EXECUTIVE BOARD

MEETING MINUTES

AUGUST 17, 2009

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

Regrets:
James Freeman

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

STANDING ITEMS

1. Approval of Agenda

MOTION 01 M/S
Agenda is approved
CARRIED

2. Approval of Minutes

MOTION 02 M/S
Minutes for July 14, 2009 Executive Board meeting are approved
CARRIED

Task: Chappel will bring a minutes template to the next meeting

3. Business arising from the minutes

Chappel reported the roof inspection will be going ahead.

Chappel and Stypka had not yet met about the childcare as they have both been away.

4. Executive Reports
5. **Committee reports**

*Finance Committee*

Shiota circulated the quarterly financial statement. He reported a key discussion would be setting up a specific fund to cover occasional staffing expenses, such as maternity leave benefits, sick leave, or emergency hires. This was previously part of the Rainy Day Fund, but with the shift to having a specific Building Fund, emergency staffing would be left uncovered. These expenses are very occasional, so rather than budgeting each year, instead a set amount would be contributed to the fund which would then cover the expense when it was needed.

Shiota also noted that clarification of the benefits policy that benefits will apply to staff working year round at 20 hours per week or more, including restaurant staff. For restaurant staff this might mean benefits start when they begin work in the Summer.

**TASK:** Chappel to draft a terms of reference for a new fund to be reviewed by the Executive Board and then brought to Graduate Representative Council for approval.

**TASK:** Chappel to draft changes to permanent benefits plan to clarify coverage.

6. **Food and Beverage Committee**

Shiota reported the main discussion was on progress regarding advertising for the fall, especially promoting evening dining. There is also a new menu in the works.

Stypka suggested Bike to Work Week as an even for sponsorship by the Grad House, as well as signage in recreation centres and posters in Continuing studies to reach out to non-students in the neighbourhood and evening campus users.

**TASK:** Chappel to advertise in neighbourhood association newsletters

7. **Orientation**

Raffle Tickets have been purchased and gift cards to raffle in department orientations are ready to go.

Forms for tuition installment plan and info sheets on the health and upass have also been made.

Sign up sheet for orientation sessions will be posted in the office Friday.

8. **Athletics Fee**

Athletics fee increase referendum was discussed.

It was agreed Grad Council should be the body to hear from the administration and give feedback on the proposal, however the referendum is scheduled in October which gives no time for a meeting, and then feedback from grad reps.

**MOTION 03 M/S**

*University administrators will be invited to grad council September 29, 2009 to present on the athletics fee.*
An additional Graduate Representative Council meeting will be held September 22, 2009 to orient new grad reps and to ask them to inquire in their departments about the athletics fee increase, so they are prepared for the presentation September 29.

Jim Dunsden will be asked to provide written information for Grad Reps before September 22 so grad reps have the time to read the material prior to meeting with the university.

CARRIED

9. Closed Session

[Chappel left]

CLOSING ITEMS

10. Other Business

Next Meeting

Next Executive Meeting is September 1, 2009 at 10:30 am

Meeting adjourned at 11:45 am.

sc/SC

Minutes approved by:

Adrienne Canning, Chair

Stacy Chappel, Executive Director