



Minutes

University of Victoria Students' Society
Monday August 11, 2014 – SUB B025 6:00 pm

ATTENDANCE

1. CALL TO ORDER

Erickson called the meeting to order at 6:07pm.

2. ACKNOWLEDGEMENT OF TERRITORIES

Kopp acknowledged the territories.

3. ADOPTION OF AGENDA & ADOPTION OF MINUTES Atkinson/Heckel - PASSED

a. Adoption of Agenda

i. Agenda of 2014/08/11

**MOTION TO ADOPT – CHEEMA/HECKEL
AGENDA CARRIED**

b. Adoption of Minutes

**MOTION TO ADOPT - SZAKACS/ATKINSON
MOTION CARRIED**

- i. BOD 2014-04-14
- ii. BOD 2014-05-20
- iii. BOD 2014-06-02
- iv. BOD 2014-06-16

4 ANNOUNCEMENTS

5 PRESENTATION

a. Daphne Shaed, Canadian Blood Services

MOTION TO AMEND THE AGENDA – HECKEL/KOPP

Add an in camera session at the end of the agenda.

MOTION TO AMEND CARRIED

6 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**

7. **QUESTION PERIOD**

8. **MAIN MOTIONS**

a. **COMMITTEE APPOINTMENTS**

Motion 2014/08/11: 01 – Erickson/Szakacs

BIRT nominations be opened to elect one director to the hiring committee for the AVP Outreach Coordinator.

Nominations: Erickson for Atkinson. Accepted.

**MOTION TO RATIFY ATKINSON – CHEEMA/AHRONY
MOTION CARRIED**

Motion 2014/07/21: 02 – ERICKSON/SZAKACS

BIRT nominations be opened to elect one (1) member to sit on each of the following University Human Rights Committee (UHRC) advisory groups:

- Educational Equity Advisory Group (EdAG)
- Employment Equity Advisory Group (EmAG)

**MOTION TO TABLE UNTIL THE 1ST BOARD MEETING IN SEPTEMBER –
ERICKSON/KOPP
MOTION TO TABLE CARRIED**

Motion 2014/05/05: 03 – ERICKSON/ATKINSON

BIRT nominations be opened for members to fill the following committee vacancies:

Campaigns	Three (3) Members
Finance & Operations	One (1) Member
Ombudsperson	One (1) Member, One (1) Student Senator
Speaker Series	Two (2) Members
SUB Renovations	One (1) Members
50 th Anniversary	Two (2) Members

No nominations.

b. **NEW BUSINESS**

Motion 2014/08/11: 04- ERICKSON/HECKEL

BIRT nominations be opened for one member from the Faculty of Human and Social Development to sit on the search committee to find a new Dean for the HSD faculty.

**MOTION TO TABLE UNTIL THE 1ST BOARD MEETING IN SEPTEMBER –
ERICKSON/AHRONY
MOTION CARRIED**

Motion 2014/08/11: 05 – ERICKSON/SZAKACS

BIRT Board of Directors Policy Part 1 is amended, as recommended by Policy Development:

BOARD OF DIRECTORS POLICY PART 1: DIRECTOR CONDUCT AND DUTIES

1. **Board Reports**

- a. Directors shall submit a written board report to the Chairperson and Research & Communications Coordinator in advance of each regularly scheduled board meeting. Board reports are due by 2:00 pm on the Friday that precedes a regularly scheduled board meeting.
- b. Board reports shall be included in the board meeting agenda and minutes and shall detail all of the board-related work that the director has done since the previous board meeting. **Executive Directors shall report on committee decisions made in their board reports.**
- c. If a director does not submit a board report on time, they shall not be eligible for director benefits **and their report shall not be entered into the agenda or minutes.**
- d. ~~Executive~~ Directors shall report the total amount of their hours worked **or volunteered** in their **written** board reports. ~~Executive~~ Directors who fail to submit the total amount of hours worked in their board report more than ~~four [4]~~ **six [6]** times in an elected term shall be automatically put to a censure vote by the Board.
- e. **Directors who are absent due to illness, vacation, personal leave, or other extenuating circumstances shall not be required to submit a written report for the period of time that they are absent.**

**Adopted BOD
2011/11/14**

5. Executive Directors

Scheduling & Hours of Work

- ~~d. Executive Directors shall report the total amount of their hours worked **or volunteered** in their **written** board reports. Executive Directors who fail to submit the total amount of hours worked in their board report more than four [4] ~~six [6]~~ times in an elected term shall be automatically put to a censure vote by the Board.~~

~~**Adopted BOD
2011/11/14**~~

**Part 5.d struck and moved to Part 1.d.*

MOTION TO AMEND – ERICKSON/HECKEL

Clarify that advocacy groups are exempt from 1.D (the 6 report rule).

AMENDMENT CARRIED

MOTION CARRIED

Motion 2014/08/11: 06 – ERICKSON/SZAKACS

BIRT Clubs Policy Part B Section 9 is added, as recommended by Policy Development:

9.1 When a club is inactive for longer than one semester, any mail that they have received shall be returned to sender.

MOTION TO AMEND - ATKINSON/ERICKSON

Change to: "When a club is inactive for longer than two [2] semesters, any mail that they have received will be returned to sender."

AMENDMENT CARRIED

MOTION CARRIED

Motion 2014/08/11: 07 – Cheema/Erickson

WHEREAS there is a memorandum of agreement between UVSS and UVIC as to how to access the Dr. Ewing Memorial Fund; and WHEREAS the arranged method is that UVIC covers the costs upfront and capitalizes the items; and WHEREAS a motion was passed on April 22, 2013 to renovate space in the SUB for the purpose of advocacy for students with disabilities; and WHEREAS this motion did not observe the agreement between UVSS and UVic; and WHEREAS the transfer from the Dr. Ewing Memorial Fund has not yet occurred; therefore BIRT \$10,000 is allocated from the UVSS Operating Fund in last fiscal towards the renovation of the space used for the purpose of advocacy for students with disabilities; and BIFRT assets associated with the renovation of the space used for the purpose of advocacy for students with disabilities are capitalized.

MOTION CARRIED

Motion 2014/08/11: 08 – Cheema/Szakacs

BIRT \$25,067 from the Election Fund be transferred into the Elections Operating Fund to cover costs relating to elections this past year.

MOTION CARRIED

Motion 2014/08/11: 09 – Cheema/Atkinson

WHEREAS the board of directors policy permits the sending of delegations to conferences for PD
WHEREAS the finance portfolio requires specific financial knowledge to ensure an effective running of the society
WHEREAS the general manager, and the director of finance and operations agree on the importance of solid financial literacy which is not provided to the Director of Finance and Operations prior to their appointment
WHEREAS conferences provide an opportunity for knowledge transfer and relationship building between representatives from other student societies across Canada
BIRT an amount of \$425.00 plus per diem be allotted from the Director of Finance's allotted budget for professional development to be send to the Student Union Development Summit 2014, at the University of British Columbia's Vancouver campus from 14-17 of August.

MOTION CARRIED

9. IN CAMERA

**MOTION TO MOVE IN CAMERA - SZAKACS/COOK
MOTION CARRIED**

7:07pm.

**MOTION TO MOVE OUT OF CAMERA – SZAKACS/COOK
MOTION CARRIED**

7:27pm.

10. MEETING TIMES

The next meeting scheduled by the Board of Directors is:
Monday August 25, 2014 in SUB B025.

11. ADJOURNMENT

**MOTION TO ADJOURN – SZAKACS/COOK
MOTION CARRIED**

The meeting adjourned at 7:29pm.

12. DIRECTOR REPORTS

Erickson:

July 19-August 8: 192

- Attended SUB Renovations
- Attended an OOSITS planning Committee meetings
- Chaired the board meeting
- Chaired Executive Committee
- Meeting to discuss banner room
- Attended a Student Mental Health Strategy meeting
- Met with Alannah and Graphics to discuss 50th anniversary materials
- Prepped for Policy Development
- Interviewed candidates for Uvic training specialist position
- Read through academic appeals for SCART
- Met with the Women's Centre
- Chaired Policy Development
- Attended SCART
- Chaired Mental Health Committee
- Met with the counseling department to discuss mental health initiatives
- Met with the Ombudsperson
- Met with Valery to work on a proposal to Home Depot
- Met with David Borins to go over and sign 272 page affidavit
- Created and sent out PDU templates
- Completed tasks from UVSP
- Reviewed applications for the assistant manager of Felicitas hiring committee
- Started a press release for Lukas
- Started work on a fundraiser for September
- Met with a Director at Large to put together fundraising ideas
- Chaired another Executive Meeting
- Prepped for policy development
- Met with Reslife to discuss UVSS involvement in CL training
- Attended the Campus Plan Steering Committee
- Attended Events Committee
- Went through martlet copies to choose articles for 50th display
- Read through UVSP applications for hiring committee
- Met with the Engineering Students' Society
- Consulted with Accounting on PDUs
- Chaired 50th Anniversary Committee
- Did research on the Canadian Blood Services
- Spoke with organizers of Terry's Cause
- Met with a student to discuss UVSS and first year
- Handed out 50th invitations, and contacted former directors
- Put together concept for all materials in Vertigo for the 50th anniversary
- Met with the co-op department on campus
- Volunteered in the food bank

- Talked with Kenya about the Free Store
- Attended Finance committee
- Attended the UVSS Operational Relations Committee
- Met with Campus Security to discuss Mental Health event
- Met with the International Office

Committee decisions:

- Changed policy on Director Conduct and Duties
- Chose to have mental health swag be purple wristbands with white writing
- Ordering lollipops for de-stress fest
- Doing a SWOT analysis for mental health
- Jazz band and Dj confirmed for 50th anniversary
- Chose the beverage options, system of following up with directors, volunteer opportunities, and set-up of Vertigo for 50th anniversary

Szakacs:

July 21 – August 8, 2014

Hours worked: 101

- Opened food bank for students during off hours
- Various committees
 - exec, events, marketing and communications, mental health, PD
- Monthly Manager's Meeting
- Listserve maintenance for clubs and course unions
- Communication with various Clubs and Course Unions
 - in person and by email
- Planning Club and Course Union Days
 - floor plan, set up/take down
- Prepping for September Club's Council and Course Union Council
 - PowerPoint presentation, registration, spreadsheet/information/signing authority maintenance
- RCO hiring committee
 - going through resumes, four interviews, deliberation of candidates
- Cheque signing
- Consultation with accounting on club accounts
- Process cheque requisition forms and float requests
- Update club constitution template
- Update clubs section of UVSS website
- PDU meeting with Dale
- ESS meeting with Kayleigh
- Email and phone calls
- Searching for legal documents
- Research for mental health committee
- Mail organization
- Script for exec video
- Moving student deal books into storage

Kopp:

Total Hours: (106.5)

Work Activities:

- Facilitating off-hour usage of the Food Bank

- Meetings including but not limited to: Board Meeting, Executive Meeting, and with Res Life, Vikes Athletics, Corporate Relations, Atmos Events, Student Services, Thunderfest Planning Committee, Finance, Rifflandia, Cambiguous Videography and Photography, and CFUV on a variety of topics.
- Chairing of Events Committee and second-chairing of Marketing and Communications, as well as participation in Policy Development, MPAG, Campaigns, and Strategic Planning committees.
- E-mail communication to a variety of individuals and organizations.
- Finalization of musical artists for Thunderfest, 50th Anniversary Gala, Let's Get Classy, Summer Tans and Ray Bans, and Coffeology
 - o Development of the SUB Fair barbecue
 - o Editing of Cambiguous Videography and Photography contract for SUB Orientation and Kick Off videos.
 - o Negotiations and contract development with Rifflandia Music Festival for presence on campus during Kick Off.
 - o Continuing negotiations and contract development with The Zone 91.3
 - o Consideration and planning for upcoming Campus Kickoff events, including: Finalization of budgets, ordering of materials, preparation for volunteers, logistics and ground plotting, booking of bands and interactive components, and applications for insurance.
 - o Development of sponsorships for the Kick Off roof stage.
 - o Participation in hiring committee for SSD
 - o Participation in hiring committee for new Research and Communications Officer
 - o Development of video strategy for the remainder of summer and beginning of school, including the release, advertising, and evaluation of the first events video
 - o Finalization of posters for the Kick Off week
 - o Detailed planning of dodge ball tournament for September 6th, the Saturday of Kick Off Week
 - o Supporting role planning of a potential Terry Fox run in the last week of September

Events Committee:

- The following have been discussed in more detail over the past three weeks:
 - A) Pancake Breakfast – Will now have chocolate chips
 - B) Friday night Felicitas partnership with CFUV
 - C) Sub Fair – Including potential for a sponge water fight, interactive components, and available foods
 - D) Video game tournament on the Thursday of Welcome Week
- Committee has deliberated further on Halloween and decided to pursue a pumpkin carving event and a separate make-your-own-costume event.
- Committee has decided to offer popcorn at our Movie in the Park on a donation basis, either cash or a canned good to the food bank.
- Committee has decided to charge \$5 in cover for the Summer Tans and Ray Bans event occurring on Tuesday, September 2nd
- Committee has decided to move ahead with the booking of Fred Penner for an evening in Felicitas at some point during the year.
- Deliberations on the booking of Mark Emery for a speaking engagement in conjunction with the Farquhar auditorium are ongoing.
- The events budget received a preliminary review by committee on Wednesday, August 6th, but is awaiting final and formal approval.

