

University of Victoria Graduate Students' Society

## Executive Board

(ONLINE VIA BLACKBOARD) MEETING MINUTES

APRIL 3<sup>RD</sup>, 2020

**EXECUTIVE PRESENT:** Drake RUSHFORD, Chair; Matty CERVANTES, Director of Communications; Jacob HUNT, Director of Finance; Angélique ROSE, Director of Services; Antoine ROSE, Director of Student Affairs; Stacy CHAPPEL, Executive Director (non-voting).

**ABSENT:** None.

### STANDING ITEMS

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#### A. CALL TO ORDER

The meeting was called to order at 2:17 pm with RUSHFORD in the chair. RUSHFORD provided a land acknowledgement.

#### B. APPROVAL OF THE AGENDA

Motion: RESOLVED that the agenda is approved as presented.  
Approved by CONSENT.

#### C. APPROVAL OF MINUTES

Motion: RESOLVED that the minutes from the March 18, 2020 Executive Board meeting are approved as presented.  
Approved by CONSENT.

#### D. BUSINESS ARISING FROM PREVIOUS MEETINGS

**TASK: CHAPPEL to give an update on outstanding tasks at next meetings**

It was noted that the agendas and minutes from the previous term are linked on main page of Connect.

#### E. COMMITTEE APPOINTMENTS

Motion: RESOLVED that Drake RUSHFORD is elected to the VP Research Advisory Committee.  
M/S RUSHFORD/HUNT  
CARRIED

Motion: RESOLVED that Jacob HUNT is elected to the UVic Grad Fee Reduction Committee.  
M/S RUSHFORD/Angélique ROSE  
CARRIED

Appointments to other committees were TABLED to the next meeting.

## F. AGENDA PLANNING, OR MEETING DEBRIEF (GRC, OPERATIONAL RELATIONS ETC.)

### 1. Graduate Representative Council

Agenda to be finalized at April 10<sup>th</sup> Executive meeting. Agenda items to include:

- COVID 19 – member supports
- Financial update
- Health Plan relations
- Continuation of events via online

### 2. Operational Relations

The following items will be submitted for the Operational Relations Committee on April 14.

- Student housing policy and COVID 19
- UPASS
- SAFA COVID 19 emergency bursary
- What can we learn from this crisis (i.e. permanent changes such as supports to stay home when sick, hand sanitizer)

### 3. FGS Executive Council

RUSHFORD reported he will attend the FGS Executive Committee on April 6, and asked for agenda input. Identified was the financial concern when taking leave as students are ineligible for CERB.

**TASK: CHAPPEL to notify FGS that RUSHFORD has taken over as chair.**

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## NEW MEETING BUSINESS

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### 1. SIGNING AUTHORITY

Motion: RESOLVED that the signing officers for all GSS bank accounts effective April 1, 2020 are:

- Chair, Drake Rushford
- Director of Finance: Jacob Hunt
- Executive Director: Stacy Chappel

M/S RUSHFORD/ Angélique ROSE

CARRIED.

Motion: WHEREAS meeting to sign cheques in person is difficult during the campus closure in response to the COVID-19 pandemic;

RESOLVED that the signing officers be authorized to establish dual signer electronic payments through Electronic File Transfer or e-interac transfer for all chequing accounts.

M/S RUSHFORD/ Angélique ROSE

CARRIED.

**TASK: HUNT and CHAPPEL to establish a procedure to review all expenses before each payment.**

### 2. INCOMING EXECUTIVE DOCUMENT COMPLETION

REF DOC: Conflict of Interest forms are in the Course Spaces Section “Practicalities for doing the job”.

CHAPPEL noted Executive can fill the form in Word, convert to PDF, and sign using the PDF editing tool.

ANGÉLIQUE ROSE and ANTOINE ROSE declared a conflict of interest as they are siblings.

CHAPPEL declared a potential conflict due to her friendship with Jeanie Lanine, the GSS legal counsel.

There was a discussion of whether friendships between board members is a conflict of interest. CHAPPEL noted that typically friendships develop while volunteering together and it is not usually an issue. HUNT noted that he and RUSHFORD were friends prior to running for the Executive Board. CHAPPEL referred the Exec members to the guide on conflict of interest included in the CourseSpaces training for guidance on when a conflict might need to be declared through the year.

**TASK: Executive to complete and return Conflict of Interest Declaration forms.**

### 3. GRC/AGM/SAGM MEETING SCHEDULE FOR 2020-21

Motion: RESOLVED that the 2020-21 GRC, General Meeting schedule shall be:

GRC September 29th

AGM October 27th

GRC November 24th

GRC December 15th

GRC January 26th

GRC February 23rd

SAGM March 23rd

GRC April 20th

M/S RUSHFORD/ANGÉLIQUE ROSE

CARRIED

Discussion: It was noted all Society meetings will be convened online until the COVID 19 crisis passes.

### 4. VOLUNTEER VICTORIA MEMBERSHIP RENEWAL

Motion: RESOLVED to renew GSS membership in Volunteer Victoria for one year

M/S RUSHFORD/ANGÉLIQUE ROSE

CARRIED

### 5. COVID-19 OPERATIONAL ISSUES

CHAPPEL noted her briefing document attached to the agenda was only made available at midnight so members will not have had time to review. It can be taken forward for reference in future discussions.

CHAPPEL proposed in this meeting, the Executive focus on actions to represent students, and assign leads for other governance responsibilities e.g. risk management, financial stability, service policy.

**TASK: CHAPPEL and HUNT to meet prior to the next Executive meeting to begin review of finances.**

There was general discussion of student needs during the UVic changes due to the COVID 19 pandemic.

It was agreed to host three online sessions, enlisting GRC members to assist in hosting, to hear from students on their COVID-19 needs. It was hoped the meetings could be held the week of April 14 to allow the findings to be brought to Council to inform developing a GSS position.

It was agreed to offer an opportunity for councillors and members to submit material by email.

Information on the sessions and the request for input by email will be circulated to the GRC list serv and to the members through the bulletin.

**TASK: CHAPPEL to inform Council of the COVID-19 consultations, and seek volunteers.**

**TASK: CHAPPEL to set up Blackboard sessions for the online COVID-19 consultations.**

HUNT asked if it is possible to record the Executive meetings for our records. ANGÉLIQUE ROSE expressed caution depending on whether faces and images are recording, etc. and the long-term use of the records. RUSHFORD proposed a further discussion on recording meetings at the next meeting.

**Bulletin notices – opportunity to reach out to members:**

CERVANTES noted she is meeting with GSS Communications Coordinator Neil Barney and then a bulletin will be released Thursday April 9.

**TASK: RUSHFORD to draft a bulletin message from the Executive and circulate to the team.**

## CLOSING ITEMS

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### NOTICE OF MOTIONS, TABLED AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

- CHAPPEL – presentation on the 2019-20 outstanding tasks/motions
- Remaining committee appointments
- Finance update – HUNT and CHAPPEL
- Capital expense – fire alarm
- Health and dental plan contract renewal
- COVID 19 long term response plan
- French language acknowledgement

### UPCOMING MEETINGS AND IMPORTANT DATES

- Next Executive Meeting: April 10
- UVic Operational Relations: April 14
- Next Labour Management Committee Meeting: April 16
- Next GRC: April 21 (Agenda to be posted April 14)

### ADJOURNMENT

*Motion: RESOLVED to adjourn the meeting.*

*M/S Angélique ROSE/HUNT*

*CARRIED*

Meeting adjourned at 4:38 pm.

sc/klp/SC

X 

Drake Rushford  
Chair

X 

Stacy Chappel  
Excutive Director