



Minutes

University of Victoria Students' Society
Monday May 16, 2016 – SUB B025 6:00 pm

DIRECTORS:

Lukenchuk, Brown, Armstrong, Desjarlais, Woollgar, Tupper, Nicholson, Dawydiak, Fairley, Flipse, Haynes, Hagos, Sheres, Kinakin, Mitchell, Farboud, Hordiyuk, Musgrave, Bhandar, Quitzau, Zhang

STAFF:

Johnson, Ewart, Robertson

ATTENDANCE

1. CALL TO ORDER

Lukenchuk called the meeting to order at 6:06pm.

2. ACKNOWLEDGEMENT OF TERRITORIES

Lukenchuk acknowledged the territories.

3. ADOPTION OF AGENDA & ADOPTION OF MINUTES

a. Adoption of Agenda

i. Agenda of 2016/05/16

MOTION TO ADOPT - BROWN/ARMSTRONG

AMENDMENT – DESJARLAIS/WOOLLGARR

Add to Priority Business:

Motion 2016/05/16: A1 – DESJARLAIS/

WHEREAS the UVSS Board of Directors is an operational board - not an arm's length advisory board - and as such all directors are actively involved in the decision-making process for the governance and the day-to-day operations of the Society; and

WHEREAS Personnel Committee is a subcommittee of the Board of Directors and as such requires Board approval on major decisions, issues, projects, or activities; and

WHEREAS in practice and in policy, major Personnel decisions are required to come to the Board for approval, for example:

- Excluded manager hires (HR Management Policy)
- Excluded manager terminations/restructures (organizational practice)
- Excluded elections staff (Bylaws)
- Unionized Class 10 managers and above hires (HR Management Policy)
- Collective Agreement ratification (provincial legislation)
- Additional compensation for excluded managers (HR Management

Policy); and

WHEREAS all subcommittees have a relative degree of autonomy according to their terms of reference but major decisions of a significant political or financial nature require Board approval, for example:

- Executive Committee: makes legal recommendations to the Board and does not take action on major legal decisions without approval from the Board
- Electoral Committee: hiring staff and major issues or crises are brought to the Board
- Events Committee: events that might cause harm or be controversial require Board approval (eg. external event company partners with no training in consent)
- Policy Development: all policy requires Board approval
- Campaigns: composition of external delegations, endorsing other campaigns or showing public support for other organizations requires Board approval
- Finance & Operations: annual budget, large capital expenditures, and health plan contracts all require Board approval
- SUB Renovations: major projects require Board approval; and

WHEREAS all directors have the right to participate in major decisions regarding Personnel and to ensure that their duty of care is exercised; and

WHEREAS previous to 2015, Personnel Committee was not required by policy to provide regular reports to the Board of Directors and it met infrequently which led to the poor organizational practice of Personnel Committee making major decisions in isolation from the Board of Directors without proper oversight; and

WHEREAS the 2015-2016 Board of Directors tried to remedy this poor organizational practice by introducing the accountability mechanisms of weekly Personnel meetings and mandatory reporting to the Board at every board meeting to ensure that Personnel Committee seeks direction from the Board on major personnel issues; and

WHEREAS considering the magnitude of responsibility for Personnel Committee in being responsible for the administration of 200 staff in a \$12 million/year non-profit, three voting members on Personnel Committee is not sufficient to represent the diverse viewpoints of directors and members, and thus should be increased to five in the interest of inclusion, democratic representation, diversity of perspective, and basic accountability; and

WHEREAS it is in the best interest of directors and members that the terms of reference for Personnel Committee be amended to ensure maximum accountability, democratic participation, transparency, and fulfillment of fiduciary obligations for all directors; therefore

BIRT

Board of Directors Policy Part 39.7 Personnel Committee Terms of Reference is amended as follows:

39.7 PERSONNEL COMMITTEE

1. Type

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

2. Purpose

- a. Act as the primary liaison between the BoD and UVSS Staff
- b. **Ensure accountability, transparency, inclusion, and democratic participation at all stages in executing the responsibilities of the committee.**

3. Duties

- a. Oversee all aspects of hiring, managing, and evaluating Excluded Personnel, including:
 - i. Ensure that excluded personnel shall receive an annual performance review for the period of May 1 to April 30 of the following year. This shall be a full 360 review which shall collect feedback and input from all directors, staff, and stakeholders. The annual performance review process shall commence no later than July 1.
 - ii. Review the performance of the General Manager and Executive Director against established objectives on a monthly basis.
 - iii. Provide semesterly reports to the Board of Directors on the performance of excluded personnel.
 - iv. Prepare an evaluation report for the BoD before the end of April each year and recommend any compensation adjustments.
 - v. Ensure that an independent/external compensation analysis is conducted for excluded positions every two years.
 - vi. Ensure that an independent/external 360 performance review of excluded personnel happens at least once every three years.
 - vii. Annually review the Excluded Personnel Policy and Excluded Personnel job descriptions and make policy proposals as needed.
 - viii. Ensure that all members of Personnel Committee receive external training in non-profit management and effective management of non-profit Executive Directors (re: excluded personnel) within six weeks of being elected to the Personnel Committee at the beginning of the board term. Ensure that ongoing training in these key areas happens for the duration of the board term.
- b. **At the direction of the Board of Directors**, advise the General Manager on addressing major personnel issues such as:
 - **collective bargaining,**
 - grievances,
 - organizing changes,
 - **the closing or restructuring of departments and business units***,
 - **the creation of new staff positions or the termination of current staff positions,**
 - and
 - personnel management practices including hiring, evaluation and training.

***No department or business unit shall be either closed or restructured without a two-thirds majority vote of the Board.**
- c. Ensure Board participation in hiring committees for key vacancies.
- d. Represent the Society in negotiations with all bargaining units certified to represent UVSS staff during bargaining.
- e. Serve as the third level of the grievance procedure under union contracts.
- f. Provide a report to the Board of Directors at each board meeting on personnel issues, Labour Management Committee meetings, and the activities and projects undertaken by Personnel Committee, **and continually seek direction from the Board for these activities**

and projects.

- g. At the first meeting 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.
- h. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members*:

- a. Director of Finance and Operations - ex officio and chair of the committee
- b. One [1] Lead Director elected by the BoD - ex officio and second chair of the committee
- c. ~~One [1]~~ **Two [2]**-directors (non-lead director) elected by the BoD (must be available for the entirety of the board term)
- d. **One[1] director who is an advocacy group representative or the NSU representative, elected by the Board (must be available for the entirety of the board term).**

*At least ~~one~~ **two** voting members shall be a self-identified woman, transgender, or non-binary person.

Non-voting Members:

- d. General Manager - ex officio
- e. 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]~~ **three [3]** voting members of the committee.

7. Meetings

- a. Shall meet at least weekly 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.

AMENDMENT CARRIED

AGENDA CARRIED AS AMENDED

- b. **Adoption of Minutes**
 - i. **Board Minutes**
 - 2016/04/18

MOTION TO ADOPT – BROWN/DESJARLAIS

MOTION CARRIED

4. PRESENTATIONS, ANNOUNCEMENTS, & REPORTS

- a. **PRESENTATIONS**

i. Anarchist Student Society

Motion 2016/05/09: 10B – KINAKIN/BHANDAR

BIRT the following established club below is ratified with funding in the amount of \$62.29 for the summer 2016 term:

- Anarchist Student Society

MOTION TO TABLE – DAWYDIAK/ARMSTRONG

MOTION TO TABLE CARRIED

b. ANNOUNCEMENTS

c. REPORT – EXECUTIVE DIRECTOR

Strategic Plan Implementation, Society Finances & Operations (BoD Policy 3.2.L)

d. REPORT – DIRECTOR OF FINANCE & OPERATIONS

Society Finances (BoD Policy 15.1)

e. REPORTS – CONSTITUENCY ORGANIZATIONS & NSU

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

f. 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
- XVI. Risk Management Advisory Committee

5. **QUESTION PERIOD (15 mins)**

**MOTION TO EXTEND QUESTION PERIOD BY FIFTEEN MINUTES –
BHANDAR/DESJARLAIS
MOTION CARRIED**

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MOTION CARRIED**

**MOTION TO EXTEND TO CLEAR SPEAKER'S LIST – TUPPER/NICHOLSON
MOTION CARRIED**

6. **MAIN MOTIONS**

a. **PRIORITY BUSINESS**

**MOTION TO MOVE IN CAMERA – BHANDAR/BROWN
MOTION FAILED**

**MOTION TO RECESS 10 MINS – TUPPER/DAWYDIAK
MOTION CARRIED**

The meeting recessed at 7:40pm.
The meeting was called to order at 7:50pm.

**MOTION TO MOVE IN CAMERA – BHANDAR/DESJARLAIS
MOTION CARRIED**

The meeting moved in camera at 7:52pm.

MOTION TO EXTEND THE MEETING BY 15 MINS – DESJARLAIS/BHANDAR

AMENDMENT – BHANDAR/DAWYDIAK

Meeting extended until 11:30pm.

AMENDMENT CARRIED

MOTION CARRIED

MOTION TO AMEND THE AGENDA – DAWYDIAK/ARMSTRONG

Add the following two motions:

MOTION – DAWYDIAK/

BIRT UVSS policy as it stands was followed regarding the organizational change made on May 10, 2016.

MOTION – ARMSTRONG/

BIRT the recommendation for organizational change made on May 10, 2016 is upheld.

MOTION TO AMEND AGENDA CARRIED

MOTION – DAWYDIAK/QUITZAU

BIRT UVSS policy as it stands was followed regarding the organizational change made on May 10, 2016.

Roll call requested by Lukenchuk:

Lukenchuk: in favour
Tupper: in favour
Dawydiak: in favour
Kinakin: in favour
Armstrong: in favour
Fairley: in favour
Flipse: in favour
Haynes: in favour
Mitchell: opposed.
Nicholson: in favour
Woollgar: opposed.
Desjarlais: opposed.
Brown: abstained.
Farboud: in favour
Sheres: abstained.
Hordiyuk: abstained.
Musgrave: in favour
Quitau: in favour
Zhang: in favour
Bhandar: opposed.

MOTION CARRIED

MOTION – ARMSTRONG/QUITZAU

BIRT the recommendation for organizational change made on May 10, 2016 is upheld.

Roll call requested by Lukenchuk:

Lukenchuk: in favour
Tupper: in favour
Dawydiak: in favour
Kinakin: in favour
Armstrong: in favour
Fairley: in favour
Flipse: in favour
Haynes: in favour
Mitchell: opposed.
Nicholson: in favour
Woollgar: opposed.
Desjarlais: opposed.
Brown: abstained.
Farboud: in favour
Sheres: abstained.
Hordiyuk: abstained.
Musgrave: in favour
Quitau: in favour
Zhang: in favour
Bhandar: opposed.

MOTION CARRIED

MOTION TO AMEND THE AGENDA – BHANDAR/DESJARLAIS

Add the following motion:

MOTION – BHANDAR/

BIRT a public apology for the processes surrounding the organizational change on May 10th be made to the members of the society and the members of the United Steelworkers Local 2009 to be written by the BoD and presented at the next Board meeting.

Roll call requested by Tupper:

Lukenchuk: opposed.

Tupper: opposed.

Dawydiak: opposed.

Kinakin: in favour

Armstrong: opposed.

Fairley: opposed.

Flipse: in favour

Haynes: in favour

Mitchell: in favour

Nicholson: abstained.

Woollgar: in favour

Desjarlais: in favour

Brown: in favour

Farboud: opposed.

Sheres: in favour

Hordiyuk: opposed.

Musgrave: opposed.

Quitau: opposed.

Zhang: in favour

Bhandar: in favour

MOTION TO AMEND THE AGENDA FAILED

Motion 2016/05/16: A1 - DESJARLAIS/QUITZAU

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MOTION TO REFER TO POLICY DEVELOPMENT COMMITTEE – KINAKIN/ARMSTRONG MOTION CARRIED

MOTION 2016/05/16: 01 – LUKENCHUK/HAYNES

BIRT nominations be opened for student representatives to sit on the Chaplains Advisory Committee 2016/17.

- One [1] undergraduate student

Nominated: Noah Driver, Lukenchuk
Elected: Lukenchuk

- One [1] undergraduate student representing the “Religious Clubs”

Nominated: Sarah Kopriva

MOTION TO RATIFY LUKENCHUK AND KOPRIVA – TUPPER/DAWYDIAK MOTION CARRIED

MOTION TO ADJOURN – DESJARLAIS/WOOLLGAR MOTION CARRIED

The meeting adjourned at 11:26pm.

8. MEETING TIMES

The next meeting scheduled by the Board of Directors is:
Monday June 6, 2016 in the SUB Upper Lounge.

9. DIRECTOR REPORTS

Name	Hours	Office Hours Completed
Alicia Armstrong	44.75	Yes
Michelle Brown	6.5	Yes
Elora Sheres	10.5	Yes
Catherine Musgrave	8.5	Yes
Tianyang Zhang	7	Yes
Isaac Hordiyuk	14	Yes
Alysha Flipse	8	Yes

Kinakin:

[For May 2, 2016 – May 13, 2016]

Total Hours: 70

Items Accomplished:

- Held clubs/course union council
- Clubs/ CU registration administration/finances
- Check Reqs
- Administrative work (club support, organizing systems, ect).
- Meetings (Board, with clubs, SVWG, exec, portfolio DaL's)
- Work on sexualized violence working group policy stuff
- Worked on updating website/forms/policy for clubs and course unions.

Lukenchuk:

[For May 2, 2016 – May 13, 2016]

Total Hours: 100.84

Items Accomplished:

- -Exec Orientation
- -Meeting SUB Staff
- - Training (w/ Kylie and Kaylee)
- -Met with Campus Community Garden
- -Committee Nomination Organization
- - Legal Brief (Dale & Erin)
- - Sub Renos Brief (Dale)
- - PD Goals Discussion (Ben J and Erin)
- -Swag! Preliminary Discussions
- - Personnel Committee Meeting
- - Sent Doodle Polls for Open Committees I chair
- - Signed and reviewed Cheques
- Reviewing and re-writing of handbook content

Tupper:

[For May 2, 2016- May 13, 2016]

Total hours: 112

Items Accomplished:

- Training with former director of finance
- Summarized all business strategic plans
- HR policy
- Developed charitable Fort McMurry Relief plan
- Analyzed and reviewed March and April statements
- Reported to board on financial position of UVSS
- Confirmed design concepts for "The Grill"
- Spent approximately 33 hours on personnel and organizational structure
- Met with all 6 business units for an hour each and discussed strategic planning and board engagement
- Submitted the UVSS for Volunteer Victoria membership and worked on professional development of this year's board.
- Worked with RCM to develop new "Business Unit Marketing Committee" to replace MPAG subject to review from Policy Development committee
- Worked with Portfolio DALs to build on strengths and goals and develop tasks for the summer
- Struck Health and Dental Appeals Committee for next week
- Confirmed Fin ops and sub renos committee times and created agendas
- Coordinated on financial literacy training development with Van City
- Reviewed tentative budgets and began UVSS financial assessment and budgeting
- Studied policy and identified opportunities for improvement
- Other administrative items

Nicholson:

[For May 2, 2016- May 13, 2016]

Total Hours: 80

Items Accomplished:

- Organized office and cleaned out unorganized files
- Consolidated contact lists
- Sent introductory emails and corresponded with student societies in Western Canada
- Brain-stormed campaign structure
- Conference called with Doug Strobl regarding BC Transit Options
- Conference called with Kathleen from UBC to coordinate campaigns
- Researched policy
- Researched grant opportunities
- Explored BC Open Textbook options, made a contact lists of all relevant professors
- Began work on campaign strategic plans, picking the best format
- Explored committee meeting times
- Explored collaboration with the Chamber of Commerce
- Met with Kimberly from UBCO
- Explored membership in ABCS
- Participated in ABCS discussion regarding provincial election strategy
- Other administrative items

Quitza:

[For May 2, 2016- May 13, 2016]For May 2 – May 13

Total Hours: 83

Items Accomplished:

- Board orientation
- Building Tour
- Meetings with: Dale, Erin, Will, Roxie, Zac, Jason, Seamus, Tamiko, Angela and DAL's
- Fall Semester event scheduling
- Review of previous years' events and budgets
- Board meeting with CFUV
- BoD meeting on Monday May 9
- Began organizing committee meetings
- Studied policy and look for ways of improvement
- Proposed a new policy for events
- Office administration
- Updated my operating system to windows 8
- Discussed marketing opportunities and outlets for future events
- In the process of finding a venue on campus for a concert
- In depth planning for Rio 2016 and decorating fells
- Thought of new event ideas such as the Presidential Election party