



**MINUTES**  
**University of Victoria Students' Society**  
**Monday June 26, 2023 – Zoom, 6pm**

**Join Zoom Meeting:**

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

Meeting ID: 851 7087 2876

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

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

**Regrets:**

**1. CALL TO ORDER**

The meeting was called to order at 6:04 pm.

**2. LIVESTREAM**

**CONSENT MOTION 2023/06/26: 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, June 26, 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 Lane O'Hara Cooke.

**4. ADOPTION OF AGENDA**

**a. Adoption of Agenda**

i. 2023/06/26  
MOTION TO ADOPT- BUCHANAN/PHILP  
MOTION TO AMEND- BUCHANAN/PHILP to strike reports  
MOTION CARRIED  
MOTION TO AMEND- PHILP/ATANACKOVIC to add directors' reports  
MOTION CARRIED  
MOTION CARRIED

b. Adoption of Minutes  
i. 2023/06/12  
MOTION TO ADOPT- PHILP/BUCHANAN  
MOTION CARRIED

## 5. PRESENTATIONS & ANNOUNCEMENTS

a. PRESENTATIONS

b. ANNOUNCEMENTS

## 6. EMAIL MOTIONS

### **MOTION 2023/06/16: - WADHWA/**

**BIRT** the Board of Directors accepts the report of the hiring committee for the Constituency Groups Director; and

**BIFRT** Allison (Allie) McFarland is ratified as the Constituency Groups Director.

**MOTION CARRIED. In favour:** Buchanan, Caparas, Tran, Carroll-Ireton, Philp, Van Oort, Cooke

### **MOTION 2023/06/16: - WADHWA/**

**BIRT** the Board of Directors accepts the report of the hiring committee for the Zap Copy Manager; and

**BIFRT** Amit Sood is ratified as the Zap Copy Manager.

**MOTION CARRIED. In favour** Buchanan, Caparas, Tran, Carroll-Ireton, Philp, Van Oort, Cooke,

### **MOTION 2023/06/21: — COOKE/**

**BIRT** the Board of Directors accepts the report of the hiring committee for the Human Resources and Administration Services Manager; and

**BIFRT** Laila Casado is ratified as the Human Resources and Administration Services Manager.

**MOTION CARRIED. In favour:** Philp, Carroll-Ireton, Wadhwa, Buchanan, Atanackovic, Sochan, Tran

**7. MAIN MOTIONS**

**a. Priority business**

**MOTION 2023/06/26 : - 02 WADHWA/WILLIAMS**

**BIRT** up to \$110,000 be transferred from the Food Bank Trust to Food Bank Program Operating Budget to cover the costs directly relating to the operation of the Food Bank in the 2022-2023 Board Term.

**BIRT** up to \$44,000 be transferred from the Peer Support Trust to Peer Support Operating Budget to cover the costs directly relating to the operation of the Peer Support in the 2022-2023 Board Term relating to the operation of the Peer Support in the 2022-2023 Board Term

**BIRT** up to \$15,000 from the Government Relations and Outreach Fund be transferred into the Campaigns Operating Fund to cover costs relating to campaigns made in the 2022-2023 Board Term.

**BIRT** up to \$7,000 from the Special Events Trust be transferred into the Special Events Operating Budget to cover costs made in the 2022-2023 Board Term.

**MOTION CARRIED**

**MOTION 2023/06/26 : - 03 WADHWA/WILLIAMS**

**WHEREAS** a compressor that cools multiple fridges in the Grill had stopped working and was no longer repairable but a necessary piece of equipment for many of the products served.

**BIRT** The UVSS allocate up to \$10,500 from the Major Capital Fund to cover the cost of the purchase and installation of a new compressor for the Grill.

**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~~

~~e. 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. SOCG~~
- ~~4. SSD~~
- ~~5. Pride Collective~~

**MOTION TO MOVE IN CAMERA- WADHWA/PHILP**

The motion was moved in camera at 6:26 pm

**MOTION CARRIED**

**10. IN-CAMERA**

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

**MOTION TO MOVE OUT OF CAMERA CARROLL-IRETON/PHILP**

The motion was moved out of camera at 6:34 pm

**MOTION CARRIED**

**11. MEETING TIMES**

**The next meeting scheduled by the Board of Directors is:**

**Monday July 10, 2023** on Zoom (online).

## **12. ADJOURNMENT**

The meeting was adjourned at 6:35 pm

## **13. BOARD DIRECTORS' REPORTS**

### **Bunni Williams- 56.5 hours**

- *UVSS Committees/Internal Meetings 28.5 hours*
  - Hiring Committee
  - Outreach Committee
  - Board meeting
  - ARC
  - Executive meeting
  - Finops committee
  - Meeting with graphics for CCU days
  - Office hours/ meeting with club
- *University Relations/External Meetings 1 hour*
  - Meeting with Piotr from Substance
- *Ongoing Projects/Events/Outreach 27 hours*
  - CCU days planning
  - SVP training for clubs and course unions
  - Policy review/edit
  - Emails and admin
  - Cheque requests
  - Clubs locker assigning/follow up
  - June 21st statement

### **Sarah Buchanan - 70h 30m**

- **Personnel - 26h**
  - *workplace restoration + related work - 24h 30m*
  - *Personnel Meeting (unofficial) - 1h 15m*
  - *killman test - 15m*
- **Comms - 12h 30m**
  - *Emails, Teams - 9h 45m*
  - *Chats - 2h 45m*

- *Khushi - 1h 15m*
  - *Lane - 15m*
  - *Callum - 45m*
  - *Adrean, Mary - 30m*
  
- **Events - 8h 45m**
  - *General Planning - 2h*
    - *booking space, work orders/comms plans, writing it down, etc.*
  - *Budgeting - 3h 15m*
  - *Committee Prep - 45m*
  - *Space Booking - 2h 30m*
  - *Agenda/Calendar - 15m*
  
- **Electoral - 7h**
  - *General work - 4h 15m*
    - *Agenda, contacting candidates, policy review, etc.*
  - *Contacting Candidates - 1h*
  - *Read Collective Agreement - 1h 45m*
  
- **Committees - 11h 45m**
  - *Electoral - 30m*
  - *UPass - 15m*
  - *Events - 1h 45m*
  - *CFUV - 1h*
  - *Finops - 1h*
  - *Exec - 1h 30m*
  - *Personnel - 4h*
  - *Board Meeting - 1h 45m*
  
- **Misc - 4h 30m**
  - *Cheque Signing - 15m*
  - *Housekeeping - 45m*
  - *Director's reports - 1h 30m*
    - *this is for last meeting too*
  - **Little things - 2h**
    - *Got confused, tried troubleshooting - 15m*
    - *Trying to find some rice crackers? - 15m*
    - *Misc. work - 15m*
    - *brought in food - 15m*
    - *photos - 15m*

- *raising the gay flag - 30m*
- *Land Acknowledgement - 15m*

## Nico Caparas - 25 Hours

- *UVSS Committees/Internal Meetings - (6 Hours)*
  - Board Meeting
  - FinOps Meeting
  - Events Meeting
  - ISR Committee Meeting
  - Meeting about Budgets
- *University Relations - (2 Hours)*
  - Addressing Concerns of International Students
  - Global Community Meeting
- *Ongoing Projects/Events/Outreach - (12 Hours)*
  - Preparing & Reviewing Agenda for ISR Committee Meeting
  - Planning for International Student Welcome & GC Beach Social
  - Making ISR Director Guide
  - Budgeting
  - Strat Plan Preparation
  - Work Plan / Timeline
  - Reaching out to Partners
- *Administrative and Other/Housekeeping (5 Hours)*
  - Emails
  - Administrative tasks
  - Organizing Schedule
  - Reviewing documents

## Alisa Atanackovic - 5h and 37 minutes

- *Administrative/Housekeeping - 2 hour and 46 minutes*
  - Checked and answered emails
  - Communicated on Microsoft Teams
  - Set up a meeting time with Khushi
  - Worked on recording volunteer hours
  - Read agendas for meetings
  - Made a list of food support organizations for Cleo
  - Done some preparation for the Strategic Plan meetings

- Worked on my director report
- Checked when the Campaigns Committee meeting is and let Cleo know that I won't be able to attend it
- Had a meeting with Khushi about my availability for Strategic Plan meetings
- *Advocacy - 1 hour and 51 minutes*
  - Filled my Cooking Together document and done some of the planning for the Cooking Together event
  - Worked on writing down the steps that I would like to undertake for the walk-in counselling clinic at the Student Wellness Centre
  - Done some work on the Food Insecurity Survey
  - Done some work on the Mental Health Support Survey
- *UVSS Internal/External Meetings - 2 hours and 20 minutes*
  - Board Meeting
  - Events Committee
  - Campaigns Committee meeting cancelled this week, plus I wasn't able to attend the meeting

## Khushi Wadhwa - 76 hours

- UVSS internal meetings/ committees (21 hours)
  - -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
  - -Dale
  - -Charlene
  - -Brent
  - -Catering
  - -Mary
  - -nico
  - -Events committee
- UVSS external meetings (3.25 hours)
  - FRAC working group
  - Board meeting
- Work plan (7.75 hours)



- Agenda
- Planning
- Coordinating & Communications
- Workplace restoration, debrief, meetings (20.25 hours)
- Budgets (0.75)
- Emails, admin, housekeeping, teams (10 hours)
- Hiring committees (13 hours)
  - HRASM
  - Constituency group hiring committee
  - Zap copy manager

## Natalya - 5 hours 20 minutes

- UVSS Committees/Internal Meetings (2:50 hours)
  - FinOps Committee
  - DaL FinOps meeting
- Administrative and Other/Housekeeping (2:30 hours)
  - Emails
  - Administrative Tasks
  - Research and reading
  - Creating agenda

## Cleo Philp 73 hours

- Committees / Internal Meetings - 42
  - Board meeting
  - Exec
  - Member Outreach
  - Personnel
  - A4A
  - Campaigns
  - Pride Parade w/ GEM
  - Comms
- External Meetings - 8
  - SVAW w/ OSL
  - VRTC
  - Mustard Seed
- Admin - 23
  - Research & Meeting Prep
  - Office Hours
  - Emails
  - Teams

- Cheque signing
- Budget work
- Scheduling
- Networking
- Travel

## Naomi - 4 hours

- *UVSS Committee meetings (3 hours)*
  - ISR Committee
  - Finops Committee
  
- *Administrative and Other/Housekeeping (1 hour)*
  - Emails
  - Scheduling/Planning for future events
  - Ideas & Brainstorming

## Callum Carroll-Ireton - 8.5 Hours

- *Attended closed pride council meeting - 1 hour*
  - Meeting with pride collective members to discuss specific plans for Pride Parade, and other miscellaneous business - 1 hour
  
- *General communications, scheduling, administration - 5.5 hours*
  - Email, teams, etc - 5 hours
  - Discussion about Pride Logo with Pride council & staff - 30 minutes
  
- *Met with Gender Studies Librarian - 30 minutes*
  - Discussed his participation in and help with the pride parade, potential additions to the pride library, resources for me to expand my capabilities and understanding with regards to supporting and celebrating the queer community - 30 minutes
  
- *Pride Photoshoot with Uvic Bookstore - 30 minutes*
  - Took photos for social media with cheque of proceeds from Uvic Bookstore from pride themed merchandise - 30 minutes
  
- *Community circles planning & info gathering - 1 hour*

- Spoke with some folks at Gem, Pride, and people who have facilitated circles in the past in preparation for starting them up again, likely in September - 1 hour

## Lane O'Hara Cooke 70 hours

June 26, 2023

- *UVSS committees/ internal meetings (48.5 hours)*
  - Board meeting
  - leads
  - Exec
  - Member outreach
  - Comms
  - hr&asm hiring
  - Graphics
  - Pride planning with Sarah and Callum
  - Comms
  - Personnel committee
  - Events committee
  - Personnel duties
  - Dal meeting
- external meetings (2.5 hours)
  - Ombuds committee
- *Administrative and Other/Housekeeping (20 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