

**Nicole Macoretta**  
**Department/Faculty Manager**  
**Graduate Students' Association**

Hello all,  
Below is the summary of my work within the month of July:

- ☐ Final processing, analysis and allocation of the June 2017 Conference Funding Subsidy recipients
- ☐ Relaying institutional knowledge of the GSA from the funding sector to the new Executive team
- ☐ Reaching out to student associations in newsletters and emails, reminding them to re-register associations for the new academic year (as of June 1<sup>st</sup>).
- ☐ Reaching out to students regarding funding opportunities
- ☐ Collecting and processing applications for Conference Funding for the month of July.
- ☐ Collecting and processing all applications for the Extra Curricular Engagement subsidy program.
- ☐ Answering all queries related to funding programs, student association registration and allocation applications.
- ☐ Meeting with students regarding the changeover of Executives for their associations.

Best regards,  
Nicole

## Monthly Report for the Month of July 2017

Services Manager

Purna Roy

- Along with the President, VP Internal and VP Academic, proposed and compiled a list of events for Fall Orientation 2017
- Attended two meetings with Dean of Students to discuss about the Fall Orientation Events Plans and logistics
- Updated the Shared Calendar of the Dean of Students about all the Fall Orientation Events with details
- Filled out the Activity Request Forms for All the events and submitted them to Dean of Students
- Revised and modified the forms as requested by the Dean of Students in order to get approval
- Upon the approval of the ARFs, went ahead with the second step of filling out the Space Reservation Request Forms
- Upon their submission, there were suggestions to revise some sections and then resubmitted them
- Upon their verification and approval, filled out the third stage of filling out the forms of Food Waivers and submitted them
- Forwarded all the forms to the respective Designated Space Administrators
- Request from the DSA to submit Floor Plan designs and drawings of placement of requested tables and chairs of both Hall Terrace and Loyola Quad
- Along with VP Internal made the floor plan charts of both the spaces and sent it to DSA
- Sat with VP Academic, President and VP Internal to discuss about GSA Agenda book, its possible structure and format
- Made a detailed list of all the services that GSA offers to the graduate students
- VP Academic suggested some incorporations and taking them into consideration updated the list
- Noted the two missing IKEA tool boxes for over 2 months and contacted previous executives to check if any of them have it
- Noted previous VP External has one of the Ikea tool boxes
- Communicated with VP Academic, VP Internal about possible movies to be shown for Movie Night

- Made a detailed list along with a list of proposed movies under 5 different genres and shared with the executives for further suggestions
- Communicated with Hospitality about room booking for Council Meeting but was denied permission as the date fell short of 10 business days policy
- Made doodle poll and called for meeting to finalise Fall Orientation External Events
- Replied to student enquiries about On-campus Space Reservation for Events
- Communicated with Hospitality about possible charges to book a specific space requested by a student organizer for an event on campus
- Attended to a student's request for a spiritual event and contacted Multi Faith Chaplaincy as well as Hospitality for a designated space reservation
- Along with President, met Dean of students about Orientation bookings and other details regarding possible dates and booking for Vensierge
- Along with President met Hospitality Management for spaces regarding the EV Atrium, MB building and LB for the Vensierge
- Filled out form and booked 3 spaces for Fine Arts Event
- Held office hours
- Responded to students' queries in office