

University of Victoria Graduate Students' Society

Executive Board

(ONLINE VIA ZOOM) MEETING MINUTES

SEPT 20, 2022

Zoom Link: <https://uvic.zoom.us/j/2244264481>

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

GUESTS: Karen Potts, Office/Governance Coordinator

STANDING ITEMS PART 1

A. CALL TO ORDER

The meeting was called to order at 2:06 with OKIBE in the chair.

B. TERRITORY ACKNOWLEDGEMENT

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

C. ICE BREAKER

How are you celebrating major achievements like finishing comps these days? OKIBE is celebrating the end of her Masters and beginning of her PhD with a glass of wine. MADDOX is going to celebrate the end of his comps with a trip to Mexico. SAFARI and POTTS are planning for their next rounds of work. TURNER is painting.

D. APPROVAL OF AGENDA

Motion: RESOLVED the agenda is approved with the addition of Dee Dee Wong's re-appointment to the Convocation Committee.

M/S: SAFARI/MADDOX

CARRIED

NEW BUSINESS

1. ANNUAL PLAN FINALIZATION

Lead: OKIBE

Reference: [Board Annual Plan](#)

For Discussion:

We should present the finalized version of this plan to GRC next week. What steps do we need to take to prep for this, and who is going to take the lead on that project?

TASKS: OKIBE and KENT to edit the Annual Plan draft for voice, grammar, spelling, etc. and submit to the board by email by September 23, 2022. MADDOX to present the Annual Plan to GRC on September 27, 2022.

2. GRC AGENDA AND TRAINING PLANNING

Lead: OKIBE and POTTS

Reference: Sept 27, 2022 GRC Agenda

For Discussion:

Last meeting, we agreed to:

Welcome to be offered by OKIBE (10 minutes with standing items and icebreakers)

Training 30-45 minutes. Ideas:

- Volunteer position – the attractive parts include: meal with meetings for in-person folks, events, etc.
- Time commitment expectations (2 hours in GRC, 1 hour committee meeting, 1 hour meeting prep, 2 hours committee work or about 1 working day per month)
- Co-reps can work jointly to handle heavy workload
- Connect 101
- Roberts Rules Redux (10 min or less)
- History of the GSS is 5-10 minutes

Annual Plan Overview 30 minutes

Does this still work for folks? What else do we need to see and who all is delivering this information?

OKIBE recommended encouraging all attendees to have their cameras on. OKIBE asked board members to brainstorm ideas to encourage attendance.

OKIBE suggested the use of break out rooms to facilitate GRC member engagement. MADDOX noted that he felt in his position as a GRC member this did not allow member concerns to be heard by all GRC reps last year.

POTTS reported that 13 of 46 units have a rep elected as of September 20, 2022, which is low for this time of year, but we are seeing more co-reps. POTTS will circulate another mass member email calling for GRC reps today and asked board members to follow up with members to encourage attendance.

TASKS: KENT, BICKLEY, SAFARI to send in committee meeting time and descriptions by the end of the day, September 20, 2022.

[BICKLEY arrived at 2:45pm]

POTTS noted that GRC orientation will be scheduled on Friday, September 23, 2022 and Monday, September 26, 2022 OKIBE will be leading these training sessions. POTTS asks board members to attend orientation events. The orientation events will cover:

1. GSS History
2. Connect 101
3. Roberts Rules Redux

The GRC agenda will include learning-by-doing and we will be scheduling additional time to go through each agenda item and focus on building a strong community of two-way communications between GSS and GRC reps.

MADDOX recommended getting GRC reps to sign up for land acknowledgements and timekeepers during the meeting as volunteerism was low and last year's sign ups sheets were not utilized.

OKIBE noted that her opening remarks will include a very brief introduction from each board member as well as a report on the work of the board over summer. Board members will lead break out rooms at GRC for department reports and report these conversations back to all GRC.

TASKS: MADDOX to draft GRC powerpoint for September 27, 2022 GRC meeting. BICKLEY to play music during the break. POTTS to circulate GRC agenda to GRC reps for September 21, 2022.

MOTION: RESOLVED to approve the September 27, 2022 GRC Agenda.

M/S: MADDOX/BICKLEY

CARRIED

[POTTS left meeting at 3:15pm]

3. EXEC MEETING STRUCTURE RE: CHAIRING

For Discussion:

Check in on the rotating chairs for board meetings. Is this still working well for all board members? What could or should be improved?

Decision: Going forward, OKIBE will chair all future board meetings for the 2022-23 board.

4. BOARD MID-TERM CHECK IN

Lead:

Reference: [Supporting Docs on Connect and by email](#)

For Discussion:

We are about to hit the busiest time of year for our board. Do we have an agreed upon plan for the work and our expectations of each other to go forward?

BICKLEY needs the Executive Board meetings to be rescheduled due to conflicts with supervisory meetings.

Motion: RESOLVED that the Executive Board shall meet on the following dates and times for the 2022-23 Academic Year:

Tuesday, October 4, 2-4pm

Tuesday, October 18, 2-4pm

Tuesday, November 1, 2-4pm

Tuesday, November 15, 2-4pm

Tuesday, November 29, 2-4pm

Tuesday, December 13, 2-4pm

Tuesday, January 3, 2-4pm

Tuesday, January 17, 2-4pm

Tuesday, January 31, 2-4pm

Tuesday, February 14, 2-4pm (tentative)
Tuesday, February 28, 2-4pm
Tuesday, March 14, 2-4pm
Tuesday, March 21, 2-4pm
Tuesday, March 28, 2-4pm
M/S: BICKLEY/MADDOX
CARRIED

OKIBE reported that her engagement with the GSS will increase this term as her family situation is improving.

OKIBE asked board members to lead by example and keep cameras on, attend all meetings and be presented and able to respond for the duration of meetings. KENT noted her camera is broken. SAFARI noted that as a teacher she is not requiring students to keep cameras on during class. TURNER recommended noting in the minutes that a board member has left the meeting if they do not respond to being called on during meetings. TURNER also noted that accommodation requests should occur in writing to the entire board and be documented with explicitly stated the accommodation needs, the duration, and impact of the accommodation.

MADDOX recommended tabling the remainder of a mid-term review until such time as a mediator is present.

TASKS: MADDOX and BICKLEY to contact Frank Atnivok regarding mediating a board mid-term review.

5. SIGNING AUTHORITY

Lead: TURNER

Reference: Supporting Docs on Connect and by email

Motion: RESOLVED Neil Barney will assume signing authority over GSS accounts subject to the Signing Authority Policy
M/S: SAFARI/MADDOX
CARRIED

6. ED LEAVE OF ABSENCE PREPAREDNESS

Lead: TURNER

Reference: Succession Planning for ED leave of absence

For Discussion:

TASK: OKIBE and BICKLEY to communicate with TURNER regarding coverage of duties

STANDING ITEMS PART 2

E. APPROVAL OF MINUTES

Sept 13, 2022 Executive Board Meeting cancelled. No minutes to approve.

F. BUSINESS ARISING FROM PREVIOUS MEETINGS

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

TASKS COMPLETED:

2022 June 21: TASK: Board members to provide a verbal overview of GRC work within orientation events.

2022 Aug 16: TASKS: TURNER, SAFARI, BICKLEY, MADDOX, OKIBE to attend joint meeting with CUPE 4163 on August 23 at 12:00 noon on Zoom regarding a member card drive for Research Assistants in Fall 2022.

TASKS: SAFARI, TURNER, OKIBE, MADDOX, BICKLEY, KENT to attend joint UVSS/GSS Board Meet and Greet August 18, 2022 at 12:00 on Zoom.

TASK: TURNER to circulate Outlook and Connect calendar invites for forthcoming Executive Board meetings.

TASK: TURNER to promote parking fee increase Change.org petition on GSS social media and bulletin.

Task: TURNER to send list of agenda items to Operational Relations meeting coordinator

G. COMMITTEE APPOINTMENTS

Reference:

*Motion: RESOLVED to elect the following members to the below committees:
Convocation Committee
Member name: Dee Dee Wong
M/S: MADDOX/BICKLEY
CARRIED*

H. CORRESPONDENCE RECEIVED

Item 1: GRC Training and Recruitment

Item 2: GSTIOP Program

*Motion: RESOLVED the correspondence is received.
M/S: MADDOX/SAFARI
CARRIED*

DECISION: Take concerns over the GSTIOP program fee increase and change from auto debit to student initiated payment to Operational Relations meeting.

I. AGENDA PLANNING, OR MEETING DEBRIEF

1. Agenda Planning: Exec-to-Exec October 5
Tabled to email decision.

J. LOBBYING REPORTS

Reports due at the first meeting of every month.

K. ANNUAL PLAN CHECK-IN

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: OKIBE thanked all board members for their work on orientation.

Director of Communications: KENT no report.

Director of Finance: BICKLEY no report.

Director of Services: MADDOX Wednesday Coffee will re-start on October 5, 2022. MADDOX invited any and all board members. The Welcome Back BBQ was rescheduled to October 20, 2022.

Director of Student Affairs: SAFARI there will be a reproductive rights walk on September 26 hosted by SSD. SAFARI will send the poster to Melissa for posting to our socials media.

Executive Director: TURNER reports made in writing by email regarding need for accommodation due to family crisis.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

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: October 4, 2022 Land acknowledgement by: KENT.

Next GRC Meeting: Sept 27, 2022: training scheduled for Sept 23 and 26.

AGM: October 25, 2022

Office, Staff Scheduling Notes:


ADJOURNMENT

*Motion: RESOLVED the meeting is adjourned at 4:23.
M/S: MADDOX/KENT
CARRIED*

kt/klp

X 

Summer OKIBE
GSS Chair 2022-23

X 

Kyla Turner
GSS Executive Director