UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD

MEETING MINUTES

JUNE 5, 2012

Present: Dallas Hermanson, Colleen Clement, Brian Pollick, John Potter, Pål Skar, Stacy Chappel

Regrets: None.

The meeting was called to order at 10:37 am with Hermanson in the Chair.

Chappel noted Skar had emailed to say he was held up and would arrive late.

TASKS ASSIGNED

TASK: Hermanson to send a copy of the CUPE draft letter to the Executive Board.
TASK: Chappel to note dates for ongoing agenda items related to Action Plans.
TASK: Pollick will draft language of a motion for the Graduate Representative Council September meeting regarding ensuring graduate representation on the BOG.
TASK: Chappel will confirm BOG structure at other BC universities.
TASK: Chappel to send information on past work on BOG representation to the Executive Board.
TASK: Chappel to diarize a time for Pollick and Chappel to discuss BOG representation in August.
TASK: Chappel to organize a presentation on Smart Growth to the Executive Board from the Provost's office.
TASK: Chappel to write the BC GSS groups regarding seeking a briefing meeting with the AVED minister as well as the AVED opposition critic.
TASK: Chappel to seek a meeting with the leader of the opposition and AVED opposition critic to promote the idea of graduate scholarships in their campaign policy proposals.
TASK: Skar to write the Grad Council list serve seeking input on the issue of multi-year funding.
TASK: Chappel to add item 4b to the Food and Beverage Committee meeting agenda.

STANDING ITEMS

AGENDA

The Agenda was approved as presented.

MINUTES

M/S Pollick/ Hermanson

RESOLVED the minutes for the May 16, 2012 Executive Board meeting were accepted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Pollick reported he had started drafting the privacy policy and hoped to have it complete by the time he returns from his break.

Chappel said she sent a committee call for Senate vacancies, and there has been no response.
Hermanson said he contacted CUPE but the letter was not changed from the first draft yet.

**TASK:** Hermanson to send a copy of the CUPE draft letter to the Executive Board.

Hermanson said he is still working on the formal letter to the President.

**COMMITTEE REPORTS**

**Finance Committee**
Pollick reported the committee met May 24. There were no April statements as the bookkeeper is away. He reported that the major issue is that the restaurant lost more than normal in May, and the major problem is that we lost 700 customers over the year before. One factor is that there was a major catering order May 2011, but this does not account for the entire difference.

The committee is looking at advertising options and at hours on Wednesday. Last year the restaurant closed at 3:30 on Wednesdays, but this year decided to try longer hours since sales have been higher at dinner.

Clement said she wanted to approach low sales in May with caution as there can be cyclical causes.

Pollick said he was not implying that someone was doing something wrong, the situation is not unique to the Grad House. However, we do need to take this very seriously. He noted some logistical issues can be addressed. For instance, he suggested having two-top tables instead of 4-top allows more versatility. Having a coffee bar would allow us to have a bartender, and also someone to greet customers as they arrive, which would also be helpful when we are busy.

Hermanson noted ensuring customers know about the Grad House is important.

Chappel said in past diversifying the menu – market segmentation to have low and higher cost items on the menu – had been helpful. The coffee bar would also provide more segmentation – snackers as well as meal-eaters. She noted last year was an anomaly, and this year’s loss is more in line with past years for May. However, overall sales are down through the year, so if less people are coming in throughout the year, our ability to recover a summer loss are reduced. Chappel pointed out that during the year the Grad House is often full, sometimes turning people away, so knowing about the place may not be as much of an issue.

Potter noted that there is a difference between what we hear about the restaurant and what we know to be true, so we should be careful about this. For instance, some people may not know about it, but a greater issue may be that people don’t think of it as a place they can go, or see themselves going there.

Clement said she agreed about the two-top table. She noted that people eating alone might leave if there are only 4-top tables, but feel comfortable taking a 2-top. She suggested the large sign might be more visible if painted a brighter colour, like the Cinecenta sign, and the small side being open isn’t always visible.

Pollick reported that the restaurant does have commercial liability, but he would like to see the amount increased to 5,000,000.

**M/S Clement/Hermanson**
RESOLVED to increase the Commercial Liability Insurance maximum claim from 2,000,000 to 5,000,000 effective immediately.
CARRIED
TASK: Chappel to contact the broker and increase the commercial liability insurance coverage.

Pollick reported the committee had agreed to develop a standard GSS contract, and he will undertake to make a draft. The committee had also agreed to review and update guidelines on spending policy.

Pollick suggested the Executive Board consider adding signers to the VanCity accounts. He proposed Sistili be added, with a provision that staff cannot sign the same cheque. He proposed that an additional board member be added, with the provision that they sign only when the Director of Finance and the Chair are unavailable.

M/S Pollick/Potter
RESOLVED the GSS signing authority policy is resolved to add the Operations and Services Manager and an additional board member as a signing authority; and
FURTHER RESOLVED the policy be drafted to ensure that the Executive Director and Operations and Services Manager do not sign the same cheque.
FURTHER RESOLVED the policy be drafted to ensure the order of precedence for Board members signing cheques be as follows:
1) Director of Finance
2) Chair
3) Alternate Board member

CARRIED

M/S Pollick/Potter
RESOLVED Operations and Services Manager, Brandy Sistili is added as a signer to the following accounts at VanCity Credit Union:
   Operations: 0357095
   Health and Dental: 0359380
   Food and Beverage: 219026386

FURTHER RESOLVED Director of Communications Colleen Clement is added as an alternate signer to the following accounts at VanCity Credit Union:
   Operations: 0357095
   Health and Dental: 0359380
   Food and Beverage: 219026386

CARRIED

Food and Beverage Committee
Pollick reported most of the items were noted in the Finance Committee report.

Two capital spending motions arose from the Food and Beverage Committee. One is to install a steel wall cover to protect the wall where it is splashed frequently. The second is to replace some small wares.

Chappel gave a brief explanation of the small wares.

M/S Pollick/Clement
RESOLVED Sistili is authorized to spend up to $1500 from the Capital Fund to have a Stainless Steel backsplash installed in the kitchen.
CARRIED

M/S Pollick/Hermanson

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RESOLVED Sistili is authorized to spend up to $1500 from the Capital Fund for purchase of smallwares for the Grad House.

CARRIED

Pollick noted the committee also decided to switch from using fountain pop to bottled pop.

INTERNAL BUSINESS

Hermanson tabled discussion of BOG representation and UVSS food bank donation until Skar arrives, as he had submitted these items.

FUNDING TERMS OF REFERENCE

Chappel reported that the Finance Committee had begun discussion of developing a process for requests for donations. She said Hermanson had been approached by several groups asking for donations, and it would be best if we had a clear protocol. She has developed a draft form, but wanted to ensure the board knew she and Hermanson are working on this in case they wish to give input before the draft policy is completed.

ACTION PLANS

Hermanson thanked everyone for completing and circulating their action plans. He said his goal for this meeting was to ensure everyone had the information they needed to complete their action plans. He said he knew not everyone was familiar with the process for setting measurable goals. He wanted to discuss what people wanted to do in order to use the action plans.

Clement said her aim was to use the plans as a guide for herself primarily. She suggested that a review of the plans could be done in a less formal venue than a board meeting. She hoped we could simply share them, and trust that the others would proceed with their plans.

Hermanson his intention was to be sure people were confident in the process, and that they aren’t just stating an overarching goal, with no smaller steps or plan for how to achieve this.

Clement said everyone has their own style, too.

Potter said he wasn’t sure what the concern was.

Pollick suggested we add a standing agenda item that looks at the deadlines for each of our goals. We have each established milestones, and these can be attached to the appropriate agendas and reported on. He agreed with Clement that we could trust each other, and reporting on progress would give the means to ensure all was progressing well.

TASK: Chappel is to note dates for ongoing agenda items related to Action Plans

Hermanson tabled discussion of Smart Growth, BC Government Funding, and multi-year funding as these were also submitted by Skar.

ORIENTATION MESSAGE

Potter said he wanted to discuss messaging for the departmental orientation presentations made by the Executive Board members.
Pollick said we should have key messages used each time by every board member when they speak, and we should ensure we are covering the same issues.

Chappel said there are past scripts we can draw on. Usually the Executive member is given at max five minutes to make a presentation. We also have handouts regarding key services and deadlines, such as health plan opt outs.

Clement said it is most effective if we have three key points and no more.

Chappel asked that Executive members make sure people don’t spontaneously elect a grad rep in the meeting as only the new students will be present, and this is a problem. The election needs to include the entire student body of the department.

Pollick suggested we could ask for a volunteer to ensure elections take place.

GRAD TEAM SIGN-UP FOR VIKES REC ACTIVITIES

Pollick asked whether an online form was possible for recreation sign up.

Clement said it would be possible, and a page could be made as well. Adding a tab to the front page would be more difficult.

VOLUNTEER COORDINATION PROCESS

Pollick asked about Hermanson’s plans for volunteer coordination, and asked if it would work for recruitment of volunteers to help with the GSS events.

Hermanson said his goal was more oriented to helping graduate students find places in the community to volunteer.

[The meeting took a break at 11:40]
[The meeting reconvened at 11:45. Skar arrived at 11:45]

GRADATE SEAT ON THE BOARD OF GOVERNORS

M/S Skar/Clement
RESOLVED the GSS Executive Board formulates a proposal to GRC meeting for September 2012 to engage in a formal process with the University to add a seat at the BOG for one graduate student representative.
CARRIED

Clement asked who was the champion for this issue.

Skar said it had not been assigned.

Chappel clarified this is simply to assign someone to write a letter to the BOG.

TASK: Pollick will draft language of a motion for the Graduate Representative Council September meeting
regarding ensuring graduate representation on the BOG
TASK: Chappel will confirm BOG structure at other BC universities
TASK: Chappel to send information on past work on BOG representation to the Executive Board
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CONTRIBUTION TO THE UVSS FOOD BANK

There was discussion of the motion Skar had proposed in the agenda.

Chappel noted her concern with the section assigning a duty to negotiate a long term formula for future contributions before there was a mandate from the Grad Council.

Skar proposed a modified motion.

**M/S Skar/Hermanson**
RESOLVED the board presents a proposal to GRC to make a onetime contribution to UVSS food bank to ensure that graduate students have access to the food bank for 2013; and FURTHER RESOLVED the board authorizes the chair to enter into negotiations with UVSS to determine an acceptable amount and conditions for this onetime contribution as part of the proposal he presents to the Graduate Representative Council.

**CARRIED**

SMART GROWTH

Skar noted the idea of “smart growth” had been referenced in meetings regarding academic program development he had attended. He asked if anyone was familiar with the term.

There was no one familiar with the term.

Skar suggested he seek a briefing from Dr. Tremblay, VP Academic and Provost on the issue.

**TASK: Chappel to organize a presentation on Smart Growth to the Executive Board from the Provosts office**

BC GSS FUNDING INITIATIVE

Chappel circulated a proposal that had been developed by the BC GSS the previous year. She noted that BC is rare in not having dedicated provincial graduate scholarships, and the graduate students societies at BC’s research universities had been advocating for such funding over the past 8 years. The Presidents' Council has also advocated for graduate funding.

**M/S Pollock/Clement**
RESOLVED the UVIC Graduate Students' Society reaffirms our support for the development of a provincial graduate scholarship program in BC.

**CARRIED**

**TASK: Chappel to write the BC GSS groups regarding seeking a briefing meeting with the AVED minister as well as the AVED opposition critic.**
**TASK: Chappel to seek a meeting with the leader of the opposition and AVED opposition critic to promote the idea of graduate scholarships in their campaign policy proposals.**

UPDATE ON MULTI-YEAR FUNDING

Skar noted he has been invited to be interviewed for the external review of the admissions and funding process. He asked for information on the multi-year funding issue.
Chappel reported the GSS had secured a commitment to have renewal letters, and the key concern was clarity in the offer letters issued to new graduate students so they knew how to plan for their funding.

Chappel noted that any Executive Board member could write the graduate council members by sending a plain text email to gradcouncil@lists.uvic.ca from their GSS email account. She advised this is the best way to get information from across the graduate experience for such a meeting.

**TASK:** Skar to write the Grad Council list serve seeking input on the issue of multi-year funding.

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**EXTERNAL BUSINESS**

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**COMMITTEE APPOINTMENTS**

- **Senate Standing Committees**
  Chappel reported there were no candidates for the Senate Standing Committees.

- **Appointment Committee for University President**
  Chappel reported a request had been received for a representative to the Appointment Committee for the University President. She noted the committee would require quite a bit of time, but would be very interesting. She noted that as an important appointment it was best to have an Executive Board member or a grad rep on this committee.

- **M/S Clement/Pollick**
  **RESOLVED** Dallas Hermanson is elected the GSS representative to the Appointment Committee for the University President.
  
  **CARRIED**

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**COMMITTEE REPORTS**

Chappel referred to the written report from Wanda Martin, GSS rep to the Campus Planning Committee. She noted item 4b is of interest to the Food and Beverage Committee. She noted this committee is of interest to anyone interested in sustainability and environmental management of the campus.

**TASK:** Chappel to add item 4b to the Food and Beverage Committee meeting agenda.

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**OTHER BUSINESS**

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**OMBUDSPERSON**

Chappel noted the Ombudsperson’s annual report was available for the review of the Executive Board. She asked when it would be a good time for the Executive Board to meet the Ombudsperson.

**TASK:** Chappel to invite the Ombudsperson to the July 19 Executive Board meeting.

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**SOCIETY FOR STUDENTS WITH A DISABILITY**

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Hermanson reported the Society for Students with a Disability (SSD) were also seeking a meeting with the GSS.

Hermanson noted he may soon be working for SSD, so he wanted the board to be aware of that relationship.

TASK: Chappel to invite the SSD to meet the Executive Board at the July 19 meeting.

NOTICE OF MOTION

Chappel reported she and Pollick had been discussing the tenancy agreement for students in residence and thought there were some issues to discuss. She would add it to the next meeting agenda.

NEXT MEETING

The next Executive Board meeting is scheduled for June 20th.

ADJOURNMENT

The meeting was adjourned at 1:42 pm

sc/SC

[Signature]
Approved, Chair

[Signature]
Approved, Executive Director