

McMaster GSA VP Admin updates, May to September 2020

In my role as VP admin, most of the activities I have been involved with over the past few months have been in response to the COVID-19 pandemic. These activities included negotiations with HSR over members' bus pass fees, review of our budget and member fees, drafting policies for GSA and Phoenix reopening and assisting with setting up of various online events among others.

Below is list of the various activities I have been involved with over the past few months:

May 2020:

- Contacted several insurance companies for competitive quotes for existing insurance policies.
- Held finance committee meeting to discuss financial reporting on both the GSA and phoenix.
- Reviewed council and board meetings minutes.
- Attended GSA meetings.
- Facilitated funding of online workshops proposal by EGS.

June 2020:

- Reviewed GSA fees considering pandemic.
- Reviewed budget considering pandemic.
- Reviewed council and board meetings minutes.
- Attended GSA meetings.

July 2020:

- Attended weekly meetings with HSR on bus pass negotiations.
- Attended weekly meetings with KPMG for updates for GSA audit process.
- Held finance committee meeting to discuss financial reporting on both the GSA and phoenix.
- Worked on policies for both Phoenix and GSA reopening.
- Reviewed council and board meetings minutes.
- Attended GSA meetings.

August 2020:

- Attended weekly meetings with HSR on bus pass negotiations.
- Worked on updating budget.
- Worked on GSA value proposition document.
- Reviewed council and board meetings minutes.
- Attended GSA meetings.
- Liaised with the IGSA in the recruitment of new international FRC.
- Attended grad writing support meeting and initiated the process for collaborating on academic writing workshop.

September 2020:

- Drafted investment policy.
- Attended weekly meetings with HSR on bus pass negotiations.
- Held finance committee meeting to discuss financial reporting on both the GSA and phoenix.
- Reviewed council and board meeting minutes.

- Attended GSA meetings