

**MINUTES**

**University of Victoria Students’ Society**

**Monday, December 2nd, 2019 – Vertigo, 6pm**

**ATTENDANCE:** Reid-Friesen, Eaton, Sampson, McGovern, de Havelyn, Burd, Granirer, Blecha, Sutherland-Wilson, Turker, de Luna-Bueno, Ahluwalia, Richins, MacGregor, Watts, Tubeishat, Van Dyke

**Staff:** Studney, James

**Regrets:** Cook, Doonan

1. **CALL TO ORDER**

Van Dyke called the meeting to order at 6:03pm.

1. **LIVESTREAM**

**MOTION 2019/12/02: 01 - DE HAVELYN/TURKER**

**WHEREAS** the Director of Outreach and University Relations values the comfort and privacy of all Board members, and will only proceed with livestreaming Board meetings if they pass unanimously; therefore,

**BIRT** the Board approves the livestreaming of the December 2nd, 2019 Board meeting on the UVSS Facebook page; and,

**BIFRT** this video be kept on the UVSS Facebook page until the minutes from this meeting are ratified.

1. **LAND ACKNOWLEDGEMENT**

Blecha acknowledged the land.

1. **ADOPTION OF AGENDA & MINUTES**

 **a. Adoption of Agenda**

* 2019/12/02

**MOTION TO AMEND - TUBEISHAT/REID-FRIESEN**

Add Fox’s and Tubeishat’s Board reports to minutes.

**MOTION CARRIED**

 **b. Adoption of Minutes**

* 2019/11/18

 **c. Adoption of Executive Committee Minutes**

* 2019/11/14
* 2019/11/21
* 2019/11/28

**MOTIONS ADOPTED VIA UNANIMOUS CONSENT**

1. **PRESENTATIONS & ANNOUNCEMENTS**

 **a. PRESENTATIONS**

**b. ANNOUNCEMENTS**

1. Are you a UVSS Director that would like a UVSS business card? Let me (Jon) know and I (Jon) will get you some!

**6. REPORTS**

**a. EXECUTIVE DIRECTOR**

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

**b. COMMITTEES AND COUNCILS**

1. Advocacy Relations Committee
2. Campaigns
3. Clubs Council
4. Course Union Council
5. Electoral
6. Events
7. Executive
8. Finance & Operations
9. Member Outreach & Engagement
10. Policy Development
11. SUB Marketing
12. SUB Occupants
13. International Student Relations Committee
14. Food Bank & Free Store
15. Peer Support Centre

**c. CONSTITUENCY ORGANIZATIONS & NSU**

1. GEM
2. NSU
3. Pride
4. SOCC
5. SSD

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

 **8. MAIN MOTIONS**

**a. New business**

**MOTION TO REPLACE CHAIR - SAMPSON/EATON**

Replace Van Dyke with Tubeishat.

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2019/12/02: 01 - MCGOVERN/AHLUWALIA**

**WHEREAS** the UVSS Board of Directors is re-elected on an annual basis; and,

**WHEREAS** The transfer of institutional knowledge is inhibited by inconsistent overlap between incoming and outgoing Directors; therefore,

**BIRT** Board of Directors Policy section 1, part 1.4 be amended as follows:

b. Lead Directors

1. i. At the beginning of each annual elected board term, an orientation to Executive Committee shall be provided to Lead Directors. The orientation shall cover all operational and administrative aspects of the Society; establish team frameworks and dynamics; and create approachability statements. This orientation is mandatory.
2. ~~ii. At the beginning of each annual elected board term, Lead Directors shall be provided with a comprehensive manual for their position. Outgoing Lead Directors are required to update and revise these manuals by April 15.~~ **The Administration and Services Manager shall maintain a Google Drive that contains one folder per Lead Director.**
	1. **The folders will contain all training manuals submitted by past Directors for each board term.**
	2. **Upon 24-hours of the ratification of the election results, the Administration and Services Manager shall share the folder with each respective incoming Lead Director.**
	3. **The contents of the Google Drive shall be kept as “view only.”**
	4. **Lead Directors may edit folder contents by submitting revised versions to the Administration and Services Manager.**
		1. **A first draft shall be submitted by March 15th.**

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2019/12/02: 02 - MCGOVERN/GRANIRER**

**WHEREAS** Personnel Committee has historically only needed to supervise two excluded managers; and,

**WHEREAS** the UVSS recently moved to a three-person excluded management structure and has created honorariums for all non-Lead Directors which both are to be overseen by Personnel Committee, creating additional work for the committee; and,

**WHEREAS** the Personnel Committee has recently conducted a review of its policy and has come up with the following recommendations to address workload, introduce additional perspectives, and better prepare Directors; therefore,

**BIRT** the Personnel Committee terms of reference contained in Board of Directors Policy, section 4, part 3.7 be amended as follows:

Duties:

a. Oversee all aspects of hiring, managing, and evaluating Excluded Personnel, including:

- 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~~ **four** 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.

Voting Members\*:

* 1. Director of Finance and Operations - ex officio and chair of the committee
	2. One [1] Lead Director elected by the BoD - ex officio and second chair of the committee
	3. One [1] director (non-Lead Director) elected by the BoD (must be available for the entirety of the board term)
	4. **One [1] director elected by the BoD (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.

**\*In the event of a tie, the motion shall not be approved.**

Meetings:

a.Shall meet at least **bi-**weekly at a date set by the chair of the committee or upon the call of the BoD.

**MOTION CARRIED**

**RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE**

**MOTION 2019/12/02: 03 - MCGOVERN/EATON**

**WHEREAS** the Vancouver Island Public Interest Research Group recently ceased to be a SUB occupant; and,

**BIRT** the Board of Directors approves the request by the Students of Colour Collective to move into both Student Union Building Rooms B120 & B122; therefore,

**BIFRT** the UVSS Board of Directors approve the request of the University of Victoria Sustainability Project and Campus Community Garden to move into Student Union Building Room B020 in order to make space for a new office for the Administration and Services Manager.

**MOTION CARRIED**

**MOTION TO OMNIBUS MOTIONS 4 AND 5 - MCGOVERN/DE LUNA-BUENO**

**MOTION CARRIED**

**RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE**

**MOTION 2019/12/02: 04 - MCGOVERN/RICHINS**

**WHEREAS** the SUBtext point-of-sale system is currently not functional; therefore,

**BIRT** the Board of Directors to spend up to $9000 from the Major Capital Fund to invest in an upgrade to the SUBtext point-of-sale system.

**RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE**

**MOTION 2019/12/02: 05 - MCGOVERN/RICHINS**

**WHEREAS** the UVSS has not updated its point-of-sale system for Food & Beverage Operations, Munchie Bar, and Cinecenta since 2013; therefore,

**BIRT** the Board of Directors to spend up to $23,000 from the Major Capital Fund to invest in upgrades to the point-of-sale systems of Cinecenta, Munchie Bar and Food & Beverage Operations.

**MOTIONS CARRIED OMNIBUS**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2019/12/02: 06 - MCGOVERN**/**BURD**

**WHEREAS** the UVSS is a not-for-profit organization with a mandate to invest excess revenue into services for students; and,

**WHEREAS** since 2013, the UVSS has created a reserve fund specifically to fund deficiencies in the Health and Dental Plan; and,

**WHEREAS** the nature of the plan has changed considerably since 2013, not only through the creation of an enhanced plan for students in 2018, but through broader definitions of what health services are; therefore,

**BIRT** the terms of reference for the Health Plan Reserve be amended as follows to better reflect the current needs of the reserve fund:

**a. Health & Dental Plan Reserve Fund**

i. The Health Plan Reserve consists of internally restricted funds used to cover ~~future health care plan funding deficiencies~~ **the following:**

* **Future health care plan funding deficiencies.**
* **Health care support initiatives for students, approved by a ⅔ majority vote of the Board of Directors.**

ii. Funds are designated by the board of directors and allocated as a transfer ~~to~~ **from** the reserve.

**MOTION TO AMEND - MCGOVERN/AHLUWALIA**

Change “since 2013” to “since the 2012/2013 Board term” in the third whereas clause.

**MOTION CARRIED**

**MOTION CARRIED AS AMENDED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2019/12/02: 07 - EATON/WATTS**

**WHEREAS** Requiring UVSS Clubs to create their own constitutions is an overly complicated and unnecessary process that does not help the Director of Student Affairs to oversee clubs; and,

**WHEREAS** Alternative mechanisms already exist to ensure Clubs follow UVSS policy, and provincial and federal laws, which they currently agree to when they register; therefore,

**BIRT** The outlined sections of UVSS Clubs Policy Parts 2 & 4 are amended as follows:

2.3 RATIFICATION AND STATUS\*

To be ratified as a club of the UVSS and maintain active status, the following conditions must be met each semester:

a. ~~Have a constitution which must include, but is not limited to, all the articles and bylaws listed in the Sample Constitution in Appendix A.~~

~~b~~. Submit a completed club registration form that certifies that your club will comply with Clubs Policy. ~~that complies with clubs policy with a valid constitution~~.

2.4 SPACE BOOKINGS

b. Clubs may not use their space booking privileges for purposes that **would violate Clubs, Room Booking, and/or other University or UVSS policies.** ~~are outside~~~~the scope of their constitution~~ or to secure space for other organizations that plan to conduct non-club related business.

2.5 STORAGE

a. All UVSS clubs are able to reserve and use a storage locker located in the basement of the SUB, subject to availability.

i. Storage lockers must be renewed every year.

ii. Clubs may not use their locker privileges for purposes that **would violate Clubs, Room Booking, and/or other University or UVSS policies.** ~~are outside the scope of their constitution~~ or to secure space for other organizations that plan to conduct non-club related business.

2.6 EXECUTIVE ELECTIONS

a. Each club shall have an executive of ~~not less~~ **no fewer** than three members that **are** ~~is~~ elected **at least once per year** ~~as per their constitution~~. All members of the club have the right to vote in the election.

4.5 SPENDING

a. Clubs must spend any monies allocated to them in a responsible manner **that adheres to** ~~that is not against their constitution,~~ UVSS policies and bylaws~~,~~ and all applicable legislation.

**MOTION CARRIED**

**MOTION TO OMNIBUS - GRANIRER/DE LUNA-BUENO**

**MOTION CARRIED**

**RECOMMENDED BY ADVOCACY RELATIONS AND POLICY DEVELOPMENT COMMITTEES**

**MOTION 2019/12/02: 08 - EATON**/**MACGREGOR**

**WHEREAS** Constituency Representatives’ work is valuable not just to their respective groups, but for the UVSS Board and UVic community as a whole; therefore,

**BIRT** Board of Directors Policy Section 1.3, Part 1.3b be amended as follows:

1.3 Director Benefits

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

Non-Lead Directors who have provided a board report, have fulfilled their committee responsibilities, have worked two volunteer hours **for either the UVSS Board of Directors or their respective constituency groups or the NSU**, 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 ii. Twenty [20] free beverages (coffee or pop) per month provided that the director uses their own cup iii. Four [4] free Cinecenta movie passes per month to be distributed by a Lead Director 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 U-Pass, so that they can fulfil their fiduciary duty to attend board meetings and committee meetings.

**RECOMMENDED BY ADVOCACY RELATIONS AND POLICY DEVELOPMENT COMMITTEES**

**MOTION 2019/12/02: 09 - EATON**/**MACGREGOR**

**WHEREAS** Advocacy group representatives now receive monthly honoraria on the condition that they fulfill all duties outlined in Bylaw 8: Duties and Responsibilities of Directors and Board of Directors Policy Section 1, Part 1.3b; and,

**WHEREAS** Board of Directors Policy Section 1, Part 1.3b outlines that all Non-Lead Directors shall submit board reports; therefore,

**BIRT** Board of Directors Policy Section 1, Part 1.2a 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.~~

**MOTIONS CARRIED OMNIBUS**

**RECOMMENDED BY POLICY DEVELOPMENT AND ADVOCACY RELATIONS COMMITTEES**

**MOTION 2019/12/02: 10 - EATON/DE LUNA-BUENO**

**BIRT** Part 2, Section 2.6 of the UVSS Board of Directors Policy be amended as follows:

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

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

d. Review policy directly impacting constituency groups and NSU for the purpose of providing recommendations to Policy Development Committee.

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

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

g. 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.

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**

**Voting Members**

a. The BoD representative for each Constituency Group.

b. The BoD representative for NSU.

c. Director of Student Affairs - ex officio and chair of the committee.

**d. An alternate representative for each Constituency Group and NSU for a semester upon ratification by their respective Constituency Group or NSU and by Advocacy Relations Committee.**

**Non-voting Members\***

a. One [1] director elected by the BoD - ex officio and second chair of the committee

b. Executive Director - ex officio

c. General Manager - ex officio

d. Research and Communications Manager – ex officio

e. Director of Finance & Operations - ex officio

f. Director of Campaigns & Community Relations – ex officio

g. Director of Outreach & University Relations – ex officio

h. Director of Events – ex officio

**\*Voting members shall reserve the right to meet without non-voting members present.**

**5. Voting**

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

**b.** A temporary alternative representative may be selected by each group **for a semester upon presenting minutes from a quorate meeting from their respective constituency organisation ratifying their representative.**

**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~~ **48 hours in advance of all meetings.**

c. The chair shall record minutes for each meeting containing an attendance list and important decisions **and distribute these minutes within 72 hours of the meeting.**

**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.

**MOTION TO AMEND - BLECHA/GRANIRER**

Strike point 2b in the terms of reference.

**MOTION CARRIED**

**MOTION CARRIED AS AMENDED**

**RECOMMENDED BY THE EXECUTIVE COMMITTEE**

**MOTION 2019/12/02: 11 - GRANIRER/MCGOVERN**

**WHEREAS** The creation and implementation of open educational resources (OERs) is the most efficient and cost-effective way to reduce financial barriers for students; therefore,

**BIRT ​**That the UVSS donates $3,000 from the UVSS Grant and Donations budget to the UVic OER Grant Account.

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2019/12/02: 12 - GRANIRER/SAMPSON**

**WHEREAS** A motion passed at the 2019 UVSS AGM that indicated that the budget for the Lead Director Cellphone Allowance would go towards funding honoraria for Non-Lead Directors; therefore,

**BIRT** The Lead Director Cellphone Allowance, Section 1, Part 1.3 is permanently struck from Board of Directors policy.

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2019/12/02: 13 - GRANIRER/DE HAVELYN**

**WHEREAS** The UVSS has recently started to live stream Board meetings; therefore,

**BIRT** The following policy is added toBoard of Directors Policy Section 3, Part 3.2.t:

**3.2 Board of Directors Meetings**

**t. Board of Directors meetings may be broadcast with prior unanimous approval. Recordings may be kept online until the minutes from the broadcasted meeting have been ratified.**

**MOTION TO REFER TO POLICY DEVELOPMENT COMMITTEE - BLECHA/AHLUWALIA**

**MOTION CARRIED**

**MOTION TO REPLACE CHAIR - AHLUWALIA/WATTS**

**MOTION CARRIED**

**SAMPSON ABSTAINED**

**MOTION TO RECESS FOR 10 MINUTES - BLECHA/BURD**

**MOTION CARRIED**

**MOTION TO MOVE IN CAMERA - SUTHERLAND-WILSON/MACGREGOR**

**MOTION CARRIED**

**9. IN CAMERA**

**a. Legal**

**MOTION 2019/12/02: 14 - WATTS/SAMPSON**

**BIRT** a request for proposals for a UVSS Affiliated Public Interest Research Group (PIRG) be posted before the next board meeting and closed on January 3, 2020.

**MOTION CARRIED**

**MOTION 2019/2019/12/02: 15 REID-FRIESEN/SAMPSON**

**BIRT** Bonnie Light is ratified for the externally contracted position of Advertisement Sales for the 2020/2021 handbook

**MOTION CARRIED**

**b. Personnel Committee Report**

**MOTION TO MOVE OUT OF CAMERA - BURD/AHLUWALIA**

**MOTION CARRIED**

**10. MEETING TIMES**

**The next meeting scheduled by the Board of Directors is:**

Monday, December 9th, at 6pm in Vertigo.

**11. ADJOURNMENT**

Victoria Eaton (90 hours)

* ​Answered emails
* ​​​​Board meeting
* Working on electoral policy
* Cheque reqs for clubs
* Cheque signing
* Divestment meetings
* Advocacy relations committee, exec committee, Finance and operations committee, Member outreach committee, Policy development committee
* ​​meetings with Clubs, Course unions and PDUs
* Electoral meetings
* Meeting with catering about clubs and course union days
* Meeting with graphics for clubs and course union day poster
* Hiring committees
* ​​Office hours
* Updating club signing authorities

Jasmine MacGregor (6.5 hours)

* Attended and presented at Gender Empowerment Centre AGM
* ARC meeting
* Attended Divest BoG protest
* Food Bank and Free Store Committee Meeting
* Emails

Dakota MacGovern (92 hours)

* Committees: finance & operations, policy development, SUB marketing, executive, eco-foot, personnel, international student relations, operational relations, and occupational health and safety
* Working as the chair of the UVSS hiring committees for the incoming Executive Director and Administration & Services Manager
* Collaborating with the University of Victoria to develop a data-sharing agreement
* Development of the UVSS business survey
* Parking appeals
* Preparing the board game café in the SUB
* Reviewing income statements and general ledgers for the month of September
* Health and dental appeals
* Writing policy about the health plan reserve fund, personnel committee and transitions between board terms
* Overseeing space allocation as the chair of the finance committee
* Beginning the process of updating “how to read our budget” on the UVSS website
* Administrative tasks relating to the social enterprise campaign
* Personnel work

Olivia Reid-Friesen

* Friday November 15th - Electoral committee 1.5 hours
* Monday November 18th - board meeting 2 hours
* Tuesday November 19th - events Committee 1 hour
* Tuesday November 26th -
* Policy Development Committee 2 hours
* Thursday November 28th - meeting with CEO 1.5 hours

Sarina de Havelyn (5 hours)

* Copy editing various documents

Hannah Ahluwalia (3 hours)

* LEGO social (2hr)
* Graphics work order (1hr)

Jonathan Granirer (84 hours)

* Held the Member Outreach Committee
* Held the Policy Development Committee twice
* Held the Ombudsperson Committee
* Held Exec Committee twice
* Held Operational Relations Committee
* Met with BC Campus to discuss a joint funding effort to develop OERs
* Visited the Victoria Sexual Assault Centre (VSAC)
* Attended Campaigns and Finance Committee
* Media relations
* Several meetings with university stakeholders about OERs
* Attended BoG meeting
* Canvassed students with clipboard
* Made the bagbank now located in the SUB Board Offices
* Liaised with Saanich Counsellors about bylaw that prohibits more than 4 non-related people from living in the same residence
* Internal meetings with directors, staff, and students

Juliet Watts (83.5)

* Media relations
* Chaired Divest working group
* Chaired campaigns committee
* Attended operational relations committee
* Toured Victoria Sexual Assault Centre
* Classroom talks on Divest and Transit
* Attended Mental Health Awareness Weeklong committee
* Attended Ecofoot Working Group
* Chaired Make Transit Work Working Group
* Updated Divest Website
* Attended Policy Development Committee
* Assisted in coordinating Divest demonstration
* Attended UVic Board of Governors meeting
* Got locked out of the Michael Williams Building for delivering mail
* Attended Sexualized Violence Education and Awareness Advisory Committee
* Worked on Let’s Get Consensual Rebrand

Jelayna Van Dyke (10 hours)

* Attended Let's Get Consensual logo check in
* Worked with Director of Campaigns on Let's Get Consensual
* Attended Sexualized Violence Education and Awareness committee
* Attended Campaigns Committee
* Attended Ombudsperson Committee
* Worked with Director of Campaigns on Make Transit Work
* Assisted with execution of Divest rally
* Attended Divest Working group

Zyannya Fox (5 hours)

* Health and dental appeals
* Meetings with Dakota
* Assisted a student access UVSS resources (ongoing)

Dalal Tubeishat (15 hours)

* Note taking at the Accessibility Town Hall
* Attended Events Committee and Finance and Operations Committee.
* Was present in the Students’ Society Centre to answer questions and give assistance during regular Students’ Society Centre hours.
* Sent emails.
* Had meetings with Director of Events and Director of Outreach and University Relations.