AGENDA
UVSS Board Meeting
Monday April 16, 2018, 6:00 pm
SUB Upper Lounge Boardroom

ATTENDANCE:
Staff:
Regrets:

1. CALL TO ORDER
2. APPROVAL OF CHAIR
   MOTION TO RATIFY SUSAN KIM – ANGELBLAZER/
3. ACKNOWLEDGEMENT OF TERRITORIES
4. ADOPTION OF AGENDA & ADOPTION OF MINUTES
   a. Adoption of Agenda
      i. 2018/03/16
   b. Adoption of Minutes
      i. Board of Directors
         - 2018-03-26
         - 2018-04-09
      ii. Executive Committee
5. PRESENTATIONS & ANNOUNCEMENTS
   a. PRESENTATIONS
      UVSS Electoral Committee Chair; re: Electoral Report
      MOTION 2018/04/16: 01 – FOX/
      BIRT the report of the Chief Electoral Officer on the conduct and results of the 2018 elections to the UVSS Board of Directors is ratified.
   b. ANNOUNCEMENTS
6. REPORTS
   a. REPORT – EXECUTIVE DIRECTOR
      Strategic Plan Implementation, Society Finances & Operations
b. REPORT – DIRECTOR OF FINANCE & OPERATIONS
   Society Finances (re: BoD Policy Section 2, Part 7.1)

c. REPORTS – CONSTITUENCY ORGANIZATIONS & NSU
   I. Pride
   II. Third Space Women’s Centre
   III. NSU
   IV. SOCC
   V. SSD

d. REPORT – INTERNATIONAL STUDENT RELATIONS REP

e. REPORTS – COMMITTEES, COUNCILS, WORKING GROUPS
   I. Advocacy Council
   II. Campaigns
   III. Clubs Council
   IV. Course Union Council
   V. Electoral
   VI. Events
   VII. Executive
   VIII. Finance & Operations
   IX. Member Outreach & Engagement
   X. Policy Development
   XI. SUB Business Marketing
   XII. SUB Occupants

6. QUESTION PERIOD (15 mins)

7. MAIN MOTIONS
   a. PRIORITY BUSINESS

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/16: 02 – ANGELBLAZER/
BIRT Board of Directors policy section 5 part 2.6 is struck and replaced with the following:

2.6 ADVOCACY RELATIONS COMMITTEE

1. Type
   a. Standing committee of the UVSS BoD with closed membership.

2. Purpose
   a. Act as the primary liaison among constituency groups, NSU, and the BoD.
   b. To make decisions that benefit the entire UVSS community.

3. Duties
   a. Ensure the successful operation and participation in UVSS affairs of all constituency organizations and NSU.
b. Review policy **directly** impacting constituency groups and NSU for the purpose of providing recommendations to Policy Development Committee

c. Approve all draft policy **directly** impacting constituency groups and NSU before it proceeds to the BoD.

d. Work collaboratively to support the goals, events, and initiatives of constituency organizations, NSU, and the BoD.

e. Serve as a forum for constituency organisations, NSU and the BoD to work collectively on common social justice issues on campus and in the community.

f. Approve constituency groups’ and NSU’s previous and current semesters’ financial documents, as per BoD finance policy.

g. Allocate funds from the constituency control account to constituency organisations and the Native Students Union.

h. At the first meeting of each semester, familiarize committee members with all policy directly relevant to the committee, including its terms of reference.

4. Membership

a. **Voting Members**
   i. The BoD representative for each Constituency Group.
   ii. The BoD representative for NSU.
   iii. Director of Student Affairs - ex officio and chair of the committee.

b. **Non-voting Members**
   i. One [1] director elected by the BoD - ex officio and second chair of the committee
   ii. Executive Director - ex officio
   iii. **General Manager** - ex officio
   iv. Research and Communications Manager – ex officio
   v. All Lead Directors **Director of Finance & Operations** - ex officio
   vi. **Director of Campaigns & Community Relations** – ex officio
   vii. Director of Outreach & University Relations – ex officio
   viii. **Director of Events** – ex officio

5. Voting

a. Shall be limited to the voting members designated in Section 4: Membership, subsection a: Voting Members.

b. **Temporary alternative representatives may be selected by each group, but may not vote.**

6. Quorum

a. Shall be the chair and a minimum of three other voting members.

7. Meetings

a. Shall meet bi-weekly at a day/time agreed upon by committee members at the beginning of each term or upon the call of the BoD, Executive Director, General Manager, constituency organizations, or NSU.

b. The chair shall distribute meeting agendas and policy under consideration a minimum of 24 hours in advance of all meetings.

c. **The chair shall record minutes for each meeting containing an attendance list and important decisions.**
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.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/16: 03 – ANGELBLAZER/
BIRT the following is added to the Policy Development Committee Terms of Reference contained in Board of Directors policy section 5, part 2.5, and the entire section is renumbered accordingly:

   h. Ensure all policy directly impacting groups is reviewed by relevant committees before it is recommended to the BoD, with the exception of committee Terms of Reference.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/16: 04 – ANGELBLAZER/
BIRT Board of Directors Policy Section 5 Part 2 be amended as follows:

2.11 UNIVERSITY RELATIONS COMMITTEE

1. Type
   a. Standing committee of the UVSS BoD with closed membership.
   b. Open to members to attend.

2. Purpose
   a. Act as the primary liaison between student representatives on university committees and the BoD.

3. Duties
   a. Appoint members onto university committees.
   b. Oversee and facilitate the participation of members onto university committees.
   c. Keep a record of all members sent onto university committees.
   d. Request reports from student representatives on committees, compile them, and send them to the board on a semesterly basis.

4. Membership

Voting Members
   a. Director of Outreach & University Relations – Ex Officio and chair of the committee
   b. One [1] director elected by the BoD – ex officio and second chair of the committee
   c. One [1] director elected by the BoD

Non-voting Members
   a. Research & Communications Manager - ex officio

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

6. Quorum
   a. All voting members of the committee.
7. **Meetings**
   a. The committee shall meet monthly or as needed.
   b. The committee may agree to conduct confidential deliberations via e-mail. All members must be given a reasonable opportunity to participate.
   c. Reports must be discussed in person at committee.

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.

**PART 4: UNIVERSITY COMMITTEES**

4.2 **Appointments**
   The University Relations Committee shall appoint the most qualified nominee to the UVic Committee.

4.3 **Committee Reports**
   Members nominated to a UVic committee must submit a short written report to the Board of Directors University Relations Committee once per semester, to update the UVSS on the activities of the committee.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/16: 05 – ANGELBLAIZER/
BIRT Board of Directors Policy Section 4 Part 9 be amended as follows:

9.3 **Academic Materials**
   i. Open-Source Textbooks – The Society supports the adoption of open source textbooks on campus. Within this goal is also an expression of continued support for BC Campus.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/16: 06 – ANGELBLAIZER/
BIRT Board of Directors Policy Section 3, Part 1 be amended as follows:

**PART 1: STRATEGIC & ORGANIZATIONAL PLANNING**

1.1 **Preamble**
   The Society shall develop or renew a strategic plan on an annual basis. In addition to the strategic plan, business unit plans, cost centre work plans, and a marketing and communications plan (component of strategic plan) shall also be developed or renewed on an annual basis. The strategic plan shall contain business unit plans, a marketing and communications plan, as well as plans for each Lead Director’s portfolio.

   The strategic planning process shall ensure that:
a. Resources are mobilized to meet the objectives and priorities of the current board.
b. The current board, stakeholders, and members are actively involved in the strategic plan and its supporting plans at all phases.
c. The Society is able to proactively respond to changes in the external and internal environment.
d. The Board shall solicit input from all UVSS stakeholders, including members and staff, to ensure the strategic plan is adequately representative of the perspectives and values of stakeholders.
e. Joint workshops are held with directors and staff to help operationalize the strategic plan through inter-department collaboration and goal setting.

1.2 Process & Timeline

The annual renewal process for the Strategic Plan shall be a shared project between the outgoing board and the incoming board. The annual renewal process for the Strategic Plan shall be a project for the incoming board. The outgoing board shall conduct an environmental scan (with staff) including a SWOT analysis and provide that analysis to the incoming board. The incoming board shall draft the plan, develop or update strategic initiatives and success indicators, and consider a review of the Society’s mission, vision, and values.

The following shall be completed no later than the dates listed below, within reason:

May 1
Strategic planning training at Board Orientation.

May 31
1-2 day strategic planning session.

June 30
Committee Portfolio goals submitted to Finance & Operations Committee. The Lead Director and portfolio Directors-at-Large are responsible for contributing to the portfolio goals presented to Finance and Operations Committee, as well as submitting a hard copy of the goals to the Director of Finance and Operations.

June 30
Strategic Plan Consultation (staff, directors, members).

June 30 July 31
Strategic Plan adopted.

July 3
Annual business unit plans and cost centre work plans completed.

November 30
Executive Committee. Each Lead Director reports on the status of strategic plan implementation at a joint meeting of directors and staff a department managers meeting.

November 30
Department managers report on the status of business unit goals and cost centre work plans at a department manager meeting.

December 1
Each Lead Director, in consultation with their portfolio DALs, reports on the status of strategic plan implementation to the Board of Directors.
April 30 Executive Committee 
Each Lead Director provides a detailed verbal and printed report on the status of strategic plan implementation and society finances at a joint meeting of directors and staff, a department managers meeting.

April 30 Each business unit manager reports on the status of their business unit goals at Finance and Operations Committee.

April 30 Department managers report on the status of business unit goals and cost centre work plans at a department manager meeting.

April 30 Each Lead Director, in consultation with their portfolio DALs, reports on the status of strategic plan implementation to the Board of Directors.

April 30 Environmental Scan (SWOT) - Outgoing Board of Directors

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/16: 07 – ANGELBLAZER/BIRT
Board of Directors Policy Section 3, Part 3 be amended as follows:

3.1 Preamble

Each business unit shall have a product review and development process. Product review and development shall be the responsibility of business unit managers with oversight by the General Manager and input from the Board of Directors through the Director of Finance and Operations Finance and Operations Committee.

3.3 Meetings

a. Board of Directors

There shall be a minimum of one Finance and Operations Committee meeting per semester for year dedicated to product review and development for each business unit manager to meet with the General Manager, the Director of Finance and Operations, and the Graphic Design Department Manager. At this meeting, the business unit manager and Graphic Design Department Manager will be present and all aspects of product review and development will be discussed.

Topics to be discussed shall include but not be limited to: idea generation & screening, concept development & testing, business analysis, and marketing.

3.4 Training

a. Board of Directors

Upon assuming office, the Director of Finance and Operations shall be given an orientation in the basic concepts of product review and development, including a mix of
workshops, on-the-job training, and written materials. All directors will be given the opportunity to participate in this training.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/16: 08 – ANGELBLAZER/
BIRT Board of Directors Policy Section 2 be amended as follows:

PART 1: ADOPTING THE BUDGETS

1.3 Process & Timeline
Before the Director of Finance and Operations can draft and compile the Board of Directors budget, all Lead Directors who have designated committee fees (see below) should use their first six weeks to adopt a yearly activities plan and corresponding budget to be recommended subject to approval by the corresponding committee.

The Director of Finance and Operations must receive these plans and budgets from committee chairs by no later than June 30.

The Director of Finance and Operations must present the budget to the Board for approval by the first last Board meeting in August. At this meeting, the Board may refer the budget back to Finance and Operations Committee for further review or adjustments. Once the budget has been approved, finalized committee budgets shall be emailed to the members of each committee. If the budget has been sent back to Finance and Operations Committee for further adjustments, it must be adopted by the Board of Directors by the last Board meeting in September.

PART 3: DEDICATED FUNDS

3.5 Food Bank Fund

b. The UVSS Board of Directors shall appoint an Executive a Lead Director as Food Bank Director upon the recommendation of the Executive Committee.

e. The Food Bank Director and Executive Lead Director shall present a report of all expenditures from the Food Bank Fund and the state of the fund to the Board of Directors at the end of each academic term.

PART 8 9: FINANCIAL MANAGEMENT

c. Electronic Mobile Point of Sale Devices

The UVSS has electronic mobile point of sale devices available for use to receive electronic payments.

i. Only Lead Directors, department managers, club or course union signing authorities or advocacy/affiliated group paid coordinators or signing authorities can sign out an electronic mobile point of sale device unless previous arrangements have been made with Executive Committee.
ii. Electronic mobile point of sale devices must be signed out from either the Director of Finance and Operations, the Director of Events, or the General Office.

i. Cheque Requisitions

- All cheque requests approved by the Director of Student Affairs in excess of $2000 from Course Union/Clubs special funding accounts must be approved at a Board of Directors meeting. When submitted to accounting, the cheque request shall be accompanied by minutes from the Board of Directors meeting at which it was approved before being considered for cheque processing.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/16: 09 – ANGELBLAZER/
BIRT Board of Directors Policy be amended as follows:

PART 4: Co-op Rebates

4.1 Co-op Rebates are returned to students from the UVSS General Operating Fund who are on a Co-op term outside of municipalities within the Capital Region District.

4.2 In order to receive a Co-op Rebate, students shall submit a cheque request, along with proof of address, and proof that they are on a Co-op term to the Director of Finance and Operations.

4.3 The Director of Finance and Operations shall track the number of Co-op Rebates that students have received, along with the semester for which they received them.

b. OLD BUSINESS

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2018/04/09: 02 – SWAICH/
BIRT “Advocacy Council” is struck and replaced with “Advocacy Relations Committee” in all instances that it appears in BoD policy.

c. NEW BUSINESS

MOTION 2018/04/16: 10 – FORTIER/
BIRT the following returning clubs are ratified without funding for the remainder of the spring 2018 semester:

1. Ecological Restoration Volunteer Network
2. Film Club

8. In Camera

a. Legal

b. Personnel Committee Report (re: BoD Policy Section 5, Part 3.7.3)
i. Voting Members (directors) & Ex Officio Non-voting (excluded managers)
ii. Voting Members – Directors Only (no excluded managers)

9. **MEETING TIMES**

The next meeting scheduled by the Board of Directors is:
Monday, May 7, 2018 in the SUB Upper Lounge.

10. **ADJOURNMENT**

11. **DIRECTOR REPORTS**

Pierre-Paul Angelblazer:

Hours: 28
- Policy Development Committee
- Executive Committee
- Jim Dunsdon Meeting
- Learning & Teaching Committee
- International Tuition Hike Working Group
- Writing the UC policy

Kaitlin Fortier

Hours: 36
- Processed Cheque Reqs
- Administrative work (club support, emails, etc.)
- Committees (Exec, PD)
- CCG Hiring Committee
- Meetings
- Office Hours
- Held Clubs/Course Union Councils