



Executive Monthly Report

Executive Information	
Full Name	Vijayraagavan Vijayathirupathi
Position	Vice President Internal
Report Period	1-08-2024 to 31-08-2024

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status
1st Aug	Orientation Committee Meeting	Frosh Initial Phase planning	N/A	01:00	Team	C
1st Aug	Handbook Committee	Kick started the process with getting feedback from committee members	N/A	00:30	VP Internal	C
1 st Aug	Meeting with Bus vendors	Discussed with several vendors to finalize	N/A	04:00	President	C
2 nd Aug	Council meeting	Discussed about previous scheduled tasks and future activities	N/A	03:00	Council Members	C
2 nd Aug	Mural artists meet	Crafted ideas and strategies	Obtain digital design	02:00	VP Mobilization	C
5th & 7th Aug	Budget Committee preparation	Organized the required documents and gave KT to President	N/A	02:00	VP Internal	C
7 th Aug	DOS, CSU & Stud care	Discussed about Student Insurance and problems from the past	N/A	01:00	DOS	C



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7 th Aug	Meeting with jacket vendor	Finalizing payment and design	N/A	01:30	VP Internal	C
9 th Aug	Handbook Committee	2 nd meeting to get feedback and skeletal design	N/A	01:00	VP Internal	C
9 th Aug	OF Planning Committee	Discussed with eddie and alex about the execution on GSA frosh events	N/A	01:00	VP Internal	C
9 th Aug	Advocacy team meeting	Explained about the services offered and ongoing cases	N/A	01:00	VP Academics	C
9 th Aug	Emergency council meeting	Requested budget approval from councilors regarding Frosh	N/A	00:30	Team	C
9 th Aug	Discussion with president	Discussed on Internal updates and drafted tasks for upcoming weeks	N/A	02:00	President	C
12 th Aug	Policy review-By Laws	Kick started on identifying errors on bylaws	N/A	01:00	VP Internal	C
13 th Aug	By-Laws changes review	Discussed with services manager on upcoming changes	N/A	02:00	President	C
14 th Aug	Meeting with Daycare	Addressed CSU needs and solutions to their needs	N/A	01:30	CSU	C
14 th Aug	Drafted MOM	Created MOM for Handbook and budget committee	N/A	01:00	VP Internal	C
15 th Aug	Academic project request	Discussed with fine arts students about their financial support from GSA	N/A	01:00	VP Internal	C
16 th Aug	Loyola Campus	Posted posters on Loyola campus regarding	N/A	03:00	President	C
16 th Aug	Health care committee	Discussed about the new proposal from stud care	N/A	02:00	President	C
16 th Aug	Sustainability meet	Met ENUF association and discussed potential	N/A	00:45	VP Internal	C



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		collaboration and employment opportunities				
16 th Aug	Presidential meet	Provided my tasks updates and discussed on financial requirements	N/A	00:30	President	C
19 th Aug	Exec meeting	Finalized on Frosh activities and status updates	N/A	02:00	President	C
19 th Aug	GCC Hiring	Analyzing candidates based on fixed criteria	N/A	02:00	VP Academics	C
19 th & 20 th Aug	Funding policy	Gone through complete funding policy noted changes, errors, required clarifications and suggestion	N/A	08:00	VP Internal	C
20 th Aug	Academics Updates	Discussed with VP Academics tasks, suggestions on methodologies, proposed my suggestions on policies	N/A	02:00	VP Academics	C
20 th Aug	Meeting with Le Gym	Negotiated on potential collaboration and benefits	N/A	01:00	VP Internal	C
20 th Aug	Staff – Exec Meeting	Discussed about by election, LIC and scheduled tasks	N/A	01:30	Staff and Executives	C
20 th Aug	Meeting with Legal Essentials	Contract negotiation	N/A	01:30	Student Care	I
20 th Aug	Action plan Preparation	Worked on Fall action plan/tasks that are to be executed	Make sure that all the tasks mentioned in the action plan are being executed	00:30	VP Internal	C
20 th Aug	Council meeting Agenda	Finalized the council meeting agenda	Send to council Chair	01:00	President	C
21 st Aug	Hiring Committee	Finalized on criteria to shortlist applicants	N/A	1:00	President	C



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21 st Aug	Policy review with services manager	Discussed with GSA Team about the updates on funding policy	Need to produce it in policy committee	02:30	GSA team	C
21 st Aug	Staff – Internal affairs	Discussed on potential requests and strategy planning	N/A	01:10	Staff & President	C
21 st Aug	Inventory Management	Transferred expired documents from executives to storeroom	N/A	01:00	GSA Team	C
21 st Aug	Presidential meet	Discussed about the upcoming tasks and previously assigned	N/A	01:00	President	C
22 nd Aug	Summer funding	Recalculated with new amount based on category	N/A	02:00	VP Internal	C
27 th Aug	GA Committee	Discussed on fixing the timeline, discussed on referendums	Need to get approval from council	02:00	President	C
27 th Aug	Budget committee	Requested approval of funding for summer applications	Need to get approval from council	0:40	VP Internal	C
28 th AUG	Reimbursement	Verified financial expenses	Yet to complete (Documentation)	02:00	Executives	I
29 th Aug	Staff meeting	Discussed on legal contracts, newsletter, planning for council meeting	N/A	03:00	Staff, President	C
29 th Aug	Blue cross	Adopted new vendor for SAP	N/A	01:00	President, DOS	I
30 th Aug	Council meeting	Approval of minutes, action plan, new tasks	N/A	03:00	GSA Team	C



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Total Hours Spent	73 hours 10 Minutes
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Unmarked activities:

1. Office Hours.
2. Addressing emails.
3. Payroll verifications.
4. Day-to-day communication with Staff and Executives in GSA.