**May**

* Transition to new position
  + Discuss with Caroline any matters that may be left on the agenda.
* Set goals for the coming year and compile a rough monthly goal schedule.
* Met with FRCs to plan for the coming year.

**June**

* Met with student representatives from department of PNB on the open letter; met with Academic Affair Committee with this open letter and approved by the Board to distribute it through GSA newsletter
* In preparation for Fall Welcome Week and new academic year; discuss creating a Welcome Week committee with volunteers by advertising in weekly email

**July**

* Reached out to Hamilton restaurants, campus resource for welcome week coupons and resource fair
* Met with other VP internals from universities across Canada to discuss possible Welcome Week social event
* Held academic workshops

**August**

* Continue work on Welcome Week; meet with Welcome Week committee & delegate tasks
  + Tie up any loose ends for Welcome Week
  + Preparation for in-person events, set up capacity-limited registration to meet health guide requirement
  + Promotion for Welcome Week events

**September**

* Worked on Welcome Week events

**October**

* Continued Welcome Week events
* Adjudicated GSA awards with Academic Affair Committee members;
* Held academic workshops

**November**

* Held academic workshops
* In preparation for January Winter Welcome Week
* Worked on COVID relief fund with other exec members

**December**

* Finalized GSA awards details (name lists, recipient’s’ information) with SGS; Wrote GSA awards protocol, including application, adjudication, and result announcement
* Distributed COVID relief fund poster, answered questions from students
* In preparation for January Welcome Week
* Held academic workshops

**January**

* Started Winter Welcome Week events
* Adjudicated COVID relief fund applications
* Held academic workshops

**February**

* Adjudicated 2nd round COVID relief fund applications
* Held academic workshops
* In preparation for AGM

\* Attend weekly exec team meeting, monthly GSA Board meeting, monthly GSA council meeting and monthly Graduate Council Meeting. Attend seasonal Teaching and Learning Advisory Committee Meeting