



MINUTES

University of Victoria Students' Society
Monday August 14, 2017 – Vertigo, 6:00 pm

ATTENDANCE:

Directors: Cumberland, Fortier, Wierzbicki, Ngenda, Houssin, Budz, Swaich, Lorensen, Fox, Kelly, Chasib, Angelblazer

Staff: Ewart, Clark

Regrets:

None

1. CALL TO ORDER

Cumberland called the meeting to order at 6:10pm.

2. ACKNOWLEDGEMENT OF TERRITORIES

Swaich acknowledged the territories.

3. ADOPTION OF AGENDA & ADOPTION OF MINUTES

- a. Adoption of Agenda
 - i. Agenda of 2017/08/14

MOTION TO ADOPT -- FOX/FORTIER
MOTION CARRIED

AMENDMENT - FORTIER/CHASSIB
Add the following two motions to New Business:

MOTION 2017/08/14: 07 - FORTIER/BUDZ
BIRT the following new clubs listed below is ratified without funding for the Fall 2016 semester:

- UVic Cancer Association

MOTION 2017/08/14: 08 - FORTIER/BUDZ
BIRT the following established club will be ratified without funding for the Summer Term:

- Cabaret Voltaire

AMENDMENT CARRIED

AGENDA ADOPTED AS AMENDED

- b. Adoption of Minutes

- i. **Board of Directors**
-2017/07/10
-2017/07/24
- ii. **Executive Committee**
-2017/07/20
-2017/07/27

MOTION TO ADOPT MINUTES -- FORTIER/NGENDA

MOTION CARRIED BY UNANIMOUS CONSENT

4. PRESENTATIONS & ANNOUNCEMENTS

a. PRESENTATIONS

- i. **CUFA BC, Michael Conlon**

b. ANNOUNCEMENTS

5. REPORTS

a. REPORT – EXECUTIVE DIRECTOR

Strategic Plan Implementation, Society Finances & Operations
(re: BoD Policy Section 1, Part 3.2.I)

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 Third Space**
- 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. **Risk Management Advisory**
- XII. **SUB Business Marketing**
- XIII. **SUB Occupants**

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

7. **MAIN MOTIONS**

a. **PRIORITY BUSINESS**

MOTION 2017/08/14: 01 - FAIRLEY/CHASIB

BIRT nominations be opened to elect representatives from the UVSS to serve on each of the following Social Sciences' committees:

- Awards & Recognition Committee
- Curriculum Committee
- Equity and Diversity Committee

MOTION TO TABLE -- KELLY/CHASIB
MOTION CARRIED

b. **OLD BUSINESS**

MOTION 2017/05/08: 12 – FAIRLEY/FORTIER

BIRT nominations be opened for members to fill vacancies on the following *closed committees*:

UPASS Appeals **One (1) Member as recommended by SSD**

No nominations.

MOTION 2017/05/08: 13 – FAIRLEY/KELLY

BIRT nominations be opened for members to fill the following *open committee* vacancies:

Events	One (1) Member
Member Outreach & Engagement	One (1) Member
Policy Development	One (1) Member

No nominations.

MOTION 2017/05/08: 15 – FAIRLEY/SHAED

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

One (1) Representative as recommended by Society for Students with a Disability (SSD)

One (1) Representative as recommended by UVic Pride

One (1) Representative as recommended by UVic Sustainability Project (UVSP)

No nominations.

MOTION 2017/05/29:01 – CUMBERLAND/FORTIER

BIRT nominations be opened to elect members to the following UVic Senate committees:

Senate Committee on Continuing Studies (1 position)

No nominations.

c. **NEW BUSINESS**

MOTION 2017/08/14: 02 - FAIRLEY/FORTIER

BIRT Board of Directors Policy Section 1, Part 1 is amended as follows:

1.2 Board Reports

- a. Directors shall submit a written board report to the Director of Outreach & University Relations and Research & Communications Manager in advance of each regularly scheduled board meeting. Board reports are due by **11:59 pm on the Thursday** that precedes a regularly scheduled board meeting. Advocacy group representatives are exempt from this policy.

MOTION CARRIED

Angelblazer requested an omnibus of motions 1-8.

**MOTION TO OMNIBUS -- ANGELBLAZER/CHASIB
MOTION FAILED**

MOTION 2017/08/14: 03 - FAIRLEY/BUDZ

BIRT Board of Directors Policy Section 1, Part 3 is amended as follows, and renumbered accordingly:

3.2 Board of Directors Meetings

- a. **All agenda items shall be submitted to the Research & Communications Manager and the Director of Outreach and University Relations no later than 11:59 pm on the Thursday preceding the Board of Directors meeting.**
- b. In camera sessions shall adhere to the following:
 - I. An in camera session may only be held if it is included in the posted agenda.
 - II. A motion to move in camera shall include the topic(s) to be discussed. No other issue(s) may be discussed during the session.
 - III. When a motion is made to come out of camera, that in camera session ceases immediately and a five-minute break shall be called to allow the return of the gallery. If this motion fails, the in camera session will continue within the constraints of the original in camera motion.

Adopted AGM 1989/10/26
 - IV. All in camera sessions, excluding in camera sessions that require the use of a paid professional, shall be placed at the end of the agenda after all other business has been conducted.
- ~~b. The Board of Directors will be held for the purpose of holding an in camera session only.~~
- c. If a director is unable to attend a board meeting where an in camera session has occurred, the Chair shall make all efforts to provide that director with the information that they require to participate in and conduct the affairs of the Society, including access to legal counsel when required.
- d. In camera items are strictly confidential and members present are ~~bound by the provisions of Part 3 — Directors of the Society Act (B.C.)~~ not to disclose the

proceedings of in camera sessions, **and, as per directors' fiduciary obligations, are to act in good faith and in the best interests of the society**

MOTION CARRIED

MOTION 2017/08/14: 04 - FAIRLEY/BUDZ

BIRT Board of Directors Policy Section 1, Part 1 is amended as follows:

1.8 Social Media

a. UVSS Social Media Management

- i. Only designated UVSS staff, Lead Directors, or users authorised by Executive Committee are allowed to manage social media content on behalf of UVSS.
- ii. Use of UVSS social media must comply with UVSS bylaws and policy and all applicable legislation.
- iii. Only official UVSS information and views, not an individual's personal views, are to be communicated by staff, **Lead Directors**, or authorised users on UVSS social media channels.

MOTION CARRIED

MOTION 2017/08/14: 05 - FAIRLEY/SWAICH

BIRT Board of Directors Policy Section 1, Part 1 is amended as follows:

1.1.3 Director Benefits

All benefits are for personal use only and are only to be used in the timeframe for which they are intended.

a. Lead Directors

Lead Directors who submit their board reports and fulfil the bylaw requirement to work 35 hours per week are entitled to the following benefits:

- i. Five [5] food discount chits per week; and
- ii. Free beverages (coffee or pop) provided that the director uses their own cup; and
- iii. Four [4] Cinecenta movie passes per month; and
- iv. Free admittance to all UVSS events; and
- v. A monthly cell phone allowance of \$50.

~~All benefits are for personal use only and are only to be used in the timeframe for which they are intended.~~

b. Directors At Large, Director of International Student Relations, Constituency Group Representatives & Native Students Union Representative (Non-Lead Directors)

~~Directors At Large and the Director of International Student Relations, Non-Lead Directors who have submitted their~~ **provided a** board reports, have fulfilled their committee responsibilities, ~~and have worked their~~ **two** volunteer hours, ~~and have fulfilled the duties of their positions as outlined in Bylaw 8: Duties and Responsibilities of Directors~~ are entitled to the following benefits:

- i. Three [3] food discount chits per week **to be distributed by a lead director**; and
- ii. Twenty [20] free beverages (coffee or pop) per month provided that the director uses their own cup; and

- iii. Four [4] free Cinecenta movie passes per month **to be distributed by a lead director**; and
- iv. Free admittance to all UVSS events organised by Events Committee; and
- v. Bus tickets (return) provided to all directors who don't currently have a UPass, so that they can fulfil their fiduciary duty to attend board meetings and committee meetings and
- vi. ~~If a Director at Large or the Director of International Student Relations completes all of their director responsibilities under the bylaws and this policy for 75% of the board term, they shall be given a \$250 tuition credit at UVic at the end of the board term. If they have completed their undergraduate studies at the end of the board term, the \$250 shall be disbursed as an honorarium. At the end of the board term, Executive Committee shall review board reports to determine which directors are eligible for this benefit.~~

MOTION CARRIED

MOTION 2017/08/14: 06 - FAIRLEY/BUDZ

BIRT Board of Directors Policy Section 5, Part 3.8 Risk Management Committee is struck; and

BIFRT Board of Directors Policy Section 5, Part 2.3 is amended to add the following duties in risk management:

2.3 FINANCE AND OPERATIONS COMMITTEE

3. Duties

Risk Management

- a. Review and formulate management's recommendations to the Board on risk and risk management relating to finance and operations.
- b. Make recommendations to the Board of Directors concerning the structure of the Society's insurance coverage, types and amount of insurance.
- c. Review with senior management the adequacy and effectiveness of controls and management and information systems, including accounting and budget controls, financial planning and computer operation, information technology (IT) and security.
- d. Provide expertise to enhance the quality of Board discussion on business development, financial management, and risk management, and facilitate effective Board decision-making in these areas.
- e. Review and obtain reasonable assurance that the risk management, internal control and information systems are operating effectively to produce accurate, appropriate and timely management and financial information.
- f. Review adequacy of security of information, information systems and recovery plans, and the adequacy of accounting and finance resources.

BIFRT Board of Directors Policy Section 5, Part 2.5 is amended to add the following duties in risk management:

2.5 POLICY DEVELOPMENT COMMITTEE

1. Duties

- a. Make recommendations to the BoD regarding the maintenance and development of the Society's constitution and bylaws.

- b. Make recommendations to the BoD regarding the maintenance and development of the Society's policies.
- c. Make recommendations to the BoD regarding the maintenance and development of the Society's committee structure and terms of reference.
- d. Ensure that appropriate policies for a system of risk management are developed by management and approved by the Board.**
- e. Review the Society's risk management controls and policies, and maintain appropriate internal control procedures including a review of significant financial, legal, and operational policies.**
- f. Ensure that the Society's risk management policies for significant risks are effective and are being adhered to.**
- 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.

BIFRT Board of Directors Policy Section 5, Part 3.2 is amended to add the following duties in risk management:

3.2 EXECUTIVE COMMITTEE

1. Duties

Risk Management

- a. Oversee the identification, measurement, monitoring and controlling of the Society's principal risks and ensure that appropriate systems to manage these risks are in place.**
- b. Ensure timely and efficient delivery of risk information (including large and emerging exposures) to the Board, and formulate recommendations for action (where appropriate).**
- c. Provide direction to management and employees on risk matters; and interact with other committees on the subject of risk and risk management.**
- d. Review situations where the Society's risk management policies failed to prevent or mitigate an occurrence; and in such situations, make recommendations to the Board of Directors.**

MOTION CARRIED

Angelblazer requested an omnibus of motions 7 & 8.

OMNIBUS CARRIED

MOTION 2017/08/14: 07 - FORTIER/BUDZ

BIRT the following new clubs listed below is ratified without funding for the Fall 2016 semester:

- o UVic Cancer Association

CARRIED OMNIBUS

MOTION 2017/08/14: 08 - FORTIER/BUDZ

BIRT the following established club will be ratified without funding for the Summer Term:

- o Cabaret Voltaire

CARRIED OMNIBUS

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 - BUDZ/FOX
MOTION CARRIED**

The meeting moved in camera at 7:33pm.

**MOTION TO MOVE OUT OF CAMERA- BUDZ/FOX
MOTION CARRIED**

The meeting moved out of camera at 7:38pm.

9. MEETING TIMES

The next meeting scheduled by the Board of Directors is:
Monday August 28, 2017 in the SUB Upper Lounge.

10. ADJOURNMENT

**MOTION TO ADJOURN - BUDZ/FOX
MOTION CARRIED**

The meeting adjourned at 7:38pm.

11. DIRECTOR REPORTS

Fortier:

Period: July 24 - August 11th

Hours: 103

- Processed Cheque Reqs
- Administrative work (club support, emails, etc.)
- Planning for Clubs & Course Union Days
- Committees (PD, Events, Campaigns, FunOps, Electoral, Exec, Personnel)
- Chaired Advocacy Council
- Meetings (UVic, working groups, clubs...)
- Worked on updating Clubs/Course Union Handbook
- Ongoing policy development/review

Wierzbicki:

- Committee Hours: 1
- Office Hours: 5
- Handbook feedback, clubs policy review

Angelblazer:

- Committee Hours: 4
- Office Hours: 10

- Volunteer Hours: 2
- LMC, policy review/development, club handbook feedback