UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD MEETING MINUTES

MAY 2, 2012

Present: Dallas Hermanson, Jon Pollock, Colleen Clement, Brian Pollock, Pål Skar, Stacy Chappel

Meeting called to order at 10:40 am with Hermanson in the chair.

TASKS ASSIGNED AT THE MEETING

TASK: Clement will prepare a time line for the handbook production for the next meeting.

TASK: Chappel will seek nominations from Law for the Senate Standing Committee on Appeals and circulate a call for candidates for further Senate Committee vacancies.

TASK: Chappel to post a notice online about the issue, and its resolution.

TASK: Chappel to get the Terms of Reference for the Tuition Committee

TASK: Board members will review the draft Privacy Policy, and, if they have additions, send them to Pollick.

TASK: Once feedback is received on the draft Privacy Policy, Pollick will draft a policy.

TASK: Chappel to find out how many distance students are expected on campus and when they will attend.

TASK: Chappel to arrange a meeting for the event planning team.

STANDING ITEMS

AGENDA

M/S

RESOLVED the agenda is approved as presented.

Skar noted he would have an item for other business.

CARRIED

MINUTES

M/S

RESOLVED Minutes from April, 2012 are approved as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES
Hermanson noted that in terms of running the meetings, he was concerned the meetings stay on time, and he would work to keep the discussion paced accordingly. Regarding motions he wanted to have a simplified *Robert's Rules of Order*, but make sure it is clear what is being discussed and there was debate and discussion. For debate – remarks need to keep to the discussion at hand, not the motives or personal comments.

It is a good idea to address the topics not each other. A speakers list can help ensure everyone has a chance to speak.

**REPORTS FROM COMMITTEES**

**Finance Committee**

Pollick reported the finance committee met last Tuesday and went through the balance sheets and income and expense statements for March 31, which is fiscal year end. In summary the GSS is in a good solid position. There are three primary accounts – the Operating Fund account, for normal operations, the Food and Beverage Fund (restaurant) account, and the Health and Dental Fund account.

**Operating Fund**

In the Operating fund, we are finishing the year with just over $122,000. $30,000 needs to be transferred to the building fund. From the Income statement, the year finished with a slight loss of 1,038 but still owed 27,000 in fees from UVIC. Restaurant administration has some funds to come to the Operating as well.

**Food and Beverage Fund**

In the Food and Beverage Fund, we finished the year with about 15,000 in profit. Over the summer anticipate losing money as part of the expected cycle. Pollick reported that Brandy Sistili had done a tremendous job in the restaurant. He asked it be noted that she should be congratulated. Pollick said what we don’t have in the restaurant is a contingency. All it takes is a surprise, or an equipment breakdown meaning unplanned closure. It is a risky, volatile operation. Pollick also noted thanks to Chef Lee Bretschneider for his work in managing the kitchen, and all the restaurant staff for their hard work this year.

Skar asked whether having the contingency fund would be worth exploring.

**Building Fund**

Pollick said right now the Building Fund acts as the contingency, and whether to separate them is the problem. There were some changes made at the Semi-Annual General Meeting that need to be implemented.

Clement asked if there was loss of income insurance.

Pollick said no, the insurance would be to replace and repair lost property.

**Capital Fund**

Pollick said in the Capital Fund, there was too much cash, and it needs to be invested. He would like to move 30,000 to a GIC.

Once funds are in the Building Fund, we need an AGM to spend it, so we don’t want funds invested there unless we want them secured for that purpose.
Health and Dental Fund

Pollick reported the bottom line in the Health and Dental Fund is healthy. Pollick noted his thanks that the financial team of Chappel and Ingrid Milkert, the bookkeeper, is serving us well.

Pollick sought a motion to invest short term GIC over the summer, while the funds are not needed. The plan would be to maintain enough liquidity to cover two months of expenses, and invest the remaining amounts in short term GICs.

M/S Clement/Hermanson

RESOLVED Finance Committee is authorized to make short term GIC investments as appropriate.

CARRIED

Skar asked that there be discussion on contingency fund plans in coming meetings.

Communications Committee

Clement said there had been quite a bit of activity. Clement wanted to note her recognition of the work of staff on communications. There was some concern expressed previously about the identity of the GSS and she felt there were many people who did know about the GSS, and its identity, and gave kudos to the staff.

Website and social media

The GSS is in the middle of transition to a new website, and it has been hard to get the information from Mike, so we met with Radar Hill on Monday. The website is ready to go. The staff will be getting a tutorial on content management. Staff will be in charge of day to day social media and website. After the staff training there will be a check on content and updating where needed.

Then Radar Hill will have our site transferred to the UVIC address. Hopefully the switch can be done in one month or so.

Podcasts

Clement reported she had been working with CFUV, and Mario Baldassario had volunteered to help with creating biweekly half hour podcast featuring graduate student research, and this can be linked through the GSS website.

Handbook

Clement and Chappel met with the campus printing services and obtained a quote. She needs to compare to downtown prices.

Pollick suggested the suppliers be asked to make advertisements.

Chappel reported there were ads from the breweries last year, but Sistili could be asked about other suppliers.

TASK: Clement will prepare a time line for the handbook production for the next meeting.

Clement said that she asked about iCal being attached to the project, and they said this might be ready by next year.
M/S Pollick/Skar

RESOLVED Clement be given the authority to proceed on the basis of a $2,000 net cost for the handbooks.

CARRIED

Clement asked whether there was a protocol for providing coffee when meeting with advertisers or clients.

Chappel said it was unlikely to be needed in most cases. She said if she thought it would be needed to check in advance and she could make arrangements. Also, if meeting with university representatives, especially at our request, board members should feel free to get the guest a free coffee or tea when getting their own.

Pollick suggested she use her judgement if there was anything needed beyond coffee.

Food and Beverage Committee

Pollick reported the committee met last Thursday. The committee includes Brandy, Lee, Stacy and Brian.

Collective bargaining scheduling is ongoing. The meeting largely dealt with information and logistics. Hours change for the summer. Numbers of people using the restaurant is down, but profit is up. Again, this speaks to cost containment on the part of management.

Lastly, we were wondering if Potter would be interested in helping with a cost benefit analysis on adding a coffee bar. Chappel said she and Sistili would also like to have a meeting with Potter regarding business plan models.

Clement said she had heard the suggestion that we get pie, or pie nights, at the Grad House. She noted a lot of students might splurge on a desert, rather than a meal.

Skar said he usually comes Monday nights and it is very busy, could there be more staff.

Chappel explained burger beer nights operate on a break even basis, so increasing staff isn’t likely. Also, we can only serve the maximum capacity (200 for the building) so sometimes people have to wait because of the capacity restriction. The goal is to keep consistent hours of operation. It has also been successful at promoting the Grad House as a dinner option.

INTERNAL BUSINESS

GSS OFFICE ACCESS AND KEYS

Chappel gave a brief orientation to office access procedures and keys.

ELECTION TO COMMITTEES

Health and Dental Appeals Committee

M/S Hermanson/Skar

RESOLVED Pollick was elected to site on the GSS Health and Dental Appeals Committee.

CARRIED
SENATE STANDING COMMITTEE

M/S Hermanson/Skar

RESOLVED Brian Pollick is elected to the Senate Standing Committee on Academic Standards; and
FURTHER RESOLVED Jon Potter is elected to the Senate Standing Committee on Awards; and
FURTHER RESOLVED Dallas Hermanson is elected to the Senate Standing Committee on Learning and Teaching; and
FURTHER RESOLVED Colleen Clement is elected to the Senate Standing Committee on Libraries; and
FURTHER RESOLVED Pål Skar is elected to the Senate Standing Committee on Planning.

CARRIED

TASK: Chappel will seek nominations from Law for the Senate Standing Committee on Appeals and circulate a call for candidates for further Senate Committee vacancies.

RETREAT

The Executive Board planning retreat was set for Tuesday May 15 and Wednesday May 16, 9 am - 3 pm at Brian’s. Address: 826 Piedmont Gardens (cul de sac off Delmonte, by Claremont high school). We can arrange car pooling.

Process intent is:

– to get to know each other

– to develop priorities for the year

M/S

RESOLVED Hermanson is assigned the task of building the agenda

CARRIED

UPASS AND DISTANCE STUDENTS

Chappel gave an update on the UPASS fees for distance students’ issue, and resolved it has been resolved.

TASK: Chappel to post a notice online about the issue, and its resolution.

TASK: Chappel to get the Terms of Reference for the Tuition Committee

PRIVACY POLICY

Pollick referred to Appendix 2 of the agenda, proposed Table of Contents for the privacy policy. He noted the goal of the policy is to bring accountability and training to board and staff, and to reduce risks. Legislative coverage for the GSS includes both public (as part of university) and private business (for the restaurant).

All GSS policies and contracts will also need to include protection and privacy policy, and a requirement to follow these policies.

TASK: Board members will review the draft Privacy Policy, and, if they have additions, send them to Pollick.
**TASK:** Once feedback is received on the draft Privacy Policy, Pollick will draft a policy.

Pollick said the policy will be point form and in plain language, so it is easy to understand. The goal is to have policy ready for first GRC meeting.

Kudos to Pollick!

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**NOTICE OF MOTION**

Pollick proposed lunch with outgoing and incoming dean be arranged.

Skar added noise abatement on the agenda for next meeting.

**OTHER BUSINESS**

Skar asked about distance learning issues, and how many students are affected.

Chappel said such enrolment information is often difficult to obtain. However grad secretaries might be able to provide it.

**TASK:** Chappel to find out how many distance students are expected on campus and when they will attend.

Pollick asked if the Wednesday, June 6 meeting could be changed to Tuesday, June 5.

It was agreed to move the first June meeting to June 5.

Potter asked about the process for planning events.

**TASK:** Chappel to arrange a meeting for the event planning team.

[The meeting adjourned at 12:51 pm.]