

University of Victoria Graduate Students' Society

Executive Board

(ONLINE VIA ZOOM) MEETING MINUTES

APRIL 21, 2021

EXECUTIVE PRESENT: David FOSTER, GSS Chair; Nicole KENT, Director of Communications; Ryan KHAN, Director of Finance; Adair NG, Director of Services; Nahid SAFARI, Director of Student Affairs (partial); Kyla TURNER, Executive Director (non-voting).

GUESTS: Karen L. POTTS, Governance Coordinator (partial); Nick PLANIDIN, Stipend Review Committee Chair (partial).

STANDING ITEMS

A. CALL TO ORDER

The meeting was called to order at 1:39PM with FOSTER in the chair.

B. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by TURNER.

C. APPROVAL OF THE AGENDA

Motion: RESOLVED that the agenda is approved as amended to move the April 20, 2021 GRC debrief to new business item 3.

M/S: FOSTER/KHAN

APPROVED BY CONSENT

D. APPROVAL OF MINUTES

Motion: RESOLVED the minutes from the April 13, 2021 Executive Board Meeting are approved as presented.

M/S: FOSTER/NG

APPROVED BY CONSENT

E. BUSINESS ARISING FROM PREVIOUS MEETINGS

MOTIONS/TASKS noted as completed:

2021-04-07: TASK: TURNER to respond to Leigh Andersen's email and allow UVic to publish the Accessibility Audit for Halpern Centre.

F. CORRESPONDENCE RECEIVED

Reference: Invite to register for ABCS lobbying training.

Motion: RESOLVED the correspondence presented has been received by the Executive Board.

M/S: FOSTER/NG

APPROVED BY CONSENT

Decision: Table discussion of ABCS training opportunity to April 28 Exec Board Meeting.

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

Moved to new business.

NEW BUSINESS

1. EXECUTIVE APPOINTMENTS

*Motion: RESOLVED David FOSTER is removed as Personnel Officer.
FURTHER RESOLVED Ryan KHAN, Director of Finance is ratified as Personnel Officer.
M/S: FOSTER/NG*

FOSTER gave a definition of the position. TURNER included that the Labour Management Committee as part of the role.

APPROVED BY CONSENT

2. SIGNING AUTHORITIES

*Motion: RESOLVED Ryan KHAN, Director of Finance is added as a signing authority on Society accounts.
M/S: FOSTER/SAFARI
APPROVED BY CONSENT*

3. APRIL 20 GRC DEBRIEF

The Executive Board completed a review of the April 20, 2021 GRC meeting following a new meeting debrief template.

DECISION: Commit to training on online meeting engagement best practices.

[SAFARI dropped call 2:41pm, returned 2:48pm]

4. ROBERT'S RULES TRAINING

References: [Roberta's Rules Powerpoint](#), [Brightspace Special Topic: Effective Meetings folder](#)
Karen POTTS provided "Roberta's Rules" training for the new, and newly complete board.

5. CHAIRING COMMITTEES TRAINING

References: [Helpful tips for Chairing](#), [Minutes template 1](#), [Timeline tips](#), [Connect folder](#), [Brightspace Special Topic: Effective Meetings folder](#)
This training item was tabled for another meeting.

[PLANIDIN arrived at 3:01pm. POTTS left meeting at 3:05pm]

6. EXECUTIVE BOARD REPORTS TRAINING

Nick PLANIDIN provided training on the Executive Monthly Reports. All other reports training will be tabled until May for Lobbyist Reports, and July/August for the AGM reports.

[PLANIDIN left meeting at 3:19pm]

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: FOSTER recapped his report to GRC, including the GSSBC lobbying report and the Senate Committee on Agenda updates.

Director of Communications: KENT no report.

Director of Finance: KHAN (Welcome Ryan!) no report.

Director of Services: NG clarified signing authority timelines.

Director of Student Affairs: SAFARI requested support and clarification from TURNER on the work of the Student Affairs Committee in 2021-22.

Executive Director: TURNER reported on the Lobbyist Transparency Act and public office holder regulations related to board members who hold public office.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Exec Agenda Items:

1. Committee workload planning for Executive Board Members
2. Annual Plan "Retreat" Planning

UPCOMING MEETINGS AND IMPORTANT DATES

****Task Reminder: Please be sure your meetings and events are up to date on the GRC Connect Calendar****

Next Executive Meetings: April 28, 2021

GRC Meetings: June 8, 2021

Office, Staff Scheduling Notes: Halpern Centre staffing schedule forthcoming in light of new COVID restrictions.

ADJOURNMENT

Motion: RESOLVED the meeting is adjourned at 3:30pm.

M/S: FOSTER/KHAN

APPROVED BY THE CONSENT

KT/klp

X

David Foster
GSS Chair 2021-22

X

Kyla Turner
Executive Director