University of Victoria Graduate Students’ Society

Executive Board Minutes

October 20, 2015

Present: Katrina FLANDERS, Chair; Alexander KOVALCHUK, Director of Finance; Hilary CULLEN, Director of Services; Stacy CHAPPEL, Executive Director.

Regrets: Amanda McLAUGHLIN, Director of Communications; Elissa WHITTINGTON, Director of Student Affairs

The meeting was called to order at 9:30 am with FLANDERS in the chair.

TASKS ASSIGNED AT THE MEETING

TASK: CULLEN will prepare talking points about the referendum for Grad Reps

TASK: KOVALCHUK will make a poster for the referendum

TASK: FLANDERS will talk to the full Exec regarding referendum promotions plans

TASK: The Executive Board will have a separate meeting to prepare for AGM presentations

TASK: FLANDERS and CHAPPEL will write to THORSON about the Travel Grant

TASK: TRAVEL GRANT feedback request will go to Grad Council

TASK: FLANDERS will bring more details on the PEERS donation request to a meeting when received

STANDING ITEMS

APPROVAL OF THE AGENDA

The agenda was approved as presented

APPROVAL OF THE MINUTES

Minutes approved with corrections.

BUSINESS ARISING FROM THE MINUTES

CHAPPEL prepared the briefing on the items for the UVIC-GSS Executive meeting.

WHITTINGTON did send the doodle poll regarding meeting time.
INTERNAL BUSINESS

STRATEGIC PLAN

Fee referenda – DONE
Building referenda – DONE
Grad Council committees and involvement – DONE
BOG seat – To do
Communication strategy – in progress
Student Affairs – first meeting tomorrow

EXEC MEETING TIME

FLANDERS reported the doodle poll shows Fridays from 2-4 is the best time for the member of the Exec.
KOVALCHUK noted the search committee he sits on and Finance committee both meet at that time, so the dates would need to be booked on different weeks.
CULLEN noted that changing time is difficult mid-term for work.
CHAPPEL asked if the Exec could set the meeting schedule for January – March now.

RESOLVED Executive Board meeting times will be on Fridays from 2-4 for the remainder of Fall term.

M/S CULLEN/KOVALCHUK
CARRIED

AUDIT UPDATE

KOVALCHUK reviewed the draft audited statements. He noted the key points are that the society is healthy, the audit was efficient so we will have a reduced fee.
KOVALCHUK discussed the indirect costs methods with the auditors, and based on that discussion, he will be continuing with the same method used in the 2015-2016 budget on an ongoing basis.
KOVALCHUK also noted that we discussed collapsing the Building and Capital funds, and make the Building Fund a sub-fund of Capital.

GRC AGENDA

WHITTINGTON attended the Ombudsperson Advisory Council, and would like to invite the Ombudsperson to Council.
FLANDERS reported she talked to the dean about attending Grad Council as well. It would be good for him to attend in January, after funding distribution changes are finalized.
KOVALCHUK asked about having presentations separate from the GRC meeting?
RESOLVED invite the Ombudsperson to speak at the November Grad Council about a) what her office does, b) when to refer a student and c) what process the student will experience d) what are the big issues facing graduate students in detail.

M/S KOVALCHUK/CULLEN CARRIED

REFERENDA FOLLOW UP

CHAPPEL reported the neutral material (election notices, voting promotions) had been prepared and was approved by the Electoral Officer.

TASK: CULLEN will prepare talking points about the referendum for Grad Reps

TASK: KOVALCHUK will make a poster for the referendum

TASK: FLANDERS will talk to the full Exec regarding referendum promotions plans.

ANNUAL GENERAL MEETING

TASK: The Executive Board will have a separate meeting to prepare for AGM presentations.

ACTION PLAN ADVOCACY PILOT PROGRAM

KOVALCHUK said he is developing a proposal for an advocacy program. At the SUDS conference there was a presentation about an advocacy office. He also talked in general to the UVSS, and they are interested.

Big questions:
- How would this be distinguished from the Ombudsperson
- Need someone who can look at a case and determine if it is winnable/justified

CORRESPONDANCE

Correspondence from the university regarding endowment funds, and the GSS childcare and bursary funds were received.

TRAVEL GRANT FUNDING FOR FIRST YEAR STUDENTS

Correspondence from Dr. THORSON regarding travel grants was received.

TASK: FLANDERS and CHAPPEL will write to THORSON about the Travel Grant

TASK: TRAVEL GRANT feedback request will go to Grad Council

FOOD AND BEVERAGE UPDATE

KOVALCHUK reported he consulted with Executive Board and will be bringing Board support for a $10 burger beer to the Food and Beverage Committee.
PEERS DONATION BOX

FLANDERS emailed to ask what type of donations Peers are requesting to be deposited in the box, and about the type and size of the box.

**TASK:** FLANDERS will bring more details on the PEERS donation request to a meeting when received.

CFUV 39TH ANNIVERSARY

*RESOLVED the GSS will donate $100 to the CFUV anniversary if available in the donation budget; KOVALCHUK is authorized to lower the amount after a review of funds.*

M/S CULLEN/KOVALCHUK

CARRIED

CLOSING ITEMS

EXECUTIVE REPORTS

**Chair:** FLANDERS reported she attended GRC and Exec meetings, Research Advisory Council meeting, FGS and GEC, met the Dean, presentation on research, campus planning (open house on 21st in the SUB), six days of humanities dean search, met with Jim Dunsdon, attended UVIC-GSS Executive, Org Dev meeting chairing, Vikes Breakfast. Various planning and Check in meetings in CHAPPEL.

**Director of Services:** CULLEN reported she attended Clubs Council, Services Committee, met Brandy and Janet, Wed Coffee, UVIC-GSS Executive meeting, part of PhD Comics, assisted with logistics for events. Prepared APPEALS committee.

**Director of Student Affairs:** WHITTINGTON reported by email. She attended GRC meetings, Exec meetings, GSS-UVIC Executive, Operational Relations, Ombuds Advisory Committee, worked with a student and met with CHAPPEL about the case, prepared the agenda for the Student Affairs Committee, email and administration

**Director of Finance:** KOVALCHUK prepared and chair the first Finance meeting, met the auditors, Food and beverage, AVP hiring committee, financial review meeting with CHAPPEL, OPER RELATIONS, Signed cheques, liaised with the executive, UVSS-GSS Executive, Executive Board, GRC

**Executive Director:** CHAPPEL reported she worked on the election support and administration, UVSS-GSS Executive, Exec, GRC, audit.

NOTICES OF MOTION

There is an upcoming forum on designating Victoria as a sanctuary city. KOVALCHUK suggests the GSS consider a position or letter of support.

Meeting time for January – March.
ADJOURNMENT

The meeting adjourned at 11:17 am.

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Approved, Chair               Approved, Executive Director

Sc/SC