



Minutes

University of Victoria Students' Society
Monday March 23, 2015 – SUB Upper Lounge 6:00pm

ATTENDANCE

Directors:

Kayleigh Erickson, Greg Atkinson, Aaron El Sabrou, Heather Mitchell, Kenya Rogers, Kaylee Szakacs, Ian Kopp, Lindsay Willis, Katerina Perlova, David Parent

Staff:

Ben Johnson, Dale Robertson

1. CALL TO ORDER

Erickson called the meeting to order at 6:10pm.

2. ACKNOWLEDGEMENT OF TERRITORIES

H. Mitchell acknowledged the territories.

3. ADOPTION OF AGENDA

a. Adoption of Agenda 2015/03/23

MOTION TO ADOPT - CLIFFORD/EL SABROUT

MOTION TO AMEND - SZAKACS/ATKINSON

Add the following motion to New Business:

MOTION – SZAKACS/

BIRT Appendix A (end of year policy cleanup proposals) attached to this agenda is adopted.

AMENDMENT CARRIED

AGENDA CARRIED AS AMENDED

4. ANNOUNCEMENTS

5. REPORTS

a. Advocacy Group Reports

i. Pride

ii. Native Student's Union

iii. Society for Students with a Disability

- iv. **Students of Colour Collective**
- v. **Women's Centre**

6. QUESTION PERIOD

7. MAIN MOTIONS

a. PRIORITY BUSINESS

MOTION 2015/03/23: 01 – ERICKSON/SZAKACS

BIRT nominations be opened to elect one member to the Search Committee for the Dean of Humanities.

No nominations.

b. OLD BUSINESS

MOTION 2014/12/08: 04 - ERICKSON/ROGERS

BIRT nominations be opened to elect one (1) member to the search committee for the Director of the School of Health Information Science.

MOTION TO POSTPONE INDEFINITELY - ATKINSON/SZAKACS
MOTION CARRIED

c. NEW BUSINESS

MOTION 2015/03/23: 02 – ERICKSON/SZAKACS

BIRT the Monday April 6, 2015 board meeting is moved to Monday April 20, 2015.

MOTION CARRIED

Atkinson opposed.

MOTION - PARENT/SZAKACS

Parent step down from undergrad curriculum committee and Board appoint alternate.

Erickson for self.

MOTION TO RATIFY - WILLIS/PERLOVA

MOTION CARRIED

MOTION – SZAKACS/ERICKSON

BIRT Appendix A (end of year policy cleanup proposals) attached to this agenda is adopted.

MOTION CARRIED

Erickson opposed to executive director benefits.

8. ADJOURNMENT

MOTION TO ADJOURN - SZAKACS/WILLIS

MOTION CARRIED

The meeting adjourned at 6:56pm.

10. MEETING TIMES

- a. **The next meeting is scheduled by the Board of Directors is:**

Monday April 6, 2015 in SUB Upper Lounge

11. APPENDIX A

Terms of Reference - Amendments

MARKETING & COMMUNICATIONS COMMITTEE MEMBER OUTREACH & ENGAGEMENT COMMITTEE

1. Type

- a. Standing committee of the UVSS BoD with open membership.
- b. Open to members to attend.

2. Purpose

- a. ~~Organise the annual marketing and/or communications projects of the UVSS.~~ **Organise member outreach and engagement projects and programs such as the annual student handbook and the UVSS volunteer program.**
- b. Develop new marketing and/or communications **member outreach and engagement projects and programs** as needed.

3. Duties

- a. Oversee the production of the UVSS Handbook.
- b. Oversee the production and purchasing of UVSS promotional materials.
- c. Periodically review the UVSS website and recommend changes if necessary.
- d. **Oversee the UVSS volunteer program.**
- e. Develop and maintain a budget for the committee.
- f. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

- a. ~~Director of External Relations~~ **Chairperson** - ex officio and chair of the committee
- b. Director of Events - ex officio and second chair of the committee
- c. **Director of External Relations – ex officio**
- d. **Director of Finance and Operations – ex officio**
- e. **Director of Student Affairs – ex officio**
- f. Three [3] directors elected by the BoD
- g. Two [2] members at large elected by the BoD

Non-voting Members

- h. Research and Communications Coordinator - ex officio
- i. Support and Administration Division Manager - ex officio
- j. **General Manager – ex officio**

5. Voting

- a. Shall be assigned to the voting members designated in Section 4: Membership.
- b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

6. Quorum

- a. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.
- b. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

7. Meetings

- a. Shall meet at least ~~once~~ **twice** a month at a date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

- a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

DONATIONS & GRANTS COMMITTEE

~~1. Type~~

- ~~a. Standing committee of the UVSS Board of Directors with closed membership.~~
- ~~b. Not open to members to attend.~~

~~2. Purpose~~

- ~~a. Fairly distribute grants and donations to external (non-UVSS) organizations as per Operational Policy Part 5.~~

~~3. Duties~~

- ~~a. Determine the maximum amount and number of grants based on the budgeted allocation.~~
- ~~b. Review and disburse funding requests.~~
- ~~c. Make a report to the Board of Directors at the last board meeting of each academic term.~~

~~4. Membership~~

- ~~a. Director of External Relations — ex officio and chair of the committee~~
- ~~b. Director of Finance and Operations — ex officio and second chair of the committee~~
- ~~c. One Director at Large as elected by the Board of Directors~~

~~5. Voting~~

- ~~a. Shall be assigned to the voting members designated in Section 4: Membership.~~

~~6. Quorum~~

- ~~a. Shall be the chair and at least two (2) other voting members of the committee.~~

~~7. Meetings~~

- ~~a. Shall meet at least once a month at a date set by the chair of the committee or upon the call of the board.~~

~~8. Term of Office~~

- ~~a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.~~

EXECUTIVE COMMITTEE

1. Type

- a. Standing committee of the UVSS BoD with closed membership.
- b. Not open to members to attend.

2. Purpose

- a. Make and document decisions of the Executive Directors regarding the day-to-day operations of the Students' Society.
- b. Ensure the timely implementation of all directives of the Board of Directors.
- c. Nothing in this policy shall be interpreted so as to restrict the authority of the Board of Directors or individual directors as established in the Bylaws and other policies.
- ~~d. The authority of this committee shall cease if Executive Committee meeting minutes are not submitted as outlined in this policy. Authority shall recommence after completed minutes are submitted to the Board.~~

3. Duties

- a. Ensure the Students' Society is compliant with all of its legal obligations.
- b. **Develop and maintain a budget for grants and donations.**
- c. Submit minutes of all Executive Committee meetings to the Board of Directors **in a timely manner.**
~~by the next regularly scheduled board meeting.~~
- d. ~~Provide a verbal report of executive committee meetings at regularly scheduled board meetings.~~
- e. **Fairly distribute grants and donations to external (non-UVSS) organizations as per Operational Policy Part 5.**
 - i. **Determine the maximum amount and number of grants based on the budgeted allocation.**
 - ii. **Review and disburse funding requests.**
 - iii. **Report any funding disbursements to the Board of Directors.**
- f. Carry out all other duties as directed by the BoD.

4. Membership*

Voting members:

- a. Chairperson – Chair of the committee
- b. Director of External Relations
- c. Director of Finance and Operations
- d. Director of Events
- e. Director of Student Affairs

Non-voting Members:

- f. Research and Communications Coordinator - ex officio
- g. General Manager - ex officio
- h. Support and Administration Manager – ex officio

*Executive directors shall reserve the right to meet without ex officio members present.

5. Voting

- a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum

- a. Shall be at least three [3] voting members of the committee.

7. Meetings

- a. Shall meet at least twice a month or upon the call of the BoD.
- b. Meetings shall be held with 24 hours advance notice or by the unanimous consent of the Executive Directors.

8. Term of Office

- a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

Finance and Operations Policy - Amendments

PART 2: COMMITTEE SPENDING

- 1. The following committees ~~may~~ **shall** have budgets ~~assigned~~ **approved** by the Board of Directors from the general operations fund **or relevant dedicated fund** and passed with the UVSS Budget:
 - a. Campaigns Committee
 - b. **Events Committee**

- b. Electoral Committee
- e. ~~Marketing and Communications Committee~~ **Member Outreach & Engagement Committee**
- d. ~~Donations and Grants Committee~~ **Executive Committee (for donations & grants)**
- e. ~~Environmental Sustainability Council~~
- f. ~~Speaker Series Committee~~

Adopted BOD 2011/06/27
Amended BOD 2012/06/25

PART 5: DONATIONS AND GRANTS

1. Donations and Grants are defined as monies disbursed from the UVSS General Operating Fund to an organization that does not receive monies from other UVSS Funds.
Adopted BOD 2011/06/27
2. The allocation for Donation and Grants shall be considered set after the Board of Directors has approved the annual budget.
Adopted BOD 2011/06/27
3. The ~~Donation and Grants~~ **Executive** Committee shall be responsible to make recommendations to the Board on the disbursement of grants not exceeding the annual budgeted amount.
Adopted BOD 2011/06/27
4. The Society shall only fund recognised on-campus student organisations, except when directed by two-thirds majority vote of the Board.
Adopted SAGM 1989/02/2
5. A motion to donate or grant funds to an individual, an unrecognised student group or an off-campus organisation shall require a 2/3 majority vote of the Board of Directors.
Adopted AGM 1989/10/2
6. \$800 shall be allocated to S.P.O.K.E.S. bicycle bursary at the beginning of each year, provided they have made a report of their past year's activity to the Board of Directors. The ~~Donations and Grants~~ **Executive** Committee can allocate additional funds to S.P.O.K.E.S. only if all other funding requests have been satisfied.
Adopted BOD 2011/06/27
7. A Donation or Grant may only be disbursed for an invoice or cheque request with full documentation, and in line with the UVSS accounting standards.
Adopted BOD 2011/06/2

Board of Directors Policy – Amendments

PART 1: DIRECTOR CONDUCT AND DUTIES

***Effective May 1, 2015**

3. Director Benefits

Executive Directors

Executive Directors who submit their board reports and fulfill the bylaw requirement to work 35 hours per week are entitled to the following benefits:

- a. **Five [5] food discount chits per week; and**
- b. **Free beverages (coffee or pop) provided that the director uses their own cup; and**
- c. **Four [4] Cinecenta movie passes per month; and**
- d. **Free admittance to all UVSS events; and**
- e. **A monthly cell phone allowance of \$50.**

All benefits are for personal use only and are only to be used in the timeframe for which they are intended.

Directors At Large & International Student Representative

Directors At Large and the International Student Representative who have submitted their board reports, have fulfilled their committee responsibilities, and have worked their two volunteer hours are entitled to the following benefits:

- f. Three [3] food discount chits per week; and
- g. Twenty [20] free beverages (coffee or pop) per month provided that the director uses their own cup; and
- h. Four [4] free Cinecenta movie passes per month; and
- i. **Free admittance to all UVSS events organised by Events Committee; and**
- i. **If a Director at Large and the International Student Representative complete all of their director responsibilities under the bylaws and this policy for 75% of the board term, they shall be given a \$250 tuition credit at UVic at the end of the board term. If they have completed their undergraduate studies at the end of the board term, the \$250 shall be disbursed as an honorarium. At the end of the board term, Executive Committee shall review board reports to determine which directors are eligible for this benefit.**

All benefits are for personal use only and are only to be used in the timeframe for which they are intended.

4. Training and Professional Development

1. Board of Directors

- a. At the beginning of each annual elected board term, an orientation to the Board of Directors shall be organised for all new and re-elected directors. The orientation shall cover all aspects of the Society, including but not limited to: finance and operations, society governance, legal responsibilities of directors, constituency organisations, advocacy on student issues, clubs, course unions, events, and marketing.

Adopted BOD 2014/07/07

- b. Upon assuming office, a resource manual shall be issued to all directors so that they understand their role and responsibilities, how the Society is governed, and what resources they can access.

**Adopted BOD 1989/11/15
Amended BOD 2011/07/25
Amended BOD 2014/07/07**

- c. During the first four [4] months of the board term, directors and relevant staff shall attend a workshop on anti-oppressive organizing. Advocacy groups including AVP shall be consulted for suggestions of appropriate facilitators.

Adopted BOD 2014/07/07

- d. Throughout the board term, the Board of Directors shall schedule a minimum of two [2] workshops in areas such as but not limited to: non-violent communication, decolonization and unlearning racism, ally ship, collaborating across difference, challenging sexism, inclusive workplace practices and accessibility. These workshops shall be open to both directors and staff. Advocacy groups including AVP shall be consulted for suggestions of appropriate facilitators.

Adopted BOD 1996/07/02

**Amended BOD 1998/11/23
Amended BOD 2007/06/27
Amended BOD 2014/07/07**

- e. Throughout the board term, the Board of Directors shall schedule workshops and training sessions in subjects such as: marketing, business development, finance/accounting, non-profit management, social enterprise management, strategic planning, and any other relevant topics that will build the capacity of directors and contribute to the overall well-being of the Society. These workshops shall be open to both directors and staff.

Adopted BOD 2014/07/07

2. Executive Directors

- a. **At the beginning of each annual elected board term, an orientation to Executive Committee shall be provided to executive directors. The orientation shall cover all operational and administrative aspects of the Society; establish team frameworks and dynamics; and create approachability statements. This orientation is mandatory.**
- b. **At the beginning of each annual elected board term, executive directors shall be provided with a comprehensive manual for their position. Outgoing executive directors are required to update and revise these manuals by April 15.**
- c. **Before assuming office on May 1, an incoming executive director shall be paid for a maximum of 35 hours of training with the outgoing executive director in their position.**
- d. **At the start of the board term, outgoing executive directors shall be paid for a maximum of 35 hours to provide on-the-job training to incoming executive directors. These training hours must be completed by May 31.**
- e. **Within the first eight weeks of assuming office, executive directors shall be given additional mandatory training in:**
 - a. **UVic Administrative Organization**
 - b. **Non-profit Management**
 - c. **Human Resource Management**
 - d. **Advanced Workshop in Post-secondary Issues**
 - e. **Media Training**
 - f. **Legal Competency**

All directors are able to attend these training sessions, although the training is only mandatory for executive directors.

6. Directors At Large & International Student Representative

Scheduling and Volunteer Hours

- a. **Directors At Large and the International Student Representative are required to volunteer at least two hours per week to volunteer for UVSS activities that are not board meetings or committee meetings.**
- b. **Directors At Large and the International Student Representative are not required to volunteer during holidays (statutory, university, or UVSS office holidays), or during co-op work/practicum terms.**
- c. **At least one of the two volunteer hours per week shall be committed to being present in the Students' Society Centre to greet and assist members during regular Students' Society Centre hours.**
- d. **Directors At Large and the International Student Representative shall report their volunteer hours in their director reports.**

PART 8: HOUSING

1. ~~The Society supports the legalisation of secondary suites that meet housing and safety standards.~~
Adopted BoD: 1993/03/29
2. ~~The Society supports public investment in affordable housing.~~
Adopted BoD: 2000/08/28
3. ~~The Society supports the establishment of a publicly administered security deposit trust fund.~~
Adopted BoD: 2000/08/28
4. ~~The Society supports rights for students in university residences including the extension of Tenants Rights to include college and university residential housing~~
Adopted BoD: 2000/08/28
5. ~~The Society supports the Federal Government spending at least 1% of its total budget on housing~~
Adopted BoD: 2000/08/28

1. On-campus housing

The Society supports:

- I. High quality, affordable on-campus student housing for all that need it.
- II. Residence buildings that are fully accessible for students with disabilities.
- III. Applying the Residential Tenancy Act to on-campus housing.
- IV. Publicly owned and operated student residences.
- V. Pegging maximum annual rent increases to CPI regardless of individual student tenant turnover.
- VI. Residences that cater to the needs of student parents.

The Society opposes:

- I. Increases to residence rental fees that go beyond the standard allowable rent increase in BC.
- II. Privatization of student housing, including administration and management, and public-private partnerships.
- III. Profit-generation from campus student housing of any kind, including international students' residences.

2. Off-campus housing

The Society supports:

- I. High quality, affordable housing for all that need it.
- II. Campaigns to inform students of their rights as tenants.
- III. Pegging the standard allowable rent increase in BC to CPI.
- IV. Municipal by-laws that allow secondary suite rental units.
- V. Government support for public and not-for profit affordable housing.
- VI. Student participation in neighborhood, community, and tenants groups.
- VII. The creation of a national housing act.

The Society opposes:

- I. Increases to the standard allowable rent increase that are above CPI.
- II. Landlords using students' (and international students in particular) lower knowledge of, or confidence with, tenants' rights to sidestep the Residential Tenancy Act or otherwise intimidate student tenants.

11. DIRECTOR REPORTS

Crocker:

DAL Report: March 9, 2015 – March 22, 2015

Monday, March 9, 2015:

UVSS Meeting/Upper Lounge	(6:00pm-6:30pm)
DAL Office	(6:30pm-7:20pm)

Hours: 1.33333

Thursday, March 12, 2015:

Finance & Ops Committee/B203	(3:30pm-4:20pm)
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Hours: 0.833333

Cumulative Hours: 2.166666

Willis:

Friday 13

Make transit work meeting making agenda

30 mins

Make transit work meeting

1h

Wednesday 18

Office hours

2 h

Board meeting

1h

Total: 4.5 h

Atkinson:

Total hours worked between March 6th – 19th: 53 hours + 2 sick days

Note: as per request to executive committee, I am currently taking a reduced workload to catch up on school work.

Activities:

- Cheque signing
- BoD Meeting
- Labour Management Committee
- Personnel Committee
- Make Transit Work meeting
- Spoke with press RE: ICBC and Student Loans
- Spoke with press RE: Victoria Regional Transit commission seat.
- Drafted letter to Board of Governors re: Housing Fee Increases
- Petitioning

- SVAI Advisory Committee Meeting
- Campaigns Committee
- Meeting with Jon Derry
- Meeting with Jim Dunsdon
- MPAG/DSG
- Finance Committee
- Succession Planning

Zouboules:

- March 9th-20th
- Due to medical issues, I was unable to complete Director at Large duties for this week.

Erickson:

March 9-20

Total Hours Worked: 78

- Attended and Chaired UVSS Board Meeting
- Met with Seamus re: Coast Capital Grant
- Read through Coast Capital Terms
- Met with Residence Life and Education
- Met with Equity and Human Rights
- Met with Al re: Finalizing and signing financials for UVic
- Signed Cheques
- Campus Planning Steering Committee
- Discussed UVision document with UVic
- Created agenda for OAC
- Attended and Chaired Ombuds Advisory Committee
- Attended last part of Executive Committee
- Read through SCA docket
- Attended the Teaching Awards Celebration
- Attended a Mental Health Task Force meeting
- Set up a meeting with Jim Dunsdon
- Met with Kirsten from Student Care!
- Picked up materials for MH event on 23rd
- Liaised with UVic and Peer Helpers to advertise, discuss room set-up and food options for MH event
- Responded to phone calls re: ASIST, Beerology, Senate
- Checked-in with student on Senate committee for the Dean of Science
- Answered questions relating to UVSS options for future JDCWest competition.

Kopp:

Total Hours: 72

Work Activities:

- Committee meetings including executive, marketing, events, and campaigns
- Completion of Pride hiring for office coordinator position
- Continued preparations, bookings, and tabling for Beerology
- Implementation and coordination of weekly "SUB Buskers" events
- E-mail communication to a variety of individuals and organizations.
- Booking and scheduling of acts for last day of class acoustic celebrations
- Development of orientation material for new board including training manual and computer resource streamlining
- Facilitation of student initiative "Car Smash" as potential year-end event
- Meeting with Vikes for Thunderfest planning

Events Committee:

- Events Committee approved the potential contribution of funds towards booking Naomi Klein in partnership with the University, depending on the date of the event and cost for student tickets
- Committee further approved a potential “Car Smash” event for the last day of classes

Szakacs:

March 9 – 20, 2015

Hours worked: 35 due to illness

- Board meeting
- Attendance at exec committee
- Women’s Centre hiring committee
 - review applicants, send out interviews
- Meet with UVic prof about trigger warning policy & clubs
- Advocacy Council
 - call, make agenda, chair
 - next meeting: April 16, 2015
- Communication with clubs, course unions, advocacy groups, PDUs
 - via email, phone, facebook, and in person
- Cheque req processing
- Plan Clubs Council and Course Union Council for 2015/2016 year
- Plan C/CU Days for 2015/2016
- Plan for board orientation

Heckel:

Week 9th - 13th: 45 hours Week 16th - 20th: 47 hours

Two week Total: 94 hours

Meetings CCG Hiring (2x) StudentCare HR Committee Strategic Planning Prep w Ben (2x) Sub Renos w Al Frac Appeals GSS & Continuing Studies & UVic Contract review meeting w Al MPAG Meeting w Greg (3x) Exec (3x) Food Bank Meeting Finance Committee Board Meeting Personnel (2x)

Activities Read & reviewed FRAC Appeals Responded to concerns over H/D and UPass Appeals Reviewed exterior furniture for SUB Renos

Reviewed and added to new job description Prepared for Food Bank meeting Corresponded over the Advocacy Group Video Researched HR Policies and drafted proposed policies for UVSS Read hiring committee applications Signed cheques Read and reviewed contract with transit, gss, and uvic Redesigned website layout for UPass page Coordinated the creation of informative SUB Reno signs Created a “Compost” sign and coordinated with Dale & Lisa over getting compost bin at Cinecenta Sourced student-taken pictures to be used as decoration in UL Started creating presentation for incoming board at orientation Began the updating of the Dir of Fin and Ops manual Read survey results for Fels and IG

Wrote plans of action for student feedback on surveyys Conceptual work on the process and timeline for how to reconcile the new strat plan with the business unit plans Researched best practises, and reviewed previous years' year-end reports Reviewed IG and HFB menus and have been in contact with the International Students Association looking for feedback Still working with the International Student Center to make the health/dental plan more clear to international students

Perlova:

Monday March 9th: Board Meeting (45 minutes)

March 11th: Events Committee (30 minutes)

Tuesday March 17th: Personnel Committee (30 minutes)

Wednesday March 18th: Collected signatures for petition (1 hour)
Represented UVSS on UVic Student Mental Health Strategy committee Tuesday March 10th(1.5 hours)
DAL office hours March 11th (1 hour)
-Liased w/ Peerhelping/Dale/Exec on mental health event partnership
total: 5.45 hours

Rogers:

6 hours: Petition Signing
3 Hours: Dump and Run Planning
2 hours: Food Bank Free Store Committee

11 Hours Total