EXECUTIVE BOARD

MEETING MINUTES

DECEMBER 15, 2010

Present:
Adrienne Canning, Nick Graham, Matt Park, Matt Riddett, Stacy Chappel, David Clode

Regrets:
one

The meeting was called to order at 2:04 pm with Adrienne Canning in the Chair.

STANDING ITEMS

Chappel introduced David Clode, who one of our rooms is named for. She said David had been involved in the AMS before the GSS became separate, and was there at the beginning of the GSS as its administrator, and then continued to support the society throughout the term of his job in the University. She also noted David was instrumental in establishing many of the services at UVIC that the GSS relies on such as the childcare, family housing, and student support.

There were introductions and brief discussion.

[David Clode left]

1. Approval of Agenda
Canning called for changes to the agenda, and seeing none considered it approved.

2. Approval of Minutes
November 18, 2010 Executive Minutes are TABLED

3. Business arising from the minutes
TABLED

4. Executive Reports

GSS Executive Board Minutes
December 15, 2010
5. Copyright letter
Canning reported this draft letter was received from Athabasca as a follow up to the summit of Western Graduate Student Associations at UBC.

The following concerns were raised:

- the letter should clarify the full title of the Board mentioned.

- the GSS is concerned that access following degree completion is limited. This is not comparable to textbooks, which may be kept and continue to be used by the student. Articles paid for and accessed electronically should be considered similarly.

- a comparison to prior agreements would be useful

- an additional concern is the ability of students to take on this body where there is unfairness.

**TASK:** Canning will send suggestions to Athabasca

6. Travel Grants
Canning referred to the attached minutes from the November 25 executive’s “travel grants huddle” and proposed changes.

Park asked how the GSS could ensure implementation, and if it wasn't possible was input useful.

Canning said putting the suggestions to students for input was valid as it would indicate support to FGS.

Park noted that the reference to the 30 day time limit to produce receipts should also state that unclaimed funds need to be rolled back into the fund immediately.

Park asked whether changes to the rules about proof of acceptance to speak at conferences have been made.

Canning said this hadn’t been done formally with the FGSS yet, but will be at the first meeting.

Graham asked whether a separate form or type of funding might be best for field research. Continued access to funds for field research was a key concern for some departments.

Chappel asked when field research would be done that wasn’t part of course work.
Graham said this is unclear, and perhaps needs to be a question put to the members.

Park asked what the best term would be to capture both conference presentations and also performance as the equivalence to presentations for students in fine arts.

Canning asked if anything else needs to be added before it is circulated.

Ke suggested an introduction to why this is being done would be important as some people won't have been here last year.

Park noted that it is important all applications are accepted for accurate tracking of interest in the grant.

**TASK:** Chappel to look in the archive to see numbers of grants in past.

**TASK:** Canning to circulate questions to grad council by end of week.

**M/S**

Student consultation meeting will be held Tuesday January 11 from 5-7pm
Consultation with Dean Devor will be January 14
Dean will be invited to January GRC meeting

**CARRIED**

**TASK:** Canning will put form into a survey form

**TASK:** Park will send Canning the canadian survey link (toofast.ca)

**TASK:** Canning will invite Dean Devor to the GRC meeting and set up a meeting with the Exec for January 14.

**TASK:** Chappel will circulate a call to GRC for additional members (from other faculties) to attend the January 14 meeting.

7. **Non-Academic Misconduct Policy**

Canning referred to the attached notes and proposal. She asked if there were additional comments to be added before meeting with Jim Dunsdon about the proposal.

8. **MacLeans survey**

Canning reported she had received a call regarding the Macleans survey wanting input on UVIC. Executive members made several suggestions.

9. **Western Canadian GSS and GSA summit**

**TASK:** Canning will circulate the meeting notes for the Western summit by email.

**TASK:** Chappel will circulate the meeting notes for the BC summit by email.

10. **Executive Director report**

a) **Privacy of Information**
Chappel referred to written reports. She noted that she had met with the UVIC privacy officer and they had agreed to update the privacy agreement, which is now several years old.

b) Sponsorship

Chappel referred to written reports.

Canning asked where the GSS might use sponsorship.

c) Roof update

Park reported the report was received and we are still waiting for two quotes, however the most important thing is the minor repairs have been made and seem to have stopped the leaking.

d) ATRS meeting

Chappel referred to written reports regarding athletics membership sales.

She noted ATRS seems willing to consider separating UPASS and ATRS opt in fees.

e) Health and Dental e-billing

Chappel reported that PBC is now offering this. From a plan management and cost containment perspective she is not recommending this for the GSS. However, she is interested to hear the perspective of the student board, as they may feel the benefits outweigh the administrative and cost concerns.

**TASK:** Exec members will consider and this will be revisited in January

11. Finance Committee

a) Second Quarter Statements (plus October)

Chappel circulated statements for April 1 - October 31.

Riddett asked whether it was possible to add more servers in the restaurant.

Park said he would raise this in the upcoming Food and Beverage Committee.

b) Installing a point of sale terminal in the office

M/S Canning/Graham

Stacy Chappel is designated as the contact for organizing the installation of the point of sale terminal for the GSS office, The GSS agrees to purchase the point of sale contract with Desjardins; and Stacy Chappel, Matthew Park and Adrienne Canning, society signing officers, and mandated to review and sign the contract for the point of sale with Desjardins

**CARRIED**

c) Fund Transfers

Park reported funds had been transferred in accordance with the motions at the March 2010 Semi-Annual General Meeting and auditors instructions, now that the membership fees had been received.
M/S Park/Canning

The following fund transfers are approved:

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<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
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<tr>
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<td>Operating #357095 (Community Service Acct #1)</td>
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<td>Employee Leave Fund (Community Service Acct #2)</td>
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CARRIED

**TASK:** Chappel and Park will meet with the bookkeeper to determine GIC investments and building fund transfers and make a recommendation to the board.

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**EXTERNAL REQUESTS**

12. **Childcare Advisory Board representative**

**M/S Park/Canning**

Email vote electing Connie Morey as the GSS representative to the UVIC Childcare Advisory Board is ratified; and CARRIED

Chappel noted that Morey is interested in having an alternate representative, but at this time there are no candidates.

**M/S Park/Canning**

Matthew Riddett is the alternate representative until such time as another alternative rep is found from the general membership. CARRIED

**TASK:** Chappel to ask the childcare to circulate a notice calling for an alternate from among graduate student parents at the childcare.

13. **Operational Relations**

Park reported he and Chappel had met with the Operational Relations Committee and largely dealt with housekeeping.
Chappel noted they like the thesis completion gong idea.

**TASK:** Park to circulate meeting notes.

**14. Professional Development Opportunities**

**TABLED**

**TASK:** Canning and Park to circulate information on the FGS professional development program.

**15. Co-op fee clarification**

Gordon Ruby had forwarded clarification on coop fees he had received in an email December 13, 2010 from Norah McRae at the UVIC Coop office, which stated:

"if a graduate student registers only in coop term they DO NOT have to pay the grad instalment fee. They pay the coop fee and the grad ancillary fees only

a) If a grad student registers for a course (e.g. thesis, 596, 598) as well as a co-op term the DO have to pay the grad instalment fee as well as the co-op fee and the grad ancillary fees."

McRae had also clarified this information on the coop websites.

This information was received with thanks!

**15. New Executive welcome potluck**

The potluck to welcome Riddett will be held in early January.

**16. January Orientation**

Graham reported he had sent the event listings to April McNeill.

**17. Tabling of remaining agenda items**

Canning noted the time and the fact that the health and dental appeals committee meeting is due to start.

The following items were **TABLED:**

- Learning and Teaching Committee update and minutes
- Graduate Student Housing board request to Joel Lynn
- Follow up: ESL Course proposal, additional research & FGS offering
- Chinese New Year invitation from CSSA
- Tasks from GRC
- Exec impressions and feedback from Western and BC GSA/GSS Summits at UBC
Chappel reminded everyone the staff Festivus party is on Sunday.
Meeting adjourned at 4:09 pm.

Minutes approved by:

Adrienne Canning, Chair

Stacy Chappel, Executive Director

December 15, 2010