



Graduate Student's Association  
2024-2025

## Executive Monthly Report

Full Name	Vijayraagavan Vijayathirupathi
Position	Vice President Internal
Report Period	1-07-2024 to 31-07-2024

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent	Point of Contact	Status
2nd July	Exec Meeting	Frosh Initial Phase planning	N/A	02:00	Team	C
2nd	Student Finance Officers + Financial Services meeting	Orientation about Internal Account (Unity)	N/A	01:30	DOS	C
2nd & 17th July	TD Acc Opening	Opened Chequing acc	Financial Authorization	01:40	President	C
4th July	GSA Inventory	Verified the items present or required for GSA House	N/A	03:00	GSA Staff	C
3rd July	Meeting with jacket vendor	Initial meeting with jacket vendor	N/A	01:00	VP Academic & VP Internal	C



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5th and 8th July	Gaspe Complete Expense	Calculated the total expense occurred in Gaspe trip	N/A	04:00	VP Internal	C
9th July	Student Care Meeting	Discussed about Student Insurance and problems from the past	N/A	03:00	Team	C
10th July	Exec Meeting	Discussed on Frosh Updates and upcoming tasks	N/A	02:00	Team	C
11th & 15th July	Learning Quickbooks	Learned basis on how to use Quickbooks tool	N/A	04:00	VP Internal	C
12th July	Appointments Committee	Discussed on how to proceed on appointing Fine arts volunteers	N/A	00:30	VP Academics	C
11th July	Meeting with jacqueline magnan	Setup for meeting with president	N/A	00:30	President	C
12th July	SVAP training	Attended meeting with DOS	N/A	01:30	Team	C
12th July	O/F Planning Committee	Discussed on updates on registering events and dates	N/A	01:00	VP External and VP Mobilization	C
15th and 16 July	Annual Budget 2024-2025	Created the annual budget based on satisfying all bylaws and policies	N/A	04:00	President	C
16th July	Action plan Preparation	Worked on summer action plan/tasks that are to be executed	Make sure that all the tasks mentioned in the action plan are being executed	01:00	VP Internal	C
17th July	Student Life Committee	Discussed in details about Frosh and external events	N/A	02:00	VP External/VP Mobilization	C
17th July	Event Planning	Attended session with DOS about how to plan and execute events	N/A	01:00	DOS	C



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18th July	Big6 Brunch	Met big 6 associations and discussed about future collabs	N/A	02:30	DOS	C
18th July	Serve Program Training	Learnt about usage of alcohol in public events	N/A	03:00	DOS	C
18th July	Frosh Budget	Discussed about the expenditure required for Frosh events	N/A	01:00	VP External	C
19th July	Budget and funding committee	Discussed about budget, frosh and calypso event	N/A	01:10	VP Internal	C
19th July	BIM Workshop - Proposal / Budget Analysis	Discussed with VP Academics on execution of events and budget requirements	N/A	00:30	VP Academics	C
19th & 22nd July	Hiring - Council Chair and Minute Taker	Interviewed 4 Council chair and 3 Minute taker, prepared questions and noted responses and submitted to president	N/A	04:00	President	C
22nd July	BIM Workshop meeting	Discussed with CEAC representatives about the budget and proposal	N/A	01:30	VP Academics	C
22nd July	Meeting MFSC Coordinator	Discussed on collaboration with MFSC coordinator regarding frosh	Need to prepare flyers and discuss on events	01:00	VP Internal	C
22nd July	Emergency council meeting	Discussed about Executives Action plans	N/A	01:30	Executives and Directors	C
22nd July	Meeting CSU Student life	Discussed on collaborations with CSU for Frosh events	N/A	01:30	CSU	I
18th and 23rd July	Summer funding application	Cross checked 100 applications based on eligibility, prepared analyzing methodology, Gone through every ratified funding policy	Need to get approval from council	04:00	VP Internal	C
25th July	Executive meeting	Discussed council meeting postponement , Discussed about final decision on BIM	N/A	1:30	Executives	C



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		workshop, Bangladeshi issue				
24th July	Meeting with CIBC Manager	Discussed about sponsorship opportunities	Need to submit the requested criteria asked by CIBC	01:00	Executives	I
29th July	Meet between GSA and CSU Executives	Meet and greet, and discuss upcoming activities	N/A	01:00	Executives	C
31st July	Meeting with Lawyer	Discussed about the existing and new contracts	N/A	01:30	President	C
31st July	Staff-Exec Meeting	Discussed about the upcoming tasks and previously assigned	N/A	02:00	Staff and Execs	C
31st July	Legal Essentials	Discussed about the essentials documents required and new insurance premium proposal	N/A	01:00	Executives	C
31 st July	EMR Creation	Created VP Internal EMR for july month	N/A	00:40	VP Internal	C

Total Hours Spent	64 hours 10 Minutes
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