UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD

MEETING MINUTES

SEPTEMBER 5, 2012

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

Regrets: None.

The meeting was called to order at 11:04 am with Hermanson in the Chair.

TASKS ASSIGNED OR REASSIGNED AT THE MEETING

TASK: Chappel to put the Health and Dental Appeals protocol online
TASK: Chappel to brief Skar on advocacy work proposals for the GSS
TASK: Chappel to date the GSS fees information and put authorship and send to Executive Members
TASK: Clement to develop a media policy.
TASK: Potter will organize tabling plan for the UVIC 50th anniversary.
TASK: Chappel to write IESS to let them know we are open to presenting at any event to welcome international graduate students.
TASK: Potter to give an official welcome to the International Welcome Breakfast and the BBQ
TASK: Agenda for the next Executive Board meeting should include GRC Agenda and Standing Committees
TASK: Chappel to purchase a thank you card and bring to the next Executive Board meeting
TASK: Change language in the call to ask for committee mandate and specific contribution
TASK: Write to Student Affairs asking for an extension of 3-4 weeks to fill the positions

STANDING ITEMS

APPROVAL OF AGENDA

The agenda was approved with the following additions:

- Committee Candidate
- UPass Appeal

Hermanson said there would be time for any items arising during orientation

REVIEW OF MINUTES

The August 29, 2012 Executive Board minutes were accepted with corrections.

Page 3 – Pollick re restaurant mission should say “low margin”

Page 4 – 2.4% Cost of Living Increase is applied ... as per the approved budget.
BUSINESS ARISING FROM THE MINUTES

Chappel had not yet posted the new Health and Dental Appeals protocol on the website, and she and Skar had not yet met regarding advocacy.

**TASK: Chappel to put the Health and Dental Appeals protocol online**

**TASK: Chappel to brief Skar on advocacy work proposals for the GSS**

Hermanson asked if orientation is going well. Everyone gave a brief update on meetings with the new students.

**TASK: Chappel to date the GSS fees information and put authorship and send to Executive Members**

REPORTS FROM THE EXECUTIVE BOARD MEMBERS

**Director of Affairs**

Skar has contacted the AVP Academic for International, Andrew Martin, and he will be happy to meet with us in October. He has not heard back from the AVP Alumni and Development, Ibrahim Inayatali.

**Director of Finance**

Pollick reported the Finance Committee met last Thursday. Set a deadline to get bank statements online, which should eliminate problems with financial statements being prepared in time for graduate rep council. The second was getting Brandy and Colleen added as signatories. Discussed our fee collection agreement with the university.

**Director of Communication**

Clement reported she met with Chappel regarding media preparation during the labour action. If there is any media, take their information and give it to her and she will handle the media. Radio show starts on Monday.

Pollick suggested the media policy should be that media requests always go to the Director of Communications. If she thinks someone else should do it, then she should handle arranging that.

**M/S Skar/Pollick**

*RESOLVED Clement develop a media policy to outline process of handling media calls.*

**CARRIED**

**TASK: Clement to develop a media policy.**

**Director of Services**

Potter reported that orientation has been his main activity, and thanked everyone for their time.

Potter noted that in collecting the names of contacts for election process goes to Chappel and the bulletin sign up goes to the Office Coordinator.
Re on-boarding and visibility, we have been invited by Linda Nicoll, manager of Alumni and Remy Hall, to participate at the 50th Birthday Party. Tabling 2-4 Friday and all day Saturday. 28th 29th of September.

**TASK: Potter will organize tabling plan for the UVIC 50th anniversary.**

We had discussed an open house at the GSS. Potter proposed the 28th is possible but there is a conflict with catering.

Potter reported he had worked with Jolie White about grad team sign up. This has been implemented in the Vikes Rec individual registration for intramural teams.

Skar asked about the international orientation, and noted there was a fair.

**TASK: Chappel to write IESS to let them know we are open to presenting at any event to welcome international graduate students.**

**TASK: Hermanson and Potter to give an official welcome and act as MC to the International Welcome Breakfast and the BBQ**

Chair

Hermanson had nothing new to report.

**Executive Director**

Chappel reported she had prepared media plan regarding the strike, worked on the lobby campaign draft and the GRC election process.

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**INTERNAL BUSINESS**

**STRIKE UPDATE**

There was a brief check in on the strike.

**GRC ELECTION**

Chappel reported the website promotion is complete, and a notice has been sent to graduate secretaries for circulation.

A thank you message was sent to outgoing grad rep members, along with a request to assist with member recruitment for the coming year.

**TASK: Agenda for the next Executive Board meeting should include GRC Agenda and Standing GRC Committees**

**STRATEGIC GOALS**

**Director of Student Affairs**

Skar reported the link to alumni contact made. Multi-year discussed with Stacy, and at BBQ with Dean. Strat Plan will be connect with AVP International in Oct. Advocacy still to meet and discuss with Chappel.
Director of Finance

Pollick reported that regarding Risk Management strategy he is first tackling what has arisen as higher risk items: Privacy Policy will address several, such as computing, data and physical space. Waiting for the audit as it contains management letter with advice on risks.

Health and Dental Appeal Committee policy is completed.

The Health and Dental black out period was discussed with the broker, and she said she would think about it, but options are limited by the opt in/out deadline.

Privacy Policy and audit are in progress.

Director of Communications:

Clement reported the first seven podcasts are completed and edited... there are still more coming! The show starts airing on CFUV Monday.

Clement reported the website and handbook complete, but review of each still to be completed.

Contact sheet, media policy review and scan of GSS and UVIC services are pending after September.

Potter asked if Clement needed interviewer volunteers.

Clement said the means to volunteer will be promoted with the podcast site.

Potter had a proposed interview subject.

Director of Services

Potter reported the Grad intramural team sign up process is complete.

Regarding Alumni outreach, he has contacted the office, and work on this is to be continued after orientation.

Potter hopes to have an open house in September.

Promotional Strategy is ongoing currently.

A Business Plan for coffee bar was prepared and handed off to Brandy

**TASK: Chappel to purchase a thank you card**

Chair:

Hermanson reported that his Youtube video coming next meeting. Food Bank – confirming a proposal and bringing it back to GSS.

Volunteer program is staring mid-October
Kudos on the excellent work!

Next meeting will be in 108 until 12 noon, then move to the restaurant.

COMMITTEE CANDIDATE:

TASK: Change language in the call to ask for committee mandate and specific contribution

TASK: Write to Student Affairs asking for an extension of 3-4 weeks to fill the positions

UPASS APPEAL

[The meeting went in camera to hear a UPASS fee appeal]

[The meeting came out of camera]

CLOSING ITEMS

The meeting adjourned at 12:30 pm.

Approved, Chair

Approved, Executive Director