EXECUTIVE BOARD

MEETING MINUTES

APRIL 14, 2009

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

Regrets:
none

The meeting was called to order at 10:35 am with Canning in the Chair

STANDING ITEMS

1. Approval of Agenda
M/S
Agenda is approved
CARRIED

2. Approval of Minutes
M/S
Executive Board Minutes for April 6, 2009 are received and approved with clarification Freeman will do “some” of the dishes.
CARRIED

3. Business arising from the minutes
Chappel reported hiring of the Health and Dental Plan Coordinator is not completed.

Chappel reported she had checked the computer store recommended but they had no information about sales of systems. Chappel was directed to purchase a computer from UVIC.

Stypka reported a meeting was booked with the Student Transition Centre for April 27.

4. Executive Reports
Freeman reported he has been looking into updating the website. He set up a trial Windows Live account.
Stypka reported she met with Sistili about the Services roles and organized the meeting with the Student Transition Centre.

Wang reported he met with Qian regarding the Student Affairs role.

Shiota reported he had been participating in the health coordinator hiring, signing cheques. He has not had a reply regarding requests for feedback from former executive members.

Canning reported she met with Nicole and signed letters regarding fees.

Chappel reported she has been managing the health plan hiring, setting up the dental plan referendum, working on fixing the data to enable reconciling the insurance billing, and preparing minutes.

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### INTERNAL BUSINESS

5. **Dental Plan Referendum**

Referendum question was discussed.

**M/S**

*BIRT the GSS puts the following question forward to referendum of the membership on May 25-29, 2009*

> "Are you in favour of a one time increase of $15 to the annual GSS dental plan charge? (This will increase the dental plan fee from $185 to $200 per year for on-campus full-time graduate students.) YES or NO"

**CARRIED**

6. **Summer Scheduling**

**TASK:** Executive will post their calendar on Windows Live.

7. **Windows Live**

**M/S**

*The Executive Board will use Microsoft Windows Live for document sharing.*

**CARRIED**

8. **Survey Question and Blurb**

A survey of members was discussed.

**TASK:** Questions and feedback to be submitted via Windows Live by April 21, with a trial run on April 24th.

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### CLOSING ITEMS

9. **Other Business**

a. **Next Meeting**

The Next Executive Meeting will be May 5 at 10:30 am
b. **Website Redesign**
Options for website redesign were discussed.

**TASK:** Board members to submit samples of favourite site design, as well as proposals for systems such as Orbis and Drupal.

**TASK:** Chappel and Freeman to discuss and RFP.

c. **Food and Beverage Committee**
Freeman expressed interest in sitting on the committee.

**TASK:** Chappel to circulate terms of reference for the Food and Beverage Committee to the Board.

d. **Staff Relations Officer**
Staff relations officer is currently Tak Shiota.

Role of the staff relations officer will be discussed at the retreat.

e. **Agenda for Retreat**
**TASK:** Chappel and Stypka to circulate retreat materials in advance of the May 5 Executive Meeting.

Meeting adjourned at 11:45 am.

sc/as/SC

Minutes approved by:

[Signature]
Adrienne Canning, Chair

[Signature]
Stacy Chappel, Executive Director