



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

**Join Zoom Meeting:**

<https://uvic.zoom.us/j/87429735004?pwd=M2VTSmZvcXlIVFg4RFM5K3U0d20rOT09>

Meeting ID: 851 7087 2876

**Attendance:** Cooke, Atanackovic, Buchanan, Philp, Williams, Wadhwa, Sochan, Tran, Caparas, Carroll-Ireton, Von-Oort

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

**Regrets:**

**1. CALL TO ORDER**

The meeting was called to order at 6:03 pm

**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 recording Board meetings if they pass unanimously; therefore,

**BIRT** the Board approves the recording 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**

The land was acknowledged by Bunni Williams. A link to read about

<https://clas.osu.edu/sites/clas.osu.edu/files/Tuck%20and%20Yang%202012%20Decolonization%20is%20not%20a%20metaphor.pdf>

**4. ADOPTION OF AGENDA**

**a. Adoption of Agenda**

**i. 2023/06/12**

**MOTION TO ADOPT- WILLIAMS/BUCHANAN**

**MOTION TO AMEND- WILLIAMS /PHILP to amend email motion using mover’s privilege**

**MOTION TO AMEND- BUCHANAN/PHILP to add motion 8  
MOTION CARRIED**

**MOTION TO AMEND- ATANACKOVIC to add and update directors’ reports  
MOTION CARRIED**

**MOTION TO AMEND- WADHWA/CARROLL-IRETON to add motion 9  
MOTION CARRIED**

**MOTION CARRIED**

- b. **Adoption of Minutes**
  - i. **2023/05/29**  
**MOTION TO ADOPT- WADHWA/WILLIAMS**  
**MOTION CARRIED**

**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**

<b>The Undergraduates of Political Science</b>	<b>\$500</b>
<b>History Undergraduate Body (HUB)</b>	<b>\$500</b>

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

<b>UVic Submarine Racing Club</b>	<b>\$2,500.00</b>
<b>Dawei Kang (The ITE UVic Student Chapter)</b>	<b>\$400.00</b>
<b>UVic Seismic</b>	<b>\$300.00</b>

Canadian Society for Civil Engineering UVic Chapter	\$2,000.00
Kyle Stang (Vikesec)	\$380.00
University of Victoria Rocketry Team	\$1,000.00
Katherine Marshall (PHSPSA)	\$800.00
UVic Horticulture Club	\$515.00

**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

**MOTIONS CARRIED BY OMNIBUS. In favour:** Philp, Cooke, Buchanan, Sochan, Wadhwa, Atanackovic, Tran, Caparas, Carroll-Oreton

**7. MAIN MOTIONS**

**a. Priority business**

**COOKE steps down as chair. Williams steps up as chair.**

**MOTION 2023/06/12: 02 - COOKE/PHILP**

**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 CARRIED**

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

**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.

<b>Committee:</b>	<b>-Previously acclaimed/elected</b>	<b>vacancies</b>	<b>nominations</b>	<b>acclaimed/elected</b>
Personnel	- Cleo Philp - Lane O'Hara Cooke	One (1) Non-lead Director or One (1) Lead Director	- Sarah Buchanan	1. Sarah Buchanan
Electoral	-Sarah Buchanan -Callum	1 UVSS Directors (Leads, DaLs, Faculty Reps or Advo Reps)		

**MOTION CARRIED**

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

**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 CARRIED**

**MOTION 2023/06/12: 05 - COOKE/BUCHANAN**

**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.

<b>Committee:</b>	<b>-Previously acclaimed/elected</b>	<b>vacancies</b>	<b>nominations</b>	<b>acclaimed/elected</b>
International student relations	N/A	One [1] Director-at-Large or Lead Director, who is an international student,	1. Khushi Wadhwa	1.Khushi Wadhwa

**MOTION CARRIED**

**MOTION 2023/06/12: 06 - COOKE/CARROLL-IRETON**

**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 CARRIED**

**MOTION 2023/06/12: 07 - COOKE/ WADHWA**

**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 Handbook part 3, 3.3, e: [Old hiring committee compositions.pdf](#)

**MOTION CARRIED**

**Williams steps down as chair. Cooke steps up as chair.**

**MOTION 2023/06/12: 08- BUCHANAN/ATANACKOVIC**

**WHEREAS** UVSS Bylaw 9.2 states that “Directors shall be permitted to take leaves of absence for a maximum of one [1] semester per term of office”; therefore,

**BIRT** the Board approves a leave of absence for the summer 2023 for Tarek Alakkad.

**MOTION CARRIED**

**MOTION 2023/06/12: 09- WADHWA/WILLIAMS**

**WHEREAS** a Civic Holiday is dated for August 7, 2023,

**BIRT** the Board of Directors approves the change of the date for the August 7, 2023 Board meeting to August 14, 2023.

**MOTION CARRIED**

**b. Old business**

**MOTION 2023/06/12: 08 - WILLIAMS/WADHWA**

**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:

<b>Portfolio:</b>	<b>Previously Elected</b>	<b>Vacancies:</b>	<b>Nominations:</b>	<b>Elected/Acclaimed</b>
Campaigns and Community Relations	1. Alisa Atanackovic 2.	One (1) Directors-at-Large /Faculty Directors		
Outreach and University Relations	1. Kate Van Oort 2.	One (1) Directors-at-Large /Faculty Directors		

Student Affairs	1.Liam Peta 2.	One (1) Directors-at-Large /Faculty Directors		
Events	1.Naomi Tran	One (1) Directors-at-Large /Faculty Directors		

**MOTION TO TABLE MOTION  
MOTION CARRIED**

**MOTION 2023/06/12: 09 – WILLIAMS/BUCHANAN**

**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.

<b>Committee:</b>	<b>Previously Elected/Acclaimed:</b>	<b>Vacancies:</b>	<b>Nominations:</b>	<b>Elected/Acclaimed</b>
Policy Development	1. Khushi Wadhwa 2. Alisa Atanackovi	<b>Two (2) seats</b>		
Campaigns	1. Alisa Atanackovic 2. Natalya Sochan 3.	One (1) Director		
Events	1. Kate Van Oort 2. Naomi Tran 3. Nico Caparas 4. Alisa Atanackovic 5. 6.	Two (2) directors	- Callum	- Callum Carroll-Iretion
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		

**MOTION CARRIED**

**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 WILLIAMS/PHILP**

The meeting was moved in camera at 7:10 PM

**MOTION CARRIED**

**MOTION TO RECESS WADHWA/PHILP**

**MOTION CARRIED**



## 10. IN-CAMERA

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

### MOTION TO MOVE OUT OF CAMERA WADHWA/CARROLL-IRETON

The meeting was moved out of camera at 7:36 pm

### MOTION CARRIED

## 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

### Nico Caparas - 21 Hours

- *UVSS Committees/Internal Meetings - (7 Hours)*
  - Board Meeting
  - ISR Committee Meeting
  - Policy Development Meeting
  - Member Outreach Committee
  - Talk with Alisa about GC
- *University Relations - (2 Hours)*
  - Addressing Concerns of International Students
- *Ongoing Projects/Events/Outreach - (6 Hours)*
  - Research and reaching out to International Students Services at UVic (Global Community, ICS, Clubs)
  - Brainstorming Ideas for ISR Committee
  - Preparing & Reviewing Agenda for ISR Committee Meeting
  - Planning for Campus Kickoff & International Student Welcome
  - Reviewing Policies for ISR
- *Administrative and Other/Housekeeping (6 Hours)*
  - Emails
  - Administrative tasks
  - Organizing Schedule

## 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

## 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
  - Other Admin

## 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
    - Reviewed the Job Descriptions, Resumes, cover letters for hiring committees

## Alisa Atanackovic - 10 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 - 5 hours and 31 mins*
  - Board Meeting - 2 hours 39 mins
  - Events Committee - 2 hours and 12 mins
  - Campaigns Committee - 43 mins

## Callum Carroll-Ireton - 5.5 Hours

- *Planning upcoming events - 3 hours*
  - *Discussed Pride's involvement in CKO with Directors of Events and Outreach - 1 Hour*
  - *Attended Events committee to discuss Pride's involvement in CKO - 1 Hour*
  - *Discussed involvement in upcoming Victoria Pride Parade with Directors of Events and Outreach - 1 Hour*
  - *Attended Pride council meeting - 1 hour*
  - *See minutes of meeting for task breakdown*
- *General communications, scheduling, administration - 1.5 hours*
  - *Discussed upcoming plans for the Pride Advo Group with council members - 1 hour*
  - *Familiarized myself with the budget - 30 mins*

## Naomi - 7 hours

- *UVSS Committee meetings (5 hours)*
  - Events Committee
  - ISR Committee
  - Finops Committee
- *Administrative and Other/Housekeeping (2 hours)*
  - Emails
  - Scheduling/Planning for future events
  - Ideas & Brainstorming

## Natalya - 2 hours

- *UVSS Committees/Internal Meetings (2:45 hours)*
  - *FinOps Committee*
  - *DaL FinOps meeting*
  - *Campaigns Committee*
  
- *Administrative and Other/Housekeeping (2 hours)*
  - *Emails*
  - *Administrative Tasks*
  - *Research and reading*