



**MINUTES**  
**University of Victoria Students' Society**  
**March 20, 2023 – Zoom, 6pm**

**Join Zoom Meeting:**

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

Meeting ID: 851 7087 2876

**Attendance:** Adachi, Edwardson, Williams, Tran, Choi, Edwardson, Mclean, Cooke, Morisho, Berman, Laureta, Buchanan, Pangburn, Adachi, Powell, Vokey

**Staff:** Baidwan, Chugh, Narvasa, Campo, Robertson, Macpherson

**Guests:** Sider

**Regrets:**

**1. CALL TO ORDER**

The meeting was called to order at 6:05 pm.

**2. LIVESTREAM**

**CONSENT MOTION 2023/03/20: 01 - TRAN**

**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 Monday, 20 March 2023 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.

**BIFRT** this motion will pass without the need of a vote or seconder through unanimous consent unless objected, where then this motion will need a seconder and a vote.

**3. LAND ACKNOWLEDGEMENT**

The land was acknowledged by Ton Tran. Please see this link for additional information :

<https://snottynoserezkids.com/tour>

**4. ADOPTION OF AGENDA**

**a. Adoption of Agenda**

i. 2023/03/20  
MOTION TO ADOPT - MCLEAN/EDWARDSON  
MOTION TO AMEND- ADACHI/WILLIAMS  
MOTION CARRIED  
MOTION CARRIED

b. Adoption of Minutes  
i. 2023/03/06  
MOTION TO ADOPT- EDWARDSON/COOKE  
MOTION CARRIED

5. PRESENTATIONS & ANNOUNCEMENTS

a. PRESENTATIONS

b. ANNOUNCEMENTS

6. EMAIL MOTIONS

7. MAIN MOTIONS

a. Priority business

**MOTION 2023/03/20: 02 - ADACHI/BERMAN**

**BE IT RESOLVED** that the board endorse the [BC Climate Emergency Campaign's open letter on the Clean Transportation Action Plan](#)

**MOTION CARRIED**

**MOTION 2023/03/20 - 03- COOKE/EDWARDSON**

**BIRT** Board of Directors Policy 3.8 amended as follows:

**3.8 Health & Dental Fees**

d. Psycho-Educational and Autism Assessment (PEAA) Fund Allocation

**ii. Qualification Criteria**

1. Students who are approved for student loans may qualify for public funding that covers the full cost of the psycho-education assessment. ~~There are currently no public grants that exist in the province for adult autism assessments.~~

**iii. Process**

2. Once students have discussed their situation with the CAL and determined that a Psycho-Educational or Autism Assessment is required, students ~~can choose~~ **will need to be assessed by** see an external registered psychologist **for Learning Disability**

**Assessment** or appropriate authorized medical professional in a private practice **for an autism assessment**, in order to seek a diagnosis(es).

**iv. Funding Allocation**

2. External Screening

i. The first portion of the cost up to the current UVSS Psychology benefit maximum 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~~ **Psycho-Educational and Autism Assessment Fund**.

3. Dispersing Funds from the Psycho-Educational and Autism Assessment Fund

b. The Director of Finance and Operations and one Excluded Manager will sign off on the form and submit a ~~check~~ **cheque** request to Accounting for processing.

c. All cheques are to be written directly to the **insurance company or** health plan broker.

d. The **insurance company or** health plan broker will reimburse the paying party, be it the student directly.

**MOTION CARRIED**

**b. Old business**

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

**9. 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

**c. COMMITTEES AND COUNCILS**

1. Electoral
2. Executive Committee
3. Food Bank & Free Store
4. Peer Support Centre

**d. CONSTITUENCY ORGANIZATIONS & NSU**

1. GEM
2. NSU
3. SOCC
4. SSD
5. Pride Collective

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

**MOTION CARRIED**

The meeting was moved in camera at 6:41 pm.

**10. IN-CAMERA**

- a. **Legal**
- b. **Personnel Committee Report**
- c. **General Discussion**

**MOTION 2023/03/20: BERMAN/EDWARDSON**

**WHEREAS** the current Terms of Reference for Electoral Committee changed on January 9th are not in line with UVSS standards and practices that ensure fair elections

**BIRT** this policy take effect immediately

**BIFRT** the Board of Directors Policy be amended as follows:

**4.1 ELECTORAL COMMITTEE**

- a. **Type**
  - i. Standing committee of the UVSS BoD with closed membership.
  - ii. Not open to members to attend.
- b. **Purpose**
  - i. Ensure the proper and successful conduct of all elections to fill positions on the BoD and of all referenda according to the bylaws and policy of the UVSS.
- c. **Duties**
  - i. Oversee the electoral process and ensure that the Elections Office functions as an independent body.
  - ii. Make recommendations to the BoD regarding the maintenance and development of UVSS Electoral Policy, with consultation of the Policy Development Committee.
  - iii. Hire and supervise the Chief Electoral Officer, Elections Adjudicator, and Arbitration Panel, with the assistance and active participation of the Administrative and Services Manager.
  - iv. Assist the Chief Electoral Officer in the hiring of deputy electoral officers.
  - v. Provide financial and administrative support and other resources to the Chief Electoral Officer as needed.

- vi. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference.
- vii. Carry out all other duties as directed by the BoD.
- d. **Membership**
  - i. Voting Members
    - 1. Three [3] directors of the Society, one of which is elected as chair by the Board of Directors. The Board shall elect the chair before electing the other two positions. The other two directors can act as second chair, as needed. No members of the committee may actively participate in campaigning or seek re-election while serving as a member of the committee. **Committee members who decide to actively participate in campaigning or to seek re-election must resign from the committee before the hiring process begins for the Chief Electoral Officer, Election Adjudicator, Arbitration Panel, or Deputy Electoral Officers.**
  - ii. Non-voting Members
    - 1. Research & Communications Manager - ex officio
    - 2. Administration and Services Manager - ex officio
- e. **Voting**
  - i. Shall be assigned to the voting members designated in Section 4: Membership.
- f. **Quorum**
  - i. Shall be at least two [2] voting members of the committee.
- g. **Meetings**
  - i. Shall meet as determined by the committee membership or upon the direction of the BoD.
- h. **Term of Office**
  - i. 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**

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

**MOTION CARRIED**

The meeting was moved out of camera at 7:46 pm.

## 11. MEETING TIMES

**The next meeting scheduled by the Board of Directors is:  
Monday, April 3 2023 on Zoom (online).**

## 12. ADJOURNMENT - ADACHI/EDWARDSON

## 13. BOARD DIRECTORS' REPORTS

### Ton Tran - 65 hours

- *UVSS Committees / Internal Meetings (7 Hours)*
  - Board Meeting
  - Executive Meeting
  - Department Manager Meeting

- Meeting w/ Communications
- Events
- Outreach
  
- *University Relations / External Meetings (10 Hours)*
  - Meeting w/ Evan
  - Meeting w/ Sajjian
  - Meeting w/ Joy
  - Meeting w/ Annette
  
- *Ongoing Projects/Events/Outreach (25 Hours)*
  - Meetings w/ individual students
  - Elections
    - Tanling
    - Classroom Talks
  - Directors Guide
  - BoD Final Report
  
- *Administrative and Other/Housekeeping (20 hours)*
  - Emails + Administrative tasks + Organizing
  - Research and Reading/Onboarding
  - Prepping for committee meetings/creating agendas/scheduling meetings
  - Writing motion(s) for board meeting(s) + Writing policy
  - Communications and meetings with directors and excluded management
  - Online office hours
  - Creating agendas, minutes, and scheduling meetings
  - Signing cheques + Budgets
  - Networking

## Deborah Berman - 70 hours

- *Meetings & Committees (10)*
  - DB & CC meeting with student
  - Board Meeting
  - Personnel
  - Deputy Provost Meet n Greet
  - SCARTA
  - CC & EQHR
  - Exec
  - Department Managers Meeting
- *Clubs and Course Unions (27)*
  - Clubs Council
  - Course Union Council
  - Emails
  - Policy work
  - Conflict Resolution
  - Cheque requisitions
- *Administrative (2)*
  - Elections
  - Correspondence

- Emails
- Office hours
- *Advocacy (1)*
  - GEM Collective Meeting
- *General (30)*
  - Sick days
  - Classroom talks
  - Time off in-lieu

## Amber Powell- 40.5 hours

- *UVSS Committees/Internal Meetings (6 hours):*
  - Board Meeting
  - Leads Meeting
  - Executive Committee
  - Member Outreach Committee
  - Campaigns Committee
  - Events Committee
  - FinOps Committee
- *University Relations/External Meetings (4 hours):*
  - Communications meetings
  - Office hours
  - General Communication
  - Bookings
- *Ongoing Projects/Events/Outreach (3 hours)*
  - Events
    - Class talks
    - Event planning/booking
    - Promo vids
    - Puppy playtime prep
- *Administrative and Other/Housekeeping (17:30 hours) time off*
  - Emails
  - Work orders
  - Cheque signing
  - Research
  - Phone calls
  - Document writing/editing
  - Housekeeping
  - Administrative tasks
  - Creating agendas
  - Directors report
- *time off (10 hours)*
  - Sick

## Lane O'Hara Cooke- 71 hours

- *UVSS committees/ internal meetings (20 hours)*
  - Member outreach
  - Board meeting
  - Eco-foot
  - finops
  - Personnel
  - Exec
  - Comms
  - gem meeting
  - charlene
  - dale
  - access for all
- external meetings (6 hours)
  - studentcare meeting
  - tabling
  - campaigning for referenda
- campaigning/in lieu time (20 hours)
- *Administrative and Other/Housekeeping (25 hours)*
  - 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

## Lily Vokey- 2 hours

- *Meetings - (1 hour 20 min)*
  - *Campaigns (1 hour)*
  - *Events (20 min)*
- *Administrative/Housekeeping- (30 min)*
  - Teams/email motions review
- *Classroom talks- (10 min)*

## Jordana Pangburn- 10 hours



- *Pride collective*
- *Online communications*

## Izzy Adachi (65)

- ELECTIONS (50)
  - Meet and Greet
  - Handbilling
  - Tabling
  - Classroom Talks
  - Referenda Promo
  - Strategic meetings
  - Reel Filming
  - Meetings with Candidates
  - Liaising with referenda proponents
  - Sub Bot
- MEETINGS (10)
  - Campaigns
  - Personnel
  - Executive
  - Harm Reduction Fair
- Misc (5)
  - Emails

## Safi Morisho - 1.5 Hours

- Communications and scheduling (1.5 hours)

## Lauren McLean - 13.0 Hours

- Committees, Meetings, and Discussions (3)
- NSU Meetings (2.0)
- Personal Meetings (1.0)
- Administrative (10)
- Emails
- Writing Reports
- Prepping for Meetings

## Bunni Williams- 14 hours

- Ongoing Projects/Events/Outreach (12 hours)
  - GEM Referenda campaigns (tabling, campaign material making, classroom talks)
  - Meet the candidates (4 hours)
- University Relations/External Meetings (2 hours)

- GEM collective meeting

## Sarah Buchanan - 6.75 hours

- Personnel - 3 hours
  - Meetings, etc.
- Election - 0.75 hours
  - Classroom talks
- Pins - 2 hours
  - Campaign setup, graphics, etc.
- Meet the candidates - 1 hour