

Monthly Report for January 2018
Services Manager
Purna Roy

- Communicated with student organizer Lisette Dupuis's request to reserve and book space for Theology Superhero Conference
- Checked with Hospitality for available spaces during the requested time
- Communicated with VP Academic about Winter Orientation events particularly Free Pizza event scheduled for 8TH January
- Received call on behalf of VP Internal from Forum Montreal about reconfirmation of possible winter orientation events
- Received and managed reports of complaint by Forum Montreal regarding uninformed cancellation of event
- Communicated and forwarded the complaints to executives
- Booked and reserved space H 609 for GSA Council Meeting scheduled on 30th Jan
- Filled out all necessary forms for the space reservation
- Responded to student organizer's request to make changes and update information for 5th Farsi Orientation event
- Communicated with Hospitality and made necessary changes
- Scheduled meeting with student event organizer Hamid Hamidi about room reservation for meditation event
- Communicated with Mr. Hamidi about impending charges for October meditation event
- Received cheque of \$57.49 (full amount) for October meditation event from the student organizer, informed and updated Finance Manager about the payment
- Handled and responded to student's complaints regarding Montreal Tauheed Society
- Communicated with Lisette Dupuis about necessary and important information required to fill out forms and reserve space for Theology Conference
- Responded to Lisette Dupuis's concerns regarding Theology Department's reregistration as a department association in 2017-18
- Booked MB conference room for Theology Superhero Conference for 2 separate dates
- Filled out necessary forms and waivers for the Conference and communicated with Hospitality and facilities Management about services
- Responded to student queries
- Communicated and responded to Tauheed society's Orientation organizer Fahime about borrowing GSA's sound equipment and projector
- Checked all labels and GSA stickers on all the equipment being borrowed by student organizers for Orientation event
- Communicated with VP Academic to coordinate timing for organizers' request to pick up equipment from GSA office on weekend
- Prepared list of all mics, sound system and project along with their corresponding number codes before equipment was picked up to ensure proper documentation
- Met with student organizer Fatemeh with request to book GSA Lounge

- Handed out Lounge Reservation form to be filled out to ensure proper documentation
- Updated GSA Lounge booking calendar in GSA office and entered all booking requests to block off dates and for easier coordination
- Sent Hospitality request for invoice for all events organized through GSA in November-December 2017
- Held meeting with 2 students and provided information for on-campus room reservation process
- Got contacted by CSU for information about GSA website details and for updating information
- Contacted by CSU Advocacy center regarding updates on hiring Advocacy Manager
- Communicated and forwarded all concerns to VP Academic
- Researched and informed VP Academic about the movie timings for Free Movie night organized by GSA as requested by him
- Assisted VP Academic with hosting Free Pizza event at GSA on 12th January
- Cleaned up after event
- Responded to student's queries for French classes reopening and registration
- Responded to Hospitality on cancellation of Lisette Dupuis's conference rooms for lack of space
- Checked for other available spaces on campus and finally booked MB 9c for Theology Conference
- Filled out all necessary information, waiver and forms for booking
- Communicated with the organizers over the change in space reservation and updated them about the new space
- Helped and responded to student queries to opt-out of GSA's fees
- Communicated with Finances Services and other departments due to the student's request to provide assistance on how to opt out of GSA and other free levy groups on campus
- Responded to student event organizer Hamid Hamidi's request for space confirmation
- Communicated with Hospitality and coordinated space confirmation for Mr. Hamid's event
- Contacted by student event organizer Fatemeh to look into available auditoriums for Irani Documentary Screening
- Communicated with her for specific information required for booking the space
- Booked EV 1.605 for Irani Documentary Screening and filled out necessary forms and waivers
- Upon request by Fatemeh, contacted Facilities Management asking for charges incurred for borrowing easels for previous event of Irani movie screening (Request still being processed and response awaited)
- Attended meeting with Finance Manager to discuss and identify invoice charges for events using GSA's internal account
- Responded to student's request to book GSA Lounge
- Marked date and entered it in GSA Lounge Booking calendar
- Made work order to leaky faucet in GSA kitchen

- Responded to Hamid Hamidi's request to book 4 rooms for 4 meditation events for January and February
- Checked for available spaces on campus and booked Hall building classroom of H439 as requested for event organizer
- Filled out all the necessary forms and waivers for all the meditation events for February
- Final meeting with Finance Manager to identify all student event space reservations booked through GSA; identifying the organizers who have paid the incurred charges in full and payments still pending
- Contacted all student organizers and associations about pending payments
- Created Excel sheet and made list of all requests and reservations for on campus spaces done through GSA and entered all information related to the events
- Followed up with Finance Manager on pending payments
- Retrieved two cheques from student organizers for previous events
- Responded and scheduled meeting with student organizer Mr. Nourani to reserve and book space on campus
- Responded to cancellation of Lounge request for January 22nd by student organizer Jinglu and notified Facilities Management as well as GSA administrative assistant
- Responded to new students' queries regarding GSA
- Held office hours