



# Minutes

University of Victoria Students' Society  
Monday August 8, 2016 – SUB Upper Lounge 6:00 pm

## ATTENDANCE

**Directors:** Lukenchuk, Kinakin, Quitzau, Fairley, Musgrave, Nicholson, Brown, Flipse, Haynes, Dawydiak, Tupper, Armstrong

**Staff:** Ewart, Robertson

### 1. CALL TO ORDER

Lukenchuk called the meeting to order at 6:05pm.

### 2. ACKNOWLEDGEMENT OF TERRITORIES

Lukenchuk acknowledged the territories.

### 3. ADOPTION OF AGENDA & ADOPTION OF MINUTES

#### a. Adoption of Agenda

##### i. Agenda of 2016/08/08

#### MOTION TO ADOPT – ARMSTRONG/FAIRLEY

#### AMENDMENT – KINAKIN/FLIPSE

Add to Priority Business:

#### Motion 2016/08/08: A1 – KINAKIN/

BIRT the following new clubs are ratified without funding for the remainder of the Summer 2016 semester:

- 1) Pathfinder Society
- 2) Forever Green

#### Motion 2016/08/08: A2 – KINAKIN/

BIRT the Ismaili Students Association is ratified as an established club without funding for the remainder of the summer 2016 semester.

#### AMENDMENT CARRIED

#### AGENDA CARRIED AS AMENDED

#### b. Adoption of Minutes

##### i. Exec Minutes

- 2016/07/26
- 2016/08/02

#### MOTION TO ADOPT - HAYNES/ARMSTRONG

MOTION CARRIED

**4. PRESENTATIONS, ANNOUNCEMENTS & REPORTS**

**a. PRESENTATIONS**

**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. REPORT – INTERNATIONAL STUDENTS RELATIONS REP**

**g. 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. SUB Occupants**

**XI. University Relations**

**XII. Electoral**

**XIII. Executive**

**XIV. SUB Business Marketing Committee**

**XV. Risk Management Advisory Committee**

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

**6. MAIN MOTIONS**

**a. PRIORITY BUSINESS**

**Motion 2016/05/09: 01 – LUKENCHUK/ARMSTRONG**

**BIRT** Lenore Friesen be ratified as the Women's Centre Representative to the 2016-2017 UVSS Board of Directors, as decided by Women's Centre members.

**MOTION CARRIED**

**MOTION 2016/08/08: A1 – KINAKIN/FLIPSE**

**BIRT** the following new clubs are ratified without funding for the remainder of the Summer 2016 semester:

- 1) Pathfinder Society
- 2) Forever Green

**MOTION CARRIED**

**Motion 2016/08/08: A2 – KINAKIN/ARMSTRONG**

**BIRT** the Ismaili Students Association is ratified as an established club without funding for the remainder of the summer 2016 semester.

**MOTION CARRIED**

**b. OLD BUSINESS**

**Motion 2016/05/09: 21 – LUKENCHUK/BROWN**

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

- One (1) Member as recommended by the Native Students' Union
- One (1) Member as recommended by the Women's Centre

No nominations.

**Motion 2016/05/09: 22 – LUKENCHUK/HAYNES**

**BIRT** nominations be opened to fill the following vacancies on Advocacy Council:

- One (1) Member as recommended by the Women's Centre

**Nominated:** Nadia Hamdon

**MOTION TO RATIFY HAMDON**

**MOTION CARRIED - UNANIMOUS CONSENT**

**Motion 2016/05/09: 23 – LUKENCHUK/HAYNES**

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

- One (1) Representative as recommended by the Native Students' Union
- One (1) Representative as recommended by the Women's Centre
- One (1) Representative as recommended by UVic Sustainability Project (UVSP)

No nominations.

**c. NEW BUSINESS**

**Motion 2016/08/02: 02 – TUPPER/MUSGRAVE**

**BIRT** the Board Directors recommends the 2016-2017 budget for adoption at the October 2016 AGM.

**MOTION CARRIED**

**Motion 2016/08/02: 03 – TUPPER/DAWYDIAK**

**BIRT** up to \$3500 is transferred from the major capital fund for the replacement of the Felicita's digital sound mixer.

## **MOTION CARRIED**

### **RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE:**

#### **Motion 2016/08/02: 04 – LUKENCHUK/ARMSTRONG**

**BIRT** Board of Directors Policy Section 5, Part 3.7 is amended as follows:

### **3.7 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 independent primary liaison between the BoD and UVSS Staff, subject to the limits of this policy.**
- b. **Ensure accountability, transparency, inclusion, and democratic participation in executing the responsibilities of the committee.**
- c. **Ensure the confidentiality of personnel files and the privacy of excluded and unionized staff.**

#### **3. Duties**

##### **Management of Excluded Personnel**

- 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. Advise the General Manager on addressing major personnel issues such as grievances, organizing changes and personnel management practices including hiring, evaluation and training.~~

#### **Reporting and Consultation to the Board of Directors**

- a. 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.
- b. **Seek direction from the Board of Directors to advise excluded managers on addressing major personnel issues such as, but not limited to:**
  - **Unresolved Step 3 grievances that may proceed to arbitration**
  - **The closing or restructuring of departments and business units due to technological change, organizational change, or complete termination of operations\***
  - **The creation of new unionized staff positions (Class 10 and above)**
  - **The creation of new excluded manager positions or the elimination of current excluded manager positions**

**\*No department or business unit shall be either closed or restructured without a two-thirds majority vote of the Board.**

#### **Duties of Voting Members**

- a. **Advise Excluded Managers on addressing major personnel issues such as, but not limited to:**
  - **Collective bargaining**
  - **Grievances (Step 1-3)**
  - **Organizational and technological change**
  - **The creation of new unionized staff positions (Class 1a to Class 12)**
  - **The elimination of current unionized staff positions (Class 1a to Class 12)**
  - **Personnel management practices including hiring, evaluation and training**

#### **Duties of Both Voting and Non-voting Members**

- a. **Represent the Employer at Labour Management Committee**
- b. Ensure Board participation in hiring committees for key vacancies.
- c. Represent ~~the Society~~ **the Employer** in negotiations with all bargaining units certified to represent UVSS staff during **collective** bargaining.
- d. **Represent the Employer at the** ~~Serve as the third level of the grievance process procedure under union contracts.~~
- e. 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.
- f. 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] director (non-lead director) elected by the BoD (must be available for the entirety of the board term)

\*At least one voting member 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] 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.

BIFRT Policy Development Committee continues to examine the membership section of the Personnel Committee in addition to training requirements in order to make a recommendation to the Board of Directors no later than April 24, 2017.

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE:**

**Motion 2016/08/02: 05 – LUKENCHUK/TUPPER**

BIRT Board of Directors Policy Section 6.1 is struck from the Issues Policy

~~6.1 — **Electoral Reform** — The UVSS Society endorses electoral reform from the First-Past the Post system to a system of Proportional Representation within parliamentary democracy that increases representation of constituents.~~

**Adopted BoD 2002/03/25**

BIFRT Board of Directors Policy Section 6.2 is renumbered to 6.1

**MOTION CARRIED**

Lukenchuk/Armstrong requested omnibus for Motions 6, 7, 8.

**OMNIBUS CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE:**

**Motion 2016/08/02: 06 – LUKENCHUK/**

BIRT the Campaigns Committee Terms of Reference is amended as follows:

**2.1 CAMPAIGNS COMMITTEE**

**1. Type**

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

**2. Purpose**

- a. Organize and co-sponsor campaigns and speaker events on post-secondary education, public transit, affordable housing, sexualized violence, campus sustainability, mental health, and other social justice issues as decided by Campaigns Committee.

**3. Duties**

- a. Organize and implement UVSS campaigns.
- b. Build and maintain coalitions between the UVSS and constituency groups, community groups, and on-campus environmental sustainability groups.
- c. **Work with the Director of International Student Relations to respond to political issues that affect international students.**
- d. Establish working groups for each campaign and appoint leads to each group.
- e. Working group leads shall be responsible for:
  - i. scheduling meetings;
  - ii. liaising with the Director of Campaigns & Community Relations and communications staff; and
  - iii. reporting the activities of their working group to Campaigns Committee.
- f. 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.
- g. Carry out all other duties as directed by the BoD.

**4. Membership**

**Voting Members**

- a. Director of Campaigns & Community 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. Director of Outreach & University Relations – ex officio
- d. Director of Events – ex officio
- e. Director of Student Affairs – ex officio
- f. Director of Finance and Operations – ex officio
- g. **Director of International Student Relations – ex officio**
- h. Four [4] directors elected by the BoD
- i. Three [3] members at large elected by the BoD

**Non-voting Members\***

- j. Research & Communications Manager - ex officio
- k. Member Outreach & Communications Officer - ex officio
- l. Executive Director - ex officio
- m. General Manager – 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 designated in Section 4: Membership.
- b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

**6. Quorum**

- a. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.
- b. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

**7. Meetings**

- a. Shall meet at least once 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.

**CARRIED OMNIBUS**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE:**

**Motion 2016/08/02: 07 – LUKENCHUK/**

**BIRT** the Member Outreach Committee Terms of Reference is amended as follows:

**2.4 MEMBER OUTREACH & ENGAGEMENT COMMITTEE**

**1. Type**

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

**2. Purpose**

- a. Organise member outreach and engagement projects and programs such as the annual student handbook and the UVSS volunteer program.
- b. Develop new member outreach and engagement projects and programs as needed.

**3. Duties**

- a. Oversee the production of the UVSS Handbook.
- b. Oversee the production and purchasing of UVSS promotional materials.
- c. Periodically review the UVSS website and recommend changes if necessary.
- d. Oversee digital strategy (web and social) and make recommendations to ~~MPAG~~ **the SUB Business Marketing Committee** on the use of social media and the creation of new social media accounts.
- e. Oversee the UVSS volunteer program.
- f. **Develop proactive internal and external communications strategies to ensure that the Society is transparent and accountable to members.**
- g. **Work with the Director of International Student Relations to conduct targeted outreach to international students at UVic.**



- h. **Manage the UVSS brand and liaise with the SUB Business Marketing Committee to ensure that the parent and subsidiary brands are in alignment and that they reflect the mission and values of the Society.**
- i. Develop and maintain a budget for the committee.
- j. 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.
- k. Carry out all other duties as directed by the BoD.

#### 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. Director of Events - ex officio
- d. Director of Campaigns & Community Relations – ex officio
- e. Director of Finance and Operations – ex officio
- f. Director of Student Affairs – ex officio
- g. **Director of International Student Relations – ex officio**
- h. Three [3] directors elected by the BoD
- i. Two [2] members at large elected by the BoD

##### Non-voting Members\*

- a. Research & Communications Manager - ex officio
- b. Member Outreach & Communications Officer - ex officio
- c. Executive Director - ex officio
- d. General Manager – 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 designated in Section 4: Membership.
- b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

#### 6. Quorum

- a. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.
- b. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

#### 7. Meetings

- a. Shall meet at least twice a month 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.

**CARRIED OMNIBUS**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE:**

**Motion 2016/08/02: 08 – LUKENCHUK/**

**BIRT** the University Relations Committee Terms of Reference is amended as follows:

**2.7 UNIVERSITY RELATIONS COMMITTEE**

**1. Type**

- a. Standing committee of the UVSS BoD with 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. **Work with the Director of International Student Relations to respond to university governance and administrative issues that affect international 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.
- 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 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. **Director of International Student Relations – ex officio**

- d. Student members of Senate
- e. Student members of the Board of Governors
- f. Board-appointed members who sit on University committees
- g. One [1] member appointed by the GSS
- h. Two [2] members at large elected by the BoD

**Non-voting Members\***

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

**CARRIED OMNIBUS**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE:**

**Motion 2016/08/02: 09 – LUKENCHUK/NICHOLSON**

**BIRT** the Campus Community Garden is added to the voting membership of SUB Occupants Committee.

**MOTION CARRIED**

**7. In Camera**

**MOTION TO MOVE IN CAMERA – ARMSTRONG/DAWYDIAK  
MOTION CARRIED**

The meeting moved in camera at 6:48pm.

- a. **Legal**
- b. **Personnel Committee Report** (BoD Policy Part 39.7.3.F)
  - i. **Voting Members & Ex Officio Non-voting** (directors & excluded managers)
  - ii. **Voting Members** (directors only, no excluded managers)

**MOTION TO MOVE OUT OF CAMERA – NICHOLSON/FAIRLEY  
MOTION CARRIED**

The meeting moved out of camera at 6:52pm.

## 8. MEETING TIMES

**The next meeting scheduled by the Board of Directors is:**  
Monday August 22, 2016 in the SUB Upper Lounge.

## 9. ADJOURNMENT

**MOTION TO ADJOURN – ARMSTRONG/NICHOLSON  
MOTION CARRIED**

The meeting adjourned at 6:53pm.

## 10. DIRECTOR REPORTS

### **Emma Kinakin:**

Period: July 23- August 5

Hours: 70

What I accomplished:

- Held: Advocacy Council
- Attended Committee meetings including: executive, policy, finance, events and member outreach
- Worked on re-doing course union policy
- Worked on changing Clubs and Course Union forms
- Communicated and helped Clubs and Course Unions
- Worked on master clubs list
- Signed Cheque Recs
- Worked on website re-design
- Worked on SVP issues

### **Kevin Tupper:**

[For July 23, 2016- Aug 5, 2016]

Total hours: 73.5

Items accomplished:

- Weekly personnel committee meetings
- Worked on sub license agreements
- POKEMON PUBLICITY!!
- Exec Committee, policy development, events, Sub renos, Finops
- Prepared and finalized budgets
  - Presented draft budgets to Finance and Operations Committee
  - Prepared budgets for presentation to the board
- Confirmed new UVSS partnership with Wildplay parks
- Engaged with potential new external partners
- Discussed hosting financial literacy seminars
- Scheduled board team building and training
- Attended special board meeting
- Liased with graphics and Signs of the Times
- Dealt with Health and Dental Plan inquiries both with students and Studentcare
- Represented students at Fee reduction appeals committee
- SUB business marketing committee

- Facilitated the donation from Exec Committee to SPOKES
- Purchased conference microphone
- Felicita's Beer poll!!

**Ben Lukenchuk:**

Needed Hours: 63 over two weeks (Stat Holiday)

Total Hours: 63

Activities between July 25<sup>th</sup> and August 5<sup>th</sup>:

- Ex-Officio UVSS Committee Meetings
- Board Meeting attendance
- Preparation of Executive Committee minutes
- Preparation of Board Meeting agenda
- Email and other administrative tasks
- Check signing
- Personnel Committee
- Clarification of DAL Board Report Protocol
- HR Policy Review and Editing
- Policy Development Committee preparation
- Met with Communications and Graphics about new website navigation
- Worked with Ombudsperson to Schedule OAC for the semester
- Completed Board of Directors Items for Action
- Wrote and sent letter to Valerie Kuehne
- Re-organized Clubs and Course Unions section of the Website with Director of Student Affairs
- Special Board Meeting attendance and preparation
- Attended UVIC Charity Golf Classic with Jim Dunsden and GSS Chair
- Met with Emma Hutchinson and Director of Campaigns and Community Relations regarding BC Open Textbooks in Econ 103
- *Robert's Rule for Dummies* reading
- Postering policy drafting

	<b>Committee</b>	<b>Volunteer</b>	<b>Office</b>	<b>Total</b>	<b>Requirements Met</b>
<b>Alicia Armstrong</b>	<b>6.5</b>	<b>24</b>	<b>14.5</b>	<b>45</b>	<b>Yes</b>
	Personnel Committee issues, Events Calendar handout, SWAG, watered plants, DaL Board Reports, Events Working Group Office hours				
<b>Catherine Musgrave</b>	<b>0</b>	<b>0</b>	<b>18.5</b>	<b>18.5</b>	<b>Yes</b>
	Office Hours				
<b>Alysha Flipse</b>	<b>3.25</b>	<b>0</b>	<b>9</b>	<b>12.3</b>	<b>Yes</b>
	Went to Events committee, PD committee, electoral committee				