UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

EXECUTIVE BOARD

MINUTES

August 29, 2012

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

Regrets: none

The meeting was called to order at 10:36 am with Hermanson in the Chair.

TASKS ASSIGNED AT THE MEETING

TASK: Chappel to post HDAC appeal policy on the website.

TASK: Chappel to set up a time in September or October to meet with Skar regarding advocacy -- our advocacy/campaigns, our relationship with the advocacy groups-- so Pal can make a proposal for the GRC about what our role is.

STANDING ITEMS

Approval of Agenda

The agenda was approved with the following changes:

-- discussion of strategic goals was struck from the agenda.

Minutes

Minutes from the July 19, August 1, and August 15 meetings were approved as presented.

Business Arising from the Minutes

Chappel noted that members had been asked to review the proposed Health and Dental Appeals Committee Appeals policy and bring any concerns to this meeting.

M/S Pollick/Clement

RESOLVED the Health and Dental Appeals Committee Appeal Policy is approved as presented.

CARRIED
TASK: Chappel to post HDAC appeal policy on the website.

Dallas reminded everyone we are meeting with the president at noon at the University Club, and with Dean Capson at 3 for the Barbecue.

INTERNAL BUSINESS

Reports from Executive Board Members

Director of Communications
Clement noted her work has shifted from the handbook to the website. She noted the website is now live, and asks that board members please review the site and note any corrections. She asked that members send proposed improvements to her so she can bring them to a single review meeting with staff. Factual errors could be sent immediately to Chappel’s attention for immediate correction.

Director of Student Affairs
Skar reported the university’s new international commons is moving along. International student orientation is today, and Clement and Skar will both attend. Skar will be there later in the lunch, after another orientation. It is a mingling event.

Skar said there are meetings that haven’t been scheduled. The first was with VP Alumni & Development. He asked if the whole board was to meet with them, or just a couple of the executive member.

Pollick suggested inviting the VP Alumni to the board meeting to discuss his role first.

Chappel said if he comes to the end of the meeting, Skar and perhaps one other director could then follow the meeting with tea and a more informal discussion with the VP Alumni.

Skar said the second person he wanted to introduce the Exec to is the new AVP academic international, and he will also invite him to come meet the group at a board meeting.

Chappel reported Judy Burgess will be attending a staff meeting in early October to review the health services and our insurance coverage with staff.

Director of Finance
Pollick thanked Chappel for the July statements and copies were circulated to the Executive Board. He noted that revenue streams are not even, or even very predictable, through the year. This makes it difficult to assess the statements. If you look at the statement you can see the only item where the YTD as a % of budget is at the expected percentage is wages.

Pollick reported there are no major concerns on the core operations. The good news is Chappel learned grad enrolment is up, which is good as the budget is based on a 0% enrolment and there is 2.4% CPI increase.

The restaurant is very difficult to budget for because there are so many variables. What we try to do with the restaurant is to work toward percentages on an ongoing basis. When you look at your revenues, your expenses are formalized at 37% for food and liquor, 43% for labour, 17-18% for admin, building occupancy, janitorial and 2-3% profit.
Pollick met with the auditors for interview yesterday about the management report. That 3% profit margin is extremely low, and a major source of vulnerability for the society. It is all of these factors together that determine the prices. Pollick thinks we need to look at increasing our profit margin. Additionally the restaurant is subsidized additionally through payment of building occupancy, and it does not cover capital cost such as equipment or furnishings.

Clement asked if this was part of the mission of the restaurant, to keep prices low for students.

Pollick suggested the mission should be examined again at Grad Council to make sure the members are prepared to run the restaurant at a low margin because of the opportunity to create community, meet and socialize, etc.

Pollick said his main message is that the restaurant is a crap shoot. This is one of the main reasons we bumped Brandy up to full time, a dedicated person is absolutely essential.

Pollick said we are in good shape. Overall there is nothing causing undue concern.

Pollick said he spent a lot of time reviewing forecast budget and our actual position with regards to salaries.

[Chappel left and the meeting went in camera to discuss personnel]

[Chappel returned and the meeting and the in camera session was ended]

M/S Pollick/Clement

RESOLVED Chappel’s hours return to 35 hrs per week effective Sept 1, 2012, and
FURTHER RESOLVED A cost of living increase is applied to wages of management staff retroactive to April 1, 2012, as per the approved budget.

CARRIED

Pollick reported he, Dallas and Stacy had attended Operational Relations.

Pollick noted this is a meeting the GSS calls and chairs.

Pollick said that, as planned, he had raised the issue of timely remittance of fees and outlined the goals the GSS has for the Operational Relations committee this year.

Fall Meeting Schedule

Hermanson noted the Executive Board will need to leave soon for the lunch with President Turpin and asked that the meeting schedule be finalized before considering the remaining items.

Hermanson noted a correction to the agenda. Executive Board meetings will be held on the 1st and 3rd Wednesdays at 11 AM.

Orientation
Chappel asked whether everyone had what they needed to be prepared for orientation on Friday, and their individual presentations in departments.

Everyone reported they are prepared.

Lobby Campaign

Chappel said she would appreciate some feedback next week on her next draft on the lobby proposals, and thought it would be good if some point people took on the upcoming meeting with members of the other BC GSS.

Skar and Pollick to meet with Stacy next week regarding campaign document

The Executive Board gave Skar and Pollick a mandate to proceed with the campaign items as outlined.

Strike Update

Chappel gave a brief update, noting the Labour Board has not yet ruled on essential services and food service in the residences.

CLOSING ITEMS

Adjournment

Meeting adjourned at remaining items were tabled to next meeting.

TASK: Chappel to set up a time in September or October to meet with Skar regarding advocacy – our advocacy/campaigns, our relationship with the advocacy groups-- so Pal can make a proposal for the GRC about what our role is.

Approved, Chair

Approved, Executive Director