



## MINUTES

University of Victoria Students' Society  
December 5, 2022– Zoom, 6pm

Join Zoom Meeting:

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

Meeting ID: 851 7087 2876

**Attendance:** Berman, McLean, Adachi, Tran, Cooke, Pangburn, Williams, Edwardson, Jackson, Powell, Little, Mundschutz, Choi

**Staff:** Narvasa, Robertson, Mcpherson

**Regrets:** Vokey, Bihis

### 1. CALL TO ORDER

The meeting was called to order at 6:03 pm.

### 2. LIVESTREAM

#### **MOTION 2022/12/05: 01 - BERMAN/EDWARDSON**

**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 **December 5, 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.

**MOTION CARRIED**

### 3. LAND ACKNOWLEDGEMENT

The land was acknowledged by Amber Powell.

### 4. ADOPTION OF AGENDA

#### a. Adoption of Agenda

##### i. 2022/12/05

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

**MOTION TO AMEND- BERMAN/POWELL** to add Motion 6 before old business

**MOTION CARRIED**  
**MOTION TO AMEND- PANGBURN/EDWARDSON** to add director's  
report for Jordana Panguburn  
**MOTION CARRIED**  
**MOTION CARRIED**

**b. Adoption of Minutes**

**i. 2022/11/21**

**MOTION TO ADOPT- BERMAN/EDWARDSON**

**MOTION TO AMEND-BERMAN/EDWARDSON**

**MOTION CARRIED**

**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. SOCC
4. SSD

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

**8. EMAIL MOTIONS**

**9. MAIN MOTIONS**

**a. PRIORITY BUSINESS**

**MOTION 2022/12/05: 02- COOKE/ EDWARDSON**

**WHEREAS** Lane O'Hara Cooke previously occupied the non-lead director seat on the health and dental plan appeals committee

and has since stepped down from their role as the GEM advocacy representative to become the Director of Finance and Operations

**WHEREAS** the health and dental plan appeals committee now has a vacancy open to non-lead directors

**BIRT** nominations are opened for non-lead directors to fill the vacancy on the health and dental plan appeals committee, with an opportunity for nominees to provide 2 minutes of motivation for their election when seats are contested.

**Parker Little nominated himself.**

**Lane O' Hara Cooke used mover's privilege to table the motion for voting until next meeting.**

**MOTION 2022/12/05: 03- COOKE/EDWARDSON**

**WHEREAS** the digital colour press in Zap Copy is inefficient, at the end of its service life, and is a necessary piece of equipment for an efficient and successful printing business.

**BIRT** The UVSS allocate up to \$95,000 from the Major Capital Fund to purchase a replacement digital colour press and cover all associated costs for Zap Copy.

[Zap Digital Colour Press 2022-11-18 v2.docx](#)

[2022 Working Capital Account tracking- working.xlsx](#)

**MOTION CARRIED**

**MOTION 2022/12/05: 04 - COOKE/EDWARDSON**

**WHEREAS** many of the parts of the sound system for UVSS catering are breaking, inefficient, at the end of their service life, and are necessary pieces of equipment for a successful catering business.

**BIRT** The UVSS allocate up to \$10,500 from the Major Capital Fund to purchase replacements for various sound system pieces and cover all associated costs for UVSS catering.

[UVSS Catering AV Purchase.xlsx](#)

**MOTION CARRIED**

**MOTION 2022/12/05: 05- EDWARDSON/ADACHI**

**WHEREAS** setting nomination, campaign, and voting periods is a necessary step to plan and execute UVSS elections,

**WHEREAS** elections must happen,

**WHEREAS** the UVSS electoral committee has unanimously approved the following resolution on the advice of the UVSS chief electoral officer,

**BIRT** the Board sets the following dates for the 2023 elections to the UVSS Board of Directors:

- Nomination Period: Friday, February 10, noon – Monday, February 20, noon
- Campaign Period: Monday, March 13, noon\* – Monday, March 27, 5pm
- Voting Days: Thursday, March 23, 9am – Monday, March 27, 5pm

**MOTION CARRIED**

**Ton Trans steps down as chair. Deborah Berman steps up as chair.**

**MOTION 2022/12/05- TRAN/COOKE**

**WHEREAS** it is important to streamline the UVSS’s progressive resolution process to improve the organization's clarity and accountability.

**BIRT** Board of Directors Policy 1.6.C Section 2 is amended as follows:

**a. Progressive resolution process**

**i. STEP ONE**

1. Attempt to resolve issues with the other Director(s) involved, in private. Directors may skip this step if they choose.
2. 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.

**a. Discussion guidelines:**

- i. Issues should be approached with humility and the intent to learn.
- ii. The conversation should focus on problem-solving and improving the overall process.
- iii. Understand intent – if it is not to find a respectful solution, take a step back before having a conversation.
- iv. Have a direct and honest conversation with the other person, starting by clarifying your purpose.
- v. Describe the behavior specifically, without referring to your assumptions about their intention. Describe how their behavior affected you.
- vi. Give them the opportunity to respond and ask for their point of view.
- vii. 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.
- viii. 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.
- ix. Ask direct questions and encourage direct answers; seek clarification where needed.

**ii. STEP TWO:**

1. The Director may contact:
  - a. The Director of Outreach and University Relations.
  - b. Advocacy representatives are welcome to contact the Director of Student Affairs.
  - c. 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.
  - ~~d. The Research and Communications Manager~~ Executive Director
  - e. Or move to step three.
    - i. 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~~ Executive Director.
    - ii. 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.

iii. STEP THREE:

1. 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 ~~The Research and Communications Manager~~ Executive Director either by submitting a written account or attending an Executive Committee meeting.
2. 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~~ Executive Director.
3. 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 ~~The Research and Communications Manager~~ Executive Director.
4. 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.

iv. STEP FOUR:

1. 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.
2. 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.
3. 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.
4. Disciplinary motions must be passed by a 2/3 vote of the Board.

**MOTION CARRIED**

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

**b. OLD BUSINESS**

**MOTION 2022/12/05: 07 - COOKE/EDWARDSON**

**WHEREAS** Julia Denley previously occupied the non-lead director seat on the personnel committee and has since stepped down from her role as the SSD advocacy representative

**WHEREAS** the personnel committee now has a vacancy open to non-lead directors

**BIRT** nominations are opened for non-lead directors to fill the vacancy on the personnel committee, with an opportunity for nominees to provide 2 minutes of motivation for their election when seats are contested.

**Motion has been tabled as no names were brought forward for nominations.**

**MOTION TO MOVE-IN CAMERA- MUNDSCHUTZ/EDWARDSON**

**MOTION CARRIED**

The meeting moved in camera at 7:00 pm.

**10. IN-CAMERA**

- a. Legal
- b. Personnel Committee Report

**MOTION TO MOVE-OUT OF CAMERA - BERMAN/EDWARDSON**

**MOTION CARRIED**

The meeting moved out- of camera at 7:20 PM

**11. MEETING TIMES**

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

## 12. ADJOURNMENT

**MOTION TO ADJOURN - BERMAN MUNDSCHUTZ**

**MOTION CARRIED**

## 13. BOARD DIRECTORS' REPORTS

**Ton Tran- 32 hours**

- *UVSS Committees / Internal Meetings (10 Hours)*
  - Board Meeting
  - Executive Meeting
  - Meeting w/ Communications
  - Member Outreach Committee
  - Eco-foot Committee
  - Policy Development Committee
  - Events Committee
  
- *University Relations / External Meetings - (4 Hours)*
  - Meetings w/ individual students
  - Ombudsperson Advisory Committee
  
- *Ongoing Projects/Events/Outreach (8 Hours)*
  - Annual General Survey
    - Social Media Plans
  - Committee call out process changes
  - January Outreach
  
- *Administrative and Other/Housekeeping (12 hours)*
  - Emails
  - Administrative tasks
  - Organizing
  - 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
  - Signing cheques
  - Budgets
  - Networking

## Izzy Adachi- 86 hours

- *Committees and Meetings (30)*
  - AccessBC
  - Campaigns  
Students
  - External
  - Personnel
  - Executive
  - Graphics
  - Operational Relations
- *Sick (56)*

## Deborah Berman - 65 hours

- *Meetings & Committees (11)*
  - Campaigns
  - Personnel
  - Exec
  - Ecofoot
  - Policy Development
  - SOCCxUVSS
  - Member Outreach
- *Clubs and Course Unions (32)*
  - Emails
  - Policy
  - Cheque requisitions
  - Accounting meeting
- *Administrative (6)*
  - Emails
  - Correspondence
  - Cheque signing
  - SA Manual Updates
- *Advocacy (5)*
  - Air Event
- *Student Affairs Portfolio (1)*
  - DBxKL Meeting
- *General (10)*
  - Sick leave

## Amber Powell- 40.5 hours

- *UVSS Committees/Internal Meetings (8 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 ( 8 hours):*
  - CFUV
  - Communications meetings
  - Office hours
  - General Communication
- *Ongoing Projects/Events/Outreach ( .5 hours)*
  - Events
    - Event planning
    - Puppy playtime prep
- *Administrative and Other/Housekeeping ( 17 hours)*
  - Emails
  - Work orders
  - Housekeeping
  - Administrative tasks
  - Organizing
  - Check signing
  - Online office hours
  - Directors report
  - Card signing
- *time off ( 7 hours)*
  - Sick

## Lane O'Hara Cooke 70 hours

- *UVSS committees/ internal meetings (24 hours)*
  - Board meetings
  - FinOps committee
  - Personnel committee
  - Eco-foot committee
  - Peer support committee
  - Policy development committee
  - PridexGem community circles
  - Meeting with SOCC
  - Meeting with NSU (?)
  - Meetings with Execs

- Leads meetings
- meeting with amanda (food bank)
- meetings with Dale
- SSD meeting
- *External meetings (10 hours)*
  - Meeting with CAL re: autism assessment fund plan
  - Co-op meetings
  - Foodbank planning with GSS
  - GSS board meeting and presentation
- *Administrative and Other/Housekeeping (25 hours)*
  - Presentation prep and research
  - Office hours
  - Emails
  - Microsoft Teams messages
  - Discord
  - phone calls
  - cheque requisitions
  - cheque signing
  - Administrative tasks
  - Organising
  - Research and Reading/Onboarding
  - Prepping for committee meetings/creating agendas/scheduling meetings
  - Creating agendas, minutes, and scheduling meetings
  - Networking
- Sick leave (11 hours)
  - Not even two full days... rip

### Julien Edwardson- 5.5 hours

- *Committee meetings: 2h*
- *Electoral policy work: 3h*
  - policy environmental scan
  - policy change suggestions
  - committee prep)
- *Housekeeping: 0.5h*

### Lily Vokey- 3 hours 20 min

- *Meetings - (2 hours 50 min)*
- FinOps Nov 23rd (1 hour 30 min)
  - Events Nov 24th (30 min)
  - Events Dec 1st (20 min)
  - Campaigns (30 min)

- *Administrative/Housekeeping/Brainstorming- (30 min)*
  - Catching up on teams/email

## Kate Laureta - 6 hrs

- *UVSS Internal Meetings - 2 hrs*
  - Meeting with Deborah Berman
  - Meeting with SSD Coordinator
- *Ongoing Projects/Events - 1 hr*
  - Shoot video for Puppy Playtime
- *Administrative/Housekeeping - 3 hrs*
  - Emails, Microsoft Teams
  - Wrote proposal for UVic AIR

## Alyssa Jackson- 2.5 hours

- *Ecofoot committee*
- *Events committee*
- *Policy development committee*

## Ashley Bihis - 10 hours

- *UVSS Committees/Internal Meetings (5 hours):*
  - Board meeting
  - ARC
  - PSC
  - SOCC coordinating committee
  - Meeting with SOCC, DB, LC, CC
- *Administrative and Other/Housekeeping (3 hours):*
  - Organizing
  - Networking
  - Correspondence (Emails & Teams)
  - Preparing for committee meetings/scheduling meetings
  - Communications and meetings with directors and excluded management
- *Ongoing Projects/Events/Outreach (2 hours):*
  - Outreach to students/staff/stakeholders
  - Social media (Discord & Instagram)

## Parker Little- 3 hours

- *Email and Meetings - (3)*
  - SSD Council Meeting Friday 4-5pm
  - Communication with SSD to corroborate progress reports on Food Reimbursement program, Van Gogh exhibit, Games night, Movie night, Stroll for reproductive rights, body doubling (30 min)
  - ARC meeting Nov 22 1.5 hours

## Lauren McLean - 28.50 Hours

- *Committees, Meetings, and Discussions (7.75 Hours)*
  - Board Meeting (2.25)
  - ARC Meeting (1.0)
  - NSU Meetings (2.5)
  - Personal Meetings (2.0)
  - NDRAVAW Planning Committee Meeting (2.5)
- *Events (7.0 Hours)*
  - Tuesday Lunches (3.0)
  - Cookie decorating (4.0)
- *Administrative and Housekeeping (11.25)*

## Jordana Pangburn -6 hours

- *Meetings*
  - Event's committee
  - Campaign's committee
  - Meeting with exec staff
- *Online communications*
  - with board, leads, and exec staff