

University of Victoria Graduate Students' Society

## Executive Board

### MEETING MINUTES

MAY 10, 2023

**EXECUTIVE INVITED:**

Wyatt MADDOX, Chair;  
Greg GAUBE, Director of Communications and Vice Chair;  
Samuel FIELDER, Director of Finance;  
Lindsay BEAL; Director of Student Affairs;  
Mitch NASCIMENTO, Director of Services;  
Kyla TURNER, Executive Director (non-voting)

**GUESTS:** Neil BARNEY, Operations and Services Manager

### STANDING ITEMS PART 1

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A. CALL TO ORDER

The meeting was called to order at 10:01am by MADDOX.

B. TERRITORY ACKNOWLEDGEMENT

A territorial acknowledgment was offered by NASCIMENTO.

C. APPROVAL OF AGENDA

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

*M/S: GAUBE/FIELDER*

*CARRIED*

### NEW BUSINESS

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1. STIPEND REPORTS

Lead: MADDOX

Reference: [Exec Board Monthly Reports Template](#)

For: Discussion

Stipend Review Committee (SRC) is requesting that stipend reports be submitted a minimum of one week before the GRC meetings. MADDOX recommends completing them sooner. BEAL and FIELDER note that they are more successful in keeping their report updated throughout the month. MADDOX noted that the hours tracker is one of the most important elements in the report, and board members can report when they have slower periods in anticipation of busy periods during the academic year. MADDOX further explained the level of detail requested by SRC.

Evangeline Wagner, chair of SRC, will be providing board members with feedback on their April and May reports to assist with onboarding.

**TASK: TURNER to request SRC approve formatting changes to increase space for the written sections of the board reports.**

**Reminder: Board members are requested to email their reports to Evangeline Wagner, chair of SRC. Come June, board members can submit via Teams.**

## 2. CUPE EVENTS LOGISTICS CHECK IN

Lead: BARNEY

For: Discussion

BARNEY requested further information on current plans for CUPE events for September to allow for planning for Grad House events and space use. GAUBE provided an update that CUPE has hired a support worker to plan these events, Marlowe Evans, who also works in the Grad House. NASCIMENTO noted that events are being planned by Events Committee for now in anticipation of funding from CUPE.

**TASK: NASCIMENTO to book a meeting between CUPE, GAUBE, NASCIMENTO, and BARNEY on planning events in September-October.**

**TASK: BARNEY to provide an overview of restaurant space booking policies in the May 24 board meeting.**

[Board meeting briefly paused to acknowledge the presence of Armand the Peacock in the building, admire his majesty, take videos for socials, and gently remove him from the building for health code adherence.]

## 3. TEAMS WALK THROUGH!

Lead: BARNEY

For: Discussion

BARNEY provided a Q&A for the board on the use of teams.

**Notice of agenda item: review calendar options for board, GRC, and GSS membership at the May 24 board meeting.**

## 4. GRC FOOD, VENUE, PERKS, AND VOLUNTEERS

Lead: BARNEY, GAUBE, MADDIX

For: Discussion

BARNEY asked the board for their needs for food at GRC meetings starting in September. Options include moving GRC to another night, opening the restaurant during GRC, increasing food budget to offer more options, or maintain budget and opt for other food such as tacos, nachos, fries, etc. For summer, we will continue smaller dishes such as kitchari, salads, siomai, etc. Further planning for September (such as moving to Side Project, and offering a \$5 food voucher for GRC reps) will be completed over summer.

GAUBE recommends changing language from Committee Member at Large (CML) to "volunteer" as CML is an intimidating title that leads to confusion.

BARNEY provided a review of board member perks in the Grad House (apologies from TURNER for forgetting to bring those up in training.)

## 5. FMIS REQUESTS

Lead: TURNER

For: Discussion

UVic provided an update that requests for campus upkeep from the board can be submitted by email ([landerse@uvic.ca](mailto:landerse@uvic.ca)), without the possibility of costing landing on the GSS accounts due to UVic bookkeeping errors that would be time consuming to have removed from our accounts.

**TASK: GAUBE to send an email to [landerse@uvic.ca](mailto:landerse@uvic.ca) to report concerns about waste management.**

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## STANDING ITEMS PART 2

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## D. APPROVAL OF MINUTES

*Motion: RESOLVED the minutes from the April 26, 2023 Executive Board Meeting are approved as presented.*

*M/S: GAUBE/NASCIMENTO*

*CARRIED*

## E. BUSINESS ARISING FROM PREVIOUS MEETINGS

No business updates.

## F. COMMITTEE APPOINTMENTS

No appointments made.

## G. CORRESPONDENCE RECEIVED

**Item 1: Career Educator Email**

*Motion: RESOLVED the correspondence is received.*

*M/S: GAUBE/FIELDER*

*CARRIED*

## H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: [Meeting Debrief Template](#)

1. Debrief: Support Our Science Walk Out  
GAUBE recommended Communications Committee develop a “steps to organizing a protest/on campus event” briefer for members.
2. Agenda planning: May 23 GRC  
GRC agenda set by board.
3. Strategy planning: Operational Relations May 18

## I. ANNUAL PLAN CHECK-IN

The board has set plans for developing a strategic plan with an external facilitator. MADDOX reminded board members to include success metrics in their sections.

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## CLOSING ITEMS

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EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: MADDOX is back from field work and is chugging along on annual planning.

Director of Communications: GAUBE away June 3-10, July 17-29. Comms committee has set goals for the summer, particularly a public facing calendar and bookmarks and stickers with our QR codes for handing out at orientation.

Director of Finance: FIELDER away June 11-17, Nov 12-26. Fin Com will meet this month for the first time. FIELDER has met with BARNEY about the patio refurbishment regularly and we are on budget. BARNEY to take over equipment and supply ordering.

Director of Services: NASCIMENTO away June 3-10. Events Committee met this week. Standing events are running well. Mini painting had a good turn out but we will need to bring out our tempera paint for mini canvases to cut costs over the War Hammer paint pots. Sarah Roberts and Sarah Lane wants to run a landscape painting night. A movie night is being planned by Sarah Roberts. Hikes and beach days have not yet received volunteers. People likes the concept of a writing event but, also we need ways to control volunteer workload. Wednesday Coffee will move to 10-1 for June-August.

Director of Student Affairs: BEAL away in Aug 14-28. Students Affairs has met for onboarding. BEAL is currently overseeing her first student case for resource referrals and case management.

Executive Director: TURNER is out on vacation for the next two weeks. Don't torture Neil too much. Don't burn the place down. Have fun. Get on summer workflow ASAP folx. Time to rest.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Notion of agenda item: Director, Student Wellness Centre to meet with board regarding health and wellness services and opportunities for collaboration

UPCOMING MEETINGS AND IMPORTANT DATES

Next Executive Meetings: May 24, 2023

Next GRC Meeting: May 23, 2023

AGM: October 19, 2023

Office, Staff Scheduling: TURNER out on vacation May 15-25. BARNEY out on vacation May 29-June 2.

ADJOURNMENT

*Motion: RESOLVED the meeting is adjourned at 11:58am.*

*M/S: GAUBE/NASCIMENTO*

*CARRIED*

KT

X

Wyatt MADDOX  
GSS Chair 2023-24

X

Kyla Turner  
GSS Excutive Director