

University of Victoria Graduate Students' Society

Executive Board

(HYBRID) MEETING MINUTES- DRAFT

NOV 9, 2023

**EXECUTIVE PRESENT:**

Wyatt MADDOX, Chair;  
Greg GAUBE, Director of Communications and Vice Chair;  
Samuel FIELDER, Director of Finance;  
Maggie Lawton; Interim Director of Services;  
Kyla TURNER, Executive Director (non-voting)

**GUESTS:** Neil Barney, Operations and Services Manager; Petri Daviel, Events Coordinator

**REGRETS:** Mitch NASCIMENTO, Director of Services; Lindsay BEAL; Director of Student Affairs;

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STANDING ITEMS PART 1

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A. CALL TO ORDER

Meeting called to order at 9:25.

B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgement provided by BARNEY.

C. APPROVAL OF AGENDA

*Motion: to approve the agenda as presented.*

*M/S: GAUBE/LAWTON*

*CARRIED*

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NEW BUSINESS

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1. BOARD RESTRUCTURING – CHECK IN ON JOB DESCRIPTION REVIEWS

Lead: TURNER

Reference: Folder full of Job description reviews

For: Discussion

FIELDER had completed his job description review. LAWTON and NASCIMENTO have scheduled their joint review for December 1. GAUBE and MADDOX stated that the work was forthcoming. FIELDER asked if board members should review each other's work before December 7.

2. GRAD HOUSE REVENUE – SEPTEMBER/OCTOBER

Lead: BARNEY

For: Discussion

BARNEY gave an overview of the GH financials, which are trending upwards and we are roughly speaking on target for the annual budget. He first noted that comparable data was difficult to collect due to the length of time we've been open and the normal peaks and valleys of traffic to the restaurant within the academic year (i.e. there is no real comparable date to the first Friday in September 2023 at this point). BARNEY's key take away was that events and the restaurant should work symbiotically and that the board is not required to continually attempt to drive sales in the GH thru events (that's Neil's job!). That said, having events in our space does boost the number of people in the GH and therefore sales in most cases. The exception there was GSAW, where we had enough going on and subsidized food available that sales were lower than an average week. TURNER noted that we are on budget (which is operating at a loss). Both revenues and costs were higher than expected, but in the same degree for both. TURNER noted that we might continue to float some "restaurant" costs through other budgets: events through the operating budget and equipment repairs and maintenance through capital budget.

There was a broad, positive discussion around events, our budget structures, and the Grad House function within our organization.

BARNEY also noted that Tuesday nights are current running at a loss, despite the board game club having a standing event. GAUBE noted that having more people in our space was also a positive there as it made the space more inviting to others. GAUBE expressed hope that the increase in people in our space would increase revenue over time.

BARNEY noted that his is looking to increase the number of bookings that take place on Thursdays.

BARNEY reviewed that Wednesday Coffee is going very well, paired events with restaurant and Events committee are going well, though there is room for improvement on communications between the staff, board and volunteer teams.

[DAVIEL arrive at 10:15]

### 3. GSAW REVIEW AND RECAP

Lead: GAUBE/DAVIEL

Reference: [GSAW Review documents](#)

For: Discussion

**Tasks to assign: GAUBE and FIELDER to book a recap meeting with Dean Hicks.**

GAUBE started with a discussion on Excellence in Graduate Research Symposium and the Faculty Tasting Night. Positives include setting up AV the night before and having a single person in charge of AV; virtual sessions went well; poster positioning worked well; the prep meetings were highly supportive for volunteers; the inter-disciplinary nature of the event got massive positive feedback.

On the areas for improvement GAUBE and BARNEY noted gaps in communication with FGS with faculty; last minute organization, particularly for the panel; need more judges from VPAC and FGS; set up was labour intensive and time consuming; more volunteers for set up and take down; and a mandatory signed contract for financials. DAVIEL noted that more time to develop the abstract booklet; more people involved in responding to emails.

Recommendations for the next year include: planning the entire event throughout the Summer; increasing direct communications with the Associate Deans in FGS, the admin assistant at FGS, department chairs, grad advisors, etc.; increased recruitment and communication between FGS/VPAC and the faculty; assigning a board member to review EGRS applications; increasing volunteer engagement.

[DAVIEL and GAUBE left the meeting at 10:50am]

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## STANDING ITEMS PART 2

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### D. APPROVAL OF MINUTES

*Motion: to approve the minutes from the October 26, 2023 Executive Board Meeting as presented.*

*M/S: GAUBE/LAWTON  
CARRIED*

### E. BUSINESS ARISING FROM PREVIOUS MEETINGS

Lead: TURNER

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

Oct 27: TASK: TURNER to create individualized job description review templates for each board position inclusive of old and new job descriptions. TURNER to circulate meeting invite for job description reviews.

Oct 27: Decision: The GSS will remove older solidarity statements from our website and future statements will focus on campus life.

### F. COMMITTEE APPOINTMENTS

*Motion: to appoint Lindsay BEAL to the Graduate Supervision and Mentorship award committee.*

*M/S: LAWTON/FIELDER  
CARRIED*

### G. CORRESPONDENCE RECEIVED

Item 1: Kindness Project meeting with BC Gov

*Motion: to receive the correspondence.*

*M/S: FIELDER/LAWTON  
CARRIED*

### H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Nov 7 Operational Relations – Debrief  
MADDOX noted that further follow up on the cross walks and Umo issues raised in this meeting.
2. Nov 23 – Exec to Exec – Strategizing (FIELDER gave regrets)
3. Nov 28 GRC – agenda planning  
Agenda approved!

### I. LOBBYING REPORTS

Reports due at the first meeting of every month.

J. ANNUAL PLAN CHECK-IN

CLOSING ITEMS

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EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: MADDOX provided a brief review of the UVSS's recent statement on the Israeli-Palestine conflict, which directed humanitarian support to the region. However the responses have been highly mixed and slight inflammatory on Reddit. NASCIMENTO's line of "wading into geo-political conflict is not within the GSS mandate" is one we all affirm.

Director of Communications: GAUBE no report

Director of Finance: FIELDER noted that the budget consultation is forthcoming in December.

Director of Services: LAWTON no report.

Director of Student Affairs: BEAL no report

Executive Director: TURNER reminder I'm on vacation next week!

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: Nov 23, 2023. FIELDER gave regrets.

Next GRC Meeting: Nov 28, 2023

AGM: March 19, 2024

Office, Staff Scheduling: GSS will be closing for Reading Week from November 13-17 inclusive.

ADJOURNMENT

*Motion: to adjourn the meeting at 11:17.*

*M/S: MADDOX/LAWTON*

*CARRIED/FAILED*

X

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Wyatt MADDOX  
GSS Chair 2023-24

X

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Kyla Turner  
GSS Executive Director