To: GSA Council  
From: Courtney Thomas and Julie Tanguay  
Date: September 15, 2017

Dear Council Colleagues,

Below is a snapshot of the GSA office staff that we regularly share with GSA Council so that members can learn more about who we are, our backgrounds, and what our jobs entail.

**GSA Administrative/Professional Staff**

**Courtney Thomas: Executive Director, BA Honours and MA History (U of A), PhD History and Renaissance Studies (Yale) (FT)**  
Courtney came to the GSA with three years’ experience working in U of A governance. After serving at the GSA as Director of Services and Governance for several years, Courtney was appointed Executive Director (ED), and as ED, she oversees the GSA staff, the GSA office, and the GSA’s corporate infrastructure. The GSA has a dynamic staff that regularly dissolves into problem-solving teams under Courtney’s direction. Her other direct responsibilities include the GSA’s corporate life; governance and fair process; finance (she heads the Financial Team); elections; and overseeing the Early Call for Talent and the annual transition of elected officials. She is the Coordinator of GSA Council and the GSA Board and oversees initiatives related to the GSA Board Strategic Work Plan.

**Heather Hogg: Director of Operations/Labour Professional, BA Political Science and History (Mount Allison) (PT)**  
Heather has 31 years U of A experience, including serving as Assistant Dean of the FGSR. At the GSA, Heather works with the VP Labour on issues related to the assistantship collective agreement and graduate student advocacy; serves as Privacy Officer; and deals with financial and human resources infrastructure as part of the team. From 2011-12 Heather was also the lead concerning Student Services. Heather also advises on matters of governance and fair process.

**Julie Tanguay: Associate Director, BA Psychology (Laval), LLB and JD (Université de Montréal) (FT)**  
Julie assists with the coordination of the GSA Board and other GSA standing committees. She supports GFC Caucus and FGSR Caucus, is involved with the processing of GSA grants, awards, and bursaries, and has oversight of nominating and elections processes. Julie utilizes her legal training to assist with the management of the GSA’s corporate documents, contracts, and agreements. She also works on the management of the GSA’s website and is the point person for GSA services, such as the Health and Dental Plan and the Graduate Student Assistant Program.

**Lisa Hareuther: Assistant Director, BA in Anthropology (U of A), MA Anthropology (SFU) (FT)**  
Lisa previously worked for the GSA for 3.5 years and came back to the GSA in 2017 after a two-year absence where she worked for ASET. Lisa assists with the coordination of GSA Council, as well as other GSA standing committees. She supports internal and external advocacy, represents the GSA on internal and external U-Pass committees along with the GSA Vice-President Student Services, and provides assistance on issues related to GSA services. Lisa works closely with other members of the GSA administrative/professional team to provide assistance and research as required for the GSA Directly-Elected Officers.

**Shirley Ball: Accountant, CPA (CA), Bachelor of Business Administration (PT) and Dorte Sheikh: Financial Manager, BA Anthropology (U of A) (PT)**  
Shirley has extensive experience with not-for-profits and is a key member of the Financial Team. Dorte has 33 years’ experience in the Registrar’s Office. She handles invoicing, payments, banking and payroll matters and is our expert on Smart Forms. Shirley and Dorte work on the GSA’s finances and budgets, financial reporting to GSA Council, and our annual external audit.
GSA Support Staff (represented by NASA with their own Collective Agreement)

Laura Hanon: Executive Coordinator and Communications Specialist, BFA (U of A), Bachelor of Applied Communications (MacEwan) (FT)
Laura has extensive experience in not-for-profit office administration, design, and marketing. At the GSA, Laura schedules GSA Directly-Elected Officers. She prepares agendas for weekly meetings with the President; is Secretary to the GSA Board; manages the information retrieval system; organizes the annual transition of elected officials; handles communications and social media, and prepares the weekly newsletter. She also deals with Front Desk enquiries.

Fiona Robertson: Outreach Coordinator, BA Anthropology (U of S), MA Anthropology (U of A) (FT)
Fiona gained administrative experience working in both a tax firm and a law firm before coming to the University of Alberta to begin a Masters degree in Anthropology. After completing her degree, Fiona worked for four years in the Faculty of Extension on a grant-funded community-based research project with Metis settlements. At the GSA, Fiona deals with awards, grants, and bursaries; plans and manage all GSA events; works with departmental GSAs; acts as a GSA Council Secretary; and deals with Front Desk enquiries.

Mahsa Toghrai: Nominating and Elections Specialist, BA Psychology (U of A) (FT)
Mahsa joined the GSA in August 2016 as the Nominating and Elections Specialist. Mahsa supports the GSA Nominating Committee, the Early Call for Talent, and the GSA Elections and Referenda Committee. She drafts materials related to elections and manages requests Administration for graduate representatives on committees, task forces, etc. Mahsa also deals with Front Desk enquiries.

As always, the detailed management reports submitted weekly to the Board are attached and we are happy to respond to any questions Councillors may have.

Best,
Courtney Thomas, Executive Director, and Julie Tanguay, Associate Director and Acting Executive Director
Management Report to the GSA Board, August 23, 2017

The following issues have dominated management’s attention in the two weeks since the last GSA Board meeting on August 16, 2017:

**Strategic**

- **Main Issues Dealt With in the Past Week:** Researching graduate student unions at other Canadian institutions and their Collective Agreement; work associated with changes to the Collective Agreement; researching exam deferrals and accommodation at other Canadian institutions; Council mailing; preparing for a GSA ERC meeting; drafting GSA reports to external committees forward planning for the 2018 GSA General Election and Early Call; and planning for Fall Orientation and Departmental Orientations (up to 41 requests).

- **Bylaw and Policy Review:** Follow up work associated with the GSA Nominating Committee’s recent review of GSA Policy on Nominating; follow up work on a ninth draft of potential proposed changes to GSA Bylaw and Policy on the Legal Defense Fund; and follow up work on a fifth draft of potential proposed changes to GSA Policy of Budget Principles, Practices, and Procedures (in advance of a GSA BFC meeting in September).

- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); and review of various group constitutions.

**Grants and Office Operations**

- Planning for fall events (including departmental orientations and Fall Orientation) and circulating 2017-2018 GSA Planners to departments.

- Supporting the work of the GSA Nominating Committee (Student Library Advisory Council, FGSR Council, GSA Appeals and Complaints Board, GSA Elections and Referenda Committee, and GSA Nominating Committee; election of the GSA Deputy Returning Officer and GSA Deputy Speaker; and development of a replenishment schedule).

- Transfer of content to Sitecore 3.

- Facebook = 1008 likes (up 23 from August 16); Facebook posts reached 714 users this week and our “post engagement” count was 72. Twitter = 768 followers (up 7 from August 16); our tweets earned 765 “impressions” over the last week.

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Management Report to the GSA Board, September 6, 2017

The following issues have dominated management’s attention in the two weeks since the last GSA Board meeting on August 23, 2017:

**Strategic**
- **Main Issues Dealt With in the Past Week:** Researching graduate student unions at other Canadian institutions and their Collective Agreement; work associated with changes to the Collective Agreement; Council mailing; drafting GSA reports to external committees; forward planning for the 2018 GSA General Election and Early Call; and Fall Orientation (340 graduate students attendees) and Departmental Orientations (next Friday is busy again).

- **Bylaw and Policy Review:** Follow up work on a ninth draft of potential proposed changes to GSA Bylaw and Policy on the Legal Defense Fund; and follow up work on a fifth draft of potential proposed changes to GSA Policy of Budget Principles, Practices, and Procedures (in advance of a GSA BFC meeting in September).

- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

**Grants and Office Operations**
- Departmental orientations and Fall Orientation.
- Receipt of applications for the Alberta Graduate Citizenship Award
- Supporting the work of the GSA Nominating Committee (FGSR Council, GSA Appeals and Complaints Board, GSA Elections and Referenda Committee, GSA Awards Selection Committee, and GSA Nominating Committee; election of the GSA Deputy Returning Officer and GSA Deputy Speaker; and development of a replenishment schedule).
- Transfer of content to Sitecore 3.
- Facebook = 1046 likes (up 38 from August 23); Facebook posts reached 892 users this week and our “post engagement” count was 697. Twitter = 782 followers (up 14 from August 23); our tweets earned 3,600 “impressions” over the last week.

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Management Report to the GSA Board, September 13, 2017

The following issues have dominated management’s attention in the two weeks since the last GSA Board meeting on September 6, 2017:

**Strategic**

- **Main Issues Dealt With in the Past Week:** Researching graduate student unions at other Canadian institutions and their Collective Agreement; work associated with changes to the Collective Agreement; planning the Fall Social Engagement; Council mailing; GSA FGSR Council Caucus; drafting GSA reports to external committees; follow-up work with Council remuneration; forward planning for the 2018 GSA General Election and Early Call; and Departmental Orientations.

- **Bylaw and Policy Review:** Follow up work on a ninth draft of potential proposed changes to GSA Bylaw and Policy on the Legal Defense Fund; and follow up work on a fifth draft of potential proposed changes to GSA Policy of Budget Principles, Practices, and Procedures (will be presented to GSA BFC on September 13).

- **Graduate Student Groups:** Ongoing strategizing related to residence associations; relationship building and maintenance with Student Group Services (revisiting an outdated MoU, etc); review with the Dean of Students of the Student Groups Policy and Procedures and review of various group constitutions.

**Grants and Office Operations**

- Departmental orientations.

- Receipt of applications for the Alberta Graduate Citizenship Award

- Supporting the work of the GSA Nominating Committee (FGSR Council, GSA Appeals and Complaints Board, GSA Elections and Referenda Committee, GSA Awards Selection Committee, and GSA Nominating Committee; and election of the GSA Deputy Returning Officer and GSA Deputy Speaker).

- Transfer of content to Sitecore 3.

- Facebook = 1049 likes (up 3 from September 6); Facebook posts reached 2,264 users this week and our “post engagement” count was 104. Twitter = 784 followers (up 2 from September 6); our tweets earned 2,200 “impressions” over the last week.

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