

University of Victoria Graduate Students' Society

Executive Board  
(HYBRID) MEETING MINUTES

MAR 1, 2023

**EXECUTIVE PRESENT:** Greg GAUBE, Director of Communications; Nahid Pourdolat SAFARI, Director of Student Affairs; Wyatt MADDOX, Director of Services and Interim-Director of Communications; Kyla TURNER, Executive Director (non-voting)

**REGRETS:** Robert BICKLEY, Director of Finance;

**ABSENT:** Summer OKIBE, Chair;

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STANDING ITEMS PART 1

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A. CALL TO ORDER

The meeting was called to order at 9:33 with GAUBE in the chair.

B. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by MADDOX.

C. ICE BREAKER

Does the 2022-23 Board recommend ice breakers as a standing agenda item for the 2023-24 board?

Ice breakers will be used after breaks and while training only.

D. APPROVAL OF AGENDA

*Motion: RESOLVED the agenda is approved as presented.*

*M/S: MADDOX/SAFARI*

*CARRIED*

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NEW BUSINESS

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1. SAGM AGENDA APPROVAL

Lead: GAUBE

Reference: SAGM Agenda (poster format); SAGM agenda (full text); Board reports; Budget

For: Decision

*Motion: RESOLVED the Executive Board Report to the March 21, 2023 SAGM is approved for presentation to the SAGM.*

*FURTHER RESOLVED the membership cut-off date of January 30, 2023 is adopted for voting at the 2023 SAGM.*

*FURTHER RESOLVED the Executive Board recommends the 2023-24 Budget for approval at the 2023 SAGM.*

*FURTHER RESOLVED in the event of an emergency or technology failure that causes the March 21, 2023 SAGM to end before all scheduled business has been concluded, the AGM shall be reconvened at 5pm on March 22, 2023.*

FURTHER RESOLVED the March 21, 2023 SAGM agenda is approved as presented.

M/S: MADDOX/SAFARI

CARRIED

## 2. BOARD TRAINING PREPARATIONS

Lead: TURNER

Reference: Draft training schedule, Draft training powerpoints (multiple in folder), Draft board manual

For Discussion:

Looking ONLY at the training schedule:

Is the information you as a board member would expect to be present in this training tool present in this schedule?

If not, what is missing? Can you articulate the learning objectives you'd like this information to cover?

Is there information you feel is extraneous?

Are the timelines proposed reasonable? Is there anything you'd like to receive more/less time?

Looking ONLY at the table of contents for the board manual:

Is the information you as a board member would expect to be present in this training tool present in this table of contents?

If not, what is missing? Can you articulate the learning objectives you'd like this information to cover?

Is there information you feel is extraneous?

Multi-term board members: would you like the following sessions to continue:

-Robert's Rules 101

-Board-staff meeting as part of annual planning

-Kyla's arts-based priority setting activity (the part where I make y'all write me a poem)

-SWOT analysis ahead of annual planning

All board members: would you like to include any of the following Volunteer Victoria:

-Nuts and Bolts of Strategic Planning

-Non-Profit board continuum and processes

-Volunteer engagement

-Understanding financial statements

NB: Items that have not yet been created: Board accountability training for Board and SRC.

**Discussion: A weekend board retreat preferred, maybe downtown to allow us to go out after.**

**Board recommendations: Reduce scope for Robert's Rules, delay board-staff consultations but host an early board-staff meet and greet, maintain arts-based team building, remove SWOT, bring in VV for Strategic Planning and Volunteer Engagement.**

3. APPEALS COMMITTEE TOR CHANGES

Lead: MADDOX

Reference Docs: Appeals Committee TOR

For Decision:

*Motion: RESOLVED accept the amendments to the Appeals Committee Terms of Reference as recommended by the Appeals Committee*

*M/S: GAUBE/SAFARI*

*CARRIED*

4. RA UNIONIZATION

Lead: GAUBE

For Discussion

Discussion:

GAUBE recommended monthly Monday morning pancake breakfasts to support RA unionization. CUPE has national funding for this process. CUPE also wants to host more events in the Grad House that include alcohol. CUPE's goal is to looking to have a union card drive next Fall. GAUBE recommends starting the drive on October 1, 2023 and asking GRC reps to report on the RA situation in their departments.

MADDOX wanted more information on the unionization process from CUPE to start this process so the 2023-24 board is well informed before beginning work.

**TASK: GAUBE to communicate with CUPE to book a pancake breakfast in the last week of March.**

**TASK: GAUBE to invite CUPE 4163 to present to the 2023-24 board in April on the process of unionization. TURNER to communicate with new board on scheduling to allow for CUPE presentation to be booked.**

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STANDING ITEMS PART 2

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E. APPROVAL OF MINUTES

*Motion: RESOLVED the minutes from the February 15, 2023 Executive Board Meeting are approved as presented.*

*M/S: MADDOX/SAFARI*

*CARRIED*

F. BUSINESS ARISING FROM PREVIOUS MEETINGS

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

**Tasks Completed/Decisions fully acted upon:**

Aug 30 - DECISION: TURNER to focus on housing projects for hiring a 2022-23 Work Study student.

Aug 30 - DECISION: Draft letter regarding UVIC debt capacity and graduate dorm buildings to be sent to SAC for editing and approval.

Nov 1 - DECISION: The letters to the new mayors and councils for Victoria, Saanich, and Oak Bay to be reviewed by Communications Committee with SAFARI guest attending.

Jan 3 - DECISION: January 18 board meeting to be held hybrid to test our AV capacities. If the board meeting does not work well in a hybrid format, we will keep GRC online only for the rest of the term. Agenda item: Hybrid meeting review for AV (5-10 minutes).

Jan 3 - Decision: The board will request more formal updates from GRC reps ahead of the GRC meetings that speak to board the round table check ins and any specific discussion items for the meeting. Agenda item: Review of the template and deciding the review of reports process for the board.

Jan 3 - Decision: Board to approve referendum questions on Feb 1.

Jan 3 - Decision: Proceed with discussions on Food Bank funding when further financial information is given by UVSS.

Jan 18 - DECISION: The Executive Board will instruct GRC reps to send their written reports to the Communications Coordinator the Thursday before a GRC meeting. The Communications Coordinator will forward the received reports to the Communications Committee on Friday before GRC. Communications Committee will review these reports the Monday before GRC. Reports that require response from GSS will be brought to GRC in the meeting. GRC can then opt to forward any significant complaints on to Student Affairs Committee.

Jan 18 - DECISION: We will put the GRC Rep Monthly Report template on the GRC agenda in January for discussion and instructions. Thereafter, we will implement in the use of these reports in February.

Jan 18 - DECISION: The next discussion questions will be: how did you get elected to GRC (Zackary DERRICK's question from December GRC). What events would you like to see done? Thoughts on specific advocacy campaigns?

Jan 18 - DECISION: The Executive Board will meet hybrid for the January 2023 GRC meeting and put the option of a fully hybrid GRC on that agenda for a discussion.

Feb 1 - TASK: MADDOX to propose an agenda item for Exec to Exec and Operational Relations:

Item: Ian Stewart

GSS Lead: MADDOX

Questions: What are the down stream effects of these plans are? How will space and money be utilized long term? What format of housing is proposed? What are the plans around affordability?

Feb 15 - TASK: Board members to provide agenda items for Mar 3 Operational Relations meeting to TURNER by email by 2pm February 15, 2023.

#### **Tasks/Decisions Revoked or Abandoned:**

Sept 20 - Decision: Going forward, OKIBE will chair all future board meetings for the 2022-23 board.

Nov 1 - Decision: TURNER to send a token of our appreciation to Frank Growth Solutions.

TURNER: I talked to Frank about this at the Volunteer Victoria ED Network. He turned down the offer but might get lunch on me at the Grad House someday.

#### G. COMMITTEE APPOINTMENTS

Please find supporting documents for further info on committees either in Appendix C or hyperlinked in the committee name.

*Motion: BIR to elect the following members to the below committees:*

*Committee: Appointment Committee AVP Academic Planning*

*No Appointment made.*

TASK: TURNER to inform Appointment Committee AVP Academic Planning that no board appointment was made.

#### H. CORRESPONDENCE RECEIVED

**Item 1: Food Bank Correspondence**

**Item 2: Earthquake in Turkey/Syria**

**Item 3: Iranian Support Letter**

**Item 4: UVic Engage Shutting Down**

*Motion: RESOLVED the correspondence is received.*

*M/S: MADDOX/SAFARI*

*CARRIED*

TASK: Communication's Committee to draft a solidarity statement on the Turkey/Syria earthquake on March 20.

#### I. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: [Meeting Debrief Template](#)

1. Meeting Debrief: GRC Feb 28

Discussion: Hybrid/In person meetings brought a lot of energy back to GRC.

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### CLOSING ITEMS

#### EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

OKIBE has now missed three meetings and has deemed to have resigned.

**TASKS: TURNER to deprovision OKIBE's access to Connect, email, etc. GAUBE to communicate with OKIBE and Stipend Review Committee regarding the resignation.**

**TASK: TURNER to communicate with Music department asking for a grad student to tune our piano.**

**TASK: TURNER to send GRC Committee membership lists and attendance information.**

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

March 15: Create schedule for board transition meetings (e.g. full days, half days, are we going to have all one-on-one transition meetings between current board members and their successors on the same day?)

March 31: year end motions: Removal and Appointment of signing authorities, removal and appointment from UVic committees, removal and appointment of the Personnel Officer, payment of the electoral officer, year end financial transfers to Employee Leave Fund and Interfund Loans, renewal of Volunteer Victoria Membership

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: March 15, 2023 –Land acknowledgement by: \_\_\_\_.

Next GRC Meeting: April 25, 2023

SAGM: March 21, 2023

Office, Staff Scheduling Notes: none.

ADJOURNMENT

*Motion: RESOLVED the meeting is adjourned.*

*M/S: MADDOX/SAFARI*

*CARRIED*

X

Greg GAUBE  
GSS Vice Chair 2022-23

X

Kyla Turner  
GSS Executive Director

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