



## **MINUTES**

**University of Victoria Students' Society**  
**Monday, January 25, 2021 – Google Meet, 6pm**

### **Google Meet meeting link:**

meet.google.com/ozz-idhj-tgr  
(CA)+1 647-734-6740; PIN: 467 252 978#

### **Google Meet specific instructions:**

1. Please mute your mic if you are not speaking.
2. Please type "x" 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.

**ATTENDANCE:** De Havelyn, Lancaster, Muir, Burd, Lowan, Mittal, Franco-Monroy, Guildford, Parent, Berglund, Hernandez, Blecha, Dodds, Nag, Adachi, Barkowsky, Tran

**STAFF:** Talman, McFarlin, James, Hardman

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

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

### **2. LIVESTREAM**

#### **MOTION 2021/01/25: 01 - ADACHI/HERNANDEZ**

**WHEREAS** the UVSS Board of Directors values the comfort and privacy of all Board members, and will only proceed with live streaming Board meetings if they pass unanimously; therefore,

**BIRT** the Board approves the livestreaming of the January 25, 2021 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**

Franco-Monroy acknowledged the land.

**4. ADOPTION OF AGENDA**

**a. Adoption of Agenda**

i. 2021/01/25

**MOTION TO ADOPT - DODDS/GUILDFORD**

**MOTION TO AMEND- DODDS/MUIR**

To add the following Board Directors' Reports: Sebastian Franco-Monroy and Marran Dodds.

**MOTION CARRIED**

**MOTION TO AMEND - LOWAN/BLENCHA**

To postpone indefinitely MOTION 2021/1/25: 04 - TUBEISHAT/

**MOTION CARRIED**

**MOTION CARRIED**

**b. Adoption of Minutes**

i. 2021/01/11

**MOTION TO ADOPT- LOWAN/MITTAL**

**MOTION CARRIED**

**5. PRESENTATIONS & ANNOUNCEMENTS**

**a. PRESENTATIONS**

**b. ANNOUNCEMENTS**

**6. REPORTS**

**a. EXCLUDED MANAGERS**

**b. 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. 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**

#### **MOTION 2021/01/25: 02 - LOWAN/ADACHI**

**WHEREAS** a core function of the UVSS is to provide advocacy on behalf of its membership; and,

**WHEREAS** the Alliance of BC Students (ABCS) has invited the UVSS to its provincial lobbying conference ('Lobby Days') from February 12-14 and 16-19, advocating for key student issues such as affordability; and,

**WHEREAS** the Director of Campaigns and Community Relations and the Director of Outreach and University Relations lead much of the UVSS's advocacy work; therefore,

**BIRT** the Board approves the Director of Campaigns and Community Relations and the Director of Outreach and University Relations to be two of five directors of the UVSS ABCS Lobby Days delegation; and,

**BIFRT** nominations be opened for three other directors to attend the ABCS Lobby Days delegation, and elected directors are ratified.

#### Nominations:

Caleb Burd  
Mariel Hernandez  
Paarth Mittal  
Marran Dodds

#### **MOTION TO AMEND MOTION 02 - LOWAN/BURD**

To include a delegation of 6, and acclaim the four directors nominated.

#### **MOTION CARRIED**

#### **RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE**

**MOTION 2021/01/25: 03 - BURD/HERNANDEZ**

**WHEREAS** many of the directors were elected on platforms that prioritized sustainability; and,  
**WHEREAS** the Avalon energy report (Appendix A) indicated that upgrading SUB heat pumps will reduce the building’s carbon emissions and the UVic SUB sustainability class 3 report (Appendix B) estimated the cost of installation to be \$101,800; therefore,  
**BIRT** the UVSS Board of Directors approve of a \$105,000 expenditure from the Dr Ewing Memorial trust fund to fund the purchase and installation of both AHU-1 Conversion to Heat Pump and AHU-7 Heat Recovery for DCW Preheat.

**MOTION CARRIED**

**MOTION 2021/1/25: 04 - TUBEISHAT/**

**BIRT** the Advocacy Groups Policy (Appendix C) is adopted.

**MOTION POSTPONED INDEFINITELY at adoption of agenda**

**MOTION 2021/01/25: 05 - BURD/MITTAL**

**BIRT** the Board of Directors approve the following question go to a referendum and held in conjunction with the 2021 elections to the UVSS Board of Directors, including the same campaign period and voting days:

*“Are you in favour of ending the collection of the fee, which is \$3.00 for full time students per semester and \$1.50 for part time students per semester, that goes towards a Public Interest Research Group (PIRG), as there is not currently an active service provider operating a UVic PIRG?”*

**BIFRT** the Board is in favour of the question and endorses the ‘yes’ side of the referendum; and

**BIFRT** the Board select Caleb Burd to be the official proponent.

**MOTION CARRIED**

**MOTION 2021/01/25: 06 - BLECHA/MITTAL**

**BIRT** the Board of Directors approve the following question go to a referendum and held in conjunction with the 2021 elections to the UVSS Board of Directors, including the same campaign period and voting days:

*“Are you in favour of reallocating the fees currently held in trust for the Public Interest Research Group (PIRG), to be split evenly between a UVic student award established with preference for BIPOC students, and the UVSS Operating Fund? You are voting for this question under the following circumstances:*

- *The fees held in trust are \$192,623 as of January 15, 2021; and,*
- *If a majority of students vote no or this question doesn’t reach quorum, the UVSS Board of Directors will administer all current and future fees collected for PIRG purposes in the best interests of undergraduate students at the University of Victoria, to be determined via a vote of the Board of Directors.”*

**BIFRT** the Board is in favour of the question and endorses the ‘yes’ side of the referendum; and

**BIFRT** the Board select Caleb Burd to be the official proponent.

**MOTION CARRIED**

**MOTION 2021/01/25: 07 - LOWAN/MITTAL**

**BIRT** the Board of Directors approve the following question go to a referendum and held in conjunction with the 2021 elections to the UVSS Board of Directors, including the same campaign period and voting days:

*“Are you in favour of establishing a fee of \$1.50 per full-time student per semester and \$0.75 per part-time student per semester in order to fund the creation of open-source textbooks and other open-source learning materials, which would be used in UVic classrooms?”*

**BIFRT** the Board is in favour of the question and endorses the ‘yes’ side of the referendum; and

**BIFRT** the Board select Jonathan Granirer to be the official proponent.

**MOTION TO AMEND - LOWAN**

*“Are you in favour of establishing a fee of \$1.50 per full-time student per semester and \$0.75 per part-time student per semester in order to fund the creation of open-source textbooks and other open-source learning materials, which would be used in UVic classrooms? All monies would be transferred annually to the UVic Division of Learning and Teaching Support and Innovation (LTSI), and UVic Libraries, for the purpose of the adoption, adaptation, or development of open educational resources (OERs).”*

**MOTION CARRIED**

**MOTION TO DISCUSS MOTIONS 07, 08 and 09 as a whole - MITTAL/ADACHI**

**MOTION CARRIED**

**MOTION TO RECESS - BLECHA/BERGLUND**

Recess until 7:15pm

**MOTION CARRIED**

**RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE**

**MOTION 2021/01/25: 08 - LOWAN/MITTAL**

**BIRT** the Board of Directors approve the following question go to a referendum and held in conjunction with the 2021 elections to the UVSS Board of Directors, including the same campaign period and voting days:

*“Do you support tying UVSS fees to inflation (a maximum annual increase of approximately 2%) so the UVSS can continue to serve and represent students as the cost of doing so increases? This does not include Health and Dental or the U-Pass fees.”*

**BIFRT** the Board is in favour of the question and endorses the ‘yes’ side of the referendum; and

**BIFRT** the Board select Emily Lowan to be the official proponent.

**MOTION TO AMEND - LOWAN/BARKOWSKY**

*"Do you support tying UVSS fees to inflation (a maximum annual increase of approximately 2%) starting in September 2022 so the UVSS can continue to serve and represent students as the cost of doing so increases? This does not include Health and Dental or the U-Pass fees."*

**MOTION CARRIED**

**MOTION CARRIED**

**RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE**

**MOTION 2021/01/25: 09 - BURD/MITTAL**

**BIRT** the Board of Directors approve the following question go to a referendum and held in conjunction with the 2021 elections to the UVSS Board of Directors, including the same campaign period and voting days:

*"Are you in favour of establishing a fee of \$2.50 per full-time student per semester and \$1.25 per part-time student per semester, starting in September 2021, to evaluate and fund sustainability initiatives for the UVSS (including, but not limited to: hardware, software, new windows, heat pumps, the recycling program, and solar panels)?"*

**BIFRT** the Board is in favour of the question and endorses the 'yes' side of the referendum; and

**BIFRT** the Board select Caleb Burd to be the official proponent.

**MOTION TO AMEND - BLECHA/GUILDFORD**

*"Are you in favour of establishing a fee of \$2.50 per full-time student per semester and \$1.25 per part-time student per semester, **beginning in September 2021 and ending in August 2026**, to evaluate and fund sustainability initiatives for the UVSS (including, but not limited to: hardware, software, new windows, heat pumps, the recycling program, and solar panels)?"*

**MOTION CARRIED**

**MOTION TO AMEND - BURD/MITTAL**

*"Are you in favour of establishing a fee of \$2.50 per full-time student per semester and \$1.25 per part-time student per semester, beginning in September 2021 and ending in August 2026, to evaluate and fund **environmental** sustainability initiatives for the UVSS (including, but not limited to: hardware, software, new windows, heat pumps, the recycling program, and solar panels)?"*

**MOTION CARRIED**

**MOTION CARRIED**

**MOTION TO RECESS - BURD/GUILDFORD**

Recess until 8:20pm.

**MOTION CARRIED**

## MOTION TO REMOVE DE HAVELYN AS CHAIR AND INSTATE LOWAN - LOWAN/GUILDFORD

### MOTION CARRIED

#### RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

#### MOTION 2021/01/25: 10 - DE HAVELYN/DODDS

BIRT Board of Directors policy section 1, part 1.6.c, "Lead Directors - Performance of Duties" is amended as follows:

#### ~~a. Performance of Duties~~

- ~~a. If a Lead Director is not meeting their duties and responsibilities under the bylaws and policy, the matter shall: (a) be discussed with the Leads Director in a meeting with the Executive Committee facilitated by a neutral third party (e.g. ombudsperson), and/or (b) the Lead Directors not under review shall detail their concerns in a written letter delivered by a third party. The Lead Director under review shall be given five [5] business days to respond to the concerns in writing. They shall also be given a reasonable time frame in which to correct their behaviour or improve their job performance and they shall be offered assistance to help build their capacity. This shall constitute the first step of a three-step progressive disciplinary process.~~
- ~~b. If a Lead Director is either unable or unwilling to correct their behaviour or improve their job performance after being issued a warning by Executive Committee (Step 1), the matter shall be referred to the Board of Directors for further consideration (Step 2). Either party could request to have a third-party chair or facilitate the discussion. Disciplinary action may include, but is not limited to, censure and/or removal of benefits. Any disciplinary action must be passed by a two-thirds [2/3] vote of the Board. The Lead Director under review shall be given five [5] business days to respond to the concerns in writing. They shall also be given a reasonable time frame in which to correct their behaviour or improve their job performance.~~
- ~~c. If a Lead Director is either unable or unwilling to correct their behaviour or improve their job performance after being issued a warning and/or disciplinary action by the Board of Directors, the Board shall pass a motion to initiate proceedings to have the director removed from the Board of Directors, as per the Societies Act of British Columbia. This motion must be passed by a 2/3 vote of the Board, as per Society Bylaws.~~

### C. Performance Management Policy

#### 1.0 Objective

Sometimes there are questions about a Director's quality and/or quantity of work and their ability to meet their duties and responsibilities set out in UVSS Bylaws and policies.

All Directors have the right to safely address and resolve conflict and respond to any questions about their performance. The purpose of this policy is to provide an

accessible, effective and consistent method for Board members to present and resolve their concerns.

Directors may bring a support person to any meeting with other Directors.

Directors dissatisfied with this process or facing worsening conflict are encouraged to consult with UVic EQHR. Concerns with UVSS staff *must* be raised with an excluded manager.

## **1.1 Principles of respectful and professional conduct**

- All Board members acknowledge that the UVSS Board must discuss difficult issues and work through differences of opinion, including topics related to oppression and the responsibilities of a students' society.
- We understand that Directors are students and have many demands on their time and energy.
- We understand that Advocacy Groups represent marginalized and diverse groups, and face disproportionate emotional labour demands and barriers to participation.
- We also understand that every Director has a fiduciary duty to responsibly represent the UVSS, as per the Constitution and Bylaws and the Societies Act.
- Lead Directors are paid and have an obligation to complete their associated job duties in exchange for that salary.
- All Directors have unique lived experiences and as a result, some conversations and topics may be more difficult for some folks than others.
- Directors have the right to receive communications and concerns via email , and have at least five business days to respond, before conversations are initiated. We will resolve issues with confidentiality and respect, and in a timely manner.
- We are open to being wrong, and are not afraid of facing and resolving conflict.
- When appropriate, we will resume our professional relationships with respect and direct communication.
- We acknowledge that everyone has different abilities to respond to conflict and concerns and deserves the time to process, seek out resources, and respond appropriately.
- We all play a role in our collective self-improvement, and the positive progression of the organization as a whole.

## **1.2 Progressive resolution process**

### **STEP ONE:**

Attempt to resolve issues with the other Director(s) involved, in private. Directors may skip this step if they choose.

Respondents shall also be given a reasonable time frame in which to correct their behaviour or improve their job performance and they shall be offered assistance to help build their capacity. **This shall constitute the first step of a four-step progressive resolution process.**



#### Discussion guidelines:

1. Issues should be approached with humility and the intent to learn.
2. The conversation should focus on problem-solving and improving the overall process.
3. Understand intent – if it is not to find a respectful solution, take a step back before having a conversation.
4. Have a direct and honest conversation with the other person, starting by clarifying your purpose.
5. Describe the behavior specifically, without referring to your assumptions about their intention.
6. Describe how their behavior affected you.
7. Give them the opportunity to respond and ask for their point of view.
8. Indicate what you'd like them to do differently or what steps you would like them to take and ask them to do so in return – respect reasonable requests.
9. Agree on guidelines for future behavior that will address concerns raised by both of you, and record the content and/or agreements in a follow-up email to the Directors involved.
10. Ask direct questions and encourage direct answers; seek clarification where needed.

#### **STEP TWO:**

The Director may contact:

- The Director of Outreach and University Relations.
- Advocacy representatives are welcome to contact the Director of Student Affairs.
- If the issues concern the Director of Outreach and University Relations or Director of Student Affairs, they can contact the Director of Finance and Operations.
- The Research and Communications Manager.
- Or move to step three.

The contacted Director will organize and facilitate a meeting to produce a resolution and increase understanding among Directors, and may invite a neutral third party (e.g. the ombudsperson) to lead the meeting. Minutes must be taken and stored confidentially by the Director of Outreach and University Relations, another Lead, or the Research and Communications Manager.

An objective of this meeting is for the parties to set clear expectations for behaviour and performance improvement, and describe milestones to measure success at meeting those expectations.

#### **STEP THREE:**

If the discussion with other Directors does not resolve the problem to the mutual satisfaction of the Directors involved, the matter may be referred to the Executive Committee through a lead director or the Research and Communications Manager either by submitting a written account or attending an Executive Committee meeting.

An excluded manager may organize a meeting to produce a resolution and increase understanding among Directors facilitated either by them, or by a neutral third party (e.g. the ombudsperson). Minutes must be taken and stored confidentially by the Director of Outreach and University Relations, another Lead, or the Research and Communications Manager.

An objective of this meeting is for the Executive Committee to set clear expectations for behaviour and performance improvement, and describe milestones to measure success at meeting those expectations. Minutes must be taken and stored confidentially by the Director of Outreach and University Relations, another Lead, or the Research and Communications Manager.

The Director under review shall be given at least three business days to acknowledge that they have received the communication, and a further five business days to respond to the concerns and expectations in writing. This response time may be extended by mutual agreement. They shall also be given a reasonable time frame in which to correct their behaviour or improve their job performance.

#### **STEP FOUR:**

If, after a suitable period of time has gone by without improvement, the matter may be brought to an in camera session of a Board meeting. At least five business days' notice must be provided to the respondent(s), and they must be present at the meeting in order to respond and answer questions. After, they may be asked to leave so that the Board may determine a course of action.

Disciplinary action may include, but is not limited to, a formal statement of disapproval, documented in the publicly available minutes, and/or removal of benefits.

Depending on the seriousness of their actions, the Board may pass a motion to initiate proceedings to have the director removed from the Board of Directors, as per the Societies Act of British Columbia.

Disciplinary motions must be passed by a 2/3 vote of the Board.

### **1.3 Responsibilities and expectations**

#### **The University of Victoria Students' Society is responsible for:**

- Providing all employees and Directors with a harassment-free workplace.

#### **Directors are responsible for:**

- Fostering a safer, harassment-free work environment and setting an example about appropriate workplace behaviour.
- Proactively and directly speaking up or to trusted internal parties about any issues.
- Reporting problematic behaviour that they witness other Directors initiating or facing.
- Avoiding talking behind people's backs, and/or spreading rumours.

**Directors can expect:**

- To be treated with respect in the workplace and in all meetings.
- To have their rights to a fair process and confidentiality respected.
- To be protected against retaliation for reporting issues or cooperating in resolutions.

**Excluded Managers are responsible for:**

- Sharing the role of Board point-of-contact for general issues, triaging as applicable.
- Organizing Director mediation or conflict resolution meetings, if appropriate.
- Providing advice and recommendations to Directors upon request.

**Personnel Committee is responsible for:**

- Acting as the independent primary liaison between the Board and UVSS staff.
- Overseeing Excluded Managers and addressing concerns with their performance or conduct.

**MOTION TO AMEND - BARKOWSKY/NAG**

Strike “Reporting problematic behaviour that they witness other Directors initiating or facing. Avoiding talking behind people’s backs, and/or spreading rumours.”

**AMENDMENT WITHDRAWN**

**MOTION TO AMEND - BARKOWSKY/ DE HAVELYN**

As follows: “Reporting problematic behaviour **in the context of performance concerns** that they witness other Directors initiating or facing. Avoiding spreading rumours **with malicious intent.**”

**MOTION CARRIED**

**MOTION TO AMEND - BLECHA/DE HAVELYN**

Sometimes there are questions about a Director’s quality and/or quantity of work and their ability to meet their duties and responsibilities set out in UVSS Bylaws and policies.

**MOTION CARRIED**

**MOTION CARRIED**

**MOTION TO REINSTATE DE HAVELYN AS CHAIR - DE HAVELYN/GUILDFORD**

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2021/01/25: 11 - LOWAN/BLECHA**

**BIRT** various committees’ Terms of Reference membership sections in Board of Directors policy be amended as follows to better reflect staff attendance:

Campaigns Committee

Non-voting Members\*

j. Research & Communications Manager

**k. Administration and Services Manager or designate** - ex officio

l. Member Outreach & Communications Officer - ex officio

~~m. Executive Director - ex officio~~ ~~m. General Manager - ex officio~~

Events Committee

Non-voting Members\*

a. Research & Communications Manager - ex officio

b. Member Outreach & Communications Officer - ex officio

~~c. Executive Director - ex officio~~

d. General Manager **or designate** - ex officio

e. Felicita's Pub Manager - ex officio

Finance and Operations Committee

Non-voting Members

a. Research & Communications Manager - ex officio

b. Executive Director - ex officio c. General Manager - ex officio

**c. General Manager - ex officio**

**d. Administration and Services Manager - ex officio**

e. Manager of Accounting & Payroll - ex officio

f. A USW 2009 representative selected by the Union - ex officio

Member Outreach Committee

Non-voting Members\*

~~e. Executive Director - ex officio~~

~~f. General Manager - ex officio~~

g. Administration and Services Manager **or designate** - ex officio

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 **or designate** - ex officio

~~c. General Manager - ex officio~~

~~d. Administration and Services - ex officio~~

Clubs Council

Non-voting Members:

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

d. One [1] director elected by the BoD and second chair of the committee

e. One [1] representative of the GSS

**f. Research and Communications Manager - ex officio**

**g. Member Outreach & Communications Officer – ex officio**

Course Union Council

Non-voting Members:

b. Director of Student Affairs - ex officio and chair of the committee Page 94

c One [1] director elected by the BoD and second chair of the committee

d. One [1] representative of each Professional Development Union

**e. Research and Communications Manager - ex officio**

**f. Member Outreach & Communications Officer – ex officio**

International Student Relations Committee

Non-Voting Members

~~g. Executive Director – ex officio~~

~~h. General Manager – ex officio~~

i. Research and Communications Manager – ex officio

**j. Administration and Services or designate – ex officio**

SUB Business Marketing Committee

Membership Directors (voting members)

a. Director of Finance & Operations – ex officio and **co**-chair of the committee

b. Art Director-Graphic Design Department Manager – ex officio **and co-chair of the committee**

~~c. Research and Communications Manager – ex officio~~

Operational Relations Committee

Non-voting Members:

~~a. Research & Communications Manager – ex officio~~

b. Executive Director - ex officio

c. General Manager – ex officio

d. Administration and Services Manager- ex officio

PIRG Working Group

Non-voting Members:

~~a. General Manager – ex officio~~

b. Executive Director **or designate** - ex officio

**c. Research & Communications Manager - ex officio**

~~d. Administration and Services Manager – ex officio~~

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2021/01/25: 12 - LOWAN/BARKOWSKY**

**BIRT** the SUB Occupants Committee Terms of Reference membership section in Board of Directors policy be amended as follows:

Voting Members

- a. **Director of Finance and Operations – ex officio and chair of the committee**
- b. Director of Outreach & University Relations – ex officio and ~~chair of the committee~~
- c. One [1] director elected by the BoD – ex officio and second chair of the committee
- d. ~~Director of Finance and Operations – ex officio~~

**MOTION CARRIED**

**MOTION TO RECESS - BLECHA/ADACHI**

Recess until 9:16pm

**MOTION CARRIED**

**b. OLD BUSINESS**

**MOTION TO MOVE IN CAMERA - NAG/BARKOWSKY**

**MOTION CARRIED**

**10. IN-CAMERA**

- a. Legal
- b. Personnel Committee Report

**MOTION TO MOVE OUT OF CAMERA - FRANCO-MONROY/GUILDFORD**

**MOTION CARRIED**

The meeting moved out of camera at 9:20pm.

**11. MEETING TIMES**

**The next meeting scheduled by the Board of Directors is:**  
Monday, February 1, 2021 via Google Meet (online).

**12. ADJOURNMENT**

**13. BOARD DIRECTORS' REPORTS**

**Caleb Burd (72.5 hours)**

- Attended Policy development committee
- Attended Campaigns committee
- Chaired Finance and Operations committee
- Met with Good food project working group
- Completed classroom talks
- Met with graphics department
- Met with counselling services
- Met with Services Manager
- Attended personnel meetings

- Met with finance portfolio
- Developed referendum question
- Reached out to library regarding laptop charging service
- Corresponded with investment firms
- Made outreach post for business survey
- Got Finance 101 video on website
- Signed checks
- Completed honoraria forms
- Managed health and dental appeal cases

## **Emily Lowan Board Report (82.5 hours)**

### *General*

- Term planning
- Volunteer coordination
- Administration (e.g. emails, scheduling)
- Campaigns Committee
- Board meeting
- Personnel Committee
- Member Outreach Committee
- Policy Development Committee
- Lead JD policy development
- Leads meetings
- Executive committee
- Finance and operations committee
- Meeting with counselling services
- 7 Zoom classroom talks about the UVSS

### *ReThink Mental Health*

- Organized and delivered 200 student self-care packages
- Coordinated local business partnerships for self-care packages
- Coordinated volunteers for self-care package dissemination

### *Divest UVic*

- Finalized EcoJustice legal opinion
- Meeting with President Hall

### *Let's Get Consensual*

- LGC social media planning
- Students for Consent Culture meeting
- Chaired the campus-wide Sexualized Violence Special Events Committee

### *Make Transit Work*

- Meeting with Better Transit Victoria Alliance
- Transit Coalition Meeting
- Transit improvement lobbying with BC Transit staff

### *Safer Use*

- Naloxone training
- Saanich safe consumption site lobbying and social media mobilization

## **Dalal Tubeishat (72 hours)**

- Answered emails
- Held in-person and online office hours

- Had internal meetings with other directors, advocacy group coordinators, excluded managers, accounting, and graphics
- Had external meetings with UVic administrators, faculty, and staff
- Planned for and held C&CU Days
- Planned for and conducted ratification and funding
- Signed cheques
- Updated and reviewed policy (Clubs Policy, Course Union Policy, Advocacy Groups Policy)
- Chaired and planned for Advocacy Relations Committee, Clubs Council, and Course Union Council
- Attended Campaigns Committee, Policy Development Committee, PIRG WG, Executive Committee, and Electoral Committee
- Attended Advocacy Groups Coordinators Meeting
- Posted on social media
- Responded to members' questions on social media
- Did website edits
- Planned for Game Night
- Created website accounts for clubs and course unions
- Updated online balances
- Created signing authorities list

#### **Sarina de Havelyn (77.5 hours)**

- Finance Committee
- Chaired Executive Committee, Board meeting, Operational Relations Committee, Leads meeting, Electoral Committee, Policy Development Committee
- Vice Provost Hiring Committee
- Worked with Dalal and Mariel on Equity Survey to students
- Created work orders and planned for the UVSS Game Night, Electoral Event
- Responded to student questions and concerns
- Met with UVic regarding increased bursaries for international students
- Completed several zoom classroom talks
- Met with graphics on outreach strategies
- Completed actions items relating to lobbying UVic on accessibility, affordability, and equity

#### **Jocelyne Parent (1.5 hours)**

- Board meeting

#### **Paarth Mittal (2.25 hours)**

- Finance and Operations Committee Meeting
- Reading and Reviewing SUB Sustainability upgrades reports
- Reviewing Draft of Board Conflict Resolution Policy
- Responding to Emails
- Promoting Divest UVic Campaign Posts on Instagram

#### **Izzy Adachi (2 hours)**



- MO Committee
- PD Committee
- Reading/answering emails

**Jana Barkowsky (4.5 hours)**

- Attended UVSS meeting (2 hours)
- Packed tote bags (1 hour)
- Attended bargaining meeting (1 hour)
- Attended personnel meeting (.5 hours)

**Victoria Ritchie (2.5 hours)**

- Campaigns Meeting (.5 hour)
- Finance Meeting (1 hour)
- Portfolio Work (1 hour)

**Maribel Hernandez (9.25 hours)**

- Clubs and Course Unions Council meetings
- Elections: worked on social media schedule for referenda questions
- Campaigns committee meeting
- Finance and Operations Meeting
- PD Meeting on conflict resolution and job description
- Meeting re: debrief of GHRA

**Evan Guildford (5.9 hours)**

- Board meeting 1.8
- Finance portfolio 0.6
- Finance Committee 1.8
- Policy review 0.3
- Survey review 0.4
- Tote bags 1.0

**Katy Berglund (5 hours)**

- Board Meeting
- ARC
- Pride Collective Meetings

**Natalie Blecha (16 hours)**

- SSD Executive Meeting (1 hour)
- SSD Policy writing (1 hour)
- SSD Finance (1 hour)
- SSD/UVSS Advocacy Group Policy reading & discussion (6 hours)
- SSD/UVSS Emails & communications (3 hours)
- UVSS Policy review and suggestions (30 mins)
- UVSS/SSD scheduling for the term (1 hour)
- GEM AGM (2 hours)
- SSD AGM prep work (30 mins)

**Gina Tran (SOCC) (2 hours)**

- I and ZuZu, SOCC event rep, will host UVSS Game Night. This week we got together and discussed about hosting this event (1hr)
- I helped Ruth, SOCC Office Coordinator, to interview work study applicants (1hr)

**Kit Muir (5.5 hours)**

- GEM AGM 2 hours
- Meetings with coordinator .5 hours
- ARC 1 hr
- Policy review 2 hours

**Marran Dodds (5.5 hours)**

- Book Club Emails/Prep (0.5 hrs)
- Board Meeting (1.75 hrs)
- Game Night Planning (1.75 hrs)
- MO Meetings (1.5 hrs)

**Sebastian Franco (65 hours)**

- Emails
- Phone Calls
- Exec Meetings
- Leads Meetings
- Finance and Operations Meeting
- Personnel Meetings
- Concept Bargaining
- Training Manual Updates
- CFUV Meetings
- CFUV Policy Research & Readings
- Zoom Presentations
- Cheque Signing
- Prize Runs
- Counselling Services Meeting
- Work Orders
- Mental Wellness Workshop Meetings
- TedX Meeting
- Electoral Meeting
- Term Planning