

University of Victoria Graduate Students' Society

## Executive Board

(HYBRID) MEETING AGENDA - DRAFT

AUGUST 16, 2023

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

### EXECUTIVE INVITED:

Wyatt MADDOX, Chair;

Greg GAUBE, Director of Communications and Vice Chair;

Samuel FIELDER, Director of Finance;

Lindsay BEAL; Director of Student Affairs;

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

**REGRETS:** Kyla TURNER, Executive Director (non-voting); Mitch NASCIMENTO, Director of Services;

### STANDING ITEMS PART 1

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A. CALL TO ORDER 10:03

B. TERRITORY ACKNOWLEDGEMENT 10:04

Provided by MADDOX

C. APPROVAL OF AGENDA 10:07

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

*M/S: GAUBE/FIELDER*

*CARRIED*

### NEW BUSINESS

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1. CREDIT CARD USE AND CONTROL POLICY 10:07

Lead: FIELDER

Reference: 2023 Revised Credit Card Use and Control Policy

[FIELDER] Explains the major changes to the policy. Heavy revisions needed to be made to bring the new policy in line with the applied Credit Cards from VanCity.

[GAUBE] Clarifications needed for Restrictions e. (Alcohol Restrictions) -> Why are those restrictions implemented? [BARNEY] Just for control of the use of the cards. Only the OS Manager should be purchasing alcohol for the restaurant and events. This prevents future individuals that may have the other two Credit Card lines to have to go through the OS Manager for purchases of this nature.

[FIELDER and BEAL] to proofread the Board Manual Draft and provide comments to board if any are warranted for the next Executive Board Meeting.

## STANDING ITEMS PART 2

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### D. APPROVAL OF MINUTES (APPENDIX A) 10:39

*Motion: BIR the minutes from the August 2, 2023 Executive Board Meeting are approved as presented [OR with minor corrections as provided].*

*M/S: FIELDER/BEAL*

*CARRIED*

### E. BUSINESS ARISING FROM PREVIOUS MEETINGS (APPENDIX B) 10:40

Lead: TURNER

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

**Items assigned to board members that Kyla thinks are complete or abandoned will be listed below and highlighted in yellow.** If there's an item you were assigned below highlighted in yellow, please confirm if the task was completed, revoked, or abandoned!

Hi team, past-Kyla added in some decisions/tasks from last year that I think can now come off this list. Tell current-Neil if future-Kyla needs to make corrections.

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

Feb 1: DECISION: The 2022-23 Board recommends that the 2023-24 Board form an annual plan where each action item/campaign aligns with a specific mandate within the GSS constitution to avoid scope creep.

DECISION: The 2022-23 Board recommends that the 2023-24 Board form an annual plan with a specific work plan and that GRC Committees either move to more frequent committee meetings or focus on assigning tasks and reporting work completed back rather than completing work in committee meetings.

DECISION: Payment for practicum students is outside the scope of work the GSS can take on this campaign at this time

#### **Tasks revoked or abandoned:**

Aug 16: DECISION: Review campaign strategy to obtain compensation for grad students on UVic committees once EQHR responds to SAFARI regarding the possibility of EQHR joining us on this advocacy campaign.

Nov 1, 2022: Decision: Board members would like to review procedures around public attendance at General Meetings.

### F. COMMITTEE APPOINTMENTS (APPENDIX C) 10:41

**Reminder to Kyla:** Include full name and titles for Governance Coordinator in Committee Appointments.

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

- No Finance Committee Meetings have been run, zero turn out and waiting on Bookkeeper for our Monthly Financial statements, and audit progress.

Director of Services: NASCIMENTO

Director of Student Affairs: BEAL

- Concerned about responsibilities of GRC members (specifically on Students Affairs), being the bridge and connection between the GSS and Departments.
- Meeting with Scott (The Martlett? Dumpster Diving Write up).

Executive Director: TURNER no report.

## 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 Teams Calendar\*\***

Next Executive Meetings: August 30, 2023

Next GRC Meeting: TBD – end of term party

AGM: October 24, 2023

Office, Staff Scheduling: Kyla is on vacation August 8-19 inclusive. Have fun! Don't burn the place down.

### ADJOURNMENT

*Motion: BIRT the meeting is adjourned.*

*M/S: BEAL/FIELDER*

*CARRIED*

X

Wyatt MADDOX  
GSS Chair 2023-24

X

Neil Barney  
GSS Operations and Services Manager