



AGENDA

**University of Victoria Students' Society
Monday, July 12, 2021 – Google Meet, 6pm**

Google Meet meeting link:

<https://meet.google.com/hea-vjeb-xrj>

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.

1. CALL TO ORDER

2. LIVESTREAM

MOTION 2021/07/12: 01 - NAG/

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 July 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.

3. LAND ACKNOWLEDGEMENT

4. ADOPTION OF AGENDA

- a. **Adoption of Agenda**
 - i. **2021/07/12**
- b. **Adoption of Minutes**
 - i. **2021/06/14**

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

7. QUESTION PERIOD (15 mins)

8. EMAIL MOTIONS

MOTION 2021/06/28 - POLLARD/NAG

WHEREAS the Director of Campaigns and Community Relations is responsible for the “Make Transit Work” campaign, which focuses on improving the safety and effectiveness of transit for all students; and,

WHEREAS in February 2021 the Director of Campaigns released a survey regarding Transit in which COVID safety concerns on busses were addressed; and,

WHEREAS phase 3 of the provincial COVID recovery plan will no longer require mask usage in indoor spaces, including on buses; and,

WHEREAS students will have differing comfort zones and accessibility needs as we return to campus regarding safety and mask use; and,

WHEREAS masks are used not only to protect ourselves but to protect others around us; and,

WHEREAS busses are unique from many other public spaces because it is extremely challenging to maintain physical distance; therefore,

BIRT the Board approves the Director of Campaigns and Community Relations write a letter in collaboration with the Transit Coalition to the VRTC board and/or BC Transit requesting that masks remain mandatory on busses until there is no longer any risk of further outbreaks of Covid-19.

MOTION CARRIED

MOTION 2021/06/29 - NAG/POLLARD

WHEREAS Bean There has had increasing requests for cold beverages and could expand what it offers customers year round if ice was available to them within the operation instead of having to run to the back of the kitchen; therefore,

BIRT the Board of Directors approve spending up to \$4,300 from the Major Capital Fund for the purchase of an ice maker for Bean There.

MOTION CARRIED

9. MAIN MOTIONS

a. PRIORITY BUSINESS

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2021/07/12: 02 - HERNANDEZ/

BIRT the following section is added to Clubs and Course Union Policies in a new section titled “Clubs’ and Course Unions’ Insurance,” with “clubs” replaced by “course unions” for the latter’s policy.

Clubs’ and Course Unions’ Insurance

Clubs and Course Unions are considered UVSS entities and thus are covered under our existing insurance. However, any special events require additional insurance certificates, purchased through the UVSS, at the club’s expense. This is usually free.

Examples of special events requiring separate insurance: camping trips, holiday parties, curling tournaments, business conferences, performance nights, and others.

In addition, any events where liquor will be served require a separate liquor insurance application form and liquor license (procured by the club separately). Separate liquor coverage usually costs around \$150.

The UVSS does not provide special event insurance for pub crawls.

If you are not covered by UVSS insurance, the event cannot be associated with the UVSS in any way, and the individual student or group assumes all liability.

The process:

- a. Clubs must email the UVSS Executive Director (ED) at execdir@uvss.ca to request up-to-date insurance forms. If a club will be serving liquor at an event, they must start the application for a liquor license, as the UVSS will not handle this.
- b. Clubs must send completed liquor license forms back to the ED.
- c. The ED will forward the completed forms to our insurance broker, who will contact the underwriter for a quote, and determine approval for the event.

- d. If the application is successful, the insurance broker will provide an insurance certificate and invoice, to be paid by the club.
- e. That's it! If you have any questions about how to fill out the form or the general process, contact the ED.

RECOMMENDED BY THE OMBUDSPERSON COMMITTEE

MOTION 2021/07/12: 03 - ROXAS/

BIRT Board of Directors policy section 4, part 4, "Ombudsperson Committee" is amended as follows:

1. Type

- a. Joint committee combined of: the University of Victoria Students Society (UVSS) and the University of Victoria Graduate Students Society Executive (GSS), and the University of Victoria (UVIC) faculty and staff representatives with closed membership.
- b. Not open to members to attend.

2. Purpose

- a. ~~Administer the office of the Ombudsperson and ensure the impartial and independent operation of the office.~~
- b. **To advise and guide the Ombudsperson to ensure the impartial and independent operation of the Office of the Ombudsperson (the "Office").**

3. Duties

- a. Establish guidelines, policy and procedures for the operation of the Office of the Ombudsperson.
- b. ~~Establish an annual operating budget for the office of the Ombudsperson, which will contain, but will not be limited to provisions for salary, office expenses and professional development.~~
- c. Select, evaluate and dismiss the Ombudsperson according to the procedures in the Office of the Ombudsperson's Terms of Reference.
- d. Solicit operating grants from the university community including, but not limited to the University of Victoria (UVic), the UVSS and the GSS.
- e. Receive and review reports from the Ombudsperson on the operation of the office including the written Annual Report, and report its findings to the UVSS BoD and the GSS Executive.
 - i. **In particular, Ombudsperson shall report on office operations at the end of the following periods: January 1 to June 30; July 1 to December 31; and shall file with the (OAC) statistical reports to cover those terms. Subsequent to the Committee's review, annual reports shall be presented to Senate and distributed widely to the University Community.**
- f. ~~At the first meeting of each semester fall term, 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.~~
- g. **To advise and make recommendations to the Ombudsperson regarding their annual operating budget and annual operational plan for the office of the**

Ombudsperson, including but not limited to provisions for salary, office expenses and professional development.

- h. Evaluate confidentially, as individual members, the performance of service provided by the Ombudsperson according to Ombudsperson's Office Terms of Reference and job description. A written review is to be done annually and provided to the Ombudsperson, ideally during the regular academic year that begins in May and ends at the end of April the following year.
- i. Review and recommend changes to the OAC's Terms of Reference as well as review the Terms of Reference for the Office on an as-needed basis. Any changes to the TOR for the operation of the committee or the Office of the Ombudsperson will require notice:
 - i. Notice of recommended changes will be provided at least two weeks in advance of a special meeting called for the purpose of reviewing the terms of reference. Two-thirds (2/3) of the majority of the sitting members of the committee, e.g., six, as there are nine members of the committee, must be in favour in order for changes to be made to the TOR.
- j. To respond to any alleged violation of the Office of the Ombudsperson's Terms of reference.
 - i. If a member of the university community believes that the Ombudsperson has violated the Office of the Ombudsperson's Terms of Reference with respect to any matter to which the member has been a party, a written complaint detailing the alleged violation can be submitted to the Chair of the Ombudsperson Advisory Committee. The Chair will convene the Committee to review the concern according to the procedure found in the Office of the Ombudsperson Complaint Resolution Form.
- k. To respect the confidentiality of the Ombudsperson's casework. The Committee shall not have access to any confidential information from Office records that identifies individuals or groups of individuals.

4. Membership

Voting Members

- a. Director of Outreach & University Relations - ex officio and chair of the committee
- b. One [1] director elected by the BoD
- c. One [1] GSS member elected by the GSS
- d. One [1] student senator elected by the BoD
- e. One [1] member at large elected by the BoD
- f. One [1] member of the UVic Faculty elected by the Faculty Association
- g. Two [2] members of the UVic Administration: one selected by the Vice-President, Academic & Provost; one selected by the Vice-President, Finance & Operations
- h. One [1] member of the UVic Professional Employees Association (PEA) elected by the PEA

Non-voting Members

- i. Administration and Services Manager – ex officio, **Secretary of the Committee**
- j. Ombudsperson - ex officio

5. Voting

- a. Shall be assigned to the voting members included in section 4.

6. Quorum

- a. Shall be the chair and at least three [3] other voting members of the committee.

7. Meetings

- ~~a. Shall meet at least three [3] times over the term of office at a date set by the chair of the committee, or upon the request of the Ombudsperson, or upon the call of the BoD.~~

b. Frequency of Meetings

- i. **The Committee shall meet at least three times over the academic year, or at the request of the Chair or Ombudsperson. Meetings will be scheduled with a minimum of two (2) weeks advance notice before the meeting dates**

c. Documentation

- i. **The meeting agenda will be prepared by the Committee Chair and the Ombudsperson.**
- ii. **Agenda items can include the following items but is not an exclusive list**
 1. **Review of the previous meeting's minutes**
 2. **Review the activities and operations of the Ombudsperson to the OAC**
 3. **Committee members' questions and feedback related to the activities and operations of the Office of the Ombudsperson.**
 4. **Approval of the annual budget**
 5. **Adoption of the meeting minutes**
- iii. **Meeting agendas, minutes and supporting materials will be produced, distributed to all Committee members at least one (1) week before a scheduled meeting, and maintained for all committee meetings. The office of record will be the Secretary of the Committee**

8. Term of Office

- ~~a. Shall be one year from the date of appointment, subject to the Terms of Reference under "Membership".~~
- b. Members of the UVSS and GSS term of office shall be one year from date of appointment as per section 4.**

9. Funding

- a. The composition of the Committee as noted above is predicated upon ongoing financial contributions to the operation of the Office of the Ombudsperson by the UVSS, GSS, and UVic itself.**

MOTION 2021/07/12: 04 - ROXAS/

WHEREAS various UVic Senate committees are seeking undergraduate student representatives; and **WHEREAS** for the Senate Committee on Learning and Teaching received three nominations for two positions; and,

WHEREAS voting was conducted through a secret ballot webvote, and reached quorum and decisive results; therefore,

BIRT that the successful candidates, Dipayan Nag and Gina Tran, are ratified as the undergraduate representative on the Senate Committee on Learning and Teaching.

MOTION 2021/07/12: 05 - POLLARD/

BIRT the Board open and approve nominations for UVSS Director vacancies on UVSS Committees:

- Campaigns Committee One (1) Director vacancy
- Member Outreach Committee One (1) Director vacancy
- Policy Development Committee Three (3) Director vacancies

MOTION 2021/07/12: 06 - HERNANDEZ/

WHEREAS various UVic Senate committees are seeking undergraduate student representatives, which the UVSS promoted to our membership with a deadline of June 14, 2021;

WHEREAS there remain vacancies on three of these Senate committees;

BIRT the Board opens nominations from the floor for representatives on the following Senate Committees:

- Senate Committee on Academic Standards
- Senate Committee on Continuing Studies
- Senate Committee on Planning

RECOMMENDED BY FINANCE & OPERATIONS COMMITTEE

MOTION 2021/07/12: 07 - NAG/

BIRT up to \$68,000 be transferred from the Food Bank Trust to Food Bank Program Operating Budget to cover the costs directly relating to the operation of the Food Bank in the 2020-2021 Board Term.

RECOMMENDED BY FINANCE & OPERATIONS COMMITTEE

MOTION 2021/07/12: 08 - NAG/

BIRT up to \$8,000 be transferred from the Peer Support Trust to Peer Support Operating Budget to cover the costs directly relating to the operation of the Peer Support Centre in the 2020-2021 Board Term.

RECOMMENDED BY FINANCE & OPERATIONS COMMITTEE

MOTION 2021/07/12: 09 - NAG/

BIRT up to \$29,000 from the Government Relations and Outreach Fund be transferred into the Campaigns Operating Fund to cover the costs directly relating to the operation of the Government Relations and Outreach in the 2020-2021 Board Term.

RECOMMENDED BY FINANCE & OPERATIONS COMMITTEE

MOTION 2021/07/12: 10 - NAG/

BIRT up to \$10,000 from the Election Fund be transferred into the Elections Operating Fund to cover costs relating to elections made in the 2020-2021 Board Term.

RECOMMENDED BY FINANCE & OPERATIONS COMMITTEE

MOTION 2021/07/12: 11 - NAG/

BIRT up to \$17,000 from the Special Events Trust be transferred into the Special Events Operating Budget to cover costs relating to special events made in the 2020-2021 Board Term.

RECOMMENDED BY FINANCE & OPERATIONS COMMITTEE

MOTION 2021/07/12: 12 - NAG/

BIRT up to \$500,000 from the Operating Fund be transferred into the Operating Reserve to cover costs relating to operations in future years.

10. IN-CAMERA

- a. Legal
- b. Personnel Committee Report

11. MEETING TIMES

**The next meeting scheduled by the Board of Directors is:
Monday, July 26, 2021** on Google Meet (online).

12. ADJOURNMENT

13. BOARD DIRECTORS' REPORTS - June 27 - July 9, 2021

Robin Pollard (52 hours)

- General
 - Emails and admin
 - Campaign timeline planning
 - UVSS newsletter (campaigns update)
 - Meeting prep and agenda making
 - Leads and Exec meetings
 - Strat planning final review
 - UVSS/ Uvic Operational Relations Meeting
 - Police accountability meetings and communication
 - Committee Meetings (such as Campaigns, events, outreach etc)
 - Meetings with AMS and ABCS about provincial budget presentation requests
 - Personnel committee training
- Training Sessions
 - Anti O training
 - LEADS workshop
 - Disability Justice Training
- MakeTransitWork
 - Sent a [letter](#) to Erinn Pinkerton (BC Transit) requesting that mask use remain mandatory on BC Transit busses until there is no longer a risk of Covid-19 - this letter was not taken up by BC Transit

- Organizing and communicating about the new Post Secondary Transit Advisory Committee
- LGC
 - Meeting with AVP (planning)
 - Connecting with OSL regarding mandatory consent training
- Divest
 - [Letter about Fires and Fossil Fuel investments to UVic admin](#)
 - Meeting with EJ
 - Meeting with James Rowe
- Anti-Discrimination
 - Teams vote (due to Canada day meeting cancellation)
 - Anti-Asian Discrimination Survey
 - Emails and communications
 - Details and wording
 - SSD Access4All Meetings
 - [Letter to MLA Coulter](#)
 - Official change to “Shift our Campus”
 - Graphics completed!
 - Report reviewing
 - Timeline
 - Meeting with REES and Nate and Mariel on reporting practices at UVic

Q Roxas (58 hours)

- *Admin: 16.5 hours*
 - Organizing emails and responding to full inbox after time off + long weekend (heatwave)
 - Agendas: creating, approval, sending, mending
 - correspondence for CKO vendors, budget, doc sharing
 - editing PIRG bursary doc
 - creating hourly tracking sheet
 - correspondence with Graphics Dept regarding logos
 - cheque signing
- *Meetings & Committees: 26.25 hours*
 - Leads
 - Exec
 - Access4All SSD Working Group
 - ED Hiring Committee
 - reviewing screening questions
 - meeting
 - Interviews
 - editing interview questions
 - Meeting with Mariel: NSU event
 - Meeting with Peter: NSU event
 - Meetings with Katie
 - FBFS Committee
 - SSD UVSS: A4A

- Robin & Mariel: intro in-person meeting, unpacking Robin's office
- MO Committee
- 19toZero Meeting: Community Immunity Event!! with Hannah, Deb, and Marran
- Operation relations
- Events Portfolio meetings
- Thunderfest committee meeting
- *Events Portfolio: Projects, Initiatives, & Planning: 8.75 hours*
 - CKO:
 - planning tabling and vendors
 - budgeting
 - corresponding with potential bands; reaching out 2nd time and/or replying back and forth
 - CKO SM outreach planning!!
 - Anti-Asian Discrimination
 - internal editing of survey
 - sending survey details to various potential partners in order to receive feedback on survey design
 - Access4All Campaign: Q as the UVSS rep on A4A working group
 - Planning social media outreach plan for a4a panel discussion on UVSS' social media channels & putting in relevant work orders
 - Working with Marran on UVic email blast for panel discussion outreach
- *Outreach: Media & Communications: 0.5 hours*
 - corresponding and planning outreach for Res Move In Day + Info Fair
- *Workshops and Orientations: 6.0 hours*
 - Group therapy sessions with Leads + KM
 - Anti-Oppression board training by Niko and Nate
 - Disability workshop with Q
 - Personnel Training

Marran Dodds (61.5 hours)

- *Committees/Meetings*
 - Meetings with ABCS (Intro & BC Budget) - 1.5 hours
 - International Student Relations Committee - 0.5 hours
 - LTSI Awards Adjudication Committee - 2 hours
 - Prepping for awards adjudication - 1.5 hours
 - Executive Committee - 1 hour
 - Accounting Manager Hiring - 4.75 hours
 - Interviews
 - Selecting the candidate
 - Committee meeting
 - Leads Meeting - 2.25 hours
 - Member Outreach Committee - 1 hour
 - UVSS/UVic Operations Relations Committee - 1.5 hours
 - Prep for meeting - 1 hour
 - New Student Engagement Committee - 1 hour
 - Meeting w President Hall - 0.5 hours

- Outreach Portfolio - 0.5 hours
- *Ongoing Projects/Collaborations*
 - Equity, Diversity, and Inclusion
 - NLC Audit - 0.25 hours
 - Return to Campus Advocacy
 - Created and refined Access4All presentation for Operational Relations - 1.5 hours
 - Meeting with Access4All Campaign members - 1.5 hours
 - Access4All Campaign planning meeting - 1 hour
 - Create Access4All petition on change.org - 0.5 hours
 - Email UVic Admin inviting them to Town Hall - 0.5 hours
 - Wellness Journals
 - Emailing folks creating pages - 0.5 hours
 - Wellness Journal Working Group - 1 hour
 - PIRG Award
 - Finalizing the PIRG Bursary Agreement - 1 hour
 - UVSS Swag
 - Finalizing logo for stickers - 0.25 hours
 - Community Immunity
 - Overseeing social media - 0.25 hours
 - Organizing town hall - 0.5 hours
 - Meeting with 19toZero - 0.25 hours
 - OSL:
 - SUB Video Tour meeting - 1 hour
 - SUB Video Tour Creative Briefing - 1 hour
- *Administrative & Other*
 - Emails, Organization, Administration - 22.5 hours
 - Plan for board social - 0.75 hours
 - Drafting agenda items for Operational Relations - 0.25 hours
 - Meeting with Advocacy Representative - 0.5 hours
 - Workshops:
 - Leads Workshop - 3 hours
 - Anti-Oppression Workshop - 1.5 hours
 - Disability Justice Workshop - 2 hours
 - Drafting agendas - 0.25 hours
 - Scheduling outreach portfolio - 0.25 hours

Maríel Hernández (60.5 Hours)

Meetings and Committees (21.75 hours)

- Attended Member Outreach, Events, Campaigns, Finance and Operations, International Students, and Food Bank committees. Internal meetings with Leads and Executive teams. (15.75 hours)
- Meetings with UVic offices (Operational Relations, Office of Student Life) (3 hours)
- Prep for and host ARC on June 29 (3 hours)

Hiring (9 hours)

- Interviews for AVP Outreach (1 hours)
- Post and review applications, write and edit interview questions, and interview for Executive Director position (8 hours)

Clubs and Course Unions (10 hours)

- Planned Clubs and Course Union Days in the Fall (9 hours)
- Prepares for Clubs and Course Union Council (1 hours)

Administration (13+ hours)

- Answered emails, questions, and complaints (4.75 hours)
- Approving cheque requisitions, signing, and accounting tasks (7 hours)
- Meetings with Advocacy Groups (4 hours)
 - Planning and support for Advocacy Group's events (2 hours)

Training and Workshops (4.5 hours)

- Anti-Oppression part II (1.5 hours)
- Team cohesion with Figure It In Ltd. (3 hours)

Advocacy (7 hours)

- Equity, Diversity and Inclusion project: editing report, strategic planning (4 hours)
- Support for Sexualized Violence Prevention training overview and review of reporting system (3 hours)

Joshua Fassnacht (26.5 hours)

- PSC Committee (2 hour)
- Access4All (4 hours)
 - Meetings
 - Admin & Emails
 - Planning
- ISR Portfolio (8.5 hours)
 - Admin
 - JF+SP
 - JF+TB
 - Planning Upcoming Committee
 - Culturally Relevant SVP Asks
 - JF+MH
 - Orientation Planning
- Member Outreach Committee (1 hours)
- Campaigns Committee (1 hour)
- Fin Ops Committee (.5 hours)
- International Student Relations Committee (1 hour)
- Anti-O (1.5 hours)
- Disability Justice (2 hours)
- FB Committee (1 hour)
- Responding to Students (1 hour)
- General Admin/Project Planning (3 hours)

Kathleen Banville (6 hours)

- June 29 - anti-oppression training (1.5 hours)

- June 29 - email (.5 hours)
- July 6 - disability justice workshop (2 hours)
- July 7 - outreach committee meeting and tech support troubleshooting with computer help desk (2 hours)

Deborah Berman (4.25 hours)

- Member outreach committee meeting (0.75 hours)
- Anti-oppression training (1.5 hours)
- SCARTA meeting (1.25 hours)
- Community Immunity (0.25)
- Campaigns committee meeting (0.5 hours)

Kritika Gupta (7 hours)

- PSC collab planning (1.5 hrs)
- Meeting with LGC(1 hr)
- Team meeting(1 hr)
- Campaigns committee(2 hrs)
- LGC and AVP yearly planning (1.5hrs)

Kishal Scholz (2.25 hours)

- Correspondence and planning with lead (0.75 hours)
- Anti-oppression workshop (1.5 hours)

Nigel Bisnar (4hours)

- Anti-Oppression Workshop (1.5hrs)
- FinOps Committee (0.5hrs)
- Document Review for FinOps Committee (0.5hrs)
- Editing Ecofoot Committee TOR (0.5hrs)
- Strategic Plan - Final revision and edits (1hr)

Siddharth Pathak (8.5hrs)

- FinOps Committee (1hr)
- Disability Justice Training Workshop Video(2hrs)
- Anti-Oppression Workshop (1.5hrs)
- Chat with Mariel for SA tasks (0.25hr)
- UVSS Website Analysis (2hrs)
- Committees Minutes(1.5hrs)
- Email Voting (0.25hr)

Rowan Froese

- Disability Justice Workshop (2 hours)
- Budget Planning (3.5hrs)
- Events Committee (0.6 hrs)

Shilpa Parveen (5.5 hours)

- Meeting with the director of ISR (2 hours)
- Contacted all the clubs via email (2 hours)
- ISR committee meeting (1.5 hours)

Kai Muir (3.5 hours)

- Disability justice workshop, (2 hrs)
- Emails and check-ins (1 hr)
- Wellness journal brainstorm (.5 hrs)

Owen Taylor (2 hours)

- ARC – 30 minutes
- Board Meeting – 1 hour
- Check in with Mariel – 30 minutes