Present: Katrina FLANDERS, Chair; Amanda McLAUGHLIN, Director of Communications; Elissa WHITTINGTON, Director of Student Affairs; Hilary CULLEN, Director of Services; Stacy CHAPPEL, Executive Director; Brandy SISTILI, Operations & Service Manager.

Regrets: none

The meeting was called to order at 1:33 pm with FLANDERS in the chair.

TASKS ASSIGNED

TASK: CHAPPEL to set up a doodle schedule to arrange change in signing officers.

TASK: CHAPPEL to post call for committee members for the Sexual Violence Awareness Committee.

TASK: WHITTINGTON and CHAPPEL to arrange a meeting with the Ombudsperson to discuss records keeping.

TASK: CHAPPEL to investigate requirements for Special Resolution passed by referendum of members.

TASK: CHAPPEL to investigate requirements and restrictions on referral for massage.

STANDING ITEMS

APPROVAL OF THE AGENDA

The agenda was approved by consent.

APPROVAL OF THE MINUTES

Minutes of the April 30, 2015 Executive Board meeting were approved, with corrections, by consent.

BUSINESS ARISING FROM THE MINUTES

CHAPPEL and WHITTINGTON have not yet met with the Ombudsperson.

FLANDERS noted that ad blocker and cookies settings may need to be changed to access the Boards that Work course.

CHAPPEL reported she and WHITTINGTON have a contact to reach the Libyan students but have not yet met with them.
CHAPPEL reported she followed up but there is no new information on the situation with the UBC referendum.

**TASK:** CHAPPEL to set up a doodle schedule to arrange change in signing officers.

**TASK:** CHAPPEL to post call for committee members for the Sexual Violence Awareness Committee.

**TASK:** WHITTINGTON and CHAPPEL to arrange a meeting with the Ombudsperson to discuss records keeping.

### INTERNAL BUSINESS

**CONSTITUTION AND BYLAW CHANGES**

*M/S CULLEN/WHITTINGTON*

RESOLVED changes to the GSS Constitution and Bylaws approved at the March 24, 2015 general meeting are submitted to the Registrar with the exception of the motion to change the required vote to pass a Special Resolution to 2/3; and

FURTHER RESOLVED a report to Grad council and the members will be made on this matter.

CARRIED

WHITTINGTON asked what the Special Resolution requirement means for a referendum on the building renovation proposal.

**TASK:** CHAPPEL to investigate requirements for Special Resolution passed by referendum of members.

**HEALTH AND DENTAL PLAN RENEWAL**

It was reported that a member had been told their massage referral required specific details as to the number of massages, or the time limit of the prescription.

**TASK:** CHAPPEL to investigate requirements and restrictions on referral for massage.

*CULLEN/McLAUGHLIN*

RESOLVED the student Extended Health and Dental plan contract with Pacific Blue Cross is renewed as presented.

CARRIED

**CHANGE OF SEMI-MONTHLY MEETING TIME**

*WHITTINGTON/CULLEN*

RESOLVED Executive Board meetings will be held of the first and third Thursday of each month at 5pm, with the exception of the next meeting, which will be at 5pm on May 19th.

CARRIED
CAPITAL REQUEST TO PURCHASE COMPUTER FOR THE KITCHEN

SISTILI referred to the briefing in the agenda and summarized the three laptop options.

The first option is a simple reliable laptop. It doesn’t have as much memory but does everything we need. It can also be docked, which can extend its life.

The second option is mid-range, and was suggested by our desktop support (but before the less expensive option became available). It has better memory and is lighter.

The third can function as either laptop or tablet. The tablet option could be good for inventory, which saves time. It is more expensive, however, so if an inventory tablet is the only reason for this option, another option is the lower price option in addition to an iPad mini for inventory.

*M/S McLAUGHLIN/WHITTINGTON*

RESOLVED $1,700 is allocated from the CAPITAL FUND for upgrading the computer and inventory system for kitchen supervisor, including laptop, dock, and iPad mini

CARRIED

TEMPORARY APPOINTMENT TO THE FOOD AND BEVERAGE COMMITTEE

SISTILI noted the Director of Finance is usually the chair of the Food and Beverage Committee. She requested appointment of a temporary committee chair so the committee can continue to meet and have a formal reporting relationship to the Executive Board.

*M/S McLAUGHLIN/ WHITTINGTON*

RESOLVED that CULLEN is appointed as interim chair of the Food and Beverage Committee.

CARRIED

LUNCH WITH THE DEAN

WHITTINGTON noted she will have to give her regrets as she will be at her co-op job.

CHAPPEL noted the lunch is an opportunity to get to know the Dean, as well as gain information about the Faculty of Graduate Studies plans for the coming year, which will be useful for the GSS strategic planning process.

CHANCELLORS RECEPTION

FLANDERS will attend the reception as the GSS representative. She noted she can bring a guest to convocation if someone wishes to attend.

VIKES GOLF FUNDRAISER

The board decided to decline the invitation, but offer to circulate a call promoting the event on our membership list.
CLOSING ITEMS

EXECUTIVE REPORTS

Chair: FLANDERS reported she attend the ECE new student orientation, CARSA grand opening and was interviewed on CTV. She attended the GEC meeting (Theatre is now an MA in Theatre with a second stream in Applied Theatre and Theatre History, which is cross listed with History). She attended the Office of Research Searches meeting regarding the external review of Research Services. The main issue arising in the review was the lack of resources. She attended the Research Advisory Committee meeting (which informs research VP strategic plan). She noted the major concerns reported here were funding for graduate students especially travel funding, and how post docs fit in the university. FLANDERS noted Rachel SCARTH, in the VP Research office, now has a list of post docs.

Communications: MCLAUGHLIN had nothing to report.

Director of Services: CULLEN reported she had been working on the boards that work course, and had a meeting with Chris DUFFY regarding events planning.

Director of Student Affairs: WHITTINGTON reported she had been working on the *Boards that work course*, and the retreat agenda.

Executive Director: CHAPPEL reported she had been working on elections notices, website and forms, detailed program budget, and updating the bylaws for submission to the registrar. She presented at the ECE orientation. The staff have also begun their weekly mini-retreats to create action plans on operation. CHAPPEL noted that for some issues, staff hope to include board members in the discussion as the operational and board roles overlap.

Operational Relations: SISTILI reported the Grad House menu launch was her major focus last week. The menu is in use and it will be finalized this week. We had a smooth menu roll out. She also reported she and Alysha LANDMAN rearranged the space for summer, and it is working well. She is currently completing staff reviews for full time staff and has completed two at this point. In the reviews it is clear that some positions need a renewal and clarification of their descriptions, and that training for permanent staff is a priority.

NOTICES OF MOTION

Collective bargaining: update and orientation to the process. (Bargaining dates June 29-30). We will need a board nominee to attend.

Libyan students.

Sexualized Violence committee appointment.

UPCOMING MEETINGS

May 12 Dinner with outgoing Exec

May 14 lunch with Dean

May 21 meeting moved to May 19

May 29-31 retreat
ADJOURNMENT

The meeting adjourned at 3:20 pm.

___________________________  ________________________
Approved, Chair               Approved, Executive Director

Sc/SC