To: GSA Council  
From: Courtney Thomas  
Date: 18 June 2021

Dear GSA Council Members,

The GSA’s fiscal year ended on 31 March 2020, we are in the process of finalizing our annual audit. The audit, as well the preparation of the first term’s budget and expenditure financial report of our new fiscal year, will be completed this month, in advance of a meeting of the GSA Budget and Finance Committee on 29 June to review and discuss these items before they come forward to GSA Council in July. The GSA’s audited financial statements will then proceed onward to the University Board of Governors, as per the requirements of the Post-Secondary Learning Act.

An important element of the GSA’s annual audit is a review of our various corporate documents. As a separate corporation from the University, we are the signatories to multiple contracts, agreements, memorandums of understanding, etc. In advance of the audit coming forward to GSA Council next month, I have included the below list of all of the documents that define us as a corporate entity and which are constantly monitored by the staff team.

Aside from focusing on the preparation of these various financial pieces, the GSA staff team has been engaged over the past month with preparing for a potential return to in-person work sometime in August (it is likely that meetings involving more than 4-5 people, including GSA Council meetings and GSA Standing Committee meetings, will remain online for the fall term – please see the last of my weekly reports to the GSA Board, included below, for more on this), preparing for the annual production of the GSA planner, supporting the work of the Directly-Elected Officers (particularly as they develop the 2021-2022 GSA Board Strategic Work Plan), assisting the Vice-President Labour with initiatives related to the GSA’s role as a trade union, and preparing material for the GSA’s suite of online orientation programming for the fall.

My weekly reports to the GSA Board are attached (pages 20.4-20.10) and, as always, I am happy to answer any questions.

Best,

Courtney Thomas, Executive Director

### Documents that Define the GSA as a Corporate Entity

<table>
<thead>
<tr>
<th>NAME</th>
<th>SUMMARY</th>
<th>STATUS</th>
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<tbody>
<tr>
<td><strong>Agreements with Expiry Dates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Student Assistantship Collective Agreement</td>
<td>Sets out terms and conditions for graduate students serving as GTAs, GRAs, and GRAFs.</td>
<td>Current agreement with the Board of Governors expired 31 August 2018, a new agreement with a term ending 31 August 2020 was ratified by both parties in December 2019.</td>
</tr>
<tr>
<td>Agreement re GSSF</td>
<td>MoU that provides for funding allocations to the GSA for the GSSF.</td>
<td>Support from the University confirmed annually in advance of 31 March for the</td>
</tr>
<tr>
<td>Agreement/Program</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Graduate Student Assistance Program (GSAP)</td>
<td>Provides for a wide range of personal counselling.</td>
<td>Referenda held in 2009 and 2021; originally signed 31 December 2010 for a 2-year period with the possibility of four 2-year extensions; reviewed and re-signed in August 2013. Dependents added in December 2013. Current agreement expired 31 December 2014 but is described by Administration as a rolling plan. Reviewed annually. Support from the University confirmed annually in advance of 31 March for the upcoming fiscal year with the remainder paid by graduate students pursuant to a referendum vote.</td>
</tr>
<tr>
<td>Health and Dental Agreement with Studentcare</td>
<td>Provides for Health and Dental Plan.</td>
<td>Provider changed in 2012. Re-signed in 2014 and 2020. Current agreement expires 31 August 2025. Service levels, claims, etc are reviewed annually.</td>
</tr>
<tr>
<td>North Power Plant and Dewey’s</td>
<td>2009 Memorandum of Agreement with the Students’ Union regarding the operation of Dewey’s.</td>
<td>Expired August 2012 - conversations about use of space are ongoing.</td>
</tr>
<tr>
<td></td>
<td>2010 Memorandum of Understanding with the U of A for use of North Power Plant Space for the Tory Building decant.</td>
<td>No Expiration - conversation regarding Dewey’s/NPP ongoing as part of this MoU.</td>
</tr>
<tr>
<td></td>
<td>1997 Memorandum of Agreement with the U of A guaranteeing graduate social space in North Power Plant or at another location; 2004 Letter of Confirmation on this MoU from the Dean of Students. The space includes the current sustainability offices.</td>
<td>No Expiration - conversation regarding Dewey’s/NPP ongoing as part of this MoA.</td>
</tr>
<tr>
<td>TDIMM</td>
<td>Provides for group auto and home insurance as well as some funding for GSA events and the TD Student Service Award (given out at GSA Awards Night).</td>
<td>Renewed in 2016 and 2021 for a period of 5 years. Current agreement expires 31 August 2026.</td>
</tr>
<tr>
<td>Triffo Hall Lease</td>
<td>Detailed lease covering Triffo Hall office space.</td>
<td>First-ever lease was signed in June 2011; 5-year term, four renewals (three now expiring)</td>
</tr>
<tr>
<td>NAME</td>
<td>SUMMARY</td>
<td>STATUS</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
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<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Kids and Company</td>
<td>Cost-sharing arrangement with the Students' Union to provide access to childcare facilities around the city for students.</td>
<td>Signed in March 2021 for a one-year. Current agreement expires in 2022.</td>
</tr>
<tr>
<td>GSA Indigenous Graduate Student Award</td>
<td>Governs an annual award of $750 for an Indigenous graduate student, as adjudicated by First Peoples’ House.</td>
<td>Renewed every six years (next renewal will be in 2027).</td>
</tr>
</tbody>
</table>

### Agreements with No Expiry Dates (Ongoing)

<table>
<thead>
<tr>
<th>NAME</th>
<th>SUMMARY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATB Financial Banking</td>
<td>Operating account.</td>
<td>Switched from BMO to ATB in May 2016 (as they also manage the GSA’s investments). Signing authorities reviewed/updated annually.</td>
</tr>
<tr>
<td>ATB Financial Investments</td>
<td>GICs, investments.</td>
<td>Agreement was signed on 11 April 2016. Reviewed regularly.</td>
</tr>
<tr>
<td>Career Centre and Student Success Centre Agreements</td>
<td>Provides for subsidy of certain Career Centre and Student Success Centre courses for grad students.</td>
<td>Annual subsidy of $12,000 (increased in 2017-2018 budget, 2019-2020 budget, and 2020-2021 budget). Reviewed annually.</td>
</tr>
<tr>
<td>Ceridian (Payroll)</td>
<td>GSA staff and elected officials are paid by direct deposit.</td>
<td>Outsourcing is cheaper/more efficient than in-house production of cheques. Agreement signed 30 May 2011.</td>
</tr>
<tr>
<td>Info Sharing with Studentcare and University</td>
<td>Allows Studentcare access to specified graduate student personal information for strictly defined purposes regarding the GSA’s Health and Dental Plan.</td>
<td>Reviewed with the U of A Privacy Officer and Studentcare in 2012 and new agreement signed on 3 May 2013. GSA to give notice of 6 months if wanting to terminate.</td>
</tr>
<tr>
<td>PAW Centre</td>
<td>Sets out terms of operation of PAW. SU also a signatory to the Agreement.</td>
<td>Referendum held, agreement signed in April 2012.</td>
</tr>
<tr>
<td>NAME</td>
<td>SUMMARY</td>
<td>STATUS</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PAW Centre Leased Space</td>
<td>Sets out terms of rights and obligations of SU and GSA with respect to the leased space in PAW.</td>
<td>Negotiated business terms with SU concerning the food vendor space (currently occupied by Chopped Leaf until September 2024, following the negotiation of their lease in 2019) – agreement concerning the leased space signed in April 2017. <em>Reviewed annually.</em></td>
</tr>
<tr>
<td>Personal Information Sharing Agreement with the U of A</td>
<td>Provides specified graduate student personal information for strictly defined purposes, e.g. emailing the newsletter, elections.</td>
<td>Signed in May 2013.</td>
</tr>
<tr>
<td>Student Connect (Office of the Registrar)</td>
<td>Administers the GSA’s Emergency Bursary program. GSA distributes funds.</td>
<td>2006 AEGS Memorandum of Settlement between GSA/BoG provides for establishment of emergency bursary program with terms of reference developed by GSA and “distributed through the University Bursary Program.”</td>
</tr>
<tr>
<td>Student Group Services</td>
<td>Outlines the responsibilities of the GSA and Student Group Services with respect to the registration and oversight of graduate student groups.</td>
<td>Developed in 2011 and redrafted in 2018. <em>Reviewed annually.</em></td>
</tr>
<tr>
<td>U of A Human Resources Direct Deposit</td>
<td>Provides for direct deposit through Bear Tracks of GSSF allocations to graduate students and T4A production by U of A.</td>
<td>Agreement negotiated in 2012. Major infrastructure change from cheque processing by GSA.</td>
</tr>
<tr>
<td>Western Archives</td>
<td>Provides secure shredding of GSA material once every two months.</td>
<td>Signed in July 2018 for a term of two years with automatic renewals annually after that. <em>Reviewed annually.</em></td>
</tr>
</tbody>
</table>

**Other Corporate Documents**

<table>
<thead>
<tr>
<th>NAME</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Audit (based on GSA Council-approved budget)</td>
<td>As a separate corporation from the University, we hire our own auditor. Requirement of the Post-Secondary Learning Act to provide audited financial statements to the Board of Governors annually.</td>
<td>Audit occurs annually in May/June. Audit field workers are typically on-site in late May/early June.</td>
</tr>
<tr>
<td>GSA Council Bylaw and Policy</td>
<td>Enabled by the Post-Secondary Learning Act. Sections pertaining to collective bargaining approved by the GSA Labour Relations Board as per the Labour Relations Code.</td>
<td>Reviewed regularly.</td>
</tr>
</tbody>
</table>
### 20.4

<table>
<thead>
<tr>
<th>Contract with ED/Letters of Appointment</th>
<th>Sets out terms of employment for administrative/professional staff.</th>
<th>The ED’s contract and other standard appointment letters for administrative/professional staff have been reviewed by our lawyers. Regular performance reviews conducted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referenda Master File</td>
<td>All referenda questions that actively impact graduate students (eg U-PASS, PAW Centre, GSAP, GSA Health and Dental Plan, etc).</td>
<td>Compiled and filed. Ongoing as referenda arise.</td>
</tr>
</tbody>
</table>

**Management Report to the GSA Board, 12 May 2021**

Management has been engaged with the following issues since the last GSA Board meeting on 5 May 2021:

**Strategic**

- Starting the drafting of the 2021-2022 GSA Board Strategic Work Plan and compiling the 2020-2021 Annual Report.
- Soliciting a legal opinion regarding the consultation mechanism around the proposed exceptional tuition increases (waiting for a draft).
- Finalizing details regarding the collection of the U-Pass fee with University administration.
- Discussing strategies for labour outreach with the Vice-President Labour.
- Preparing for ongoing conversations with the Students’ Union over the summer concerning how we will work with them with respect to the U-Pass program (distribution, processing of eligible opt-outs, etc) – arranging a preliminary meeting.
- Work associated with the Collective Agreement (advising individual graduate student workers and planning to share details of the recently ratified collective agreement on the website and via a Labour 101), developing revisions to GSA Bylaw and Policy concerning the existence of the GSA Labour Fund to ensure compliance with Bill 32 (have solicited legal review and will be further the proposal accordingly before it progresses to the GSA Labour Relations Committee for review), conversations with the University around collection and remittance of the due, developing revisions to GSA Bylaw and Policy to establish a steward network (selection of stewards, roles and responsibilities, training, etc), reviewing proposals with the Vice-President Labour, legal counsel, and the GSA Labour Relations Committee, and arranging for representatives of the Public Service Alliance of Canada to present to the GSA Labour Relations Committee concerning service agreements and resources that they offer.

**Operations**

- Grants processing, working with Student Group Services to navigate the new BearsDen platform, and preparing for the 14 May social event.
- Action associated with the recent GSA Council meeting.
- Beginning the development of the GSA planner for 2021-2022.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), the GSA Elections and Referenda Committee (advertised directly to GSA Council), the GSA Governance Committee (advertised directly to GSA Council), GSA Nominating Committee (advertised via the newsletter), the GSA Board (advertised directly to GSA Council), and the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), as well as opens positions for the GSA Senator, Speaker, Deputy Speaker, Chief Returning Officer, and Deputy Returning Officer (advertised via email), the replenishment of the General Faculties Council (advertised via the newsletter), and assisting with elections for the ALES Graduate Students’ Association (advertised via email to ALES graduate students), the Pharmacy Graduate Students’ Association (advertised via email to Pharmacy graduate
students), and the Indigenous Graduate Students’ Association (advertised via email to members of the Indigenous Graduate Students’ Association).

- Facebook = 1,702 likes (up 31 from 5 May) and 1,814 followers (up 6 from 5 May); Facebook posts reached 1925 users last week and our “post engagement” count was 452. Twitter = 1,185 followers (up 6 from 5 May); our tweets earned 580 “impressions” over the past week. Instagram = 630 followers (up 5 from 5 May); Instagram posts reached 2,400 users last week.

- GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

Management Report to the GSA Board, 19 May 2021

Management has been engaged with the following issues since the last GSA Board meeting on 12 May 2021:

**Strategic**

- Facilitating a town hall related to the 2021-2022 GSA Board Strategic Work Plan, as well as a survey of graduate students and a survey of GSA Council members, and starting the drafting of the 2021-2022 GSA Board Strategic Work Plan.

- Compiling the 2020-2021 Annual Report.

- Hosting various transition training sessions.

- Audit preparation and discussion of how much of the operating surplus from 2020-2021 can be transferred to the labour fund (the GSA Budget and Finance Committee will meet in June to further discuss and make a recommendation to GSA Council).

- Finalizing recommended changes to section Q of GSA Bylaw and Policy to incorporate a steward network and collection of a union due – the GSA Labour Relations Committee has recommended the proposed changes to GSA Council and they will appear for information at the GSA Board shortly.

- Preparing for ongoing conversations with the Students’ Union over the summer concerning how we will work with them with respect to the U-Pass program (distribution, processing of eligible opt-outs, etc) – a preliminary meeting has been arranged.

- Work associated with the Collective Agreement (advising individual graduate student workers and planning to share details of the recently ratified collective agreement on the website and via a Labour 101), conversations with the University around collection and remittance of the due, and arranging for representatives of the Public Service Alliance of Canada to present to the GSA Labour Relations Committee concerning service agreements and resources that they offer.

**Operations**

- Debriefing the 14 May social event, which was very well attended.

- Mailing out GSA Recognition Award certificates and President’s Citation plaques.

- Discussing changes to GSA Nominating Committee nomination forms and planning to develop recommendations for the committee to consider.

- Beginning the development of the GSA planner for 2021-2022 and forward planning for fall orientation.

- Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), the GSA Elections and Referenda Committee (advertised directly to GSA Council), the GSA Governance
Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), and the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), as well as opens positions for the GSA Senator, Speaker, Deputy Speaker, Chief Returning Officer, and Deputy Returning Officer (advertised via the newsletter), the replenishment of the General Faculties Council (advertised via the newsletter), and assisting with an election for the Pharmacy Graduate Students’ Association (advertised via email to Pharmacy graduate students).

- Facebook = 1,703 likes (up 1 from 12 May) and 1,815 followers (up 1 from 12 May); Facebook posts reached 393 users last week and our “post engagement” count was 32. Twitter = 1,188 followers (up 3 from 12 May); our tweets earned 725 “impressions” over the past week. Instagram = 631 followers (up 1 from 12 May); Instagram posts reached 151 users last week.

- GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

Management Report to the GSA Board, 26 May 2021

Management has been engaged with the following issues since the last GSA Board meeting on 19 May 2021:

**Strategic**

- Collating feedback related to the 2021-2022 GSA Board Strategic Work Plan collected via surveys of graduate students and GSA Council members, and starting the drafting of the 2021-2022 GSA Board Strategic Work Plan.

- Hosting various transition training sessions (including for Councillors-at-Large) and reading meeting materials going before various University governance bodies.

- Audit preparation and discussion of how much of the operating surplus from 2020-2021 can be transferred to the labour fund (pending review by the Vice-President Labour, the GSA Budget and Finance Committee will meet in June to further discuss and make a recommendation to GSA Council).

- Compiling the 2020-2021 Annual Report.

- Finalizing recommended changes to section Q of GSA Bylaw and Policy to incorporate a steward network and collection of a union due – the GSA Labour Relations Committee has recommended the proposed changes to GSA Council and they will appear for information at the GSA Board shortly.

- Initiating conversations with the Students’ Union concerning how we will work with them with respect to the U-Pass program (distribution, processing of eligible opt-outs, etc) – a preliminary meeting has been arranged for later today.

- Work associated with the Collective Agreement (advising individual graduate student workers and planning to share details of the recently ratified collective agreement on the website and via a Labour 101), conversations with the University around collection and remittance of the due, and debriefing a presentation by the Public Service Alliance of Canada to the GSA Labour Relations Committee concerning service agreements and resources that they offer (need to discuss follow up questions and similar potential arrangements with the Alberta Union of Provincial Employees, and possibly other unions).

**Operations**

- Grants processing.

- Tracking GSA Council attendance.

- Mailing out GSA Recognition Award certificates and President’s Citation plaques.
● Discussing changes to GSA Nominating Committee nomination forms and planning to develop recommendations for the committee to consider.

● Beginning the development of the GSA planner for 2021-2022 and forward planning for fall orientation.

● Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), the GSA Elections and Referenda Committee (advertised directly to GSA Council), the GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), and the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), as well as opens position for the GSA Senator, Speaker, Deputy Speaker, Chief Returning Officer, and Deputy Returning Officer (advertised via the newsletter), and the replenishment of the General Faculties Council (advertised via the newsletter), and the Green and Gold Grant Adjudication Committee (advertised via the newsletter).

● Facebook = 1,703 likes (up 1 from 19 May) and 1,815 followers (up 0 from 19 May); Facebook posts reached 169 users last week and our “post engagement” count was 32. Twitter = 1,187 followers (down 1 from 19 May); our tweets earned 1,400 “impressions” over the past week. Instagram = 635 followers (up 4 from 19 May); Instagram posts reached 4 users last week.

● GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

Management Report to the GSA Board, 2 June 2021

Management has been engaged with the following issues since the last GSA Board meeting on 26 May 2021:

Strategic

● Collating feedback related to the 2021-2022 GSA Board Strategic Work Plan collected via surveys of graduate students and GSA Council members, and circulating the 2021-2022 GSA Board Strategic Work Plan. The Plan, as well as a summary report on feedback received, will appear before the GSA Board on 23 June.

● Compiling the 2020-2021 Annual Report – will come before the GSA Board for review shortly.

● Hosting various transition training sessions.

● Audit preparation and discussion of how much of the operating surplus from 2020-2021 can be transferred to the labour fund (pending review by the Vice-President Labour, the GSA Budget and Finance Committee will meet in late June to further discuss and make a recommendation to GSA Council, as well as to review the audit and the first term financial statement of the new fiscal year).

● Work associated with the Collective Agreement (advising individual graduate student workers and planning to share details of the recently ratified collective agreement on the website and via a Labour 101 and supporting a meeting of the GSA Labour Relations Committee to discuss potential service agreements with an outside union).

Operations

● Grants processing.

● Tracking GSA Council attendance and forward planning for the annual remuneration process.

● Discussing changes to GSA Nominating Committee nomination forms and planning to develop recommendations for the committee to consider.
● Beginning the development of the GSA planner for 2021-2022 and forward planning for fall orientation.

● Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), the GSA Elections and Referenda Committee (advertised directly to GSA Council), the GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), and the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), as well as opens position for the GSA Senator, Speaker, Deputy Speaker, Chief Returning Officer, and Deputy Returning Officer (advertised via the newsletter), and the replenishment of the General Faculties Council (advertised via the newsletter), and the Green and Gold Grant Adjudication Committee (advertised via the newsletter).

● Facebook = 1,704 likes (up 1 from 24 May) and 1,815 followers (up 0 from 24 May); Facebook posts reached 417 users last week and our “post engagement” count was 47. Twitter = 1,190 followers (up 3 from 24 May); our tweets earned 541 “impressions” over the past week. Instagram = 635 followers (up 0 from 24 May); Instagram posts reached 5 users last week.

● GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

Management Report to the GSA Board, 9 June 2021

Management has been engaged with the following issues since the last GSA Board meeting on 2 June 2021:

Strategic

● Audit preparing and scheduling a meeting of the GSA Budget and Finance Committee to review the audit, the spring/summer term financial report, and to discuss how much of the GSA’s 2020-2021 operating budget surplus to transfer to the GSA labour fund.

● Researching growth and draw down scenarios of the GSA labour fund.

● Participating in the annual conference of the Association of Managers in Canadian College and University Student Centres (AMICCUS-C).

● Collating feedback related to the 2021-2022 GSA Board Strategic Work Plan collected via surveys of graduate students and GSA Council members, and updating the draft 2021-2022 GSA Board Strategic Work Plan to include feedback received from graduate students, as well as the Directly-Elected Officers. The draft Plan, as well as a summary report on feedback received, will appear before the GSA Board on 23 June.

● Compiling the 2020-2021 Annual Report – will come before the GSA Board for review shortly.

● Work associated with the Collective Agreement (advising individual graduate student workers and planning to share details of the recently ratified collective agreement on the website and via a Labour 101 in August/September and supporting a meeting of the GSA Labour Relations Committee to discuss potential service agreements with an outside union).

Operations

● Investigating the possibility of transitioning the office from a shared Google Drive to a Team Drive (discussions with IST, etc).

● Tracking GSA Council attendance and forward planning for the annual remuneration process.

● Discussing changes to GSA Nominating Committee nomination forms and planning to develop recommendations for the committee to consider.
● Beginning the development of the GSA planner for 2021-2022 and forward planning for fall orientation.

● Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), the GSA Elections and Referenda Committee (advertised directly to GSA Council), the GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), and the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), as well as opens position for the GSA Senator, Speaker, Deputy Speaker, Chief Returning Officer, and Deputy Returning Officer (advertised via the newsletter), and the replenishment of the General Faculties Council (advertised via the newsletter), and the Green and Gold Grant Adjudication Committee (advertised via the newsletter).

● Facebook = 1,691 likes (up 0 from 1 June) and 1,816 followers (up 1 from 1 June); Facebook posts reached 287 users last week and our “post engagement” count was 14. Twitter = 1,193 followers (up 3 from 1 June); our tweets earned 274 “impressions” over the past week. Instagram = 642 followers (up 7 from 1 June); Instagram posts reached 285 users last week.

● GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.

Management Report to the GSA Board, 16 June 2021

Management has been engaged with the following issues since the last GSA Board meeting on 9 June 2021:

**Strategic**

● Audit preparation.

● Forward planning for the reopening of the GSA office and a partial return to pre-pandemic operations (below is a very tentative list of some measures we are considering, based on what FGSR intends to do):

  o FGSR is planning to reopen around 16 August and the GSA office will look at doing the same

  o In order to accommodate graduate students not able to travel to Canada and those still desiring to minimize their contact with others (as well as recognizing the reality that we can’t ensure proper physical distancing in the GSA’s various meeting rooms if more than 4-5 people are in attendance), we will need to maintain the virtual front desk (even as the in-person version reopens) and continue to hold GSA Council and GSA standing committee meetings online

  o Whether smaller meetings (ie, between the Vice-President Labour, Associate Director, and graduate students, or the weekly management meetings with the President) will be in-person or online can be decided on an ad hoc basis based on participants’ preferences

  o Some staff may work occasionally from home based on whether the meetings they are scheduled into are online for the day, versus in-person (ie, if the GSA Board meeting is hosted online and then I have an online meeting in the afternoon, I may stay home for the day to avoid disruptions in the office, or if a staff member has a 3 hour shift on the virtual front desk they may opt to do that from home), this will likely be decided on an ad hoc basis and in regular consultation with the staff) – if a staff member is in the office and participating in online meetings, they will need to do so from the boardroom or another meeting room to avoid disrupting others in the office

  o We hope to work with FGSR to turn various unused spaces in the building into temporary bookable study spaces for graduate students dealing with a mixture of online and in-person classes who need temporary spaces to land on participants’ preferences

  o Staffing will need to be flexible in case someone catches a cold, is possibly exposed, etc and has to isolate and thus work from home – we may need to make some computer and software purchases to ensure each staff member has a fully functioning laptop (many of us took our desktops home and once we bring those in we won’t have the necessary equipment to work from home

● Compiling the 2020-2021 Annual Report, draft Board Strategic Work Plan (SWP), and a summary report of feedback related to the SWP – all come before the GSA Board for review shortly.
● Work associated with the Collective Agreement (advising individual graduate student workers, etc) and supporting a meeting of the GSA Labour Relations Committee to discuss potential service agreements with an outside union).

Operations

● Discussing changes to GSA Nominating Committee nomination forms and planning to develop recommendations for the committee to consider.

● Development of the GSA planner for 2021-2022 and forward planning for fall orientation, as well as starting the Council remuneration process.

● Supporting the work of the GSA Nominating Committee: vacancies on the GSA Appeals and Complaints Board (advertised directly to GSA Council), the GSA Elections and Referenda Committee (advertised directly to GSA Council), the GSA Governance Committee (advertised directly to GSA Council), the GSA Board (advertised directly to GSA Council), and the GSA Board/GSA Nominating Committee (advertised directly to GSA Council), as well as opens position for the GSA Senator, Speaker, Deputy Speaker, Chief Returning Officer, and Deputy Returning Officer (advertised via the newsletter).

● Facebook = 1,693 likes (up 2 from 8 June) and 1,818 followers (up 2 from 8 June); Facebook posts reached 24 users last week and our “post engagement” count was 2. Twitter = 1,197 followers (up 4 from 8 June); our tweets earned 379 “impressions” over the past week. Instagram = 643 followers (up 1 from 8 June); Instagram posts reached 11 users last week.

● GSA Academic Travel Grants = new funding period starts 1 July (not accepting applications for travel outside the province but online costs accepted); GSA Child Care Grants = new funding period starts 1 July; GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period starts 1 July. All funding continues to be closely monitored so we can direct it to where the most need is and funds not projected to be spent are being transferred to the University to dispense in the form of COVID-related supplementary bursaries for graduate students.