

**SOCIETY OF GRADUATE STUDENTS  
FEBRUARY 16, 2006 ANNUAL GENERAL MEETING**

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# **SOCIETY OF GRADUATE STUDENTS**

## **ANNUAL GENERAL MEETING**

### **AGENDA**

**February 16, 2006**

**6:00 p.m.**

**University College Romm 142**

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1. Ratification of Agenda
2. Announcements
3. Orders of the Day
  - SOGS 2005/2006 Budget
4. Executive Reports
  - a) President, Patricia Dalton
  - b) VP Academic, Duane Jacques
  - c) VP External and Communication, Kamilla Pietrzyk
  - d) VP Finance, Jason Cakiroglu
  - e) VP Student Services, Liz Kelly
5. Open Forum

**Orders of the Day**

**SOGS 2006/2007 Budget**

BIRT SOGS adopt the proposed SOGS budget for 2006/2007.

**SOGS 2006-2007 Budget**

Student Fees*	2006 - 2007		2005 - 2006		2004 - 2005	
	term	annual	term	annual	term	annual
Full Time Student projections [1]	2611	7833	2529	7588	2456	7367
Part Time Student projections	392	1175	342	1025	332	995
<b>CPI [2]</b>	1.021	2.1%	1.018	1.8%	1.016	1.6%
<b>I Membership Fees [3]</b>						
Full-time Students Membership Fees	22.95	68.85	22.48	67.43	22.08	66.24
Part-time Students Membership Fees	15.29	45.87	14.97	44.92	14.71	44.13
<b>II CFS Membership Dues [4]</b>						
Full-time Students CFS Dues	4.58	13.73	4.48	13.44	4.40	13.20
Part-time Students CFS Dues	3.05	9.15	2.98	8.95	2.93	8.79
<b>III Health Plan Administration Fees [5]</b>						
Full-time Students HP Premiums	111.60	334.80	102.12	306.35	95.14	285.42
Full-time Students HP Admin. Fees [6]	5.82	17.46	5.70	17.10	5.60	16.80
Health Plan FT Family Opt-In	263.93	791.78	240.19	720.57	223.34	670.03
Health Plan PT Opt-In	496.87	1,490.62	311.03	933.10	296.82	890.47
<b>IV Bus Pass Fees [7]</b>						
Full-time Students Bus Pass	47.65	142.94	45.55	136.65	44.10	132.30
Bus Pass Administration Fees [8]	0.35	1.06	0.35	1.04	0.34	1.02
<b>Total Full-time Fees</b>	<b>192.94</b>	<b>578.83</b>	<b>180.67</b>	<b>542.01</b>	<b>171.66</b>	<b>514.98</b>
<b>Total Part-time Fees</b>	<b>18.34</b>	<b>55.01</b>	<b>17.96</b>	<b>53.87</b>	<b>17.64</b>	<b>52.92</b>

**Notes:**

\* Student fees come into effect [i.e. collected by the University] September 1 of the new fiscal year.

- 1 Student enrollment projections are determined by the Faculty of Graduate Studies' office.
- 2 Annual minimum increase is determined by Revenue Canada's average of the Ontario Consumer Price Index rate in the previous year.
- 3 Membership fees support the Society's operations. These fees are increased by the annual Ontario Consumer Price Index. Part-time fees are two-thirds of the full-time fee.
- 4 CFS fees are contractually collected and remitted in trust. Rates are collectively set by members of the Federation (including SOGS) based on the Canadian Price Index.
- 5 Health Plan premiums are contractually collected and remitted. Premiums are set by the provider and this figure represents the projected increase of 9% to the health plan premiums, but actual premiums will be charged as of September 1.
- 6 Health Plan Administration Fees support the administration of the health plan. Levied on full-time students in conjunction with the health plan premiums.
- 7 Bus Pass fees are contractually collected and remitted. These fees are set by London Transit and cannot be increased greater than the annual average change in the Ontario Consumer Price Index for Transportation. The new rate will be increased by 4.6%.
- 8 Bus Pass Administration Fees support administration of the bus pass. Levied on full-time students in conjunction with the bus pass fees.

## Budget Summary - May 1, 2006 - April 30, 2007

### OPERATING REVENUE

<b>I</b>	Membership Fees	196,372
<b>II</b>	Canadian Federation of Students	40,354
<b>III</b>	Health Plan	961,485
<b>IV</b>	Bus Pass	370,484
<b>V</b>	Grad Club	53,100
<b>VI</b>	Faculty of Graduate Studies	1,000
<b>VII</b>	Other	35,739
		<hr/>
	<b>Total Operating Revenue</b>	<b>1,65,534</b>

### OPERATING EXPENSES

<b>VIII</b>	Membership Disbursements	1,402,495
<b>IX</b>	Wages, Benefits and Contributions	148,281
<b>X</b>	Administration and Office	36,550
<b>XI</b>	Executive	7,050
<b>XII</b>	President	300
<b>XIII</b>	Vice-President Academic	19,350
<b>XIV</b>	Vice-President Finance	200
<b>XV</b>	Vice-President External	12,100
<b>XVI</b>	Vice-President Student Services	18,000
<b>XVII</b>	Speaker	3,400
<b>XVIII</b>	Contingency Fund	6,684
		<hr/>
	<b>Total Operating Expenses</b>	<b>1,654,410</b>
	<b>Surplus (Deficit)</b>	<b>4,124</b>

<b>REVENUE</b>		<b>Proposed Budget 2006 - 07</b>	<b>Year End Projections</b>	<b>May - December</b>	<b>2005 - 2006</b>
<b>I</b>	<b>Membership Fees</b>				
	Full-time Students Membership Fees	178,530.71	185,624.56	125,022.63	169,553.78
	Part-time Students Membership Fees	17,840.94	19,411.77	13,190.31	15,256.45
	Sub-total	193,434.65	205,036.33	138,212.94	184,810.23
<b>II</b>	<b>CFS Membership Dues</b>				
	Full-time Students CFS Dues	35,600.16	36,995.92	24,720.52	33,787.89
	Part-time Students CFS Dues	4,753.94	3,867.34	2,627.07	4,061.28
	Sub-total	40,354.10	40,863.26	27,347.59	37,849.17
<b>III</b>	<b>Health Plan Administration Fees</b>				
	Full-time Students HP Premiums	849,394.65	830,300.46	563,489.05	707,955.80
	Full-time Students HP Administration Fees	45,279.53	47,075.20	31,452.30	43,002.77
	Health Plan FT Family Opt-In	53,763.35	36,089.91	22,911.34	49,260.82
	Health Plan PT Opt-In	13,047.78	10,129.28	7,643.30	9,188.88
	Sub-total	961,485.30	923,594.85	625,495.99	809,408.27
<b>IV</b>	<b>Bus Pass Fees</b>				
	Full-time Students Bus Pass	367,734.81	374,549.10	251,344.95	341,966.32
	Bus Pass Administration Fees	2,749.11	2,861.58	2,326.32	2,610.88
	Sub-total	370,483.92	377,410.68	253,671.27	344,577.20
<b>V</b>	<b>Grad Club</b>				
	GC Administration Fee	27,600.00	26,959.92	17,973.28	26,959.92
	GC Bursary Subsidy - Travel	10,000.00			
	GC Bursary Subsidy - Child Care	4,250.00			
	GC Bursary Subsidy - Out of Province	11,250.00			
	GC Operating Subsidy	-	-	-	-
	Sub-total	53,100.00	26,959.92	17,973.28	26,959.92

	<b>Proposed Budget 2006 - 07</b>	<b>Year End Projections</b>	<b>May - December</b>	<b>2005 - 2006</b>
<b>VI Faculty of Graduate Studies</b>				
President's Salary Subsidy				
WJGR Subsidy				
WRF Subsidy				
GSTA Subsidy				
New Student Orientation Subsidy				
CAGS Attendance Subsidy	1,000.00	1,000.00		1,000.00
Sub-total	1,000.00	1,000.00	-	1,000.00
<b>VII Other Income</b>				
Bank Interest Investments	3,500.00	4,781.12	3,187.41	2,600.00
Advertising in Handbook/Dayplanner TATP Administration/Occupancy Fee	1,000.00	5,025.00	5,025.00	2,000.00
GTA Union Contributions Sale of Merchandise	3,200.00	3,200.00		3,200.00
Emergency Loan Administration Fees	250.00	836.21	286.21	150.00
Retained Revenue (Projected)	27,739.37			28,210.35
Miscellaneous		2.01	502.01	-
Sub-total	35,739.37	13,844.34	9,000.63	36,160.35
<b>TOTAL REVENUE</b>	<b>1,658,534.34</b>	<b>1,588,709.38</b>	<b>1,071,701.70</b>	<b>1,440,765.14</b>

	<b>Proposed Budget 2006 - 07</b>	<b>Year End Projections</b>	<b>May - December</b>	<b>2005 - 2006</b>
<b>OPERATING EXPENSES</b>				
<b>VIII</b>	<b>Membership Disbursements</b>			
Health Plan Premiums	749,568.50	736,527.30	461,808.30	603,175.04
Health Plan Premiums - FT Family	53,763.35	36,089.91	37,167.40	49,260.82
Health Plan Premiums - PT	13,047.78	10,129.28	6,702.04	9,188.88
Premium Refunds - Full-time Students	99,826.15	93,773.16	63,144.34	104,780.76
Health Plan Discretionary Funds	3,000.00	102.12	-	6,000.00
CFS Membership Dues - FT and PT	40,354.10	40,863.26	27,332.14	37,849.17
Bus Pass Fees	367,734.81	374,549.10	251,344.85	341,966.32
Bus Pass Administration Fees	1,200.00	1,044.90	1,044.90	1,200.00
Departmental Grants	7,000.00	5,145.59	3,430.39	8,000.00
Recompense Program	1,000.00	500.00	182.00	1,000.00
Emergency Loan Delinquency	500.00	500.00	-	500.00
Bursaries - Child Care	8,500.00	2,250.00	1,500.00	2,250.00
Bursaries - Travel	20,000.00	15,000.00	6,900.00	15,000.00
Bursaries - Thesis	4,500.00	1,500.00	1,050.00	1,500.00
Bursaries - Out of Province	22,500.00	15,000.00	7,500.00	15,000.00
Bursaries - Emergency	5,000.00	1,000.00	-	1,000.00
Scholarship Bursary Endowment	5,000.00 -	5,000.00	-	5,000.00
Sub-total	1,392,019.12	1,339,178.86	869,106.36	1,202,670.99
<b>IX</b>	<b>Wages, Benefits and Contributions</b>			
Salary - President	14,400.20	14,196.00	9,828.00	14,196.00
Salary - Vice-Presidents	28,808.33	26,905.06	17,062.50	28,392.00
Wages - Office Staff	88,465.41	83,970.36	55,793.32	84,011.62
Speakers Stipend	2,400.00	1,800.00	600.00	1,800.00
Employer's Contribution - EI	3,199.68	3,039.24	2,088.46	3,076.37
Employer's Contribution - CPP	3,555.20	3,376.93	3,118.80	3,418.19
Employer's Contribution - WSIB	724.21	687.89	230.38	696.30
EHT Expense - exempt	526.70	407.18	407.18	506.40
Wages - Accrued		1,500.00	1,500.00	-
Wages - Temporary Staff	960.00	100.00	30.00	960.00
Staff Benefits/Training	5,241.20	4,510.09	2,811.61	5,694.80
Sub-total	148,280.93	140,492.75	93,470.25	142,751.68

	<b>Proposed Budget 2006 - 07</b>	<b>Year End Projections</b>	<b>May - December</b>	<b>2005 - 2006</b>
<b>X Administration and Office</b>				
Accounting Fees	15,000.00	8,200.00	5,300.00	10,000.00
Legal Fees	750.00	500		750.00
Insurance - Office Liability	600.00	402.49	402.49	1,500.00
Insurance - Officer and Director Liability	1,800.00	1,782.00	1,782.00	1,655.00
Photocopier Usage	80.00	700.00	240.99	700.00
Equipment Rentals and Charges	8,000.00	7,484.13	4,989.42	8,200.00
Stationery	500.00	300.00	163.98	700.00
Postage and Courier Charges	700.00	614.75	409.83	800.00
Supplies - Miscellaneous	150.00	100.00		150.00
Supplies - Computer Supplies/Software	1,500.00	1,202.46	1,122.46	500.00
Supplies - Office	3,000.00	2,726.58	1,817.72	3,000.00
Capital Acquisitions/Depreciation	2,500.00	2,064.00	1,364.00	3,000.00
Bank Service Charges	500.00	456.83	304.55	500.00
Repairs/Maintenance	750.00	160.04	106.69	250.00
<b>Sub-total</b>	<b>36,550.00</b>	<b>26,693.27</b>	<b>18,004.13</b>	<b>31,705.00</b>
<b>XI Executive</b>				
Promotion/Advertising	150.00	50.00	-	250.00
Special Events and Organizing	600.00	582.17	462.17	600.00
Meetings/Conferences/Mileage	800.00	300.00		1,100.00
Sponsorship/Donations	3,000.00	3,000.00	2,000.00	1,200.00
Honoraria	2,500.00	2,500.00	-	2,500.00
<b>Sub-total</b>	<b>7,050.00</b>	<b>6,432.17</b>	<b>2,462.17</b>	<b>5,650.00</b>
<b>XII President</b>				
Expenses	300.00	300.00	-	300.00
<b>XIII Vice-President Academic</b>				
Advertising and Promotional Materials				
WJGR Advertising	500.00	500.00	-	500.00
WJGR Layout and Printing	750.00	750.00	-	750.00
WRF Prizes	1,250.00	1,250.00	-	1,250.00
WRF Advertising	750.00	750.00	-	750.00
WRF Guest Speaker	1,000.00	1,000.00	-	1,000.00
WRF Refreshments/Catering	1,750.00	1,750.00	-	1,750.00
WRF Room Booking	500.00	500.00	-	500.00
WRF Abstract Publication	-	-	-	-
WRF Materials	500.00	500.00	-	500.00
GSTA Materials and Results Tabulation	600.00	600.00	1,200.00	600.00
GSTA Prizes	9,600.00	9,600.00	-	9,600.00
GSTA Advertising	400.00	400.00	332.76	400.00
GSTA Reception	1,750.00	1,750.00		1,750.00
<b>Sub-total</b>	<b>19,350.00</b>	<b>19,350.00</b>	<b>1,532.76</b>	<b>19,350.00</b>
<b>XIV Vice-President Finance</b>				
Expenses	200.00	200.00	-	200.00
Research/Projects		-	-	-
<b>Sub-total</b>	<b>200.00</b>	<b>200.00</b>	<b>-</b>	<b>200.00</b>

	<b>Proposed Budget 2006 - 07</b>	<b>Year End Projections</b>	<b>May - December</b>	<b>2005 - 2006</b>
<b>XV Vice-President External</b>				
Media/Subscriptions	300.00	-	-	300.00
CFS - Conferences	9,000.00	3,500.00	1,941.52	9,000.00
Campaigns/Advocacy	1,400.00	500.00	198.53	1,400.00
Website Development			-	-
Speakers, Conferences	500.00	500.00	-	500.00
CFS Representative	900.00	600.00	600.00	900.00
<b>Sub-total</b>	<b>12,100.00</b>	<b>5,100.00</b>	<b>2,740.05</b>	<b>12,100.00</b>
<b>XVI Vice-President Student Services</b>				
Merchandise	450.00	-	-	450.00
Handbook/Dayplanner Advertising Commission		-	-	-
Handbook/Dayplanner Editor	800.00	800.00	800.00	
Handbook/Dayplanner Printing	13,000.00	12,846.32	12,846.32	12,000.00
Orientation - New Students	2,500.00	1,744.37	1,744.37	2,500.00
Orientation - Councillors	500.00	198.47	198.47	500.00
International Students	500.00	90.48	90.48	500.00
Sports Awards Ceremonies		-	-	-
Sports		-	-	-
CFS - Programmes	250.00	307.78	307.78	250.00
<b>Sub-total</b>	<b>18,000.00</b>	<b>15,987.42</b>	<b>15,987.42</b>	<b>16,200.00</b>
<b>XVII Speaker</b>				
Elections and Referenda	2,000.00	700.00	-	1,295.00
Council Packages	200.00	50.00	-	200.00
Council Meeting Refreshments	1,200.00	1,200.00	800.97	1,200.00
<b>Sub-total</b>	<b>3,400.00</b>	<b>1,250.00</b>	<b>800.97</b>	<b>2,695.00</b>
<b>SUB-TOTAL EXPENSES</b>	<b>1,647,725.60</b>	<b>1,554,984.46</b>	<b>1,004,104.11</b>	<b>1,433,622.67</b>
<b>XVIII Contingency Fund</b>	<b>6,684.79</b>	<b>5,935.55</b>	<b>3,979.31</b>	<b>5,890.88</b>
<b>TOTAL EXPENSES</b>	<b>1,654,410.39</b>	<b>1,560,920.00</b>	<b>1,008,083.42</b>	<b>1,439,513.55</b>
<b>NET INCOME</b>	<b>4,123.94</b>	<b>27,789.37</b>	<b>63,618.28</b>	<b>1,251.59</b>

## NOTES

### REVENUE

Membership and ancillary fees prepared by Finance Committee must be passed at the Annual General Meeting in February before they are submitted to the Campus & Community Affairs Committee in March-April. These fees are adjusted at the beginning of the academic year (September).

#### **I Membership Fees**

Full-time and Part-time Membership Fee. This fee covers the operations of the Society and funds a number of programs and services that directly benefit the membership. These fees are adjusted each fiscal year by the rate of change in the Canadian Consumer Price Index during the previous calendar year.

#### **II Canadian Federation of Students Membership Dues**

Canadian Federation of Students Dues. In accordance with Bylaw 1, Section 2 a.iv of the Canadian Federation of Students, national and provincial membership fees are adjusted each academic year by the rate of change in the Canadian Consumer Price Index during the previous calendar year.

#### **III Health Plan Fees**

Health Plan Premiums. This fee is determined by our Insurance company Green Shield Canada and provided by Heath Lambert Consulting. The health plan is available to PT students on an opt-in basis.

Full-time Students Health Plan Administration Fee cover the costs of administering the health plan and is adjusted by the rate of change in the Canadian Consumer Price Index during the previous calendar year.

Health Plan Opt-in Fees. Students have the option of providing coverage to their families and must pay premiums to SOGS. These premiums are provided by Heath Lambert Consulting.

#### **IV Bus Pass Fees**

Bus Pass Fee. This fee covers the Society's bus pass for full-time members. Under the terms of SOGS' contract with the London Transit Commission, the maximum increase would be the Ontario Consumer Price Index for transportation.

Bus Pass Administration Fee covers the administration costs incurred for printing, issuing and replacing bus passes.

Full-time Family Opt-In. Voluntarily purchased by individual students. Must complete and submit an Opt-In Form to the Society by the term deadlines. Late submissions receive coverage after 10 business days of receiving the completed form.

Part-time Opt-In. Part-time students are not automatically included on the health plan. Therefore must be voluntarily purchased by students. Must complete and submit and PT Opt-In Form to the Society by the term deadlines. Late submissions receive coverage after 10 business days of receiving the completed form.

#### **V Grad Club Subsidy.**

The monthly administration fee levied on the Grad Club by SOGS on a cost-recovery basis, covers office equipment rentals, Accounting Manager's time, Office Manager's time, postage/stationery and advertising in SOGS publications.

## **Notes Continued**

GC Travel Subsidy. Grad Club subsidizes this subsidy at half its value.

GC Child Care Subsidy. Grad Club subsidizes this subsidy at half its value.

GC Out of Province Bursary. Grad Club subsidizes this bursary at half its value.

GC Operating Subsidy (formerly 'profit sharing'), from the Grad Club to SOGS, is calculated at 40% of the Grad Club's projected income from operations, less forgivable loans. No transfer is expected for this fiscal year due to the GC expansion.

## **VI Faculty of Graduate Studies Subsidy.**

The Faculty of Graduate Studies has traditionally subsidized the President's Salary, Western Journal of Graduate Research, Western Research Forum, Graduate Students Teaching Awards, New Student Orientation and CAGS. The Vice-President Finance is mandated to submit an annual report to the Faculty on the disbursement of the Faculty's subsidy and the subsidy proposal/request for the following fiscal year. CAGS is an annual conference for the President and receipts must be submitted to FGS. There have been issues with collecting these subsidies and therefore we are no longer budgeting for them.

## **VII Other Income**

Bank Interest. Based on average of previous year with St. Willibrord Credit Union.

Handbook Advertising. Conservative estimate based on previous year's success at selling advertising.

TATP Administration. TATP was located in the SOGS office and occupancy was paid by FGS. Office has now been relocated, therefore the only administration costs incurred are for the use of the SOGS fax machine.

PSAC/GTAA Contribution. The GTA Union contractually agrees to contribute towards the GSTA awards.

SOGS/GC Merchandise is an estimate on sales of merchandise for profit. No purchases are planned for this fiscal year.

Emergency Loan Administration Fees. Cost associated with interest on outstanding emergency loans.

Miscellaneous Income. Income from donations, etc. No revenue is expected for this fiscal year.

Retained Revenue. Revenue from previous fiscal year.

## **OPERATING EXPENSES**

## **VIII Membership Disbursements**

Health Insurance Premiums are set by the provider and this figure represents an anticipated maximum. These premiums take effect as of September of each academic year. A monthly deposit of \$30,000 is remitted to the insurance provider each month and at the end of each term a reconciliation is provided by Broker for the remainder to be remitted. A Dental Referendum was passed for 2004-05 academic year. FT health plan premiums are collected by the University accordingly and remitted to SOGS by term. Part-time and Family health premiums must be submitted by the individual student to the SOGS office.

FT Family and PT opt-in premiums are collected from the individual students by the Society and remitted to Heath Lambert Consulting by term.

**Notes Continued**

Health Plan Discretionary Funds. Distributed by the Health Plan Committee to refund students for miscellaneous costs arising from costs associated with the health plan but not covered on formulary, etc.).

CFS Membership Fees are collected by the University and remitted to the Canadian Federation of Students annually.

Bus Pass Fees are collected by the University and remitted to London Transit Commission by term.

Bus Pass Administration fees cover the costs of printing bus passes.

Department Grants are paid out to departments per term. These grants are determined based on the degree of representation at monthly council meetings (1.50/student x % of attendance).

Recompense Program replaced the Committee Grants with the intention to promote member participation on SOGS committees. Members receive a \$5 GC voucher for every meeting attended.

Emergency Loan Delinquency is an allowance for unpaid emergency student loan debts. With increases in the amount of the loan available, this line item has been increased. Loans are issued at a maximum of \$500. A maximum of \$1,000 is issued the first month of every term for unforeseen costs (i.e. rent, tuition, etc.)

Health Insurance Refunds are issued to students opting out of the health plan. These refunds do not include the health administration fee. The average amount of opt-outs by term is 10%

Child Care Subsidies are awarded by term up to a maximum of \$250 each.

Travel Subsidies are awarded by term up to a maximum of \$400 each.

Thesis Binding Subsidy are awarded at \$100 for Masters and \$200 for PhD.

Out of Province Bursaries are awarded by term at \$500 each to attempt to balance OSOTF for non-resident students.

Student Emergency Fund is an exigency fund used to help students in immediate need with unforeseen expenses due to but not limited to injuries, illness or a death in the family, etc.

Scholarship is to be used to fund SOGS scholarship(s). The actual form of the award to be determined by the Finance Committee.

**IX Wages, Benefits, and Contributions**

President's annual salary is equivalent to a full TA salary as per a resolution at a SOGS general meeting. These salaries are increased annually as of September in accordance to the TA annual collective agreement and include 4% vacation pay. The 2006-07 collective agreement will only be available Sept'06, therefore projected increase for Sept will be based on CPI increase.

Vice Presidents' annual salaries are equivalent to half a TA salary as per a resolution at a SOGS general meeting. These salaries are also increased annually as of September in accordance to the TA annual collective agreement and include 4% vacation pay. The 2006-07 collective agreement will only be available Sept'06, therefore projected increase for Sept'06 will be based on CPI increase.

Office Salaries. Wages for the Office Manager and Accounting Manager are determined by the salary range set by The University, an annual PTR of 2.5%, RRSP contributions of 5%, and a \$100 Christmas bonus.

Temporary Staff. These wages are for any foreseeable temporary staff employed with SOGS.

## Notes Continued

Speaker Honorarium. The Speaker receives a stipend of \$2000 per year (11 Council meetings and one Annual General Meeting).

Chief Returning Officer Honorarium. The CRO was paid \$50 per election or referendum supervised. The Speaker is now responsible for all elections and referenda.

Senators' Honorarium was \$50 per session and there were four Senators and 10 sessions. This program was cancelled November/98.

EI Expense. This amount is calculated at 2.43% of the office salaries which includes the President, Vice Presidents as well as those of the full-time office staff and temporary staff.

CPP Expense. This amount is calculated at 2.7% of the office salaries which includes the President, Vice Presidents as well as those of the full-time office staff and temporary staff.

WSIB Expense. The amount is calculated at 0.55% of all salaries, which includes the President, Vice Presidents as well as the full-time staff and temporary staff.

EHT Expense. As a non-profit organization, SOGS/GC payroll has not exceeded \$400,000 and therefore has been exempt from paying the Employee Health Tax. Due to the GC expansion, wages have increased and EHT will have to be submitted at 1.4%.

Wages for Temporary Staff are budgeted for assistance to the Office Manager for issuing bus passes, dayplanners, etc. This expense will be incurred for two weeks at the beginning of each term at a rate of \$8.00/hour for a maximum of 20 hours per week.

Staff Training and Benefits. These are costs incurred for the training and/or development, which is in line with SOGS Personnel Policies (4/96) Sections A, L and M. Benefits cover the cost of the employee health plan; one birthday lunch per employee and the annual Xmas party.

## **X Administration and Office**

Audit Fees. The projected amount is for externally provided professional audit services (preparation of financial statements and T4's).

Legal Fees. Legal counsel is no longer on retainer. Any legal expenses would be incurred on an ad hoc basis.

Office Liability Insurance was approved by Council on January 27, 2000. These premiums are determined by Purdom Insurance on an annual basis.

Office and Director Liability Insurance has been approved by Council to protect the Society's Officers and Directors in the execution of their duties. Premiums are determined by Purdom Insurance on an annual basis.

Photocopier Usage. The University bills the Society at the end of each fiscal year for photocopies made through-out the academic year.

Equipment Rentals/ Phone Charges. These expenses are incurred and billed monthly by the University for phone rentals, long distance charges and data lines/connections including the GC.

Stationery. These expenses are budgeted based on the average expense of the previous fiscal year.

## **Notes Continued**

Postage and Courier. These expenses are budgeted based on the average expense of the previous fiscal year.

Miscellaneous Supplies. These expenses include all supplies not deemed office supplies such as kitchen supplies, etc

Computer Software/Supplies. To ensure the purchase of computer supplies and new software as needed.

Office Expenses. These expenses include all office supplies not deemed stationery or postage.

Capital Acquisitions/Depreciation. Capital additions of computer equipment and/or office furniture expenditures are budgeted by term. Amortization is applied at half rate in the year of acquisition, with no amortization in the year of disposal. Assets and their related depreciated expense is estimated by the external accountant.

Bank Service Charges. These charges are based on usage of the bank account(s) and included on the monthly bank statements and estimated based on the rates provided by St. Willibrord Credit Union.

Repairs & Maintenance. These expenses are for the repairs and maintenance of the computers and/or any other office equipment, etc. in the administrative offices. It also includes a monthly fee for ITS support.

## **XI Executive**

Promotions/Advertising were decreased due to the elimination of the monthly publication of 'SOGSpeak'. Information is now relayed through the Website. The advertising expense includes any publication needed for promoting SOGS programs/services/issues in the campus media (Western News, Gazette, etc) or off campus sources such as London Free Press should the need arise.

Mileage. This expense is for any unforeseen traveling not deemed part of the VP portfolios.

Meetings/Conferences. For external meetings/conferences (other than CFS) attended by any executive member.

Sponsorship/Donations. \$2,000 is budgeted to support the Joint Fund for Graduate Research and Dissemination. \$1,000 is budgeted for graduate student initiatives on campus and other campaigns. A form must be completed and submitted to the Executive for approval.

Events and Organizing. These expenses are for any unforeseen events not deemed part of the VP portfolios such as a meet and greet with the Department and Program Graduate Assistants for their assistance throughout the year and motivation for the upcoming year.

Honoraria expenses have been consolidated and will be disbursed at the discretion of council. No honorarium shall exceed \$300.

## **XII President**

President Expense Account. For informal meetings related to SOGS business and miscellaneous expenses.

## **XIII VP Academic**

WJGR Advertising expenses are for posters and newspaper advertisements.

WJGR Layout and Printing

## **Notes Continued**

Research Forum prizes are awarded in February and consist of three first place prizes at \$200 each and four second place prizes at \$100 each. A reception is held and \$500 is allocated for a guest speaker and GC vouchers for judges.

Research Forum Advertising. A conservative estimate for posters and newspaper advertisements.

Research Forum Guest Speaker. A conservative estimate for guest speaker expenses, honorarium, etc.

Research Forum Refreshments/Catering. Estimate is based on experience from previous years.

Research Forum Room Bookings are costs associated with compulsory custodial services for rooms reserved at the university, especially on weekends.

Research Forum Materials are costs associate with materials for the event.

Teaching Assistant Awards. Ten prizes at \$600 each are awarded in April at a reception. \$3,200 is funded through the TA Union and the Faculty of Graduate Studies has contributed in the past.

Teaching Assistant Advertising. Expenses for posters and newspaper advertisements.

Teaching Assistant Reception is traditionally held at Gibbons Lodge, hosted by the President and administered by Alumni Relations.

## **XIV VP Finance**

VP Finance Expense Account. For informal meetings related to SOGS business and miscellaneous expenses.

Research/Projects. Expenses for researching graduate student finances, etc. (e.g. by surveys).

## **XV VP External**

Media/Subscriptions. Funds allocated for the purchase of information, subscriptions to print media pertaining to the benefit of graduate students.

CFS Conferences. For delegate fees and expenses associated with general meetings of the Canadian Federation of Students. As decided by Council, SOGS is mandated to send at least two delegates to every general meeting of the Federation including one non-executive member.

Campaigns/Advocacy. For implementing campaigns and advocating on behalf of all graduate students, as determined by Council and at CFS meetings.

Website Development. This expense is for the maintenance of the SOGS/GC website and is not expected to exceed \$250.00

Conference Speakers. Expenses associated with invited guest speakers at SOGS' special events and conferences.

CFS Liaison Honorarium. Council approved a new stipend for a new position to assist the VP External with CFS meetings, conferences, etc.

## **Notes Continued**

### **XVI VP Student Services**

SOGS/GC Merchandise. For merchandise acquisition to sell and distribute merchandise to raise the profile of SOGS.

Handbook/Dayplanner Advertising Commission was paid out at 20% of advertisements generated by students or staff.

Handbook/Dayplanner Editor is paid out for preparing the contents of the handbook prior to submitting to the printer.

Handbook/Dayplanner Printing. Printing costs for dayplanners, which are distributed to all graduate students. Handbook/dayplanners were traditionally mailed out in August but are now distributed with bus passes on a term basis.

Student Orientation. Cost for the new student party to be held at the GC at the beginning of the academic year.

Councillor Orientation are costs associated with the beginning of the year social event. A meet and greet is traditionally held after the October council meeting, which is the beginning of the council year.

Sports Awards Ceremonies. Costs associated with sports awards ceremony/reception held by Campus Recreation.

Sports. A fee formerly paid to the University Campus Recreation for graduate student access to sports.

CFS Programmes. These expenses are associated with the local administration of CFS related programmes.

International Students costs are budgeted for social events for International Students... an Orientation party held in cooperation with the Student Development Centre and a Christmas dinner party held by the Grad Club on Dec.25th.

### **XVII Speaker**

Elections and Referenda Grants. Provisions for Presidential candidates and yes/no campaigns...

Elections: \$75/candidate, 3 candidates, 2 ads at \$80 each. Referenda: \$75/side, 2 ads at \$80 each, \$500 for online voting and \$100 for administration.

Council Packages. Expenses associated with preparing the monthly council packages.

Council Meeting Refreshments are provided by the Grad Club at each council meeting.

Contingency Fund should be budgeted at 2.0% of Operating Revenue, excluding CFS Membership dues, Health Plan Premiums and Bus Pass Fees.



**President**  
**February 16, 2006 Annual General Meeting Report**  
**Patricia Dalton (sogs.president@uwo.ca)**  
**<<http://www.uwo.ca/sogs/>>**



**Vice President Academic**  
**February 16, 2006 Annual General Meeting Report**  
**Duane Jacques (sogs.academic@uwo.ca)**  
<<http://www.uwo.ca/sogs/>>

Dear Graduate Students,

It has been a pleasure to serve as your VP Academic for the past 3 months and I look forward to a number of new initiatives I hope to accomplish in the remainder of my term. This report will cover the current state of my portfolio, with the major responsibilities being the GSTA Awards, Western Research Forum, Western Journal of Graduate Research, Joint Fund for Graduate Research and Dissemination, and the 125th Anniversary Scholarship.

1. I am pleased to report that the GSTA Awards committee, chaired by Melissa Grigg, has been very successful in their advertising campaign to notify undergraduates that the GSTA Awards exist and encourage them to nominate a deserving TA. Currently we have had approximately a 50% increase in the number of nominations submitted over the same period last year. I look forward to congratulating the winners at the end of the term when the results are tabulated.
2. The dates for the Western Research Forum have been set for April 3<sup>rd</sup>, 4<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> from 1-5pm in the Grad Club Conference Room. The schedule allows for up to 12 presentations per session, but the schedule will be altered based on the number of participants. We are currently looking for additional volunteers for the Academic Committee, which oversees the organization and operation of the Western Research Forum. As a member of the committee, you can gain valuable experience in conference organization, chairing a session, and evaluation of presentation techniques. Most importantly, it will be fun and interesting! I would also like to encourage everyone to consider submitting a presentation. There is a total of \$1,250 in prize money for the best presentations. Please visit the website for details about the submission process (<http://www.uwo.ca/sogs/academic/WRF/index.html>).
3. Due to my late start in the position of VP Academic, it is not feasible to adhere to an April publication date for the Western Journal of Graduate Research. We currently need volunteers to form the Editorial Board of the journal. I encourage any graduate student to participate. Being a member of the Editorial Board can provide you with valuable experience in the review process and it is an excellent resume and/or scholarship application item. I anticipate that the journal will be published in June of this year. Those interested in submitting their work to the WJGR should visit the website for details (<http://www.uwo.ca/sogs/academic/WJGR/index.html>).
4. The Joint Fund for Graduate Research and Dissemination was established under my predecessor, Graydon Raymer. The Fund is comprised of matching contributions from SOGS, Research Western, and FGS of \$2000 each. To date, approximately \$2000 has been awarded to support symposiums and mini-conferences taking place on campus. Those graduate students who are organizing events on campus which have a research based focus are encouraged to apply for funding. The application form can be found on the website at <http://www.uwo.ca/sogs/forms/index.htm>
5. The SOGS 125<sup>th</sup> Anniversary Scholarship is open to applications. In order to apply for the scholarship, the applicant must be a member of the society. Additionally, the applicant must be able to demonstrate that he or she receives less in funding from the university and other academic sources (scholarships and bursaries already expected) than he or she pays in tuition fees. The applicant will be required to release their financial information from the university so that it can be made available to the Academic Committee. Application details are available on the website (<http://www.uwo.ca/sogs/academic/scholarship/index.html>). **The closing date for applications is Tuesday, February 28<sup>th</sup> at 4:00pm.**

Sincerely,  
Duane Jacques, VP Academic



**Vice President External**  
**February 16, 2006 Annual General Meeting Report**  
**Kamilla Pietrzyk (sogs.external@uwo.ca)**  
<<http://www.uwo.ca/sogs/>>

Dear Graduate Students:

It has been my pleasure to serve as Vice-President External Affairs and Communication for the Society of Graduate Students. Since I was elected to the position in September of 2005, I have experienced a tremendous and rewarding learning curve with respect to graduate student issues, and have done my best to advocate on your behalf.

In what follows, I first outline the general goals and vision informing my portfolio, as helpfully articulated by a former VP External, Anne Escrader, followed by a summary of my endeavors so far.

#### **The VP External Portfolio**

- Shall regularly update Council on external issues affecting the Society's members
- Shall coordinate and promote activities that raise awareness of external issues affecting the Society's members
- Shall coordinate communications with appropriate campus and external bodies, including the media
- Shall represent the Society at meetings with campus and external bodies as appropriate
- Shall publish a monthly newsletter for the purpose of keeping graduate students informed of news and events that may interest them

#### **Summary of Activities**

##### **The GSIC**

The Graduate Student Issues Committee discusses current issues affecting graduate students at Western. The aim of the committee is to recommend and implement an appropriate course of action. Over the past several months, some of the issues that have been brought to the GSIC table included Teaching Assistants' issues, specifically problems regarding the 10 hour rule, post-residency fees, thesis supervision, and part-time student issues. The Committee also generated input that was provided to FGS with regards to making the Western graduate experience "the best possible grad experience" -- an effort dictated by the UWO administration's intention to significantly enlarge graduate student enrollment over the coming few years.

##### **The Equity Issues and Social Justice Committee**

There has been no formal activity within this Committee. Any student interested in getting involved with this (or any other) Committee is encouraged to contact me at <[sogs.external@uwo.ca](mailto:sogs.external@uwo.ca)>

##### **Tuition Panel**

On November 15th, 2005, I hosted a tuition fee forum in the UCC's McKellar Room. The forum consisted of a panel featuring four speakers: Jesse Greener, the Ontario chairperson of CFS, Professor Samuel Trosow from the faculty of law and media studies, David Empey, the president of the UWO Staff Association, and Meg Peirie, an undergraduate student. Each of these speakers gave clear and compelling reasons why the government's plan to end the tuition fee freeze is going to have such a negative impact on both the quality and the accessibility of post-secondary education. The panel discussion received positive media attention, including front-page Gazette coverage, which served to promote the ensuing Tuition Fee Referendum.

##### **Tuition Referendum**

From November 16<sup>th</sup> until 17<sup>th</sup>, SOGS held a campus-wide tuition fee referendum, sponsored by the Canadian Federation of Students, and endorsed by several undergraduate student groups, including the Women's Issues Network, and the UWO Public Interest Research Group. This Referendum was the fourth one to take place in Ontario, following the lead of the University of Toronto campuses and York University. Since then, several other universities in Ontario and many more across Canada have coordinated their own campus plebiscites.

The results of the referendum effectively quantified the student sentiment regarding higher tuition fees, and showed unequivocally that the vast majority of Western students do not support tuition fee hikes: 94.7 percent of the 2,591 students who voted support tuition reductions, and 94.3 percent would also settle for a freeze. These results, which have been recognized by the SOGS Council, also show that Western students stand united in their opposition to fee hikes with their colleagues across the province.

The Referendum, again, served to bring media and public attention to the issue of tuition fee hikes. Like the tuition fee forum, the referendum received front-page Gazette coverage, and sparked a lively debate on the opinion pages of the student newspaper, leading to a higher degree of awareness of the issue among the student population.

### **CFS General Meeting and Tuition Campaigning**

The SOGS President and I attended the CFS meeting in Markham from January 26<sup>th</sup> to the 29<sup>th</sup>. The most significant part of the meeting involved discussion of strategy in the face of the government's decision not to renew the current tuition fee freeze, and to increase fees in September 2006. Given the overwhelming amount of student debt and the fact that Ontario post-secondary students already pay the second highest tuition in Canada, Ontario members of the Federation have been working very hard on campaigning and lobbying the Ontario government to extend the tuition fee freeze.

It is very disappointing indeed that this month (February 2006), the Ontario Minister of Training, Colleges and Universities Chris Bentley is widely expected to announce tuition fee increases. Working together with both graduate and undergraduate students, I am currently engaged in organizing a "response team," committed to staging a protest at Mr. Bentley's London constituency office within 24 hours following his announcement. This protest will serve to provide the public, via local media, with a crucial and timely student reaction to the announcement.

Additionally, a larger protest is being planned for February 24<sup>th</sup>, again in front of Mr. Bentley's office. This demonstration will feature several prominent speakers, including graduate students, and members of both the Western and the larger London community. If you would like to help with organizing this protest, or would simply like to get more information about it, please get in touch <[sogs.external@uwo.ca](mailto:sogs.external@uwo.ca)>

Both of these actions are part of the larger struggle making waves across Ontario right now, as students are escalating their common effort against higher tuition fees. In the event that the government continues to turn a deaf ear to student demands, at the August CFS general meeting members of the Federation will consider employing the tactic of a general student strike as a critical, last resort. A motion to this effect was passed at the January CFS general meeting in Markham.

### **Regional Social Forum**

I have been actively involved in coordinating the 2006 Regional Social Forum. A localized version of the global social movement called the World Social Forum, which took place this year in three separate countries, the RSF aims to provide an open meeting space to London area-based progressives to exchange knowledge, skills and experiences regarding working for positive social change.

This year's RSF, currently in planning stages, will take place from June 1<sup>st</sup> to the 4th on Scouts Canada campground (close to Masonville Mall). It will feature a number of prominent social justice keynote speakers, discussion panels, workshops, as well as social activities -- and of course, the camping option. Last year's RSF was organized primarily by students, and attended mostly by students as well. The RSF is truly an amazing (and free of cost!) "outdoor university" and I would like to encourage you all to either get involved or register as a participant. For more information, please visit [www.regionalsocialforum.ca](http://www.regionalsocialforum.ca).



**Vice President Finance**  
**February 16, 2006 Annual General Meeting Report**  
**Jason Cakiroglu (sogs.finance@uwo.ca)**  
<<http://www.uwo.ca/sogs/>>

Dear Graduate Students,

I am happy to have been re-elected as VP Finance following my interim position this past summer. This year, I hope that we will be able to increase the number of bursaries given to graduate students.

**Grad Club**

The Grad Club has had a successful year, thanks to the great efforts of Marc Lalonde, the Grad Club Manager, and Mark Brigham, the Grad Club Kitchen Manager. Their work has turned the Grad Club back into a revenue generating business, and by the end of the year, the Grad Club will have finished its loan repayment to the University, worth \$50,000. A strong finish this fiscal year will help in administering bursaries, and for partial payment of the bank loan (for the Grad Club Expansion).

Grad Club entertainment has been on the rise since the summer, as many music shows and socials have already been planned for the upcoming months. The Grad Club was the backbone of an excellent food drive over the holiday season, and I hope that this will remain a tradition in the years to come. Future meetings with Marc Lalonde, Raquel Rodrigues, SOGS accounting manager, and Mike King, SOGS accountant, will address future profitability and investment potentials of the Grad Club.

**Grad Club Committee**

The past year's Grad Club budget has been reviewed several times, and appropriate suggestions have been made to the SOGS accountant for revision. The current menu prices have been reviewed, and appear on par with other competitive establishments in London. The Grad Club kitchen has been named, and a sign is being created for display. The Grad Club website is now up and running and revisions to the appearance and content are being implemented.

**Finance Committee**

The Finance Committee has been active this year in reviewing applications for, and administering bursaries. The committee has also reviewed the proposed 2006/2007 budget, and made recommendations for amendments. Meetings have been held, in some cases, online to accommodate members' schedules.

The SOGS 2006/2007 budget is very similar to the previous year's budget. The fee increases are mainly due to increases in the consumer price index of 2.2%. The health plan fees have increased 9% to reflect the projected increase from our health plan provider, Green Shield Canada. A complete review of the upcoming budget will be done at the Annual General Meeting next week.

Thank you for all your support. Please address questions or comments to:

[sogs.finance@uwo.ca](mailto:sogs.finance@uwo.ca)

Jason Cakiroglu  
SOGS VP Finance



**Vice President Student Services**  
**February 16, 2006 Annual General Meeting Report**  
**Liz Kelly (sogs.services@uwo.ca)**  
<<http://www.uwo.ca/sogs/>>

Hello SOGS Members

The Vice President Student Services ensures representation of graduate student interests and concerns with student service and sports programming related bodies at UWO, oversees the promotion of SOGS and Grad Club sponsored social and athletic events, and regularly up-dates the SOGS website and bulletin boards. The Vice President Student Services serves as the official liaison to three SOGS committees (Health Plan, Orientation, and International Students) and to SOGS members who represent graduate students on the student service related committees within the university community.

### **SOGS Health Plan Committee**

The SOGS Health Plan Committee has been operating as an ad-hoc committee for the last few years. The committee has been meeting regularly (usually at the beginning of the second month of each term) to make decisions regarding the administration of the health plan.

Recent additions to coverage include a dental plan (Sept. 2004) and eye examinations (Sept. 2005). Recent changes to policy include permitting graduate students on medical, pregnancy, or compassionate leave (and their families) to opt-into the SOGS health plan at the same rates offered to post-doctoral fellows (Jan. 2004) and standardizing the documentation required to opt-into or opt-out of the health plan (Sept. 2005). The procedures for distributing refunds were also up-dated (Oct. 2005) to permit graduate students the flexibility of having refunds sent to their home, as well as to ensure information is handled in a confidential manner.

The Health Plan Committee met for the first time in 2006 on February 2<sup>nd</sup>. Marcia Milne was elected chair of the committee for the up-coming year. The committee made recommendations concerning problems which have arisen, and discussed the pressing need to compile, review, and eventually post all SOGS health plan policies on the website. The committee also unanimously decided that given the need for regular meetings, a proposal should be submitted to the SOGS By-laws and Constitution Committee recommending that the Health Plan Committee become a standing committee, as opposed to being ad-hoc. The Health Plan Committee is always accepting new members. If you are interested in sitting on this committee please forward your name and contact information to [sogs.services@uwo.ca](mailto:sogs.services@uwo.ca).

### **SOGS Orientation Committee**

The Orientation Commissioner is the chair of the committee. The committee produces the SOGS handbook / day planner and councillor orientation packages, and arranges presentations and hosts social events for new students and councillors. SOGS is currently seeking members for the committee and a volunteer to act as the committee chair / Orientation Commissioner for 2006. If you are interested in joining this committee or acting as the chair, your name and contact information can be submitted to [sogs.services@uwo.ca](mailto:sogs.services@uwo.ca).

### **Handbook / Day Planner**

Each year SOGS produces a handbook / day planner for all members. Discussion of the handbook / day planner is the first task currently on the Orientation Committee's agenda. Several suggestions for changes to next year's handbook / day planner have already been received. These potential changes include: holding a contest to select student art for display on the front cover, moving Sunday from the far right side to the far left side on weekly day planner pages, removing advertising from the special-dates section of weekly day planner pages, and ordering longer binding rings so the booklets don't fall apart. Please take a look at your handbook / day planner and forward any ideas for improvements for consideration by the Orientation Committee to [sogs.services@uwo.ca](mailto:sogs.services@uwo.ca).

### **Student Orientation Packages**

In September of every year SOGS distributes orientation packages to all members. One change that was made in September 2005 was to distribute the orientation packages from the SOGS office rather than sending them to department graduate assistants via campus mail. This procedure was implemented on a

trial basis as an attempt to both decrease the labor costs associated with stuffing and delivering envelopes, as well as to get an indication of how many students are utilizing the handbook / day planner. This procedural change proved to be both effective and informative, and will be continued in future years.

### **Social Events**

The two SOGS social events include the New Student Orientation Party and the councillor orientation party. Both events were held in September and were well attended by graduate students. The Grad Club also hosts many social events for graduate students throughout the year. Grad Club manager, Marc Lalonde, SOGS Vice President Finance Jason Cakiroglu, and the Grad Club Committee currently have several events planned. Watch for up-coming dates which will soon be advertised on the new Grad Club web site.

### **Sports Events**

Over the course of the last few years SOGS has not organized any athletics events exclusively for graduate students. Instead graduate students have opted to take part in many of the programs run through campus recreation. Last spring there was some interest in a grad ultimate frisbee league. If anyone is interested in organizing athletics events for graduate students (such as a seasonal league or one day tournament) suggestions can be forwarded to [sogs.services@uwo.ca](mailto:sogs.services@uwo.ca) and will be considered by the Orientation Committee.

### **SOGS International Students' Committee**

The International Students' Commissioner is the chair of the committee. The International Students' Committee is responsible for assessing particular needs of international students, disseminating relevant information, and advocating on behalf of such students with the administration as necessary.

The International Students' Committee has in the past hosted many social events for the international graduate student body, and in 2004 prepared a report of issues of particular concern to international graduate students. The committee has not been active in the last year, but SOGS is currently seeking members for the committee and a volunteer to act as the committee chair / International Students Commissioner for 2006. If you are interested in getting involved with this committee, your name and contact information can be submitted to [sogs.services@uwo.ca](mailto:sogs.services@uwo.ca).

### **SOGS Web Site**

The overall appearance of the SOGS web site has recently been overhauled. Some changes to the layout and format are still being made, and information is being up-dated continually. Suggestions about the content and/or clarity of the web site are always appreciated as improvements will be on-going.

### **Graduate Student Representation on Sports and Student Service Committees**

Graduate student representatives serve on the following sports and student service related committees:

Student Services Committee  
Campus Recreation Committee  
Intercollegiate Athletics Committee  
Intercollegiate Athletics Strategic Planning Process  
Student Development Partnership Committee  
Health Services Committee  
President's Advisory Committee on Women's Safety  
Western Daycare Committee

Ombudsperson Coordinating Committee  
Parking and Traffic Committee  
Parking Appeals Committee  
Senate Committee on Information Technology  
Services  
Senate Subcommittee on Computing and  
Networking Services  
Senate Subcommittee on the World Wide Web

SOGS is in the process of up-dating its files regarding graduate student representation on student service and sports related bodies at UWO. If you currently represent graduate students on one of the committees listed above (or another committee) please forward your name and contact information to [sogs.services@uwo.ca](mailto:sogs.services@uwo.ca).

### **Student Services Committee**

The Student Services Committee annually forwards recommendations to the Board of Governors concerning the student activity fees. Ben Hedley (former SOGS Vice President Student Services) and Jason Cakiroglu (SOGS Vice President Finance) have been representing graduate student interests on this body over the course of the last year. The up-coming expiry of the UCC fees and proposal for new athletic centre fee are currently of high priority. If anyone is especially interested in these issues and would like to serve as one of the two graduate student representatives on this committee, please forward your name to [sogs.services@uwo.ca](mailto:sogs.services@uwo.ca) as soon as possible.



**Grad Club Manager**  
**February 16, 2006 Annual General Meeting Report**  
**Marc Lalonde (gradclub@uwo.ca)**  
<<http://www.uwo.ca/sogs/>>

The Grad Club has turned a new page in 2005/2006 fiscal year with a change in management. I was brought in on June 1, 2005 in order to improve the quality of service and profitability of the Grad Club. There was an adjustment period but we are now on track to achieve some of our goals of reducing cost and increasing revenue.

We are forecasting an increase to our revenue of \$59,000 from 2004/2005 and a reduction of our expenses of \$98,000. The majority of the expense reduction comes from wages, we are currently on pace to reduce the wages by \$84,000 from the previous year. The elimination of the assistant manager's salary has a large part in this saving as the cuts in kitchen and bar operating hours. The increase in revenue comes from the kitchen operating for the full fiscal year as well as price increases.

The kitchen allows us to cater larger function with higher revenue than in the past. We had some great feedback from some of the Christmas parties we hosted this past holiday season, people were surprised at the service and quality of food that the Grad Club is now capable of offering. As well we have a good relationship with Catering Services. They will be sending us some of their business, any group of 50 or less staying in residence during conference season will be offered the Grad Club services for their Food & Beverage requirements. We should see an increase in revenue from our catering capabilities in the future.

The biggest challenge that we are facing at the moment is the rise of energy and fuel costs that have caused an increased in the cost of our purchases and operation. As you have probably heard Tim Horton, Food Services and other restaurant chains have already increased their prices in order to keep their revenue in line. We are trying to maintain our prices until the end of the fiscal year, but these cost increases are making it difficult to achieve our goal of a 45% food cost. Kitchen Manager (Mark Brigham) and I are negotiating with our suppliers to get the best possible price for all of our purchases in order to keep our cost down.

I would like to thank the executive committee past and present for their support. Raquel and Olga have been very helpful and patient with me during the adjustment period. The Grad Club employees have been extremely co-operative during the changes and have done whatever I have asked without questions. Mark Brigham, our kitchen manager, has put in long and exhausting hours in order for the Grad Club to succeed. His hard work is much appreciated.

Please feel free to direct any concerns or suggestion to me that would improve the services or quality of the Grad Club. Feedback allows us to view our services through the eyes of our customers, and is essential to our commitment to customer satisfaction.

Marc Lalonde  
Grad Club Manager



**CFS Liaison**  
**February 16, 2006 Annual General Meeting Report**  
**Aaron Keeler (sogs@uwo.ca)**  
**<<http://www.uwo.ca/sogs/>>**



**Commissioner for Graduate Students  
with Disabilities**  
**February 16, 2006 Annual General Meeting Report**  
**Melissa Fraser (sogs.disabilities@uwo.ca)**  
<<http://www.uwo.ca/sogs/>>

Dear Graduate Students

I was elected to the position of Commissioner for Graduate Students with Disabilities on January 26<sup>th</sup>, 2006 and am the first active person to hold the position. This has meant that I have spent my first few weeks in the position planning, developing priorities, and making contacts with the various offices with whom graduate students with disabilities interact. I have developed four major objectives from the description of the position outlined in the SOGS Bylaws. They are as follows:

- 1) To accurately represent graduate students with disabilities at The University of Western Ontario by opening and maintaining a dialogue with this group;
- 2) To increase awareness of both the challenges facing graduate students with disabilities and of any positive developments made toward increasing accessibility both within The University of Western Ontario and in Canadian Universities at large;
- 3) To build partnerships with other organizations and entities within The University of Western Ontario and beyond with the goal of increasing accessibility for graduate students with disabilities;
- 4) To improve upon or develop new initiatives to increase accessibility for graduate students with disabilities at The University of Western Ontario.

I have begun to take steps toward achieving these goals in my first weeks in the position. First, I have sent an introductory email to SOGS councillors for submission to the graduate population. I have received some responses from these emails that have given me an idea of some of the key challenges that students with disabilities face here at Western. I have also constructed a small web site on which I will be posting helpful information on disabilities and services at Western. In terms of partnership building, I have spoken to Services for Students with Disabilities, the Office of Graduate Studies, and have also contacted the USC Commissioner for Students with Disabilities to work with the undergraduates on issues that concern all of us such as the elimination of physical barriers on campus. I will be emailing and visiting all of the graduate department offices over the next few weeks to gather information on the specific policies and accessibility options available to students with disabilities. Once I have gathered this information I will assemble it in a package that will be accessible to students either through SOGS, Services for Students with Disabilities, or the Office of Graduate Studies.

One of the central tasks that I will be performing this term is to prepare a report outlining suggestions for policy and procedure improvements for the University. These suggestions will be aimed at improving and streamlining the services available to graduate students with disabilities. The current system is highly reactive and lacks standards. The onus is presently on each graduate student with a disability to consult their faculty and Services for Students with Disabilities to develop a plan for accessibility. Although it is important that an accessibility plan be flexible and allow for some customization for individual needs, there must be a central plan in place to ensure that students are aware of what options are available to them and that they all receive at least a comparable, fair standard set of accommodations regardless of their department. A report must be assembled outlining key concerns for graduate students and suggested minimum accommodations. The more information that I receive from graduate students about their concerns and suggestions for program or service improvements, the better I can serve you. Therefore I encourage you and your peers to contact me by email at [sogs.disabilities@uwo.ca](mailto:sogs.disabilities@uwo.ca) or if you would like to take a more active role in developing this report or in helping to achieve any of the objectives outlined in this report I would encourage you to join the new Committee on Graduate Student Accessibility. This committee will be forming soon and more information will be provided via email to SOGS Councillors about first meeting times and opportunities for involvement in the near future.

Melissa Fraser



**PROXY FORM**  
(No more than two proxies can be held by  
any member)

I, \_\_\_\_\_, hereby proxy my vote for the February 16, 2006 Annual  
**(Proxy Issuer)**

General Meeting of the Society of Graduate Students of The University of Western Ontario to be  
held on \_\_\_\_\_, to \_\_\_\_\_.  
**(Date)** **(Proxy Holder)**

\_\_\_\_\_  
**(Signature of Proxy Issuer)**

\_\_\_\_\_  
**(Student No. of Proxy Issuer)**

\_\_\_\_\_  
**(Department of Proxy Issuer)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**Received**

**Only Proxies Submitted On This Form Will Be Accepted**