

University of Victoria Graduate Students' Society

Executive Board

(ONLINE VIA ZOOM) MEETING MINUTES

JULY 5, 2022

EXECUTIVE PRESENT: Nicole KENT, Director of Communications; Nahid Pourdolat SAFARI, Director of Student Affairs; Wyatt MADDOX, Director of Services; Robert BICKLEY, Director of Finance; Kyla TURNER, Executive Director (non-voting)

REGRETS: Summer OKIBE, Chair

STANDING ITEMS PART 1

A. CALL TO ORDER

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

B. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by MADDOX. BICKLEY invited all board members to take a moment to reflect on their relationship to the lands that they are on.

C. ICE BREAKER

Survivalist round! Would you rather have to sew all your clothes or grow your own food? Between the entirety of the board, the team may be able to survive on their own for a very short period of time.

D. APPROVAL OF AGENDA

Motion: RESOLVED the agenda is approved with the removal of the Orientation overview by Daniel Gudino and the additional of correspondence regarding the use of the Student Advocate Fund.

M/S: SAFARI/MADDOX

APPROVED BY CONSENT

NEW BUSINESS

1. ANNUAL PLAN CHECK IN

For Discussion:

Check in on assigned tasks: MADDOX to create google drive - completed. OKIBE to set timeline for production completion – forthcoming upon OKIBE's return.

BICKLEY reported meeting with SAFARI and MADDOX over action items on RA legal status and BC Access Grant/Grad Scholarship. BICKLEY drafted these sections and SAFARI reviewed/edited these documents.

SAFARI showed the sections of the plan which were drafted jointly with BICKLEY and received feedback from the full board. SAFARI and BICKLEY recommended adding in further advertisement about the BC Grad

Scholarship to our members during orientation. They also linked the use of member contact information issues the GSS has seen due to their privacy MOU with UVic to the RA legal status issue.

MADDOX reported a first draft of his work is complete, but would like reviews of his overviews to ensure that they focus on a pivot away from COVID safety concerns.

KENT reported she is still completing her drafts but she will send her work along after completion.

Recommendations: TURNER recommends calling another annual planning meeting/work bee to ensure we are able to complete the drafting of the annual plan in a timely manner. BICKLEY recommended once all components are completed to edit for voice and consistency. BICKLEY may be willing to do some editing for consistency.

2. TRAINING/BOARD WORK EXPECTATIONS CHECK IN

For Discussion: How are folks feeling about the use of Connect? Outlook Calendar? Setting agendas and circulating supporting documents? Requesting minute takers and following up on assigned tasks?

Review of board duties and responsibilities.

Discussion:

BICKLEY to revive his committee in September and not yet using Connect for that or for anything other than document storage. BICKLEY reports no issues on Outlook or Outlook Calendars. BICKLEY finds agenda setting and minuting easy for the board meetings.

MADDOX is using Connect but navigation can be time consuming. MADDOX's calendar is filled with cancelled meetings. MADDOX takes a lowkey approach to agendas and minutes that is working well for Events Committee.

SAFARI noted that Connect is not in use in Student Affairs Committee.

KENT has been using Connect to submit monthly reports but not using it much for Communications Committee.

Regarding HR training for board members, TURNER recommended training through Volunteer Victoria for board-ED relations training and the BC UWU for the union perspective. MADDOX and BICKLEY agree.

Task: TURNER to provide training on Connect and calendaring July 19 and include a step by step guide to setting up committee meetings. TURNER to book Volunteer Victoria and reach out to BC UWU for labour relations training for the board.

3. FUNDING EQUITY MEETING REPORT

Leads: MADDOX, BICKLEY, SAFARI

For Discussion:

MADDOX found the UVic personnel to be extremely receptive to our feedback and agreed to partner with us on advocacy work.

TURNER reported that EQHR and VP-Research and Innovation wishes to conduct a funding review with FGS, and make recommendation to PIs for applying for appropriate wage rates for grant-funded jobs at UVic.

BICKLEY felt that this was likely a multi-year project but a good start to this work in gaining more transparency in funding for grad students. SAFARI agreed and reaffirmed the importance of the transparency piece around funding.

TASK: SAFARI, BICKLEY, and TURNER to incorporate asks from this meeting into our annual plan around RA employment.

4. SWAG BUDGET

Leads: SAFARI

For Discussion:

SAFARI requests branded swag for giveaways at orientation to increase engagement and visibility.

TURNER shared her concerns around budget for larger items like tote bags as these can run up to \$20/bag. However, we will have the handbook and buttons to give away, along with Alumni Relations water bottles that were donated last year.

SAFARI noted she'll continue to look around for cheap branded swag options.

5. IN-CAMERA SESSION

*Motion: RESOLVED to go in-camera at 2:22pm. Rose from in-camera at 2:48pm.
M/S: BICKLEY/SAFARI
CARRIED*

STANDING ITEMS PART 2

E. APPROVAL OF MINUTES

*Motion: RESOLVED the minutes from the June 21, 2022 Executive Board Meeting are approved as presented.
M/S: MADDOX/KENT
CARRIED*

F. BUSINESS ARISING FROM PREVIOUS MEETINGS

Note: To ensure motion log is updated, ensure completed items are reported in the minutes.

Follow-up TASKS assigned:

TASKS COMPLETED:

G. COMMITTEE APPOINTMENTS

*Motion: RESOLVED to elect the following members to the below committees:
Senate Committee for Continuing Studies
Member elected: Jeffrey BRUTON
Senate Committee on Awards
Member elected: Nahid Pourdolat SAFARI
Senate Committee on Learning and Teaching
Member elected: Nicole KENT*

Senate Committee on Appeals
Member elected: Daniel GUDINO
M/S: BICKLEY/SAFARI
APPROVED BY CONSENT

H. CORRESPONDENCE RECEIVED

Item 1: STUDENT ADVOCATE FUND USE

Motion: RESOLVED the correspondence is received and the Executive Board will move forward with investigating the use of the Student Advocate Fund for a student case.
M/S: BICKLEY/SAFARI

Discussion:

TURNER provided an overview of the Student Advocate Fund and student case brought forward. MADDOX and BICKLEY agree that this student case is a clear case for the appropriate use of these funds. SAFARI asked after possibility of success and the risks to the students involved.

CARRIED

TASK: TURNER to circulate an email vote to secure OKIBE's vote on this matter.

I. AGENDA PLANNING, OR MEETING DEBRIEF

1. Debrief: GRC June 21, 2022

Request from staff to assign the following tasks to board members:

1. Creation of the powerpoint
2. Screensharing during meetings
3. Chat monitor

Discussion:

BICKLEY noted that quorum and attendance taking was a challenge. A review of how GRC Reps are reminded to attend meetings should be completed to ensure we stay quorate for the full meeting.

TURNER asked the board to consider going to hybrid meetings in Fall with meals as well.

SAFARI was sending out reminders by phone throughout the entirety of the meeting and is concerned about volunteerism and lack of attendance as well. When GRC Reps do not go to meetings, their departments end up under represented. GRC Reps should get an overview of their responsibilities when they take the position on.

Decision: Tasks listed above (powerpoint creation, screen will be assigned to board members in the board meeting that approves the GRC Agenda.

TASK: Board members to provide a verbal overview of GRC work within orientation events. OKIBE and TURNER to include an invite to attend in all meeting reminders, or ask GRC Reps to send a proxy to ensure that their department is still represented.

J. LOBBYING REPORTS

Reports due at the first meeting of every month.

K. ANNUAL PLAN CHECK-IN

Moved to New Business

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Director of Communications: KENT no report.

Director of Finance: BICKLEY no report, all meetings attended reported elsewhere in this meeting.

Director of Services: MADDOX reminds the board to attend the beach day on Thursday, June 7 at 3pm and movie night at 8pm.

Director of Student Affairs: SAFARI reported a meeting with a campus sustainability group that is working on increasing reusable food containers on campus through a container “rental” program where students sign up for a card/app that allows them to borrow Tupperware to take out food.

Executive Director: TURNER referred to her monthly report submitted today.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Notice of in-camera session for June 19.

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: July 19, 2022 – chaired by: OKIBE. Land acknowledgement by: BICKLEY.

Next GRC Meeting: July 26, 2022

AGM: October 25, 2022

Office, Staff Scheduling Notes: Halpern Centre will be closed to the public July 13-15 for the staff to complete a full review of GSS records and data storage to bring us up to compliance with UVic privacy standards and industry best practices.

ADJOURNMENT

Motion: RESOLVED the meeting is adjourned at 3:31.

M/S: BICKLEY/KENT

APPROVED BY CONSENT

X *Nicole Kent*

Nicole Kent
GSS Vice Chair 2022-23

X *Kyla Turner - signed Aug 2, 2022*

Kyla Turner
Executive Director