



**MINUTES**  
**University of Victoria Students' Society**  
**Monday, July 22nd – Zoom, 6pm**

[Join Zoom Meeting:](#)

**Attendance:** Williams, Richardson, Wadhwa, Easton, Buchanan, Bihis, Dias, Létourneau, Wasserman, Aimoe

**Staff:** Shah, Berman, Robertson, Casado

**Regrets:**

**Guests:** Solorza

**1. CALL TO ORDER**

Williams called the meeting to order at 6:03pm.

**2. LIVESTREAM**

**CONSENT MOTION 2024/07/22 01 - WILLIAMS**

**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, July 22nd, 2024 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**

Williams acknowledged the land at 6:04pm.

**4. ADOPTION OF AGENDA**

**a. Adoption of Agenda**

**i. 2024/07/22**

**MOTION TO ADOPT - EASTON/DIAS**

**MOTION TO AMEND - EASTON/LETOURNEAU - add dir reports**

**MOTION CARRIED  
MOTION CARRIED**

- b. **Adoption of Minutes**
  - i. **2024/07/08**
    - MOTION TO ADOPT - BUCHANAN/DIAS**
    - MOTION TO AMEND - WADHWA/EASTON - add dir reports**
    - MOTION CARRIED**
    - MOTION CARRIED**

**5. PRESENTATIONS & ANNOUNCEMENTS**

- a. **PRESENTATIONS**
- b. **ANNOUNCEMENTS**

**6. EMAIL MOTIONS**

**7. MAIN MOTIONS**

- a. **Priority business**

**MOTION 2024/07/22: 02 - WADHWA/EASTON**

**WHEREAS** a strategic plan provides structure, direction and accountability to the UVSS; therefore, **BIRT** the [2024-2025 Strategic Plan](#) is adopted;

**BIFRT** Graphics and Communications are able to edit and format the plan without changing the contents or messaging of the copy.

**MOTION CARRIED**

**MOTION 2024/07/22: 03- WADHWA/BUCHANAN**

**WHEREAS** Director reports are crucial for maintaining transparency, accountability, and communication within the UVSS;

**WHEREAS** it is important for the UVSS to maintain up-to-date and relevant policies for effective governance;

**WHEREAS** This policy has been recommended to the UVSS BOD by the Policy Development Committee;

**BIRT** the Board of Directors approves the update of the policy to align with current practices; and

**BIFRT** Board of Directors Policy Section 1.3 Director Reports be amended as follows:

**1.3 Director Reports**

- a. Directors shall submit a written director report to the ~~Director of Outreach & University Relations~~ **and** Policy, Research, & Communications Manager preceding a regularly scheduled board meeting. Director reports are due by ~~9:00 am on the Friday~~ **11:59 pm on the Thursday** preceding a regularly scheduled board meeting.

- i. Director reports for irregularly scheduled board meetings are optional and shall not be used to calculate Non-lead Director honoraria.
- ~~b. Director reports shall be included in the board meeting agenda and minutes and shall detail all of the board-related paid or volunteer work that the director has done since the previous board meeting. A detailed director report includes, but is not limited to:~~
  - b. Director reports shall be included in the board meeting agenda and minutes and shall detail all of the board-related work that the director has done since the previous board meeting.
    - i. Director reports should include the categories (e.g. campaigns, operations, clubs) and/or tasks (e.g. chairing meetings), and with the associated amounts of time spent on each component and the total amount of their hours worked, categories of work and/or tasks, and any time off. ~~or volunteered.~~
    - ii. Advocacy group representatives may include hours volunteered for their advocacy groups in their director report.
- c. If a director does not submit a board report by the time the meeting minutes are ratified ~~on time, and the agenda is not amended to include their late director report~~, they shall not be eligible for director benefits. ~~Exceptions may be granted, under extenuating circumstances, until the meeting's minutes have been ratified.~~
- d. Directors who are absent due to illness, vacation, personal leave, or other extenuating circumstances shall not be required to submit a written report for the period of time that they are absent.
- e. Directors are expected to notify the Director of Outreach & University Relations and Policy, Research, & Communications Manager ~~by 11:59 pm on the Thursday six hours preceding prior to a board meeting if they will be absent. from a board meeting~~
  - i. ~~The minutes shall include a list of all directors who have sent their regrets six hours prior to the board meeting.~~
  - ii. ~~The agenda shall include a list of all directors who have sent their regrets three calendar days prior to a board meeting.~~

**MOTION CARRIED**

**MOTION 2024/07/22: 04- WADHWA/WASSERMAN**

**WHEREAS** UVSS excluded manager structure has been expanded to add a Constituency Groups Director;

**WHEREAS** it is important for the UVSS to maintain up-to-date and relevant policies for effective governance;

**WHEREAS** This policy has been recommended to the UVSS BOD by the Policy Development Committee and Personnel Committee;

**BIRT** the Board of Directors approves the update of the policy to align with current practices; and

**BIFRT** Board of Directors Policy Section 13.1, 13.10 and 13.13 be amended as follows:

**13.1 b. Excluded Personnel**

i. The following personnel are considered excluded personnel:

1. General Manager
2. Executive Director
3. Human Resources and Administrative Services Manager
4. Constituency Groups Director

**13.10 iv. Community Relations & Advocacy**

1. With the Constituency **Groups** Director, collaborate with advocacy groups and affiliated organizations to further their values and objectives.
2. Provide strategic advice to the Board of Directors on advocacy initiatives and

campaigns.

### **13.13 CONSTITUENCY GROUPS DIRECTOR- Summary of Duties and Job Description**

#### **A. CONSTITUENCY GROUPS DIRECTOR SUMMARY OF DUTIES:**

1. The Director of Constituency Groups provides managerial oversight, as well as operational and administrative support to UVSS Constituency Groups, the Native Students' Union (NSU), and the Affiliated Organizations of the UVSS including helping to coordinate their projects, events, campaigns, programming, goals and other initiatives.

#### **B. CONSTITUENCY GROUPS DIRECTOR JOB DESCRIPTION:**

##### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to the UVSS Executive Director.
2. Works in collaboration with the Director of Student Affairs and UVSS Accounting to review and approve budgets.
3. Works in collaboration with UVSS Marketing and Communications to develop and approve outreach materials for Constituency Groups, the Native Students' Union (NSU) and the Affiliated Organizations.
4. Oversees UVSS Constituency Groups, the Native Students' Union and the Affiliated Organizations.
5. Ex officio, non-voting member of Advocacy Relations Committee (ARC).

##### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

##### **DUTIES:**

###### **Constituency Group Operations**

1. Support the day-to-day operations of UVSS Constituency Groups, the Native Students' Union, and the Affiliated Organizations. This includes, but is not limited to: program development, planning events, providing oversight to budgets, and conducting outreach to their respective constituents.
2. Attend Advocacy Relations Committee (ARC) meetings, and meet with relevant student representatives when required.
3. Work with Constituency Group, the NSU Coordinators, and the Affiliated Organizations to ensure advertising and marketing materials in conjunction with the UVSS Graphics department.
4. Work closely with the Director of Student Affairs, and the Manager of Accounting on Constituency Group, the NSU, and the Affiliated Organizations financial operations.
5. Advise Constituency Group, the NSU, and the Affiliated Organizations Coordinators and volunteers of governance mechanisms and processes.
6. Provide advice on the interpretation and application of the UVSS' and Constituency Groups' and the Affiliated Organizations constitutions, bylaws and policies.

7. Develop, uphold and/or update policies and procedures that identify the roles and responsibilities of UVSS Constituency Groups, NSU, and Affiliated Organizations.
8. Propose policy and bylaw amendments to the ARC, in collaboration with the Director of Student Affairs.
9. Assist Constituency Group, the NSU and Affiliated Organizations Coordinators with their respective Board recruitment and orientations.
10. Facilitate/Mediate Constituency Group, the NSU or the Affiliated Organizations member conflicts, or conflict among Constituency Group, the NSU and/or the Affiliated Organizations staff.
11. Assist the Coordinators in coordinating and hosting outreach events for Constituency Groups, NSU and Affiliated Organizations on campus
12. Assist Constituency Groups the NSU and the Affiliated Organizations with volunteer resource management.

### **Planning and Administration**

1. Implement/update office procedures and systems within each constituency group for better functionality.
2. Monitor department budgets and maintain a cost-effective operation.
3. Propose strategies and practices to enhance member engagement and members' understanding of the important role of Constituency Groups, The NSU, and Affiliated Organizations.
4. Compile and assist Constituency Groups, NSU and Affiliated Organizations in writing annual reports by setting deadlines, determining content standards and training Constituency Group, NSU Coordinators and Affiliated Organizations on writing annual reports, and reviewing and approving before it is published on UVSS websites.
5. Collaborate with Marketing and Communications on department needs, including web content, brochures, backgrounders, presentations and other written communication materials, including the Annual Report.
6. Organize and implement an annual Constituency Groups and NSU training program for ARC executives.
7. In collaboration with Constituency Group, NSU and Affiliated Organizations Coordinators, develop, maintain, and update Coordinator Manuals.
8. Liaise with UVic staff and departments to ensure communication and effective collaboration between Constituency Groups, NSU, Affiliated Organizations and the university.
9. Work with the Executive Director to ensure that Constituency Groups, NSU and Affiliated Organizations have adequate liability and insurance.

### **Supervision/Management**

1. Perform managerial and supervisory duties for Coordinators of UVSS Constituency Group the NSU, and Affiliated Organizations and other staff within these groups. Managerial duties include hiring and performing progressive discipline if needed to relevant staff members. Supervisory duties include project management, supporting, and developing Coordinators in Constituency Groups, the NSU and Affiliated Organizations by providing feedback and training.
2. Organize monthly Constituency Group the NSU and Affiliated Organizations Coordinator meetings, and bi-weekly one on ones with each Constituency Group, the NSU and Affiliated

Organizations teams to ensure effective communication, create meaningful staff support, and promote organizational awareness.

3. Schedule individual one-on-ones with staff members on an as-needed basis.
4. Research various systems to encourage efficiency within the Constituency Groups and Affiliated Organizations
5. Research professional development opportunities and maintain up-to-date knowledge of industry trends.
6. Ensure that staff follow all UVSS policies and procedures, notifying the Executive Director of any breaches.
7. Other duties as assigned by the Executive Director.

## **QUALIFICATIONS:**

### **Required:**

1. Degree or diploma in a relevant social science discipline, or an equivalent combination of education, training and experience.
2. Two-years' demonstrated experience leading outreach and/or communications, including, but not limited to: relationship-building, promotions, and communicating with diverse audiences or stakeholders using a variety of tactics.
3. Two years of experience working in a supervisory role in a non-profit setting.
4. One year of experience developing and monitoring budgets.
5. Strong conflict management and leadership skills.
6. Strong interpersonal skills are required; must effectively communicate with others (written and verbal).
7. Ability to organize time and priorities with limited supervision.
8. Ability to work cooperatively with others
9. Demonstrated experience working with paid and volunteer staff using collaborative group decision-making frameworks and anti-oppressive and inclusive organizing practices.
10. Demonstrated experience with Microsoft Office and Google applications, website content management systems, email marketing applications, and other related software and applications.
11. Demonstrated strong project management, organizational skills, and ability to use resourceful thinking to juggle multiple technically complex and challenging projects with conflicting deadlines in a fast-paced environment.
12. Demonstrated experience working within intersectional anti-imperialist frameworks and organizing principles, including, but not limited to: social justice, decolonization, anti-racism, gender and sexual diversity, anti-ableism, and accessibility.
13. Demonstrated experience maintaining confidential information.
14. Excellent written, presentation and oral communication skills.
15. Demonstrated ability to work independently with little supervision.

## **~~13.13~~ 13.14 Policy Review**

### **MOTION CARRIED**

### **MOTION 2024/07/22: 05 - WADHWA/WASSERMAN**

**BIRT** the following Director be ratified as Second Chair for the following committee;

Committee:	Elected:
Member Outreach	Elena Richardson

**MOTION CARRIED**

**MOTION 2024/07/22: 06 - WADHWA/RICHARDSON**

**BIRT** nominations be 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:	Vacancies:	Nominations:	Elected:
Ombudsperson Advisory Committee	One (1) seat (Advo rep) One (1) seat (DaLs)		

**MOTION TO POSTPONE INDEFINITELY - WADHWA/WASSERMAN**

**MOTION CARRIED**

**MOTION 2024/07/22: 07 - EASTON/WADHWA**

**WHEREAS** there was a tragic fatal overdose involving an 18-year-old undergraduate student in UVic residence earlier this year;

**WHEREAS** the UVSS runs an active campaign called Safer Use, which organizes harm reduction efforts such as Naloxone training and is committed to promoting student wellness on campus;

**WHEREAS** the B.C. government has declared a provincial emergency due to the toxic drug supply epidemic, and Canadian data indicates that 1 in 10 post-secondary students use illicit substances;

**BIRT** the UVSS Board of Directors approves the letter titled "[UVSS Drug Testing Support Letter 24-25](#)", which advocates for the establishment of a drug testing program at the Health and Wellness Centre on the University of Victoria campus;

**BIFRT** the UVSS Board of Directors will draft an open letter to be distributed to students and community members for signatures in support of this initiative.

**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 - EASTON/RICHARDSON  
MOTION CARRIED**

The meeting was moved in-camera at 6:53pm.

**10. IN-CAMERA**

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

**MOTION TO MOVE OUT OF CAMERA - WADHWA/BIHIS  
MOTION CARRIED**

The meeting was moved out of camera at 7:05 pm

**11. MEETING TIMES**

**The next meeting scheduled by the Board of Directors is:  
Monday, August 5th on Zoom (online).**



## 12. ADJOURNMENT

## 13. BOARD DIRECTORS' REPORTS

### Isabelle Easton - 71 Hours

- *UVSS committees/internal meetings - (18 hours)*
  - UVSS Board meetings
  - Events committee
  - Campaigns committee
  - Policy Development Committee
  - Executive committee
  - Outreach committee
  - Campaigns Portfolio
  - Comms Meetings
  - Leads meetings
  - SSD/A4A Meetings
  - Disability awareness day tabling
  - Martlet Meeting
  - AVP Meetings
- *External meetings/ community relations - (7 hours)*
  - Saanich Councillor meeting
  - Carleton University Meeting
  - GVAT Meetings
  - PRIDE Parade
  - UVic admin meetings
    - Nicole Greengoe
  - Facilitation and preparation
- *Research/ Portfolio Development/ Outreach - (22)*
  - Website development x Comms
    - Writing copy
    - Website research
    - A&A coordination and consultations
  - Strategic and annual planning
    - Annual Campaign finalizing
    - COntext and intro for campaigns
  - Media
    - Safer Use reel filming
    - Voting Campaign graphic approval/copy
  - News research
  - Issue Voting Campaign research
    - GVAT connections
  - Housing Now research
  - SVAW planning
    - Work order
  - Debate Planning
    - Relationship building

- Connecting MLAs
    - Developing questions
  - Naloxone training coordination
- *Administrative/ Housekeeping- (24)*
  - Emails
  - Administrative tasks
  - Writing copy for posts/work orders
  - Organizing
  - Prepping for meetings/creating agendas/scheduling meetings
  - Office hours
  - Signing cheques
  - Creating day-to-day operation schedule
  - Board Office Improvement
    - Reorganizing handbills
    - Drawing whiteboard
    - Drawing chalk sign

### **Sarah Buchanan - 69 Hours and 30 minutes**

- *Meetings/Comms*
  - Exec
  - Events
  - Campaigns
  - Personnel
  - UVic Admin
  - Student Groups
  - Leads
- *Events*
  - Locations
  - Work Orders/Communication
  - Band recruitment
  - Space Booking
  - Committee Prep
- *Personnel*
  - Review/Preparation
  - Meetings
- *Misc*
  - Financial Work
  - Housekeeping
  - Organizing documents

### **Bunni Williams - 70 Hours**

- *UVSS committees/internal meetings*
  - UVSS Board meetings
  - Campaigns committee
  - Policy Development Committee

- Executive committee
- Personnel Committee
- Outreach committee
- Comms Meetings
- Leads meetings
- SSD/A4A Meetings
- Disability awareness day tabling
- AVP X OSL Meetings
- Hiring Committee
- *External meetings/ community relations*
  - PRIDE Parade
  - UVic admin meetings
    - Nicole Greengoe
    - Jim Dundson
    - OSL
  - Facilitation and preparation
  - Uvic Operations meeting
- *Research/ Portfolio Development/ Outreach*
  - Annual plan
  - Writing statement of support for drug testing on campus
  - Research on policy for EQHR Sexualized Violence Response Policy review
  - Copy for outreach
  - Filming BWB
  - Creating a BWB comms plan
  - Emails
  - Creating agendas
  - Research generally
  - Office hours
  - Board office clean

## **Khushi Wadhwa - 67.75 hours**

- *Committees/Internal work -*
  - exec committee
  - Policy development committee
  - Events committee
  - personnel committee
  - Annual planning
  - leads
  - Excluded managers
  - Board Meeting
  - Annual plan working
  - Coordinator's meeting
  - Personnel work
  - Excluded manager's plan
- *External Meetings -*
  - SCARTA (meeting+ prep)

- UVic Admin
- Operational Relations
- Labour union bargaining
- *Admin/ Housekeeping*
  - Leads hour tracking sheet
  - teams
  - emails
  - Cheque signing
  - Student inquiries
- *Day off (7 hours)- not included in the report hours.*

## **Hemal Sharma - 73 Hours**

- *UVSS Committees/Internal Meetings*
  - Executive committee
  - Strat planning
- *Portfolio*
  - Website
  - Prep for council meetings
    - Agenda
    - Application reviews
    - Communication with clubs and course unions
    - Attendance
  - Clubs council
    - Ratification
  - Course Union council
    - Ratification
  - Update accounts
  - Update Signing authorities
  - Update Active Clubs and CU list
  - CCU Days planning
  - Meeting with clubs and CUs regarding funding/feedback on UVSS processes
- *Misc*
  - Cheque signing
  - Emails
  - Office hours
  - Phone calls/Zoom meetings

## **Harshita Sankar - 35 Hours**

- *UVSS Committees/Internal Meetings - (7 hours)*
  - Outreach Committee
  - Events Committee
  - Campaigns Committee
  - SSD Meeting
- *Ongoing Projects/Events/Outreach - (19 hours)*

- Annual Plan
- SOCC Hiring Committee
- ISR Portfolio
- ISW Planning
- Beach Social Planning
- Office Hours
- VICCIR
- *Administrative and Other/Housekeeping - (9 hours)*
  - Emails
  - Reading and organizing docs
  - Networking with international students

### **Aidan Dias - 9 Hours**

- *Personnel - (8 Hours)*
  - Meeting
  - Reading
- *Campaigns - (1 Hour)*
  - meeting

### **Noah Létourneau - 4 Hours**

- *Meetings - (2 hours)*
  - Club Council - 1 hour
  - Club funding check-in - 1 hour
  - Task/Item completed within section One
- *External - (2 hours)*
  - ECSS Check-in - 1 hour
  - ECSS Clubs Check-in 1 hour

### **Gretchen Lewandowski - 4 Hours**

- *Committees - 2 hours*
  - Meetings, communications
- *Admin - 2 hours*
  - Emails, misc

### **Elena Richardson - 4 hours**

- *Events Committee - (2 hours )*
  - Meetings, messages, misc
- *Member Outreach Committee - (1.5 hours)*
  - Meetings, messages, misc
- *Admin - (0.5 hours)*
  - Emails

## **Lauren Aimoe - 38 Hours**

- *NSU Internal Meetings - (10 hours)*
  - Council meetings
  - Agenda writing
  - Editing meeting notes
  - Preparing for meetings, set-up, creating welcome page
- *NSU External Meetings - (15 hours)*
  - Meeting w Hemal (UVSS)
  - IPIAAG meeting - one on one w Julianna (OVPI)
  - ICDC meetings
  - ICD survey analysis
- *Admin/Housekeeping - (3 hours)*
  - Emails
  - Scheduling meetings (internal and external)
- *Projects - (10 hours)*
  - ICDC master document, links, agendas/minutes
  - Social media outreach for ICD
  - IPIAAG review from NSU - notes, prep

## **Prym Goodacre - 7 Hours**

- *Admin - 2 hr*
  - Emails
  - Cheque Recs
  - Copy
- *Events - 2 hr*
  - Disability Awareness Day tabling
- *Internal Meetings - 2 hr*
  - Collective Meeting
- *External Meetings*
  - Thesis support meeting

## **Ashley Bihis - 4 hours**

- *Administrative - (2)*
  - Emails/correspondence
- *Internal Meetings - (2)*
  - SOCC coordinating meeting
  - Hiring committee

## **Acorn Wasserman - 22 Hours**

- *Meetings- (6)*
  - Board Meeting
  - Campaigns Committee

- Coordinator Meeting
- ARC
- SSD Executive council meeting (“thrive”)
- SSD Council meeting
- *Events, Projects - (6)*
  - Disability Awareness Day
  - A4A survey creation
- *Admin etc. - (10)*
  - Email
  - Review UVSS Constitution/Bylaws
  - Meeting prep
  - Event prep
  - Staff support
  - misc.