AGENDA
University of Victoria Students' Society
Monday, June 12, 2023 – Zoom, 6pm

Join Zoom Meeting:
https://uvic.zoom.us/j/87429735004?pwd=M2VTSmZvcXIIVFg4RFM5K3U0d20rQT09

Meeting ID: 851 7087 2876

Attendance:

Staff:

Regrets:

1. CALL TO ORDER

2. LIVESTREAM

CONSENT MOTION 2023/06/12: 01 - COOKE
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,12 June 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.
MOTION

3. LAND ACKNOWLEDGEMENT

4. ADOPTION OF AGENDA

a. Adoption of Agenda
   i. 2023/06/12

b. Adoption of Minutes
   i. 2023/05/29
5. PRESENTATIONS & ANNOUNCEMENTS

a. PRESENTATIONS

b. ANNOUNCEMENTS

6. EMAIL MOTIONS

MOTION 2023/06/09: 01 - WILLIAMS/
BIRT the following list of course unions are allocated Publication funding:

<table>
<thead>
<tr>
<th>Union</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Undergraduates of Political Science</td>
<td>$500</td>
</tr>
<tr>
<td>History Undergraduate Body (HUB)</td>
<td>$500</td>
</tr>
</tbody>
</table>

MOTION 2023/06/09: 02 - WILLIAMS/
BIRT the following list are allocated Travel Pool funding:

<table>
<thead>
<tr>
<th>Union and Other Details</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVic Submarine Racing Club</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Dawei Kang (The ITE UVic Student Chapter)</td>
<td>$400.00</td>
</tr>
<tr>
<td>UVic Seismic</td>
<td>$300.00</td>
</tr>
<tr>
<td>Canadian Society for Civil Engineering UVic Chapter</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Kyle Stang (Vikese)</td>
<td>$380.00</td>
</tr>
<tr>
<td>University of Victoria Rocketry Team</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Katherine Marshall (PHPSA)</td>
<td>$800.00</td>
</tr>
<tr>
<td>UVic Horticulture Club</td>
<td>$515.00</td>
</tr>
</tbody>
</table>
MOTION 2023/06/09: 03 - WILLIAMS/
BIRT the following list of course unions are allocated Academic funding

| Biology Undergraduate Society | $1,950.00 |
| Computer Music Course Union   | $2,000.00 |

MOTION 2023/06/09: 0X - WILLIAMS/
BIRT the following list of clubs are ratified without funding:
1. Social Works BIPOC Student Support Circle
2. Vancouver Island Peace Council
3. AUVIC
4. Uvic Google Developer Student Club
5. Uvic Fashion Society

7. MAIN MOTIONS

a. Priority business

MOTION 2023/06/12: 02 - COOKE
WHEREAS the ability of the personnel committee to sustain full membership is vital to the success of the UVSS,
WHEREAS the Board of Directors has struggled to fill the non-Lead Director seat on the personnel committee,
BIRT the Board of Directors approves the update of policy, allowing for another Lead Director to fill the empty seat,
BIFRT BoD Policy section 4, part 4, 4.7, d, i be amended as bolded in the following:

d. Membership
i. Voting Members*:
   1. Director of Finance and Operations - ex officio and chair of the committee
   2. One [1] Lead Director elected by the BoD - ex officio and second chair of the committee
   3. One [1] director (non-lead director) elected by the BoD (must be available for the entirety of the board term)
   4. One [1] director elected by the BoD (must be available for the entirety of the board term)

*Personnel Committee shall have a maximum of two self-identified cisgender men as voting members.
*In the event of a tie, the motion shall not be approved.
*In the event of non-lead directors not stepping up to fill the designated seat, a lead director may fill the role under the condition that the seat must go under review by the Board during mid-October if a non-lead expresses interest.

**MOTION 2023/06/12: 03 - COOKE**

BIRT nominations be opened for directors to fill vacancies on the following closed committees, with an opportunity for nominees to provide 2 minutes of motivation for their election when seats are contested; and,

BIFRT chairs and second chairs are to be elected within the committees and brought forward to the next board meeting for ratification.

<table>
<thead>
<tr>
<th>Committee</th>
<th>-Previously acclaimed/elected</th>
<th>vacancies</th>
<th>nominations</th>
<th>acclaimed/elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>- Cleo Philp</td>
<td>One (1) Non-lead Director or One (1) Lead Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Lane O’Hara Cooke</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electoral</td>
<td>-Sarah Buchanan</td>
<td>1 UVSS Directors (Leads, DaLs, Faculty Reps or Advo Reps)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Callum</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MOTION 2023/06/12: 04 - COOKE**

WHEREAS the ability of the international student relations committee to sustain full membership is vital to the success of the UVSS,

WHEREAS the Board of Directors has struggled to fill the non-Lead Director seat on the international student relations committee,

BIRT the Board of Directors approves the update of policy, allowing for another Lead Director to fill the empty seat,

BIFRT BoD Policy section 4, part 3, 3.5, d, i be amended as bolded in the following:

d. Membership
   i. Voting Members
      1. Director of International Student Relations – ex officio and chair of the committee
      2. Any members at large who identify as international students and have attended one previous meeting of the committee.
      3. These international student members may also represent a club ratified by Club Council if the club:
         i. is established and returning,
         ii. has a club type ‘cultural’ or ‘community service & volunteer’,
         iii. represents all or a group of international students’ interest,
         iv. requests membership on this committee and be represented by an international student,
         v. is subject to approval of this committee;
      4. These international student members may also represent a course union ratified
by Course Union Council if the course union:
   i. is established and returning,
   ii. is represented by an international student and requests membership on
      this committee.
5. One [1] Director-at-Large, who is an international student, as elected by the BoD.

*In the event of non-lead directors not stepping up to fill the designated seat, a lead director
may fill the role under the condition that the seat must be given up, at the committee’s
discretion, if a new non-lead joins the Board and expresses interest

MOTION 2023/06/12: 05 - COOKE
BIRT nominations are opened for directors to fill vacancies on the following open committees with
closed membership, with an opportunity for nominees to provide 2 minutes of motivation for their
election when seats are contested.

<table>
<thead>
<tr>
<th>Committee:</th>
<th>-Previously acclaimed/elected</th>
<th>vacancies</th>
<th>nominations</th>
<th>acclaimed/elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>International student relations</td>
<td></td>
<td>One [1] Director-at-Large or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lead Director, who is an</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>international student,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MOTION 2023/06/12: 06 - COOKE
WHEREAS the UVSS values excellence and service,
WHEREAS the UVSS seeks to invest in and engage with the employees we hire,
BIRT the hiring committee policy for Advocacy and Affiliate term employee be updated to include a
Lead Director as a voting member of the committee,
BIRT the Board of Directors approves the reinstatement of the following policy in the Employee
Handbook part 3, 3.3, c: ❯ Old hiring committee compositions.pdf

MOTION 2023/06/12: 07 - COOKE
WHEREAS the UVSS values excellence and service,
WHEREAS the UVSS seeks to invest in and engage with the employees we hire,
BIRT the hiring committee policy for excluded employees be updated to include one excluded manager
(or designate as assigned by the excluded managers), at least one staff member, the Chair of the
relevant UVSS committee, and at least one Lead Director
BIRT the Board of Directors approves the reinstatement of the following policy in the Employee

  b. Old business

MOTION 2023/06/12: 08 - WILLIAMS
BIRT nominations be opened for Directors at-Large to fill vacancies as Portfolio DALs attached to the
following Lead Directors, and their nominations are approved:
<table>
<thead>
<tr>
<th>Portfolio: Campaigns and Community Relations</th>
<th>Previously Elected</th>
<th>Vacancies: One (1) Directors-at-Large /Faculty Directors</th>
<th>Nominations:</th>
<th>Elected/Acclaimed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach and University Relations</td>
<td>1.Kate Van Oort 2.</td>
<td>One (1) Directors-at-Large /Faculty Directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td>1.Liam Peta 2.</td>
<td>One (1) Directors-at-Large /Faculty Directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events</td>
<td>1.Naomi Tran</td>
<td>One (1) Directors-at-Large /Faculty Directors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MOTION 2023/06/12: 09 – WILLIAMS**

**BIRT** nominations be opened for directors to fill vacancies on the following open committees with open membership, with an opportunity for nominees to provide 2 minutes of motivation for their election when seats are contested; and,

**BIFRT** second chairs are to be elected within the committees and brought forward to the next board meeting for ratification.

<table>
<thead>
<tr>
<th>Committee: Policy Development</th>
<th>Previously Elected/Acclaimed:</th>
<th>Vacancies: Two (2) seats</th>
<th>Nominations:</th>
<th>Elected/Acclaimed:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Committee: Campaigns</th>
<th>Previously Elected/Acclaimed:</th>
<th>Vacancies: One (1) Director</th>
<th>Nominations:</th>
<th>Elected/Acclaimed:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Committee: Events</th>
<th>Previously Elected/Acclaimed:</th>
<th>Vacancies: Two (2) directors</th>
<th>Nominations:</th>
<th>Elected/Acclaimed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td></td>
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</tr>
</tbody>
</table>
| **Finance and Operations** | 1. Natalya Sochan  
2. Liam Peta  
3. Nico Caparas  
4.  
5. | Two (2) directors |
| **Member Outreach & Engagement** | 1. Kate Van Oort  
2. Natalya Sochan  
3.  
4. | Two (2) Directors |

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
10. **IN-CAMERA**
   
a. Legal

b. Personnel Committee Report

c. General Discussion

11. **MEETING TIMES**

   The next meeting scheduled by the Board of Directors is:
   Monday, June 26, 2023 on Zoom (online).

12. **ADJOURNMENT**

13. **BOARD DIRECTORS’ REPORTS**

Lane O’Hara Cooke 70 hours

- *UVSS committees/ internal meetings (40 hours)*
  - Board meeting
  - leads
  - Exec
  - Member outreach
  - Graphics
  - Training
  - Campaigns
  - Upass committee
  - Pride council meeting
  - Ssd
  - Pride planning with Sarah and Callum
  - Policy development
  - HR&ASM hiring committee
  - Comms
  - Personnel training
  - Events committee

- *external meetings (7 hours)*
  - Ombuds committee
  - Operational relations
  - Federal Vote on Campus Program in Post-secondary Institutions meeting

- *Administrative and Other/Housekeeping (23 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

Sarah Buchanan - 69 hours

- **Communication - 21h 45m**
  - Emails, Teams - 7h 45m
  - Running around - 30m
  - Chats - (4h 15m)
    - Melony - 15m
    - Post-OR convening - 30m
    - Khushi - 30m
    - Strat Plan w/ Khushi - 1h 15m
    - Lane - 15m
    - Leanne/Brent - 30m
    - Cinecenta - 15m
    - Alisa - 30m
    - Dale - 15m
  - Meetings - (8h 15m)
    - Adrean - 1h
    - Erika - 1h 30m
    - Dale + Rowan (CFUV) - 45m
    - Callum + Lane (@ CKO) - 1h 30m
    - Cris + BEau (Sexpo) - 30m
    - Access4All - 45m
    - Khalela (SWC) - 1h
    - Dale - 1h 15m
  - Comms Plans - 30m
  - Work Orders - 30m

- **Event Planning - 8.5**
  - General Plotting - 1h 15m
  - Ice cream day - 1h 15m
  - Puppy Playtime - 45m
  - Draft Calendar - 2h 15m
  - Space booking - 45m
- Budget - 2h 15m

- Committees - 21.5
  - Board Meeting - 3h
  - Events Committee Prep - 1h 15m
  - Events Committee - 2h 45m
  - Campaigns - 45m
  - OR Committee - 30m
  - Personnel Training - 1h
  - Exec - 2h 45m
  - Policy Dev - 1h 15m
  - Electoral - (5h 45m)
    - Prep for USEC - 1h
    - General Work - 3h 30m
      - Reviewing policy, setting up, writing draft policy, etc.
    - Committee - 1h 15m
  - Pride Council - 1h
  - Finops - 45m
  - UPASS - 45m

- Misc - 10.25
  - Housekeeping - 4h 15m
  - Student/Community Engagement - 1h
  - Director’s Report - 30m
  - Cheque Signing - 1h
  - Events Manual - 45m
  - Fog Machine - 15m
  - Shootin Reels - 30m
  - Pride Statement - 1h 45m
  - Newsletter Blurb - 15m

- Sick - 7h

Bunni Williams - 64 hours

- UVSS Committees/Internal Meetings (60 hours)
  - Board meeting
  - Office hours
  - Prep for ARC
  - Prep for Clubs Council
  - Prep for Course Union Council
  - emails /admin
  - Meeting with SSD
  - Allocating funding for Clubs and Course Unions
  - Updating Balances in various Clubs and CU accounts
  - Clubs Council
  - Course Union Council
- Updating signing authorities sheet
- Updating active course unions and clubs sheet
- ARC
- Cheque reqs
- PDUs
- Coordinator meeting
- Hiring committee
- Campaigns meeting
- SVP training clubs and course union
- Cheque signing

- **University Relations/External Meetings (2 hours)**
  - Meeting with Student wellness
  - Executive meeting with UVic

- **Ongoing Projects/Events/Outreach (2 hours)**
  - CCU days

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**Cleo Philp 61 hours**

- **Committees / Internal Meetings - (20 hours)**
  - Board meeting
  - Exec
  - Member Outreach
  - Personnel
  - Graphics
  - Training
  - A4A
  - Campaigns

- **External Meetings - (16 hours)**
  - GVAT
  - Murdock of Saanich
  - AMS/SFSS
  - Meeting with past directors
  - Operational Relations
  - VRTC

- **Admin - (25 hours)**
  - Research & Meeting Prep
  - Office Hours
  - Emails
  - Teams
  - Cheque signing
  - Organizing
  - Scheduling
  - Networking
  - Travel
Khushi Wadhwa - 74.6 hours

- UVSS Committees/ Internal Meetings (25.6 hours)
  - Board meeting
  - Executive Committee
  - FinOps Committee
  - FinOps portfolio
  - Member outreach committee
  - hiring committee(s)
  - Personnel Committee
  - Charlene (strat plan)
  - Budgets/ portfolio (Dale)
  - Portfolio DALs
  - U-pass appeals
  - Policy dev
  - International students relations

- UVSS Committees/ Internal Meetings (9 hours)
  - Craig (university of alberta)
  - Sonia (strat plan)
  - Uvic operations
  - Scarta
  - frac

- Administrative and Other Office Housekeeping (40 hours)
  - Prepping for committee meetings/creating agendas/scheduling meetings
  - Emails
  - Administrative tasks
  - Referencing/ reading
    - Employee handbook
    - Resource manual
    - Board of directors policy
  - Cheque signing
  - Reading:
    - SCARTA policy
    - FRAC policy
    - Strat Plan
    - Energy audits
  - Went over budgets & financials
  - Microsoft teams messages
  - Hiring Committee(s)
    - Read all candidates resumes and cover letters
    - Participated in the interview
    - Provided feedback to fellow committee members re my thoughts on suitability/best candidate

- Other Admin
● Reviewed the Job Descriptions, Resumes, cover letters for hiring committees

Alisa Atanackovic - 9 hours and 38 minutes

● **Administrative/Housekeeping - 3 hours and 26 minutes**
  - Checked and replied to emails
  - Communicated on Microsoft Teams
  - Emailed Nico to see how I could start as the International Student Relations DaL
  - Completed the director's report
  - Updated my 1st director report
  - Work on recording volunteer hours
  - Answered questions that people asked me
  - Done some reading of the BoD Policy
  - Done some reading of the BoD bylaws
  - Read agendas for various meetings
  - Talked to Sarah about naloxone kits, obtained new naloxone kits, and put them in my office
  - Proposed a CKO tagline
  - Talked to Sarah
  - Updated the contact information of DaLs and Faculty Reps
  - Put some post-it notes on the door
  - Wrote an email to Deepkhushi

● **Advocacy - 1 hour and 56 minutes**
  - Talked to Sarah about the Cooking Together event
  - Communicated with the UVic Global Community via email about the Cooking Together event
  - Emailed Cleo and Sarah about the updates on the Cooking Together event
  - Worked on writing down the plan for the Cooking Together event
  - Brainstormed ideas for Snowfest

● **UVSS Internal/External Meetings - 4 hours and 31 mins**
  - Board Meeting - 2 hours 39 mins
  - Events Committee - 1 hour and 12 mins
  - Campaigns Committee - 43 mins