

Executive Committee Work Summary

Name: Bipin Kumar

Position: VP Finance, VP Administration

Date Submitted: September 14, 2019

Reporting Period: June-July 2019

Consultation and Representation:

- Council Meeting
- Meeting with the new President and discussed regarding GSA's priorities of Funding, 10 Hour work rule, etc.
- Meeting with the VP Administration and Finance of UNB to discuss regarding Lease renewal and expansion procedure.

Research, Legislation, and Outreach:

- Working on the website redesign with the consultant. GSA website went live before Orientation. GRC and the Bar website to go live soon.
- Working with Cody and Brittany on reconciliation with Financial Services. GSA will be reaching out to VP Administration and Finance soon.
- Worked with the consultant to integrate GSA's operations. The new system is in place
 - o Worked on training the staff on the new systems.
- Working on completing the financial review of previous years. Last two years in progress.
- Worked on revising the election by-laws of the GSA to include transition period.

Committees and Boards:

Events Hosted/Planned:

- Planned Orientation with the President and Staff

Projects and Goals:

- Complete training and familiarising of the staff on the new internal systems
- Document all Financial and Operations Policy for future GSA Executive.

Announcements:

- Anyone interested in joining the Finance Committee, please contact me.