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EXECUTIVE BOARD MINUTES APRIL 4, 2014

Present: Ming LEI (Chair), Maral SOUTEDEHNIA (Director of Student Affairs), Katrina FLANDERS (Director of Services), Kendra MACFARLANE (Director of Finance), Ivan WATSON (Director of Communications), Stacy CHAPPEL (Executive Director)

Regrets: none.

The meeting was called to order at 4:35 pm with LEI in the chair

TASKS ASSIGNED AT THE MEETING

TASK: CHAPPEL to notify Vancity of changes in signing authority.

STANDING ITEMS

AGENDA

M/S FLANDERS/WATSON

RESOLVED the agenda is approved with the following item:

- Signing authority

CARRIED

INTERNAL BUSINESS

SIGNING AUTHORITY

M/S SOUTEDEHNIA/WATSON

RESOLVED that Kendra MacFarlane, Ming Lei, Stacy Chappel, Brandy Sistili and Katrina Flanders are the signers on GSS Vancity Accounts, and

FURTHER RESOLVED that Brian Pollick and Colleen Clement are removed as signers from GSS Vancity Accounts.

CARRIED

TASK: CHAPPEL to notify Vancity of changes in signing authority.

CLOSING ITEMS
NEXT MEETING
The next meeting of the Executive Board will be held Friday, April 11, at 3pm.

ADJOURNMENT
The meeting was adjourned at

__________________________________________  ______________________________________
Approved, Chair                                Approved, Executive Director
Sc/SC
Present: Ivan WATSON (Director of Communications), Katrina FLANDERS (Director of Services), Kendra MACFARLANE (Director of Finance), Stacy CHAPPEL (Executive Director).

Regrets: Ming LEI (Chair), Maral SOTOUDEHNIA (Director of Student Affairs).

The meeting was called to order at 3:18 pm with Watson in the chair.

TASKS ASSIGNED AT THE MEETING


TASK: CHAPPEL TO FOLLOW UP WITH THE ORGANIZERS OF THE CHANCELLORS RECEPTION TO LET THEM KNOW WATSON WILL ATTEND.

TASK: CHAPPEL TO SEND LEGAL BRIEFINGS ON C-35 AND RAS TO THE EXECUTIVE

TASK: CHAPPEL TO ARRANGE A MEETING WITH MACFARLANE FOR DETAILED OVERVIEW OF THE FINANCES IN MORE DETAIL.

TASK: CHAPPEL TO ENQUIRE ABOUT STATUS OF BUS LOOP PROJECT

TASK: CHAPPEL TO TRY A DOODLE POLL FOR A STANDING MEETING TIME FROM MAY AND RETREAT

TASK: CHAPPEL TO TRY A DOODLE POLL TO SET UP A FOR FIRST WEEK OF MAY.

TASK CHAPPEL TO SEND A CALL TO GRAD COUNCIL AND ASK THEM TO RSVP BY MONDAY AT 11 AM

TASK: CHAPPEL TO WRITE A BRIEFING NOTE ON THE LIBRARY SPACE ISSUE.

STANDING ITEMS

APPROVE AGENDA

The agenda for the meeting was approved by consent, with the addition of the Senate Library Meeting.

MINUTES FROM THE PREVIOUS MEETING

The minutes from April 4, 2014 Executive Board were approved by consent.

BUSINESS ARISING FROM THE MINUTES

Chappel drafted the formal notice to the credit union regarding signing authority.
INTERNAL BUSINESS

CHANCELLOR’S RECEPTION


TASK: CHAPPEL TO FOLLOW UP WITH THE ORGANIZERS OF THE CHANCELLORS RECEPTION TO LET THEM KNOW WATSON WILL ATTEND.

ENACTING BUDGET MOTIONS FROM SAGM

_RESOLVED $25,500 is approved for consultation, architect, and administration fees for a plan to redesign the Grad House bar; and

_FURTHER RESOLVED that the objectives of the 2014-15 Capital Plan are approved in principle.

M/S: Flanders/Watson
CARRIED

GRAD COUNCIL MEETING AGENDA

_RESOLVED the Grad Council Agenda for April 29 includes

- Events plan
- Elections and student voting rights
- Summer meetings—working groups on specific issues

M/S: Flanders/Watson
CARRIED

TASK: CHAPPEL TO SEND LEGAL BRIEFINGS ON C-35 AND RAS TO THE EXECUTIVE

REVIEW OF FINANCIAL STATEMENTS FOR FEBRUARY

TASK: CHAPPEL TO ARRANGE A MEETING WITH MACFARLANE FOR DETAILED OVERVIEW OF THE FINANCES IN MORE DETAIL.

EXTERNAL REQUESTS

UPDATE ON BUS LOOP MEETING

CHAPPEL reported there is a proposal pending to add an additional bus loop outside the

TASK: CHAPPEL TO ENQUIRE ABOUT STATUS OF BUS LOOP PROJECT

SCHEDULE OF MEETINGS FOR THE TERM
TASK: CHAPPEL TO TRY A DOODLE POLL FOR A STANDING MEETING TIME FROM MAY AND RETREAT
TASK: CHAPPEL TO TRY A DOODLE POLL TO SET UP A FOR FIRST WEEK OF MAY.

CORRESPONDENCE: LOCAL ELECTIONS CAMPAIGN FINANCING ACT

CHAPPEL reported that recent changes to BC elections required the GSS to formally register as a lobby group in the last provincial election as we were contacting candidates with postcards advocating a BC graduate scholarship. The GSS received correspondence stating that similar changes to BC municipal elections are coming in to force and will require us to register during elections for any public campaigns.

LIBRARY MEETING

CHAPPEL reported there was a request to send extra representatives to the Senate Library meeting Wed 16 April 12 – 1pm, in Library McPherson Library Room 210, as there will be extensive discussion of graduate student library needs.

MacFARLANE and FLANDERS can attend library meeting

TASK CHAPPEL TO SEND A CALL TO GRAD COUNCIL AND ASK THEM TO RSVP BY MONDAY AT 11 AM

TASK: CHAPPEL TO WRITE A BRIEFING NOTE ON THE LIBRARY SPACE ISSUE.

FLANDERS will be the interim Senate Library rep until June.

CLOSING ITEMS

EXECUTIVE REPORTS

Director of Services: FLANDERS met with UVIC’s rebranding steering committee. It’s a working committee looking at marketing of the university. There will be further opportunities for input. She also met with Events Coordinator, Chris DUFFY.

Executive Director: CHAPPEL reported that she had been following up with the university regarding their policy of remitting all fees collected for the GSS, rather than holding back 1% of assessed fees. This process changed this year, but there is not yet written policy on the procedures or policy. Changes to the student ID card to bring in the One Card mean several changes for staff in terms of our involvement in card validation. Students opt in at the office if they are not charged for the bus pass with tuition, but can no longer validate their card at the GSS.

Director of Finance: MACFARLANE had nothing to report

Director of Communications: WATSON had nothing to report

NOTICES OF MOTION

Budget motion re management pay for Brandy (Operations Manager)

NEXT MEETING TIME

TBA
ADJOURMENT

The meeting adjourned at 4:36 pm.

________________________________________  ______________________________
Approved, Chair                           Approved, Executive Director
EXECUTIVE BOARD MINUTES MAY 9, 2014

Present: Ming LEI (Chair), Maral SOUTEDEHNIA (Director of Student Affairs), Stacy CHAPPEL (Executive Director)

Regrets: Kendra MACFARLANE (Director of Finance), Ivan WATSON (Director of Communications), Brandy Sistili (Operations and Services Manager)

The meeting was called to order at 3:00 pm with LEI in the chair

LEI noted the meeting is non-quorate, so no business involving new actions or spending could be transacted.

TASKS ASSIGNED AT THE MEETING

TASK: SOTOUDEHNIA AND CHAPPEL WILL MEET WITH THE OMBUDSPERSON, MARTINE CONWAY.

TASK: CHAPPEL TO FOLLOW UP WITH STOREY ABOUT THE OPTIONS OF PROCEEDING IN SUMMER WITH LANDSCAPE CONSULTATION VERSUS WAITING UNTIL THE AGM AND BRING HER FEEDBACK TO THE NEXT EXECUTIVE BOARD MEETING.

TASK: CHAPPEL WILL BRING PROPOSED INTERPRETIVE STATEMENTS FOR THE DISTANCE STUDENT TRAVEL GRANT TO THE FACULTY OF GRADUATE STUDIES GRANT ADMINISTRATORS.

TASK: SOTOUDEHNIA TO FOLLOW UP WITH STUDENT WITH CLARIFICATION ABOUT THE DISTANCE STUDENT TRAVEL GRANT.

TASK CHAPPEL TO TALK TO DEAN OF GRADUATE STUDIES INTERNATIONAL STUDENT VISA APPLICATION PROCESS AND REPORT BACK.

TASK: LEI WILL INVITE EXECUTIVE TO HAVE A SOCIAL MEET-UP AT BURGER BEER IN THE GRAD HOUSE MAY 16, 6:30

STANDING ITEMS

AGENDA

M/S FLANDERS/WATSON

RESOLVED the agenda is approved as presented

CARRIED

MINUTES
Minutes for the April 11, 2014 Executive Board meeting were approved by consent.

BUSINESS ARISING

None.

INTERNAL BUSINESS

GSS REPRESENTATIVES TO THE UVSS AND EXTERNAL GROUPS

CHAPPEL said the GSS Bylaws stipulate the Executive Board must elect representatives to the UVSS, Advocacy Council, health and Dental Appeals committee, and Grad Fees Reduction Appeals Committee.

LEI confirmed he could continue in the Grad Fee Reductions Appeal Committee until the next meeting.

TABLED to next Executive Board meeting

MEETING WITH THE OMBUDSPERSON

TASK: SOTOUDEHNAI AND CHAPPEL WILL MEET WITH THE OMBUDSPERSON, MARTINE CONWAY.

PERSONNEL ITEM

TABLED to next Executive Board meeting

EXECUTIVE BOARD TRAINING

TABLED to next Executive Board meeting

LIBRARY HOURS

LEI reported several members and some undergraduates had raised a concern that the library hours are not long enough.

There was a discussion about researching options to address this concern, including the budget required to extend hours, and the appropriate venue in which to raise this concern. There was a discussion about the possibility of study space outside the library.

TABLED to next Executive Board meeting
BUS LOOP CHANGES UPDATE AND LANDSCAPING CHANGES

CHAPPEL reported she and SISTILI had met with Cathie STOREY from Facilities Management about landscaping after the bus loop construction and the possibility of including some landscaping to create a garden/seating area outside the GSS as part of the landscaping. STOREY recommended working with a landscape architect separate from the bus loop project, but to ensure the bus loop tree re-location would work well for our future plans. The cost of the landscaping consultation would be $6,000.

CHAPPEL said that spending on Capital has leeway, but this is an amount that is higher than the Executive Board would normally spend without budget approval. Possible options could be to wait and approve the consultation in October when discussing the bar renovation at the AGM, or to proceed over the summer to make better use of the bus loop proposal.

TASK: CHAPPEL TO FOLLOW UP WITH STOREY ABOUT THE OPTIONS OF PROCEEDING IN SUMMER WITH LANDSCAPE CONSULTATION VERSUS WAITING UNTIL THE AGM AND BRING HER FEEDBACK TO THE NEXT EXECUTIVE BOARD MEETING.

DISTANCE STUDENT TRAVEL GRANT

SOTOUDEHNIA reported a concern was raised by a student who wished to apply for the distance travel grant, but the course is being held in Vancouver. The course is a UVIC Course. Enquiries with the Faculty of Graduate Studies, who administer the grant, led to further questions about protocol for determining eligibility.

As the grant was created by Grad Council to support distance students, it was decided changes could not be made. However, the following clarifications of the grant were agreed upon:

1. The student must be enrolling in a UVIC course, and must be able to have their enrolment confirmed.

2. Student must be registered full time at UVIC, and a current member of the GSS.

3. Students must be in a distance graduate program to be eligible, (i.e. a program UVIC offers through distance education, not a program that is on campus but the students can register in off campus for a single course or when they get to their thesis)

4. Students are travelling to a core required course that is required to complete their program (i.e. this would exclude choosing to travel for electives where distance electives are available).

5. Where UVIC sets up a satellite campus in BC for a course offered in the above manner, the course can be eligible. In such a case, best equivalencies for distance travelled can be used in determining the amount eligible.
SOTOUDEHNIA noted the student who had inquired is in a program that is being phased out, and has thus been moved to the a distance program. Thus the students’ program requirements may be atypical. The group agreed that she could apply for the grant as a one-time exception due to the atypical nature of her requirements.

TASK: CHAPPEL WILL BRING PROPOSED INTERPRETIVE STATEMENTS FOR THE DISTANCE STUDENT TRAVEL GRANT TO THE FACULTY OF GRADUATE STUDIES GRANT ADMINISTRATORS.

TASK: SOTOUDEHNIA TO FOLLOW UP WITH STUDENT WITH CLARIFICATION ABOUT THE DISTANCE STUDENT TRAVEL GRANT.

CHANGES TO INTERNATIONAL STUDENT VISA RULES

TASK CHAPPEL TO TALK TO DEAN OF GRADUATE STUDIES INTERNATIONAL STUDENT VISA APPLICATION PROCESS AND REPORT BACK

If needed, CHAPPEL will arrange for meeting of SOTOUDEHNIA, LEI, CHAPPEL and Dean CAPSON for further discussion.

EXTERNAL REQUESTS

COMMITTEE APPOINTMENTS

Chaplain’s advisory committee

It was noted this committee meets only once a year unless problems arise, and the meeting is coming soon. In the interests of ensuring the student has the opportunity to serve, the meeting decided to appoint the candidate and formally ratify the decision at the next quorate meeting.

M/S

RESOLVED Noah Miller is elected the graduate student representative to the Chaplain’s Advisory committee.

CARRIED

CO-OP AND CAREER SERVICES MAPPING PROJECT

SOTOUDEHNIA gave an overview of the mapping process. The initiative aims to better understand how students experience education on campus. Work on graduate maps will start in September.

The maps are abstract, and show categories of experience at UVIC, the aim is to use the maps to develop a website that helps students link to issues of interest.
UPCOMING MEETINGS

Operational Relations is on June 6, 2014

CLOSINGS

EXECUTIVE REPORTS

There were no reports.

CHAPPEL said she is concerned the Executive Board will not have much time in the next months when everyone is present. This early time helps the group get to know each other and develop a common set of goals.

TASK: LEI WILL INVITE EXECUTIVE TO HAVE A SOCIAL MEET-UP AT BURGER BEER IN THE GRAD HOUSE MAY 16, 6:30

The meeting adjourned at 4pm.

____________________________
Approved, Chair

Approved, Executive Director
EXECUTIVE BOARD MINUTES MAY 23, 2014

Present: Kendra MACFARLANE (Director of Finance), Ming LEI (Chair), Stacy CHAPPEL (Executive Director)

Regrets: Katrina FLANDERS (Director of Services), Maral SOTOUEHNIA (Director of Student Affairs), Ivan WATSON (Director of Communications)

The meeting was called to order at 2:20 pm with LEI in the chair.

LEI noted the meeting is non-quorate, so no new decisions or spending can be approved.

TASKS ASSIGNED AT THE MEETING

TASK: CHAPPEL TO EDIT AND RESUBMIT MARCH 19, 2014 MINUTES.

STANDING ITEMS

Minutes

Minutes from March 19, 2014 TABLED.

TASK: CHAPPEL TO EDIT AND RESUBMIT MARCH 19, 2014 MINUTES.

Minutes from May 9, 2014 APPROVED with minor corrections.

Business arising from the minutes

SOTOUEHNIA and CHAPPEL have not yet met with the ombudsperson.

CHAPPEL and SISTILI met with STOREY about the landscaping, and adjustments have been made to the plan for landscaping with the transit exchange. Consultation on the garden area can wait until approval at the GSS October AGM.

SOTOUEHNIA and CHAPPEL followed up regarding the distance student travel grant.

CHAPPEL, LEI, and MacFARLANE met with the Dean and the Grad Registrar about the new international student visa applications. The policy changes relate to university administration and not the student application process, so will not create changes for the student process. The Dean also noted the project to change offer letters is going ahead this year, and the changes to the FGS structure did not yet get approval at Senate, but he is hopeful it can be approved at the September Senate meeting.

LEI arranged the social meet-up for the Executive, which was a success.
MACFARLANE attended Senate Library committee. FLANDERS had made a report on the meeting at Grad Council. MacFarlane noted one question raised by committee members was whether math and science students needed desks in the library. She suggested the GSS could look into this notion and noted she is an MSC student but in the Faculty of Education, and students in her situation do not have consistent desk space. She attended the meeting with FGS and GRAR meeting re international students.

LEI attended the FGS Graduate Executive Committee and reported UVIC and Bihang university (China) have an agreement for Mechanical Engineering students to come finish their BA degree at UVIC (fourth year) with conditional admission to graduate school. Ming suggested the GSS ask who decides the number of students who can attend, the admission conditions, and determines the question of quality and calibre of the students. He also suggested the GSS consider whether such an admission process to the MSC is fair to other student applicants. The Faculty of Graduate Studies approved some new masters and doctoral programs and reviewed entrance requirements for Canadian students. One issue that is being discussed is requirement waivers. LEI reports other UVIC is alone among western universities in having no clear waiver process for those with equivalent-to BA career experience in the application for a masters.

CHAPPEL attended the meeting of FGS and GRAR re international students. She also attended the Distance Education Management Committee of HSD.

**INTERNAL BUSINESS**

**Personnel**

The meeting went in camera for a short personnel report.

The meeting adjourned at 2:15 pm.

__________________________________  __________________________________
Approved, Chair                  Approved, Executive Director
In attendance: Kendra MACFARLANE (Director of Finance), Ming LEI (Chair), Katrina FLANDERS (Director of Services), Stacy CHAPPEL (Executive Director)

Regrets: Maral, SOTOUDEHNIA (Director of Student Affairs), Ivan WATSON (Director of Communications)

Meeting called to order at 2:09 pm with LEI in the chair

TASKS ASSIGNED AT THE MEETING

TASK: MACFARLANE to let CHAPPEL know by Tuesday if she wants to take the class on fiduciary responsibility and managing investments.

TASK: CHAPPEL to obtain a legal briefing for the board.

STANDING ITEMS

APPROVE THE AGENDA

RESOLVED the agenda is approved with the addition of an update on a student case to internal business

APPROVED BY CONSENT

REVIEW THE MINUTES

Minutes from May 23, 2014 and March 19, 2014 Executive Meetings are approved as presented.

APPROVED by CONSENT

BUSINESS ARISING FROM THE MINUTES

CHAPPEL reported the March 19 minutes had been corrected.

EXECUTIVE REPORTS

Executive Reports were TABLED to the end of the meeting.

INTERNAL BUSINESS
GSS REPRESENTATION TO UVSS AND OTHER CAMPUS GROUPS

RESOLVED FLANDERS will be the GSS representative to the UVSS; and
FURTHER RESOLVED MACFARLANE is the Executive Board representative to the Health and Dental Appeals Committee; and
FURTHER RESOLVED LEI is re-elected to GRAD Fee Reductions Appeals Committee (GRADFRAC)

M/S Flanders/MacFarlane

CARRIED

SENATE COMMITTEES

RESOLVED Hiteshi SHARMA is re-elected to the Senate Committee on Appeals; and
FURTHER RESOLVED Ming LEI is elected to the Senate Committee on Academic Standards; and
FURTHER RESOLVED Katrina FLANDERS is re-elected to the Senate Committee on Planning; and
FURTHER RESOLVED Ivan WATSON is elected to Senate Committee on Libraries; and
FURTHER RESOLVED Andi BERGEN is re-elected to Learning and Teaching.

M/S FLANDERS/MACFARLANE

CARRIED

EXECUTIVE BOARD TRAINING

RESOLVED 90$ per person is allocated to provide board training from Charity Village for the Executive Board and management staff; and

FURTHER RESOLVED $15 is allocated for MACFARLANE to attend the workshop on board fiduciary responsibility in managing investments provided she is able to attend.

M/S FLANDERS/MACFARLANE

CARRIED

TASK: MACFARLANE to let CHAPPEL know by Tuesday if she wants to take the class on fiduciary responsibility and managing investments.

HEALTH AND DENTAL CONTRACT

MACFARLANE reported she, CHAPPEL and SHI met with the health insurance broker on Wednesday and reported key issues are:

- Women’s health coverage out of province (pap smears, abortion etc. are not covered through interprovincial agreements) and how this relates to limits on maternal care in late pregnancy while out of province being excluded in our plan. The broker is following up on this with Blue Cross.
- Relative who is a Dentist is grounds to opt out – cannot bill our plan for work by a relative. Students can provide a letter on letterhead.
- Accidental Death and Dismemberment policy has an offer to increase coverage or reduce fee. Fee reduction would save ~$1,000 over the year. Paying the same rate could increase coverage significantly for some benefits (i.e. loss of hearing would increase from $5,000 to $15,000).

RESOLVED the GSS will continue to pay the same ADD rate in order to improve coverage

M/S MACFARLANE/FLANDERS
CARRIED

KEY PRIORITIES FOR THE SUMMER
Chappel noted the list of summer priorities for those who had missed the previous meeting.

LEGAL

[The meeting went in camera].

TASK: CHAPPEL to obtain a legal briefing for the board.

EXTERNAL REQUEST

UBC STUDENT UNION DEVELOPMENT SUMMIT (SUDS)
It was decided not to attend UBC SUDS this year.

UPCOMING MEETINGS
The board was reminded that on June 16 there is a photo session for the handbook followed by lunch with the Student Affairs directors.

VIKES CHAMPIONSHIP BREAKFAST
LEI reported the GSS received an invitation to attend the Vikes fundraiser, at $200 per plate, was received.

It was decided not to attend, but that members could promote the event to those who might wish to make a donation.
EXECUTIVE REPORTS

Director of Services: FLANDERS reported she met with CHAPPEL and discussed events, dates for the planner will be complete this weekend. She also attended the meeting at VanCity for signing authority.

Director of Finance: MACFARLANE reported she went to VanCity for signing authority and attended the Operational relations meeting.

Chair: LEI reported there is a new UVIC Chancellor, Sheilagh Rogers, and he will attend the reception on the 29th. VP Communications developing UVIC difference communications. Faces of UVIC research – videos – want to invite students to present on the video. He also attended Operational Relations and the VanCity signing authority change.

Executive Director: CHAPPEL reported she attended meetings with the Health Plan broker, Operational Relations and the signing authority meeting at VanCity. She also arranged for World Cup screening in the Grad House and met with Ivan about that event and the handbook. She reported the major projects at the moment are finishing the handbook and preparing for the building renovation consultation. She reported she and SISTILI met with Cathy Storey from Facilities and there is no need to proceed with the garden project immediately – the issue of trees moving due to the transit exchange changes has been handled.

[Chappel left the meeting]

CONTRACT RENEWAL

RESOLVED the Executive Board approves a 1.5% wage increase for Brandy Sistili effective April 1, 2014 as budgeted.

M/S Flanders / Lei
CARRIED

ADJOURNED

The meeting adjourned at 3:53 pm.

Approved, Chair
Approved, Executive Director

sc/SC
EXECUTIVE BOARD MINUTES JUNE 20 2104

Present: Ming LEI, Maral SOTOUEHNIJA, Kendra MACFARLANE, Katrina FLANDERS, Stacy CHAPPEL

Regrets: Ivan WATSON

STANDING ITEMS

AGENDA

The agenda was approved by consent as presented.

MINUTES

The minutes for the June 6, 2014 Executive Board meetings were approved by consent.

BUSINESS ARISING FROM MINUTES

MACFARLANE attended the investment workshop.

TASK: MACFARLANE to bring power point from investment workshop to share next Executive Board meeting

CHAPPEL brought the legal briefing for the Board about the funding offer.

SOTOUEHNIJA gave an update on the meeting with the Associate Dean.

INTERNAL BUSINESS

FBC COMMITTEE REPORT

MacFarlane gave a brief report on the activities of the Food and Beverage committee. She reported the stand mixer previously purchased could not be installed in the planned location because the steamer that was intended to be moved required a specialized electrical outlet and could not be moved. Thus the stand mixer needs its own mixer stand. As this would have been included in the previous capital purchase, the committee recommends capitalizing the purchase as part of the stand mixer purchase, despite the fact the price is under $500.

M/S FLANDERS/SOTOUEHNIJA

RESOLVED that up to $400 is taken from the CAPITL FUND to purchase a mixer stand for the stand mixer as an addendum to previous Capital mixer purchase
CARRIED

VPAC HIRING COMMITTEE

M/S SOTOUDEHNIA/LEI

RESOLVED Sotoudehnia is elected to the Search Committee for Vice President Academic and Provost; and

FURTHER Flanders is elected as the alternate representative to the Search Committee for Vice President Academic and Provost.

CARRIED

ORIENTATION UPDATE

Sotoudehnia and Chappel reported they attended the first Orientation planning meeting. Graduate student orientation has been set for a full day on Friday August 29. The university is proposing the following agenda:

- Deans Welcome in Cinecenta (including some presentations, such as the GSS)
- BBQ in the Quad with info fair (including table from GSS and other groups)
- Workshops (on issues such as research ethics, drafting funding proposals, and supervisory relationships)
- Campus Tours, ending at the Grad House
- GSS hosted event at the Grad House (proposed by UVIC)

The university has developed an orientation app, which will have events listed by category (audience). They need any app material (dates and events roster) by end of June

Find a way to create an online forum for what grad students want about

LEGAL UPDATE

The meeting went in camera to hear a legal briefing on a student case.

UPDATE ON BAR RENOVATION

Chappel reported she and Sistili met with the architect and project manager regarding the bar renovation. This meeting was used to outline the goals of the project, and to determine what information is required for the architects to complete their proposals.

CLOSING ITEMS

EXECUTIVE BOARD REPORTS

SOTOUDEHNIA said all her items were covered in the discussion
LEI reported he attended Student Affairs lunch, Grad FRAC and the Exec Photo shoot.

MACFARLANE reported she attended the meeting on fiduciary responsibility and investment in non-profits.

CHAPPEL said all her activities were covered in previous discussion.

UPCOMING MEETINGS

Executive Board: July 4, 2 pm

Executive Board check in and social: Burger and Beer Night, Grad House, June 26, 6:30 pm.

____________________________  ______________________________
Approved, Chair              Approved, Executive Director
EXECUTIVE BOARD MEETING MINUTES JULY 4, 2014

Present: Kendra MacFarlane, Director of Finance, Maral Sotoudehnia, Director of Student Affairs, Ivan Watson, Director of Communication, Stacy Chappel, Executive Director

Regrets: Ming Lei, Chair, Katrina Flanders, Director of Services

The meeting was called to order at 2:17 pm with WATSON in the chair.

STANDING ITEMS

APPROVE AGENDA

The agenda was approved with Executive Reports moved to the Closing Items at the end of the meeting.

APPROVE MINUTES

The minutes were approved with minor corrections.

BUSINESS ARISING FROM THE MINUTES

Financial presentation TABLED to the next Executive Board meeting when there will be more Executive members present, and the Finance Committee has met.

Chappel reported that Sistili reviewed the options and the Grad House can host the end-of-day socal for new student orientation on August 29. She noted the budget allocated was the same amount as for previous years.

INTERNAL BUSINESS

MEETING WITH UVSS EXECUTIVE

The UVSS Executive proposed holding a lunch meeting for the GSS and UVSS Executives to meet. However their proposed time was not possible for GSS.

TASK: CHAPPEL will send invitations proposing the UVSS and GSS Executives meet at 2 pm July 10.

UVIC BUDGET UPDATE
Chappel reported she attended the Campus Update on June 25, which gave a report re UVIC Budget and evaluation processes. The university had taken an approach to budget cuts that included increasing investment in areas they thought would help them achieve financial gains in other areas. For example, they increased the scholarship budget by $2 million, which contributed to meeting their three-year target for increasing international student enrolment in one year.

Overall, this update was positive news given previous worries about pending budget cuts.

**CAPITAL REQUEST**

M/S

RESOLVED Approved in principle to spend up to $800 from the Capital Fund with the proviso that approval procedures equivalent to those UVIC uses for such requests are met

CARRIED

**TASK:** Chappel to draft OHS policy for furniture purchase approval for the board to send to OD

**TASK:** Chappel & MacFarlane to add occupational health and safety as a budget discussion item for the Capital Fund next year

**EXEC MEETING TIME**

There was a discussion of possible changes to the Executive Board meeting, but no better alternatives were found. Adjusting the start time slightly was preferred by WATSON.

**TASK:** The next Executive Board meeting is July 18 at 2:30 pm.

**MAIN ISSUES**

- Bar renovation
- RA legal status
- Funding letters

Have a discussion over dinner?? July 25 evening.

- portfolio focus for each position
- introduce each other and skills we have
- what are the possible overall goals we could work toward
- prioritize the goals – pick 2?
- what do we want our legacy to be as a board

**EXEC PHOTO**

Wed at 9-9:15
LEGAL BRIEFING

[The meeting went in camera to hear a legal briefing on a student case]

CLOSING ITEMS

NOTICES OF MOTION

- Fiduciary Duty presentation at next Exec meeting

EXECUTIVE BOARD

- Maral reported she and Stacy have a meeting with AVPFRAA regarding a student case AND legal status of RAs; Classroom infrastructure visioning session. UVIC is starting a steering committee to look at technology and classroom space development over the next 15 years.

ADJOURNMENT

Adjournment at 3:49 pm

Approved, Chair

Approved, Executive Director
EXECUTIVE BOARD MINUTES JULY 18, 2014

In attendance: Kendra MacFarlane, Ming Lei, Ivan Watson, Katrina Flanders, Stacy Chappel

Regrets: Maral Sotoudehnia

The meeting was called to order at 2:34 pm with LEI in the Chair

TASKS ASSIGNED AT THE MEETING

TASK: FLANDERS will continue to meet with the UVSS regarding the sexual violence awareness week event.

TASK: Flanders will arrange an Executives meeting with the UVSS in early November.

TASK EXEC MEMBERS are reminded we’ll be talking about priorities at the dinner on the 25th

TASK: LEI will contact the presidents’ office and International office to see if there is funding available to support GSS participation in the inaugural UN meeting of student associations

TASK: Watson to circulate an edited version of the handbook letter asap.

TASK: Finance Committee to discuss donation budget during budget process.

TASK: CHAPPEL to research applicability of tuition fee limit policy to graduation fees and other administrative fees.

TASK: CHAPPEL to send template for GRC reports from EXEC members

TASK: WATSON will get back to Chappel this weekend on the handbook cover photos.

STANDING ITEMS

AGENDA

M/S

The agenda was approved with the addition of “Science Venture” to the External Requests

CARRIED

MINUTES

M/S
Minutes for July 4 2014 Executive Board meeting are approved with corrections

CARRIED

BUSINESS ARISING FROM THE MINUTES
Chappel reported UVIC system for ordering a multi-level desk was to either include these desks as standard during a renewal of office furniture, or, if special purchase was made due to a health concern, to have the staff person provide proof of a medical recommendation for the adaptive furniture. As such she had requested a medical note from the employee, and would proceed with the purchase once it was received.

Chappel noted she brought a camera to take an Exec photo.

INTERNAL BUSINESS

FIDUCIARY RESPONSIBILITY PRESENTATION
MACFARLANE gave a presentation on the materials covered in the workshop on boards and fiduciary responsibility.

EMERGENCY CLOSURE DUE TO GAS LEAK
CHAPPEL reported the GSS had been closed due to a gas leak in the construction area installing the new transit exchange. She reported everyone was evacuated safely and the staff responded calmly and swiftly to the emergency. SISTILI and CHAPPEL had a follow up meeting with Campus Security and UVIC’s emergency coordinator to review the process and discuss future training and options for improvement.

[The meeting went in camera]

M/S WATSON/LEI

RESOLVED that when unionized staff are present during an emergency evacuation, and sent home early, they will be paid out to end of scheduled shift that day;

CARRIED

GSS MEETING WITH THE UVSS
FLANDERS reported the GSS Executive and UVSS executive had a fruitful discussion. The UVSS External was interested in meeting regarding input and presence on sexual violence awareness week.
TASK: FLANDERS will continue to meet with the UVSS regarding the sexual violence awareness week event.

The UVSS was interested in our orientation.

Watson reported that there was also discussion about disabled student access after the transit loop, and there was interest in joint work on policy change issues related to this and other campus issues.

A commitment was made to meet for lunch or coffee every three months or so.

Flanders said they asked whether the GSS would join the ABCS. Eligibility of clubs and course unions.

TASK: Flanders will arrange an Executives meeting with the UVSS in early November.

SET PRIORITIES FOR COMING YEAR

TASK EXEC MEMBERS are reminded we’ll be talking about priorities at the dinner on the 25th

UN MEETING OF STUDENT ORGANIZATIONS

Ming reported the GSS had received an invitation through the Provost’s office about a UN meeting of student organizers.

TASK: LEI will contact the presidents’ office and International office to see if there is funding available to support GSS participation in the inaugural UN meeting of student associations

HANDBOOK LETTER

Watson presented the draft Executive Board welcome message for feedback.

TASK: Watson to circulate an edited version of the handbook letter asap.

EXTERNAL REQUESTS

UVIC HUMAN RIGHTS COMMITTEE

M/S LEI/MACFARLANE

Judy Walsh is re-appointed the graduate student rep to the Uvic Human Rights Committee

CARRIED
RESOLVED to donate $205 to Science Venture to fund a one-time bursary for the child of a graduate student to attend the Science Venture 2014 summer camp.

CARRIED

TASK: Finance Committee to discuss donation budget during the budget process.

EXECUTIVE REPORTS

Executive Director: CHAPPEL reported she had been working on the handbook, various student cases, the point of sale system, health plan renewal, and that she and MacFarlane had been to two meetings regarding the proposed bar renovation.

[The meeting went in camera].

M/S Flanders/Watson

RESOLVED Health and Dental plan rates charged student will remain the same as 2013:

- Health: $ 328 and Dental: $ 214 for on campus students charged with tuition
- And an opt in rate of Health $ 333 and Dental $ 219

FURTHER RESOLVED MacFarlane empowered to renew the health and dental insurance rate at the current offer, or better, depending on dental experience report that is pending.

CARRIED

Chair: LEI Reported he met with Jim Dunsdon and learned UVIC is proposing to increase the graduation fee, and this will be discussed at the next GSS Operational Relations meeting.

CHAPPEL was concerned that an increase to fees might violate the tuition fee limit policy.

TASK: CHAPPEL to research applicability of tuition fee limit policy to graduation fees and other administrative fees.

Services: FLANDERS reported she attended the UVSS lunch.

Communications: WATSON had nothing to report not already covered in the meeting.

Finance: MACFARLANE attended the architect meetings but had nothing to report not already covered in the meeting.

TASK: CHAPPEL to send template for GRC reports from EXEC members

TASK: WATSON will get back to Chappel this weekend on the handbook cover photos.
NOTICES OF MOTION

No notices of motion.

NEXT MEETING

The next meeting is the Executive retreat, Ferris’s Oyster Bar 6pm on Friday July 25th.
EXECUTIVE BOARD MINUTES AUGUST 1, 2014

In attendance: Kendra MacFarlane, Ming Lei, Maral Sotoudehnia, Brandy Sistili

Regrets: Katrina Flanders, Stacy Chappel

The meeting was called to order at 2:50 pm with LEI in the Chair

TASKS ASSIGNED AT THE MEETING

TASK: Lei to send all 3 committee appointment details to Sistili for inclusion on website and bulletin.

TASK: Sistili to contact search committee re: Dean of HSD appointment and let them know we are trying ASAP to find member for committee.

TASK: Sotoudehnia to contact Mini- University Summer Camp and find out what kind of donation are they looking for, offer cinecenta tickets

STANDING ITEMS

AGENDA

M/S

The agenda was approved

CARRIED

MINUTES

M/S

Minutes for July 18, 2014 Executive Board meeting are approved

CARRIED

INTERNAL BUSINESS

18TH ANNUAL GOLF CLASSIC

WATSON reported via email that he will be attending event, sponsored by AVP Jim Dunsdon.

HUMANITIES GRAD LOUNGE REDISGNATED
SOTOUEHNIA reported that after further investigation by Noah Miller the lounge was being renovated for grad students not designated. However, the confusion arose because grad student were not consulted with or given notice about the renovation.

**GRAD HOUSE BAR RENOVATION UPDATE**

MACFARLANE reported meeting on July 29th, and that the concept was good and she asked for everyone to endorse the design concept. The next step was to start drilling down costs, and to describe furnishing and fixtures.

M/S MACFARLANE/ LEI

*The GSS executive board approved the design concept as presented on July 29th.*

**EXTERNAL REQUESTS**

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**UVIC INDIGENOUS STUDENT MINI-UNIVERSITY SUMMER CAMP REQUEST FOR DONATION**

SOTOUEHNIA raised concern regarding a lack of criteria for making decisions regarding donations requests.

After group discussion 7 criteria were developed for the board to be considered as a motion for next executive meeting. Criteria are:

1) Does the donation have a direct positive impact on grad students?

2) Have the executive show support in the past?

3) Does this request benefit broader GSS community?

4) Does approving this request reflect well on the Society?

5) Does this request provide opportunity to advertise GSS and its services such as Grad House Restaurant, to people we want to reach?

6) Is the request for a reasonable (< $250) amount of money?

7) Donations can be made only from unallocated funds from the society’s activities and programs budget line

**TASK: Sotoudehnia to contact Mini- Univeristy Summer Camp and find out what kind of donation are they looking for, offer cinecenta tickets**

**SEARCH COMMITTEE APPOINTMENTS**
TASK: to send these committee appointments to GRC listserv, GSS bulletin ASAP
EXECUTIVE REPORTS

Finance: MACFARLANE attended the architect meetings but had nothing to report not already covered in the meeting. Reported that there was finance meeting but they did not discuss donations and will note to do that next time. She will also be away for the next executive meeting (Aug 8\textsuperscript{th})

Chair: LEI Reported he worked on email and chaired board meetings and wanted to note his concern with executive members showing up late or not at all for board meetings as they need to work as a team.

Services: FLANDERS – no report

Communications: - no report

Affairs: SOTOUDEHNIA has been working on a lot of complicated student cases (meetings and correspondence). She also reported about attending to matters related to orientation, in the hopes of getting the ball rolling. She has also met with Joelle regarding fair elections act and is expecting a report from her regarding the acts implication on Grad students abilities to vote in the next election.

NOTICES OF MOTION

Motion: Approve the 7 criteria for considering requests for donation from the GSS

NEXT MEETING

The next meeting of the Executive is set of August 15, 2014 @ 2:30 pm.
EXECUTIVE BOARD MINUTES AUGUST 15, 2014

In attendance: Ming Lei, Maral Sotoudehnia, Brandy Sistili, Ivan Watson

Regrets: Katrina Flanders, Stacy Chappel, Kendra MacFarlane

The meeting was called to order at 2:45 pm with LEI in the Chair

TASKS ASSIGNED AT THE MEETING

TASK: Watson to draft and circulate orientation talking points

TASK: Flanders to contact INTERNATIONAL STUDENT ASSOCIATION, set up appointment to meet with them

STANDING ITEMS

AGENDA

M/S

RESOLVED the agenda was approved

CARRIED

MINUTES

M/S

RESOLVED the minutes for August 1, 2014 Executive Board meeting are approved

CARRIED

INTERNAL BUSINESS

ORIENTATION SIGN UP AND TALKING POINTS

Group discussed orientation sign up

TASK: Watson to draft and circulate orientation talking points
REQUEST FOR DONATION
Discussion tabled because group wanted feedback from whole executive and finance committee

18TH ANNUAL GOLF CLASSIC
WATSON reported back on the golf tournament and said ATRS has offered the GSS a CARSA building tour.

EXTERNAL REQUESTS

DONATION REQUEST FROM THE INTERNATIONAL STUDENT ASSOCIATION
TASK: Flanders to contact the International Student Association, and set up appointment to meet with them

SEARCH COMMITTEE APPOINTMENTS

M/S
RESOLVED the GSS elects Jordan Isaac Ali to Social Sciences Equity and Diversity Committee
CARRIED

CLOSING ITEMS

EXECUTIVE REPORTS
Chair: LEI Reported he wants to work with UVSS chair but is looking for suggestions such as mental health strategy or campus disability policy re: mandated parking

Communications: WATSON reported that GSS staff completed handbook and it is at printers. And will write suggestions and direction for next year executive regarding hand book and ad sales.

Affairs: SOTOUDEHNIA reported back about continued work with students, and is noting a pattern. She spoke to MBA student about dissolving GSA and advice.

NOTICES OF MOTION
Seven criteria for considering requests for donation from the GSS.

NEXT MEETING
The next meeting of the Executive is set of August 21, 2014 @ 6:00 pm in the Grad House.
Approved, Chair

sc/SC

Approved, Executive Director
EXECUTIVE BOARD MINUTES SEPTEMBER 8, 2014

Location: Room 108, Grad Centre

Present: Ming Lei (Chair), Katrina Flanders (Director of Services), Maral Sotoudehnia (Director of Student Affairs), Kendra MacFarlane (Director of Finance), Stacy Chappel (Executive Director, ex officio, non-voting)

Regrets: Ivan Watson (Director of Communications)

Meeting was called to order at 1:35 with LEI in the chair

Chappel noted Sotoudehnia would be late because she is presenting at a department orientation.

TASKS ASSIGNED AT THE MEETING

TASK: Chappel to update the formatting of the minutes
 TASK: Flanders still needs to contact the International Students Association
 TASK: Flanders to discuss International Students Association with Sistili
 TASK: Chappel to arrange a meeting time with Shankman
 TASK: CHAPPEL to add call to the GRC agenda and circulate a call.
 TASK: CHAPPEL to notify committee chairs and candidates.
 TASK: Chappel to send out GRC report template
 TASK: Flanders, Sotoudehnia and Chappel will coordinate the orientation for GRC

STANDING ITEMS

AGENDA

The agenda was approved as presented.

MINUTES FROM AUGUST 15 EXEC MEETING

Minutes are approved with corrections.

TASK: Chappel to update the formatting of the minutes

BUSINESS ARISING

TASK Flanders still needs to contact the International Students Association
 TASK: Flanders to discuss International Students Association with Sistili

INTERNAL BUSINESS
CAPITAL EXPENSES

M/S MacFarlane/Flanders

RESOLVED $5,500 is approved from the Capital Fund for the purchase of a freezer.

CARRIED

Noted that $500 was added to the original proposal to ensure adequate funds for installation, and installing the security alarm.

CORY SHANKMAN STOPPED BY TO SAY

- Let’s have a committee on the health and dental plan content
- RA pay by direct deposit – Cory still by cheque, but Kendra’s is by direct deposit

TASK: Chappel to arrange a meeting time with Shankman

COMMITTEES

FACULTY OF HUMANITIES COMMITTEE

TASK: CHAPPEL to add call to the GRC agenda and circulate a call.

STUDENT AFFAIRS COMMITTEES

Chappel reported she contacted NSU and offered to circulate calls for candidates

CAMPUS COMMUNICATIONS ADVISORY

M/S Flanders/MacFarlane

RESOLVED Taylor Hainstock is elected as the graduate student rep to the Campus Communications Advisory Committee

CARRIED

SENATE STANDING COMMITTEE ON CONTINUING STUDIES

M/S MacFarlane/Flanders

RESOLVED Shan Luo is elected the GSS rep to the Senate Committee on Continuing Studies

CARRIED

SOCIAL SCIENCE AWARDS
RESOLVED Sam Gray is elected to the Social Sciences Awards and Recognition Committee

CARRIED

**TASK: CHAPPEL to notify committee chairs and candidates.**

Sotoudehnia arrived at 2:24 pm

**OPERATIONAL RELATIONS COMMITTEE**

Orientation accolades

One Card

- Issues with MOU students

Architect diagrams (for information) and update on process of approval.

**NOTED: Maral likes bean bag chairs**

**NOTED: Huxtable takes too long in presentations**

**GRAD COUNCIL ORIENTATION**

**TASK: Chappel to send out GRC report template**

**TASK: Flanders, Sotoudehnia and Chappel will coordinate the orientation for GRC**

Proforma committee elections

Elect meeting chairs

September 30

**EXTERNAL REQUESTS**

**WAIVING FEE POLICY**

**M/S Flanders/Sotoudehnia**

RESOLVED one time wavier for Common Voice to have a first meeting to welcome new members

CARRIED

**CLOSING ITEMS**
MEETINGS AND SCHEDULES:
The board would like to review policy on attendance of meetings, notice requirements, and clarification of absence with cause as per the bylaws.

REPORTS FROM THE EXEC

Student Affairs: Sotoudehnia reported she met with several students, attended VPAC hiring committee, attended Senate Awards and reported they are having problems with undergrad awards due to teachers strike.

Services: Canoe trip, attended orientation, along with rest of exec, coordinated department orientations.

Finance: Already reported on freezer, that was from food and beverage, met with the auditor.

Chair: Ming reported attended orientations, GEC meeting, nothing major, Jim Dunsdon invited to breakfast. September busy with orientation

Executive Director: Orientations, working on office procedures with new till, posters, MC

NOTICE OF MOTION

Chappel reported that capital requests for point of sale computer upgrades and a new toaster will be submitted to the next meeting.

ADJOURNMENT

The meeting was adjourned at 2:50 pm

Sc/SC
EXECUTIVE BOARD MINUTES SEPTEMBER 22, 2014

In Attendance: Ivan Watson, Katrina Flanders, Kendra MacFarlane, Maral Sotoudehnia, Stacy Chappel

Regrets: Ming Lei

Called to order at 1:39 pm with Watson in the Chair.

TASKS ASSIGNED

TASK: Chappel to follow up with Robert’s rules actors.

TASK: Chappel to send out call to bulletin for a SPEAKER as a separate position.

TASK: EVENTS COMMITTEE will look into options for next BBQ-type events

TASK: Exec members will assist in pie serving at Wednesday Coffee October 8

TASK: Flanders to arrange a table booking for this with the restaurant servers and a budget plan

TASK: Flanders to organize a time, book the meeting room and organize a meeting agenda

TASK: Executive Board to send Flanders Agenda items for meeting with the UVSS

TASK: Ivan will ask the next Senate Libraries Committee what the acquisition policy is.

STANDING ITEMS

AGENDA

The agenda was approved with the removal of Chappel’s regrets

M/S/CARRIED

MINUTES

Minutes for September 8, 2015 were approved with correction that Ivan sent regrets

M/S CARRIED

BUSINESS ARISING FROM THE MINUTES
There was discussion of notice requirement, and whether more than 24 hours notice of regrets is acceptable. Chappel also noted the Executive at the last meeting had reviewed the policies and found it is unclear what constitutes “absent with cause” as there is no standard for what constitutes cause – illness and some kind of crisis seem obvious, but being unavailable because of extensive commitments may not be.

Chappel reported there had been discussion of the sub committees of Grad Council as a practical solution to incompatible schedules.

Maral noted that she is doing her comps exam in October and November, and will have a more difficult schedule as a result.

Flanders reported she discussed the donation request with ISA, and confirmed they are a club, so they are already receiving basic funding through grad student grad fees. She let them know they could apply for specific events.

Flanders reported she, Maral and Stacy met about the orientation for GRC.

**TASK:** Chappel to follow up with Robert’s rules actors.

**TASK:** Chappel to send out call to bulletin for a SPEAKER as a separate position.

MacFarlane reported that financial statements and standing committee vacancies will be added to the GRC agenda, for members to take away in preparation for the October meeting.

Everyone should be prepared to stay until at least 8, with meal starting at 6:45pm

Committee appointment notices.

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**INTERNAL BUSINESS**

**CAPITAL MOTION**

M/S Sotoudehnia/Flanders

*RESOLVED to spend $6,000 as capital fund for kitchen appliances and small wares.*

CARRIED

M/S Sotoudehnia/Watson

*RESOLVED the Finance Committee is asked to consider creation of a small capital sub fund of the Capital Fund.*

CARRIED
EVENTS

Flanders gave an update on events. Cheese tasting and talk will be re-offered.

The BBQ sold 160 tickets and the event went smoothly.

On Wed Oct 8, Wednesday coffee will feature Pumpkin Pie and the annual International graduate student welcome breakfast will be held October 21. Both events are open to all graduate students.

Cookie Fundraiser the week of Halloween was done last year to raise funds for emergency bursaries.

M/S Flanders/Sotoudehnia

Resolved up to $400 is contributed to the cookie fundraiser from the Events fund to cover costs of making cookies and promotion

CARRIED

TASK: EVENTS COMMITTEE will look into options for next BBQ-type events

TASK: Exec members will assist in pie serving at Wednesday Coffee October 8

M/S SOTOUDEHANIA/MACFARLANE

Resolved the EFT maximum for Grad House Payroll paid from the Food and Beverage Fund is increased to $15,000; and

FURTHER RESOLVED the EFT maximum for pay to an individual employee will remain $2,500; and

FURTHER RESOLVED the daily maximum for transfer of member monthly fee installments to the Health and Dental Fund is increased to $15,000; and

FURTHER RESOLVED the individual payment maximum will remain $200.

CARRIED

MEETING WITH THE UVSS

Resolved The GSS Executive will meet with the UVSS Executive on November 5 at noon.

MOTION Tabled to next meeting

TASK: Flanders to arrange a table booking for this with the restaurant servers and a budget plan

TASK: Flanders to organize a time, book the meeting room and organize a meeting agenda

TASK: Executive Board to send Flanders Agenda items for meeting with the UVSS

EXEC REPORTS
CHAPPEL said she and maral attended the meeting of the HSD Learning and Teaching committee, which looks at distance learning. Current issues included a review of Copyright, and the changing relationship of UVIC (and other universities) with access copyright. The GSS could consider having an event with the librarian working on this issue (Inba). Another note from the meeting is that students lose access to electronic textbooks 3 months after their course ends. Also, UVIC is continuing to use Turnitin.

SOTOUDEHNIA also reported from the HSD Learning and teaching committee. She noted that another issue to push for is that copyright for government documents is an issue. Federal documents are all freely available to the public, but not BC documents. We need permission for provincial documents. Online Academic Community is an internal wordpress system for students/faculty/etc to host their academic discussions. After graduation you export your site.

The meeting discussed the issue of transition to course spaces (learning environment), this has been difficult, especially for sessionals because they are not always hired until right before the course begins.

She also reported the VPAC hiring continues to meet, and student meetings are ongoing.

[In camera update]

**TASK: Ivan will ask the next Senate Libraries Committee what the acquisition policy is.**

WATSON had nothing to report

FLANDERS said all her items were covered within the meeting.

MACFARLANE reported that Operational Relations met and they heard about the CARSA opening, scheduled for May 2015. The new gym top up fee will be $100 per term (on top of mandatory ATRS fees). She also attended the Food and Beverage and meeting and met with Chappel to review financial statements.

**NEXT MEETING**

Next meeting Oct 6 at 2:00 pm

**ADJOURNMENT**

The meeting adjourned

_________________________  ________________________________
Approved, Chair  Approved, Executive Director

Sc/sc
EXECUTIVE BOARD MINUTES OCTOBER 6, 2014

Present: Ming LEI (Chair), Maral Soutedehnia (Director of Student Affairs), Katrina FLANDERS (Director of Services), Kendra MacFARLANE (Director of Finance), Ivan WATSON (Director of Communications), Stacy CHAPPEL (Executive Director)

Regrets: none.

The meeting was called to order at 2:00 pm with LEI in the chair.

TASKS ASSIGNED AT THE MEETING

TASK: FLANDERS and WATSON to help set up for Wednesday Pie service at 8:30, LEI will help when he arrives at 9:40

TASK: FLANDERS to draft a proposed agenda for the meeting with the UVSS and will bring it for review at the next Exec meeting.

TASK: The GRC and AGM meeting chair will be selected by email vote Friday, October 10.

TASK: Exec Board members will submit their Grad Council reports to CHAPPEL on or before October 14th

TASK: CHAPPEL will develop page Briefing on Budget / finance and issues

TASK: CHAPPEL to review last general meeting minutes for tabled items, especially reference to next steps on the Association of BC students

STANDING ITEMS

AGENDA

The agenda was approved as proposed

MINUTES

Minutes accepted with minor corrections.

BUSINESS ARISING FROM THE MINUTES

CHAPPEL reported that volunteers to demonstrate Robert’s Rules at the Grad Council were recruited, and that the call for a meeting speaker had been circulated.
FLANDERS reminded the Executive that Wednesday is Wednesday Coffee Pumpkin Pie Edition, and we need Executive members to help as it will be extremely busy.

**TASK:** FLANDERS and WATSON to help set up for Wednesday Pie service at 8:30, LEI will help when he arrives at 9:40

FLANDERS booked the GSS meeting room Nov 5, 12-2 to meet with the UVSS Executive Board. She has not received agenda items, but the UVSS have confirmed the meeting time.

**TASK:** FLANDERS to draft a proposed agenda for the meeting with the UVSS and will bring it for review at the next Exec meeting.

WATSON reported the Senate Libraries has not met since the last meeting. He will attend next week

**INTERNAL BUSINESS**

**COMMITTEE UPDATES**

RESOLVED Kimberlee Graham-Knight and Jordon Sherbino are elected to the Committee for Academic Accommodation and Accessibility for Students with a Disability; and

FURTHER RESOLVED Regan Shrum is elected to the Mental Health Strategy Advisory committee; and

FURTHER RESOLVED Tiffany Gunton is elected to the Healthy Student Advisory; and

FURTHER RESOLVED Anand Shah is elected to the Grad Fee Reduction Appeals Committee.

M/S WATSON / SOTOUDENHIA

CARRIED

**AUDIT UPDATE**

MacFARLANE reported on the meeting with the auditors to discuss the draft audit and business letter. Overall, the society is in a good situation.

**PERSONNEL UPDATE**

[The meeting went in camera for a personnel update].

**GRAD COUNCIL**

The Agenda for Grad Council will include

- Review of the audit statements
- Discussion of the bar renovation plan
- Update on the general meeting
- elections to internal committees
- elections to external committees if any
- Events update (for information)

**TASK:** The GRC and AGM meeting chair will be selected by email vote Friday, October 10.

**TASK:** Exec Board members will submit their Grad Council reports to CHAPPEL on or before October 14th

**TASK:** CHAPPEL will develop page Briefing on Budget / finance and action issues

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**GENERAL MEETING**

**TASK:** CHAPPEL to review last General Meeting minutes for tabled items, especially reference to next steps on the Association of BC students

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**CLOSING ITEMS**

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**EXECUTIVE REPORTS**

FLANDERS reported the steering committee on UVIC Rebranding is done. There will be a General Information Session on Oct 21 (daytime).

FLANDERS reported she attended the audit meeting, and has the food and beverage committee meeting tomorrow. She attended the Health and Dental Appeal Committee (via email), and the personnel committee met.

CHAPPEL noted she attended the audit meeting, personnel meeting, and Grad Council. She also noted that she was pleased the family UVIC Graduate student Roderick MacIsaac, who committed suicide after his PhD research and Co-op term were cut off due to Ministry of Health staff, had received an apology from the Premier and current Minister of Health.

SOTOUDEHNIA reported she attended grad council. She also noted she received the VPAC search committee survey, and encouraged everyone to reply to this.

LEI reported he attended the meeting with the auditors. He circulated correspondence from the Housing Services (annual report) and the statements related to GSS funds within the UVIC endowment funds. He also attended the VP Research committee, where there was new proposal for internal research support, and the VIKES championship breakfast.

WATSON said je and FLANDERS had met about the 30th anniversary Ivan and he hopes the anniversary speaker series can begin in spring term.

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**BRUNCH**

All Exec members will attend the staff appreciation brunch.
NOTICE OF MOTION

CHAPPEL said she would like to discuss proposed changes to the Society’s Act.

NEXT MEETING

The next meetings are:

- Executive Board: Oct 20, 2014, 1:30 pm
- Grad Council: October 21, 2014, 5 pm
- Annual General Meeting: October 28, 2014, 5 pm

ADJOURNMENT

The meeting was adjourned at 4:00 pm

_______________________________  ______________________________
Approved, Chair                      Approved, Executive Director

Sc/SC
UNIVERSITY OF VICTORIA GRADUATE STUDENTS’ SOCIETY

EXECUTIVE BOARD MINUTES OCTOBER 21, 2014

Attendance: Ming Lei, Kendra MacFarlane, Katrina Flanders, Maral Sotoudehnia, Stacy Chappel

Regrets: Ivan Watson

STANDING ITEMS

AGENDA

The agenda was approved as follows:

- Correspondence
- Committees
- GRC
- AGM
  - Renovation
  - Audit
- Cookie fundraiser
- UVSS meeting agenda Nov 5
- Executive reports

INTERNAL BUSINESS

CORRESPONDENCE

Sotoudehnia reported she received correspondence about MP Ted Hsu’s private members bill seeking to keep the national census from the GSS at Queen’s University, and MP Hsu. They seek our support for a private members bill to reinstate the census.

MP for Kingston, Ted Hsu, is sponsoring the bill.

Second reading is November 7, they are requesting that we help promote the bill to our members.

Task: Chappel to circulate a call for members to email their MPs to ask them to support the bill to return the long form census on the GSS website.

Task: Watson to draft a letter on behalf of the GSS to the UVIC area MPs supporting the bill to return the census.

COMMITTEE APPOINTMENTS

Campus Planning Committee candidates have sent queries but not full candidate statements.

Task: The Exec will vote by email on the Campus Planning Committee appointment
GRAD COUNCIL

There was a short discussion of Grad Council and the agenda for the upcoming meeting.

AGM

MacFarlane reported she is prepared to present the audit.

COOKIES

Chappel said she investigated whether the cookie raffle required a gaming license. There is no license needed if there is a skill testing question.

MEETING WITH THE UVSS: AGENDA

The agenda items for the meeting with the UVSS Executive include:

- Parking and disabled access.
- Long form census

MEETING WITH THE PRESIDENT

The following items will be added to the agenda for the meeting with the President and Senior Administration

Follow up on campus conversation, specifically:

- Distance learning is not in UVIC’s strategic plan. Our largest two program areas are HSD and Education ... these have a high number of distance students.
- Goals for graduate education –
- VP Research strategic direction planning ... how will graduate students fit in.

EXECUTIVE REPORTS

Chair: LEI had nothing to report

Student Affairs: SOTOUDENIA reported she attended the Senate Awards committee, Ombuds advisory, and VPAC search committee,. She noted the pumpkin brule was yummy.

Executive Director: CHAPPEL reported she had some confusion with the Student Affairs office regarding committee appointments, but it was resolved; she attended the President’s Campus Conversation, and asked about graduate studies; and has been working on prepping financial statement and GRC budget presentations for the AGM.

Services: FLANDERS reported she attended Campus Conversation with the President, helped host the pumpkin pie wed coffee, met with the Events Coordinator regarding upcoming events. She reminded everyone there is a Cheese Lecture event planned for Nov 5, Pumpkin Carving Oct 30, International Graduate student welcome Pancake Breakfast tomorrow.

Finance: MacFARLANE reported she has been working on the financial reports to the AGM. She chaired the Food and Beverage, and reported they will have an additional capital purchase request as computer
purchase is higher due to the need to take the computer away for upgrades to Windows 7 for security. Reviews of sales patterns show that dinners are more popular again. She reported she followed up with the auditors about the purchase for small wares, and they cannot be considered Capital Fund expenses as they are considered consumables. Further several of the items purchased did not arrive, or were not what was advertised, and were returned, so this will take longer to complete.

**TASK:** MacFarlane will advise the Operations and Services Manager to go ahead with computer purchase due to the need for security upgrade, and the formal approval will be handled via email or at next meeting

**CLOSING ITEMS**

**ADJOURNMENT**

The meeting adjourned at 3:30 pm

_________________________  _______________________
Approved, Chair            Approved, Executive Director

Sc/SC
EXECUTIVE BOARD MINUTES NOVEMBER 3, 2014

Present: Ivan WATSON, Director of Communications, Maral SOTOUDEHNIA, Director of Student Affairs, Kendra MACFARLANE, Director of Services, Katrina FLANDERS, Director of Finance, Stacy CHAPPEL, Executive Director.

Regrets: Ming LEI, Chair

The meeting was called to order at 1:35 with WATSON in the Chair.

TASKS ASSIGNED AT THE MEETING

TASK: CHAPPEL to circulate earlier Oct 6 Executive Board minutes and add them to the Next Executive Board agenda.

TASK: WATSON will write the letter on long form census

TASK: CHAPPEL to draft long form census campaign notice for the website

TASK: CHAPPEL will circulate a meeting notice and call for additional items.

STANDING ITEMS

AGENDA

The agenda was approved, noting LEI’s regrets and CHAPPEL’s presence.

MINUTES

The minutes for the October 20, 2014 meeting of the Executive Board were approved with minor style changes.

TASK: CHAPPEL to circulate earlier Oct 6 Executive Board minutes and add them to the Next Executive Board agenda.

BUSINESS ARISING FROM THE MINUTES

TASK: WATSON will write the letter on long form census

TASK: CHAPPEL to draft long form census campaign notice for the website

INTERNAL BUSINESS
SPECIAL AGM

Invitations:
- Auditors (or letter)
- Architect
- Project manager
- VP Student Affairs (re how campus renovations)

Seek more information
- Breakdown of the finishes?
- How did you get to this number?
- More detail on the contingency
- Grad Dean re enrolment projections
- Letter from Barry regarding what we need to consider?

Online Consultation as part of the online, with comment submission

M/S Katrina/Maral

A Special General Meeting will be held at 4:00 pm on November 25, 2014.

CARRIED

M/S Katrina/Maral

The November 25, 2014 Grad Council will follow immediately after the Special GM

CARRIED

M/S Katrina/Kendra

RESOLVED the agenda for the November 25, 2014 Special General Meeting will consist of a debate on the following motion:

WHEREAS at the March 25, 2014 Semi-Annual General Meeting, the members of the GSS directed the Executive board to proceed with an architect consultation on a proposal to upgrade the restaurant to create a coffee shop and upgrade the building doors; an
WHEREAS the GSS has received and estimate that this renovation will cost $664,000; and
Whereas the GSS would need to spend a significant amount of its building reserve and borrow or raise funds in order to proceed; therefore

RESOLVED the members authorise the GSS Executive Board to proceed with renovations as proposed in the plan commissioned from Cascadia Architects; and
Further RESOLVED the Executive Board is authorized to borrow or raise funds, or spend Capital and Building Funds towards this purpose in accordance with GSS Bylaw 14.5.

CARRIED

The agenda will include proposals and discussions of options for modifying the proposal.
COMMITTEE APPOINTMENTS

Campus Planning Committee

M/S FLANDERS/SOTOUDEHNIA

RESOLVED Ada Saab is elected to the Campus Planning Committee

CARRIED

PRESIDENT MEETING

There was a short discussion about the meeting agenda. The meeting is in ASB 220

[WATSON left at 2:49 pm and SOTOUDEHNIA took the chair]

OPERATIONAL RELATIONS

There was a short check in about the Operational Relations Meeting November 5, 2014.

PERSONNEL REPORT

[The meeting went in camera for a personnel update]

GRAD COUNCIL AGENDA

The November 25, 2014 Grad Council agenda will include:

- Departmental Reports
- Potential for Exec replacement election??
- Committee elections
- Report back on committees struck at last meeting
- Special GM check in
- Exec Reports

TASK: CHAPPEL will circulate a meeting notice and call for additional items.

CLOSING ITEMS
EXEC REPORTS

Student Affairs: SOTOUDEHNIA had nothing additional to report.

Services: FLANDERS reported the International Graduate Student Welcome/Pancake Breakfast went well. Pumpkin carving had 30 people, 3 of them kids, and most of the rest were international students who were first time carvers! She attended the Humanities Dean review committee. She also attended the UVIC Difference Project meeting, where they are discussing data collected thus far. She has also assisted with a student advocacy issue this week.

Finance: MACFARLANE reported that aside from ongoing tasks like signing cheques, she gave the AGM presentation of the audit, and met to prep that with Stacy, had short Personnel committee meetings, and several discussions of the building proposal issue with staff.

Executive Director: CHAPPEL said her key work areas were personnel matters, preparing for the AGM with MACFARLANE, and the building renovation. She also had a day of holiday and a day in lieu for her move last week.

ADJOURNMENT

The meeting ADJOURNED at 3:45

___________________________________________
Approved, Chair

___________________________________________
Approved, Executive Director
EXECUTIVE BOARD MINUTES NOVEMBER 17, 2014

Present: Maral SOTOUEHNIA (Director of Student Affairs), Katrina FLANDERS (Director of Services), Kendra MacFARLANE (Director of Finance), Stacy CHAPPEL (Executive Director)

Regrets: Ming LEI (Chair)

Absent: Ivan WATSON (Director of Communications)

The meeting was called to order at 1:32 pm with SOTOUEHNIA in the Chair

TASKS ASSIGNED AT THE MEETING

TASK: The EXECUTIVE Board will have a working meeting Monday, November 24 at 1:30 pm to prepare for the Special General Meeting presentation.

TASK: CHAPPEL will review the Credit Card Use and Control policy with RONNING and will make arrangements to set up his credit card.

TASK: MacFARLANE to sign the contract with Victoria Car Share Co-operative

STANDING ITEMS

AGENDA

The Agenda was approved as presented

MINUTES

Minutes for October 6, 2014 and November 3, 2014 Executive Board meetings were approved as presented.

BUSINESS ARISING FROM THE MINUTES

Tasks for the October 6, 2014 meeting were all completed.

Tasks from the November 3, 2014 meeting were all completed with the exception of the letter of support for the private member’s bill on the long form census from WATSON.
INTERNAL BUSINESS

ELECTION OF CHAIR

FLANDERS asked to ratify the vote by email to elect SOTOUDEHNIA as the chair when LEI resigns.

M/S FLANDERS/MacFARLANE

RESOLVED to ratify the following motion, conducted by email vote:

Maral Sotoudehnia is elected as the interim Chair for a term beginning December 1, 2014 and ending March 31, 2015

CARRIED

The Executive Board asked to note their thanks to Ming LEI for his long service in the minutes.

GRAD COUNCIL

The Grad Council agenda will include:

1. Approval of the Agenda
2. Elect an electoral officer
3. Election of Director of Student Affairs
4. Minutes
5. Business Arising
6. Items tabled from previous meeting (summer Courses)
7. Receive Department Reports
8. Receive Executive Reports
9. Adjournment

SPECIAL GENERAL MEETING

CHAPPEL reported that the notices have been completed for the meeting, and a display is in the foyer.

MacFARLANE and CHAPPEL met with Cathey STOREY from Facilities Management and obtained the estimates for scaled down options, which are now listed online. STOREY noted that the full version, with the changes to the entrance, is more likely to unearth an issue requiring code upgrades, while the bar areas is unlikely to have any ‘surprises’ since it was last renovated in 2008.

CHAPPEL discussed financing with AVP Student Affairs Jim DUNSDON. Due to the restriction on public borrowing by the current provincial government, the university is unable to co-sign any loans as they might have been able to do in past. However, DUNSDON is happy to provide documentation of GSS - UVIC agreements regarding the building and fee collection to support our application with a lender.
CHAPPEL met by phone with VanCity, and they are open to considering alternative forms of securing a loan, based on our financial history and provincial fee collection agreements.

MacFARLANE and CHAPPEL will meet the auditor, Barry OBARA on Friday to discuss best practices for non-profits and what the Board needs to know about borrowing money and managing a mortgage.

**TASK:** The EXECUTIVE Board will have a working meeting Monday, November 24 at 1:30 pm to prepare for the Special General Meeting presentation.

The Executive Board agreed they would not make a recommendation. Instead, they would ask the members to discuss the renovation proposals, and which is the preferred design. Once there is a preferred design, the members will outline what borrowing and financial options would allow the members to move forward with the preferred design, and then consider the financial motions.

The Executive Board agreed that if a more expensive option is preferred, a motion should include what to do if financing for this option proves inadvisable (with second options of a) pursuing one of the less costly options or b) pursuing no renovation except the doorway upgrades).

**REPORT MEETING WITH THE PRESIDENT AN SENIOR ADMINISTRATION**

SOTOUDEHNIA Noted all members present were also at the meeting, so there is no need for updates.

Executive Board members noted the meeting was productive and they appreciated the President’s candor in response to questions.

**FOOD AND BEVERAGE COMMITTEE**

M/S MacFARLANE/FLANDERS

**RESOLVED** the Kitchen Manager, Mike Ronning, is issued a credit card with a maximum spending limit of $1,000, in accordance with the Credit Card Use and Control policy.

**CARRIED**

**TASK:** CHAPPEL will review the Credit Card Use and Control policy with RONNING and will make arrangements to set up his credit card.

**VICTORIA CAR SHARE CO-OP STUDENT PLAN CONTRACT RENEWAL**

[The meeting went in camera to discuss the contract].

M/S SOTOUDEHNIA/FLANDERS
RESOLVED the Victoria Car Share Co-operative student plan membership renewal is accepted as presented

CARRIED

TASK: MacFARLANE to sign the contract with Victoria Car Share Co-operative

CAPITAL PURCHASE

MacFarlane reminded the members that, due to the importance of the security upgrade, the Operations and Services Manager was directed to obtain a new restaurant point of sale back office computer and submit the final price at a later meeting for retroactive approval for the capital spending.

M/S FLANDERS/MacFARLANE

RESOLVED (as per direction to staff in Executive Board meeting on October 20, 2014) $1,145.37 Capital Funding is approved for the purchase of a back office computer

CARRIED

CLOSING ITEMS

EXECUTIVE REPORTS

Director of Services: Flanders reported she and other board members attended the GSS – UVSS lunch meeting, and it was productive. She noted it was helpful to have a formal agenda; She attended the meeting with the President and Senior Administration; She attended as a peer support for a student during a misconduct hearing. Flanders also attended a public presentation of Dean of Humanities as part of hiring committee. The presentation is available on VPAC website for anyone who is interested.

Director of Finance: MacFARLANE reported she chaired the Food and Beverage Committee, where they talked about cost of labour, and refining goals to help the staff prioritize them. She attended the Operational Relations meeting, and UVIC is looking to make a dramatic increase in residence pricing. Unfortunately, there is not a lot of time for feedback on the issue as it will go to BOG in March. She chaired the Health and Dental Appeals Committee. She also attended the meeting with the project manager for the renovation as previously reported.

Executive Director: Chappel reported that she also attended the Food and Beverage Committee, Operational Relations, and meeting of the UVSS and GSS Executives. She replaced the Health and Dental Coordinator in the Health and Dental Appeals Committee. Other than that, her major work has been in Special General Meeting promotions and preparation.
Director of Student Affairs: SOTOUDEHNIA reported she attended the meeting of UVSS and GSS Executives, the meeting with the President and Senior Administration, and the Senate Awards Committee. She noted the VPAC appointment committee meets tomorrow.

She also noted she submitted her comps today! There was a hearty round of congratulations.

NOTICES OF MOTION

- Changes to the Societies Act
- Transition for LEI and SOTOUDEHNIA regarding which committees can or cannot transfer to SOTOUDEHNIA and the new Director of Student Affairs.

ADJOURNMENT

The meeting adjourned at 3:15 pm.

_____________________________  _______________________________
Approved, Chair               Approved, Executive Director

Sc/SC
EXECUTIVE BOARD MINUTES DECEMBER 1, 2014

Present: Kendra MacFARLANE, Katrina FLANDERS, Maral SOTOUEHNIA, Stacy CHAPPEL

Regret: Ivan WATSON

The meeting was called to order at 3:01 pm with SOTOUEHNIA in the chair

TASKS ASSIGNED AT THE MEETING

TASK: SOTOUEHNIA to meet with WATSON to discuss communications plan for reno

TASK: FLANDERS to get academic events committee active on this plan

TASK: SOTOUEHNIA to check on status of request for committee member on the Search Committee for Associate Dean for Social Science in her chair email.

TASK: CHAPPEL will send a call for candidates to GRC if there remains a vacancy

TASK: CHAPPEL and FLANDERS to attend the campus update.

TASK: SOTOUEHNIA email around a final UVIC Executive meeting agenda after hearing from CHAPPEL and FLANDERS about the campus update

TASK: CHAPPEL to resend notice of meeting for GRC

STANDING ITEMS

AGENDA

Approved with addition of Associate Dean Search for Social Sciences to Internal Business

MINUTES

Minutes for the November 17, 2014 Executive Board meeting were approved.

TIMELINE FOR KITCHEN RENOVATION DESIGN

The Executive developed a timeline for the renovation redesign process.

Timeline

a. Contact architects and FACMAN (SISTILI) and set meeting schedule
b. HAND GRAD REPS Grad REPS colour prints of design for comments (CHAPPEL) ask for
   Return Dec 16

c. Call for committee members: CHAPPEL

d. Contact VanCity about what they need from us to move forward (CHAPPEL)

e. Consult Fernwood NRG (SISTILI) next week

f. Elect Electoral Officer January GRC

g. Develop design plan Dec – Jan

h. Develop financing plan (MACFARLANE CHAPPEL)

i. Set referendum question (EXEC)

j. Referendum with Election:
   i. Martlet Ad Thursday Feb 19
   ii. Reading week Feb 9 -13
   iii. Monday February 19 Deadline for notice of Election and Referendum
   iv. Nomination Period (For exec election Feb 20 – 27)
   v. Campaign Period Feb 28 – March 13
   vi. Referendum March 12-13 (can go as late as March 12-13)
   vii. Publish preliminary Results on March 13

k. SAGM March 24

2. Consultation process
   a. Can we get a new design in January
   b. Develop plan for paying for renovation options

3. Communications Strategy (WATSON)
   a. Get Out the VOTE
      i. Press Release
      ii. Promotional Material
      iii. ??????

4. What more do we need from FACMAN
   a. How long will it take develop an additional plan
   b. How much will it cost to develop next portion
   c. Talk to Architects Directly (cc everyone)
   d. Fire code ruling on the doors

5. UPPER Limit of Lower Cost option
   a. 300,000 – 350,000?

6. Referendum Sides?? (WATSON – host a debate - along with Election meet and greet)

7. Committee composition – add members at large? (Committee Call: CHAPPEL)
   a. Beneficial to have committee members who are not as entrenched
   b. One or Two People
   c. Set dates for meetings in advance
   d. What is the term/time commitment
      i. To completion of design proposal
   e. Who?
      i. Member who sees it as a burger beer night/ another who is a user of study space
      ii. Staff member
      iii. If we define who attends, we start creating a dualism that the members don’t see
         (i.e. coffee shop vs. study space)
      iv. Let candidates say what they will bring?
TASK: SOTOUDEHNIA to meet with WATSON to discuss communications plan for reno

LONG FORM CENSUS

The meeting broke for a working session on the long form census letter. Edits were sent to the Director of Communications.

PRIORITIES FOR THE NEXT FOUR MONTHS

GRC SUB-COMMITTEES

TASKS: Exec to contact committee members for GRC Sub committees
TASK: CHAPPEL to send contact info for committees

RECRUITING NEXT EXECUTIVE BOARD

IMMIGRATION PRESENTATION

The Executive will gratefully accept the offer to host an event where GSS members who are also lawyers present options on immigration for graduate students.

TASK: FLANDERS to get academic events committee active on this plan

ASSOCIATE DEAN OF SOCIAL SCIENCE SEARCH

Chappel reported she thought this committee remained vacant

TASK: SOTOUDEHNIA to check on status of request for committee member on the Search Committee for Associate Dean for Social Science in her chair email.

TASK: CHAPPEL will send a call for candidates to GRC if there remains a vacancy

If no one is available from GRC, SOTOUDEHNIA will serve as the representative

EXEC REPORTS

FLANDERS – attended the Dean of Humanities Search Committee and the GSS Special GM.

MACFARLANE – reported she spoke at Special GM, and helped prep agenda; met with HDAC for appeals, continuing to work through strategy on appeals, identifying confusing language in our materials; meeting with Health and Dental broker tomorrow

CHAPPEL – reported she met with the Health and Dental broker; worked with MacFARLANE to prepare for and present information at the Special GM; meeting with the Grad Dean with SOTOUDEHNIA.

SOTOUDEHNIA – met with the Dean, attended the working meeting to prepare the Special GM, the Special GM, VPAC hiring meeting, Graduate Executive Committee of FGS. Dean mentioned again interest in meeting with Grad Council, and also discussing “where to next” and “Funding” in particular. She and Chappel also met for an orientation to the Chair role

MEETING WITH THE UVIC EXECUTIVE
Agenda items for the meeting with UVIC Executive will be:

- Update on building reno status
- Ask about CCCBE (CHAPPEL TO INVESTIGATE)

Additional items may be added after the CAMPUS UPDATE President Cassel and VP Finance GORRIL on the 4th

**TASK: CHAPPEL and FLANDERS to attend the campus update.**

**TASK: SOTOUDEHNIA email around a final UVIC Executive meeting agenda after hearing from CHAPPEL and FLANDERS about the campus update**

### CLOSING ITEMS

### NOTICES OF MOTION

None.

### NEXT MEETINGS

**TASK: CHAPPEL to resend notice of meeting for GRC**

Grad Council: December 9

Executive Board: Dec 15

### ADJOURNED

The meeting was adjourned.
EXECUTIVE BOARD MINUTES DECEMBER 15, 2014

**Present:** Maral SOTOUEHNIA, Chair; Katrina FLANDERS, Director of Services; Ivan WATSON, Director of Communications; Kendra MacFARLANE, Director of Finance; Stacy CHAPPEL, Executive Director

**Vacancies:** Director of Student Affairs

### TASKS ASSIGNED AT THE MEETING

**TASK:** CHAPPEL to issue a call for candidates to serve on the building renovation consultation process.

**TASK:** CHAPPEL to move the January Grad Council meeting to the GSS meeting room, if available.

**TASK:** CHAPPEL to review policy on attendance with grad reps.

**TASK:** WATSON to send an update to council about issues to be discussed at coming meetings.

**TASK:** Executive members to send WATSON notes about upcoming Grad Council sub-committee meeting plans

**TASK:** CHAPPEL to invite Dean CAPSON to dinner with Grad Council at 5pm on January 20, 2015, if the Grad House is available at that time.

**TASK:** SOTOUEHNIA will invite Noha Abdelfattah to speak to the Amnesty International letter of support for Egypt at the January 25 Grad Council.

**TASK:** CHAPPEL will circulate the letter to Grad Council prior to the meeting.

**TASK:** Executive Members will update their outlook calendars.

**TASK:** CHAPPEL to seek meeting times after the new Director of Student Affairs is appointed and has provided their calendar.

### STANDING ITEMS

#### APPROVAL OF THE AGENDA

The agenda was approved as presented.

#### APPROVAL OF THE MINUTES

Minutes of the December 1, 2014 Executive Board meeting were approved by consent.

#### BUSINESS ARISING FROM THE MINUTES

FLANDERS reported she and CHAPPEL attended the campus update meeting.
FLANDERS reported the academic events committee will meet in January to organize the talk by the volunteer lawyers.

SOTOUDEHNIA reported that the call for candidates for the Associate Dean of Social Science had been successful.

SOTOUDEHNIA and WATSON are meeting after the meeting regarding communications strategy for the building renovation process.

CHAPPEL reported the call for candidates for the position of GSS Director of Student Affairs had been successful, and the poll has been set up. She noted David Huxtable, meeting chair, will administer the online voting.

**STANDING ITEMS**

**BUILDING RENOVATION**

MacFARLANE reported she, CHAPPEL and SISTILI met with the architects and UVIC Facilities management. The architects are ready to move forward with the additional consultation planning requested by our members.

MacFARLANE said a meeting schedule was set with the architects so a committee candidate call can go out to the membership.

**TASK:** CHAPPEL to issue a call for candidates to serve on the building renovation consultation process.

**COMMITTEE APPOINTMENTS**

*Andy Farquarson Teaching Excellence Award for Graduate Students*

FLANDERS noted she will abstain from this vote as she is in a conflict of interest.

[FLANDERS left]

**M/S SOTOUDEHNIA/WATSON**

*RESOLVED* Noah Miller is elected the graduate student representative to the Andy Farquarson Teaching Excellence Award from Graduate Students committee.

*CARRIED*

[FLANDERS returned]

**M/S FLANDERS/MacFARLANE**

*RESOLVED* Amanda Malloch is elected to the Appointment Committee for the Dean of Science.

*CARRIED*

**M/S MacFARLANE/FLANDERS**
RESOLVED Jill Harvey is elected to the Search Committee for Associate Dean of Science

CARRIED

GRAD COUNCIL

The executive discussed the ongoing concern with failure to meet quorum at Grad Council.

M/S SOTOUDEHNIA/MacFARLANE

RESOLVED the rep for Community Development is removed due to repeated absences without regrets, and a call for a new representative will be sent.

RESOLVED members who have missed three meetings with regrets will be reminded that they are required to send an alternate, and if they or an alternate don’t attend the January meeting they will be removed and a call for new representatives will be sent.

CARRIED

TASK: CHAPPEL to move the January Grad Council meeting to the GSS meeting room, if available.

TASK: CHAPPEL to review policy on attendance with grad reps.

TASK: WATSON to send an update to council about issues to be discussed at coming meetings.

TASK: Executive members to send WATSON notes about upcoming Grad Council sub-committee meeting plans

The Executive Board discussed plans for meetings in January.

It was decided to invite the Dean for dinner with council separate from the meeting, in order to allow longer conversation.

TASK CHAPPEL to invite Dean CAPSON to dinner with Grad Council at 5pm on January 20, 2015, if the Grad House is available at that time.

CHECK IN: UVIC – GSS EXECUTIVE MEETING

The Executive reviewed the issues discussed at the meeting with the UVIC Executive.

FOOD AND BEVERAGE

MacFARLANE and CHAPPEL reported that there may be a need to replace the line freezer at a cost of $3300. However, SISTILI would like to see if it is possible to rebuild the interior of the equipment.

CHAPPEL noted a repair on the dishwasher is ongoing.

EXTERNAL REQUEST

LETTER OF SUPPORT REQUEST: EGYPTIAN STUDENTS
TASK: SOTOUDEHNIA will invite Noha Abdelfattah to speak to the Amnesty International letter of support for Egypt at the January 25 Grad Council.

TASK: CHAPPEL will circulate the letter to Grad Council prior to the meeting.

UN ASSOCIATION DONATION REQUEST

Donation is declined as the GSS already funds the local student organization through our clubs fees.

CLOSING ITEMS

EXECUTIVE REPORTS

Chair: SOTOUDEHNIA reported that since the last meeting she attended several VPAC hiring committee meetings, met with the President and Senior Admin, attended Senate Committee on Awards. She has also had several student support meetings, the GSS holiday dinner, Grad Council and Ombuds Advisory. She and CHAPPEL met to set the agenda for the Executive Board meeting.

Director of Finance: MacFARLANE reports she met with the Health and Dental Broker. We are in a good position regarding the Health and Dental Plan. At the Food & Beverage Committee meeting, the big issue continues to be expenses —especially labour cost—and the freezer situation. We talked about how better to predict expenses in the budgeting process. She attended the meeting with the President, Bar renovation meeting with the architects, GSS holiday dinner and GRC.

Director of Communications: WATSON attended Senate Libraries, Library anniversary, GSS dinner, Grad Council.

Director of Services: FLANDERS attended three Dean of Humanities review/appointment committee meetings. The Dean has been reappointed pending vote by faculty. She attended Campus Update, UVIC-GSS exec meeting. She, DUFFY and CHAPPEL met re events planning for Spring. She is excited about Meat Bingo! There will be the lawyer talks on graduate student immigration, Brewery talks featuring GSS alumni and their new brewery, Trivia Nights, and another Welcome Pancake breakfast! Orientation will be on January 6. FLANDERS also attended the GSS dinner and the UVIC Joint Advisory Review Committee.

Executive Director: CHAPPEL reported key work in the past weeks has included work on preparing the budget process and reviewing the financial systems, preparing agendas for the Exec and Grad Council with SOTOUDEHNIA and the UVIC Executive with FLANDERS. She set up the Student Affairs election process, and arranged for Huxtable to handle the actual vote tally. She attended the Grad council, UVIC and GSS Executive, Grad Council, Campus Update, Events planning, meeting with the architects, meeting with the health and dental plan broker, GSS holiday party, and worked with SOTOUDEHNIA on a student support case.

NOTICES OF MOTION

Upcoming issues for the January meeting
Food and Beverage Committee’s report on whether we need to replace the Line Freezer and dishwasher.
Grad Council Agenda
UPCOMING MEETINGS

SOTOUDEHNIA reports she will need to change the meeting time due to a conflict with the Graduate Executive Committee.

**TASK:** Executive Members will update their outlook calendars.

**TASK:** CHAPPEL to seek meeting times after the new Director of Student Affairs is appointed and has provided their calendar.

ADJOURNMENT

The meeting was adjourned at 2:57 pm.

________________________________________  _________________________________________
Approved, Chair  
Approved, Executive Director

Sc/SC
EXECUTIVE BOARD MINUTES JANUARY 14, 2015

In Attendance: Maral Sotoudehnia, Chair, Kendra MacFarlane, Director of Finance, Katrina Flanders, Director of Services, Claire Carolan, Director of Student Affairs, Brandy Sistili, Operations & Services Manager, Stacy Chappel, Executive Director

Regrets: Ivan Watson, Director of Communications

The meeting was called to order at 11:20 am with Sotoudehnia in the Chair

TASKS ASSIGNED

TASK: Chappel still to send a note regarding requirement to attend to GRC members who have missed three meetings.

TASK: Chappel to send GRC report template to CAROLAN

TASK: SOTOUDEHNIA to ask Org Dev to consider the issue, and possible donation policy guidelines.

TASK: Chappel to remind GRC and ask for an RSVP

TASK: SISTILI to order a screen and wireless mike

STANDING ITEMS

APPROVE AGENDA

RESOLVED Agenda is approved with the addition of a report on the health plan.

CARRIED by consent

APPROVE MINUTES

RESOLVED the minutes from December 15, 2014 are approved as presented.

CARRIED by consent.

BUSINESS ARISING

Sotoudehnia reported she invited Noha to speak to GRC but has not heard a response.

Chappel reported the call for candidates was posted in December and circulate through GRC and bulletin early January, no response.

TASK: Chappel still to send a note regarding requirement to attend to GRC members who have missed three meetings.
INTERNAL BUSINESS

WELCOME NEW DIRECTOR OF STUDENT AFFAIRS
Sotoudehnia welcomed Carolan to the Executive Board. There was a round of introductions.

REVIEW EXECUTIVE BOARD TERMS OF REFERENCE
Sotoudehnia reviewed the Executive Board duties and roles.

TASK: Chappel to send GRC report template to CAROLAN
FLANDERS noted the next GRC report will be due on Jan 19.
CHAPPEL reported a new meeting room was found in Elliot, but the GSS meeting room was unavailable.

CSPT FUNDING REQUEST
RESOLVED CSPT will be granted one year eligibility for the 2014-15 year for up to $700 in Department Grant funding;
FURTHER RESOLVED CSPT will be invited to apply to GRC for permanent standing as a department.
M/S FLANDERS/ CAROLAN
CARRIED

MARDINALIA FUNDING REQUEST
RESOLVED the GSS will donate $100 to the Mardinalia student conference
M/S Sotoudehnia/Flanders
CARRIED
There was discussion of the request, and the involvement of graduate studies.

TASK: SOTOUDEHNIA to ask Org Dev to consider the issue, and possible donation policy guidelines.
SOTOUDEHNIA invited MacFARLANE to attend Org Dev Committee on Monday.

COMMITTEE APPOINTMENTS
RESOLVED the election by email of Matthew Miskulin to the Convocation Committee is ratified, and
FURTHER RESOLVED the election by email of Regan Shrumm to the Committee for Excellence in Teaching Awards Committee is ratified.
M/S SOTOUDEHNIA/ MacFARLANE
CARRIED
ELECTION SCHEDULE

WHEREAS holding GSS Executive Board elections on the same day as UVIC Senate and Board of Governor elections encourages student participation in both elections, therefore

RESOLVED the GSS Executive Board election polling will be held March 4-6, 2015.

M/S SOTOUDENIA/MacFARLANE

CARRIED

EXECUTIVE BOARD PORTFOLIO YEAR TO DATE

RESOLVED to TABLE Executive Board Portfolio Year to Date Updates until we have full attendance.

M/S Sotoudehnia/ Flanders

CARRIED

TERM PRIORITIES REVIEW

Collective Bargaining

CAROLAN stated that she needed to declare a formal conflict of interest as her son works in the kitchen. She will absent for any meeting discussion of personnel and collective bargaining.

Sotoudehnia said she wants the year to “Finish with a Flourish”.

RESOLVED the Executive Board will strike a committee, which will set a bargaining mandate.

RESOLVED the Bargaining Mandate Committee will include Katrina, Kendra, Ivan, Maral, Brandy and Stacy

M/S SOTOUDENIA/MacFARLANE

CARRIED

DINNER WITH THE DEAN

Sotoudehnia can introduce and welcome, and moderate the Q&A

TASK: Chappel to remind GRC and ask for an RSVP

TASK: SISTILI to order a screen and wireless mike

Event begins at 5pm, with welcome, presentation, Q&A

Dinner to be served at 6pm.
CLOSINGS

NOTICE OF MOTION
Grad Council Agenda will be set when the Exec next meets to discuss tasks.

EXECUTIVE REPORTS
Chair: SOTOUDEHNIA reported that since the last meeting she met with the USEC and UVSS and Stacy regarding elections; had numbers VPAC hiring committee meetings; met with CAROLAN; Presented at New Student Orientation; Did the ECE orientation. Working with the USEC to assist by giving a speech with the UVSS Chair, to welcome the new Chancellor. She also attended GEC.

Director of Services: FLANDERS reported she attended Orientation. Dean of Humanities ratification did not pass, and has now become a full search process, thus the role is not complete.

Executive Director: Chappel said she has been orienting Michaud-Ouellet and supporting the health plan in Shi’s absence. Michaud-Ouellet is doing a great job with a tough portfolio. She has been working on preparing for the budget. She also resolved some questions about disabled status and tuition when on re-reg fees. Regular registration will result in paying a half-fee, but there is no half-fee amount when on re-reg fees.

Director of Finance: MacFARLANE reported she returned Thursday, signed cheques, chaired Health and Dental Appeal Committee.

Director of Student Affairs: CARLIN met with a student, met with Maral and Stacy, and cleared out the email.

[Sotoudehnia left to attend another meeting].

HEALTH PLAN LEGAL CONTRACT UPDATE
[meeting went in camera].

UPCOMING MEETING
Correction *Tuesday* Jan 20 at 10 – 12 for next meeting
Tuesdays, 10-12 will be the ongoing meeting time, first and third week of each month.

ADJOURNED
The meeting adjourned at 1:08 pm

____________________________________  __________________________________________
Approved, Chair                        Approved, Executive Director
EXECUTIVE BOARD MINUTES FEBRUARY 3, 2015

Present: Maral SOTOUDEHNIA, Katrina FLANDERS, MacFARLANE MacFarlane

Regrets: Claire Carolan, Ivan Watson

Called to order at 10:09 am with SOTOUDEHNIA in the Chair

TASKS ASSIGNED AT THE MEETING

TASK: CHAPPEL to get Bargaining Mandate summary to Board Bargainers this week

TASK: MacFARLANE add budget line for donation committee.

TASK: SOTOUDEHNIA add the proposals to the donation form to the Org Dev agenda.

TASK: CHAPPEL to provide detailed briefing on UPASS contract via email

TASK: CHAPPEL to send agenda to UVIC-GSS Executive meeting

TASK: SOTOUDEHNIA will draft an agenda for GRC

STANDING ITEMS

APPROVAL OF AGENDA

The Agenda was approved by consent with the addition of the agenda for the UVIC-GSS Executive meeting

MINUTES

The minutes for January 14, 2015 were approved by consent, as presented

BUSINESS ARISING

SOTOUDEHNIA reported ORG DEV will be meeting in two weeks. SOTOUDEHNIA will take MacFarlane’s item forward.

INTERNAL BUSINESS

ELECTIONS

CHAPPEL reports she will meet the electoral officer tomorrow, and will circulate a full schedule to the GRC list.

There will be an ad in the coming issue of the Martlet
BARGAINING SCHEDULE

SOTOUDEHNIA will be CHAPPEL to book in lunch meetings for bargaining

FLANDERS notes she will be on campus Tuesday only.

TASK: CHAPPEL to get Bargaining Mandate summary to Board Bargainers this week

FOOD & BEVERAGE COMMITTEE

RESOLVED $3500 from the Capital Fund is allocated to the replacement of a line freezer

M/S SOTOUDEHNIA/MacFarlane

CARRIED

ORGANIZATIONAL DEVELOPMENT COMMITTEE

A donation request form was circulated by MacFARLANE, who asked for input.

Suggestions:

Strike “faculty money” and replace with “GSS department grants”

Replace “GSS Community” language to clarify grants should

- Supports GSS Purposes (as defined in the GSS constitution)
- Supports groups of graduate students in their academic or community initiatives

Item 4 “Does the request provide an opportunity to advertise promote the GSS and its services (e.g. Grad House Restaurant) to an appropriate audience”

Questions for the ORG DEV Committee: Do we need a funding cap? Do we need an annual budget? Do we need as standard grant amount?

i.e. standard $100 donation, unless there is a compelling reason for a different amount (i.e. significant graduate student involvement might increase amount)

Possible idea: Have a GRC committee of three, which meets once per term, and assigns the amount.

TASK: MacFARLANE add budget line for donation committee.

TASK: SOTOUDEHNIA add the proposals to the donation form to the Org Dev agenda.

BUS PASS CONTRACT

Chappel noted she is interested in making the following changes to the UPASS-UVIC-UVSS-GSS contract:

- Update course definition to match Grad experience.
- Restate 2 week course to be distance program cohort course.
- Distance programs not assessed unless taking an electing.
- Reinstate equivalent of ‘Q course’ (August Only course) as reason fee is not assessed.
TASK: CHAPPEL to provide detailed briefing on UPASS contract via email

UPCOMING MEETINGS

UVIC – GSS Executive meeting

The following agenda items will be submitted:

- Bullying and Harassment policy / Supporting women in Academia (Maral)
- Canadian Deans of Graduate Studies visit UVIC (Maral or Claire)
- Canada First Research Excellence Fund & Community and College Social Innovation Fund
- GSS Building Renovation update

TASK: CHAPPEL to send agenda to UVIC-GSS Executive meeting

CHAPPEL noted the Building Reno meeting moved to the 19th

MacFARLANE noted the Health and Dental Appeals Committee meets today at 10:30!

MacFARLANE notes she will be away during Board Game Night, and away for the Tues Feb 17 Exec meeting.

FLANDERS reports she will also be away on the Tues Feb 17 meeting.

GRAD COUNCIL AGENDA

Executive members asked for committee reports to be added to the Grad Council Agenda.

TASK: SOTOUEHNIA will draft an agenda for GRC

CLOSING ITEMS

EXECUTIVE REPORTS

Finance: MacFarlane reported she attended the Welcome Breakfast! Attended the building renovation meeting. Met with CHAPPEL re budget planning (twice). Org Dev. Grad Council meeting. Operational Relations. Met with SOTOUEHNIA on the 27th to review funding request. Cheque signing and informal exec meeting to set GRC agenda. Independent budget preparation. Funding donation request form development.

Services: FLANDERS attended the Welcome Breakfast, volunteer orientation meeting, Chancellor reception, Grad Council, meat bingo planning meeting and the informal exec meeting to set GRC agenda.

Chair: attended all the same meetings GRC, Dinner, Org Dev, Oper Rel, breakfast. Met with MacFARLANE regarding donation request. Graduate Studies and Graduate Executive Committee. Met with speech writers and introduced and welcomed the new Chancellor at her reception. On Jan 27 met Joel Lynn re residence fee increase, received a breakdown of the numbers. Met Stacy re Agenda setting for coming meetings. Busy with the VPAC search committee. Short listed candidates are now out, feedback can be
submitted. Senate Awards Committee. Met with a student regarding the merits of an appeal committee process. Need 2 crisis line, useful to know about. [http://www.Need2.ca](http://www.Need2.ca)

**Executive Director:** Main areas of work include preparation of budget, reviewing December statement, for collective bargaining, health appeals training issue. Met with AVPSA. GRC, Dinner with the Dean, Operational Relations. Org Dev. Student case.

**NOTICES OF MOTION**

None.

**NEXT MEETING**

*Next Executive Board meeting is on Tuesday, February 17, 2015.*

__________________________________________  _______________________________________
Approved, Chair                                Approved, Executive Director

SC/sc
PRESENT: Maral SOTOUEHNIA, Ivan WATSON, Claire CAROLAN, Brandy SISTILI, Stacy CHAPPEL, Katrina FLANDERS

REGRETS: Kendra MacFARLANE

Meeting was called to order at 10:15 am.

It was noted FLANDERS would be late due to a class.

TASKS ASSIGNED AT THE MEETING

TASK: Each Executive Board member will review the Terms of Reference for the Committee they chair and make comments for the Org Dev Committee.

TASK: Executive Board members will actively approach members to consider running for the Executive Board.

TASK: CHAPPEL to develop narrative budget for GRC.

TASK: WATSON will send each Exec member a list of questions to answer.

TASK: Executive Board members to send photos to WATSON for use in the report.

TASK: Executive Board members to send agenda items via email

STANDING ITEMS

AGENDA

Agenda approved by consent with addition of:

- Capital spending – freezer
- Ratify Building Committee members
- Annual Report

MINUTES

Minutes of the February 3, 2015 Executive Board meeting was approved by consent.

BUSINESS ARISING FROM THE MINUTES
All tasks were reported complete except donation line to budget and UPASS contract.

INTERNAL BUSINESS

BUILDING COMMITTEE REPS

M/S WATSON/CAROLAN

The election of Lichen Lang and Junru Yang to building renovation consultation committee was approved

CARRIED

Chappel noted Michaud-Ouellet’s idea of a survey of members.

CAPITAL – FREEZER

It was noted there is a revision of estimate due to change in Canadian dollar

CAROLAN asked whether we got more than one quote

SISTILI reported that usually we do

In this case, we are trying to replace a specific piece of equipment that we previously purchased.

Past experience showed that going too broad was not helpful – online supplier never sent the product, for example, had to contest to be reimbursed.

Russell Foods is local so we don’t have the freight charge added (due to their regular supply to UVIC).

Sistili noted that at this point it is possibly cheaper to refurbish. The warranty would be on the compressor, but it would not be longer than purchasing new.

[Sistili left]

M/S CAROLAN/WATSON

RESOLVED to approve additional Capital Fund expense for freezer

CHAPPEL

ORG DEV COMMITTEE UPDATE

SOTOUDENHIA reported that Org Dev discussed MacFARLANE’s draft funding request proposal.

Motion will not go to Grad Council as there is ongoing discussion about who should have authority to make a decision.

Motion regarding bylaw changes will be submitted to Grad Council.
There was also discussion on a possible re-organization of Grad Council. It would reduce the number of meetings of Grad Council, and then they are replaced by subcommittees. This is not ready for discussion at Grad Council.

There was discussion of the policy manual.

**TASK:** Each Executive Board member will review the Terms of Reference for the Committee they chair and make comments for the Org Dev Committee.

**CANDIDATE RECRUITMENT**

**TASK:** Executive Board members will actively approach members to consider running for the Executive Board.

**BUDGET UPDATE**

Chappel circulated a draft of the 2015-16 budget.

The members gave feedback:

- 2014-12 should read 2014-DECEMBER for clarity
- Remove percentages, as they useful to the budget committee, but not clear for members.

**TASK:** CHAPPEL to develop narrative budget.

**ANNUAL REPORT**

WATSON reported he and CHAPPEL had been discussing the best way to make an annual report.

It was decided it would be best to have the report look at the organization as a whole, rather than be based on individual portfolios. What are the big projects we worked on? What were our major challenges as an organization? What lies in the future?

**TASK:** WATSON will send each Exec member a list of questions to answer.

**TASK:** Executive Board members will send photos and summaries to WATSON for use in the report.

It was agreed the report would be 4-6 pages long, and would include 50 printed colour copies for the SAGM, and a PDF to go online.

Collective Bargaining discussion is deferred to the end of the meeting.
EXECUTIVE REPORTS

WATSON reported that though he was largely sick, he did manage to attend the Senate Libraries meeting. He reported the drop in Canadian dollar is having a serious impact – more than $1,000,000 cost to the budget – due to increasing cost of subscriptions. One complication is that journals are often bundled.

[FLANDERS arrived at 11:28 am].

WATSON noted that the IT budget will also be affected by the drop in the value of the Canadian dollar.

CAROLAN reported she attended the meeting with UVIC Executive. She will be meeting with the LMTC (Distance learning in HSD) committee this week.

FLANDERS reported she attended the UVIC Executive meeting. Health and Dental Appeals committee met. Senate Committee on Planning had its first meeting since September. They re-approved the Centre for Global Studies and re-named the Centre for Forestry (under Biology). No funding changes, no change for graduate studies. They created an undergraduate Visual Arts minor. She attended the VPAC candidate presentations. On the 24th the UVIC Difference project will be unveiled at the University Centre.

CHAPPEL reported she had been working on budget, Health and Dental planning. Org Development Committee, met with SOTOUEHNIAN regarding agendas for Exec and GRC, UVIC Exec briefing, and attended these meetings. She hosted Board Game Night.

SOTOUEHNIAN reported she attended VPAC search committee activities, Senate Committee on Awards. She attended the Research Advisory Committee; funding letters and completion times were issues raised. The Strategic Research Plan consult is tomorrow (she encouraged other to RSVP and attend). Canadian Foundation for Research Excellence Funds bid choice has been made; due March 2. Graduate Executive Council discussed pro-rated tuition proposal. Graduate Studies is trying to make a form for non-thesis defences to clarify grading, where the committee signs off on the decision/result. She also met with the Chairperson of the UVSS; there is discussion of a joint announcement about harassment and bullying. She attended the Faculty of Graduate Studies meeting.

NOTICES OF MOTION

Organizational Development Committee motions will be brought to Grad Council.

ANNOUNCEMENTS

None.

UPCOMING MEETINGS

- March 3, GSS Executive
- March 6, UVIC Executive
TASK: Executive Board members to send agenda items via email
- March 16, operational relations

[CAROLAN left at 11:50 am]

COLLECTIVE BARGAINING

[Meeting went in camera]

ADJOURNMENT

Meeting adjourned at noon.

_________________________________  ___________________________________
Approved, Chair                       Approved, Executive Director
Sc/SC
EXECUTIVE BOARD MINUTES MARCH 3, 2015

Present: Katrina Flanders (Director of Services), Kendra MacFarlane (Director of Finance), Ivan Watson (Director of Communications), Claire Carolan (Director of Student Affairs)

Regrets: Maral Sotoudehnia (Chair), Stacy Chappel (Executive Director)

It was noted CAROLAN would be arriving late due to delays on the ferry.

The meeting was called to order at 10:11 am.

TASKS ASSIGNED AT THE MEETING

TASK: WATSON continuing to working on summary of the year for exec.

TASK: Executive Board members to send highlights and challenges encountered throughout the year by Friday, March 6th.

TASK: CHAPPEL will obtain more details about the role of GSS representative to the CFUV Board of Directors and bring it to the next meeting

STANDING ITEMS

AGENDA

The agenda was approved as presented.

MINUTES

Minutes for February 17, 2015 were approved as presented.

BUSINESS ARISING FROM THE MINUTES

TASK: WATSON continuing to working on summary of the year for exec.

TASK: Executive Board members to send highlights and challenges encountered throughout the year by Friday, March 6th.
INTERNAL BUSINESS

SEMI ANNUAL GENERAL MEETING

M/S FLANDERS/WATSON

RESOLVED the By-Law change motions submitted by the Organizational Development Committee are added to the agenda of the SAGM

CARRIED

M/S MacFARLANE/WATSON

RESOLVED the question of funding applications is added to the agenda of the SAGM

CARRIED

MacFARLANE reviewed the budget briefing with the Executive Board.

FLANDERS said this method is more user-friendly and easier to understand for the general membership. She appreciates having different program budgets that are earmarked for certain purposes.

There was a discussion of the elections procedures for seats that remain vacant.

COMMITTEES

M/S MacFARLANE/FLANDERS

RESOLVED Meghan Kort is elected to be the graduate student representative to Chaplain’s Advisory Committee

CARRIED

M/S MacFARLANE/FLANDERS

RESOLVED Raj Khatri to the search committee for the Associate Dean of Graduate Studies.

CARRIED

[CAROLAN arrived at 10:50 am]

Discussion on the CFUV Board rep was TABLED to the next meeting.

TASK: CHAPPEL will obtain more details about the role of GSS representative to the CFUV Board of Directors and bring it to the next meeting
EXECUTIVE REPORTS

Director of Services
- Attended UVIC difference unveiling
- Attended GRC meeting
- Chaired Health and Dental appeals meeting
- Working on meat bingo

Director of Student Affairs
- Attended GRC meeting.
- Met with SOTOUDEHNIA and shop steward of CUPE who is asking for GSS support or direction on getting more transparency in hiring TAs, RAs, and Techs for more language around bullying and harassment.
- Assisted a student with an appeal process
- Would like the arts committee to see what options are available for adding this to the agenda

Director of Finance
*note, meetings reported have been since February 3rd, since MACFARLANE was away for last executive board meeting on February 17th.
- Meetings attended: finance committee meetings, budget consult, two health and dental appeal meetings, campus planning, executive board meeting with UVIC executives, bar renovation meeting, CUPE meeting.
- Cheque signing

Director of Communications
- Attended Senate Libraries meeting
- Working on Annual Report

ADJOURNMENT

The meeting was adjourned at 11:08 am

Approved, Chair
Approved, Executive Director

km/sc
EXECUTIVE BOARD MINUTES MARCH 17, 2015

Present: Maral SOTOUDEHNIA (Chair), Katrina FLANDERS (Director of Services), Kendra MacFARLANE (Director of Finance), Claire Caloran (Director of Student Affairs), Stacy CHAPPEL (Executive Director)

Regrets: Ivan WATSON (Director of Communications)

The meeting was called to order at 10:02 am.

TASKS ASSIGNED AT THE MEETING

TASK: SISTILI to order a sit-stand corner desk at a cost of $2050.

TASK: CHAPPEL will make copies of the CUPE letter for members to sign at the SAGM.

TASK: SOTOUDEHNIA will write Independent Jewish Voices to inform them of the decision of the Executive Board.

STANDING ITEMS

APPROVAL OF THE AGENDA

The agenda was approved with the following changes:

Strike: Motions to SAGM

Add: Sending regrets and professionalism

MINUTES

The approval of minutes for March 3, 2015 was deferred to an email vote.

BUSINESS ARISING FROM THE MINUTES

It was noted that WATSON said he would circulate the annual report via email.

INTERNAL BUSINESS
SEARCH COMMITTEE FOR THE ASSOCIATE DEAN OF SOCIAL SCIENCES

SOTOUDENHIA reported that the Search Committee for Associate Dean of Social Sciences will have to meet beyond the dates originally scheduled, and our current rep will be unable to continue.

M/S FLANDERS/MacFARLANE

RESOLVED Maral SOTOUDENHIA will replace the representative to the Search Committee for the Associate Dean of Social Sciences

CARRIED

CAPITAL SPENDING

CHAPPEL reported the desk options for a sit stand desk were more diverse than anticipated. One option is a corner desk that is more expensive than the other model, but would suit the office space better.

M/S SOTOUDENHIA/FLANDERS

RESOLVED Capital Funding approval for a sit-stand desk for SISTILI is updated to permit purchase of a corner desk at a cost of $2050.

CARRIED

TASK: SISTILI to order a sit-stand corner desk at a cost of $2050.

UPASS CONTRACT

CHAPPEL reported the GSS has received a request to extend UPASS opt-in privileges to students in Continuing Studies. She noted that continuing studies offers both graduate and undergraduate certificate programs as well as community and continuing education. Students enrolled in graduate certificates are already members of the GSS and eligible for the UPASS program. CHAPPEL said she is concerned that it may not be appropriate to extend a discounted student bus pass to people who choose to take a single watercolour course, or a professional development course, at UVIC.

SOTOUDENHIA, MacFARLANE, SISTILI and CHAPPEL will attend the meeting with UVIC and the UVSS to discuss this proposal.

The members agreed that the GSS needs more information about the request, but agreed that in principle, the GSS believes personal interest courses are not suitable for the UPASS program.

BOARD TRANSITION

The members agreed to hold March 31, 10-12 as a time to meet with incoming directors.

[CAROLAN left for her meeting with the Ombudsperson].
EXTERNAL REQUESTS

CUPE 3902

SOTOUDEHNIA reported the GSS has received a request for a letter of support for the York TA strike. She expressed concern about taking any position in the final meeting of the Executive Board.

CAROLAN noted CUPE 4163 had already circulated the call for signatories to CUPE members.

**TASK:** CHAPPEL will make copies of the CUPE letter for members to sign at the SAGM.

INDEPENDENT JEWISH VOICES

SOTOUDEHNIA reported the GSS has received a request for a letter of support from Independent Jewish Voices that supports a free speech initiative and also the movement for boycott, divestment and sanctions of Israel. She noted the request is time limited and they want a response this week.

The Executive Board decided to set the question aside as it would be poor form to take a public stance on the question of boycotting Israel at the last meeting of the Executive and leave it for a new and unknown group to follow through. It was noted that the group’s deadline to respond meant there is not time to take it to Grad Council.

**TASK:** SOTOUDEHNIA will write Independent Jewish Voices to inform them of the decision of the Executive Board.

CLOSING ITEMS

EXECUTIVE REPORTS

**Director of Services:** FLANDERS reported she hosted at Meat Bingo, and attended the UVIC-GSS Executive Meeting, Senate Committee on Planning, and the Humanities Dean Search Committee.

**Chair:** SOTOUDEHNIA reported she had prepared remarks for the welcome of the VP Academic, worked to prepare the SAGM agenda, particularly the Organizational Development Committee by-law change motions, met with potential Executive Board candidates, attended the UVIC-GSS Executive Meeting and Organizational Development committee.

**Director of Finance:** MacFARLANE reported she attended the Food and beverage Committee, where the primary topic for discussion was the inventory process. She attended the UVIC-GSS Executive meeting, and Operational Relations.

**Executive Director:** CHAPPEL reported that preparation of the SAGM, and all the associated documents and presentation materials, has been her key priority. She also met with the Executive Director for the University of Alberta GSS, which was interesting and an unusual opportunity to compare operations with a similar organization.
MEETING REGRETS AND PROFESSIONALISM

SOTOUDHNIA expressed disappointment that there was not full attendance at the final meeting. She asked that when members are meeting with potential candidates that the importance of full participation be emphasized.

ADJOURNMENT

The meeting was adjourned at 12:05 pm.

__________________________________________  ________________________________
Approved, Chair                                Approved, Executive Director

Sc/SC