



## **MINUTES**

**University of Victoria Students' Society  
Monday, February 24th, 2020 – B025, 6pm**

**ATTENDANCE:** Richins, Blecha, Eaton, Tubeishat, Watts, Burd, MacGregor, De Havelyn, Reid-Friesen, Van Dyke, McGovern, Granirer

Staff: McFarlin, James

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

Granirer called the meeting to order at 6:09pm.

### **2. LIVESTREAM**

#### **MOTION 2020/02/24: 01 - DE HAVELYN/BLECHA**

**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 24th, 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 land.

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

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

- 2020/02/24

#### **MOTION TO ADOPT - DE HAVELYN/WATTS**

#### **MOTION TO AMEND - REID-FRIESEN/DE HAVELYN**

Motion 05 to elect an interim Director of Events.

#### **MOTION CARRIED**

#### **AGENDA ADOPTED AS AMENDED**

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

- 2020/01/06

- 2020/02/03
- c. **Adoption of Executive Committee Minute**
  - 2020/02/11

**MINUTES ADOPTED VIA UNANIMOUS CONSENT**

**5. PRESENTATIONS & ANNOUNCEMENTS**

- a. **PRESENTATIONS**
- b. **ANNOUNCEMENTS**

**6. REPORTS**

**a. EXECUTIVE DIRECTOR**

Strategic Plan Implementation, Society Finances & Operations (BoD Policy Section 1, Part 3.2.1)

**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: 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 2020/02/24: 02 - WATTS/VAN DYKE**

**WHEREAS** at the January 13th, 2020 Board meeting, the Board conditionally accepted the proposal by the individual applicants seeking to form “UVic PIRG” (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 proposed 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 PIRG becoming a SIFLG, and in this motion, references to “PIRG” may include either or both of the following, as context requires:

- The individuals intending to apply for incorporation of a PIRG Society (to be known as or called UVic PIRG); and
- The proposed PIRG Society to be incorporated and put forward by the individual applicants as the service provider under the UVSS’ RFP;

**BIFRT** UVSS’ support for the use of a SIFLG is conditional upon the following:

- A signed operating agreement, in a form approved by the UVSS, between the PIRG and the UVSS. This operating agreement may be assignable to the PIRG Society, upon approval by the UVSS;
- The proposed applicants for incorporation of the PIRG Society will be identified and confirm the proposed form of the PIRG Society purposes, constitution and bylaws prior to incorporation;
- A majority of PIRG Society Board seats and members will be designated for undergraduate students at the University of Victoria;
- Until such time as the PIRG Society is incorporated and ratifies the execution of the operating agreement, no student fees levied for public research purposes will be available to it without prior approval of the UVSS Executive Committee. The UVSS Executive Committee will consider reimbursement of reasonable pre-incorporation expenses on a case by case basis,

but reserves the right to refuse the same where prior approval is not sought or obtained in writing.

**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 March 9th, 2020 Board meeting for approval; and

**BIFRT** upon ratification of the operating agreement by the PIRG Society, the UVSS will make available student fee-levied funding that is available for public interest research purposes in accordance with the terms of the operating agreement, and assuming all conditions, including the foregoing are met to the satisfaction of the UVSS.

Opposed - Blecha

## **MOTION CARRIED**

### **b. New business**

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

#### **MOTION 2020/02/10: 03 - MCGOVERN/REID-FRIESEN**

**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; therefore,

**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.~~

**MOTION CARRIED**

**MOTION TO REPLACE GRANIRER WITH JAMES AS CHAIR - WATTS/REID-FRIESEN**

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2020/02/24: 04 - GRANIRER/VAN DYKE**

**MOTION TO AMEND - WATTS/VAN DYKE**

Add BIRT clause: "BIRT BoD policy **point** is amended as follows:"

**MOTION CARRIED**

**BIRT** BoD policy **point** 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.

c. If a director does not submit a board report on time, they ~~shall~~ **may** not be eligible for director benefits and their report ~~shall~~ **may** not be entered into the agenda or minutes. **Exceptions may be granted, under extenuating circumstances, until the meeting's minutes have been ratified.**

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2020/02/24: 04 - GRANIRER/BLECHA**

**WHEREAS** the longer UVSS Board meetings are, the less accessible they are to our members; and

**WHEREAS** a considerable amount of our Board meetings are spent conducting Committee Reports; and

**WHEREAS** much of the work conducted by the UVSS is not captured in Committee Reports; and

**WHEREAS** UVSS Committee Reports are currently formatted based on convention and not policy; therefore,

**BIRT** UVSS Committee Reports that are directly linked to the portfolios of the five (5) Lead Directors and the Director of International Student Relations are replaced by “Portfolio Reports.”

E.g.:

- a. PORTFOLIO REPORTS**
  - I. Finance and Operations**
  - II. Campaigns and Community Relations**
  - III. Outreach and University Relations**
  - IV. Student Affairs**
  - V. Events**
  - VI. International Student Relations**
- b. COMMITTEES AND COUNCILS**
  - I. Electoral**
  - II. Executive committee**
  - III. Food Bank & Free Store**
  - IV. Peer Support Centre**

**MOTION CARRIED**

**MOTION TO REPLACE JAMES WITH GRANIRER AS CHAIR - DE HAVELYN/BLECHA**  
**MOTION CARRIED**

**MOTION 2020/02/24: 05 - REID-FRIESEN/RICHINS**

**BIRT** the Board elect, by resolution of the Board of Directors, a director to fill the Lead Director position of Director of Events Relations as per UVSS Bylaw 9.5 b(ii); and,

**BIFRT** the rules and regulations laid out in Board of Directors policy section 1, Part 1.d: Lead Director Vacancy are used to govern the election of a director to the role of Director of Events Relations.

**MOTION TO AMEND -**

Remove “Relations.”

**PASSED VIA UNANIMOUS CONSENT**

Nominations:

Richins

Acclaimed.

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

The motion moved in camera at 6:53pm.

**9. IN CAMERA**

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

**MOTION TO MOVE OUT OF CAMERA - Watts/Burd**  
**MOTION CARRIED**



The meeting moved out of camera at 7:05pm.

**RECOMMENDED BY PERSONNEL COMMITTEE:**

**MCGOVERN/**

**BIRT** the Board of Directors, approves an increase of four hours to Katie McFarlin's workweek, effective immediately with all salary and benefits respectively prorated based on their current compensation.

**BIFRT:** as per Board of Directors policy section 1, part 13.2 b. this vote is approved by a two-thirds [2/3] majority.

**MOTION TO OMNIBUS -**

**MOTION – MCGOVERN/GRANIRER**

**BIRT** the Board of Directors accepts the report of the hiring committee for the Accounting Technician; and **BIFRT** Jody Scown is ratified as the Accounting Technician.

**MOTION – MCGOVERN/GRANIRER**

**BIRT** the Board of Directors accepts the report of the hiring committee for the Accounting Technician; and **BIFRT** Jody Scown is ratified as the Accounting Technician.

**MOTIONS CARRIED OMNIBUS**

**10. MEETING TIMES**

**The next meeting scheduled by the Board of Directors is:**  
Monday, March 9th, 6pm, in Vertigo.

**11. ADJOURNMENT**

**12. DIRECTORS' REPORTS**

Juliet Watts (53 hours)

- Meeting with MP Laurel Collins regarding Textbook Tax Rebate
- Supported actions in solidarity with the Wet'suwet'en
- Met with BC Transit
- Met with UNIFOR
- PIRG prep and correspondence
- Presented at BCTF Activist Roundtable
- Coffee meeting with BC Minister Carole James and Minister Melanie Mark
- Outreach to BCFS
- Attended BC Budget Speech and Reception
- Helped Director of Student Affairs with cheque reqs

Jonathan Granirer (63 hours)

- Correspondence (primarily emails)
- Prepared for open-source textbook referendum
- Chaired the Policy Development Committee
- Prepared for Ombudsperson Committee
- Met with Jim Dunsdon (AVP Student Services) and Susan Lewis (AVP Academic Planning) to discuss OERs
- Met with Jim Dunsdon to support UVic's response to Coach Williams, Student Representation on University committees, and 24/7 Mental Health Support Line
- Attended RCM Hiring Committee
- Attend AVP Research Hiring Committee
- Wrote Letter expressing solidarity with the Wet'suwet'en in collaboration with the SFSS
- Met with Emily Fagan (Martlet Editor) to discuss UVic's response to Coach Williams and UVic's review of their Sexualized Violence Response and Prevention Policy (SVRPP)
- Met with Saanich City Counsellor Ned Taylor to discuss housing bylaw advocacy
- Met with MP Laurel Collins to discuss implementing the textbook-tax rebate
- Attended Finance and Operations Committee

#### Dakota McGovern (54 hours)

- Hiring Committee work for the following UVSS positions: Accounting Technician and Marketing & Events Coordinator
- Attended or chaired the following UVSS committees: Personnel, Finance & Operations and Executive
- Meetings or correspondence with the following: Vancity, Graphics department, Excluded Managers, Visual Arts Students Association, and Studentcare
- Check signing
- Administrative work
- Health and dental appeals
- Personnel work
- Completion and dissemination of business survey
- Completion of the UVSS Finance Handbook
- Organizing year-end Board debrief session

#### Caleb Burd (5 hours)

- Personnel committee 2 hrs
- Policy development 1 hr
- Divest 2 hrs