Present:
Adrienne Canning, Amy Cox, Agata Stypka, Takuto Shiota, Stacy Chappel, Kalin McCluskey (SPP Grad Rep, guest)

Regrets:
none

Absent:
Yifan Wang

The meeting was called to order at 10:30 am with Canning in the Chair

STANDING ITEMS

1. **Approval of Agenda**

M/S
*The agenda was approved as follows:*

1. **Approve Agenda**

2. **Travel Grants**

CARRIED

2. **Travel Grants**

Shiota thanked everyone for coming to the meeting on such short notice.

Shiota reported the GSS had received notice from the Faculty of Graduate Studies the Travel Grant program was suspended until the GSS advised on how to proceed with administration of the grants. The GSS contributes $30,000 annually to the fund, and the FGS budgets $75,000 but generally contributes much more out of what they call “soft money”. The soft money has been used up, partially through additional effort to recruit graduate students last year with fellowships. The travel grants fund has been over promised this year (by 27,000) and the Faculty proposes to cover some of that cost in the 2010-2011 fiscal year, and then also contain its' contribution to $75,000, which would mean the total budget for 2010-2011 would drop to $78,000 when it has reached $200,000 in past.
Chappel referred the Executive to the following items found in the GSS Archive (which is housed in the UVic Library Archive) related to travel grants

- Minutes of the GSS Grad Rep Council meeting October 4, 1991
- Memorandum dated October 10, 1991 from Acting Dean of Graduate Studies Bruce Howe to GSS president, Doug Tolson, thanking him for the notice about the fee increase, and stating “As I noted to you, we will endeavour to improve our contribution to Graduate Student Travel Grants as well and I will include this in my budget submission for next year.”
- Correspondence From the GSS President John Dower to Acting Dean of Graduate Studies Bruce Howe dated December 9, 1991 noting concern about lack of clear funding policy for graduate students, and the impact of an enrolment increase, and requests a joint task force to review graduate student funding.
- Memorandum dated December 24, 1991 From Acting Dean of Graduate Studies Bruce Howe to GSS President John Dower and the attached proposal for graduate student funding, notes the creation of a task force and recognizes the concerns regarding graduate student funding.
- Correspondence Dated February 16, 1992 from Dean of Graduate Studies B.L. Howe to the GSS president, John Dower, which notes “as discussed, unless we receive money in our budget for these [which is highly unlikely], we will be unable to continue this matching program”. And undated briefing on travel grant referendum attached which refers to a fee referendum to increase GSS fees by $15 per term with a portion allocated to travel grants that “we anticipate will be matched two to one by the Faculty of Graduate Studies”.
- Correspondence dated July 6, 1992 from GSS Researcher Caroline Francis to Pat [Bartier?] describes Travel Grants amounts as $250 for those presenting a paper at a conference and $150 for those attending out of town conferences.
- Minutes of the GSS Grad Rep Council meeting March 12, 1992 – discussion on travel grants notes the Faculty of Graduate Studies contributes $16,000 annually and cannot contribute more, for a total available fund of $36,000.
- Memorandum dated April 10, 1992 From Dean of Graduate Studies Bruce L Howe to GSS Treasurer Ms. Hye-Soon Kim which states “I spoke with David Clode regarding the additional funds for travel grants. I have been advised that we will continue to receive money three times a year, and that this will include the increase in the GSS portion [totalling $20,000 GSS contribution]… I will attempt to increase the Graduate Studies contribution, although this will be very difficult given the current financial situation.”
- Memorandum dated May 25, 1992 From GSS Treasurer Patrick Bartier to Acting Dean of Graduate Studies Bruce Howe, confirming a GSS Contribution of $20,000 per year.
- Memorandum dated March 25, 1993 From Dean of Graduate Studies Gordana Lazarevich to GSS Treasurer, Patrick Bartier which requests confirmation of GSS’s annual $20,000 contribution to travel grants and states “Given the current financial situation, it will not be possible for Graduate Studies to increase our contribution. However, we will continue to offer the same amount as last year.”
- Minutes of the GSS Grad Rep Council meeting September 25, 1996 in which the GSS allocates $2 of its fee to a travel grant fund.
Minutes of the GSS Grad Rep Council meeting September 24, 1997, including detailed Agenda backgrounder in which the Faculty of Graduate Studies is increasing its contribution $15,000 and has asked the GSS to contribute an additional $5000. The GSS approved the $5000 contribution.

Minutes of the GSS Graduate Representative Council September 24, 2002 meeting

Undated Travel Grant Application (c. 1992), which notes $250 for student presenting at conference outside Vancouver Island, Vancouver, and Greater Seattle; $150 for a student attending a conference outside Vancouver Island, Vancouver, and Greater Seattle; or a maximum of three trips at $50 per trip to travel to a conference or research in the Vancouver Island, greater Vancouver or Greater Seattle areas.

In addition to

Email correspondence between Dean of Graduate Studies Aaron Devor and GSS Executive Director Stacy Chappel dated arch 19, 2010

Shiota reported he had a consultation with graduate students on March 18, which both he and Adrienne attended.

Shiota gave an overview of the response from students at the consultation regarding travel grants. The consultation was well attended, with forty students present. Key concerns were students who had already purchased tickets to travel and now may not be funded, and students who might lose the opportunity to present at a conference.

Shiota noted he had invited McCluskey to attend this meeting as she is the sole candidate for GSS Chair in 2010-2011, so would need to be briefed.

Shiota noted the GSS is restricted in terms of donating to the fund without a motion at a General Meeting, and there was little will for this option at the consultation.

[Canning arrived at 11 am]

There was general discussion of GSS concerns about the fund. It was noted past spending patterns indicate 60% of the grant is distributed in

M/S

GSS recommendations to the FGS regarding the fund are as follows:

• Overspending in 2009-2010 fiscal year should not impact the budget for 2010-2011

• Funds should be allocated strictly for the purposes of the fund: attending conferences, research, workshops, but not for work related to a mandatory course that includes travel.

• Students should be awarded only what they apply for, even if the possible award for their category is higher.

• Students will be consulted at the SGM for further direction and options.

CARRIED

General discussion continued.

[Chappel left at 12:30 pm]
Meeting adjourned at 1 pm

sc/SC

Minutes approved by:

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Adrienne Canning, Chair

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Stacy Chappel, Executive Director