

Full Name:	SRINIVAS BATHINI
Position:	PRESIDENT
Report Period:	January 29, 2018 to February 19, 2018
Date:	20-Feb-18



Highlight Progress
Career fair event Tax clinic for graduate students Pilot project discussion with Dean SGS to improve job opportunities

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
30-Jan-18	Council meeting	couldn't meet the quorum		GSA Coucil chair	C	
6-Feb-18	Executive meeting			VP Internal	C	
8-Feb-18	Negotiations committee meeting	Discussion related to negotiations with union	need to meet our lawyer to clear out some issues with collective agreement	VP Internal	C	
9-Feb-18	Meeting with Computer science students	Discussion regarding PCT issue	Winter 2017 students needs to be included along with Fall 2016	President	C	
9-Feb-18	Meeting with Computer science department representative	Discussion regarding PCT issue	Informed to include winter 2017 students as well	CSE Dept. representative, ECSGA	C	
13-Feb-18	Executive meeting			VP Internal	C	
15-Feb-18	Tax clinic meeting	To organize a tax clinic along with CSU for tax filing	Graduate students file their taxes free of cost	Omar Riaz, CSU	InP	
15-Feb-18	Meeting with Dean of SGS	To organize a special career event with companies out of montreal	Planned to include McGill as well	Paula wood-Adams, Dean SGS	InP	
15-Feb-18	Discussions regarding Skii trip	constant discussions regarding trip budget and arranging the tickets online	Opening registrations for the trip	VP Academic & Advocacy	C	
16-Feb-18	Meeting with TD bank	To understand the GSA business account plan	Need to visit the branch where our account exist to make the modifications	VP Internal	InP	
16-Feb-18	Hiring committee meeting	candidates shortlisted for finance manager and faculty manager	scheduling next hiring committee meeting and interview for the shortlisted canditdes	VP Academic & Advocacy	InP	
19-Feb-18	Meeting with Dean of Students	Discussion of issues related to GSA		Andrew woodall, Dean of Students	C	

For Reference

C	Complete
InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
NoIn	No Information

Full Name:	Deepak Reddy Erropole
Position:	Vice President Mobilization
Report Period:	February Monthly Report
Date:	21-Feb-18

Highlight Progress

- QSU caucus
- Improving GSA image
- Planning career fair

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
Feb 1st	GSA representation at Open house Panel	Vice President Academic will be representing GSA at the open house panel and give insites about graduate academics in detail	Follow up with Vice President Academic on how it went	Vice President Mobilization - GSA	C	
Feb 1st	AVEC mental health research	Guided them to Vice President External as he is working on Mental health on campus	Follow up	Vice President Mobilization - GSA	C	
Feb 3rd	Refund for two tickets of Super Glissades	Two studnets had issue bookin tickets and booked with Super glissades directly. Got them refund from super glissades and they paid GSA money.	NA	Vice President Mobilization - GSA	C	
Feb 5th	Promotion	Promotion of an event shared by one of our director	NA	Vice President Mobilization - GSA	C	
Feb 6th	Communication with Chirine	Communication with Chirine from Refugee centre to setup a meeting regarding career fair on March 15th	Follow up	Vice President Mobilization - GSA	C	
Feb 8th	Meeting with Refugee centre	Had a meeting with Chirine to know the possibilities of collaboration/partnership of GSA in the upcoming career fair event.	Follow up	Vice President Mobilization - GSA	C	
Feb 8th	Negotiations committee	Wasn't able to attend the meeting bu reviewed the minutes to stay updated.	Follow up	Vice President Mobilization - GSA	C	
Feb 9th	General assembly	Sent out a call for the General assembly committee meeting for the upcoming GA	Follow up	Vice President Mobilization - GSA	C	
Feb 10th	Execuive committee meeting	Discussions regarding organising GA, RBC conference, Career fair partnership and foning	Follow up	President - GSA	C	
Feb 12th	RBC Conference discussions	Discussion with Vice President External regarding RBC conference about taxes and fixing a date for the same	Follow up	Vice President Mobilization - GSA	C	
Feb 13th	Tax clinic discussions	Discussions with President regarding possible tax clinic setu from JMSB students and funding for the same.	Follow up	Vice President Mobilization - GSA	C	
Feb 14th	Health committee discussions	Discussions with Vice President external regarding the data he collected on Mental health and to setup a meeting with the health committee.	Follow up	Vice President Mobilization - GSA	C	
Feb 14th	Refugee Centre - Chirine Mansour	Discussions with Chirine after discussing with the executive team for a possible partnership/co-host for the career fair event.	Foow up	Vice President Mobilization - GSA	C	
Feb 16th	General assembly	General Assembly committee meeting (didn't reach quorum so asked the committee to approve the minutes and sugges any changes necessary)	Follow up	Vice President Mobilization - GSA	C	
Feb 16th	Hiring committee meeting	Shortlisting the candidates for interviews for the positions of Faculty manager and Finance manager	Follow up	Vice President Mobilization - GSA	C	
Feb 16th	Hiring committee discussions	Discussions with Vice President Inernal and other Execs. To have anther meeting for the position of outreach co-ordinator and to decide on the interview dates	Follow up	Vice President Mobilization - GSA	C	
Feb 18th	QSU caucus	Review of the documents sent for the QSU caucus and communicating the same with Vice President External	Follow up	Vice President Mobilization - GSA	C	
Feb 20th	RBC Conference discussions	Discussions with Sadra to postpone the conference due to less turn out of students because of reading week and communicating the same to RBC representative	Follow up	Vice President Mobilization - GSA	C	
Feb 24th	QSU caucus	Yet to attend	NA		C	
Feb 28th	Negotiations committee Meeting with Lawyer	Yet to attend	NA		C	
Plan for upcoming month						
	Hiring of staff				NoIn	
	To organise career fair with Refugee centre as a cohost				NoIn	
	Concordia website updation - Meting with GPD's of all depts				NoIn	
	Newsletter				NoIn	
	GSA Council Meeting				NoIn	
	CSGS meeting				NoIn	
	Deep Immersions				NoIn	

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NoIn	No Information

Full Name:	THUFILE ARIFUL MOHAMED
Position:	VP - ACADEMIC & ADVOCACY
Report Period:	26-Jan-2018 to 21 Feb 2018
Date:	21-Feb-18

Highlight Progress

Handed over the VP Internal duties as the VP Internal has rejoined. French classes started from Jan 29th with 205 students registering. The February Senate meeting is Cancelled. Represented the GSA in the Open house panel. Took train for processing of funding applications. Funding & Finance manager candidates were shortlisted. Discussion with SGS dean for pilot project on increasing campus recruitment for graduate students. Planning for hosting a Ski trip.

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
26-Jan-18	CAPS Volunteering training	Volunteers trained for Winter career fair	NA	VP Academic	c	
27-Jan-18	Preparation of french class schedules	Change of class schedules due to change in Instructors availability	Class schedules fixed and classes to start from Jan 29th	VP Academic	c	
28-Jan-18	Discussion with students regarding funding applications	Funding applications still received in absence of Funding manager	To process the funding applications	VP Academic	c	
29-Jan-18	Winter french classes started	205 students registered for the classes, three level of classes offered (A1, A2, B1)	NA	VP Academic	c	
29-Jan-18	Discussion with students regarding Advocacy services	Advised students to meet the advocacy manager	Advocacy manager to followup	Advocacy Manager	C	
29-Jan-18	Discussion with students regarding funding applications	Funding applications still received in absence of Funding manager	To process the funding applications	VP Academic	c	
30-Jan-18	Collaborated with Caps to host winter career fair	26 Companies visited the fair	NA	VP Academic	c	
31-Jan-18	Collaborated with Caps to host winter career fair	26 different Companies visited the fair	NA	VP Academic	c	
31-Jan-18	Discussion with student regarding legal services	Recommended the students to use the CSU legal clinic	NA	VP Academic	c	
31-Jan-18	Prepared and sent Newsletter	-	-	VP Academic	c	
1-Feb-18	Discussion with student regarding legal services	Recommended the students to use the CSU legal clinic	NA	VP Academic	c	
2-Feb-18	Discussion with students regarding Advocacy services	Advised students to meet the advocacy manager	Advocacy manager to followup	VP Academic	c	
2-Feb-18	Discussion with students regarding funding applications	Funding applications still received in absence of Funding manager	To process the funding applications	VP Academic	c	
5-Feb-18	Training on Funding manager duties	Training provided to VP Academic by previous funding manager in order to process the funding applications in the absence of the full time funding manager	Training to continue next week	VP Academic	c	
6-Feb-18	Preparation of Companies list for pilot project	List of companies were Concordia Alumni are working are prepared	To meet Dr Paula	VP Academic	C	
6-Feb-18	Executive meeting	Discussion on monthly work and updates	NA	VP Internal	c	
7-Feb-18	Discussion with office assistant for preparation of French class evaluation form	French classes to be evaluated in order to get student feedback	NA	VP Academic	c	
7-Feb-18	Issuing cheque for AHGSA	AHGSA informed to collect their funding cheque	NA	VP Academic	c	
8-Feb-18	Meeting with CAPS	Students feedback regarding the winter fair were discussed	NA	VP Academic	c	
8-Feb-18	Negotiations committee meeting	Discussion related to negotiations with union	need to meet our lawyer to clear out some issues with collective agreement	VP Internal	c	
9-Feb-18	Processing of funding applications	processed funding applications and informed respective applicants regarding the outcome	To continue processing of the backlog funding applications	VP Academic	c	
10-Feb-18	Represented the GSA in open house Panel discussion	Interacted with students regarding GSA services	NA	VP Academic	c	
12-Feb-18	Training on Funding manager duties	Training provided to VP Academic by previous funding manager in order to process the funding applications in the absence of the full time funding manager	Training Completed	VP Academic	c	
13-Feb-18	Discussion with student regarding legal services	Recommended the students to use the CSU legal clinic	NA	VP Academic	c	
13-Feb-18	French class holidays	French class declared holiday for spring break	Classes reopens on Feb 26th	VP Academic	c	
13-Feb-18	Volunteer Pay for Fall orientation	Updated the name list	NA	VP Internal / VP Mobilization	c	
13-Feb-18	Executive meeting	Discussion on monthly work and updates	NA	VP Internal	c	
15-Feb-18	Tax clinic meeting	To organize a tax clinic along with CSU for tax filing	Graduate students file their taxes free of cost	Omar Riaz, CSU	InP	
15-Feb-18	Meeting with SGS dean	Discussion on career pilot project for grads	To followup on meeting	VP Academic	c	
15-Feb-18	Mont. Orford Ski trip	Discussion with executives and directors over email regarding Ski trip	23rd Feb Ski trip confirmed	VP Internal	InP	
16-Feb-18	Hiring committee meeting	candidates shortlisted for finance manager and faculty manager	scheduling next hiring committee meeting and interview for the shortlisted candidates	VP Internal / VP Academic	InP	
21-Feb-18	Librarian Evaluation committee	Recommended VP Mobilization to represent GSA in the evaluation committee	NA	VP Academic	c	
21-Feb-18	Ski Trip Cancelled	Students were informed regarding the cancellation of the ski trip due to bad weather	Trip Cancelled	VP Internal	WNA	
Tentative Plan for Upcoming Month						
	Attend February Council meeting					NoIn
	Attend Executive Meeting					NoIn
	Attend Senate Meeting					NoIn
	Attend CSGS meeting					NoIn
	Attend GCC Meeting					NoIn
	To attend Hiring committee for Staffs recruitment					NoIn
	To review funding applications for GSA subsidies					NoIn
	To organize career panel in collaboration with CAPS on February 27th					NoIn
	To prepare details for career pilot project for grads					NoIn

For Reference	
C	Complete
InP	In Progress
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WNA	Will not achieve / Cancelled
NoIn	No Information

Full Name:	Mohammad Taufiquzzaman
Position:	Vice President Internal
Report Period:	February
Date:	20th February 2018



Highlight Progress

Most of my tasks were related to managing the GSA house, as well as looking after the staff members and general expenditures. Other than that I was also getting myself updated on all the activities since I was away from the country due to my wedding. Some of the things were following up on the winter orientation and all other day to day interactions that the executives and staffs did on my behalf. This month we are also trying to recruit two of our staffs members -Finance Manager and Funding Manger who just resigned quite recently. While we are working on this recruitment, we are also trying to get the negotiations done with the Union as soon as possible to have a reformed collective agreement.

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
3rd Feb	First French class - Getting the students in and coordinating with the French Teacher	Students getting in for their first french class	Making sure the teacher and the students have access to all the staffs for any inquiries	French teacher (Mehedi)	C	
5th Feb	Met with the available staffs at office for getting updated about the situation during my absence	Most of the things that I needed to follow up on during my leave has been followed through	Keep in close contact with the staffs	VP Internal	C	
5th Feb	Checked on with the storage inventory of the GSA house	Had to rearrange some items into places	Keep the inventory list updated	VP Internal	C	
6th Feb	Discussion with the office manager for installing new lights and it's holders on the ceiling and replace the old	Concordia supplies ordered the materials for free with only the installation charges to be paid	Look for a possible date for the installation	Office Manager	InP	
6th Feb	Executive meeting	Updating me on what's been going on and what are the plans ahead. The winter orientation was a casual discussion related to budget,	Going by the discussions in the meeting to follow my tasks	Executives	C	
7th Feb	Sitting with VP Academics for the pending discussions related to our academic projects	mainly discussed on the negotiations between GSA and the Union	Looking into the possibilities or propose the discussion to the council and look for a possible	VP Internal	C	
8th Feb	Negotiation committee meeting	Got some good deal from Mont Orford	Discuss with the executives for me to proceed with Orford	Persident	InP	
9th Feb	Looked into options for the ski trip as discussed with the other executives	Had to order for new cheques since we don't have much left	Collect the cheques when delivered	VP Internal	C	
12th Feb	GSA account and cheque inquiry with the TD bank	Updating on what's been done so far and and what are the new things that we need to do	Going by the discussions in the meeting to follow my tasks	VP Internal	C	
13th Feb	Executive meeting	Made a reservation for the trip	Do the payment once everything is confirmed	Executives	C	
14th Feb	Contacting the Autobus Transpat for the ski trip	Postponed to 22nd February as requested by the best	Attend the meeting on the 22nd February	VP Internal	D	
15th Feb	Sustainable Foodservice Advisory meeting	Going through their logs and signing them for the trip	Time sheets send to the HR office	VP Internal	C	
15th Feb	Approving the staff timing sheet for their pay	Submitted the form for them to keep records and for expense submission	Will be expecting a quotation from the management	VP Internal	InP	
15th Feb	Contacting the skiing school and the venue for minimizing the cost	Got a good deal and confirmed on it as their coach bus will be much better than the school	Need to cancel the Autobus	VP Internal	C	
15th Feb	Canceling autobus for the cancellation	Cancellation claimed	Prepare payment for the AJ bus	VP Internal	WNA	
16th Feb	General Assembly committee meeting	Quorum wasn't reached but made some discussions for it to be ahead and approved	VP Mobilization to snare the need to access the me in the main	VP Mobilization	C	
16th Feb	Appointment with the TD bank for some account inquiry	Had some discussion about the account details and the custom it works with one of their	branch for further information	VP Internal	C	
16th Feb	Looking into rooms reservations for possible dates for the upcoming GA through the service manager	Keeping some reservations for a possible GA in those days	Getting approval from the GA committee to proceed further	VP Mobilization	C	
16th Feb	Hiring committee meeting	Shortlisting the Finance Manager and Faculty Manager from the list of candidates	Shortlisted candidates will be remind these registered students	VP Internal	C	
16th Feb	Wrapping up with the registration process for the ski trip	Arranging all the data into our database	Remind these registered students about the ski with all the	VP Academics	C	
18th Feb	Discussion for a possible meeting with the CON-SNP Concordia Student Chapter representative	Their approach so far shows interest to open up a new chapter under GSA	Will be sitting for a meeting in person for further understanding	VP Internal	InP	
19th Feb	Final confirmation on the venue and the bus for the ski trip by talking to their management	Both are settled and confirmed	Finish up with the registration process	VP Internal	C	
20th Feb	Cancelion of the ski trip due to the bad weather	Informing the council regarding this matter	Will be refunding the tickets back	VP Internal	WNA	
20th Feb	Looking into the funding that GSA will provide as a co-host for the career fair in mid march	Getting the confirmation form VP Mobilization who is managing it with the refugee camp	Will write the cheque for the fund provision	VP Mobilization	C	

For Reference

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InP	In Progress
D	Delayed
WNA	Will not achieve / Cancelled
NoIn	No Information

Full Name:	Amir Sadra Khorramzadeh
Position:	Vice President External
Report Period:	Feb 1st -Feb 20th
Date:	21.Feb.2018



Highlight Progress
<ul style="list-style-type: none"> • Took part in executive meeting • Defined Tax conference with RBC • Taking part in QSU CAUCUS
<ul style="list-style-type: none"> • Involved health care committee with EmpowerME plan

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
1.2.2018	Reviewed AVEQ Mental Health proposal received from VP Mobilization	Discuss with Healthcare committee	Calling for committee meeting	Deepak	C	
1.2.2018	Sent out invitation for a meeting to RBC	Discussed with branch associate manager through one week for the meeting material	Attending the meeting	Alina Mrut	C	
7.2.2018	Attended the meeting with RBC	Discussed the potential dates with Alina	Bringing the results to the	Alina Mrut	C	
10.2.2018	Executive Meeting	Discussions regarding organizing GSA RBC conference. Career fair partnership and	VP Mobilization to send out regret to RBC for not having enough	Executive Board	C	
12.2.2018	RBC Conference discussions	Discussed the conference dates with VP Mobilization		Deepak	C	
14.2.2018	Called for a health care committee meeting	based on no mutual availability, meeting got	Discuss the empowerME material with the committee	Health care committee members	C	
18.2.2018	QSU CAUCUS	Reviewed the documents sent from VP Mobilization	Fixed Sunday, Feb 25th	Deepak	C	
20.2.2018	RBC conference discussions	Meeting postponed to March with the coordination of VP Mobilization	Meet Alina for another conference date	Deepak, Alina	C	
	Upcoming					
	Attending GA					
	Meet with Alina					
	Holding RBC Conference					
	Finalize EmpowerME and AVEQ programs					
	Organize a camping trip					

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