EXECUTIVE BOARD

MEETING MINUTES

APRIL 6, 2009

Present:
Adrienne Canning, James Freeman, Agata Stypka, Takuto Shiota, Yifan Wang, Stacy Chappel

Regrets:
none

The meeting was called to order at 3:40 pm with Canning in the Chair

STANDING ITEMS

1. Approval of Agenda

M/S
Agenda was approved with addition of:

- update on GEC meeting
- comments from Andy
- Performance review and Health Plan hiring added to Personnel
- Executive workspace

CARRIED

2. Approval of Minutes

M/S
Executive Board Minutes for February 6, 2009, January 23, 2009, October 3, 2008, July 25, 2008 are received and approved.

CARRIED

3. Introductions

Introductions were made and new executive members were welcomed.

4. Payroll Paperwork

Payroll paperwork was circulated to new executive members.
5. **Retreat Planning**

Potential dates in May were discussed.

**TASK:** Chappel to book space

**TASK:** Chappel to book car, and consult with Canning about vehicle rental options

**TASK:** Stypka and Chappel are to meet and build a meeting agenda, in consultation with other executive members. Stypka and Chappel will circulate a pre-retreat workbook. All executive members are asked to think of one activity for the group.

**TASK:** Shiota and Chappel are to meet and design a menu. Noted that Canning is a vegetarian.

**TASK:** Freeman volunteered to do some of the dishes!

6. **Health Plan Referendum**

Chappel reported the quote for the dental plan meant the fee would need to be raised from $185 per year to at least $200 per year, possibly as high as $203.

Chappel reported she has booked the required advertising space in the May 1 Martlet.

**TASK:** Shiota and Chappel to meet and bring final recommendation on fee increase proposal to the next executive meeting, April 14.

7. **Directors Insurance**

**M/S**

*The GSS will purchase the basic 1,000,000 directors insurance offered by Lloyds as in the quote from AON insurance.***

CARRIED

8. **Computer purchase**

**M/S**

*A maximum of $800 is allocated from the Capital budget to purchase a computer for the front desk.*

CARRIED

**TASK:** Chappel is to obtain a reference from UVSS for their computer services provider.

**TASK:** Freeman will seek lower cost options for computer purchase including quote for purchasing two computers at one time, options for service and parts warranty.

9. **Personnel**

10. **The meeting went in camera for a personnel update**
a) Policy for permanent employees notice of termination

M/S
Policy 8.18.a is amended to read “In the event that an employee is laid off or terminated without cause, Employees becoming permanent after March 31, 2008 shall be entitled to notice or pay in lieu as stipulated by the BC Employment Standards Act. Employees who became permanent prior to March 31, 2008 are entitled to notice of layoff or payment in lieu of notice as stipulated in the contract provided at the time of their hire unless written consent has been provided by the employee.
CARRIED

b) Health Plan Coordinator Hiring

TASK: Shiota will review short listed resumes, and participate in interviewing candidates.

TASK: Chappel will consult with Ingrid Milkert (GSS bookkeeper) about possible questions regarding billing reconciliation that could be used in the interview process.

11. TASK: Chappel and Shiota will bring a hiring recommendation to the April 14 Executive Board meeting.

c) Brianne Kelly

M/S
Resignation of Brianne Kelly effective April 23, 2009 is accepted with regret.
CARRIED

12. The GSS thanks Kelly for her service to the GSS over the past 9 months.

d) Patrick Reed

M/S
Hiring of Patrick Reed as permanent part time front desk coordinator is ratified.
CARRIED

M/S
Extension of Patrick Reed’s hours to 35 hours per week until the end of July 2009 is ratified.
CARRIED

13. Orientation

TASK: Stypka and Wang are to meet with Susan Corner of Student Transition Centre about coordinating Orientation events for Fall 2009.

14. Student Representation

Canning reported the GEC passed a motion approving the Faculty of Graduate Studies expectations for graduate student representation in department meetings.

Canning further reported Dean Devor is meeting with the Deans Council and Provost to discuss this further April 7.

[Chappel left at 5:15pm]
15. **Performance Review**

The meeting went in camera to discuss performance review of management staff.

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**EXTERNAL REQUESTS**

16. **President’s Distinguished Lectures Committee**

*M/S*

*James Freeman is elected the GSS representative to the President’s Distinguished Lectures Committee.*

*CARRIED*

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**CLOSING ITEMS**

17. **Other Business**

a. **Document Management**

 TASK: Freeman is to investigate options for online document collaboration and sharing and report back April 14.

b. **Surveying members**

 TASK: GSS will circulate a survey to the membership

 TASK: Executive members will supply questions by April 14.

Meeting adjourned at 6:00 pm.

sc/as/SC

Minutes approved by:

Adrienne Canning, Chair

Stacy Chappel, Executive Director