



AGENDA

University of Victoria Students' Society

August 29, 2022– Zoom, 6pm

Join Zoom Meeting:

<https://uvic.zoom.us/j/85170872876>

Meeting ID: 851 7087 2876

Attendance: Tran, Berman, Powell, Bihis, Laureta, Holland, Denley, Mundschutz, Taylor, Buchanan, Mclean, Edwardson

Staff: Baidwan, Macpherson, Campo, Robertson, Narvasa

1. CALL TO ORDER

Tran called the meeting to order at 6:12 pm.

2. LIVESTREAM

MOTION 2022/08/29: 01 - BERMAN/HOLLAND

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 **AUGUST 29, 2022** 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

Berman acknowledged the land.

4. ADOPTION OF AGENDA

a. Adoption of Agenda

i. 2022/08/29

MOTION TO ADOPT - EDWARDSON/MUNDSCHUTZ

MOTION TO CARRIED

b. Adoption of Minutes

i. 2022/08/15

MOTION TO ADOPT- EDWARDSON/MUNDSCHUTZ

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

7. QUESTION PERIOD (15 mins)

8. EMAIL MOTIONS

9. MAIN MOTIONS

a. PRIORITY BUSINESS

Tran steps down as Chair. Berman steps up as Chair.

MOTION 2022/08/29: 02 - TRAN/HOLLAND

WHEREAS UVSS policy should be consistent, clear, and accessible;

WHEREAS the current UVSS policy occasionally repeats or contradicts itself, especially in regards to email and data policy;

BIRT the Board of Directors policy be amended as follows (changes marked with track changes, **bolded changes** to come into effect May 2023):

1.7.d. Emails and File Storage

- i. ~~At the beginning of each board term, Lead Directors shall be assigned emails and computers associated with their elected position. All role-assigned emails and electronic files are the property of the UVSS and must be transferred to incoming Lead Directors at the beginning of the following board term.~~

1.10 Information Technology Use

c. Emails & File Storage

- i. At the beginning of each board term, all Lead Directors and the Director of International Student Relations shall be assigned UVSS emails and computers. In addition, the following positions shall be provided role based UVSS emails:
 - 1. ~~Director of International Student Relations Representative~~
 - 1. All Directors elected to the Personnel Committee
 - 2. The Electoral Committee Chair
 - 3. Directors at Large**
 - 4. Faculty Directors**
- ii. All role-assigned emails and electronic files are the property of the UVSS and must be transferred to their successors at the beginning of the following board term.
- iii. Role-assigned email accounts are only to be used for work related to the Society.

BIFRT all instances of the word “e-mail” in the Board of Directors Policy be replaced by “email”

MOTION CARRIED

Berman steps down as chair. Tran steps up as chair.

MOTION 2022/08/29: 03 - BERMAN/BIHIS

WHEREAS Noella Horoscoe has stepped down as the NSU Board representative; and,

WHEREAS the NSU Council selected a new representative; therefore,

BIRT the Board ratifies Lauren McLean as the new NSU Board representative
MOTION CARRIED

b. OLD BUSINESS

MOTION TO MOVE IN CAMERA - BERMAN/HOLLAND

The meeting moved in-camera at 6:38 pm.

10. IN-CAMERA

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

MOTION TO MOVE OUT OF CAMERA - LAURETA/BERMAN

The meeting moved out of camera at 6:57pm

11. MEETING TIMES

**The next meeting scheduled by the Board of Directors is:
Monday, September 12, 2022 on Zoom (online).**

12. ADJOURNMENT

13. BOARD DIRECTORS' REPORTS

Ton Tran - 109 Hours

- *UVSS Committees / Internal Meetings (16 Hours)*
 - Board Meeting
 - Leads Meeting
 - Executive Committee
 - Policy Development Committee
 - Member Outreach Committee
 - Member Outreach portfolio
 - Campaigns Committee
 - Events Committee
 - Governance Review
 - Ombuds Personal Committee
 - University Representative Committee
 - UVSS Department Manager Meeting
- *University Relations / External Meetings - (36 Hours)*
 - Meetings with individual students
 - Welcome Lunch - Operational Relations
 - Meeting w/ Shefali
 - UVSS/GSS Introductions
 - SUDS Conference

- Meeting w/ Nicole
- *Ongoing Projects/Events/Outreach (27 Hours)*
 - SWAG
 - Reviewing Product
 - Work Orders and Creative Concepts
 - Budgeting
 - Creating New Ideas
 - Creating Work Orders
 - Tear Away Planner
 - Social Media
 - Sent in copy for Newsletters
 - Social media
 - Instagram Takeovers
 - UVIC Year One
 - Filming
 - Coffe Video
 - Planning
 - Strategic Planning
 - Drafting / editing
 - Reviewing Previews Plans
 - Fall Outreach
 - Orientation Planning
 - Collaboration Planning
 - Creating & Emailing a Contact List
 - Creating Presentations / Speeches
 - UVIC Job Webinar
 - UVSS 101
 - CFUV Interview
- *Administrative and Other/Housekeeping (30 hours)*
 - Emails
 - Administrative tasks
 - Organising
 - Research and Reading/Onboarding
 - Prepping for committee meetings/creating agendas/scheduling meetings
 - Writing motion(s) for board meeting(s)
 - Communications and meetings with directors and excluded management
 - Online office hours
 - Writing policy
 - Creating agendas, minutes, and scheduling meetings
 - Cheque Signing
 - Budgets
 - Networking

Izzy Adachi 70 hours

- *Committees, Meetings, and Discussions (20)*
 - Operational Relations
 - AVP, SVAW, LGC
 - Campaigns
 - REES
 - Hiring Committee
 - Access4All
 - Governance Review
 - Make Transit Work
 - GSS Intro
 - Exec
 - Leads/DaLs Discussions
 - University Relations Committee
- *Administrative (20)*
 - Emails
 - Digital communications
 - Research
 - Letter Writing
 - Messaging planning
- *Miscellaneous (3)*
 - Filming Content
 - Planning
- *Student Union Development Summit (27 hrs)*

Deborah Berman - 90.5 hours

- *Meetings and Committees (21.5)*
 - Governance Review
 - SCARTA
 - University Representatives Committee
 - Operational Relations
 - Campaigns Committee
 - QPay Meeting
 - UVSSxGSS
 - Board Meeting
 - CCU Days Outreach Planning
 - Personnel
 - Exec Committee
 - Leads

- ***Clubs and Course Unions (31)***
 - Policy edits
 - Cheque Requisitions
 - Thunderfest Committee
 - Emails
 - CCU Days Planning
 - CCU Days Outreach Planning
- ***Administrative (3)***
 - Office hours
 - Cheque signing
 - Correspondence
- ***Advocacy (5)***
 - ARC
 - AIR
 - Coordinator communication
- ***Student Affairs Portfolio (6)***
 - Portfolio meeting
 - Strategic Planning
- ***General (24)***
 - SUDS

Amber Powell - 57 hours

- ***UVSS Committees/Internal Meetings (10 hours):***
 - Board Meeting
 - Leads Meeting
 - Executive Committee
 - Policy Development Committee
 - Member Outreach Committee
 - Campaigns Committee
 - Events Committee
 - FinOps Committee
 - Portfolio Meetings
- ***University Relations/External Meetings (10 hours):***
 - Communication
 - Meeting with comms
 - Meeting with thunderfest
 - Meetings with Dale
 - Meetings with dals
 - Strat plan meetings
 - Food bank
 - Sexpo
 - CFUV
- ***Ongoing Projects/Events/Outreach (3 hours)***
 - Events
 - International event planning

- CKO planning
 - Brainstorming
 - Strat plan writing
 - Interview
 - Social media
 - Catering
 - Work order
 - Logistical analysis
 - Band signing
- *Administrative and Other/Housekeeping (27 hours)*
 - Emails
 - Tech configuring
 - Check signing
 - Housekeeping
 - Administrative tasks
 - Organizing
 - Space booking
 - Booking
 - Prepping for committee meetings/creating agendas/scheduling meetings
 - Online office hours
 - Networking
 - Writing/reading for work in gen
 - Signing papers
 - Directors report
 - Presentations
- *time off (7 hours)*
 - Travel

Julien Edwardson - 5 hours

- *Member Outreach Committee (1)*
- *Consultation meetings (2)*
- *Correspondence (2)*

Lily Vokey- 4 hours

- *Meetings - (3 hours)*
 - Housing meeting at Oak Bay city hall (1.5 hours)
 - Survey meeting Friday the 17th(1.5 hours)
- *Administrative/Housekeeping- (1 hour)*
 - Microsoft teams
 - Emails
 - Finding Halloween decor (did not find :(

Jordana Pangburn - 7 Hours

- University Representative Committee
- Events Committee
- Social media Outreach
- Teams/Communications

Kate Laureta - 9.5 hrs

- *UVSS Committees and Internal Meetings - 6.5 hrs*
 - Campaigns
 - Portfolio- Student Affairs
 - The Society for Students with a Disability (SSD)
 - Special General Meeting
 - Council Training
- *Administrative/Housekeeping - 3 hrs*
 - Emails, Discord, and Microsoft Teams
 - Strategic Planning
 - Documents reviews

Samuel Holland - 8.5 hours

- *Policy Dev - (8 hour)*
 - Writing policy
 - Meeting with excludes
- *Cooling Station (30 min)*
 - Transporting to Uvic, showing folks how to set it up

Alyssa Jackson -5 hrs 20 mins

- *Meetings*
 - Access4All Meeting - 1 hr
 - Events committee - 1 hr
 - SSD General meeting - 1 hr
 - Governance focus group - 1.5 hrs
 - Campaigns committee - 30 mins
- *Teams communications - 20 mins*

Effy Taylor- 3 hours

- UVSS meetings/committees - 3 hours
 - Pride hiring committee
 - Internal meeting
 - Hatabase recap

Ashley Bihis - 3 hours

- *Administrative/Housekeeping (2 hours):*
 - Emails
 - Networking
- *Ongoing Projects/Events/Outreach (1 hours):*
 - Outreach to students/staff/stakeholders
 - Social media (Discord & Instagram)

Lane O'Hara Cooke – 3 Hours

- *Meetings - (1 hour)*
 - Database/Sexualized Violence reporting meeting
- *Administrative – (2 hours)*
 - Emails, Microsoft Teams, Discord 1 hour
 - Miscellaneous planning and prep work 1 hour

Lauren McLean - 6.5 Hours

- *UVSS Board Meetings (1.5 hours)*
- *ARC Meetings (1 hour)*
- *NSU Meetings (1.5 hour)*
- *Administrative and Other/Housekeeping (2.5)*
 - Emails
 - Prepping for meetings
 - Writing Reports