

University of Victoria Graduate Students' Society

## Executive Board

(ONLINE VIA BLACKBOARD) MEETING MINUTES

JULY 21, 2020, 4 PM

**EXECUTIVE PRESENT:** Drake RUSHFORD, Chair; Matty CERVANTES, Director of Communications; Jacob HUNT, Director of Finance; Antoine ROSE, Director of Student Affairs; Stacy CHAPPEL, Executive Director (non-voting).

**ABSENT:** Angélique ROSE, Director of Services

### STANDING ITEMS

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#### A. CALL TO ORDER

The meeting was called to order 4:05 PM with RUSHFORD in the chair.

Antoine ROSE gave the land acknowledgement.

#### B. APPROVAL OF THE AGENDA

*Motion:* RESOLVED that the agenda is approved as presented with the addition of UPASS contract update to the finance update.

M/S Antoine ROSE/Jacob HUNT

CARRIED.

#### C. APPROVAL OF MINUTES

*Motion:* RESOLVED that the minutes from the July 7 and 15, 2020 are approved as presented.

M/S Antoine ROSE/Jacob HUNT

CARRIED.

#### D. BUSINESS ARISING FROM PREVIOUS MEETINGS

**MOTIONS/TASKS noted as completed, or revoked:**

CHAPPEL reported UWU was asked to provide an Executive Director hiring committee member.

Antoine ROSE reported that he followed up with Mark Zion and the Ombudsperson regarding the scholarship issue.

#### E. COMMITTEE APPOINTMENTS

None.

#### F. CORRESPONDENCE RECEIVED

None.

## G. AGENDA PLANNING, OR MEETING DEBRIEF (GRC, OPERATIONAL RELATIONS ETC.)

### 1. Grad Council

RUSHFORD, CHAPPEL, BARNEY, TRIMBLE will run a test of the GRC election process on Monday.

Meeting roles for GRC:

- Services Election: TRIMBLE
- Finance: HUNT
- COVID-19: RUSHFORD

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## MEETING BUSINESS

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### 1. SEPTEMBER STAFFING

Chappel reported that there is room in the budget for some additional staff hours to assist in September and with the additional work needed to assist international distance students and she would be allocating 50 hours per office staff position from July – October.

### 2. ACTIVE MEMBERSHIP AND REGISTRATION STATUS

REF DOC: report from the Governance Coordinator.

CHAPPEL noted there are two separate issues outlined in the letter:

- Question of current voting members on committees
- Whether there should be a review of the definition of member in the bylaws for clarity.

RUSHFORD recommended the question of clarifying the bylaws be taken on.

**TABLED: discussion on clarifying the definition of member in the bylaws (See Governance Coordinator report to Executive).**

### 3. HIRING COMMITTEE

REF DOC: Draft Management Hiring Policy

*Motion: RESOLVED that the Executive Board accepts the draft Hiring Committee TOR as a guide for the current hiring process with the proviso that the hiring committee reports only to the Executive Board.*

*M/S: HUNT/CERVANTES*

*CARRIED*

[Angélique ROSE arrived at 5:09 PM]

### 4. SUCCESSION LOGISTICS

1. Step One: Plan for payments
2. Key Access/Mail pick up: Arranging in person times

3. **TASK: Cheque writing logistics: RUSHFORD, HUNT, and CHAPPEL to work with MILKERT to plan the cheque schedule.**
4. Credit card: Chappel reports she is ensuring all monthly renewals either canceled or moved to annual renewal.

*Motion: RESOLVED to remove Stacy Chappel as a signing officer of the Society on all accounts of the Society effective August 14, 2020.*

*M/S HUNT/CERVANTES*

*APPROVED*

## 5. FINANCE UPDATE

REF DOC: June 30, 2020 statements

CHAPPEL reported the June 30 statements have been circulated this afternoon.

## 6. ANNUAL PLAN

REF DOC: Outline of annual plan items from the July 18, 2020 planning session.

RUSHFORD presented his summary of the Annual Plan and noted his updated draft changes the anti-racism action campaign from a Student Affairs Committee item to a priority campaign for the Executive team led by the Chair.

RUSHFORD asked how Exec members wished to present the plan to the Grad Council. CERVANTES suggested there be one or two slides outlining key issues.

**TASK: CERVANTES and RUSHFORD to develop annual plan presentation.**

Angélique ROSE noted her preference to ensure time for feedback from councillors on the topic areas. RUSHFORD agreed, and also suggested each person present one or two of the items in their portfolio.

## 7. DEFENDER

CERVANTES reported a member wrote her about availability for the defender and free beer as a “rain check” for spring 2020 defenders.

CERVANTES suggested an alternate way for members to submit their defender photos while the Grad House is not open.

HUNT suggested a template that could be printed and added to the photo.

**TASK: CERVANTES will respond to the student to let them know we are working on alternatives to the photo and to be included on the wall.**

**TASK: CERVANTES and BARNEY will work on a template for the selfies.**

## CLOSING ITEMS

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### EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: RUSHFORD reported he has not heard back on a meeting with Jim Dunsdon to discuss ATRS Fee.

Director of Communications: CERVANTES reported she and BARNEY have been working on the e-bulletin and requested photos from Executive Board members.

Director of Finance: HUNT had nothing additional to report

Director of Services: ROSE reported she has events 3x per week and a committee meeting this week. Appeals met last week.

Director of Student Affairs: ROSE reported he is following up with Mark Zion and the Ombudsperson.

### NOTICE OF MOTIONS, TABLED AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Discussion on clarifying the definition of member in the bylaws (See Governance Coordinator report to Executive).

### UPCOMING MEETINGS AND IMPORTANT DATES

Next Executive Meetings: August 4

Grad Council: Tuesday, July 28

Hiring Committee upcoming.

### ADJOURNMENT

RUSHFORD noted it is Angelique's last meeting and thanked her for her work.

*Motion: RESOLVED to adjourn the meeting.  
M/S Antoine ROSE/CERVANTES  
CARRIED.*

The meeting adjourned at 6:02 pm.

sc/klp/dtr

X   
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Drake Rushford  
Chair

X   
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Stacy Chappel  
Excutive Director