



## **MINUTES**

### **University of Victoria Students' Society**

**Monday, June 8, 2020 – Zoom, 6pm**

#### **Zoom meeting link:**

<https://us02web.zoom.us/j/88155990408?pwd=cVM5WnNZY042MENXMDIvUGIzeIBDZz09>

**Meeting ID:** 881 5599 0408

**Password:** 850674

#### **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**

De Havelyn called the meeting to order at 6:03pm.

#### **2. LIVESTREAM**

##### **MOTION 2020/06/08: 01 - HISER/ABUELAZM**

**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 June 8th, 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**

Nag acknowledged the land.

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

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

- i. Agenda of 2020/06/08

#### **MOTION TO ADOPT - ADACHI/GUILDFORD**

##### **MOTION TO AMEND - TUBEISHAT/HISER**

Add to new business.

#### **MOTION 2020/06/08: – TUBEISHAT/**

**WHEREAS** the Office of Student Life is launching a Pre-Arrival Program for new students in the beginning of July; and,  
**WHEREAS** the Office of Student Life is seeking student input in anti-oppression content to be included in the program;  
**BIRT** nominations be opened to fill the following vacancies on the Subject Matter Expert Committee (SMEC):  
One (1) Member  
One (1) Member as recommended by the Native Students Union (NSU)  
One (1) Member as recommended by Students of Colour Collective (SOCC)

**MOTION CARRIED**

**ADOPTED AS AMENDED**

**MOTION TO REVISIT ADOPTION OF THE AGENDA - BLECHA/ABUELAZM**

Add Blecha's board report to the agenda.

**MOTION CARRIED**

**5. PRESENTATIONS & ANNOUNCEMENTS**

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

**Anti-racism training** with Dr. Moussa Magassa, Human Rights Education Advisor Manager for EQHR, on Monday June 22nd from 6-8:30pm (online).

**MOTION 2020/06/08: 02 - LOWAN/DODDS**

**WHEREAS** due to facilitator availability, anti-racism training has been scheduled for the same night as the June 22nd Board meeting; therefore,  
**BIRT** the Board meeting of June 22nd is moved to June 29th.

**MOTION CARRIED**

**6. REPORTS**

- a. **REPORT – EXECUTIVE DIRECTOR**  
Strategic Plan Implementation, Society Finances & Operations (BoD Policy Section 1, Part 3.2.I)
- b. **REPORTS**

**PORTFOLIOS**

1. Campaigns and Community Relations
2. Finance and Operations
3. Outreach and University Relations
4. Student Affairs
5. Events
6. International Student Relations

**COMMITTEES AND COUNCILS**

1. Electoral
2. Executive committee
3. Food Bank & Free Store
4. International Student Relations
5. Peer Support Centre

**CONSTITUENCY ORGANIZATIONS & NSU**

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

**WORKING GROUPS**

1. PIRG

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

**8. MAIN MOTIONS**

**a. PRIORITY BUSINESS**

**RECOMMENDED BY ELECTORAL COMMITTEE**

**MOTION 2020/06/08: 03 - TUBEISHAT/BLECHA**

<b>Nomination Period</b>	Monday February 8, 9am – Wednesday February 24th, 9am
<b>Campaign Period</b>	Monday March 15, 9am* – Friday March 26, noon
<b>Voting Days</b>	Wednesday March 24 , 9am – Friday March 26, noon
<b>The approximate date of candidate platform publication in <i>The Martlet</i></b>	March 11
<b>Candidates’ forums</b>	March 22nd and 23rd

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2020/06/08: 04 - HISER/DODDS**

**BIRT** Board of Directors (BoD) policy section 1, part 1.2 Director Conduct and Duties and section 3 parts 3.1 and 3.3 is amended as follows:

**Part 1: Director Conduct and Duties**

**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~~ **9:00 am** on the ~~Friday~~ **Thursday** that precedes a regularly scheduled board meeting.

**i. Board reports for irregularly scheduled board meetings are optional and shall not be used to calculate Non-lead Director compensation Board meetings.**

## **PART 3: SOCIETY MEETINGS**

### **3.1 Board Society Meetings**

#### **3.1.1 Speaking and Voting Rights**

~~a. At meetings of the Board of Directors, p~~Priority to speak shall be given to individuals who have not previously spoken, or who have spoken the least, to the item under discussion.

~~b. Individuals are limited to two speaking rights for the following:~~

- ~~i. Main motions~~
- ~~ii. Supplemental motions~~
- ~~iii. Procedural motions~~

~~The extension of speaking rights may be passed by a majority vote of the Board.~~

~~c. Members of the Board shall only be allowed to ask two questions main and two supplemental questions during question periods of Board of Directors meetings. Members of the gallery are exempt from this policy.~~

~~cq. Speeches Speaking time~~ shall be limited to five (5) minutes.

**d. If a member of the audience is required to speak to a motion, the Board shall vote once to extend them speaking rights for the duration of the discussion on that agenda item, and the Chair may call on them to answer Board members' questions, if appropriate.**

e. As per Robert's Rules of Order, the chair of a board meeting shall not do the following:

- i. Vote on a resolution or motion, except when the chair is a voting member of the board and there is a tie, or there are seven or fewer board members present.
- ii. Move a resolution or motion, other than to give congratulations or condolences.
- iii. Motivate, debate, or speak to a motion, other than to facilitate debate or ensure that procedure is followed.

f. If the chair of a board meeting wishes to do anything in section d. above, they must do one of the following:

- i. Step down for an external chair at the beginning of the meeting.
- ii. Step down for a vice-chair, chosen among Lead Directors, prior to a motion being moved. If a vice-chair cannot be found from among the Lead Directors, then a chair shall be chosen from among the At-Large Directors and Advocacy Representatives. Advocacy Representatives, however, are encouraged to debate because they represent unique perspectives. If no director wishes to chair, then one of the excluded managers is invited to chair.
- iii. **The Board shall first vote to replace the Chair with an alternative, for a specified number of motions, before resuming business. After the culmination of the specified number of motions, the original Chair is automatically reinstated.**

**g. Voting remotely is permitted in extraordinary circumstances (for example, extreme weather), or for Directors on leaves of absence.**

- i. The Chair must keep a record of votes submitted electronically and provide this list to a Director or staff-member upon request.**

#### **3.1.2 Scheduling and Notice Requirements**

- a. Directors shall be given a minimum of 48-hours' notice of a meeting of the Board of Directors. **This notice must include the meeting date, start time, and location.**
  - i. **In extraordinary circumstances (for example, extreme weather), notice may be provided less than 48-hours, but no less than 24-hours, in advance of the meeting; however, the agenda must be provided with at least 24-hours' notice (as per Bylaw 5.3.b).**
  - ii. **The Board shall take additional steps to ensure that members are provided sufficient notice.**
- b. 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~~ **9am** on the Friday preceding the Board of Directors meeting, **if that meeting takes place on a Monday, in order to be included in the agenda. If the Board meeting is not on a Monday, then all agenda items shall be submitted 72-hours prior to the Board meeting in order to be included in the agenda.**
  - i. **Directors shall submit all agenda items at least 72-hours in advance of irregularly scheduled Board meetings in order for them to be included in the agenda.**
- c. Agenda items that require a decision to be made before the next regularly scheduled board meeting shall be placed in a section called 'Priority Business'. 'Priority Business' shall be the first section under 'Main Motions' and shall precede 'Old Business' and 'New Business'.
- d. Regularly scheduled board meetings shall be a maximum of five (5) hours. Board meeting lengths may only be extended by a 2/3 majority vote of the Board.
- e. Draft minutes from Board of Directors Meetings shall be distributed to directors no later than **48-hours** ~~2 days~~ prior to the next board meeting, and shall clearly read "Draft Minutes".
- f. Approved minutes shall be posted on the UVSS website in a timely manner.
- g. The Board shall make every effort to broadcast Board meetings to all members.
  - i. Board meetings may only be broadcast after a unanimously approved motion at the start of each Board meeting.
  - ii. Recordings may be kept online until the minutes from the broadcasted meeting have been ratified.
  - iii. The ability of the Board to broadcast Board meetings shall be detailed during Board Orientation.
- h. The ~~Society Board~~ **Society Board** shall seek to schedule Board of Directors ~~and General Meetings~~ on dates other than religious **and other culturally significant** holidays.

### 3.1.3 Reports

- a. The Executive Committee, with the leadership and guidance of the Director of Finance and Operations, Executive Director, Administration and Services Manager, and General Manager, shall give a detailed verbal and printed report on the status of strategic plan implementation, business plan implementation, and society finances and operations at least one Board meeting per semester.
- b. An excluded manager shall give a brief verbal report on the status of strategic plan implementation and society finances and operations at each board meeting.

### 3.1.4 In Camera Sessions

- a. 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. 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**

- III. 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. 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 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.
- e. In camera sessions are reserved for discussion of staff relations (in accordance with the relevant Collective Agreements or contracts), legal matters, or other matters of a sensitive or confidential nature.
- f. Only members of the Board of Directors, and invited third parties as may be required are allowed to remain in the meeting.
- g. No motions may be moved during an in camera session of the Board of Directors **except those relating to** ~~with the exception for instruction for~~ legal counsel or personnel issues.
- h. When a decision of a confidential or legal nature is made in camera, that decision shall be minuted and made available to directors upon request.
- i. **The Board may vote to include in-camera motions in the minutes (for example, the approval of hiring decisions, motions requiring consultation, and other information that is required to be publically available).**
- j. Audio or video recordings shall not be made of in camera sessions.
- k. The Board shall have all written notes made by directors and staff returned to the Chair at the conclusion of an in camera session.

### **3.3 General Meetings**

- e. **The Board shall seek to schedule General Meetings on dates other than religious and other culturally significant holidays.**

**MOTION TO AMEND - ADACHI/ABUELAZM**

Amend Part 3.1.1, section f. to change "in section d. above," to "in section e. Above,"

**MOTION CARRIED**

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2020/06/08: 05 - NAG/HENDERSON**

**BIRT** Board of Directors (BoD) policy Section 4, Part 3.6 International Student Relations Committee, subsection 4 is amended as follows:

#### **4. Membership**

Voting Members

- a. Director of International Student Relations – ex officio and chair of the committee
- b. Any members at large who identify as international students ~~elected by the BoD~~ **and have attended one previous meeting of the committee.**

#### **MOTION CARRIED**

#### **b. NEW BUSINESS**

##### **MOTION 2020/06/08: A1 – TUBEISHAT/ADACHI**

**WHEREAS** the Office of Student Life is launching a Pre-Arrival Program for new students in the beginning of July; and,

**WHEREAS** the Office of Student Life is seeking student input in anti-oppression content to be included in the program; therefore,

**BIRT** nominations be opened to fill the following vacancies on the Subject Matter Expert Committee (SMEC):

One (1) Member

Nominations:

Tubeishat **Acclaimed**

One (1) Member as recommended by the Native Students Union (NSU)

One (1) Member as recommended by Students of Colour Collective (SOCC)

#### **MOTION CARRIED**

#### **c. OLD BUSINESS**

##### **MOTION 2020/05/04: 18 – DE HAVELYN/ADACHI**

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

One (1) Representative as recommended by the Native Students Union (NSU) - Peter Underwood

One (1) Representative as recommended by UVic Pride - Nathan Ponce

One (1) Representative as recommended by Students of Colour Collective (SOCC) - no nominations

One (1) Representative as recommended by the Gender Empowerment Centre (GEM) - Em Osborne

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

One (1) Representative as recommended by Anti-Violence Project (AVP) - no nominations

One (1) Representative as recommended by CFUV - Glen Swarnadhipathi

One (1) Representative as recommended by The Martlet - Kate Korte

One (1) Representative as recommended by Campus Community Gardens (CCG) - no nominations

#### **MOTION CARRIED**

##### **MOTION TO REVISIT MOTION 2020/06/08: A1 - ABUELAZM/**

#### **MOTION CARRIED**

**MOTION TO RECESS FOR 5 MINUTES - ABUELAZM/BLECHA**  
**MOTION CARRIED**

**MOTION TO MOVE IN CAMERA - ABUELAZM/BLECHA**  
**MOTION CARRIED**

Meeting moved in camera at 7:35pm.

9. **In Camera**
  - a. **Legal**
  - b. **Personnel Committee Report**

**MOTION 2020/06/08: A2 – BURD/ABUELAZM**

**BIRT** the Board of Directors accepts the report of the hiring committee for the Payroll and Accounting Manager; and,

**BIFRT** Connie Kyle is ratified as the Payroll and Accounting Manager; and,

**BIFRT** this motion is recorded in the minutes.

**MOTION CARRIED**

**MOTION TO MOVE OUT OF CAMERA - BLECHA/GUILDFORD**  
**MOTION CARRIED**

The meeting moved out of camera at 7:41pm.

**MOTION CARRIED**

**10. MEETING TIMES**

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

Monday June 22, 2020 via Zoom (online).

**11. ADJOURNMENT**

**12. DIRECTORS' REPORTS**

Jana Barkowsky (10 hours)

- Attended events committee
- Attended finance committee
- Attended campaigns committee
- Attended mental health campaign meeting
- Met with Director of Campaigns
- Met with Director of Affairs and portfolio DAL
- Created instruction sheet for accessing mental health support
- Worked on clubs and course union feedback form
- Worked on affairs website info

Evan Guildford (6.8 hours)



- Board Meeting. 1800-2030 (2.5 hours)
- Policy Development Committee meeting. 1000-1100 (1 hour)
- Events Committee meeting. 1600-1620 (0.3 hours)
- Finance Portfolio Meeting. 1630- 1730 (1 hour)
- Budget analysis (on own time) 1 hour
- Finance and Operations. 1400-1500 (expected 1 hour)

Emily Hiser (16.5 hours)

- Let's Get Consensual background research and strategic planning - 2 hours
- Outreach Portfolio work - 4.5 hours
- Make Transit Work background research and strategic planning - 2 hours
- Divest Research and Meeting prep - 3 hours
- Policy Development Committee Meetings - 2 hours
- Member Outreach Committee Meeting - 1 hour
- Campaigns Committee Meeting - 1 hour
- GEM Training Brainstorming / Planning Meeting - 1 hour
- Emailing Sarina to remind her that she is lovely and is doing a great job - 2 minutes

Victoria Ritchie (11.5 hours)

- LGC Planning meetings - 2hrs
- LGC Research & Work Order - 3hrs
- Divest Meeting/Planning - 2hrs
- Events Committee Meeting - 1hr
- Campaigns Committee - 1hr
- Campaigns Word Orders - 1.5hrs
- Finance Committee - 1hr

Reeve Henderson (7.5 hours)

- Events Committee
- ISRC Working group
- MailChimp Updates
- ISRC Agenda Review
- Research into "reporting" during ISRC meetings

Jocelynn Parent (7.5 hours)

- Events portfolio meeting
- Events committee
- Team building
- Rethink mental health
- Campaigns committee meeting
- Events planning
- Minutes write-up
- Research

Marran Dodds (7.75 hours)

- Divest uvic meeting (1.25 hr)
- Graphic/social media work for campaigns (1.5 hr)
- UVSS board meeting (2.5 hrs)
- Events portfolio meetings (1 hr)
- Events committee meeting (1 hr)
- Event planning (0.5 hr)

Sebastian Franco-Monroy (74 hours)

- Sent and responded to emails
- Went to committee meetings (Exec, Campaigns, PD)
- Held events committee meeting
- Meetings with OSL
- Went to board meeting
- Signed cheques
- Met with Live Music Club
- Worked on Events Proposals
- Did research on Mental Health Workshops
- Started rough draft of Summer Events Timeline
- Met with Graphics
- Met with Excluded Managers
- Attended Trivia Night livestream
- Research for Renters with Rights
- Research on BC Budget
- Working on changes for Campus Kick Off
- Met with UVic execs
- Started work on workshops for the year
- Training with previous Events Director
- Met with Portfolio DaLs
- Met with SFSS

Dipayan Nag (35.5 hours)

- Attended Campaigns Committee.
- Attended Policy Development Committee.
- Attended Members Outreach Committee
- Plan and consultation for International Student Relations Committee (ISRC).
- Review policy for ISRC membership.
- Developing outreach and member representation for portfolio
- Meeting and check-in with leads.
- Coordinating event ideas with Global Community.
- Developing yearly plan for portfolio.
- Other administrative tasks.

Isaiah Adachi (11 hours)

- Board Social - 1 hour
- Territory 101 workshop - 1 hour

- Member Outreach meetings - 3 hours
- PD meeting - 2 hours
- H&D Appeals meeting - 1 hour
- PIRG Working Group - 1 Hour
- Studying Board Policy, PIRG History - 2 Hours

#### Dalal Tubeishat (94 hours)

- Processed cheque reqs
- Answered emails
- Attended Policy Development Committee, Campaigns Committee, Executive Committee, PIRG Working Group, Electoral Committee, Member Outreach Committee,
- Meetings with Office of Student Life
- Portfolio meetings
- Updated website content
- Made report on Clubs and Course Unions Form results
- Cheque signing
- Working on policy
- Internal meetings
- Review policy
- Phone meetings with clubs
- GEM Hiring Committee
- Meetings with UVic Residence and VIKES

#### Emily Lowan (92 hours)

- Daily check-ins with Outreach (1.5 hrs)
- Peer support committee (1 hr)
- Leads meeting (1hr)
- U-pass meeting (1hr)
- Divest meeting and preparation (2 hrs)
- Emails and administration (7 hrs)
- Meeting with Residence Services (1 hr)
- Meeting with CSU (1hr)
- Meeting with EQHR about online consent training (1hr)
- Finops committee (1hr)
- Board meeting (3 hrs)
- Graphics meeting about campaign page updates (0.75 hr)
- Exec committee (1hr)
- SVSEC (Sexualized Violence Special Events Committee) (1hr)
- Member outreach committee (1hr)
- BC budget consultation planning with Leads (1hr)
- SVSEC deliverables planning (2hr)
- Leads meeting (0.5 hr)
- SFSS meeting (1hr)
- MTW working group (1hr)
- Leads meeting with counselling services (1 hr)

- Policy development committee (1hr)
- SVEEAC (Sexualized Violence Education Events Committee) (1hr)
- UVic handbook edits (0.5 hr)
- Events committee (1 hr)
- UVSS/OSL engagement strategy (1 hr)
- LGC working group (1 hr)
- Campaign planning (5 hrs)
- Meeting preparation (6 hrs)
- Meeting action items (3 hrs)
- Daily check-ins with Outreach (1 hr)
- Campaign planning ( 6hrs)
- Rent with rights working group (2 hr)
- Rethink mental health working group (1hr)
- OSL consent training meeting (1hr)
- SVSEC (1hr)
- Exec meeting (1hr)
- Leads meeting (1hr)
- Member outreach committee (1hr)
- Campaigns committee (1hr)
- Meeting with AMS (1 hr)
- Meeting with Camosun (1hr)
- Policy development committee (1hr)
- U-pass meeting (1hr)
- SVSEC (1hr)
- AVP meeting (1hr)
- Leads, residence and Vikes meeting (1hr)
- Meeting prep (5 hrs)
- Emails and administration (6 hrs)
- Meeting action items (4 hrs)

Abdul Abuelezam (14 hours)

- Wrote motions for PD
- Discussed Policy with Director of Outreach and University Relations over multiple calls
- Wrote possible Policy with another DaL
- Had a meeting with the Director of Student Affairs
- Attended PIRG Working Group Meeting
- Attended Campaigns Committee
- Attended 2 Policy Development Committee Meetings
- Attended Rethink Mental Health Working Group Meeting
- Researched StudentCare options for Mental Health with the other Lead for Rethink Mental Health
- Called the Director of International Student Relations to figure out how ReThink Mental Health can reach out to International Students
- Helped run the UVSS board mixer
- Attended Finance Committee meeting

Sarina de Havelyn (89.5 hours)

- Meetings with other student unions such as ABCs, SFSS, AMS, CSU, CCSS to collaborate on Rent with Rights, the BC Budget Consultation, student outreach, events, etc.
- Chaired Electoral, Member Outreach, PIRG Working Group, Policy Development, and Executive Committees
- Meetings with UVic regarding messaging improvements, orientation planning, potential areas of collaboration, student life improvements, UVSS inserts on Coursespaces/syllabi, and consent workshops
- UVic Handbook edits
- Meeting preparations (scheduling, research, communications, minutes,
- Attended Finance, Events, and Campaigns committees
- Rent with Rights planning
- OER Lobbying document drafting
- Administrative tasks
- Daily check-ins with Dir. of Campaigns
- Correspondence with SWAG providers
- Drafting Letter to UVic
- Drafting BC Budget Consultation submission
- Preparations and organization for June 8th's board meeting
- Meetings with Member Outreach sub-group for video planning, zoom calls
- Portfolio meetings

Paarth Mittal (8 hrs, 40 mins)

- Board Meeting (May 25): 2 hrs
- Divest UVic Working Group meeting (May 22): 1 hr
- Policy Development Committee meetings (2): 2 hrs
- Campaigns Committee Meetings (2): 2 hrs
- Make Transit Work working group meeting (1, on May 27): 1 hr
- SVSEC meeting (once): 40 mins
- COVID-19 Resource Hub assistance- 2 hrs

Caleb Burd (91.5 hours)

- Participated in accounting manager hiring committee which has met regularly to discuss and interview applicants
- Spent many hours learning about strategic planning but also developing the new format
- Participated in the fee reduction appeals committee
- Met with Fortis BC to start another energy audit
- Met with university counseling services
- Met with good food project leader and developed action plan
- Met with Vikes and residence representatives and discussed opportunities for collaboration
- Reviewed both February and March income statements, and worked on developing solutions
- Attended Policy development, campaigns, executive committee.
- Attended Divest working group and review relevant information
- Met with the office of student life
- Brainstormed ideas for automating health and dental appeals process
- Worked on sustainability portion of website

- Facilitated FoodBank meeting to determine process for food hamper program
- Worked on lobbying document
- Met with portfolio Dals
- Chaired with Health and Dental appeals committee and processed appeals
- Worked on 2020-2021 board budgets
- Responded to a plethora of emails and inquiries

Natalie Blecha (20 hours)

- SSD Budgeting (6 hours)
- SSD Events (3 hours)
- SSD Policy Development (3 hours)
- UVSS/SSD Communications, Phone Calls, and Emails (4 hours)
- SSD Finance Committee Meeting (1 hour)
- SSD Executive Meeting (1 hour)
- SSD Minute Taking and Editing (2 hours)