

Full Name:	SRINIVAS BATHINI
Position:	PRESIDENT
Report Period:	December 11, 2017 to January 26, 2018
Date:	26-Jan-18



Highlight Progress
Winter orientation Supporting Fine Arts with Vernissage event GSA lounge arrangement

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
13-Dec-17	Meeting with Alex from Studentcare	Making GSA lounge like a living room	we might need to purchase new sofas	Office manager	C	
13-Dec-17	Finalizing the sofa purchase discussion	Discussion to arrange GSA lounge and orderd informed Office manager to place the order	Order to be placed	Aurup (Office Manager)	C	
14-Dec-17	Council of director's meeting			council of directors	C	
18-Dec-17	GSA Lounge arrangement	Assembly of sofas along with office manager	two more needs to be assembled	Aurup (Office Manager)	C	
20-Dec-17	Meeting with Librarians	Discussion of improving the library facilities to our graduate students	librarian will present in the council meeting	Lorie Kloda, Librarian	C	
21-Dec-17	Executive meeting	regarding winter orientaiton		Minutes in Exec folder	C	
27-Dec-17	Executive meeting	regarding winter orientaiton		Minutes in Exec folder	C	
4-Jan-18	Executive meeting	Winter orientation planning		Minutes in Exec folder	C	
4-Jan-18	Students list	Met Dean of Students and submittred request for students list	Need to follow up	David Baker, DoS	C	
8-Jan-18	Laser Quest	Visited Laser Quest along with VP Mobilization to book the event and pay advance	Hosting the event	Deepak, VP Mobilization	C	
8-Jan-18	Executive meeting	Finalizing the events			C	
11-Jan-18	Meeting with The Concordian				C	
15-Jan-18	Meeting with DoS			Andrew Woodall, DoS	C	
15-Jan-18	GSA Fine Arts Exhibition	Fine Arts Vernissage		Breanna, Councillor	C	
17-Jan-18	GSA Laser Quest	Organized the event along with VP Academic		VP Academic	C	
18-Jan-18	GSA Movie night			Execs	C	
20-Jan-18	GSA Trip	Trip to Super glissades		VP Mobilization & VP Academic	C	
22-Jan-18	GSA Fine Arts Exhibition	Closing the event		Breanna, Councillor	C	
	As the President, I oversee duties and responsibilities of all the Vice Presients					

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:	January Monthly Report
Date:	27-Jan-18

Highlight Progress

- Winter Orientation
- Improving GSA image
- Newsletter

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Directors comments
Jan 3rd	Executive committee meeting	Discussion regarding Winter orientation - Planning, Bookings	More specific details regarding events	President - GSA	C	
Jan 4th	Executive committee meeting	Status of all the events handled by different executives	Status update of individual events	President - GSA	C	
Jan 4th	Meeting with President	Request for new students list for newsletter	Follow up with President	Vice President Mobilization - GSA	C	
Jan 4th	Communication with Laser Quest	In call discussion and getting available quotations	Follow up	Vice President Mobilization - GSA	C	
Jan 5th	Communication with Super Glissades	In call discussion to check availability and knowing various available activities	Follow up	Vice President Mobilization - GSA	C	
Jan 6th	Communication with Rock climbing	In call discussion to check availability and to check how many they can accommodate	Follow up	Vice President Mobilization - GSA	C	
Jan 6th	Communication with Auto-bus	In call and email discussion to check bus availability for Winter trip	Follow up	Vice President Mobilization - GSA	C	
Jan 8th	Communication with Super Glissades	Request for quotation	Follow up	Vice President Mobilization - GSA	C	
Jan 9th	Welcome Speech - Student Success centre Orientation	Welcome speech and some useful tips to new students, growing the name of GSA	NA	Emily - Student Success Centre	C	
Jan 9th	CSGS Documentation study	Review the documents of previous meeting which was not able to attend	Attend upcoming CSGS meetings	Vice President Mobilization - GSA	C	
Jan 9th	Executive committee meeting	Discussion on Winter Orientation events - reachability	NA	President - GSA	C	
Jan 10th	Newsletter	Details shared: - Job oppurtunities - GSA Faculty Manager - GSA Finance Manager - GSA Oureach Coordinator	NA	Vice President Mobilization - GSA	C	
Jan 10th	Communication with Super Glissades	Booking the event for Jan 20th after discussion with the executives on all the activities offered	Follow up	Vice President Mobilization - GSA	C	
Jan 12th	Communication with Laser quest	In person discussion along with the president to book the event and pay the advance	Follow up	Vice President Mobilization - GSA	C	
Jan 12th	Eventbrite link for Winter Orientation activities	Created event brite links for all the events	NA	Vice President Mobilization - GSA	C	
Jan 12th	Facebook event for Winter Orientation events	Created Facebook event for all the winter orientation activities	NA	Vice President Mobilization - GSA	C	
Jan 12th	Newsletter	Details shared: - Winter Orientation 2018 - GSA Laser Quest - GSA Movie Night - GSA Winter trip - GSA Ice Skating - GSA Vernissage - GSA Clubbing	NA	Vice President Mobilization - GSA	C	
Jan 12th	Communication with Super Glissades	In call discussion with Michel - Executive vice president regarding payment, rental equipment	Follow up with Michel for other costs and availability of equipment and food	Vice President Mobilization - GSA	C	
Jan 14th	Communication with Auto-bus	In call and email discussion to confirm booking of 3 buses for a total of 144 students	Follow up	Vice President Mobilization - GSA	C	
Jan 14th	Discussion with Finance manager	For the initial payment for Super-glissades and payment to Auto-bus for the buses	Follow up	Finance Manager - GSA	C	
Jan 14th	Student query regarding advocacy	Knowing complete details of the issue and communicating with VP academic	Follow up with VP academic	Vice President Academic - GSA	C	
Jan 15th	Student success centre - Emily	Discussion with Emily regarding more events to interact with students personally and improve the image of GSA	NA	Emily - Student Success Centre	C	
Jan 15th	Meeting with Dean of Students & Deputy Provost	Discussions regarding Sexual harrasment case in English dept, various ideas on how to respond and how to improve life for students	NA	DOS	C	
Jan 15th	Meeting with Advocacy manager	Setup a meeting with VP academic and advocacy and advocacy manager with student	Follow up with VP academic	Vice President Academic - GSA	C	
Jan 15th	Discussion with office manager	Discussion with office manager regarding promotion of Operation Groundswell	NA	Vice President Mobilization - GSA	C	
Jan 16th	Communication with Laser quest	Confirmation of the event happening on 17th and checked if everything is ok as I wasn't able to attend	105 students took part	Vice President Mobilization - GSA	C	
Jan 16th	Discussions with Xavier - Social-political affairs coordinator - QSU	Discussions on survey QSU is conducting on University post secondary costs	Follow up	Vice President Mobilization - GSA	C	
Jan 18th	Discussions with Terry - DOS	Discussions to get past 5 years university costs data	NA	Vice President Mobilization - GSA	C	
Jan 18th	Discussions with Irmak bahar - CSU	Discussions to get past 5 years university costs data	NA	Vice President Mobilization - GSA	C	
Jan 19th	Winter trip Super glissades preparation	Checking with michel regarding the arrival, parking, checking with auto-bus	NA	Vice President Mobilization - GSA	C	
Jan 19th	Winter trip details update to all the execs and emails to the participants	Prep talk with president, vp academic and email update to all participants regarding event details	NA	Vice President Mobilization - GSA	C	
Jan 19th	Discussions with Tania - Marketing Executive for QS - Quacquarelli Symonds	The QS World Grad School Tour promotion on FB page	NA	Vice President Mobilization - GSA	C	
Jan 19th	TRAC - Eunbyul	Discussions regarding promotion of TRAC's general assembly on GSA page	NA	Vice President Mobilization - GSA	C	
Jan 19th	French classes	Created facebook event for french classes	NA	Vice President Mobilization - GSA	C	
Jan 20th	Winter trip	Organised trip to Super glissades	132 students attended took part		C	
Jan 22nd	Refugee Centre - Chirine Mansour	Discussions on career fair happening on March 15th and possible collaborations	Follow up	Vice President Mobilization - GSA	C	
Jan 23rd	Student query	Winter trip payment issue	Follow up	Vice President Mobilization - GSA	C	
Jan 23rd	Student email list	Updated student email list on newsletter received from President	NA	Vice President Mobilization - GSA	C	
Jan 24th	QSU - Carol-Ann - Secretary General	Discussions regarding QSU caucus happening on Feb 24th and 25th	Follow up	Vice President Mobilization - GSA	C	
Jan 1st - 31st	Miscellaneous	- Handling Facebook page and groups- approving/declining different requests and posts - always accessible through email and FB messenger	NA	Vice President Mobilization - GSA	C	
Plan for upcoming month						
	Hiring of staff				Noln	
	To organise career fair with Refugee centre				Noln	
	Concordia website update - Meting with GPD's of all depts				Noln	
	Follow up on QSU caucus				Noln	
	Newsletter				Noln	
	GSA Council Meeting				Noln	
	CSGS meeting				Noln	
	Deep Immersions				Noln	

For Reference	
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WNA	Will not achieve / Cancelled
Noln	No Information

Full Name:	THULILE ABRIEL MOHAMED
Position:	VP - ACADEMIC & ADVOCACY
Report Period:	01 Dec 2018 to 26 Jan 2019
Date:	26-Jan-18



Highlight Progress

This report period from Dec 9th till Jan 26th has been packed with various activities and meetings. In the absence of the VP Internal, his activities and works were delegated among the executives. The French classes begin from Jan 29th for the Winter term. Winter orientation activities were successfully hosted. Attended Senate meeting and other crucial meeting with respect to harassment complaints on English department creative writing program.

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Point Contact (Name, Info)	Status	Director's comments
13-Dec-17	Discussion with GSA Staff regarding activities to be followed up during winter break	NA	NA	VP Academic	C	
14-Dec-17	ISAC Documents review	To follow up with ISAC meeting in Winter term	NA	VP Academic	C	
14-Dec-17	Discussion with VP Internal regarding roles and responsibilities	To follow up with VP Internal through skype or whatsapp regarding activities during his absence	NA	VP Academic	C	
14-Dec-17	Follow up with Alex from Studentscare for mental health program	Mental health program	To discuss with VP External	VP Academic	C	
15-Dec-17	Discussion with Ms Samadris for winter term French classes	Ms Samadris to update with her availability for the classes	To schedule French classes.	VP Academic	C	
15-Dec-17	Discussion with Students regarding Winter french classes	BI level french classes requested	To assess the requirement of other students	VP Academic	C	
18-Dec-17	Discussion with Funding manager regarding her roles and responsibilities	Funding manager resigned as she graduated. To follow up with the works of the Funding manager	To handle the funding manager portfolio till a new funding manager is hired	VP Academic	C	
19-Dec-17	Discussion with Executives and GSA staff regarding rearranging the Lounge	Lounge rearranged	NA	Office Manager	C	
20-Dec-17	Discussion with Mr Mehdi for winter term French classes	Mr Mehdi to update with his availability for the classes	To schedule French classes.	VP Academic	C	
20-Dec-17	Discussion with Service Manager regarding verisage event update	Alcohol permits not possible to be issued due to missing the deadline	NA	VP Academic	C	
21-Dec-2017	Executive meeting	Discussion on winter term plan	Executives to meet again to discuss winter term plan	President	C	
22-Dec-17	Meeting with Graduate Student regarding GSA lounge booking	GSA lounge booked for BCSA event	BCSA to host activities for their members	VP Academic	C	
27-Dec-17	Executive meeting	Discussion on Faculty Manager resignation	Funding applications to be processed based on available resources	VP Academic	C	
27-Dec-17	Email to Volunteers for CCR records update	CCR record procedure shared	VP Internal/VP student to approve CCR record	VP Academic	C	
28-Dec-17	Discussion with a Graduate student who had an issue with her academic standing	Details collected from the student	Advised to meet the Advocacy manager for further course of action	VP Academic	C	
30-Dec-17	Contacted Awa throwing event organizer for potential hosting of the event as part of Winter orientation	Quotation received	Executive team to approve the event	VP Academic	C	
2-Jan-18	Contacted Caterers for details regarding hosting movie nights as part of Winter orientation activities	Quotation received	Executive team to approve the event	VP Academic	C	
4-Jan-18	Meeting with Service Manager to discuss about winter orientation and other activities	Service manager to send a reminder to Graduate student for a meeting of BCSA to host events	Service Manager to follow up	Service Manager	C	
4-Jan-18	Executive Meeting	Discussion regarding winter orientation	Executives to further plan the winter orientation activities	President	C	
5-Jan-18	Meeting with Service Manager to discuss and review about feedbacks received by GSA regarding orientation events	Feedbacks and suggestions reviewed	To inform director/finance regarding the feedback received about Farsi orientation event	VP Academic	C	
5-Jan-18	Discussion with students for French class	French class survey to be sent	NA	VP Academic	C	
8-Jan-18	Executive meeting	Discussion on winter orientation plans	Executives delegated with individual orientation activities to be planned	President	C	
8-Jan-18	Discussion with a graduate student regarding conference funding applications	Conference funding applications to be reviewed	Conference funding applications to be processed	VP Academic	C	
8-Jan-18	CSGS Documentation Review	NA	To attend CSGS meeting in February	VP Academic	C	
8-Jan-18	Discussion with Mr Azam for hiring as a french teacher	Reviewed hiring application	To be hired if required	VP Academic	C	
9-Jan-18	Discussion with President for updated student name list	President to request student list from Dean of Students office	Awaiting name list from DoS	VP Academic	C	
9-Jan-18	Discussion with graduate student regarding CV & resume writing event for Fine Arts Students	Event to be hosted for Fine Arts Student	Details to be promoted in newsletter	VP Academic	C	
9-Jan-18	Discussion with Service manager regarding equipment list for orientation program	Service manager to prepare the list of equipment	Service manager to follow up with orientation event organizer	Service Manager	C	
9-Jan-18	Discussion with executives regarding hiring staffs	To hire Finance and funding manager	VP Mobilization to send call out in newsletter	VP Mobilization	C	
10-Jan-18	Discussion with CAPS for career event	To host career event for teaching in CEEGPS for Fine Arts	Details to be promoted in newsletter	VP Academic	C	
10-Jan-18	Discussion with Ms Antonella for hosting January career fair	To hire volunteers for career fair	To send email to volunteers	VP Academic	C	
10-Jan-18	Email sent to Alumni centre for career event collaboration	To meet the alumni centre on Jan 17th	NA	VP Academic	C	
11-Jan-18	To assess the french class requirements for winter term	Create google form for french class survey	Survey to be sent in newsletter	VP Academic	C	
11-Jan-18	Discussion with Service manager regarding movie screenings to be held for Movie night orientation event	Movie times to be released based on class schedule	Executive team to approve the event	VP Academic	C	
11-Jan-18	Hosted GSA Fine Arts Great & meet event at GSA Office	Event hosted successfully	NA	VP Academic	C	
12-Jan-18	Email to CFAR for GSA funding	CFAR to submit required documents	Cheque to be issued after documents required is submitted	VP Academic	C	
12-Jan-18	Email replies to general queries to students and staffs	NA	NA	VP Academic	C	
12-Jan-18	Assessed the Verisage team in preparing the site	Verisage event team to setup the site	Event to start from Jan 15th	VP Academic	C	
13-Jan-18	Followups with CCR, funding & Extra Curricular funding applications	Funding applications to be reviewed	Applications to be processed for payment	VP Academic	C	
14-Jan-18	Volunteer recruitment for Career fair	Sign in forms sent to volunteers for career event	Volunteers to be selected based on the sign in form	VP Academic	C	
15-Jan-18	Emails to students regarding extra curricular funding applications	provided clarifications and details regarding funding applications	Applications to be processed for payment	VP Academic	C	
15-Jan-18	Meeting with Dean of Students & Deputy Provost	Consultation on harassment complaints in English department	Concordia management to hold a followup consultation session	Dean of Students	C	
15-Jan-18	Attended Graduate Curriculum Committee Meeting	Graduate Calendar details approved	NA	Secretary, GCC	C	
15-Jan-18	Meeting with Advocacy Manager	Discussion on various advocacy cases handled	To follow up with advocacy manager for case updates	Advocacy Manager	C	
16-Jan-18	Meeting with HSC-CTRF	Discussion regarding the associations registration	To check with CDS for registration details	Dean of Students	C	
16-Jan-18	Meeting with CSE dept students	Discussion regarding PCT exam issue	Advocacy manager to followup	Advocacy Manager	C	
16-Jan-18	Completion of Booking for Winter orientation movie night	Total of 105 students booked	Event to be held on Jan 18th	VP Academic	C	
16-Jan-18	Meeting with CSJ Advocacy Manager	Discussion on future course of activities by advocacy centre	Need to hire new advocacy manager in February and french classes to start from 23rd Jan	VP Academic	C	
16-Jan-18	Preparation of French class schedules and event/time link and newsletter	French class registration to start from 17th Jan	VP Academic to work on a collaboration plan with the alumni centre	VP Academic	C	
17-Jan-18	Meeting with alumni centre	GSA to collaborate with alumni centre for career related events	VP Academic to work on a collaboration plan with the alumni centre	VP Academic	C	
17-Jan-18	Emails to students on various clarifications and details requested	Respective details and clarifications provided to students on different issues	NA	VP Academic	C	
18-Jan-18	Hosted Winter orientation movie night	105 Students participated	NA	VP Academic	C	
18-Jan-18	Emails to students on various clarifications and details requested	Respective details and clarifications provided to students on different issues	NA	VP Academic	C	
19-Jan-18	Attended Senate meeting	New programs approved at the senate	NA	VP Academic	C	
19-Jan-18	Preparation for Winter trip to super glaciers	Details sent to students	NA	VP Academic	C	
19-Jan-18	Discussion with VP Mobilization & President regarding winter trip and other winter orientation activities	VP Mobilization to handle finances of the winter trip	NA	VP Academic	C	
20-Jan-18	Hosted Winter trip to Super Glaciers along with VP mobilization, Directors Azam & Krupa	132 students had participated for the trip	NA	VP Academic	C	
21-Jan-18	Email to council regarding Hiring committee	Council to approve on changes to the hiring committee	Awaiting approval from Council	VP Academic	C	
21-Jan-18	Preparation of Volunteers list for career fair	48 volunteers have registered	To shortlist volunteers and prepare a final list to be sent to CAPS	VP Academic	C	
22-Jan-18	Emails to student on french classes registration	Students have asked for more A2 level class	french class schedule to be reworked in order to help more students to register for the class.	VP Academic	C	
22-Jan-18	Emails to students of funding applications query	Due to the vacancy of Funding manager there is the processing of Conference funding is delayed	The review of all funding applications are processed with the available resources	VP Academic	C	
23-Jan-18	Emails to students for French class registration	Extra French classes scheduled	French class registration to restart on 24th Jan	VP Academic	C	
23-Jan-18	French class newsletter prepared and updated	Newsletter scheduled to be sent to student on Jan 24th	NA	VP Academic	C	
23-Jan-18	Council room bookings followup	Council rooms for Winter term booked and details shared with President	NA	VP Academic	C	
25-Jan-18	Discussion with CAPS for career event	Volunteers list updated for the event	Volunteers training session on Jan 26th	VP Academic	C	
25-Jan-18	Emails to students on various clarifications and details requested	Respective details and clarifications provided to students on different issues	NA	VP Academic	C	
26-Jan-18	Volunteers training for Caps event	Volunteers informed on the different tasks for the CAPS fair	To send emails to the volunteers on respective tasks	VP Academic	C	
26-Jan-18	Meeting with CSJ Advocacy	Discussion on Concordia Task force and policy reviews	To meet again for further discussion on GSA representation for policy reviews	VP Academic	C	
26-Jan-18	Meeting French teachers	Discussion on class timings and curriculum	Classes to start from Monday Jan 29th	VP Academic	C	
Tentative Plan for Upcoming Month						
	Attend January Council meeting				Not	
	Attend Executive Meeting				Not	
	Attend Senate Meeting				Not	
	Attend CSGS meeting				Not	
	Attend GCC Meeting				Not	
	Hiring of staffs				Not	
	Followup on CBF rule with Dr Paula				Not	
	Followup on PCT with Advocacy manager				Not	
	To attend Hiring committee for Staffs recruitment				Not	
	To receive funding applications for GSA subsidies				Not	
	Meeting with CSJ				Not	
	To organize career panel in collaboration with CAPS				Not	
	To meet the alumni career centre with collaboration plan				Not	

Complete	Complete
UP	In Progress
D	Delayed
NA	Will not achieve / Cancelled
Not	No information

