



university of victoria
students' society

AGENDA

University of Victoria Students' Society
Monday, May 29 , 2023 – Zoom, 6pm

Join Zoom Meeting:

<https://uvic.zoom.us/j/87429735004?pwd=M2VTSmZvcXIIVFg4RFM5K3U0d20rQT09>

Meeting passcode: 505998

Attendance: Cooke, Atanackovic, Buchanan, Philp, Williams, Wadhwa, Morisho, Van Oort,

Tran, Sochan, Caparas

Staff: Chugh, Baidwan, Campo, Robertson

Regrets:

Guests:

1. CALL TO ORDER

The meeting was called to order at 6:06 pm

2. LIVESTREAM

CONSENT MOTION 2023/02/06: 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 recording of the Monday, 29 May 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 CARRIED

3. LAND ACKNOWLEDGEMENT

The land was acknowledged by Lane O'Hara Cooke

4. ADOPTION OF AGENDA

a. Adoption of Agenda

i. **2023/05/29**

MOTION TO ADOPT- PHILP/WILLIAMS

MOTION TO AMEND- WADHWA/ VAN OORT to add directors reports

MOTION CARRIED

MOTION TO AMEND- WILLIAMS/MORISHO to add motion 4, motion 7 and use mover's privilege to update committee call outs under old business

MOTION CARRIED

MOTION CARRIED

b. Adoption of Minutes

i. **2023/05/08**

MOTION TO ADOPT- WADHWA/PHILP

MOTION CARRIED

5. PRESENTATIONS & ANNOUNCEMENTS

a. PRESENTATIONS

b. ANNOUNCEMENTS

6. EMAIL MOTIONS

MOTION 2023/05/16: - WILLIAMS/

BIRT the following list of clubs are ratified and allocated their respective funding:

Returning Clubs - Full Funding:

1. UVic Cuban Salsa
2. Young Women In Business
3. Catholic Students' Association
4. Environmental Engineering Club
5. UVic Photoclub
6. Beer Club (UVic Wizards of Beer)
7. UVic Film Club
8. UVIC Robotics
9. UVic Seismic
10. Victoria Association for Psychedelic Studies
11. UVic Chess club
12. Surfrider Foundation University of Victoria Club
13. UVIC Pre-Medical Club
14. University of Victoria Association for Computing Machinery Student Chapter
15. Found off the Grid
16. UVic Students Offering Support (SOS)
17. UVic Formula Hybrid
18. UVic Formula Electric
19. UVIC Minecraft Club
20. Turkish Student Association
21. UVic ITE Student Chapter
22. Association for Women in Mathematics UVic Student Chapter

23. UVic Ecological Restoration Club
24. UVSS HEMA Club
25. UVic Aero
26. American Concrete Institute - UVIC Club
27. UVic Competitive Programming Club
28. Society for Indian Classical Arts (SICA)
29. Hillel on Campus
30. Canadian Society of Civil Engineering (CSCE)
31. Vikelabs
32. Uvic IEEE Student Branch
33. Victoria Rotaract Club
34. Uvic Renewable Energy Club
35. UVic Submarine Racing Club
36. UVic Yu-gi-oh TCG Club (Formerly UVic TCG Collectors)
37. UVic AI
38. Hong Kong Student Association
39. UVIC Live Music Club
40. International student services club
41. UVic Guitar Club
42. International Friendship Group
43. Victoria Mandarin Toastmasters club
44. UVic Debate Society
45. UVic Horticulture Club
46. UVic Community Cabbage
47. UVic Tamil club
48. VikeSec
49. Uvic Philippine Community
50. Socialist Fightback

Returning, Late - Half Funding:

1. UVic Crypto Club
2. Iranian Student Association at University of Victoria (IRSA at UVIC)
3. UVIC Conservatives
4. UVic NDP
5. University of Victoria Rocketry Club
6. Uvic Peacock Club
7. InterVarsity Christian Fellowship
8. Uvic Stand Up Paddleboarding Club
9. UVic Formula Racing
10. Uvic Meditation Club
11. Japanese Culture Club
12. Leadership through Diversity

New Clubs - Half Funding:

1. UVic Power boat club
2. UVIC Biomedical Engineering Student Society
3. Women in Engineering, Science, and Technology

Returning & New - No Funding:

1. UVic Hustle Club
2. University Bible Fellowship
3. UVIC Car Club
4. UVic Astrophotography

MOTION CARRIED BY OMNIBUS

MOTION 2023/05/16: - WILLIAMS/

BIRT the following list of Special Project Grants (\$285 per club) are approved:

1. Socialist Fightback
2. UVic film club
3. UVic Formula Hybrid
4. Victoria Association For Psychedelic Studies
5. University of Victoria Association for Computing Machinery Student Chapter
6. Surfrider Foundation University of Victoria Club
7. UVIC Pre-Medical Club
8. UVIC Robotics
9. Turkish Student Association
10. University of Victoria Rocketry Club
11. UVic ITE Student Chapter
12. UVic Ecological Restoration Club
13. UVic Aero
14. American Concrete Institute- UVic Club
15. UVIC Live Music Club
16. Canadian Society of Civil Engineering (CSCE)
17. UVic Submarine Racing Club
18. UVic Horticulture Club
19. UVic TCG Collectors (Now rebranding as UVic Yu-gi-oh TCG Club)
20. UVic Guitar Club
21. UVic Environmental Engineering Club
22. VikeSec

MOTION CARRIED BY OMNIBUS

MOTION 2023/05/16: – WILLIAMS

BIRT the following list of course unions are ratified and allocated their respective funding:

Full Base Funding

1. English Students' Association
2. Biology Undergraduate Society
3. Health Information Science Course Union
4. BFA Grad Show
5. Computer Music Course Union
6. General Assembly of Students in Earth and Ocean Science (GASEOS)
7. Physics and Astronomy Students' Events and Recreation Society

8. History Undergraduate Body
9. Underlings - Undergraduate Linguistics Course Union
10. Bureau of Sociology Students (BOSS)
11. Undergraduates of Political Science (UPS)
12. UVic Undergraduate Chemistry Society (ChemSoc)
13. Public Health and Social Policy Student Association (PHSPSA)
14. Biochemistry and Microbiology Students' Society
15. University of Victoria Nursing Student Society
16. Pacific Asian Student Society

MOTION CARRIED BY OMNIBUS

In favour: Atanackovic, Wadhwa, Philp, Caparas, Cooke, Buchanan, Sochan, Tran, Alakkad

7. MAIN MOTIONS

a. Priority business

MOTION 2023/05/29: 01 -BUCHANAN/PHILP

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 Keegan Waklee.

MOTION CARRIED

COOKE steps down as chair. PHILP steps up as chair.

MOTION 2023/05/29: 02 -COOKE/WADHWA

BIRT the Board of Directors accepts the resignation of Safi Morisho as Pride Collective Representative

BIRT the Board of Directors ratifies Callum Carroll-Ireton as interim Pride Collective Representative.

MOTION CARRIED

PHILP steps down as chair. COOKE steps up as chair.

MOTION 2023/05/29: 03 -WADHWA/CAPARAS

WHEREAS clearly outlined duties and responsibilities of UVSS Excluded Management is paramount to an effectively run organization,

WHEREAS the job descriptions of UVSS Excluded Management is out of date and in need of updating,

BIRT the Board of Directors approves the updated job descriptions of the UVSS General Manager, Executive Director, and Human Resources and Administrative Manager

BIFRT BoD Policy 13.10, 13.11 and 13.12 be amended as [here](#).

MOTION CARRIED

COOKE steps down as chair. ATANACKOVIC steps up as Chair.

MOTION 2023/05/29: 04 COOKE/PHILP

BIRT the Board of Directors accepts the resignation of Riya Shekharbhai Parekh as UVSS Director of Social Science Student Representative

MOTION CARRIED

ATANACKOVIC steps down as chair. COOKE steps up as Chair.

b. Old business

MOTION 2023/05/29: 04 - 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:

Portfolio:	Previously Elected	Vacancies:	Nominations:	Elected/Acclaimed
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		
Finance and Operations	1. Natalya Sochan 2.	One (1) Directors-at-Large /Faculty Directors	1. Naomi Tran	1. Naomi Tran
Student Affairs	1. Liam Peta 2.	One (1) Directors-at-Large /Faculty Directors		
Events	1. Naomi Tran	One (1) Directors-at-Large /Faculty Directors		
International Student Relations		One (1) Director at-Large/Faculty Directors	1. Alisa Atanackovic	1. Alisa Atanackovic

MOTION CARRIED

MOTION 2023/05/29: 05 – WILLIAMS/WADHWA

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.

Committee:	Previously Elected/Acclaimed:	Vacancies:	Nominations:	Elected/Acclaimed
Policy Development		(4) seats total: Three (3) Directors + One (1) Director as Second Chair	1. Khushi Wadhwa 2. Alisa Atanackovic	1. Khushi Wadhwa 2. Alisa Atanackovic
Campaigns	1. Alisa Atanackovic 2. Natalya Sochan 3.	One (1) Director		
Events	1. Kate Van Oort 2. Naomi Tran 3. Nico Caparas 4. 5. 6.	Three (3) directors		1.
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

MOTION 2023/05/29: 06- WILLIAMS/PHILP

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.

Committee:	Previously Elected/Acclaimed:	Vacancies:	Nominations:	Acclaimed/Elected
Electoral	<ol style="list-style-type: none"> Sarah Buchanan 	2 UVSS Directors (Leads, DaLs or Advo Reps)	<ol style="list-style-type: none"> Callum Carroll-Ireton 	<ol style="list-style-type: none"> Callum Carroll-Ireton
Ombudsperson		<p>One (1) Advocacy Rep Director</p> <p>COOKE steps down as chair</p> <p>One (1) Past Chair</p> <p>One (1) Student Senator</p> <p>Atanackovic steps down as Chair</p>	<ol style="list-style-type: none"> Advo rep- Callum Carroll-Ireton <p>Atanackovic steps up as Chair</p> <ol style="list-style-type: none"> Past chair- Delicia Jacobs <ol style="list-style-type: none"> Hannah Brown <p>COOKE steps up as chair</p>	<ol style="list-style-type: none"> Callum Carroll-Ireton <ol style="list-style-type: none"> Delicia Jacobs <ol style="list-style-type: none"> Hannah Brown
Personnel		One (1) Non-lead Director		
COOKE steps down as Chair Peer Support Centre Committee	Williams steps up as chair. <ol style="list-style-type: none"> Bunni Williams 	One (1) Director	<ol style="list-style-type: none"> Lane O'Hara Cooke 	<ol style="list-style-type: none"> Lane O'Hara Cooke

WILLIAMS steps down as chair. COOKE steps up as chair.
MOTION CARRIED

MOTION 2023/05/29: 07 WILLIAMS/CAPARAS

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.

Committee:	Vacancy:	Nominations :	Elected :
International Student Relations	One [1] Director-at-Large, who is an international student,		

MOTION TABLED UNTIL NEXT MEETING

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- PHILP/ ATANACKOVIC

The meeting was moved in camera at 8:07 pm.

MOTION CARRIED

10. IN-CAMERA

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

MOTION TO MOVE OUT of CAMERA ATANACKOVIC/PHILP

The meeting was moved out of camera at 8:25 PM

MOTION CARRIED

11. MEETING TIMES

**The next meeting scheduled by the Board of Directors is:
Monday, June 12, 2023 on Zoom (online).**

12. ADJOURNMENT

13. BOARD DIRECTORS' REPORTS

Lane O'Hara Cooke 105 hours

- *UVSS committees/ internal meetings (20 hours)*
 - Board meeting
 - leads
 - Exec
 - Member outreach
 - Graphics
 - Training
- external meetings (30 hours)
 - Studentcare annual stakeholder meeting
 - Presentations, workshops, meetings, networking etc.
 - Ombuds committee
 - Multifaith meeting
- Leave/Vacation (35 hours)
- *Administrative and Other/Housekeeping (20 hours)*
 - prep and research

- o Office hours
- o Emails
- o Microsoft Teams messages
- o Discord
- o phone calls
- o cheque requisitions
- o cheque signing
- o Administrative tasks
- o Organising
- o Research and Reading/Onboarding
- o Prepping for committee meetings/creating agendas/scheduling meetings
- o Creating agendas, minutes, and scheduling meetings
- o Networking

Bunni Williams - 52 hours

- *UVSS Committees/Internal Meetings (25 hours):*
 - o Leads meeting
 - o Executive meeting
 - o Comms Meeting
 - o Outreach committee
 - o Finops committee
 - o Hiring Committee
 - o Clubs Committee
 - o Course Union committee
 - o Prep for clubs and course union committee
 - o Accounting meeting
 - o Meeting with my lord and savior (Deb)
 - o Emails
 - o Board meeting
 - o Meeting with catering
 - o Cheque signing
- *University Relations/External Meetings (5 hours):*
 - o Thunderfest planning
 - o AVP training
 - o Town Hall meeting with premier
- *Ongoing Projects/Events/Outreach (22 hours)*
 - o Fund and ratify Clubs
 - o Fund and ratify Course unions
 - o Update websites
 - o Update clubs and course union accounts
 - o CCU days planning
 - o Cheque reqs

Sarah Buchanan - 61.75 hours

- *Monitoring emails, teams - 11.75*
- *Event planning - 12.25*
 - *Puppy Playtime (Now ice cream day) - 3.75*
 - *chats w SSD, Graphics, Dale, General Office*
 - *Emailing Catering, PATs, SSD*
 - *Estimating Attendance*
 - *General Planning (madly scrawling in my notebooks and docs)*
 - *CKO Planning - 2.25*
 - *Overall - 1.75*
 - *Pancake Breakfast - 0.5*
 - *Other Events - 0.5*
 - *Halloween - 0.5*
 - *General Planning - 3*
 - *Cost estimating, Drawing up plans. Broad strokes type stuff*
 - *Reading Binder - 2*
 - *Comms Plan - 0.5*
 - *Graphics WO - 0.25*

- *Chats - 3.75*
 - *SSD - 1*
 - *Cleo - 1*
 - *Pin campaign*
 - *Renter's Workshop*
 - *Fel's Manager - 0.25*
 - *Pride Rep - 0.5*
 - *Deepkhushi - 1*
 - *Communications planning*

- *Committees/Meetings - 23.5*
 - *Scheduling/Prepping for Events Committee - 5*
 - *CFUV - 1.5*
 - *Outreach - 1.25*
 - *Dept Managers - 0.75*
 - *Graphics - 1*
 - *Finance - 1.5*
 - *Exec - 2*
 - *Board Meeting - 3.75*
 - *Consent Training - 2.25*
 - *Thunderfest - 1*
 - *Campaigns - 1*
 - *Outreach - 1h 20m*
 - *Graphics - 1h 10m*

- *Other - 10.5*
 - *Housekeeping - 4.75*
 - *Photos - 0.5*
 - *Phones - 0.25*
 - *Interview Support - 0.75*
 - *researching uber*
 - *Board Bio - 0.75*
 - *Troubleshooting Google - 1*
 - *Food Bank tour(?) - 0.25*
 - *Director's Report - 1.25*
 - *Cheque Signing - 1*

Nico Caparas - 31 Hours

- *UVSS Committees/Internal Meetings - (9 Hours)*
 - Board Meeting
 - FinOps Meeting
 - Events Meeting
 - Graphics Training
 - AVP Orientation

- *Ongoing Projects/Events/Outreach - (13 Hours)*
 - Research on International Students Services at UVic (Global Community, ICS, Clubs)
 - Fixing / Setting up ISR Committee
 - Brainstorming Ideas for ISR Committee
 - Reaching out to people who can help ISR Committee
 - Preparing Agenda for first committee meeting
 - Planning for Campus Kickoff & International Student Welcome

- *Administrative and Other/Housekeeping (9 Hours)*
 - Emails 5.5
 - Administrative tasks
 - Organizing Schedule
 - Communicating with previous ISR Director and other directors
 - UVSS Website Bio 2
 - Reviewing BoD Policies / UVSS Constitution 1

Natalya Sochlan - 2 hours

- *UVSS Committees/Internal Meetings (1 hour):*
 - FinOps Committee

- o Campaigns Committee
- o Member Outreach Committee

- *Administrative and Other/Housekeeping (1 hour)*
 - o Emails
 - o Administrative Tasks

Cleo Philp - 107 hours

- Fed Up! [8 hours]
 - o Planning & research
 - o Survey setup
 - o Comms with VCFS, CCG, Community Cabbage
- Let's Get Consensual [14 hours]
 - o Planning & research
 - o Meetings with past directors
 - o Comms with LGC Partner Schools
 - o AVP meetings
- Housing Now! [4 hours]
 - o Planning & research
- Access 4 All [4 hours]
 - o SSD Meeting
 - o Safer Use
 - o Planning & research
- Committees [9 hours]
 - o Personnel
 - o Campaigns
 - o Outreach
 - o Exec
 - o Finance
- Training [9 hours]
 - o Exec meeting
 - o AVP
 - o Dpt. Mngr. meeting ‘
 - o Meetings with past directors / peers
- Other Meetings [21 hours]
 - o Graphics meetings
 - o Multifaith meetings
 - o Board meeting
 - o SWC/OSL Meeting
 - o CCSS Meeting
 - o SCAS Prep & meeting

- o Eby town hall
- Various items [38 hours]
 - o Photos
 - o Tidying board offices
 - o Swag organizing
 - o Signing cheques
 - o Meeting prep & admin [28 hours]

Naomi Tran - 3 hours

- *UVSS Committee meetings (1 hour)*
 - o Events Committee
- *Administrative and Other/Housekeeping (2 hours)*
 - o Emails
 - o Scheduling/Planning for future events

Khushi Wadhwa - 171 hours

- UVSS Committees/ Internal Meetings (36 hours)
 - o Board meeting
 - o Executive Committee
 - o FinOps Committee
 - o FinOps portfolio
 - o Member outreach committee
 - o hiring committee(s)
 - o Personnel Committee
 - o Consist group manager hiring committee
 - o Department manager meeting
 - o Charlene (strat plan)
 - o FBFS tour
 - o Board training: AVP consent
 - o Graphics training
 - o Department Manager/Coordinator Meeting
 - o leads/ excluded meeting
 - o Meeting with Deb and Cleo (SCARTA/SCAS)
 - o Budgets (Dale)
- Administrative and Other Office Housekeeping (75 hours)
 - o Prepping for committee meetings/creating agendas/scheduling meetings
 - o Emails
 - o Administrative tasks
 - o Reading:
 - Employee handbook
 - Resource manual
 - Strat Plan
 - Board of directors policy
 - o Cheque signing
 - o Went over budgets & financials

- o Microsoft teams messages
- Hiring Committee(s) (10 hours)
 - o Read all candidates resumes and cover letters
 - o Participated in the interview
 - o Provided feedback to fellow committee members re my thoughts on suitability/best candidate
 - o Reviewed the Collective Agreement and Job Description
- Studentcare Stakeholder Meeting (50 hours)
 - o Travel
 - o Networking
 - o Presentations
 - o emails

Kate van Oort - 4 hours

- UVSS Committee's and Meetings
 - o UVSS Outreach Committee
 - o UVSS Events Committee
- Checking Emails

Alisa Atanackovic - 17 hours and 32 minutes

- *Administrative/Housekeeping - 6 hours and 56 minutes*
 - o Checked and answered the emails
 - o Decorated the office with ducks
 - o Put up a poster
 - o Decorated the office door
 - o Purchased post-it notes, as well as a whiteboard eraser
 - o Checked Microsoft Teams
 - o Communicated on Microsoft Teams
 - o Wrote emails
 - o Let different people know about my availability for different things
 - o Communicated with Sarthak and Charlene about the AVP Training
 - o Updated the calendar in my office
 - o Asked Deepkhushi questions about the directorial report
 - o Completed the first directorial report
 - o Communicated with other directors
 - o Read and reflected on the UVSS Annual Report
 - o Done some reading of the Board of Directors Policy
 - o Read the Campaigns Committee Running Agenda for May 24h, 2023
 - o Saw how many hours I volunteered for
 - o Completed the board bio
- *Advocacy - 2 hours and 40 minutes*

- o Talked to Cleo about the surveys that we should launch
 - o Cleo and I made a decision to launch a food insecurity survey
 - o Wrote out the ideas for the survey and presented them to Cleo
 - o Emailed Dale about an event idea
 - o Wrote down my goals as a Director-At-Large
 - o Talked to Sarah about events and swag ideas
 - o Talked to Khushi about swag ideas
 - o Sent two emails to Cleo
 - o Sent the document outlining the Food Insecurity Survey ideas to the Campaigns Committee
-
- *UVSS Internal/External Meetings - 7 hours and 53 minutes*
 - o Board Meeting - May 8th, 2023
 - o Completed the AVP Consent Workshop - May 16, 2023
 - o Came for the Food Bank and Free Store Tour - did not happen, but a coordinator gave us a small overview of it at the end - May 15th, 2023
 - o Attended the Campaigns Committee Meeting - May 24th, 2023
 - o Attended the Events Committee Meeting - May 29th, 2023