EXECUTIVE BOARD

MEETING MINUTES

SEPTEMBER 24, 2010

Present:
Adrienne Canning, Nick Graham, Qi Ke, Kalin McCluskey, Matt Park, Stacy Chappel

Regrets:
none

The meeting was called to order at 11:04 am with Kalin McCluskey in the Chair.

STANDING ITEMS

1. Approval of Agenda

M/S
The agenda is approved with the following additions:
- report on one year MA personal leave proposal from FGS
- communications committee budget motion

CARRIED

2. Approval of Minutes

M/S
Minutes for the August 26, 2010 meeting are approved with the following correction:
the report on non-academic behaviour policy should reference Jim Dunsdon, not Joel Lynn.

CARRIED

3. Business arising from the minutes

Chappel noted there was a meeting during her holidays in July, and the minutes need to be submitted to her and brought to a meeting for approval.

4. Reports

The Executive Directors report on the first quarter was received for information.

Food and Beverage Committee September 10, 2010 minutes were received for information.
5. **Committee representation**

a. **Advisory Council on International Affairs**

M/S Canning/Park

*Qi Ke is elected the GSS representative to the Advisory Council on International Affairs*

*CARRIED*

b. **Childcare Advisory Board**

Chappel reported childcare manager Jack Lalonde had contacted her saying he had an interested candidate, but there had been no notice so she had not sent a call or contacted last year's representative.

**TASK:** Chappel is directed to contact last year's childcare rep to see if they are interested to continue, and to ask the current candidate to submit a blurb for circulation to Executive Board members.

c. **Faculty-specific committee vacancies**

Chappel reported several faculty specific committees had had no responses to calls for candidates through the bulletin or grad rep email list.

M/S Park/Graham

*RESOLVED Openings for the following committees will be added to the agenda for the September Graduate Representative Council meeting:*

- Faculty of Social Sciences equity committee
- Faculty of Social Sciences teaching and research awards committee
- Human and Social Development search committee for a new chair in
- Faculty of Social Sciences rep to Faculty meetings

*CARRIED*

**TASK:** Chappel to investigate option of formal election of reps to Faculty meetings through webvote.

**TASK:** Chappel to add request for information on department councils to the agenda for the Graduate Representative Council

6. **Capital spending**

a. **Kitchen items**

Park reported the Food and Beverage Committee had discussed King-Jones' requests for several capital items, and has recommended two purchases to the Executive Board.

M/S Canning/Park

*RESOLVED the GSS allocated $1,000 from the Capital Fund for the purchase of a conveyor toaster; and*

*FURTHER RESOLVED the GSS allocate $600 from the Capital Fund to have Facilities Management install additional steel shelves in the kitchen.*

*CARRIED*

b. **Computers**
Chappel referred to written proposal to replace the Health and Dental Coordinator’s computer, and purchase a computer for the Office Coordinator.

Chappel noted her current estimate meant this purchase might exceed the original plan for computer purchases buy $600 due to the replacement of her own computer when it failed.

M/S Park/Graham

RESOLVED $2000 is allocated from the Capital Fund to purchase a new computer for the Health Plan Coordinator and a new computer and Monitor for the Office Coordinator.

CARRIED

c. Update on wall sleeve leak consultation

Park reported the GSS has received a note saying the consultation on the wall sleeve assessment and beer line is complete.

7. Graduate Representative Council Agenda

M/S Ke/Canning

RESOLVED the agenda for the September 28, 2010 Graduate Representative Council will be as follows:

Opening
1. Welcome Address
2. Introductions
3. Approval of the Agenda
4. Approval Minutes from the February 23, 2010 Graduate Representative Council meeting
5. Department Reports
6. Executive Reports
7. Student Senator & Committee representative updates

Internal Business
1. Circulation of Orientation materials
2. Overview/history of key issues / upcoming issues
   a) Travel Grants
   b) Tuition Limit Policy
   c) Senate elections
   d) Department Representation
   e) Leave for one year MA proposal
3. Meeting with the president and senior administration
4. Survey: Does your department have a department student council?

External Requests
5. Committee Appointments
   a. Faculty of Social Sciences Committee on Equity and Diversity
   b. Faculty of Social Sciences Teaching and Research Awards Committee
   c. Faculty of HSD – Search for a new (and first) Director of the new School of Public Health and Social Policy
   d. Graduate student Faculty Council Representative for the Faculty of Humanities
   e. UVIC Sustainability Advisory Committee (Wednesday, September 29, 11:30, lunch provided!)
**Varia**

1. **Adjournment**

CARRIED

**TASK:** Chappel to circulate information on one year MA leave issue and Roberts Rules information to the orientation packages.

**TASK:** McCluskey to create a space audit and info sheet form (ie. “do you want to be on committees”) to include in the package.

McCluskey noted she will invite grad council members to join the executive for some social time at the end of the meeting.

8. **Communications Committee budget**

Chappel noted this item had been sent in advanced and apologized that it wasn’t included in the agenda package.

Canning reported she is finding it helpful to recruit volunteers to communications meetings if there is a little food provided during the meeting.

**M/S Ke/Graham**

*RESOLVED $500 of the communications budget is allocated to providing snacks for volunteers at meeting.*

CARRIED

**TASK:** Organizational Development committee to develop policy on free tickets to events for volunteers.

Meeting adjourned at 12:00 noon.

sc/SC

Minutes approved by:

Kalin McCluskey, Chair

Adrienne Canning

Stacy Chappel, Executive Director