

University of Victoria Graduate Students' Society

Executive Board

MEETING MINUTES

OCTOBER 2ND, 2019

3:00-4:30 PM

ATTENDING: Mehdi HASHEMI, Chair; Elaine LABERGE, Director of Communications (by teleconference); Carla OSBORNE, Director of Finance; Sima SHANJANI, Director of Services; Saeed REZVANI, Director of Student Affairs; Stacy CHAPPEL, Executive Director.

STANDING ITEMS

A. CALL TO ORDER

The meeting was called to order at 3:06 pm with HASHEMI in the chair.

B. APPROVAL OF THE AGENDA

Motion: RESOLVED that the agenda is approved with the addition of the August 12 minutes for review.

Approved by consent.

C. APPROVAL OF MINUTES

Motion: RESOLVED that the minutes from the September 18th, 2019 Executive Board meeting are approved as presented.

Approved by consent.

D. BUSINESS ARISING FROM PREVIOUS MEETINGS

The motion/task log was reviewed and completed items noted.

TASK: to draft letter to Advanced Ed and Ministry of Health regarding MSP and international students.

REASSIGNED to CHAPPEL.

E. COMMITTEE APPOINTMENTS

Motion: RESOLVED to re-elect Carolyn Helps as the second of two graduate student representatives to the 2019-2020 UVIC Advisory Committee on Academic Accommodation and Access for Students with Disabilities

M/S OSBORNE/REZVANI

CARRIED

HASHEMI reported the Social Science hiring committees remained unfilled.

F. CORRESPONDANCE RECEIVED

None.

G. AGENDA PLANNING, AND/OR, MEETING DEBRIEFS

1. REPORT ON LABOUR MANAGEMENT COMMITTEE MEETINGS

Hashemi reported it has been meeting weekly and will meet again weekly for some of October.

2. HIRING COMMITTEE REPORT

The committee is continuing to interview candidates. CHAPPEL asked if the ad should be extended. OSBORNE recommended waiting until the current scheduled interviews are complete.

3. GRC PLANNING

CHAPPEL reported that new reps elected since the September GRC meeting will be meeting with HASHEMI on October 15.

TASK: REZVANI to schedule Robert's Rules training.

MEETING NEW BUSINESS

A. NEW YEAR FOR GRC COMMITTEES

POTTS gave an overview of Terms of Reference, and their role in managing committees. She noted there specific terms of reference for each committee, as well as general Terms of Reference for all committees (Section 20 of the current GSS Policy Manual) which speak to rules for membership, attendance and the duties of Chairs for all committees. The Chair, along with Committee members, may delegate some of the duties of Chair e.g. meeting minutes are often taken by a committee member. Any delegate of the Chair's responsibilities should be noted in the minutes.

POTTS recommended reviewing both the general as well as the committee specific terms of reference at the start of the first committee meeting.

POTTS suggested noting any omissions in the terms of reference, as the Policy Manual review and update is a strategic priority of this year's Executive.

POTTS noted that Chair's should work to identify a vice chair. She suggested a vice chair could be instrumental to supporting the momentum of the committee during the Executive transition period.

POTTS reminded the Executive Board that if there are only monthly meetings for committees then there are only 6 meetings for each committee to accomplish its work between now and March. She recommended preparing for the meeting to ensure the committee work is efficient and is responding to the Strategic Priorities already identified fro 2019-20.

She also reminded the members that committees are the best place for member engagement and to make this a positive experience where GRC members can see they are making substantive contributions.

CHAPPEL reminded Executive members that all Committee records must be kept in the Connect folders.

B. AGM PLANNING

The Annual General meeting is on October 29 at 5 pm in the Grad House.

AGM Meeting notice is required to be circulated no later than October 14. CHAPPEL is seeking to send the notice email to UVIC for circulation on October 9.

POTTS referred to General Meeting task lists (appended to the agenda) which have been created over past years. These were provided to assist the Executive with planning and recruiting volunteers.

POTTS referred to the Connect site folder "AGM Prep" in the Executive Board Connect site Agendas and Minutes > October Meeting folder. In this folder she provided a sample draft poster and sample draft AGM agenda that could be used as a handout for attendees at the meeting.

C. PROPOSAL FOR THE AGM

HASHEMI reported he would like to plan for a more effective transition to a new Executive Board.

Item referred to a future meeting.

HASHEMI left the meeting.

LABERGE left the meeting.

D. AGM AGENDA

The AGM Agenda will include:

- Standing Items as set by bylaws
- Student Advocate Fund proposal to move the Advocate Fund to a fund (rather than ADVOCATE)?
- Membership and representation report, including:
 - how many members this year
 - report on GRC membership
 - UVic committee representation report
 - AGM quorum report - formal statement of # voting members in attendance, and statement for the record if quorum is achieved
- Report on the restaurant financial situation

OSBORNE left the meeting.

Meeting quorum was lost. Remaining agenda items were tabled to the next meeting.

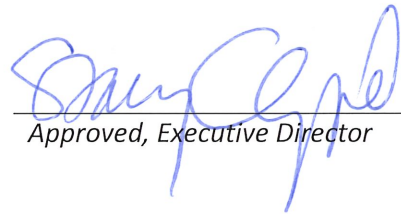
CLOSING ITEMS

ADJOURNMENT

The meeting ADJOURNED at 4:21 pm.



Approved, Chair



Approved, Executive Director

sc/KLP/klp