The meeting was called to order by Anthony.

**Election of Meeting Chair**

Anthony told some terrible jokes and there was much groaning.

Anthony nominated Julia Munk to act as meeting chair.

**M/S Duffy/Zakrison**

RESOLVED Julia Munk is elected the chair for the Semi-Annual General Meeting.

CARRIED
Munk welcomed everyone to the meeting. She promised to keep the meeting brief and clear and noted that should anyone have questions about process the could simply ask.

### Approval of the Agenda

N/S Skar/Pollick

*RESOLVED the Agenda is approved with a single amendment to correct John Potter’s name.*

CARRIED as amended

### Approval of Minutes

The chair referred to the minutes from the October 25, 2011 Annual General Meeting found in the agenda packages.

M/S Sadavoy/Berghaus

*RESOLVED the minutes from the October 25, 2011 Annual General Meeting are approved as presented*

Motion to amend

M/S Berg/Zakrison

*RESOLVED to correct the minutes to include the discussion regarding the Political Action Committee in the Other Business section, and the appointment of auditors.*

Amendment CARRIED

CARRIED as amended

### Motions received with notice

Munk noted there are motions regarding travel grants and also the GSS financial structure that have been submitted with notice. She asked Anthony to present on the Travel Grants motions.

**Travel Grants Motions**

Anthony reported the Executive had met with the Faculty of Graduate Studies regarding issues raised at Grad Council, such as: a maximum per diem being stated on the form, supporting presentations and research, and the ability to apply while offer to speak is pending.

Anthony referred to the handout with motions served with notice.

M/S Anthony/Clement
RESOLVED THAT in order for first time applicants to receive priority placement, applications for travel grants need to be received no later than two months prior to the month in which travel will occur.

(For example: an application to present at a conference on May 30th would receive first time priority placement only if it is received prior to March 1st; any application received after March 1st will not receive first time priority placement.)

Anthony reported the Faculty wanted to ensure first time applicants get priority, and this motion is submitted to the membership to test support for this idea.

Berghaus asked whether students could apply before the start of the fiscal year.

Anthony noted the allocation is based on the month of the conference.

CARRIED

Anthony referred to the next motion submitted with notice. He said this was proposed by the Executive in response to a request from the Faculty that the GSS administer grant rejections.

M/S Anthony/Bishop

RESOLVED the GSS does not share administrative functions with the Faculty of Graduate Studies over the Travel Grants program beyond the current referral service offered by our staff, where the proposed additional administrative functions include (i) the reception and initial screening or vetting of travel grant applications, and (ii) informing applicants whose applications have been denied that they have been so denied.

Anthony stated the concerns at the GSS were workload, and separation of the processes would be confusing.

Chappel noted that tax law may also be a barrier to the GSS administering the grant.

CARRIED

M/S Dogus/Zakrison

RESOLVED First-time priority shall be granted to those applicants who have not been approved for a travel grant at any point in their current graduate degree at Uvic. (For example: applicants who complete several graduate degrees will be eligible for first-time priority for each distinct graduate degree undertaken at the present institution).

A member asked if students received two travel grants during their studies in current practice.

Park said that yes this currently happens.

A concern was raised that programs that take more years are under disadvantage.
Park noted this motion intends to clarify that a student taking both a masters and doctorate at UVIC could apply during each degree.

**Motion to AMEND**

**M/S Berghaus/Ryan**

RESOLVED to amend the motion to strike “UVIC” and insert “the University of Victoria”

**Amendment CARRIED**

Duffy said he is worried the motion in unclear.

**Motion to AMEND**

**M/S Pollick/Sadavoy**

RESOLVED to amend the motion by striking “been approved for” and replacing it with “received”.

**Amendment CARRIED**

Chappel was asked to read out the amended motion.

*RESOLVED First-time priority shall be granted to those applicants who have not received a travel grant at any point in their current graduate degree at the University of Victoria. (For example: applicants who complete several graduate degrees will be eligible for first-time priority for each distinct graduate degree undertaken at the present institution).*

**CARRIED as amended**

**Financial Motions**

Munk asked Park to speak to the financial motions.

Park referred to the handout with the motions.

Park said the Executive would like to withdraw Motion 4 from the table.

Pak introduced Motion 5: a motion reinforcing continued mandate for saving $30,000 per year (at least) for long term Building Expansion

**M/S Berghaus/Cramer**

*RESOLVED the members reaffirm the goal to invest at least $30,000 of capital fees collected annually in the Building Expansion Fund.*
Park explained that since the GSS renovated its kitchen in 2008, the members have pursued a mandate to invest 30,000 from the Capital fees collected each year for the long term goal of building expansion. This is done again in this budget, and the Executive wishes to affirm this practice.

**Motion to amend**

**M/S Pollick/Duffy**

*RESOLVED to amend the motion to read as follows:*

*Members will continue to invest at least $30,000 of capital fees collected annually in the Building Expansion Fund*

Amendment CARRIED

**CARRIED as amended**

Park introduced Motion 6, which is intended to close the Building Fund, and redistribute its funds to segregate purposes of building expansion (in the Capital Fund) and contingency for emergencies and annual cash flow (in the Operating Fund).

**M/S Berghaus/Severyn**

*Whereas the Building Fund was initially set up as the Rainy Day Building Fund and meant to save for building expansion as well as provide for emergencies; and*

*Whereas the auditors advise these purposes are best separated; therefore*

*RESOLVED the Building Fund is closed; and*

*RESOLVED funds in the Building Fund are redistributed between a Contingency Fund and the Building Expansion Fund.*

**Motion to amend**

**M/S Pollick/Clement**

*RESOLVED the motion is amended to strike “for saving”*

Pollick noted this would ensure it was possible to also spend for the purposes of the fund, not just save.

Amendment CARRIED
CARRIED as amended.

Elections of Executive Board

Munk introduced Duffy, the Electoral Officer.

Duffy reported there had been two members elected to Chair and Director of Services. He asked that them to stand and be introduced.

Duffy introduced Dallas Hermanson, elected Chair for the coming term.

Hermanson said his aim was reducing or reallocating fees collected. He wanted to reform the GSS so there is more communication between faculties. He said he wanted to thank the outgoing board for their great work this year, and he hopes to continue action to support programs already on the go. He said he overarching goal is to bring us together as a society, and make it a memorable and positive experience to be involved.

Duffy thanked Hermanson and called for a motion to ratify Hermanson’s election.

M/S Clement/Severyn

RESOLVED the election of Dallas Hermanson as the GSS Chair is ratified

CARRIED

Duffy introduced Jon Potter, elected Director of Services for the coming term.

Potter thanks Duffy and introduced himself. He said he is an MBA student and is excited to take on this role. His goal is to open up interdisciplinary conversations and continue the services portfolio’s work on events.

Duffy thanked Potter and called for a motion to ratify Potter’s election.

M/S Berghaus/Hermanson

Resolved the election of Jon Potter as the GSS Director of Services is ratified.

CARRIED

Duffy reported there remain three vacancies, the Director of Communications, Director of Student Affairs, and Director of Finance. He said he would entertain nominations and a question answer session for each position, and balloting would follow.

Duffy called for nominations for the role of Director of Communications.

Kevin Elliot was nominated. Elliot said he is studying English, has worked as a public relations intern and a publicity coordinator.
Jordon Kramen was nominated. Kramen said he is involved in CUPE, and has been VP of Component 1. He would like to engage students in issues that affect their lives and re-engage with the GSS, as he has really enjoyed the GSS this year.

Colleen Clement was nominated. Clement said she is an international student and has been very aware of the GSS as a participant in activities. She said she can bring her background in public affairs and as staff from Pathways to Success. She believes in getting the word out in positive ways, and interdisciplinary promotion. She also plays Euchre!

Duffy asked if there were questions for the candidates, and a brief question and answer session was held.

Duffy asked for nominations for Director of Student Affairs

Pål Skar was nominated. Skar said he has been the grad rep for Nursing since last fall. He has been involved with the Grad Council committee on Distance Education, and two appointment committees, one for Dean of Graduate Studies and one for the Associate VP International. He is a distance student himself, and wishes to continue the work undertaken by Dogus.

Arber Borici was nominated. Borici said he is working on a doctorate in Computer Science, and started last September. He hoped to work on lack of awareness regarding GSS bylaws, and especially awareness among international students. He would like to be a voice both inside and outside the GSS for students. He has experience as a board member and experience with mentoring international students.

Duffy asked if there were questions for the candidates, and a brief question and answer session was held.

Duffy asked for nominations for Director of Finance

Michelle Zakrison was nominated, but she declined the nomination.

Brian Pollick was nominated. He said he is a doctoral student in History in Art and has a history as a corporate CEO as well as experience in the non-profit sector. He said he strongly believes in the GSS, and from what he has heard believes he shares a vision with other candidates of increasing an identity for the GSS as the place for graduate students.

Duffy asked if there were questions for the candidates, and a brief question and answer session was held.

Duffy circulated and collected ballots for each position.

Duffy asked for nominations for scrutineers to watch the ballot count.

Berghaus and Zakrison were nominated and elected as scrutineers.

Munk said the ballot counters would count in the board rooms, and the election process would continue on their return. She asked the ballot counters to stay for the next report before leaving as Duffy and Berghaus are on the committee.
Stipend Review Committee

Berghaus reported the roles of the Executive Board have been changing over the year, with some changes as planned.

Berghaus noted that the Grad Council has the ability to propose a “top up” to the stipend when an executive member has a heavy work load, but it is difficult to use in practice as there is no independent person to recommend an Executive Board member receive the top up. Thus the committee proposed new terms of reference for the Stipend Committee to give them the role of independent oversight of Executive board workload through the year, not simply at the end of the year.

They are not recommending any change in stipend for the coming year, however, they do wish to propose a top up for the Director of Finance, Matthew Park, in recognition of the amount of additional work undertaken as part of collective bargaining, and the audit process, during the past year.

M/S Berghaus/Duffy

RESOLVED the Executive Board stipends remain unchanged in the 2012-13 fiscal year.

CARRIED

M/S Berghaus/Sadavoy

RESOLVED Matthew Park receive $400 in stipend top up, representing four $100 stipend top ups, in recognition for additional work completed during the four months involving the audit and collective bargaining.

CARRIED

The proposed Terms of Reference for the Stipend Review Committee were TABLED to the Graduate Representative Council for consideration.

Munk called for a short break.

Report on Election of the Executive Board

Munk recalled the meeting to order.

Duffy announced the election results as follows:

- Director of Communications: Colleen Clement
- Director of Student Affairs: Pål Skar
- Director of Finance: Brian Pollick

Duffy congratulated the new Executive Board and thanked all the candidates.
2012-2013 Budget

Park gave a short description of the GSS funds, and noted the high risk areas for the GSS are the restaurant and the health insurance.

He noted there was new information on the health plan revenues for the current year since the proposed budget was posted noted the revenues are higher than anticipated. Therefore proposed revenue for the coming year was increased as well.

Revenue is based on a 0% enrolment increase, and accounts for a 2.4% increase in membership fees in accordance with the GSS policy of increasing the Operating and Capital Fund fees by CPI.

Park also noted that while the year to date statements separate membership revenue for the health plan separates family opt ins and fees paid for the health plan through tuition, the budget combines these numbers.

Pollick asked whether the fees are adjusted to reflect the plan year, since it is different from the fiscal year.

Park said that the society’s audits, statements and budget all reflect an adjusted revenue for the Health and Dental Fund. This is because the plan year runs September – August, so 5 months of fees are paid for the plan in the September, that are carried forward to the next fiscal year. Additionally, 5 months worth of plan fees from the previous fiscal year are reflected in this fiscal year’s membership revenue for the health plan.

M/S Park/Duffy

RESOLVED the budget is approved as follows:

<table>
<thead>
<tr>
<th>Income</th>
<th>OPERATING</th>
<th>HEALTH &amp; DENTAL</th>
<th>CAPITAL FUND</th>
<th>BUILDING FUND</th>
<th>FOOD &amp; BEVERAGE</th>
<th>Total Budget 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Revenue</td>
<td>$335,797.25</td>
<td>$933,432.02</td>
<td>$76,166.51</td>
<td></td>
<td></td>
<td>$1,345,395.78</td>
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<tr>
<td>Family opt ins</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Grants</td>
<td>$1,500.00</td>
<td></td>
<td></td>
<td></td>
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<td>$1,500.00</td>
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<tr>
<td>Ad Sales</td>
<td>$4,100.00</td>
<td></td>
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<td></td>
<td>$4,100.00</td>
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<tr>
<td>Food Sales</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Room Bookings</td>
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</tr>
<tr>
<td>Event Revenues</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car Coop Sales</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100.00</td>
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<tr>
<td>Investment income</td>
<td>$60.00</td>
<td>$250.00</td>
<td>$919.88</td>
<td></td>
<td></td>
<td>$1,432.88</td>
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<tr>
<td>Other Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>$342,557.25</td>
<td>$933,432.02</td>
<td>$76,416.51</td>
<td></td>
<td></td>
<td>$1,830,364.66</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>OPERATING</th>
<th>HEALTH &amp; DENTAL</th>
<th>CAPITAL FUND</th>
<th>BUILDING FUND</th>
<th>FOOD &amp; BEVERAGE</th>
<th>Total Budget 2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Food Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$174,119.24</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$177,132.00</td>
<td>$29,462.66</td>
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<td></td>
<td></td>
<td>$411,721.43</td>
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<tr>
<td>Travel, Meetings &amp; Conferences</td>
<td>$2,300.00</td>
<td></td>
<td></td>
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<td>$2,300.00</td>
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<tr>
<td>Office Administration</td>
<td></td>
<td>$3,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$66,110.11</td>
</tr>
<tr>
<td>Office Equipment &amp; Supplies</td>
<td>$6,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,500.00</td>
</tr>
</tbody>
</table>
## Departmental Grants
- $15,000.00

## Travel Grants
- $37,500.00

## Campaigns & Communications
- $11,000.00

## Outreach (Social Events)
- $13,000.00

## Outreach (Society meetings)
- $2,600.15

## Building Maintenance
- $51,399.03
- $7,907.00
- $19,768.86

## Audit, bookkeeping & registrar fees
- $19,392.87
- $3,000.00
- $22,392.87

## Health Plan premiums
- $843,326.09

## Capital Purchases
- $42,000.00

## Legal
- $3,000.00

## Contingency
- $3,733.20
- $3,000.00
- $4,800.00
- $11,533.20

## Bank Charges
- $0.00

## TOTAL EXPENSES
- $342,557.25
- $889,695.75
- $42,000.00
- $0.00
- $466,924.98
- $1,741,177.98

## Balance
- $ -
- $ 43,736.27
- $ 34,416.51
- $ 919.88
- $ 10,114.02
- $ 89,186.68

---

**FURTHER RESOLVED** the plan for capital spending is as follows:

<table>
<thead>
<tr>
<th>Capital Fund</th>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member fee revenue</td>
<td>$76,166.51</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest revenue</td>
<td>$250.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$ 76,416.51</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hallway storage for equipment and tables</td>
<td>$ 18,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurant equipment</td>
<td>$ 7,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound system improvements</td>
<td>$ 3,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash register and staff storage</td>
<td>$ 8,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer upgrades</td>
<td>$ 6,000.00</td>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSE</strong></td>
<td>$ 42,000.00</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building fund investment</td>
<td>$ 34,416.51</td>
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<td></td>
</tr>
</tbody>
</table>

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**CARRIED**

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**Executive Reports**

Munk referred the members to the written report of the Executive Board.

The report was received for information.
Other Business

There was no other business.

Adjournment

M/S Clement/Naumann

RESOLVED the meeting is adjourned.

CARRIED

Munk thanked everyone for coming.

________________________________  __________________________________
Approved, Chair                    Approved, Executive Director

sc/SC