

Full Name	Hiral Ishwar Parekh
Position	Vice President Mobilization
Report Period	15-05-2022 to 8-07-2022

Highlights of the month

- 1) Onboarding
- 2) Gaspé trip planning
- 3) International Student Health Insurance
- 4) First Council Meeting

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status	Director's Comments
12th May	Training session	First introduction session with new team		2 hours	Ex VP Academic	C	
19th May	Meeting with DoS and GSA execs	Orientation with GSA		2 hours	President	C	
20th May	Meeting with Kiana	Briefing session with Comms manager		1.5 hours	Comms Manager	C	
20th May	GSA Execs meeting	Training session- 1		2 hours	Ex- VP Academic	C	
27th May	Meeting with Kiana	2nd Briefing session with Comms manager		1 hour	Comms manager	C	
31st May	GSA Newsletter for June	Selecting and refurbishing content for June newsletter		1 hour	Comms manager	C	
31st May	Domestic Health Insurance meeting	Suggested changes to the domestic plan		1 hour			
2nd June	Meeting with DoS	How to plan events on campus		1 hour	VP External	C	
3rd June	O/F Planners Committee Meeting	Introduction and Orientation for Frosh events	N/A	1 hour	VP External	C	
8th June	Draft content for subassociation newsletter			1 hour	VP Mobilization		
9th June	Staff- exec meeting	Introduction, House renovation, duties, and expectations		1.5 hours	President	C	
9th June	Gaspé trip planning	Logistics and Social Media planning		3 hours	VP External	C	
10th June	Social media for Gaspé posters	Newsletter, social media content selection	N/A	1 hour	VP Internal and External	C	
12th June	Mobilising for Gaspé trip registration			2 hours	VP Mobilization	C	
14th June	Council Meeting Prep	Hybrid model set up	N/A	2.5 hours	President	C	
14th June	Health insurance meeting with Patrice and Alex	Update, next steps, legal and media steps, hiring external lawyer discussion	N/A	1.5 hours	President	C	
14th June	Media training and discussion with Alex			1 hour	President		
14th June	Council meeting	First council, committee set up, chair and MT hiring		3.5 hours	Council		
15th June	Interview prep and interview with La Presse			2 hours	President		
15th June	Drafting briefing letter for directors	FAQ for directors		1 hour	VP Mobilization		
15th June	Meeting with CSU Execs	Introduction and about menstrual health policy		1 hour	VP Academic		
16th June	BoG strategizing with Eduardo	International student health insurance agenda issue		1.5 hours	President		
17th June	Meeting with SAGE Execs	Introduction and provide assistance of GSA		0.5 hour	VP Mobilization		
17th June	O/F Planning meeting	Security at events, collaboration discussion		1 hour	VP Mobilization		
17th June	Meeting with GISA Execs	Introduction and provide assistance of GSA		0.5 hour	VP Mobilization		
18th June	Gaspé trip planning	Logistics			VP Internal		
22nd June	GSA Execs with Alex and Patrice	Revise strategy since BoG meeting		2 hours	VP Mobilization		
23rd June	Gaspé trip supplies shopping	Costco, Pharmaprix, Bureau en Gros		7 hours	President		
23rd June	Directors orientation for Gaspé	Briefing session		1 hour	VP Internal		
24th June	Organising Gaspé trip departure			2 hours	President		
24th June	Meeting with Concord tours			1 hour	VP Academic		

25th June	SAGE Registration	Getting the subassociation re-registered		0.5 hour	Faculty manager		
28th June	Weekly communication strategy	With communication manager		0.5 hour	Comms Manager		
28th June	Letter to council	Thanks and appreciation for the council		45 mins	VP Mobilization		
29th June	GSA Executives meeting	To-Dos for July, Updates on June		2 hours	President		
30th June	O/F planning	Events for frosh and orientation		2 hours	VP External		
5th July	Meeting with Harley- CSU	O/F collab planning		2 hours	VP Internal		
6th July	Budget discussion	Budget allocation discussion		1 hour	VP Internal		
8th July	O/F collab discussion with CSU			1 hour	VP External		
8th July	O/F meeting with DoS	Updates and measures		2.5 hours	VP External		
8th July	Staff executive meeting	July meeting		1.5 hour	President		

Unmarked Activities:

- Day to day communications with different inter/intra university student group (email or verbal)
- Correction / Modification to Newsletters and other publications from GSA
- Follow up and communication with DoS., SGS to get student lists for programs, workshops and resolving issues with student with missing emails and contacts from DOS directory
- Gathering intel for Accreditation, potential events or workshops, feedbacks from trainers etc.
- Revise the workshop activities and proposed minutes for the same.
- Day-to-day communication with Staff from GSA and CSU to stay updated and keep the student's interest upheld.