



MINUTES

University of Victoria Students' Society
Monday, April 12, 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, Lowan, Dodds, Tubeishat, Burd, Guildford, Tran, Barkowsky, Ritchie, Blecha, Parent, Hernandez, Nag, Mittal

Staff: Talman, Hardman, James, McFarlin, Robertson

1. CALL TO ORDER

De Havelyn called the meeting to order at 6:02pm.

2. LIVESTREAM

MOTION 2021/04/12: 01 - GUILDFORD/DODDS

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 April 12 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

Ritchie acknowledged the land.

4. ADOPTION OF AGENDA

- a. Adoption of Agenda
 - i. 2021-04-12

**MOTION TO ADOPT - HERNANDEZ/RITCHIE
MOTION CARRIED**

- b. Adoption of Minutes**
 - i. 2021-03-22

**MOTION TO ADOPT - TUBEISHAT/BARKOWSKY
MOTION CARRIED**

**MOTION TO REVISIT ADOPTION OF AGENDA - MITTAL/TUBEISHAT
MOTION CARRIED**

MOTION TO AMEND AGENDA - MITTAL/PARENT
To add Mittal, Blecha and Nag's board reports.
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 2021/04/12: 02 - BURD/DODDS

WHEREAS the UVSS and Studentcare established an extra-contractual Psycho-Educational Assessment (formerly the “Learning Disability Assessment”) to reimburse students for the costs required to receive a psychological assessment, funded by the Health Plan Reserve Fund; and, **WHEREAS** the UVSS receives about two PEA requests per calendar year according to data collected by the UVic Centre for Accessible Learning (CAL); and, **WHEREAS** the Director of Finance and Operations, Services Coordinator, and Executive Director met with Studentcare and CAL to streamline this process, reduce the number of staff people who see a student’s private medical information, establish a clearer division of responsibility among the organizations, and make the process easier for student to understand; therefore, **BIRT** Section 2, part 3.8, e., “Learning Disability Assessment Fund Allocation” from Board of Directors Policy is struck and replaced with the following “Psycho-Educational Assessment Fund” policy; and, **BIFRT** the full process will be outlined through a public facing document produced by Studentcare with guidance from the Director of Finance and Operations.

3.8.e. Psycho-Educational Assessment Fund

I. Background

In 2016, the Board of Directors created an extra-contractual fund with Studentcare, using the Health Plan Reserve Fund, to provide reimbursement to students for a psycho-educational assessment (PEA). PEAs can determine issues including learning and intellectual disabilities, mood disorders, ADHD, and others.

An official diagnosis may assist students in receiving special academic accommodations through UVic CAL, though CAL reserves the right to grant accommodations on a case-by-case basis.

A healthcare professional may refer a student to a PEA, but any member of the UVSS Health Plan is eligible for and may independently choose to seek the assessment based on their own observations.

II. Process

A student may contact CAL to determine their eligibility and complete forms for any relevant government funding.

The student then independently gets a PEA through a registered psychologist.

Students must submit their Learning Disability Assessment claim under their psychology benefit before applying to the PEA, even if they have already exhausted their psychology maximum for the policy year.

Once they have received reimbursement (or been denied reimbursement) through their psychology coverage (80% up to \$700 annually), they shall submit their claim under the Learning Disability Assessment benefit, which will reimburse up to 80% of the remaining cost, to a maximum of \$3,000 annually.

Once Studentcare has processed the PEA, and the student has been approved for reimbursement, the Director of Finance and Operations and the Executive Director will sign off on the form and submit a cheque request to Accounting, to be sent to Pacific Blue Cross directly, who will then reimburse the student.

3.8

I

i. Purpose

~~A Learning Disability Assessment (LDA) may be required for a student when registering with the Centre for Accessible Learning (CAL) to request academic accommodations due to significant barriers. To better support students who encounter barriers to reaching academic goals, the learning disability assessment fund is an extra contractual arrangement between the UVSS and the health plan broker that utilizes the Health Plan Reserve Fund to allow students to access Learning Disability Assessments (also called Psycho-Educational Assessments).~~

Qualification Criteria

~~Students who are approved for student loans may qualify for public funding that covers the full cost of the Assessment.~~

~~Where public funding is not available, such as for international students or students who do not qualify for student loans, the UVSS Extended Health and Dental Plan will reimburse up to 80% of the cost, to a maximum of \$3,000 annually.~~

~~This benefit will only cover testing for students in the Plan and is not available to dependents covered under the Plan.~~

Process

~~Students must contact the CAL to determine if a Learning Disability Assessment is needed.~~

~~Once students have discussed their situation with the CAL and determined that a Learning Disability Assessment is required, students can choose to see an external regular psychologist in a private practice or have the testing conducted by CAL.~~

~~If testing is conducted by CAL, CAL will perform the first level screening for any student that has not been previously tested for a learning disability. If there is reasonable evidence from the first level screening that a student needs further testing, they may proceed through further testing at the discretion of CAL. Any student that has previously been tested may immediately proceed to full screening at the discretion of CAL.~~

Governing the Costs

~~Students must submit their Learning Disability Assessment claim under their psychology benefit first, even if they have already exhausted the covered psychology maximum for the policy year.~~

~~Once they have received reimbursement (or been denied reimbursement) through their psychology coverage, they shall submit their claim to CAL under the Learning Disability Assessment benefit, which will reimburse up to 80% of the remaining cost, to a maximum of \$3,000 annually.~~

External Screening

~~In the case where a student pays upfront for testing by an external psychologist~~

~~The first portion of the cost up to \$700 shall be reimbursed to the student as part of their regular plan psychology benefit, unless the student has already claimed the maximum psychology benefit, in which case 80% of the cost of the first level screening will be covered by the LDA Fund.~~

~~The remaining balance of the 80% cost shall be reimbursed by the UVSS LDA Fund.~~

e. RGSD First Screening

~~In the case where a student only undergoes the first level screening:~~

~~i. The cost of the first level screening shall be covered under the student's regular Plan psychology benefits either directly to the student (if upfront payment) or directly to CAL (if covered under their own Learning Assessment Fund) unless the student has already claimed the maximum psychology benefit, in which case 80% of the cost of the first level screening will be covered by the LDA Fund.~~

d. CAL Full Screening

~~In the case where CAL covers the upfront cost of a student's testing:~~

~~i. The first portion up to \$700 shall be reimbursed directly to CAL as part of the student's regular Plan psychology benefit~~

~~ii. The remaining balance of the 80% cost shall be reimbursed by the UVSS LDA Fund~~

v. Dispersing Funds from the LDA Fund

- ~~● CAL will put forward the request for funding, indicating the cost without the student's identifying information.~~
- ~~● The Director of Finance and Operations and the Executive Director will sign off on the form and submit a check request to Accounting for processing~~
- ~~● All cheques are to be written directly to the health plan broker~~
- ~~● Accounting will process the check and send it via campus mail with the attached documentation back to CAL.~~
- ~~● CAL will complete the file and send it along with the check to the health plan broker.~~
- ~~● The health plan broker will reimburse the paying party, be it the student or CAL directly~~

- ~~GAL will notify the UVSS once the claim has been settled.~~

~~I. Approval, Processing & Confidentiality:~~

~~Claims for this benefit will be reviewed and approved on a case by case basis by the UVSS, maintaining the strictest privacy and confidentiality.~~

~~ii. Reporting~~

~~GAL must submit an annual report to the UVSS regarding how many tests were conducted under the plan and the nature of the testing, being sure to withhold students' identifying information.~~

MOTION WITHDRAWN BY MOVER (Mover's privilege) - BURD/DODDS

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2021/04/12: 03 - BURD/RITCHIE

WHEREAS due to the outward facing components of an annual report, the Director of Finance and Operations and Director of Outreach and University Relations should have the opportunity to assess capacity and determine who will lead the annual report; and,

WHEREAS earlier planning and submission of work orders will ease the annual report process; therefore,

BIRT section 3 part 1.2 of Board of Directors policy is amended as follows:

December 1

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

December 20

All Lead Directors and department managers shall be given the opportunity to present on the implementation of their **goals reports** in the last department managers meeting of the calendar year.

February 1

The Director of Finance and Operations and Director of Outreach and University Relations shall appoint a point person between the two of them to lead the process, draft the timeline to complete the Annual Report, and start the Graphics work order.

March 1

The Director of Finance and Operations **and the Director of Outreach and University relations shall consult with** ~~will consult with Finance and Operations Committee and other relevant stakeholders to determine that year's Annual Report format and categories and invite these stakeholders to Member Outreach or Finance and Operations Committee meetings at which the annual report format and content are being discussed. Stakeholders include but aren't limited to: Graphics and Communications staff, other Board members, advocacy and affiliated group members and staff, and students.~~

The Director of Student Affairs shall invite advocacy and affiliated groups to contribute to the Annual Report and associated meetings.

April 1

~~The Board of Directors shall publish the annual report on the Students' Society website that~~ **The Annual Report shall** outlines the outcome of the strategic plan, the progress of business unit plans, and additional accomplishments of the Board of Directors. ~~It that shall be widely distributed to members~~ **through social media channels and made available on the UVSS website** ~~in electronic format.~~

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

The Lead Director planning the Annual Report shall present it at a Board of Directors meeting. At this meeting, each Lead Director and their portfolio DaLs shall report on the status of their strategic plan implementation. Advocacy group representatives will also be invited to give a report.

MOTION TO AMEND - NAG/DODDS

Replace "each Lead Director" with "each Portfolio Director."

MOTION CARRIED

MOTION CARRIED

MOTION TO RECESS -BLECHA/BARKOWSKY

10 minute break.

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2021/04/12: 04 - BURD/HERNANDEZ

WHEREAS clarification for the Health and Dental survey, plan adjustments, and fee changes will be helpful for future boards; therefore,

BIRT BoD Section 2, part 3.8 Health & Dental Fees is amended as followed:

A. ~~Management~~ Health and Dental Plan Fees

It is the Finance and Operations Committee's responsibility to recommend changes to the Health and Dental Plan fees to the Board of Directors, upon consultation with the health plan broker.

The Board is empowered to increase or decrease health and dental plan fees up to 5% in any given year. In order to change the fees of the Health and Dental Plan, there must have been a change in premiums for that year.

- 1. Work with Studentcare to distribute a student survey to evaluate their experiences with the provider and their website, coverage gaps, desired products, and potential changes to coverage for the next policy year(s) by November 15th.**
- 2. Request Health and Dental Plan usage report on the previous policy year from Studentcare by January 15th.**
- 3. Determine plan benefits for the next policy year and provide that to Studentcare so they can cost out potential impacts to premiums by February 28th.**
- 4. Recommend motion to the Board to adjust fees, if necessary, by March 1st.**
- 5. Provide final approval of the next policy year's benefits and fees to Studentcare by March 15th.**

6. **Submit total fees letter to the UVic Board of Governors for their March meeting, and follow up with notice of any fees changed by referendum, if applicable.**

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE MOTION 2021/04/12: 05 - BURD/HERNANDEZ

WHEREAS SUB Occupants Committee rarely meets and its function can be easily fulfilled through a Finance and Operations Committee meeting; therefore,
BIRT the SUB Occupants Committee terms of reference is struck and relevant portions are included in the Finance and Operations Committee terms of reference; and,
BIFRT all references to the SUB Occupants Committee are struck from BoD.

~~3.5 SUB OCCUPANTS COMMITTEE~~

~~1. Type~~

- ~~a. Joint committee of the UVSS BoD and SUB occupants with closed membership.~~
- ~~b. Open to members to attend.~~

~~2. Purpose~~

- ~~a. Provide a forum for communication of matters and issues regarding the SUB operations and maintenance that pertain to SUB occupants.~~

~~3. Duties~~

- ~~a. Consider matters respecting the terms of allocating space to groups.~~
- ~~b. Establish an ongoing forum to discuss and consider matters of common interest and concern with respect to SUB space.~~
- ~~c. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.~~

~~4. Membership~~

~~Voting Members~~

- ~~a. Director of Finance and Operations — ex officio and chair of the committee~~
- ~~b. Director of Outreach & University Relations — ex officio~~
- ~~c. One [1] director elected by the BoD — ex officio and second chair of the committee~~
- ~~d. Director of Student Affairs — ex officio~~
- ~~e. Director of Campaigns & Community Relations — ex officio~~
- ~~f. Director of Events — ex officio~~
- ~~g. One [1] representative of each of the following groups defined in the Society's bylaws: The Gender Empowerment Centre, Students of Colour Collective, Native Students Union, UVic Pride, Society for Students with a Disability, and any club or course union that is a current SUB occupant. The representatives are chosen by the respective groups, submitted in writing to the chair, then confirmed by the chair of the committee at the start of every meeting.~~
- ~~h. One representative of each of the following groups: Anti-Violence Project, CFUV, The Martlet, UVSP, and Campus Community Gardens. The representatives are~~

~~chosen by the respective groups, submitted in writing to the chair, then confirmed by the chair of the committee at the start of every meeting.~~

~~Non-voting Members*~~

- ~~a. Executive Director — ex officio~~
- ~~b. Administration and Services Manager — ex officio~~
- ~~c. General Manager — 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.~~

~~5. Voting~~

- ~~a. Shall be assigned to the voting members designated in Section 4: Membership.~~

~~6. Quorum~~

- ~~a. Shall be at least two UVSS directors, at least one excluded manager, and at least three SUB occupants' representatives.~~

~~7. Meetings~~

- ~~a. Shall occur at least once a semester at a date set by the chair of the committee or upon the call of the BoD.~~

~~8. Term of Office~~

- ~~a. Shall be for the duration of the board of directors' term (May 1 — April 30) with an annual reset at the beginning of each board term.~~

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2021/04/12: 06 - BURD/TUBEISHAT

WHEREAS it is important to integrate student values into the procurement of SUB food and Finance and Operations Committee is an appropriate place to have those discussions; and,

WHEREAS referencing the Health and Dental fees section will help clarify the role of Finance and Operations Committee; and,

WHEREAS outlining the voting rights and referencing relevant policy for SUB space allocations will help streamline the space allocation process; therefore,

BIRT Part 4 section 2.3 Finance and Operations Committee terms of reference is amended as follows:

2.3 FINANCE AND OPERATIONS COMMITTEE

1. Type

- Standing committee of the UVSS BoD with open membership.
- Open to members to attend.

2. Purpose

- a. Oversee the financial administration and operations of the UVSS.

3. Duties

Planning

- Oversee the maintenance, implementation and renewal of the UVSS strategic plan.
- Collect and review data on indicators for the strategic plan, and any other indicators the committee finds critical for appraising the success of any strategic initiatives.
- Review the implementation of strategic initiatives, and propose new initiatives as required.
- Carry out regular consultations with staff, directors and students as required by the strategic plan.
- **Lead consultation with students on, but not limited to, SUB food and other SUB products, and take meaningful action on issues raised.**
- Oversee the maintenance, implementation and renewal of business plans for the business units.

Finance

- Develop an annual budget for all UVSS operations that will be recommended to the BoD.
- Review all capital proposals and make recommendations to the BoD.
- Review the annual audit and the month-to-month financial performance of UVSS operations.
- Make recommendations to the BoD on all significant matters of financial administration.
- Ensure the UVSS regularly publishes quarterly reports on the UVSS website.
- **Recommend motion to the Board to adjust fees, if necessary, by March 1st, as per Section 2, part 3.8 “Health & Dental Fees.”**

Operations

- Review proposals and make recommendations to the BoD on any changes to operations in the Business Operations and Support and Administration Divisions.
- Create, implement and maintain non-revenue generating services for members.
- Make recommendations to the BoD on Health **and Dental** Plans and U-PASS administration and contract renewal.
- **Review food sold at SUB businesses and make recommendations to help improve access to local, sustainable, culturally appropriate, and socially just food, to the greatest extent possible.**
- Review all proposals and make recommendations to the BoD on all matters of sustainability, waste reduction and energy efficiency.
- Review and prioritize possible renovations for the Student Union Building with member input and feedback.
- Consider environmental and accessibility factors for possible renovations.
- **Consider proposals for and make recommendations to the Board about allocating space to groups.**
 - **For the purposes of deciding space allocation, one representative per Advocacy and Affiliated Group may vote.**
 - **Section 2, part 5.6 “Space Requests” should be used to guide the allocation recommendation process.**

Risk Management

- Review and ~~provide~~ ~~formulate~~ management's **Excluded Managers' and Executive Committee's** recommendations to the Board on **business development, financial management, and risk management, and facilitate effective Board decision-making in these areas.** ~~on risk and risk management relating to finance and operations.~~
- Make recommendations to the Board of Directors concerning the structure of the Society's insurance coverage, types and amount of insurance.
- Review with senior management the adequacy and effectiveness of controls and management and information systems, including accounting and budget controls, financial planning and computer operation, information technology (IT) and security.
- ~~Provide expertise to enhance the quality of Board discussion on business development, financial management, and risk management, and facilitate effective Board decision-making in these areas.~~
- ~~Review and obtain reasonable assurance that the risk management, internal control and information systems are operating effectively to produce accurate, appropriate and timely management and financial information.~~
- ~~Review adequacy of security of information, information systems and recovery plans, and the adequacy of accounting and finance resources.~~

Other

- At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
- Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

- Director of Finance and Operations - ex officio and chair of the committee
- One [1] director elected by the BoD – ex officio and second chair of the committee
- Director of Outreach & University Relations – ex officio
- Director of Campaigns & Community Relations – ex officio
- Director of Student Affairs – ex officio
- Director of Events – ex officio
- Four [4] directors elected by the BoD
- Two [2] members at large elected by the BoD

Non-voting Members

- Research & Communications Manager - ex officio
- Executive Director - ex officio
- General Manager – ex officio
- Manager of Accounting & Payroll – ex officio
- 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.

5. Voting

- a. Shall be assigned to the voting members designated in Section 4: Membership.
- b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

6. Quorum

- a. Shall be the chair and at least two (2) other voting members of the committee.

7. Meetings

- Shall meet at least twice a month at date set by the chair of the committee or upon the call of the BoD.
- The chair shall distribute meeting agendas a minimum of 24 hours in advance of meetings in a manner that is available to members.
- The chair shall publicly distribute minutes within 72 hours of the end of the meeting.

8. Term of Office

- a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

MOTION TO AMEND - BURD/NAG

- Review food sold at SUB businesses and make recommendations to help improve access to local, sustainable, affordable, culturally appropriate, and socially just food, to the greatest extent possible.
- Consider proposals for and make recommendations to the Board about allocating space to groups.
- **For the purposes of deciding space allocation, one representative per Advocacy Group, Affiliated Group and Board Service may vote.**

MOTION CARRIED

MOTION CARRIED

MOTION 2021/4/12: 07 - TUBEISHAT/HERNANDEZ

WHEREAS advocacy groups would benefit from increased institutional support and resources; and, **WHEREAS** the Advocacy Groups Policy is designed to act as a governance and financial guide for operating advocacy groups for Directors, coordinators, and the Director of Student Affairs; therefore, **BIRT** the Advocacy Groups Policy, attached as Appendix A, is adopted; and, **BIFRT** the UVSS Board of Directors shall not impose sanctions on advocacy groups for failing to meet the requirements set out in Part 2.5 before the beginning of the 2023 calendar year; and, **BIFFRT** sections 3.1, 7.2, 10.4.d.i, and 10.6.iii of Board of Directors Policy are stricken.

FRIENDLY AMENDMENT - BLECHA/TUBEISHAT

Remove "**BIFFRT** sections 3.1, 7.2, 10.4.d.i, and 10.6.iii of Board of Directors Policy are stricken." from the motion.

MOTION CARRIED

**MOTION TO MOVE IN CAMERA - GUILDFORD/RITCHIE
MOTION CARRIED**

The meeting moved in camera at 7:37pm

10. IN-CAMERA

- a. Legal
- b. Personnel Committee Report

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

The meeting moved out of camera at 9:25pm

11. MEETING TIMES

The next meeting scheduled by the Board of Directors is:
Monday, April 19, 2021 via Google Meet (online).

12. ADJOURNMENT

13. BOARD DIRECTORS' REPORTS

Caleb Burd (105 hours)

- Chaired Finance and Operations Committee meeting 1 hour
- Chaired Personnel committee meetings 5 hours
- Developed policy 8 hours
- Exec 3 hours
- Leads 3 hours
- Campaigns Committee 1 hour
- Outreach Committee 1 hour
- Meetings with excluded management 8 hours
- Meeting with Student Affairs 1 hour
- Work on sustainability plan 4 hours
- Policy development committee 1 hour
- Work on annual report 4 hours
- Canvassing and Classroom talks 2 hours
- Candidate orientation 1 hour
- Planned laptop charger program 2 hours
- Reviewing financial statements 3.5 hour
- Divest meeting 1 hour
- Meeting with consultant .5 hour
- Operational Relations committee 1 hour
- Various other meetings 11 hours
- Email and other correspondence 30 hours

Dalal Tubeishat (104 hours)

- Answered emails (15 hours)
- Held in-person and online office hours (6 hours)
- Had meetings with other directors (10 hours)
- Supported and helped other directors with their projects (5 hours)
- Worked on annual report (2 hours)
- Planned for April fools social media post (.5 hours)
- Planned for Clubs Council and Course Union Council (1 hour)
- Had calls and meetings with coordinators regarding budgets and policy (1 hour)
- Signed cheques (1 hour)
- Submitted and processed cheque reqs (9 hours)
- Updated and reviewed policy (2 hours)
- Prepared board material (1 hour)
- Attended Member Outreach Committee, Finance Committee, Divest, Events Committee, Operational Relations Committee, and Executive Committee (9 hours)
- Attended UVic committee (1 hour)
- Had meeting with OSL (1 hour)
- Responded to members' questions on social media (.5 hours)
- Did website edits (1 hour)
- Created website accounts for clubs and course unions (.5 hours)
- Updated online balances (1 hours)
- Updated signing authorities list (.5 hours)
- Planned for and chaired Advocacy Relations Committee (4 hours)
- Conducted EDI/Anti-Discrimination Campaign related work and attended meetings (10 hours)
- Met with club and course union executives (5 hour)
- Attended GEM SAGM (1 hour)
- Conducted classroom talks (.5 hours)
- Conducted outreach for elections and referenda questions (3 hours)
- Met with accounting (1 hour)
- Planned for board orientation and worked on training videos (3 hours)
- Updated training manual (1 hour)
- Worked on BIPOC Resource Hub (1 hour)
- Chaired hiring committee (5 hours)

Marran Dodds (60.74 hours)

- Committees/Meetings: (12.75 hours)
 - MO Committee - 0.75 hours
 - Leads Meeting - 0.75 hours
 - Executive committee - 1.25 hours
 - Campaigns committee - 0.75 hours
 - Events Committee - 0.25 hours
 - Events portfolio - 0.5 hours
 - Personnel meeting - 0.25 hours
 - Board orientation planning - 0.75 hours
 - Board Meeting - 3 hours
 - Personnel committee - 1.5 hour
 - AVP Hiring Committee - 1 hour
 - OFAR Meeting/Check-in - 1 hour
 - UVSS/UVic Operational Relations Committee - 1 hour

- UVSS Game Show Night: (0.5 hours)
 - Buy last prize for Game Show Night - 0.5 hours
- Recycling Day: (4.75 hours)
 - Planning for Recycling Day - 4.25 hours
 - Outreach Plan - 0.5 hours
- Queer Open Mic Night: (12.25 hours)
 - Liaising with Queer Open Mic night performers/host - 3.5 hours
 - Prepping for meeting - 1 hour
 - Meeting with performers - 0.75 hours
 - Event Planning - 5 hours
 - Open Mic Night - 1.5 hours
 - Honorarium for Open Mic - 0.5 hours
- Book Club: (2.5 hours)
 - Book Club meeting prep - 1 hour
 - Book Club - 1.5 hour
- Misc. Work: (26 hours)
 - Emails and administration - 14.5 hours
 - Outreach for referenda - 1.25 hours
 - Prep for events committee - 0.25 hours
 - Meeting with Vikes E-Sports - 0.25 hours
 - SOCC Workshop - 1 hour
 - Annual Report - 1.5 hour
 - Training Manual - 2.25 hour
 - Cheque reqs - 0.5 hour
 - Signing Cheques - 1 hour
 - Review Personnel committee materials - 1.5 hour
 - AVP Hiring Committee Work - 2 hour

Sarina de Havelyn (88 hours)

- Chaired Member Outreach Committee, Operational Relations Committee, and Executive Committee
- Attended Finance Committee, Divest, Events Committee
- AVP Hiring Committees
- Conducted classroom talks
- Conducted outreach for elections and referenda questions
- Worked with Dalal, Mariel, and Emily on EDI
 - Meetings with SOFAR, OFAR, internal
- Attended GEM SAGM
- Coordinated, wrote, and edited Annual Report
- Updated Training Manual
- Corresponded with and lobbied UVic on a CSEC Texting Emergency Line, on Pass/Fail Grading motion currently in senate, on the streamlining of self-advocacy resources, on the incentivization of OER uptake from professors

Emily Lowan Board Report (120 hours)

General

- Personnel report editing and meetings (3 hour)
- Campaigns committee meeting (1 hour)
- Policy development meeting (1 hour)

- Swag order coordination (1 hours)
- Cage cleaning (2 hours)
- Peer Support Centre meetings (2 hours)
- New board orientation meeting (1 hour)
- AMS advocacy meeting (1 hour)
- Exec meetings (1.5 hours)
- Meeting with UVic Gov Relations (1 hour)
- Events committee (1 hour)

Divest UVic

- Liaise with U of California CIO for Foundation board presentation (1 hour)
- UVic's climate plan survey planning and outreach (1 hour)
- UVic Climate and Sustainability Planning Committee (2 hours)
- Fairy creek organizing (2 hours)

Let's Get Consensual

- Mandatory consent training roll-out plan with EQHR (1 hour)
- Billboard poster coordination (1 hour)
- Graphics coordination for next phase of rebranding (1 hour)
- LGC partner communication (1 hour)

Rent with Rights

- Student outreach for residence associations' (0.5 hour)
- Student outreach for Saanich housing survey (0.5 hour)
- Meeting prep for Mayor Murdoch - occupancy limits (1 hours)

Rethink Mental Health

- Coordinate Wellness Wednesday resource posts (0.5 hour)
- Propose changes to psychology coverage and other aspects of H&D plan (1 hour)

Not on our campus

- SOFAR and OFAR meetings (2 hours)
- Meeting with UVic Sci EDI (1 hour)

Make Transit Work

- Meeting with BC Transit Staff (1 hour)

Safer use

- Naloxone training coordination (2 hours)
- Coordinate naloxone kits and safer sex supplies in BoD swag area (0.5 hour)

Izzy Adachi (2 hours)

- Policy Development
- Communicating with Leads
- Communication with Heart Pharmacy

Jana Barkowsky (7 hours)

- BoD meeting (3.25 hours)
- Voting promotion (1 hour)
- Personnel committee meeting x 3 (2 hours)

- Events committee meeting (.25 hours)
- Work on personnel report (.5 hours)

Marina Kit Muir (5.75 hours)

- GEM SAGM 2 hours
- ARC 2 hours
- Meetings with coordinator 1 hour
- Campaigns Committee .75 hours

Gina Tran, SOCC (2 hours)

- ARC this weds: 1 hr
- Meeting with ruth (tomorrow): approximately 1 hr

Maribel Hernández (11 hours 45 mins)

- Notes for BIPOC resource list 30 mins
- Board Meeting 3 hours
- Member Outreach 30 mins
- Outreach for quorum 1 hour
- UVSS meeting with SOFAR 30 mins
- GHRA board meeting and prep work 5 hours
- Meeting with Nate to discuss BIPOC collected data 30 mins
- Grad Class and SOFAR meeting for donation 30 mins
- Member Outreach 15 mins
- Policy Meeting 30 mins

Jocelyne Parent (8 hours 35 min)

- Board report: 5h
- Portfolio meeting 20 min
- Board meeting 3h
- Meeting with sustainability office 15 min
- Events committee meeting 15 min
- Event planning 1h
- Social media meeting 10min

Jenna Lancaster (7 hours)

- NSU Council Meeting
- Email communications
- Hiring Committee
- Hiring Committee
- NSU AGM
- ARC

Evan Guildford (4.5 hours)

- Board meeting- 3.5
- Finance and Operations-0.9
- Minutes for FINOPS-0.1

Paarth Mittal (3 hrs 10 mins)

- UVSS Board Meeting- 2 hrs

- Divest UVic meeting- 1 hr
- Reviewed Board meeting materials- 10 mins

Natalie Blecha (9 hours)

- UVSS/SSD ARC (1 hour)
- SSD/UVSS Emails & communications (2 hours)
- SSD Cheque Requisitions & Timesheets (1 hour)
- SSD Policy Dev. (1 hour)
- SSD Budgeting (2 hours)
- SSD Events (2 hours)

Dipayan Nag (6.4 hours)

- Board and Committee
- Training resource
- Other Misc duties

APPENDIX A