To: GSA Council  
From: Courtney Thomas and Julie Tanguay  
Date: January 19, 2018

Dear GSA Council Members,

I hope you all had restful and enjoyable holiday breaks. Below are a few highlights of the GSA office team’s work since the last report in December:

**GSA Events** – our winter orientation event took place on January 5, 2018 and over 60 graduate students attended (a significant increase over past years). The office team is now planning for a February grad student engagement event, GSA Awards Night in late March, and the continuation of GSA Coffee Breaks in the winter term.

**GSA Recognition Awards** – the nomination period opened on December 1, 2017 and closed on January 15, 2018. As has been the case in previous years, the office received the majority of applications close to the deadline and that resulted in considerable email and front desk traffic. You can find more information about the GSA Recognition Awards in the GSA Awards Selection Committee report to GSA Council.

**2018-2019 GSA Budget** – as noted in last month’s report, the financial team, is working on the draft 2018-2019 GSA budget and associated three-year budget projections. The GSA Budget and Finance Committee will meet on January 24, 2018 to review this draft. The budget will be brought forward to GSA Council in February; the GSA remains in excellent financial shape.

**2018 GSA General Election** – we have been providing support to the Chief Returning Officer (CRO) and the GSA Elections and Referenda Committee (GSA ERC) as they prepare for the 2018 GSA General Election. The nomination period will open on January 30, 2018. More information on the 2018 GSA General Election can be found in the CRO and the GSA ERC’s report to GSA Council.

As always, the detailed weekly reports from the management team to the GSA Board are attached for your review.

We will be happy to answer any questions.

Best,
Courtney Thomas, Executive Director, and Julie Tanguay, Associate Director and Acting Executive Director
Management Report to the GSA Board, December 13, 2017

The following issues have dominated management’s attention in the past week since the last GSA Board meeting on December 6, 2017:

**Strategic**

- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; budget building for the 2018-2019 fiscal year and forecasting for the next three years (GSA Budget and Finance Committee will meet in January to review the budget); files clean-up; application for the Green Spaces Certification; preparations for and follow-up from meetings; tracking updates on the GSA Board’s Strategic Work Plan; planning for the final GSA Coffee Break of the term and scheduling the winter term coffee breaks; drafting of external reports and external presentations; planning for the GSA committee members engagement event; and forward planning for the 2018 GSA General Election.

- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes; and purely editorial change to the Section K: Finances (renumbering).

- **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**

- Receipt of applications for the GSA Recognition Awards and preparation for adjudication.

- Supporting the work of the GSA Elections and Referenda Committee.

- Supporting the work of the GSA Nominating Committee (Integrative Health Institute Scientific Advisory Board and Arts Faculty Council and associated committees).

- Planning for the Winter Orientation and the Winter Social Event.

- Transfer of content to Sitecore 3.

- Facebook = 1086 likes (up 3 from December 6); Facebook posts reached 995 users this week and our “post engagement” count was 147. Twitter = 815 followers (up 1 from December 6); our tweets earned 1,300 “impressions” over the last week.

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Management Report to the GSA Board, January 10, 2018

The following issues have dominated management’s attention in the past week since the last GSA Board meeting on December 13, 2017:

**Strategic**
- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; GSA Winter Orientation (around 60 students attended) and one departmental orientation; budget building for the 2018-2019 fiscal year and forecasting for the next three years (GSA Budget and Finance Committee will meet in January to review the budget); preparations for and follow-up from meetings; GSA Council mailing; tracking updates on the GSA Board’s Strategic Work Plan; scheduling the winter term coffee breaks; drafting of external reports and external presentations; planning for the GSA committee members engagement event; and planning for the 2018 GSA General Election.

- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes.

- **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**
- Receipt of applications for the GSA Recognition Awards and preparation for adjudication.

- Supporting the work of the GSA Elections and Referenda Committee.

- Supporting the work of the GSA Nominating Committee (Community Connections Awards Committee, GSA Governance Committee, GSA Appeals and Complaints Board, and Deputy Returning Officer).

- Planning for the Winter Social Event.

- Transfer of content to Sitecore 3.

- Facebook = 1090 likes (up 4 from December 13); Facebook posts reached 469 users this week and our “post engagement” count was 242. Twitter = 816 followers (up 1 from December 13); our tweets earned 2,100 “impressions” over the last week.

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Management Report to the GSA Board, January 17, 2018

The following issues have dominated management’s attention in the past week since the last GSA Board meeting on January 10, 2018:

**Strategic**
- **Main Issues Dealt With in the Past Week:** Work associated with changes to the Collective Agreement; departmental orientations; budget building for the 2018-2019 fiscal year, forecasting for the next three years, and preparation of the winter term financial statements (GSA Budget and Finance Committee will meet in January to review the budget); preparations for and follow-up from meetings; GSA Council mailing; review of an MOU for the renovations of the PAW change rooms; planning for the GSA committee members engagement event; and planning and work associated with the 2018 GSA General Election.
- **Bylaw and Policy Review:** Changes to the GSA Board Policy on Communications; changes to GSA Bylaw and Policy with respect to bargaining processes (being reviewed by the lawyers).
- **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**
- Receipt of applications for the GSA Recognition Awards (94 applications received, applications the Graduate Student Research Assistant Award, Graduate Student Rising Star Award, and International Graduate Student Award down from last year) and preparation for adjudication.
- Supporting the work of the GSA Elections and Referenda Committee.
- Supporting the work of the GSA Nominating Committee (Community Connections Awards Committee, Images of Research Adjudication Panel, GSA Governance Committee, GSA Appeals and Complaints Board, and Deputy Returning Officer).
- Planning for the Winter Social Event.
- Transfer of content to Sitecore 3.
- Facebook = 1092 likes (up 2 from January 10); Facebook posts reached 553 users this week and our “post engagement” count was 60. Twitter = 822 followers (up 6 from January 10); our tweets earned 3,100 “impressions” over the last week.

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