



<b>Full Name:</b>	Bhanu Kiran Kancharapu
<b>Position:</b>	President
<b>Report Period:</b>	May 15th - July 8th

Highlight Progress	H
On boarding and corresponding orientations International Health Insurance Gaspé Site external trip First Council Meeting Annual Budget Plan	

Date	Task and Related Project	Updates (e.g. Progress, Revised Forecast)	Next Steps	Number of hours(HH:MM)	Point Contact (Name, Info)	Status	Directors comments
May 12	ISHP Meeting with Student Care	Comparison of old and proposed insurance plans, Executives Orientation	N/A	01:00	Lev, Alex: Student Care	C	
May 17	Knowledge Transfer Session	Discussed must dos in the first council meeting, Important budget lines	N/A	01:30	Outgoing President	C	
May 17	International Insurance Plan File Orientation	Health plan status, Future plans of how to go about it	N/A	02:00	Student Care, Patrice, New and Outgoing Academic	C	
May 19	Meeting with DoS	Orientation with GSA, Briefing session about association registration, Events planning, and necessary training information.	N/A	2:00	Dean of Students	C	
May 21	Budget Approximation	Tried understanding various budget lines and anticipated exclusive requirements for the upcoming year	N/A	02:00	Internal	C	
May 24	Meeting with SGS Dean & President	Introduction, Update about Payment System	N/A	01:00	Faye & Graham Carr	C	
June 1	GSA Registration form to DOS	Submitting members of governing body with financial signing officers' signatures	N/A	0:15	Rouzbeh, David Baker	C	
June 2	Hiring Manager Approval	Gone through NOHCE GSA Unity form & Approved the Financial Manager hiring	N/A	0:20	Admin Office	C	
June 6	Key Requests to GSA Execs	Approval of key requests and send them to key control	N/A	0:15	Key Control	P	
June 7	Orientation plan with Student Care	Touch base with Insurance file	N/A	0:15	Alexander: Student Care	C	
June 8	Key Request signing authority change	Send Authorization Validation form	N/A	0:10	Facilities Management: Key Control	C	
June 8	Staff Union fees Approval	Approval of payment requisition	N/A	0:10	Matthew Dodds: Staff	C	
June 8	GSA Funded program authorization	Access to Funded program change: Removal of outgoing financial manager, viewer access to Sabrina, Aman	N/A	0:10	Matthew Dodds: Staff	C	
June 8	Plan for Sexual Violence and Prevention Training	Plan with DOS for SVAP training in July	N/A	0:10	Eddie: DOS	C	
June 8	Gaspé proposal from ECSGA	Discussed to-dos and anticipated expectations from each association	N/A	0:30	ECSGA President	P	
June 9	Council Meeting Agenda Finalization	Knowledge on Council meeting Progress	N/A	0:20	Meeting Facilitator: Rouzbeh	P	
June 10	Council Chair and Minute Taker applications	Compilation and basic filtration of profiles	N/A	1:00	Internal	P	
June 12	Council Chair and Minute Taker applications pass onto directors	Mailed the profiles and google form for voting	N/A	0:15	Internal	P	
June 13	Gaspé trip Directors' poll	Drafted and sent a mail seeking poll yes/no	N/A	0:30	Directors	P	
June 13	Meeting with outgoing Council Chair	Knowledge transfer on chairing the council meeting	N/A	0:20	Outgoing Chair: Swetha & President	C	
June 14	Meeting with Alex	Press plan execution training, Compilation of corresponding data	N/A	1:00	Mobilization, Student Care	C	

June 14	Meeting on ISHP	External Lawyer hiring and briefing the case, Plan on next steps	N/A	1:30	Mobilization, Academic, Student Care, Patrice, Governor	C	
June 14	Council Meeting	Arrangements for the meeting & Acting Chair for the meeting, Council Chair and Minute Taker Hiring	N/A	3:50	Council	C	
June 15	Press meet and Interview	Preparation and then Media: La Presse Interview	N/A	2:00	Mobilization, Media	C	
June 15	Letter to Office of board of governors and Senate administration	Formal Notice pertaining to the modification of the International Student Insurance Plan by GSA	N/A	1:00	Trivium Lawyers, Mobilization	C	
June 15	Council Chair and Minute Taker announcement	Mailed the selected candidates	N/A	0:10	New Chair and MT	C	
June 15	Meeting with CSU Execs	Greeting and collaboration on Menstrual health plan on campus	N/A	1:00	Academic, Mobilization	C	
June 16	Meeting with Eduardo and Shalini	Plan on pushing the Health Insurance as an agenda point for BoG meeting	N/A	1:30	CSU outgoing General Coordinator, Governor, Mobilization	C	
June 18	External event Regards	Gaspe Sie Logistics plan, and anticipating basic requirements and concerns on the trip	N/A	1:40	Internal, Mobilization	C	
June 22	Council Meeting feedback	Hybrid System feedback and consideration for future use	N/A	0:15	Meeting Facilitator, Directors	C	
June 22	Meeting with Alex and Patrice	Next steps plan in regard with ISHP after the BoG meeting	N/A	2:00	Student Care, Execs, Advocate	C	
June 23	Gaspe Trip Orientation to Directors	Orientation as in how to manage the crowd, anticipated certain common issues	N/A	1:00	Directors, Executives	C	
June 24-26	Gaspe Trip	Organizing and Coordinating	N/A	~12:00 (3*4Hrs)	Execs, Directors	C	
June 29	Fee agreement and Mandate with Trivium Avocat Inc.	Signed the fee agreement form to open the file with Trivium Avocat	N/A	0:40	Felix -Trivium Avocat	C	
June 29	GSA Executives meeting	Updates on June Month, To Do plan for the following month	N/A	02:00	Executives	C	
June 30	Budget Committee Meeting Plan	Budget Committee with agenda of budget line fixing and House Renovation Prioritization discussion	N/A	0:15	Meeting Facilitator	C	
July 8	Staff Executive Meeting	Monthly meeting, Modifications and suggestions in work flow, House Improvement prioritization, etc	N/A	1:00	Executives, Staff	C	
July 8	Annual Budget sheet preparation	Budget lines forecast, comparison with old sheets	N/A	2:30	Internal, Fin. Manager	C	
July 8	Budget and Funding Committee meeting	Brief session, discussion on allocation, and next meeting plan	Planned in 3 <sup>rd</sup> week of July	2:00	Directors (Committee members), Fin Manager, Internal	C	

#### Unmarked Activities:

- Addressing student mails, resolving student issues
- Follow ups with Executives activities
- Day-to-day communication with Staff from GSA and CSU to stay updated and keep the student's interest upheld
- Day to day communications with different inter/intra university student group (email or verbal)
- Workshop activities and proposed minutes for the same.