



university of victoria
students' society

MINUTES

University of Victoria Students' Society

Monday October 29, 2018 – SUB Upper Lounge Boardroom, 6:00 pm

ATTENDANCE: Chrystal, Chasib, Zhang, Witte, Sutherland-Wilson, Loring, Whittla, Wood, Kerr, Jakubowski, Lee, Pathak, Arnold, Angelblazer, Stevanovic

Staff: James, Studney

1. CALL TO ORDER

Angelblazer called the meeting to order at 6:03pm.

2. ACKNOWLEDGEMENT OF TERRITORIES

Sutherland-Wilson acknowledged the territories.

3. ADOPTION OF AGENDA AND MINUTES

- a. Adoption of Agenda
 - Agenda of 2018/10/29

MOTION TO ADOPT - GILSON/LEE
MOTION CARRIED

- b. Adoption of Minutes
 - 2018/08/27
 - 2018/09/17
 - 2018/10/01
 - 2018/10/15

MOTION TO ADOPT - WOOD/WHITTLA
MOTION CARRIED

- c. Adoption of Executive Committee Minutes
 - 2018/10/24
 - 2018/10/17
 - 2018/10/03

MOTION TO ADOPT - GILSON/WHITTLA
MOTION CARRIED

4. PRESENTATIONS & ANNOUNCEMENTS

- a. PRESENTATIONS
- b. ANNOUNCEMENTS

5. REPORTS

A. REPORT – EXECUTIVE DIRECTOR

Strategic Plan and Society Finances & Operations (re: BoD Policy Section 1, Part 3.2.1)

B. REPORT – DIRECTOR OF FINANCE & OPERATIONS

Society Finances (re: BoD Policy Section 2, Part 7.1)

C. REPORTS – CONSTITUENCY ORGANIZATIONS & NSU

- I. Pride
- II. The UVSS Feminist Collective
- III. NSU
- IV. SOCC
- V. SSD

D. REPORTS – COMMITTEES AND COUNCILS

- I. Advocacy Relations Committee
- II. Campaigns
- III. Clubs Council
- IV. Course Union Council
- V. Electoral
- VI. Events
- VII. Executive

MOTION TO RECESS - GILSON/WHITTLA

Resume meeting in 10 minutes.

MOTION CARRIED

- 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

MOTION TO APPOINT CHASIB VICE-CHAIR FOR MOTION 2018/10/29: 01 - KERR/LEE
MOTION CARRIED

MOTION 2018/10/29: 01 - ANGELBLAZER/LEE

WHEREAS the Board of Directors is committed to high turnout and making quorum at the Spring 2019 Semi-Annual General Meeting (SAGM); and,

WHEREAS at the May 7th, 2018 Board meeting, the SAGM date was approved for Thursday, February 7th, 2019;

BIRT the SAGM date is moved to Wednesday, February 6th, 2019, and the date and location is set for 2pm in Vertigo.

MOTION CARRIED

MOTION TO IMPEACH AS CHAIR - CHASIB/ARNOLD

MOTION FAILED

RECOMMENDED BY SUB BUSINESS MARKETING COMMITTEE

MOTION 2018/10/29: 02 - WHITTLA/GILSON

BIRT the SUB Business Marketing Committee Terms of Reference in part 3.4, Section 5 of Board of Directors policy is struck and replaced with the following:

3.4 SUB MARKETING COMMITTEE

1. Type

- a. **Standing committee of the UVSS Board of Directors with closed membership.**

2. Purpose

- a. **Provide a platform for collaboration on:**
 - i. **strategic marketing goals;**
 - ii. **cross-brand marketing between business units in the SUB;**
 - iii. **marketing initiatives connected to the activities of the Board of Directors (campaigns, services, events).**
- b. **Ensure that business and SUB brand marketing aligns with the mission, vision, and values of the UVSS as a non-profit social enterprise model.**

3. Duties

Planning

- a. **Participate in marketing-related professional development opportunities.**
- b. **Develop the marketing component of the strategic plan.**
- c. **Identify marketing challenges and devise strategies and tactics to address these issues.**
- d. **Review targets and benchmarks to assess the progress of marketing initiatives.**
- e. **Organize marketing initiatives with clear project leads, lines of responsibility and communication, and assessments of outcomes and goals.**
- f. **Ensure that marketing initiatives support strategic plan objectives.**

Collaborative Marketing

- a. **Facilitate cross-brand marketing for UVSS businesses and the SUB brand.**

- b. Encourage all levels of staff to be involved in the marketing process including inviting interested parties to the committee when relevant.
- c. Provide a forum for business units to collaborate on marketing objectives with the Board of Directors.

SUB Brand

- a. Through the Graphic Design Department, oversee the brand identity and reputation of the SUB brand.
- b. Ensure that a consistent brand vision for the Student Union Building is incorporated into renovations.

Other Duties

- a. At the first meeting of each semester, familiarize committee members with all policy relevant to the group, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
- b. Carry out all other duties as directed by the Board of Directors.

4. Membership

Directors (voting members)

- a. Director of Finance & Operations – ex officio and chair of the committee
- b. One [1] director elected by the BoD – ex officio and second chair of the committee
- c. Director of Events – ex officio
- d. Director of Campaigns & Community Relations – ex officio
- e. Director of Outreach & University Relations – ex officio
- f. Director of Student Affairs - ex officio
- g. Two [2] directors elected by the Board

Staff (voting members)

- a. Art Director-Graphic Design Department Manager – ex officio
- b. Research and Communications Manager – ex officio
- c. Graphic Designer-Digital Project Coordinator – ex officio
- d. Executive Director - ex officio
- e. General Manager – ex officio
- f. One [1] representative from each of the nine [9] business units as selected by that business unit
- g. One [1] representative from the Union.

*If the chair and second chair are all unable to facilitate a meeting of this committee, the General Manager 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 designated in Section 4: Membership.

6. Quorum

- a. Shall be the chair and at least three [3] directors and five [5] staff (two of which must be business unit representatives).

7. **Meetings**
 - a. **Shall meet at least monthly at a date set by the chair of the committee, except for the summer semester where meetings will be twice monthly.**
8. **Term of Office**
 - a. **Shall be from the date of appointment until the end of the current board year (i.e. April 30).**
 - b. **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

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)

MOTION TO MOVE IN CAMERA - ARNOLD/CHASIB

MOTION CARRIED

The meeting moved in camera at 6:41pm.

MOTION TO MOVE OUT OF CAMERA - ARNOLD/CHRYSTALL

MOTION CARRIED

The meeting moved out of camera at 8:12pm.

9. MEETING TIMES

The next meeting scheduled by the Board of Directors is:
Monday November 5th, 2018, in the SUB Upper Lounge Boardroom.

10. ADJOURNMENT

11. DIRECTOR REPORTS

Isabella Lee (65 hours)

- Emails
- Cheque request
- Policy rewrite
- Chaired ARC

Curtis Whittla (68 hours)

- Board Meeting
- Policy writing
- Answering emails/returning phone calls
- Reviewing income statements, general ledger, and contracts
- Executive Committee

- Signing cheques
- Operational Health and Safety Committee
- SUB Business Marketing Committee
- Policy Development Committee

Ainsley Kerr (63 hours + 1 sick day)

- Liaising with advanced ed re: PSC
- PSC planning + graphics
- RBC + Faculty Meetings/planning re: cyber security workshop
- Outreach to community for cyber security panel participants
- FEW support work
- Exec + PD committee
- Campaigns November planning/general campaigns admin

Pierre-Paul Angelblazer (38.5 hours + 23.5 in lieu)

- Emails
- Member Outreach Committee
- Policy Development Committee
- Chaired the last board meeting
- Executive Committee
- Getting ready for referendum events
- Tabling for Pitch Black
- Jim Dunsdon meeting