EXECUTIVE BOARD

MEETING MINUTES

OCTOBER 14, 2009

Present:
Amy Cox, Agata Stypka, Takuto Shiota, Yifan Wang, Stacy Chappel

Regrets:
Adrienne Canning

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

STANDING ITEMS

Stypka welcomed Cox to her first meeting of the GSS executive.

Stypka noted Shiota will be late.

1. Approval of Agenda

M/S
Agenda is approved with the addition of the following to Other Business:
Karaoke/open mic
CARRIED

2. Approval of Minutes

September 1, 2009 minutes are TABLED to next meeting

3. Business arising from the minutes

None

4. Executive Reports

Director of Student Affairs; Wang reported he worked on Orientation, and after the department orientations were complete he worked on the CSSA events, and took a short break. He noted he will be away in China from October 16 – 23.
Director of Communications: Cox reported that since she was elected October 1 she met with the athletics campaign committee and drafted a press release for the Martlet. She has been interviewed in regards to the release, so it looks like a story may be in this Thursday. She worked with the committee on an Ad for the Martlet and wrote Jim Dunsden with concerns about the webvote process, and then followed up on his response. She has been talking to James to follow up on his work, and has arranged a meeting with Joe Kolthammer for Thursday. She reported she has also followed up with candidates for the workstudy position, but will likely need to change the positions as they were suited to James’ needs and structure.

Director of Services: Stypka reported she finished the last department orientation last week (Biochemistry!). She attended the Senate Committee on Planning, which is where approval recommendations for new programs are heard prior to senate. She chaired the events committee, and work on Oct 30 Halloween celebrations is ongoing—with a pumpkin carding 5:30-7 and the dance 7:30-midnight. Salmon run is on 24 September, and needs an extra promotion push. Stypka noted the open mic seems to be steady and Wednesday coffee is popular and Wine Club is going very well.

Wang said he would promote the events to the CSSA through their website.

Executive Director: Chappel reported the business of September is thankfully over, with health plan opt out and opt in data was completed and submitted, and that Health Plan Coordinator, Mary Shi will have a full report for the executive late this month. She noted the maintenance costs over last year are a concern right now and she has been working with Jim Dunsden to review them and hopefully correct them. She and Shiota have been working on the revised budget and enrollment which will be discussed.

INTERNAL BUSINESS

Stypka tabled the Finance Committee report until Shiota arrived.

5. AGM

The exec decided to do a joint report, featuring major successes, events, and concerns as the report to the members. Each person will submit point form items summarizing their key work (i.e. Students assisted by Yifan, Events summary from Agata, campaigns from Adrienne, budget and financial issues from Tak, etc).

TASK: Executive will send a summary of their work since April 1 to Chappel by Friday, October 16.

TASK: Chappel will lay out the report.

6. Finance Committee

Chappel reported that although UVIC had a 14% increase in acceptance, and reported they are using 10% as an estimated increase, actual VIEWCAT data on enrolment as of October 13 shows a 8% increase compared to the Fall 2008 semester. She and Shiota created a draft budget using this as a basis.

7. Shiota presented a draft budget.

M/S

Draft restated 2009-2010 budget for the AGM is proposed as follows:

Restated 2009-2010 Operating fund budget will be proposed (*indicates change to Approved budget)
INCOME
Membership Revenue (increased 23,200.27): $280,200*
Grants: $3,000
Ad sales: $5,000
Room bookings: $1,000
Event Revenues: $500
TOTAL REVENUE: $289,700*

EXPENSES
Salaries and Benefits (increased $5,000): $126,000*
Travel, meetings & conferences: $1,214
Office supplies: $4,500
Departmental Grants: $17,500
Travel Grants: $30,000
Campaigns and Communications (increased $3,000): $19,100
Outreach (Social events) (increased $4,210): $10,000*
Outreach (society meetings) (increased $300): 2,020*
Building Maintenance: 45,056
Audit, bookkeeping & registrar fees: 18,500
Legal: 1,000
Contingency (increased 10,690.27): $14,810*
TOTAL Expenses: $289,700

And
Restated 2009-2010 Capital fund budget will be proposed (*indicates change to Approved budget)

INCOME
Membership Revenue (increased $5,313.88): $63,578*
Investment income: $250
TOTAL REVENUE: $63,828*

EXPENSES
Capital Purchases: $31,000
TOTAL Expenses: $31,000

Balance (increased 5,313.88): 32,828.00*

CARRIED

8. **Car Coop Contract**

Chappel reported contract received had a different pricing than originally, and she is expecting a response to her question about this today.

M/S

Car Coop contract business membership is approved on the following terms:

25 members at a cost to the GSS of $2500 ($100 per member)

Currently registered graduate students can purchase membership for a one-time non-refundable fee of $50.
GSS will confirm eligibility of members each September and remove those who are no longer graduate students annually.

CARRIED

TASK Chappel is directed to revise the contract with the Victoria Car Coop and bring it for signing to the Director of Finance.

9. Committees

M/S
The GSS representative to the Sustainability Advisory Committee for Campus Operations is Mr. Tim Scolnick.
CARRIED

M/S
A call for candidates for the Gillian Sherwin Award for teaching committee will be circulated and the exec will select a candidate by email vote.
CARRIED

M/S
Adrienne Canning is elected the GSS representative to the UVIC Convocation Committee
CARRIED

M/S
The GSS re-elects Dan Pollock to the Campus Planning Committee if he is willing to serve an additional term.
CARRIED

TASK: Chappel will correspond with Pollock regarding the Campus Planning Committee.

Chappel reported that AGES had met and elected graduate student representative to the search committees for the Education Deans.

CLOSING ITEMS

10. Other Business

a. Karaoke

Wang reported some students have opened a Karaoke bar on Shelbourne and Cedar Hill and suggested GSS might hold an event there.

TASK: Wang is to find out the cost of karaoke night rentals at this location and circulate to the executive for consideration.

a. WUSC

TASK: Amy Cox will attend the reception for the new WUSC Students.
Meeting adjourned at 12:07 pm.

sc/SC

Minutes approved by:

Adrienne Canning, Chair

Stacy Chappel, Executive Director