrative
Temporary Funding from TDIMM (to 2016) \$4,000 budget	<ul style="list-style-type: none"> • TD Insurance Meloche Monnex provides this funding for various events such as Awards Night and Orientation. See MOU for details. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$4,000
Fundraised Activity		
GSA Agenda/Handbook \$11,000 budget	<ul style="list-style-type: none"> • The GSA sells advertising space in the yearly graduate student agenda/handbook to subsidize printing costs. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$11,000
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)		
GSSF - Funded Awards handed out at Awards Night Amended Budget to \$17,500 from \$14,000. \$17,500 budget	<ul style="list-style-type: none"> • Funds provide for various awards presented at the annual Awards Night. • Total funding from GSSF increased by \$95,000 over the 2012-2013 levels. • Revenue is received in May and expenses for the Awards Night are processed in the following March. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$17,500
Child Care Grant Amended Budget to \$131,500 from \$105,000. Also carryover of \$29,000 from prior year. \$160,500 budget	<ul style="list-style-type: none"> • Graduate students can apply for this subsidy to offset the cost of child care. • Total funding from GSSF increased by \$95,000 over the 2012-2013 levels. • Was previously the Child Care Subsidy. • Revenue is received in May and expenses are processed throughout the year. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$36,000 • Forecast June to March: \$124,500
Emergency Bursary \$125,000 budget	<ul style="list-style-type: none"> • The Emergency Bursary is a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. • Total funding from GSSF increased by \$95,000 over the 2012-2013 levels. • Revenue is received in May and expenses are processed throughout the year. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$8,749 • Forecast June to March: \$116,251

Professional Development Awards Amended Budget to \$335,000 from \$270,000. Also carryover of \$60,811 from prior year. \$395,811 budget	<ul style="list-style-type: none"> • Graduate students can apply for this award to participate in professional development activities such as conferences, research trips, courses, etc. • Total funding from GSSF increased by \$95,000 over the 2012-2013 levels. • Was previously the Professional Development Grant. • Revenue is received in May and expenses are processed throughout the year. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$59,456 • Forecast June to March: \$336,355
AGC (Alberta Graduate Council) Fees \$7,523 budget	<ul style="list-style-type: none"> • The Alberta Graduate Council, of which the GSA is a member, charges \$1.00 per student per term. This is in part covered by a dedicated fee of \$0.50 per student per term that was implemented by a referendum in 2000. • Based on projected student enrollment of 7,523, the GSA will contribute \$7,523 to the AGC Fees (7,523 x \$0.50 per term x 2 terms). • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$7,523
CJSR Fees \$14,140 budget	<ul style="list-style-type: none"> • The U of A campus radio station (CJSR) receives \$1.00 per student per term. This is a dedicated fee that was implemented by a referendum in 1999. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$14,140
GSAP (Graduate Students Assistance Program) \$77,770 budget	<ul style="list-style-type: none"> • The Graduate Students Assistance Plan began in September 2009, and is funded in part by a \$12 per student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term. • Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$77,770
Health Plan \$1,094,840 budget	<ul style="list-style-type: none"> • This is the fee that is charged to students for the Health part of the Health and Dental plan. The fee for 2013-2014 is \$226.01. • Revenue and the related expenses are processed in October, February and March. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$1,094,840
Dental Plan \$814,060 budget	<ul style="list-style-type: none"> • This is the fee that is charged to students for the Dental part of the Health and Dental plan. The fee for 2013-2014 is \$170.89. • Revenue and the related expenses are processed in October, February and March. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$814,060

Account Name and Budget	Brief Description	Narrative and Variance
REVENUE		
GSA Fees \$1,095,425 budget	<ul style="list-style-type: none"> • The Graduate Students' Association (GSA) is supported by student fees which are assessed and received centrally. The fees received are based on the number of full-time and part-time graduate students attending the UA and the annual fees are approved by GSA Council and the UA Board of Governors. • Based on the three-year funding agreement signed between GSA and UA on April 30, 2013, the GSA will receive: <ul style="list-style-type: none"> ○ 40% advance in May based on the projected fall/winter enrollment ○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the Fall term 100% withdrawal deadline in October</i> ○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the Winter term 100% withdrawal deadline in February</i> ○ Final payment in April (next fiscal year) after the actual student enrollment is reconciled 	<ul style="list-style-type: none"> • For 2013-2014, the projected GSA revenue is \$1,095,425. This is based on funding 6,031 full-time students (6,031 @ \$153.20 per student) and 1,493 part-time students (1,493 @ \$114.90 per student). • On target. • Actual April to May: \$438,170 • Received May advance. • Forecast June to March: \$657,255
Endowment Fund \$12,000 budget	<ul style="list-style-type: none"> • The Unitized Endowment Pool (UEP) consists of an initial amount of \$265,000 which provides for annual payments to the GSA by the university. The Association's share in the Pool is increased by its share of investment income in the Pool and decreased by payments from the University. The interest is paid in May of each fiscal year. <i>(In 1997 the GSA could not pay the Power Plant lease so the university bought the hard goods in this facility and the revenue went into the UIP.)</i> • <i>Information: At this point the fund can notionally be applied to the Financial Stabilization Fund. At March 31, 2013 the UEP had a market value of \$318,278.</i> 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$11,772 • Forecast June to March: \$228
Interest and Investment	<ul style="list-style-type: none"> • Interest on banking balance and investments. • This does not include interest on the health and dental investments. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$1,790

Account Name and Budget	Brief Description	Narrative and Variance
Income \$6,500 budget		<ul style="list-style-type: none"> • Forecast June to March: \$4,710
Other Revenue \$1,200 budget	<ul style="list-style-type: none"> • This account is used to record revenue that may arise from other sources or one-time funding opportunities. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$45 • Forecast June to March: \$1,155
GSA GOVERNANCE		
Elected Officials Stipends		
Elected Officials Stipends \$154,451 budget	<ul style="list-style-type: none"> • The Elected Officials includes the President, the VP Academic, the VP Student Services, the VP Student Life and the VP Labour. In 2013-2014, the President receives an annual stipend of \$36,794 and the four VP positions each receive \$29,419. • Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of elected officials from their stipend totals. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$25,742 • Forecast June to March: \$128,709
Elected Officials Benefits & Deductions		
Employer CPP Contributions \$6,997 budget	<ul style="list-style-type: none"> • This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution). • The employer CPP contributions estimate for 2013-2104 is \$6,997. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$1,130 • Forecast June to March: \$5,867
Employer EI Contributions \$4,200 budget	<ul style="list-style-type: none"> • This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution). • The employer EI contribution estimate for 2013-2013 is \$4,200. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$678 • Forecast June to March: \$3,522
GSA Health and Dental Plan \$2,085 budget	<ul style="list-style-type: none"> • The 2013 rate is \$396.90 per student per annum. This invoice is paid in September. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$2,085
U-Pass	<ul style="list-style-type: none"> • The U-Pass is set at \$122.92 each term. This amount is paid in 	<ul style="list-style-type: none"> • On target.

Account Name and Budget	Brief Description	Narrative and Variance
\$1,845 budget	September and January.	<ul style="list-style-type: none"> • Actual April to May: \$0.00 • Forecast June to March: \$1,845
Elected Officials - Other Expenses		
Insurance \$1,900 budget	<ul style="list-style-type: none"> • Directors and Officers Liability Insurance. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$0.00 • Forecast June to March: \$1,900
Transition \$3,984 budget	<ul style="list-style-type: none"> • May be used to fund Early Call for Talent. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$42 • Forecast June to March: \$3,942
Appreciation \$515 budget	<ul style="list-style-type: none"> • Elected officials recognition in the form of lunches/cards/birthdays. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$19 • Forecast June to March: \$496
Elected Officials Expenses Discretionary \$1,685 budget	<ul style="list-style-type: none"> • Hosting/food/conferences/special functions. President approves expenses of the VPs. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$157 • Forecast June to March: \$1,528
Board and Other Committee Expenses \$5,160 budget	<ul style="list-style-type: none"> • The cost estimate is based on 52 Board meetings per year at \$99.00 per meeting and occasional meetings of other committees. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$337 • Forecast June to March: \$4,823
Elected Officials Business Travel \$2,043 budget	<ul style="list-style-type: none"> • This budget account is to track costs related to business travel by the Elected Officials. 	<ul style="list-style-type: none"> • On target. • Actual April to May: \$1,252 • Forecast June to March: \$791

Account Name and Budget	Brief Description	Narrative and Variance
Council Expenses		
Council/Food /Other Expense \$3,350 budget	<ul style="list-style-type: none"> The estimate is based on 12 meetings per year at \$279.00 per meeting. Expenses are higher than usual due to two Special Council meetings so far this year (in addition to the regular Council meetings). 	<ul style="list-style-type: none"> Actual April to May: \$1,186 Forecast June to March: \$2,164
Council Security \$1,500 budget	<ul style="list-style-type: none"> As of Sept 2012 meetings are held in the TELUS Centre and security is optional as the building is open until 10:00. As Council grows in number we may need to change venues which may incur costs. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$1,500
Election Expenses \$2,250 budget	<ul style="list-style-type: none"> This is used to cover expenses associated with elections that take place in March. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$2,250
Council Speaker Honorarium \$2,166 budget	<ul style="list-style-type: none"> Speaker is paid an honorarium for each Council meeting (\$150.00 per meeting). 	<ul style="list-style-type: none"> On target. Actual April to May: \$600 Forecast June to March: \$1,566
Chief Returning Officer Honorarium \$1,032 budget	<ul style="list-style-type: none"> Chief Returning Officer is paid an honorarium for managing the GSA general election in March, and any by-elections, and any referenda. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$1,032
GSA ADVOCACY		
Government and External Relations \$3,030 budget	<ul style="list-style-type: none"> Relationship-building between the GSA, government and other organizations, particularly related to advocacy. Usually in the form of hosting, meeting or travel expenses related to advocacy. 	<ul style="list-style-type: none"> On target. Actual April to May: \$259 Forecast June to March: \$2,771

Account Name and Budget	Brief Description	Narrative and Variance
University Relations \$1,030 budget	<ul style="list-style-type: none"> Relationship-building between the GSA and university units. Usually in the form of hosting/meeting expenses. 	<ul style="list-style-type: none"> On target. Actual April to May: \$142 Forecast June to March: \$888
Alberta Graduate Council Fees \$7,523 budget	<ul style="list-style-type: none"> The Alberta Graduate Council (AGC), of which the GSA is a member, receives \$1.00 per student per term. This organization does lobbying with the Alberta government promoting the interests and concerns of graduate students. This lobbying is in part covered by a dedicated fee of \$0.50 per student per term that was implemented by a referendum in 2000. The remaining \$0.50 per student per term is paid out of the GSA operating budget as the "GSA contribution." 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$7,523
GSA Office – Human Resources		
Staff Represented by NASA \$255,000 budget	<ul style="list-style-type: none"> Note that the salaries are gross salaries including tax, employee EI and CPP and union dues – remittances are made on behalf of employees from their salary totals. This is to include approved cost of living increases and one-time payments. 	<ul style="list-style-type: none"> On target. Actual April to May: \$40,977 Forecast June to March: \$214,023
Management \$343,200 budget	<ul style="list-style-type: none"> Management positions were reorganized into two key positions of Executive Director and Director of Operations/Financial Manager (DO/FM) in 2010-2011. These were externally benchmarked and approved unanimously by the Council. The Executive Director salary and other employment related expenses are established in a contractual agreement. The salary was benchmarked in 2010 by Human Resources and compared to a similar position at the University of Calgary. The DO/FM left in 2011. A part-time Accountant and a part-time Financial Manager were hired. The DO position was combined with the Labour Professional position. 	<ul style="list-style-type: none"> On target. Actual April to May: \$52,214 Forecast June to March: \$290,986

Account Name and Budget	Brief Description	Narrative and Variance
	<ul style="list-style-type: none"> The Director of Operations/ Labour Professional works three days a week. A half-time position approved in the 2012-2013 budget at \$35,000 and is now the new full-time Associate Director position, and was augmented to \$50,000 later in 2012 through under expenditure in other areas. This position has now been benchmarked and is equivalent to a U of A departmental APO with a starting salary of \$62,000 and is approved at this amount in the 2013-14 budget. 	
	Employee Benefits	
Employer CPP Contributions \$22,500 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to May: \$4,197 Forecast June to March: \$18,303
Employer EI Contributions \$12,100 budget	<ul style="list-style-type: none"> This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target. Actual April to May: \$2,402 Forecast June to March: \$9,698
GSA Health and Dental Plan \$4,170 budget	<ul style="list-style-type: none"> The 2013 rate is \$396.90 per staff/elected officials per annum. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$4,170
	Other HR Expenses	
Merit Pay/Contractual for Management \$28,200 budget	<ul style="list-style-type: none"> In accordance with the Executive Director contract, the Executive Director has the opportunity to receive merit pay and other contractual expenses. Executive Director declined to have merit pay built into her salary. The ED uses this fund primarily to provide merit pay to managers. Unspent funds from this line may be used to augment RRSP payments 	<ul style="list-style-type: none"> On target. Actual April to May: \$4,842 Forecast June to March: \$23,358

Account Name and Budget	Brief Description	Narrative and Variance
	or other management benefits to take into account the realities of the competitive market (e.g. the GSA does not have a pension plan).	
Parental Leave for NASA-Represented Staff \$9,500 budget	<ul style="list-style-type: none"> This funding is for parental leave. A parental leave commenced for one of the NASA-represented staff in January 2013. This is contractual as per the GSA staff agreement with NASA. 	<ul style="list-style-type: none"> On target. Actual April to May: \$4,248 Forecast June to March: \$5,252
Benefit Compensation Options for NASA-Represented Staff \$20,400 budget	<ul style="list-style-type: none"> The GSA is considering offering some affordable benefit options to supplement staff salaries (e.g. RRSP, disability insurance). The plan must also be simple to administer. As a benchmark, benefits at the University of Alberta average 20% of salaries (including health and dental). It will take the GSA a number of years to afford this level of benefit compensation. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$20,400
RRSP Management \$17,160 budget	<ul style="list-style-type: none"> In accordance with the contract, the Executive Director is entitled to an RRSP payment of \$5,000. 	<ul style="list-style-type: none"> On target. Actual April to May: \$833 Forecast June to March: \$16,327

<p>Benefit Compensation Options for Management</p> <p>\$27,456 budget</p>	<ul style="list-style-type: none"> The GSA is considering offering some affordable benefit options to supplement management salaries (e.g. disability insurance). The plan must also be simple to administer. As a benchmark, benefits at the University of Alberta average 20% of salaries (including health and dental). 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$27,456
<p>Staff Appreciation</p> <p>\$2,200 budget</p>	<ul style="list-style-type: none"> This pool of money is used for recognition of GSA staff members. (E.g. when staff leaves or reach significant benchmarks). 	<ul style="list-style-type: none"> On target. Actual April to May: \$4 Forecast June to March: \$2,196
<p>Vacation Payout</p> <p>\$5,000 budget</p>	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director for vacation payout, for vacation payout for NASA-represented staff in accord with their Collective Agreement, and for managers at the Executive Director's discretion. Unspent funds from this line may be used to augment RRSP payments. 	<ul style="list-style-type: none"> On target. Actual April to May: \$814 Forecast June to March: \$4,186
<p>Professional Expense Allowance</p> <p>\$6,000 budget</p>	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director. Budget will also be set aside for other management positions and professional development. Unspent funds may be used for other management benefits at the discretion of the Executive Director. 	<ul style="list-style-type: none"> On target. Actual April to May: \$757 Forecast June to March: \$5,243
<p>Workers' Compensation</p> <p>\$5,000 budget</p>	<ul style="list-style-type: none"> WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers have strongly recommended that the GSA enrol in the Workers' Compensation plan. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$5,000
<p>Parking</p> <p>\$2,065 budget</p>	<ul style="list-style-type: none"> Contractual arrangement for Executive Director. 	<ul style="list-style-type: none"> On target. Actual April to May: \$126 Forecast June to March: \$1,939

	GSA Office Administration and Operational Costs	
Capital items \$6,000 budget	<ul style="list-style-type: none"> This budget line refers to purchases of major assets that the GSA will need and is part of a five-year plan established in 2010. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$6,000
Swag Purchases \$1,525 budget	<ul style="list-style-type: none"> Purchase of swag items for distribution at events. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$1,525
Telephone & Cable \$4,000 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> On target. Actual April to May: \$690 Forecast June to March: \$3,310
Postage (Courier) \$300 budget	<ul style="list-style-type: none"> Primarily used for the mailing of T4As in February and off-campus bill payments. (Only a limited number of T4As need to be mailed as the majority are posted on BearTracks by Human Relations/Payroll). 	<ul style="list-style-type: none"> On target. Actual April to May: \$60 Forecast June to March: \$240
Repair and Maintenance \$810 budget	<ul style="list-style-type: none"> Contingency fund for repair and maintenance of office furniture, appliances and equipment. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$810
Computer Repair and Maintenance \$1,100 budget	<ul style="list-style-type: none"> Contingency fund for computer repair and maintenance, but is minimal as in-house IT can do most of this. Includes yearly fee for WIKI database and Google storage. 	<ul style="list-style-type: none"> On target. Actual April to May: \$53 Forecast June to March: \$1,047
Printing (outside printing only) \$760 budget	<ul style="list-style-type: none"> Printing of Awards Night program and certificates. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$760
Photocopier Lease (Office) \$6,700 budget	<ul style="list-style-type: none"> The GSA leases two photocopiers for office use. Billing occurs quarterly along with the public (student) copier lease. The lease term ends April 2015. 	<ul style="list-style-type: none"> On target. Actual April to May: \$1,726 Forecast June to March: \$4,974

Photocopier Meter (Office) \$3,000 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> On target. Actual April to May: \$504 Forecast June to March: \$2,496
Photocopier Paper (Office) \$800 budget	<ul style="list-style-type: none"> Purchased monthly. 	<ul style="list-style-type: none"> On target. Actual April to May: \$131 Forecast June to March: \$669
Banking Service Charges \$500 budget	<ul style="list-style-type: none"> Business banking plan fee and corporate MasterCard annual fees. 	<ul style="list-style-type: none"> On target. Actual April to May: \$43 Forecast June to March: \$457
Insurance Office \$620 budget	<ul style="list-style-type: none"> General liability insurance. Insurance review resulted in the doubling of liability at a modest cost increase. 	<ul style="list-style-type: none"> On target. Actual April to May: \$615 Forecast June to March: \$5
Miscellaneous Office \$1,000 budget	<ul style="list-style-type: none"> Various expenses such as shipping, shredding. 	<ul style="list-style-type: none"> On target. Actual April to May: \$244 Forecast June to March: \$756
Office Supplies \$1,650 budget	<ul style="list-style-type: none"> General office supplies. 	<ul style="list-style-type: none"> On target. Actual April to May: \$291 Forecast June to March: \$1,359
Payroll Service Charges \$1,100 budget	<ul style="list-style-type: none"> The payroll processing charges to CERIDIAN (payroll service provider). 	<ul style="list-style-type: none"> On target. Actual April to May: \$192 Forecast June to March: \$908
GSA Professional		
Financial Auditing \$9,700 budget	<ul style="list-style-type: none"> GSA has an annual audit performed by Peterson Walker. Required by <i>Post-Secondary Learning Act</i> and submitted to the Board of Governors. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$9,700

Consultants \$2,000 budget	<ul style="list-style-type: none"> Reduced considerably in 2013-14 due to increased professional qualifications of management. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$2,000
Legal Fees - General \$20,000 budget	<ul style="list-style-type: none"> Legal requirements for the general operations and advice on major initiatives such as PAW, operational issues such as bylaw changes, and Human Resources. Reduced considerably in 2013-14 due to stability/health of GSA. If there is monies remained at year-end these funds are added to the Legal Reserve Fund. 	<ul style="list-style-type: none"> On target. Actual April to May: \$1,454 Forecast June to March: \$18,546
GSA Service Expenses		
Grants and Subsidies Expenses		
Academic Workshop Subsidies \$7,738 budget	<ul style="list-style-type: none"> Executive Director and Director of Operations recommended to GSAB and BFC to continue providing these subsidies as students' reviews of the workshops are outstanding. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$7,738
External Grants Budget removed	<ul style="list-style-type: none"> Budget to be re-introduced in 2014-15 as external grant requests are being received. For this year external grants will be paid out of the Operating/Contingency Fund. 	
GSA Service Expenses		
AMICCUS-C Membership \$525 budget	<ul style="list-style-type: none"> Membership to AMICCUS (Association of Managers in Canadian Colleges and University Student Centers). 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$525
Food Bank Memorandum of Understanding \$9,000 budget	<ul style="list-style-type: none"> Contractual (MOU) contribution will be made to the Campus Food Bank (which was founded by the GSA). 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$9,000

Photocopier Lease (Lounge) \$3,400 budget	<ul style="list-style-type: none"> The GSA leases one photocopier for its (student) photocopy service use. Billing occurs quarterly along with the Office copier lease. The lease term ends April 2015. Approximately \$3,400 in 2015-16 will be saved as lease will not be renewed. 	<ul style="list-style-type: none"> On target. Actual April to May: \$863 Forecast June to March: \$2,537
Photocopier Meter (Lounge) \$700 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> On target. Actual April to May: \$0.00 Forecast June to March: \$700
Photocopies Paper (Lounge) \$750 budget	<ul style="list-style-type: none"> Purchased monthly. 	<ul style="list-style-type: none"> On target. Actual April to May: \$56 Forecast June to March: \$694
Awards Night \$6,000 budget	<ul style="list-style-type: none"> Expenses for the annual GSA Awards Night (normally in March). 	<ul style="list-style-type: none"> On target. Actual April to May: \$275 Forecast June to March: \$5,725
o GSA Operating/Contingency Fund		
Operating /Contingency Fund \$15,000 budget	<ul style="list-style-type: none"> A contingency fund is simply a fund set aside to handle unexpected expenses that are outside the range of the operating budget, upon recommendation of the President to the Board. An external grant has been paid from this fund. 	<ul style="list-style-type: none"> On target. Actual April to May: \$500 Forecast June to March: \$14,500

GOVERNANCE COMMITTEE NOMINEES: FOR INFORMATION

PREPARED BY THE GSA NOMINATING COMMITTEE (NoC)
July 15, 2013 COUNCIL

**List of Nominees Previously Distributed to Council on July 9, 2013; Advertisement for Positions
Previously Distributed to Council on May 24, 2013**

Recommended Motion:

GSA Council is asked to consider the following Motion:

That the GSA Council, acting on the unanimous recommendation of the GSA Nominating Committee (NoC), **receive for information** the newly-elected GSA Council members for the GSA Governance Committee.

Jurisdiction:Policy Manual, Nominating, 6.6

“The NoC will provide Council with nominations for [...] all GSA standing committees [...]. Additional nominations may be made by Councillors, **in writing**, in advance of the Council meeting where elections will take place.”

No additional nominations were received by the deadline provided of 12 (noon) on Friday July 12, 2013. The candidates presented on this report are therefore declared **elected**.

Nominating Committee Mandate from GSA Policy Manual:

“Nominating, Expectations: Members of the NoC must have a demonstrated ability to be neutral and are expected to act impartially, including declaring conflicts of interest and rising above individual/departmental interests to ensure the **best fit between nominees and vacancies.**”

Governance Committee: Vacancy: TWO GSA COUNCIL MEMBERS

“The Governance Committee (GC) is comprised of:

- i. The President, as Chair;
- ii. The Vice-President Labour, who shall assume the duties of the Chair in the absence of the President;
- iii. The Speaker and Executive Director (or delegate) as non-voting members; and
- iv. **Three members of Council elected by Council”**

Continuing GSA Council on this Committee (1): Lacey Fleming (Anthropology)

GSA Council Members Leaving this Committee (2): Nikolai Sinkov (Chemistry) and Briana Ehnes (Library and Information Studies)

Newly elected GSA Council Members on this Committee:

1. Rob Found (Biological Sciences, CAL)
2. Micaela Santiago (Nursing, GSA Councillor)

**GSA NOMINATING COMMITTEE (NoC)
Report to Council for July 15, 2013 Council Meeting**

To: GSA Council
From: Lacey Fleming, Vice-Chair of the NoC
Date: July 10, 2013

Dear Colleagues,

The report from the GSA Nominating Committee is a summary of discussion/decisions the NoC has made since its last report together with a list of all vacancies filled.

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

GSA Standing Committees

1) Governance Committee

An advertisement was sent to GSA Council on May 24, 2013 advertising the vacancy for two GSA members of Council on the GSA Governance Committee. **No nominations were received.** The GSA Nominating Committee then began a proactive search for representatives from Council to serve on this committee. **SEE NOMINEES UNDER ELECTION ITEM.**

Bodies External to the GSA

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

1) Faculty of Arts Council

There are five positions on the Faculty of Arts Council for graduate students from the Faculty of Arts. These positions were advertised on May 21, 2013. The following four graduate students were elected to Arts Faculty Council (their term will end May 31, 2014) and the NoC continues to proactively search for the fifth representative.

1. Jasmin Hirschberg (PhD Modern Language and Cultural Studies)
2. Jennifer Hinnell (PhD Linguistics)
3. Susan Cake (PhD Sociology)
4. Pushpa Achary (PhD Comparative Literature)

2) Health Centre Advisory Group

A position for one graduate student on this group was advertised in the GSA Newsletter and website on June 10, 2013. The group consists of "two members of the Graduate Students'

Association Executive Committee, or designates.” A total of 8 applications were received. **Sanjesh Roop (MSc School of Public Health)** was elected to serve as the GSA’s designate, and will attend Health Centre Advisory Group meetings with Megha Bajaj, GSA VP Student Services.

3) Community Standards Review Committee

This committee requires two graduate student representatives. On June 10, the positions were advertised through the GSA Newsletter and Website. Two applications were received. **Eileen Clearsky (PhD Education Policy Studies) and Richard Zhao (PhD Computing Science) were elected to serve on the Community Standards Review Committee.**

4) University of Alberta Art Collection Art Acquisitions Committee

This committee requires one graduate student to serve for a term of one year, beginning 1 July and ending the following 30 June. The term is renewable for two consecutive terms. This position was advertised in the GSA Newsletter on July 3, 2014 and the deadline for nominations was June 17, 2013 at 12:00 PM (Noon). Three bios and resumes were received. **Svitlana Panenko (PhD Modern Language and Cultural Studies) was elected to serve on this committee.**

5) ONECard Student Advisory Group

This advisory group requires one graduate student-at-large representative. This position was advertised through the GSA newsletter and website on June 24, 2013. The deadline for applications was Wednesday July 10, 2013. Three applications were received. The NoC will review all applications and elect a representative.

6) Faculty of Medicine and Dentistry Medical Sciences Library Committee

This committee requires one graduate student representative enrolled in a graduate program in the Faculty of Medicine and Dentistry involved in basic sciences research. This position was advertised through the GSA newsletter and website on June 24, 2013. The deadline for applications was Wednesday July 10, 2013. No applications were received, so the GSA Nominating Committee will begin a proactive search for a representative.

7) Animal Care and Use Committee: Health Sciences

There are three positions for graduate students on the Animal Care and Use Committee, which were advertised through the GSA newsletter and website on July 8, 2013. **Representatives must be a current animal user on an approved protocol associated with the respective Animal Care and Use Committee (Health Sciences).** The deadline for applications is Wednesday July 24, 2013.

**GSA President
Report to Council**

To: GSA Council
From: Brent Epperson, President
Date: July 11, 2013

Dear Colleagues,

June 17-June 27 GSA Forums on Graduate Student Tuition and Fees:

- Between June 17 and June 27, the GSA held tuition and fee forums with each faculty as well as follow-up forums with several departmental GSAs. At these forums, the GSA explained the differences between graduate student tuition, international differential tuition, market modifiers, and mandatory non-instructional fees (MNIFs), all of which are currently being considered by the University of Alberta administration. Written feedback from these forums is being included in a detailed report for the University of Alberta administration, a likely presentation to the Board of Governors, and possibly the Minister of Enterprise and Advanced Education. The report will be completed in August.

June 17 Auditor Meeting:

- I met with the GSA's external auditor, Tom Gee, and the GSA management team to discuss the GSA audit. I was satisfied by the discussion at this meeting. Audit is a separate information item on the GSA Council agenda.

June 18 Meeting with Dean Robinson:

- GSA VPA Colin More and I met with Dean Robinson. We discussed the early alert program, graduate student mental health, and prayer space on campus.

June 20 Centre for Public Involvement Launch:

- I attended the Centre for Public Involvement launch on behalf of the GSA. The centre is a joint effort between the City of Edmonton and the University of Alberta. There will be a follow-up meeting with the Centre's Executive Director, Fiona Cavanagh, about the possibility of future paid internships for graduate students.

June 21 Board of Governors:

- I attended the Board of Governors meeting. I have nothing to report on the open session that adds to the public minutes.

June 21 lunch with Bill Connor, Provost's Office:

- GSA VPA Colin More and I had lunch with Bill Connor from the Provost's Office. We discussed the GSA's agenda for the year.

June 24 Meeting with Dean Shirvani:

- GSA VPA Colin More and I met with Dean Shirvani. We discussed registration for graduate students on FGSR approved leaves of absence and GSA elected officials. We also discussed the financial aid task force and GSA tuition and fee forums.

June 24 Lunch with Dean and Management of the Faculty of Physical Education and Recreation:

- The GSA Elected officials attended a lunch with the Dean and management of the Faculty of Physical Education and Recreation and the SU elected officials. The lunch was an opportunity to get to know one another and briefly summarize student priorities for the year.

June 26 Breakfast with VP Don Hickey and Facilities and Operations Management:

- The GSA Elected officials attended a breakfast with VP Don Hickey and the F & O management team. The breakfast was an opportunity to get to know one another and briefly summarize student priorities for the year. We discussed graduate student priorities such as more flexible rental contracts, building maintenance, and better snow removal at Michener Park.

June 26 Provost's Fellow Advisory Group on Supervision:

- I attended the group meeting with GSA VPL Monty Bal and GSA VPA Colin More. We reviewed and discussed drafts of the first 2 sections of the report on supervision.

July 5-7 AGC Transition

- I attended the AGC transition meeting in Calgary on behalf of the GSA. This item will be discussed in closed session.

July 8 Meeting with President Samarasekera:

- I met with President Samarasekera to discuss the GSA elected officials' platform and priorities for the year.

July 10 Lunch with VP Clark and VP Babiuk:

- The GSA Elected officials had lunch with U of A VP Clark and VP Babiuk. We discussed graduate student tuition and fees as well as GSA concerns about indirect cost recovery. The discussion was fruitful. GSA VPL Bal will follow up with VP Babiuk for further clarification. VP Clark will respond to graduate student questions on indirect costs at GSA Council at a later date, likely with Acting Provost Ferguson-Pell.

Closed Session Remarks:

- The Alberta Graduate Council (AGC) retreat July 5-7 and the future of advocacy in the province.
- Meeting with President Samarasekera, July 8 and implications for our platform priorities.

Please find below a list of meetings I attended between June 13, 2013 and July 11, 2013:

June 17	Meeting with SU President
June 17	Arts Tuition Forum
June 17	Meeting with Auditor
June 17	Engineering Tuition Forum
June 17	Health Sciences Tuition Forum
June 17	GSA Council
June 18	Campus St. Jean, Extension, Native Studies Tuition Forum
June 18	Business, Law Tuition Forum
June 18	ALES Tuition Forum
June 18	Meeting with Dean of Students
June 18	Joint GSA Board/BFC Meeting
June 20	Board of Governors Orientation
June 20	Education and LIS Tuition Forum
June 20	Physical Education and Recreation Tuition Forum
June 20	Centre for Public Involvement Launch
June 21	Board of Governors Meeting
June 21	Meeting with Vice-Provost Academic Programs and Instruction
June 21	Health and Dental App Demonstration
June 24	Meeting with Faculty of Physical Education and Recreation
June 24	Meeting with Dean of FGSR
June 24	Meeting with University Governor
June 26	Meeting with Facilities and Operations Executive
June 26	Provost's Fellow Advisory Committee on Supervision
June 26	GSA Board Meeting
June 27	Meeting with Student re: Tuition
June 27	Meeting with Department re: Tuition
July 5-7	AGC Transition

**GSA Board
Report to Council**

To: GSA Council

From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Courtney Thomas, Associate Director

Date: July 10, 2013

The Board reports regularly to Council by listing its agenda items, motions/agreements, and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. The President, Vice-Presidents, Director of Operations, Associate Director, Financial Manager, and I will be happy to answer any questions or provide more information at the Council meeting.

05 June, 2013 GSA Board Meeting

Main Agenda Items:

Graduate student forums on tuition; pre-report on audit; AGC operational policy and voting structure; travel expenses associated with attendance at AGC-related meeting in Calgary; URPC; convocation; ECV construction; *and* GFC.

Motions and Agreements:

Board Members **AGREED** that the subject line of the forum invitation email would mention a possible tuition increase and mandatory non-instructional fees (MNIFs).

Board Members **AGREED** to make item 5.0-5.1 **CONFIDENTIAL**.

19 June, 2013 Joint GSA Board/GSA Budget and Finance Committee Meeting

Main Agenda Items:

Provincial advocacy campaign; GFC CLRC; audited financial statements; budget and expenditure (quarterly) report; AGC operational policy and voting structure; *and* meeting with Frank.

Motions and Agreements:

BE **MOVED** that the GSA Board **approve** the 2012-2013 GSA Audited Financial Statements and forward the GSA 2012-2013 Audited Financial Statements to GSA Council for information. Seconded HaH.

CARRIED UNANIMOUSLY.

BE **MOVED** that the GSA Board **receive for information and forward to Council** (for information) the GSA 2012-2013 Budget and Expenditure (Quarterly) Report (pages 4.1-4.2 of the material before members). Seconded HaH. **CARRIED UNANIMOUSLY.**

Board Members **AGREED** with the proposed changes to AGC voting structure, with some reservations.

26 June, 2013 GSA Board Meeting

Main Agenda Items:

Changes to GSA Board Policy on presence in the media and social media; Centre for Skills and post-Secondary Education; travel expenses associated with attendance at CASA policy conference in

Lethbridge; Centre for Public Involvement launch; meeting with Mazi; Leadership College; Stand Up for Edmonton event; *and* RBAC.

Motions and Agreements:

BE **MOVED** that the GSA Board **approve** the proposed revisions to the GSA Board Policy Manual, as outlined in the attached triple column, for immediate inclusion. Seconded HaH. **CARRIED** unanimously.

Board Members **AGREED** that they would send feedback regarding the Conference Board of Canada report to BE today.

**GSA Budget and Finance Committee
Report to Council**

To: GSA Council
From: Brent Epperson, President and Chair of BFC
Date: July 10, 2013

Dear Colleagues,

The GSA BFC met on June 19, 2013 (a joint meeting with the GSA Board) to discuss and BFC receive for information the 2012-2013 GSA Audited Financial Statements. The GSA BFC also reviewed and discussed the GSA 2012-2013 Budget and Expenditure (Quarterly) Report. Both of these items are currently before Council. During the June 19, 2013 joint GSAB/BFC meeting, the GSA BFC discussed the elements needed to ensure a robust GSA over time and provided relevant advice.

I would be happy to report further orally.

Respectfully,
Brent Epperson, GSA President

**Vice-President Academic
Report to Council**

To: GSA Council
From: Colin More, VPA
Date: July 11, 2013

Dear Colleagues,

I hope you're all dodging enough of the rain to be having a great summer! With so many festivals to attend, mountains to climb, and road trips to take, it's a pity I still have to do a Ph.D.

The past month for me has been mostly taken up by advocacy, both internal and external. Internally, we continue to follow the effects of the provincial budget closely. While administration is hoping the cuts can be spread over three years, there are indications that the province may allow them only two. This would mean enormous cuts in the 2014-15 budget, meaning further impacts on graduate students, and overall "quality" and "excellence", beyond that which we've already seen.

Another important internal development is the formation by the University President, Dr. Indira Samarasekera, of an **advisory committee to review the state of the General Faculties Council (GFC)** -- one of two main bodies involved in University governance. The President feels that too many executive functions have joined the main legislative functions of the GFC. Therefore, the purpose of her advisory committee is to clarify which functions fall under each category, with the overall goal of streamlining governance. While this isn't necessarily a bad idea, the GSA does have concerns with how the committee is being formed and operated. In concert with the Students' Union, we have managed to get student representation on the committee, but we continue to maintain a close watch on its operation.

Externally, the GSA continues to explore opportunities for national representation. Several weeks ago I attended the **Canadian Alliance of Student Associations (CASA)**'s policy-making week in Lethbridge as an observer. While CASA is, in my opinion, a well-run organization, joining a national group is a large commitment in terms of both finances and human capital. Discussion on this matter will continue throughout the year.

Good luck with your studies for the rest of the summer, and hopefully you find the time to have at least a little fun in the process!

Sincerely,

Colin More
GSA VP Academic 2013-2014

Please find below a list of meetings I attended between June 13, 2013 and July 11, 2013:

June 17	Arts Tuition Forum
June 17	Engineering Tuition Forum
June 17	Health Sciences Tuition Forum
June 17	GSA Council

June 18	Campus St. Jean, Extension, Native Studies Tuition Forum
June 18	Business, Law Tuition Forum
June 18	ALES Tuition Forum
June 18	Meeting with Dean of Students
June 19	Joint GSA Board/BFC Meeting
June 20	GFC Replenishment Committee Meeting
June 20	Science Tuition Forum
June 21	Board of Governors Open Session
June 21	Health and Dental App Demonstration
June 24	Meeting with Faculty of Physical Education and Recreation
June 24	Meeting with Dean of FGSR
June 26	GSA Board Meeting
June 26	Meeting with SU VP Academic
June 27-30	CASA Policy Formation Conference

**Vice-President Student Services
Report to Council**

To: GSA Council
From: Megha Bajaj, VPSS
Date: July 11, 2013

Dear Colleagues,

Hope you are having a great summer so far. First of all I would like to thank you and other graduate students in various departments across campus that attended the **tuition forums**. I think we had a good discussion in the forums and got excellent feedback on the proposed tuition and fee increase from all the students.

The GSA office is currently working towards planning the **GSA fall orientation** scheduled for August 29th and other **departmental orientations**, which will be happening in late August and September.

Below are some of the key points from the meetings I attended since last council:

- In the **U-Pass Admin meeting**, the issue of **graduate students on approved leave** and their access to U-Pass was discussed. It was discussed that a **zero credit - zero cost course** should be created for graduate students who are on approved leave that would **allow them to maintain access to University services such as the Health Centre, gym, U-Pass, etc.** (students will be charged fee for these services when they are on approved leave, however there will be an option to opt-out of these services for students who are not in the area during approved leave or who do not wish to use these services).
- In the **Facilities and Operations executive breakfast**, we raised a number of issues involving the University residences. I initiated a discussion on the GSA's concerns over substantial completion of **89th Avenue housing** and snow removal in winters in Michener Park. We believe that communication with graduate students moving into the 89th Avenue residences is critical. From our discussions it seems like Residence Services and Facilities and Operations are making efforts to update incoming students about the progress on the residences' construction. Apparently Facilities and Operations executives were not aware of the **snow removal issue in Michener Park** and were surprised when I raised this issue. They have assured us that this problem of snow not being removed will be addressed this year. The GSA will be keeping a close eye on this and will be following up with Facilities and Operations on this issue later this year.

Sincerely,
Megha Bajaj

Please find below a list of meetings I attended between June 13, 2013 and July 11, 2013:

June 17	Health Sciences Tuition Forum
---------	-------------------------------

12.1

June 17	GSA Council
June 18	Campus Open Space Master Plan Advisory Committee
June 18	ALES Tuition Forum
June 20	U-Pass Administration Meeting
June 20	Education and LIS Tuition Forum
June 20	Science Tuition Forum
June 21	Board of Governors Open Session
June 21	Health and Dental App Demonstration
June 24	Meeting with Faculty of Physical Education and Recreation
June 26	Meeting with Facilities and Operations Executive
June 26	GSA Board Meeting
June 27	Meeting with Lindsey Rose from FGSR
June 28	Meeting with Student
July 2	Student Financial Aid Task Force

**GSA Vice President Student Life
Report to Council**

To: GSA Council

From: Hasin Haroon, VPSL

Date: July 11, 2013

Dear Colleagues,

I hope this report finds you all in the best of health. Over the past month the main focus at the GSA has been trying to piece together the information regarding the potential tuition hike for graduate students. **The tuition forums held by the GSA were very successful and several departments sent in great letters full of anecdotal evidence of how these potential increases would affect our graduate student colleagues.**

Otherwise my GSA month has been rather uneventful (as summer months often are), other than a visit from my parents, who sadly left this morning.

Once again, I look forward to seeing you all in Council.

Sincerely,

Hasin Haroon

Please find below a list of meetings I attended between June 13, 2013 and July 11, 2013:

June 17	Arts Tuition Forum
June 17	Engineering Tuition Forum
June 17	Health Sciences Tuition Forum
June 17	GSA Council
June 18	Campus St. Jean, Extension, Native Studies Tuition Forum
June 18	Business, Law Tuition Forum
June 18	ALES Tuition Forum
June 18	Joint GSA Board/BFC Meeting
June 20	Physical Education and Recreation Tuition Forum
June 21	Health and Dental App Demonstration
June 24	Meeting with Faculty of Physical Education and Recreation
June 25	Residence Budget Advisory Committee
June 26	Meeting with Facilities and Operations Executive
June 26	GSA Board Meeting
June 27	Meeting with Student Group re: Tuition

**Vice-President Labour
Report to Council**

To: GSA Council
From: Monty Bal, VPL
Date: July 11, 2013

Dear Colleagues,

I attended a number of meetings since last GSA Council. Below are highlights from some of these meetings in chronological order.

Stand up for Edmonton:

This was conference set up by undergrads from the University of Alberta, which brought together a number of important figures from the University and the wider community. Many of the panels sought to highlight the importance of the UofA to Edmonton, mostly formulated through an economic rationality. **There was a discussion on how the UofA can better sell itself in the community and what type of message/story we want to tell.** The discourse was generally neoliberal in nature, and didn't really speak to understanding post-secondary education as a public good. It would be nice to see more grad students participate in forums like this when the opportunity comes up, so I urge all of you to keep your eyes peeled and join the conversation whenever you have the opportunity to participate.

Provost's Fellow Advisory Group:

This meeting was to discuss the working paper that Dr. Naomi Krogman is preparing with regards to **supervisory best practices and the general state of graduate studies at the U of A.** As this report is still a work in progress, we were working on the first draft and we still can provide input, so if there are any pressing concerns you'd like to raise about the supervisory relation please let us know. We stressed to Dr. Krogman that as this project was initiated prior to the current budget cuts, it was essential to recognize the new climate and that there was a need to address the current problems faced by graduate students, specifically international students.

Integrated Budget and Planning

This meeting was an effort to acclimate the new executives of the GSA, NASA and AASUA to the process of budget creation and actually understanding the budget. Key aspect of budget creation for graduate students will be the tuition fee issues which will involve consultation with the GSA and hopefully wider consultation through town hall forums with the wider graduate body. **Due to the fast-paced, constantly changing nature of guidance received from the government, we at the GSA will have to work hard to make sure that corners aren't cut with respect to the consultation process.** We also heard that the dispensation from the government to get a 3 years to deal with the debt may not pan out and the U of A might have to balance it's books within a 2 year period. If this is in fact the case, this will definitely put a lot of added pressure on the graduate student body and we'll be on top of all this to ensure that your interests are well represented.

In relation to this, as this is a period where the issue of budgeting is so central to decisions made at the U of A, I would urge all of you, if you have any free time to read up on some of the budgetary documents. This is especially useful for those of you who are from faculties which deal with these types

of financial documents, the more trained critical eyes we have on these documents the better we can frame our arguments moving forward.

Additionally, I have some more concrete information about the **issue of indirect cost recovery** at the U of A. Last Council meeting, I stated that the indirect cost recovery could be as much as \$3 million for every 1% in indirect costs recovered, this was one of the numbers we had heard floating around. I further discussed this issue at some of the forums we've been having with faculties and said that we would try to get more details on the issue from the VP Finance and VP Research. At our meeting with Phyllis Clarke and Lorne Babiuk last Thursday, we received some of the numbers we had asked for. The current university research revenue stands at about \$500 million. Of this, we receive about \$200 million from the federal government, \$100 million from the provincial government and \$200 million from industry partners. **With respect to indirect cost recovery for each of these categories, the university receives about 18.5% from the federal government.** However, the university only receives 1.5% from the remaining \$300 million. The goal of the university has been 20%, which is still on the low end considering our competitor institutions. Due to this, every year the university received 1.5%, there has been a loss of revenue of about \$18 million. Lorne Babiuk informed us that this was due to a "cultural" problem at the university, as principle instructors and researchers often do not ask for the indirect costs. However, there has been a recent effort to ensure that they do so in the future. I highlight how for students, this is a major concern as this loss and subsidization of corporations has now potentially been passed on to students in the shape of potential tuition increases. We will keep the pressure on administration with respect to this issue and will provide you with any additional information we might receive.

Finally, it has come to my attention that many of the labour cases we get regarding the TA/RA contracts are brought after the contract are signed. This puts a lot of limitations on what we can do to represent you effectively, especially if you believe the contract does not accurately reflect your employment relationship. In order to mitigate these problems **I would strongly urge all of you to come to us before you sign your contract if you have any concerns.** It is essential that you contact us if you have any labour related issues as we don't necessarily know the types of problems you might be facing at your specific faculty, the earlier you notify us the better. This way, we can try to rectify any issues before you've entered into the contract.

Thanks,
Simarjit S. Bal (Monty)

Please find below a list of meetings I attended between June 13, 2013 and July 11, 2013:

June 17	Arts Tuition Forum
June 17	Engineering Tuition Forum
June 17	Health Sciences Tuition Forum
June 17	GSA Council
June 18	Campus St. Jean, Extension, Native Studies Tuition Forum
June 18	Business, Law Tuition Forum
June 18	ALES Tuition Forum
June 19	Joint GSA Board/BFC Meeting
June 20	Education and LIS Tuition Forum

June 20	Physical Education and Recreation Tuition Forum
June 20	GFC Replenishment Committee Meeting
June 20	Science Tuition Forum
June 21	Health and Dental App Demonstration
June 22	Stand up for Edmonton Event
June 24	Meeting with Faculty of Physical Education and Recreation
June 26	Meeting with Facilities and Operations Executive
June 26	Provost's Fellow Advisory Committee on Supervision
June 26	GSA Board Meeting

**GSA Executive Director
Report to Council**

To: GSA Council
From: Ellen Schoeck, Executive Director
Date: July 12, 2013

Dear Council,

Big thanks to the 12+ Councilors who soaked up Budget/ Audit 101 on July 11. We discussed how budget and its component of human resource dollars should drive the Strategic Plan developed by your elected officials and received by Council. Numbers are just numbers unless they relate to what an organization wishes to achieve. Thus my focus in this report on the financial and advocacy health of the GSA.

Our financial health is excellent. Our ratio of assets to liabilities is excellent. We have a positive balance!!

The 2012-2013 audit and the quarterly financial reports show that the GSA has evolved in three years from an organization with no infrastructure (as our Auditor, Tom Gee, phrased it in 2009, “a house without plumbing and wiring”) into one with a **realistic budget/financial plan, modernized systems and stable, productive staff**. Your duty is to partner with the elected officials and management to ensure that the GSA remains this robust over time. The table below provides just five measures of success since 2009-10:

2010	2012-13
Recurring cash flow problems related to the timing of collection of student fees (the GSA is a fees-driven organization).	U of A Financial Services now has faith in us and is <i>advancing</i> our fees (instead of collecting in arrears). We now have no cash flow issues and operations can continue uninterrupted – this is indicative of the GSA’s reputation for excellent fiscal management.
No CA.	A CA, Shirley Ball, and Financial Manager, Dorte Sheikh, were hired in 2011. Our finances are state-of- the- art
Continuous staff turnover; lack of professional management. In 2010, no staff had stayed at the GSA longer than one year; GM quit. Three VPs on leave.	Staff positions are now benchmarked and the GSA retains a talented, dedicated and cross-trained staff. Management positions are benchmarked; a succession plan is in place. Early call for talent instituted.
High legal fees.	Now reduced from c \$80K to c\$20 K.
Few requests for external grants and sponsorships.	The GSA now regularly receives requests from an array of groups across campus to sponsor events – this is an indicator of the rising reputation of the GSA.

Detailed management reports to the weekly Board meetings are attached.

Ellen Schoeck, Executive Director
Heather Hogg, Director of Operations and Labour Professional
Courtney Thomas, Associate Director

Executive Director, Director of Operations, and Associate Director

Report to the GSA Board, June 19, 2013

Dear All,

Week in Review – Strategic:

The following have issues have dominated management’s attention in the past week:

- **Audit and Quarterly Financial Reports.**
- **Department Liaison Initiative.**
- **Budget letters and the provincial budget** (organizing forums with graduate students to discuss tuition, market modifiers, and MNIFs).
- **Review of elections policies and procedures** (in consultation with the outgoing CRO).
- **GSA Awards** (thinking about streamlining awards has led to a review of current policy and concrete suggestions/plans for improvement).
- **Fall Orientation and the GSA Agenda** (planning, designing, developing a comprehensive rollout plan).
- **GSA Board Strategic Work Plan rollout.**
- **GSA Grants** (gathering historical data and preparing for a major review of policy).

Week in Review – Office Operations:

- Preparation of **2013-2014 GSA Agenda/Handbook** and assisting with the **planning of Fall Orientation.**
- Assisting with the **Department Liaison Initiative**, the SWP rollout, and **grants data collection.**
- Ongoing work associated with **filling various vacancies.**
- Aiding with the set up of the **GSA’s social media presence.**
- Assisting with the review of **elections policies and procedures.**
- **GSA Media Tracker.**
- Assisting with **Council.**

**Executive Director, Director of Operations, and Associate Director
Report to the GSA Board, June 26, 2013**

Dear All,

Week in Review – Strategic:

The following have issues have dominated management's attention in the past week:

- **Department Liaison Initiative.**
- **Tuition** (forums with graduate students to discuss tuition, market modifiers, and MNIFs).
- **Budget letters and the provincial budget.**
- **GSA Awards** (thinking about streamlining awards has led to a review of current policy and concrete suggestions/plans for improvement are being developed).
- **Fall Orientation and the GSA Agenda/Handbook** (planning, designing, developing a comprehensive rollout plan).
- **GSA Board Strategic Work Plan rollout** (circulated with cover letters to stakeholders across campus).
- **GSA Grants** (gathering historical data and preparing for a major review of policy).
- **Social Media:** Facebook = 106 likes, Twitter = 52 followers.

Week in Review – Office Operations:

- Preparation of **2013-2014 GSA Agenda/Handbook** and assisting with the **planning of Fall Orientation.**
- Assisting with filling **vacancies on 8 committees** and **developing a Register of Committees.**
- Assisting with the **Department Liaison Initiative**, the SWP rollout, and **grants data collection.**
- **GSA Media Tracker.**
- Ongoing clean up and **organization of the GSA's hard copy files**, ensuring compliance with the GSA's Document Retention and Destruction schedule.
- Assisting with the scheduling of **tuition forums.**

**Executive Director, Director of Operations, and Associate Director
Report to the GSA Board, July 10, 2013**

Dear All,

Week in Review – Strategic:

The following have issues have dominated management's attention in the past week:

- **Department Liaison Initiative** (see attached report).

- **CASA follow-up (certified resolution** = a letter signed by an elected official stating the organization has resolved to pull out of membership. CASA needs this “official” statement in writing for audit purposes. It does not need to be witnessed by a notary public).
- **Tuition forum feedback** (numerous responses on the issues of tuition, market modifiers, and MNIFs have been received and are being collated).
- **GSA Awards** (thinking about streamlining Awards has led to a review of current policy and concrete suggestions/plans for improvement are being developed).
- **Fall Orientation and the GSA Agenda/Handbook** (planning, designing, developing a comprehensive rollout plan).
- **GSA Grants** (historical data has been gathered and a major review of policy is being planned).
- **Social Media:** Facebook = 117 likes, Twitter = 64 followers.

Week in Review – Office Operations:

- Preparation of **2013-2014 GSA Agenda/Handbook** and assisting with the **planning of Fall Orientation**.
- Assisting with the **Department Liaison Initiative**, the SWP rollout, and **grants data collection**.
- **GSA Media Tracker**.
- Ongoing clean up and **organization of the GSA’s hard copy files**, ensuring compliance with the GSA’s Document Retention and Destruction schedule.
- Assisting with collecting feedback from the tuition forums.