



Minutes

University of Victoria Students' Society
Monday December 14, 2015, 6:00pm
SUB Upper Lounge

ATTENDANCE

Directors:

Renwick-Shields, Middlemass, Bevanda, Pettifer, Szakacs, McCartan, Desjournais, Madevon, Losier, Peterson, Woollgar, Butz, Lkusk, Bhandar, Kramer, Hagos

Staff:

Johnson, Ewart

1. CALL TO ORDER

Renwick-Shields called the meeting to order at 6:05pm.

2. ACKNOWLEDGEMENT OF TERRITORIES

Renwick-Shields acknowledged the territories.

3. ADOPTION OF AGENDA & ADOPTION OF MINUTES

a. Adoption of Agenda

i. Agenda 2015/12/14

MOTION TO ADOPT - BEVANDA/HAGOS

AMENDMENT – KRAMER/BUTZ

Add Presentation: Fortress Foundation.

AMENDMENT CARRIED

AGENDA CARRIED AS AMENDED

b. Adoption of Minutes

i. Board of Directors

- 2015-06-29

MOTION TO ADOPT – SZAKACS/LOSIER

MOTION CARRIED

4. PRESENTATIONS, ANNOUNCEMENTS, & REPORTS

a. PRESENTATIONS

a. Fortress Foundation

b. ANNOUNCEMENTS

c. REPORT – EXECUTIVE DIRECTOR

d. REPORTS – CONSTITUENCY ORGANIZATIONS & NSU

- I. Pride
- II. Women's Centre
- III. NSU
- IV. SOCC
- V. SSD

e. REPORTS – COMMITTEES, COUNCILS, WORKING GROUPS

- I. Campaigns
- II. Events
- III. Finance & Operations
- IV. Member Outreach & Engagement
- V. Policy Development
- VI. SUB Renovations
- VII. Advocacy Council
- VIII. Clubs Council
- IX. Course Union Council
- X. Professional Development Union Council
- XI. SUB Occupants
- XII. University Relations
- XIII. Electoral
- XIV. Executive
- XV. Marketing Planning & Advisory Group/Digital Strategy Group

5. QUESTION PERIOD

6. MAIN MOTIONS

a. PRIORITY BUSINESS

AMENDMENT – RENWICK-SHIELDS/MIDDLEMASS

Add the following motion to Priority Business:

MOTION – RENWICK-SHIELDS/

BIRT the Board endorses and provides support to VIPIRG's March 2016 Workshop Series in the form of promotional materials created by the Graphic Design Department.

AMENDMENT CARRIED

Abstained: Hagos.

MOTION – RENWICK-SHIELDS/BEVANDA

BIRT the Board endorses and provides support to VIPIRG's March 2016 Workshop Series in the form of promotional materials created by the Graphic Design Department.

MOTION CARRIED

Abstained: Hagos

Motion 2015/12/14: 01 – SZAKACS/HAGOS

BIRT Nakita Sekhon be granted \$303 from the Travel Pool Fund.

MOTION CARRIED

Motion 2015/12/14: 02 – SZAKACS/BUTZ

BIRT the Environmental Studies Course Union is granted a Publication Grant in the amount

of \$205.70.

MOTION CARRIED

Motion 2015/12/14: 03 – SZAKACS/PETTIFER

BIRT the following Course Unions receive Academic Grants:

- PsychOs: \$725.20
- Commerce Students' Society: \$2000
- Engineering Students' Society: \$2000
- Philosophy Students' Union: \$700

MOTION CARRIED

Abstained: Renwick-Shields, McCartan, Szakacs

Motion 2015/12/14: 04 – SZAKACS/RENNICK-SHIELDS

BIRT the Board accept the resignation of Kaylee Szakacs from the Electoral Committee; and
BIFRT nominations be opened to elect one director to Electoral Committee.

MOTION CARRIED

Losier for self.

MOTION TO RATIFY LOSIER – SZAKACS/PETTIFER

MOTION CARRIED WITH UNANIMOUS CONSENT

b. OLD BUSINESS

Motion 2015/05/04: 16 – RENWICK-SHIELDS/SZAKACS

BIRT nominations be opened to fill the following vacancies on SUB Occupants:

- One (1) Representative as recommended by Campus Community Gardens (CCG)

No nominations.

MOTION 2015/09/14: 1L – RENWICK-SHIELDS/MCCARTEN

BIRT nominations be opened to elect one [1] undergraduate student to be represented on a Director Search committee for the School of Exercise, Physical & Health Education.

MOTION TO TABLE INDEFINITELY – KRAMER/BUTZ

MOTION CARRIED

MOTION 2015/12/07: A6 – SZAKACS/EL SABROUT

BIRT nominations be opened to elect one [1] undergraduate student to be represented on a Director Search committee for the Dean of Fine Arts.

Renwick-Shields for Hollis Roberts.

MOTION TO RATIFY ROBERTS – RENWICK-SHIELDS/EL SABROUT

MOTION CARRIED WITH UNANIMOUS CONSENT

Motion 2015/12/07: A3 – SZAKACS/EL SABROUT

BIRT nominations be opened to elect one [1] undergraduate student to be represented on a Director Search committee for the Department of Chemistry.

Szakacs for Dirk Slott.

**MOTION TO RATIFY SLOTT – SZAKACS/EL SABROUT
MOTION CARRIED WITH UNANIMOUS CONSENT**

c. NEW BUSINESS

RECOMMENDED BY POLICY DEVELOPMENT:

Motion 2015/12/14: 05 – WOOLLGAR/ROGERS

BIRT Course Union Council Policy is amended as follows:

Allocations of Academic Fund

- i. All decisions regarding allocations from the Academic Fund over \$2,000 requires a two-thirds (2/3) majority vote of Course Union Council.
- ii. No more than \$2,000 shall be allocated to each individual Course Union per academic year, unless approved by the UVSS Board of Directors.
- iii. Approval for any amount over \$2,000 shall require a recommendation from Course Union Council that goes to a vote of the UVSS Board of Directors. If the allocation is approved, a record of the Board's approval (approved or draft minutes) must be submitted to the UVSS Accounting Department.
- iv. Course unions are not permitted to vote on allocations for their own course union.

AMENDMENT – RENWICK-SHIELDS/KRAMER

No more than \$2,000 shall be allocated to each individual Course Union OR PROJECT/EVENT/CAMPAIGN per academic year, unless approved by the UVSS Board of Directors.

**AMENDMENT CARRIED
MOTION CARRIED AS AMENDED**

RECOMMENDED BY POLICY DEVELOPMENT:

Motion 2015/12/14: 06 – RENWICK-SHIELDS/BEVANDA

BIRT the terms of reference for every committee, council, and advisory group be amended to include the following duty:

“At the beginning of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.”

AMENDMENT – PETTIFER/KRAMER

Change “At the beginning of each semester” to “At the first meeting”.

AMENDMENT CARRIED

MOTION CARRIED AS AMENDED

RECOMMENDED BY POLICY DEVELOPMENT:

Motion 2015/12/14: 07 – RENWICK-SHIELDS/WOOLLGAR

BIRT the terms of reference for the following committees are amended to have directors elected as second chairs, and include the provision that ex officio non-voting members may facilitate committee meetings if the chair and second chair are unable to:

- Campaigns
- Events
- Finance & Operations

- Member Outreach
- Policy Development
- SUB Renovations
- SUB Occupants
- University Relations
- Electoral

BIFRT the language used to enable ex officio non-voting members to facilitate meetings read:

***If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.**

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT:

Motion 2015/12/14: 08 – RENWICK-SHIELDS/ROGERS

BIRT the terms of reference for University Relations Committee is amended as follows:

UNIVERSITY RELATIONS COMMITTEE

1. Type

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

2. Purpose

- a. **Develop lobbying strategies to represent and defend students' interests to the University.**

3. Duties

- a. Facilitate communication between the UVSS and student members of Senate, the Board of Governors, and University committees.
- b. Respond to University governance issues that affect students.
- c. Provide resources to student members of Senate, Board of Governors and University committees that allow for them to participate fully in their respective University bodies.
- d. Propose motions for consideration to the UVSS Board of Directors regarding University relations.
- e. Draft motions and policy for student members of Senate, Board of Governors and University committees to bring to their respective University bodies.
- f. **Assist Campaigns Committee in organizing political events, campaigns, rallies, or other actions related to the policy or governance of the University.**

4. Membership

Voting Members

- a. Chairperson ex-officio and chair of the committee
- b. One director ~~at Large~~ elected by the BoD and second chair of the committee
- c. Student members of Senate
- d. Student members of the Board of Governors
- e. Board-appointed members who sit on University committees
- f. One [1] member appointed by the GSS
- g. **Two [2] members at large elected by the BoD**

Non-voting Members*

- a. Research & Communications Manager - ex officio
- b. Events & Communications Coordinator - ex officio
- c. Executive Director - ex officio

***If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.**

5. Voting

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

6. Quorum

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

7. Meetings

- a. Shall meet at least ~~once~~ **twice** a month at 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.

BIFRT University Relations Committee is moved to the open committee section of the Terms of Reference.

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT:

Motion 2015/12/14: 09 – RENWICK-SHIELDS/PETERSON

BIRT the terms of reference for Electoral Committee is amended as follows:

ELECTORAL COMMITTEE

1. Type

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

2. Purpose

- a. Ensure the proper and successful conduct of all elections to fill positions on the Board of Directors and of all referenda according to the bylaws and policy of the UVSS.

3. Duties

- a. Oversee the ~~election planning~~ **electoral process and ensure that the Elections Office functions as an independent body.**
- b. Assist the ~~General Manager~~ **Executive Director** in the hiring and supervision of the **Chief Electoral Officer, electoral officers, Elections Adjudicator, and Arbitration Panel.**
- c. **Assist the Chief Electoral Officer in the hiring of deputy electoral officers.**
- d. **Provide financial and administrative support and other resources to the Chief Electoral Officer as needed.**
- e. ~~Rule on matters, referred by the electoral officers or appealed by a candidate, or rule an election invalid for any violation of the bylaws.~~
- f. ~~Make a decision on how best to complete the election process in the event that it must be delayed or disrupted.~~

- ~~g. Assist the electoral officers in preparing and submitting a report on the conduct and results of all elections and referenda to the BoD for ratification.~~
- h. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

- a. Three [3] directors of the Society, one of ~~which must be an executive director who serves~~ **which is elected** as chair, **one of which is elected as second chair**, and none of which may seek re-election while serving as a member of the committee.

Non-voting Members

- a. Research & Communications Manager - ex officio
- b. Executive Director - ex officio

5. Voting

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

6. Quorum

- a. Shall be at least two [2] **voting** members of the committee.

7. Meetings

- a. Shall meet as determined by the committee membership or upon the direction 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.

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT:

Motion 2015/12/14: 10 – RENWICK-SHIELDS/PETERSON

BIRT the terms of reference for Personnel Committee is amended as follows:

1. Meetings

- a. Shall meet at least ~~two times per month~~ **weekly** at a date set by the chair of the committee or upon the call of the BoD.

4. Membership

Voting Member*:

- a. Director of Finance and Operations - ex officio and chair of the committee
- b. One [1] Executive Director elected by the BoD - ex officio and second chair of the committee
- c. One [1] Director ~~At Large~~ elected by the BoD (must be available for the entirety of the board term)

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT:

Motion 2015/12/14: 11 – RENWICK-SHIELDS/WOOLLGAR

Whereas the following policy was moved to UVSS Disability Policy and the funding amount increased to 100%; therefore

BIRT the following policy is struck:

- ~~**3.A.3** The Society shall fund a minimum of 50% of costs for an interpreter for deaf and hearing loss students for all Society meetings, such as but not limited to General Meetings, Board of Directors meetings and club and course union meetings as upon request to the Director of Student Affairs. A line item shall be created for this purpose.~~

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT:

Motion 2015/12/14: 12 – RENWICK-SHIELDS/PETERSON

BIRT Board of Directors Policy is amended as follows:

~~**3.B.2.** The General Manager and Support and Administration Manager~~ **Executive Committee, with the leadership and guidance of the Director of Finance and Operations, Executive Director, and General Manager,** shall give a detailed verbal and printed report on the status of strategic plan implementation, business plan implementation, and society finances and operations at least one Board meeting per semester.

3.B.3. The Executive Director shall give a brief verbal report on the status of strategic plan implementation and society finances and operations at each board meeting.

BIFRT the policy is renumbered accordingly.

MOTION CARRIED

MOTION TO RECONSIDER – KRAMER/RENNICK-SHIELDS

Motion 2015/12/14: 10 – RENWICK-SHIELDS/PETERSON

BIRT the terms of reference for Personnel Committee is amended as follows:

2. Meetings

- a. Shall meet at least ~~two times per month~~ **weekly** at a date set by the chair of the committee or upon the call of the BoD.

5. Membership

Voting Member*:

- a. Director of Finance and Operations - ex officio and chair of the committee
- b. One [1] Executive Director elected by the BoD - ex officio and second chair of the committee
- c. One [1] Director ~~At Large~~ elected by the BoD (must be available for the entirety of the board term)

AMENDMENT – KRAMER/RENNICK-SHIELDS

- c. One [1] Director **(NON-LEAD DIRECTOR)** ~~At Large~~ elected by the BoD (must be available for the entirety of the board term)

AMENDMENT CARRIED

MOTION CARRIED AS AMENDED

MOTION TO RECONSIDER – PETERSON/BUTZ

Motion 2015/12/14: 09 – RENWICK-SHIELDS/PETERSON

BIRT the terms of reference for Electoral Committee is amended as follows:

ELECTORAL COMMITTEE**9. Type**

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

10. Purpose

- a. Ensure the proper and successful conduct of all elections to fill positions on the Board of Directors and of all referenda according to the bylaws and policy of the UVSS.

11. Duties

- a. ~~Oversee the election planning~~ **electoral process and ensure that the Elections Office functions as an independent body.**
- b. ~~Assist the General Manager~~ **Executive Director** in the hiring and supervision of **the Chief Electoral Officer, electoral officers, Elections Adjudicator, and Arbitration Panel.**
- c. **Assist the Chief Electoral Officer in the hiring of deputy electoral officers.**
- d. **Provide financial and administrative support and other resources to the Chief Electoral Officer as needed.**
- e. ~~Rule on matters, referred by the electoral officers or appealed by a candidate, or rule an election invalid for any violation of the bylaws.~~
- f. ~~Make a decision on how best to complete the election process in the event that it must be delayed or disrupted.~~
- g. ~~Assist the electoral officers in preparing and submitting a report on the conduct and results of all elections and referenda to the BoD for ratification.~~
- h. Carry out all other duties as directed by the BoD.

12. Membership**Voting Members**

- a. Three [3] directors of the Society, one of ~~which must be an executive director who serves~~ **which is elected** as chair, **one of which is elected as second chair**, and none of which may seek re-election while serving as a member of the committee.

Non-voting Members

- c. Research & Communications Manager - ex officio
- d. Executive Director - ex officio

13. Voting

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

14. Quorum

- a. Shall be at least two [2] **voting** members of the committee.

15. Meetings

- a. Shall meet as determined by the committee membership or upon the direction of the BoD.

16. 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.

MOTION TO AMEND – RENWICK-SHIELDS/PETERSON

Voting Members

- a. Three [3] directors of the Society, one of ~~which must be an executive director who serves~~ **which is elected** as chair, **one of which is elected as second chair**, and none of which may **ACTIVELY PARTICIPATE IN CAMPAIGNING OR** seek re-election while serving as a member of the committee.

**AMMENDMENT CARRIED
MOTION CARRIED AS AMMENDED**

7. IN CAMERA

a. Personnel Committee Report

- i. **Voting Members & Ex Officio Non-voting**
ii. **Voting Members – Directors Only**

**MOTION TO MOVE IN CAMERA – WOOLLGAR/MADEVON
MOTION CARRIED**

The meeting moved in camera at 8:21pm.

**MOTION TO MOVE OUT OF CAMERA – WOOLLGAR/BUTZ
MOTION CARRIED**

The meeting moved out of camera at 8:33.

MOTION – WOOLLGAR/BUTZ

BIRT the Director of Finance and Operations, one lead director, and excluded managers are directed to sign the lease contract renewal with Victory Health.

MOTION CARRIED

MOTION – KRAMER/LOSIER

BIRT Kylie Pettifer's appointment as interim Director of Finance and Operations is extended for the duration of the board term.

MOTION CARRIED

Abstained: Pettifer

8. MEETING TIMES

The next meeting scheduled by the Board of Directors is:
Monday January 4, 2015 in the SUB Upper Lounge.

9. ADJOURNMENT

**MOTION TO ADJOURN – LOSIER/BUTZ
MOTION CARRIED**

The meeting adjourned at 8:37pm.

10. DIRECTOR REPORTS

Madevon:
Total hours: 40h

- Committee meetings including executive, marketing, campaigns, policy, events, digital strategy group, finance
- Chairing Grad Committee, Electoral Committee
- Contacting performers for Sub-Zero
- Working with Graphics on poster for Sub-Zero
- Working on Events Success indicators for Strat plan
- Ordering tickets and setting up online tickets for Sub-Zero
- Prepping for Grad committee, reviewing past document, reviewing the budget
- Department Manager Meeting, Strat plan presentation
- Tabling for Apples and Tea

Bevanda:**Total hours: 4**

- 3 Hour Board Meeting Monday December 7th
- 1 hour policy and development meeting wednesday december 9th

Peterson:**Total hours: 6**

- PD, Apples & Tea, board meeting

Pettifer:**Total hours: 112.5 hrs (previous Minutes Report included)**

- FRAC appeals preparation and meeting - 6hrs
- Staff meeting preparation - 6 hrs
- Dec.11 Staff meeting - 3hrs
- Emails - 3 hrs
- Office hours - 4hrs
- MPAG - 1.5hrs
- Strategic Planning: Board Session & prep - 3hrs
- Personnel - 2hrs
- Exec - 2hrs
- Miscellaneous (Feb.3 video, organizing office, etc.) - 2hrs
- Health and Dental Appeal Emails
- UPass Appeal emails
- Exec Orientation
- Finance and Operations Committees
- Personnel Committees
- Executive Committees
- Appointment at VanCity
- FRAC prep and appeal reviews
- DSG
- LMC
- Lease renewal meeting
- Cheque signing
- Club cheque req approval
- Club funding questions
- Child Care committee
- Income statement review
- Martlet interview
- Personnel/FinOps Committee prep
- Personnel follow up projects
- Digital file organization/review
- Review Marketing Plan

- Review Strategic Plan
- Office Hours
- Other meetings

Renwick-Shields:

Total hours: 58

- Mental Health Campaign – Apples and Tea – 10hrs
- Welcome On Board work – 3hrs
- Chaired Policy Development – 2hrs
- Strategic Planning – 5hrs
- Homes for All Rally – 2hrs
- Office Hours – 10hrs
- Chaired Board Meeting – 4hrs
- Senate Committee on Reregistration and Transfer Attendance and Preparation – 2hrs
- Chaired Executive Committee – 2hrs
- Students of Colour Collective Hiring Committee – 3hrs
- Meeting with GSS on Transit – 1hr
- Personnel – 1hr
- Policy Writing – 1hr
- CFS-BC Presentation and Travel Time – 10hrs
- UVic/UVSS Executive Meeting – 1hr
- Chaired University Relations Committee - 2hrs