



## **MINUTES**

**University of Victoria Students' Society**  
**Monday, February 10th, 2020 – Vertigo, 6pm**

**ATTENDANCE:** Eaton, Van Dyke, Burd, Ahluwalia, Richins, Granirer, McGovern, Watts, Blecha, MacGregor, Cook

Staff: McFarlin, James

### **1. CALL TO ORDER**

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

### **2. LIVESTREAM**

#### **MOTION 2020/02/10: 01 - DE HAVELYN/VAN DYKE**

**WHEREAS** the UVSS Board of Directors 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 February 10th, 2020 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.

#### **MOTION CARRIED**

### **3. LAND ACKNOWLEDGEMENT**

Watts acknowledged the territories.

### **4. ADOPTION OF AGENDA**

#### **a. Adoption of Agenda**

- 2020/02/10

#### **b. Adoption of Minutes**

- 2020/01/20

#### **c. Adoption of Executive Committee Minutes**

- 2020/02/04
- 2020/02/05

### **MOTION TO ADOPT - WATTS/VAN DYKE**

#### **MOTION TO AMEND - BLECHA/AHLUWALIA**

Postpone motion #3 to the February 24th Board meeting.

#### **MOTION CARRIED**

**MOTION ADOPTED AS AMENDED**

**MEETING MINUTES ADOPTED VIA UNANIMOUS CONSENT**

**EXECUTIVE COMMITTEE MINUTES ADOPTED VIA UNANIMOUS CONSENT**

**MOTION TO MOVE IN CAMERA - BURD/WATTS**

**MOTION CARRIED**

The meeting moved in camera at 6:11pm.

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

**MOTION CARRIED**

The meeting moved out of camera at 6:53pm.

**5. PRESENTATIONS & ANNOUNCEMENTS**

**a. PRESENTATIONS**

- i. Aurora Faulkner-Killam (in camera) - *please note that we'll be moving in camera and audience members will be asked to leave for the duration of this presentation.*
- ii. Zoe Martin, the Good Food Project

**b. ANNOUNCEMENTS**

**MOTION TO POSTPONE ALL REPORTS - MACGREGOR/RICHINS**

**MOTION CARRIED**

**6. REPORTS**

**a. EXECUTIVE DIRECTOR**

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

**b. COMMITTEES AND COUNCILS**

- |                                 |   |
|---------------------------------|---|
| I. Advocacy Relations Committee | IX. Member Outreach & Engagement                |
| II. Campaigns                   | X. Policy Development                           |
| III. Clubs Council              | XI. SUB Marketing                               |
| IV. Course Union Council        | XII. SUB Occupants                              |
| V. Electoral                    | XIII. International Student Relations Committee |
| VI. Events                      | XIV. Food Bank & Free Store                     |
| VII. Executive                  | XV. Peer Support Centre                         |
| VIII. Finance & Operations      |   |

**c. CONSTITUENCY ORGANIZATIONS & NSU**

- |            |          |
|------------|----------|
| I. GEM     | IV. SOCC |
| II. NSU    | V. SSD   |
| III. Pride |          |

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

**8. MAIN MOTIONS**

**a. Priority business**

**MOTION 2020/02/10: 02 - SAMPSON/WATTS**

**BIRT** the Board of Directors accepts the resignation of Shay Lynn Sampson as Director of Events; and  
**BIFRT** the Board elect a director to fill the Lead Director position of Director of Events as per UVSS Bylaw 9.5 b(ii.) at the February 24th UVSS Board of Directors meeting.

**MOTION CARRIED**

**MOTION 2020/02/10: 03 - WATTS/**

**WHEREAS** at the January 13th, 2020 Board meeting, the Board conditionally accepted the proposal by UVic PIRG with the following conditions:

- The UVSS and the PIRG consult with members and schedule a PIRG AGM over the next month; and,
- The UVSS and the PIRG revise the PIRG's constitution and bylaws to better reflect the affiliated nature of the group; and,

**WHEREAS** on February 3rd, 2020, the conditionally accepted PIRG stated their intention to register as a separately incorporated fee levied group (SIFLG) in order to conduct independent research; and,

**WHEREAS** the original request for proposals (RFP) required groups to hold affiliated group status;

**WHEREAS** discussions between the PIRG and UVSS Board members have evolved to support more flexibility in the status of the group fulfilling the PIRG mandate; and,

**WHEREAS** it is the prerogative of the Board to determine conditions for assigning the funding from the PIRG fee levy;

**BIRT** The UVSS Board supports UVic PIRG becoming a SIFLG; and

**BIFRT** this support is contingent upon the following conditions:

- An operating agreement between the PIRG and the UVSS
- A scheduled PIRG Annual General Meeting (AGM)
- A majority of PIRG Board seats designated for undergraduate and graduate students

**BIFRT** the Director of Campaigns and Community Relations, Excluded Managers and UVSS Legal Counsel draft an operational agreement and provide a draft to the PIRG for consultation; and,

**BIFRT** the Director of Campaigns and Community Relations and the Executive Director present a draft operating agreement to an in camera session of the February 24th, 2020 Board meeting for approval; and,

**BIFRT** on February 24th, the UVSS makes fee levy funding available for PIRG purposes, assuming the foregoing conditions are met to the satisfaction of the UVSS Board.

**MOTION TO POSTPONE - MCGOVERN/MACGREGOR**

Til the meeting of February 24th.

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2020/02/10: 04 - MCGOVERN/**

**WHEREAS** the UVSS has publicly published its strategic plans on the organization's website for the past four years; and,

**WHEREAS** over this period of time, the Board of Directors has located the following deficiencies with the process:

- The current strategic planning process is ill enforced, with no records of written reports that are mandated in April ever occurring.
- Business unit plans are currently done in conjunction with the Board strategic plan, leaving little room for long term consistency in the planning process.

**WHEREAS** the UVSS now has increased capacity to conduct thorough strategic planning with the creation of the Administration and Services Manager.

**BIRT** BoD policy Section 3: Operations, Part 1: Strategic and Organizational Planning is amended as follows:

## **SECTION 3 - OPERATIONS**

### **PART 1: STRATEGIC & ORGANIZATIONAL PLANNING**

#### **1.1 Preamble**

The Society shall develop ~~or renew~~ a strategic plan 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.

#### **1.2 Process & Timeline**

The annual ~~renewal~~ **development** 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 **work with department managers to ensure** ~~consider a review of~~ the Society's mission, vision, and values **are reflected in the Strategic, business, and cost centre work plans.**

**In addition, the UVSS Excluded Managers will work collectively with department managers to coordinate 3-5 year business unit and cost centre work plans. These plans shall be reviewed by department managers and respective Excluded Managers at least once per semester.**

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 1: The Board of Directors shall organize a workshop to gain input from staff on the Strategic Plan. Additionally, the Board of Directors shall disseminate a survey to all UVSS staff who are unable to participate in the workshop.**

June 30: 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.

~~Strategic Plan consultation (staff, directors, members):~~

**July 15: The Administration and Services Manager shall organize a meeting with Lead Directors, Excluded Managers, and the Communications team to review the business unit goals and ensure they align with the Strategic Plan, where applicable.**

**July 31: Strategic Plan adopted by the last Board meeting of July. Annual business unit plans and cost centre work plans completed or updated.**

**November 1: The Administration and Services Manager shall work alongside other Excluded and department managers to develop progress reports on SUB business unit plans, then send out an email update to all department managers two weeks before the last department managers meeting of the calendar year.**

**The Executive Director shall work alongside the Director of Finance and Operations and other Excluded Managers to develop progress reports for Lead Directors and cost centers.**

**December 1:** Each Lead Director, in consultation with their portfolio DAaLs, reports on the status of strategic plan implementation to the Board of Directors.

~~**November 30: December 20<sup>th</sup> All Lead Directors and department managers shall be given the opportunity to present on the implementation of their reports in the last department managers meeting of the calendar year. Each Lead Director reports on the status of strategic plan implementation at a department managers meeting. Department managers report on the status of business unit goals at a department managers meeting.**~~

**March 1:** The Director of Finance and Operations will consult with Finance and Operations Committee and other relevant stakeholders to determine that year's Annual Report format and categories.

**April 1:** The Board of Directors shall publish the annual report on the Students' Society website that outlines the outcome of the strategic plan, the progress of business unit plans, and additional accomplishments of the Board of Directors that shall be widely distributed to members in electronic format.

**April 30<sup>th</sup>-1<sup>st</sup>** Each Lead Director, in consultation with their portfolio DaLs, reports on the status of strategic plan implementation to the Board of Directors. Each Lead Director provides a detailed verbal report on the status of strategic plan implementation and society finances at a department managers meeting.

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

~~Department managers report on the status of business unit goals at a department managers meeting.~~

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

~~Environmental Scan (SWOT) – Outgoing Board of Directors.~~

## **RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

### **MOTION 2020/02/10: 05 - MCGOVERN/WATTS**

**BIRT** the SUB Business Marketing Committee terms of reference be amended as follows:

#### **SUB BUSINESS MARKETING COMMITTEE**

##### 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.
- c. **Communicate the SUB non-profit social enterprise model to members.**

##### 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. Marketing and Events Coordinator\*\* – ex officio**
- e. Executive Director – ex officio
- f. General Manager – ex officio
- g. Administration and Services Manager – ex officio
- h. **Two [4] 2** representatives from each of the nine [9] business units as selected by that business unit.
- i. 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~~ **Administration and Services Manager** shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

**\*\*The Marketing and Events Coordinator shall act as a liaison between UVSS Board members and staff, develop mutual buy-in for the committee’s initiatives, and act as the single point of contact for inquiries about this committee’s initiatives for staff or Board members.**

**Non-voting members**

- a. **UVSS Board members**
- b. **UVSS staff**

**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 **two [2]** ~~three [3]~~ directors and five [5] staff (two of which must be business unit representatives).

**MOTION CARRIED**

**MOTION TO MOVE IN CAMERA - RICHINS/VAN DYKE  
MOTION CARRIED**

The meeting moved in camera at 7:55pm.

**9. IN CAMERA**

- a. **Legal**
- b. **Personnel Committee Report**

**MOTION TO MOVE OUT OF CAMERA - Blecha/Ahluwalia**  
**MOTION CARRIED**

The meeting moved out of camera at 7:55pm.

**10. MEETING TIMES**

**The next meeting scheduled by the Board of Directors is:**  
Monday, February 24th, 6pm, in SUB B025.

**11. ADJOURNMENT**

**12. DIRECTORS' REPORTS**

Dakota McGovern (38.5 hours)

- Hiring Committee work for: Accounting Technician & Marketing and Events Coordinator
- Attended or chaired the following committees: Policy Development Executive, Exec to Exec & Finance and Operations
- Meetings with the following UVSS staff or stakeholders: UVic PIRG, Lead Directors, Finance portfolio and Excluded Managers
- Working on Social Enterprise Marketing Campaign
- Business survey development and dissemination
- Preparing for, promoting and participating in the Semi-Annual-General-Meeting
- Development of a potential partnership with the Visual Arts Student Association and the UVSS

Juliet Watts (31 hours)

- PIRG Meetings and Correspondence
- Divest Working Group Strategy Session
- Correspondence with other Divest groups
- Peer Support Centre Committee
- Administration and Emails

Caleb Burd (10 hours)

- Finance and Operations committee 1 Hour
- Policy development committee 1 hour
- Divest meetings 3 hours
- Personnel committee meeting 4 hours
- Labor management committee 1 hour

Jelayna Van Dyke (4 hours)

- Attended Finance and Operations Committee
- Attended Divest Working Group Meeting
- Assisted Director of Campaigns with duties
- Met with Anti-Violence Project staff regarding Let's Get Consensual



Jonathan Granirer (35 hours)

- Correspondence (mostly emails)
- Attended UVic Exec/UVSS Exec Committee Meeting
- Researched Student's For Consent Culture scorecard for Post-Secondary SVM Policies
- Tabled for SAGM
- Prepared for SAGM
- Several internal meetings with Students, Staff, and Directors
- Attended two Public Interest Research Group meetings
- Attended Senate Committee on Learning and Teaching
- Met with library to discuss OERs
- Attended OER Grant Adjudication Panel
- Held Policy Development Committee
- Attended Finance Committee
- Attended Research and Communications Manager Hiring Committee and Associate Vice President Research Search Committee
- Helped to create the Agenda for this Board Meeting

Zyannya Fox (5 hours)

- Portfolio meetings
- Finance committee
- Budget handbook work
- Being a point of contact for students (received a number of messages regarding UVSS issues)

Hannah Ahluwalia (2.5 hours)

- OER adjudication committee (1 hr)
- Senate Committee on Learning and Teaching (1.5 hr)

Natalie Blecha (8 hours)

- SSD - Robert's Rules development meeting
- SSD - Policy development
- SSD - Staff meeting and coordination
- SSD - Afternoon crafting event and member outreach
- UVSS - Policy Development Committee
- SSD/UVSS - Emails and communication