



AGENDA

University of Victoria Students' Society
Monday, April 6th, 2020 – Zoom, 6pm

Link to Zoom meeting:

<https://zoom.us/j/826342477?pwd=aEpTaDdwOU1kbVRWak9mRk4wNnRaZz09>

Meeting ID: 826 342 477

Password: 046727

Zoom-specific instructions:

1. Please mute your mic if you are not speaking.
2. Please type "speakers' list" into the chat if you'd like to be placed on the speakers' list.
3. You will be asked to vote yes or no in the chat during motions - you can always abstain if you'd like.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

3. ADOPTION OF AGENDA

a. Adoption of Agenda

- 2020/04/06

b. Adoption of Minutes

- 2020/02/24

c. Adoption of Executive Committee Minute

- 2020/02/25
- 2020/03/03

- 2020/03/04
- 2020/03/31

4. PRESENTATIONS & ANNOUNCEMENTS

a. PRESENTATIONS

Shawn Slavin, UVSS Chief Electoral Officer

MOTION 2020/04/06: 01 – EATON/

BIRT the report of the Chief Electoral Officer on the conduct and results of the 2020 elections to the UVSS Board of Directors is ratified; and,

BIFRT the result of the 2020 elections to the UVSS Board of Directors is ratified and considered official; and,

BIFRT the Board of Directors will ratify electoral event financial accounting when the SUB reopens and the UVSS Accounting department is operational.

b. ANNOUNCEMENTS

6. REPORTS

a. EXECUTIVE DIRECTOR & DIRECTOR OF FINANCE AND OPERATIONS

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

b. REPORTS

a. PORTFOLIOS

- 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 & COUNCILS

- I. Electoral
- II. Executive Committee
- III. Food Bank & Free Store
- IV. Peer Support Centre

c. CONSTITUENCY ORGANIZATIONS & NSU

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

7. QUESTION PERIOD (15 mins)

8. MAIN MOTIONS

a. Priority business

RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE

MOTION 2020/04/06: 02 – MCGOVERN/

WHEREAS an espresso machine in Bean There ceased functioning in late February; and,

WHEREAS the UVSS General Manager ordered a replacement espresso machine using the UVSS Operating Fund in the first week of March; therefore,

BIRT the Board of Directors approve spending of up to \$18,000 from the Major Capital Fund to cover the cost of the replacement.

RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE

MOTION 2020/04/06: 03 – BLECHA/

BIRT the Board of Directors use the Ewing Fund to cover 45% of the cost for a new ramp to the back entrance of the SUB with a maximum cost to the UVSS of \$50,000.

RECOMMENDED BY EXECUTIVE COMMITTEE

MOTION 2020/04/06: 04 – TÜRKER/

WHEREAS students are in dire financial need due to the COVID-19 crisis; and,
WHEREAS UVic has established a COVID-19 Emergency Bursary for all UVic students; and,
WHEREAS the UVSS Board of Directors is taking all reasonable actions to ensure the well being of their student staff members; therefore,
BIRT the Board approves a donation of up to \$6,000 from the Food Bank and Free Store Fund to UVic's COVID-19 Emergency Bursary Fund; and,
BIFRT the Board approves a donation of up to \$2500 from the Member Outreach budget to UVic's COVID-19 Emergency Bursary Fund; and,
BIFRT the Board approves a donation of up to \$1500 from the International Student Relations Committee to UVic's COVID-19 Emergency Bursary Fund; and,
BIFRT the Board approves the spending of up to \$10,000 from the Events Fund designated for UVSS student employees' financial relief.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2020/04/06: 05 – MCGOVERN/

WHEREAS the UVSS strives to include a variety of student voices on its committees; and

WHEREAS the UVSS values financial transparency; and,

BIRT the Finance and Operations Committee terms of reference be amended as follows:

Finance

- a. Develop an annual budget for all UVSS operations that will be recommended to the BoD.
- b. Review all capital proposals and make recommendations to the BoD.
- c. Review the annual audit and the month-to-month financial performance of UVSS operations.
- d. Make recommendations to the BoD on all significant matters of financial administration.
- e. **Ensure the UVSS regularly publishes quarterly reports on the UVSS website.**

Membership

Voting Members

- a. Director of Finance and 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 Outreach & University Relations – ex officio
- d. Director of Campaigns & Community Relations – ex officio
- e. Director of Student Affairs – ex officio
- f. Director of Events – ex officio
- g. Four [4] directors elected by the BoD
- h. Two [2] members at large elected by the BoD

Non-voting Members

- a. Research & Communications Manager - ex officio
- b. Executive Director - ex officio
- c. General Manager – ex officio

- d. Manager of Accounting & Payroll – ex officio
- e. A USW 2009 representative selected by the Union - 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.

****The Chair of the Finance and Operations Committee must invite all Professional Development Unions, or any other applicable student groups, within a month of the first scheduled meeting.**

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2020/04/06: 06 – MCGOVERN/

WHEREAS the UVSS does not currently provide computers to non-Lead Directors; therefore, **BIRT** Board of Directors Policy Section 1, Part 1.8 c. be amended as follows:

Emails & File Storage

i. At the beginning of each board term, **all Lead Directors** ~~following positions~~ shall be assigned emails and computers. **In addition, the following positions shall be provided UVSS emails:**

- ~~Lead Directors~~
- International Student Relations Representative
- ~~The All Directors at Large~~ elected to Personnel
- Electoral Committee Chair

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2020/04/06: 07 – MCGOVERN/

WHEREAS Zap Copy & SUBtext are inaccurately referred to as “services” in policy; and, **BIRT** UVSS Board of Directors Policy 13.10 be amended as follows:

EXECUTIVE DIRECTOR SUMMARY OF DUTIES

1. Oversight of cost centres, **advocacy groups, and affiliated organizations** ~~and services~~ including: General Office, Information Booth, Accounting, ~~Zap Copy, SUBtext~~, advocacy groups, and affiliated organizations
2. **Managing Zap Copy & SUBtext.**

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2020/04/06: 08 – MCGOVERN/

WHEREAS the UVSS Board passed a motion on December 2nd that updated the terms of reference for Personnel Committee after consultation with Pride and GEM; therefore,

BIRT Personnel Committee Terms of Reference be amended as follows:

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)

***Personnel Committee shall have a maximum of two self-identified cisgender men as voting members.** ~~At least two voting members shall be a self-identified woman, transgender, or non-binary person.~~

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2020/04/06: 09 – MCGOVERN/

WHEREAS the success of the UVSS is often largely related to the successful performance of the Excluded Managers in implementing the Society's goals and objectives; and,

WHEREAS in spite of an annual turnover, the UVSS Board employs three Excluded Managers; and,

WHEREAS the constant changeover of Directors has led to the following concerns with the annual performance review process:

- When a 360 review is conducted, there is no input from two out of three of the Boards that recently employed Excluded Management (because they are conducted every three years);
- Currently, the 360 review is conducted at the end of a Board term, meaning time is limited to enact necessary changes; therefore,

BIRT UVSS Board of Directors Policy 13.8 c., vi. be amended as follows to change the 360 review timeline and add an internal review:

vi. **Personnel committee shall conduct** ~~Every three years,~~ an external performance and compensation review of excluded personnel **every three years shall be conducted.** This shall be a full 360 review which shall collect feedback and input from all directors, staff, and stakeholders. **The next** ~~External reviews must begin no later than January~~ **July 15, 2023.**

9. IN CAMERA

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

10. MEETING TIMES

The next (and final of this Board term!) meeting scheduled by the Board of Directors is:
Monday, April 20th, 6pm, via Zoom (online).

11. ADJOURNMENT

12. DIRECTORS' REPORTS

Dakota McGovern (149.5 hours)

- Committees: Personnel, Policy Development, Finance & Operations, Executive, SUB Marketing, Campaigns, Events, and Occupational Health & Safety
- Meetings with Excluded Managers, Lead Directors, UVic PIRG, Visual Arts Student Association (VASA), Board members, and members at large

- Hiring committee work for the Accounting Technician
- Check signing
- Health and dental/Upass appeals
- Annual Report development
- Serving Pizza to students
- Project to showcase student artwork with VASA
- Filing invoices
- Reviewing contracts
- Personnel work
- Merit Travel RFP work
- Reviewing income statements and general ledgers
- Updating the third quarter UVSS financial report
- Policy writing
- Training incoming director of Finance and Operations
- Fee Reduction and Appeals Committee

Jonathan Granirer (120 hours)

- Media Relations
- Met with MP Elizabeth May to discuss the elimination of taxes on textbooks
- Met with MP Alistair MacGregor to discuss the elimination of taxes on textbooks
- Chaired the Ombudsperson Committee, Executive Committee and the Policy Development Committee
- Developed Policy with the UVSS Executive Director
- Attended UVSS Executive to UVic Executive Committee Meeting
- Organized an ongoing province-wide campaign to promote awareness of OERs
- Liaised with Alliance of BC Students and Canadian Alliance of Student Associations to coordinate lobbying efforts surrounding COVID-19
- Attended several meetings with various university executives to ensure that UVic's response to COVID-19 adequately addresses the needs of undergraduate students, especially those living in res and/or international students
- Coordinated the UVSS' potential donations to UVic's various COVID-19 emergency bursary funds
- Liaised with several students and student organizations to discuss the impact that COVID-19 has had on them and what the UVSS can do to support them
- Met with a staffer from the Ministry of Advanced Education Skills and Training to discuss advocacy related to OERs
- Met with a staffer from the Ministry of Advanced Education Skills and Training to discuss their response to COVID-19
- Several sick days due to wisdom teeth removal and adjustment to a new medication
- Correspondence (primarily emails)
- Signed cheques

Juliet Watts (117 hours)

- PIRG Meetings and Correspondence

- Annual Report for Campaigns portfolio
- Preliminary training and scheduling with incoming Director
- Meetings with Anti-Violence Project and Graphics department on Let's Get Consensual Rebrand
- Coordinated Naloxone Training session
- Coordinated logistics of Wet'suwet'en Solidarity Info Sessions
- Correspondence with other Divest campaigns
- Meetings and correspondence with members
- UVSS to UVic Exec Committee
- Meeting with MP Elizabeth May
- Meeting with Law Students' Society
- Meetings and correspondence with UVic Admin and members regarding grading and student support
- Outreach and correspondence with BC Student Societies and Alliances to collaborate on open letter to BC Government demanding a moratorium on evictions and rent payments
- BC Campus Meeting on mental health supports for students
- 3 sick days

Olivia Reid-Friesen

- March 11th - 1 hour working in the DAL office.
- March 16th - 2 hours Looking at the policy (UVSS and UVic) to see if there is precedent for a situation such as COVID-19.

March 9th (cancelled Board meeting) reports:

Olivia Reid-Friesen

- 24th of February: 1 hr board meeting
- 26th of February: 1 hr events meeting
- 2nd of March: 1 hr events committee

Juliet Watts (83 hours)

- PIRG Meetings and Correspondence
- Supported actions and workshops in solidarity with the Wet'suwet'en
- Collaboratively coordinated National and UVic Student Walkout
- Media correspondence
- Campaigns Committee x 3
- Administration and emails
- Transit Commission preparation, meeting and strategic planning session
- Coordinated Naloxone Training session
- Correspondence and meetings with Saanich Councillors, Mayor and members regarding discriminatory housing bylaw
- Events Committee
- Finance and Operations Committee
- Let's Get Consensual meeting and rebranding
- 2 vacation days

Jelayna Van Dyke (8 hours)

- Attended campaigns committee
- Attended Let's Get Consensual meetings
- Attended events committee
- Assisted Director of Campaigns with duties
- Attended community events in solidarity with Wet'suwet'en

Victoria Eaton (71 hours)

- Answered emails,
- Board meeting,
- Cheque reqs for clubs and Course Unions,
- Honorarium cheque reqs for DALs and Advocacy reps
- Cheque signing,
- Work for UVSS support at Wet'suwet'en actions
- Events committee, exec committee, personnel committee,
- meetings with Clubs, Course unions and PDUs,
- Office hours,
- Updating student affairs training manual
- Making electoral training manual
- Clubs and course union council
- Updating club signing authorities.

Kai Richins

- Organizing solidarity efforts for land defenders (4.25 hours)
- Executive committee meetings (2.5 hours)
- Compiling email database for land defenders (4 hours)
- Emailing for events (5.25 hours)
- Events committee (1 hour)
- Preparing for events committee [agenda and first meeting preparations] (2.5 hours)
- Event planning (4 hours)
- Catering meeting (30 mins)
- Strat plan summary (1 hour)
- IT training (30 mins)
- Social outreach identifying performers and artists for fundraiser concert (3 hours) [This is still ongoing, don't think you've seen the last entry for this yet.....]

Subtotal — 28.75

Jasmine MacGregor (27 hours):

- Meeting with portfolio DaLs
- Created Events plan for the rest of term
- Attended Finance Committee
- Meeting with Kai and Events portfolio DaLs
- Food Bank and Free Store meeting

- Made 4 meaningful connections with Dakota while tabling outside of Zap for the SUB Business survey
- Events meeting with excluded management
- Created Events committee agenda
- Co-chaired events committee
- Attended Finance Committee
- Submitted application for Wet'suwet'en Fundraiser through Gidimt'en Access Point website
- Meeting with catering
- Created Open Mic 2.0 Facebook Event
- Created Pop-up Board Game Cafe Facebook Event
- Emails
- Phone calls

Total ——— 55.75

Dalal Tubeishat (4 hours)

- Had meetings with Director of Events.
- Attended Events Committee.
- Conducted planning for events to be held in March and April.

Dakota McGovern (78 hours)

- Hiring committee work for the Accounting Technician
- Attended or chaired the following committees: Policy Development, Events, Finance, Executive, Personnel, SUB Marketing and Campaigns
- Met with the following UVSS staff and stakeholders: Lead Directors, Excluded Managers, UVic PIRG, and the Visual Arts Student Association
- Development and dissemination of social media breakdowns of the new UVSS Finance Guidebook
- Reviewing income statements and general ledgers from the month of January
- Filing and coding various invoices
- Developing the 2020 UVSS Annual Report
- Writing and approving contracts for new and current UVSS staff
- Tabling for the social enterprise campaign
- Scheduling a food truck outside the SUB on March 11th for social enterprise campaign
- Health and Dental Appeals
- New Tennent RFP work
- Writing in the staff newsletter
- Personnel work
- Cheque signing
- Writing policy