

University of Victoria Graduate Students' Society

Executive Board

(ONLINE VIA BLACKBOARD) MEETING MINUTES

APRIL 17TH, 2020, 2:30 PM

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).

STANDING ITEMS

A. CALL TO ORDER

The meeting was called to order at 2:39 PM with RUSHFORD in the Chair.

B. LAND ACKNOWLEDGEMENT

RUSHFORD gave a land acknowledgement.

C. FRENCH LANGUAGE CELEBRATION

Angélique ROSE recognized the importance of French and English languages in the fiftieth anniversary of official bilingualism.

D. APPROVAL OF THE AGENDA

Motion: RESOLVED to approve the agenda as presented.

M/S Angélique ROSE/HUNT

CARRIED

E. APPROVAL OF MINUTES

Motion: RESOLVED to approve the minutes from the April 10th, 2020 Executive Board meeting as presented.

M/S HUNT/Angélique ROSE

CARRIED

F. BUSINESS ARISING FROM PREVIOUS MEETINGS

MOTIONS/TASKS noted as completed, or revoked:

CHAPPEL circulated committee membership list and discussed typical meeting times with Executive Board members.

CHAPPEL and HUNT met to begin review of finances.

CHAPPEL sent the Student Advocate Fund terms of reference to the Ombudsperson, and the Ombudsperson met with the Executive Board to discuss the fund and how our offices could coordinate on student supports.

LABERGE shared her notes from the Feb. 5 website meeting with the Executive Board

CHAPPEL developed a template for her reports to the Executive Board, and Executive Board members are encouraged to provide feedback and updates to the template if there is information they would like to be included in future reports.

REZVANI contacted the campaign to elimination interest on student loans to inform them of the GSS endorsement of the campaign.

CHAPPEL noted the March 18, 2020 motion to allocate the Emergency Hire and Leave Fund to issue a weeks pay to staff affected by the restaurant closure had been superseded by decisions made later in discussion with the union.

G. COMMITTEE APPOINTMENTS

Motion: RESOLVED to elect Jacob HUNT as the GSS Personnel Officer

M/S: CERVANTES/Angélique ROSE

CARRIED

Motion: RESOLVED to elect Drake RUSHFORD and Jacob HUNT as Executive Board representatives to the Labour Management Committee.

M/S CERVANTES/Angélique ROSE

CARRIED

Motion: RESOLVED that a call to the general membership is issued for candidates for the Bookstore Advisory and Campus Housing Advisory Committees if the committees remain active in May and June.

M/S HUNT/Angélique ROSE

CARRIED

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

a. Operational Relations

RUSHFORD noted agenda items were submitted for the meeting on April 21, at 10 am.

b. Planning for Grad Council

RUSHFORD noted the Grad Council meeting will be held on April 21 and asked Executive Board members to be online at 4:45 to sign in.

RUSHFORD reminded the Executive member submitting a monthly director's report to Council is important to do before the meeting.

RUSHFORD asked Executive Members to volunteer to assist in managing the meeting

- i. Registration (POTTS)
- ii. Posting motions (for voting) (HUNT)
- iii. Speaking to different agenda items

1. COVID 19 supports (Angélique ROSE) CHAPPEL to draft summary document.
2. Finance update (HUNT)
3. Health and Dental Update (CHAPPEL)
4. Stipend Review (Joseph HORAN)
5. Events online (Angélique ROSE)
- iv. Land acknowledgement (CERVANTES)
- v. Bilingualism statement (Angélique ROSE)
- vi. Speakers list (Grad Council volunteer)
- vii. Time keeper (Grad Council volunteer)
- viii. Alternate Chair if meeting goes long (CERVANTES)

CHAPPEL gave a basic overview on using Robert's Rules.

TASK: CHAPPEL to post David Foster's training power point Robert's Rules training for Grad Council to the CourseSpaces.

c. (Virtual) Meet and Greet with Student Affairs leads (tent: May 11, 3pm)

RUSHFORD reported he had met with Jim Dunsdon, AVP Student Affairs and he would like to meet virtually with his team, and then hopefully in person for lunch once quarantine ends. Executive members should expect a calendar invitation with a bluejeans link.

MEETING BUSINESS

1. HEALTH AND DENTAL PLAN

Reference Document: UVIC GSS Renewal Review Sept 1 2020 FINAL.pdf

The renewal proposal was reviewed in detail.

TASK: Grad Council will be asked about the option of a referendum on making distance students automatic members

TASK: CHAPPEL to contact the broker to clarify the extension prices and percentages for vaccines, and whether new vaccines would be included in the extension to vaccine coverage.

2. CAPITAL EXPENSE – FIRE ALARM

CHAPPEL referred to Appendix D, the email from UVIC Facilities management regarding fire alarm upgrades.

*Motion: WHEREAS UVIC has mandated a campus wide fire alarm upgrade, therefore
RESOLVED that \$2,984 is allocated from the Capital Fund to upgrade the fire alarm system in the Grad Centre
M/S: HUNT/Angélique ROSE
CARRIED*

3. FINANCE UPDATE

Reference document: cash flow projection for operating fund (sent by email) (this uses a template from Scale Collaborative [webinar](#) on financial response to COVID19 in non-profits)

Federal government COVID-19 supports for business <https://www.canada.ca/en/department-finance/economic-response-plan.html#businesses>

CHAPPEL gave an overview of the financial projection scenarios for the Operating Fund with different enrolment scenarios. She reported the current enrolment for summer is about 65% of what had been budgeted for member revenue, which is positive.

CHAPPEL outlined the various government support options for which the GSS is eligible, as well as options for use of our internal funds. She noted that any borrowing—whether from an interest free loan as available through the current government program—or use of the Building fund reserves requires approval from the members in a general meeting.

4. IN CAMERA SESSION

The meeting moved in camera at 4:30 PM.

The meeting moved out of camera at 4:49 PM.

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: RUSHFORD had nothing additional to report

Director of Communications: CERVANTES has met with Neil Barney and he is awesome, and the bulletin was out on the 9th. Another is planned every two weeks. Next week the Communications Committee is meeting on the 24th April, so please encourage people to join the committee as numbers are lower. She encouraged Angélique to continue with the committee.

Director of Finance: HUNT had nothing additional to report.

Director of Services: Angélique ROSE reported that the test runs for online events was complete, with support from Neil Barney, and we are to proceed with online Wednesday coffee and dance workshops. Appeals Committee is on track and ready to meet.

Director of Student Affairs: Antoine ROSE reported the dance workshop had been completed and feedback before and after with participants was successful. The Blackboard technology is working well for this event. He hoped that the scale could increase, and that the online offerings from the GSS could expand in future.

Executive Director: CHAPPEL had nothing additional to report.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

None.

UPCOMING MEETINGS AND IMPORTANT DATES

Next Executive Meetings: May 1, 3 PM.

ADJOURNMENT

Motion: RESOLVED to adjourn the meeting.

M/S Antoine ROSE/CERVANTES

CARRIED

The meeting adjourned at 4:58 PM.

sc/klp

X 

Drake Rushford
Chair

X 

Stacy Chappel
Executive Director

APPENDIX B: EXECUTIVE 2020-21 MOTION LOG

RECORD OF APPROVED MOTIONS AND ASSIGNED TASKS¹ AS OF APRIL 10TH, 2020

2020-21 INCOMPLETE/IN PROCESS: UPDATES REPORTED BY CHAPPEL APRIL 15 HIGHLIGHTED

EXECUTIVE MEETING	MOTION OR TASK (Motions containing expenditures are in BOLD)	COMPLETED √	REVOKED OR MODIFIED
2020 April 3	TASK: Executive to complete and return Conflict of Interest forms. (RUSHFORD, HUNT and CERVANTES outstanding). TASK: CHAPPEL and HUNT to meet prior to the next Executive meeting to begin review of finances.	X	
2020 April 10	Follow-up TASK: [who?] Check with council regarding continued memberships and any resulting changes to committees. <u>Motion</u> : RESOLVED that the following working groups are established to develop a risk management response: <ul style="list-style-type: none"> - Members needs and communications - Financial planning - Operational risk management FURTHER RESOLVED that the membership of these working groups will be as follows: RUSHFORD: Operational Risk Management, Member needs & Communications HUNT: Financial planning, Operational Risk Management ANGÉLIQUE ROSE: Members needs & Communications ANTOINE ROSE: Members needs & Communications, Operational Risk Management, Financial Planning CERVANTES: Members needs & Communications CHAPPEL: Members needs & Communications, Operational Risk Management, Financial Planning TASK: CHAPPEL to send working group session invitations based on calendar availability. TASK: CHAPPEL to circulate committee membership list and information on the typical time.	X	List sent but not typical time

¹ This document is intended to assist with resolution and task follow-up and completion, particularly during Executive and GRC annual transitions. Motions pertaining to internal administration such as the approval of agendas, minutes, committee appointments have not been summarized in this document. Motions that did not pass are not in this document.

	<p><i>Amended Motion: RESOLVED the Chair will make a statement at the beginning of Executive and Grad Council meetings celebrating official bilingualism in Canada.</i></p> <p><i>Amended Motion: RESOLVED that the GSS invites volunteers to assist in translating key GSS documents to French during the 2020-2021 year.</i></p>		
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2019-20 INCOMPLETE/IN PROCESS:

EXECUTIVE MEETING	MOTION OR TASK (Motions related to major expenditures are in BOLD)	COMPLETED √	REVOKED OR MODIFIED
2019 July 4	TASK: Food and Beverage Committee needs to finalize the catering policy. DEFERRED.		Deferred
2020 January 22	<p>TASK: HASHEMI to bring Nov. 20 2019 motion to Bylaw and Policy Committee for inclusion in policy manual. <i>Nov. 20 2019 Motion: RESOLVED that the GSS' personnel policy be revised to state explicitly that "No software that needs to access or may gather potentially sensitive business information may be installed and used for GSS purposes on any personal electronic device (for example, a cell phone or laptop). All GSS work products will be created and maintained on GSS computers, file systems, and email addresses."</i></p> <p>TASK: CHAPPEL to put link regarding the Student Advocate Fund on the GSS website.</p> <p>TASK: CHAPPEL to send materials on the Student Advocate Fund to Ombudsperson office as hand outs.</p>	X	<p>Referred to next Bylaw and Policy Committee Chair.</p> <p>Pending</p>
2020 February 5	TASK: LABERGE to share her notes from the Feb. 5 website meeting.	X	Status unknown
2020 February 19	<p><i>Motion: RESOLVED that OSBORNE and HASHEMI are removed from Office Restructuring Consultation committee, and FURTHER RESOLVED the report on staff input will be submitted to CHAPPEL; and FURTHER RESOLVED that CHAPPEL will develop the final proposal for office staff structure.</i></p> <p><i>Motion: RESOLVED that Executive Director shall submit monthly reports to the Board using the provided template.</i></p> <p><i>Motion: RESOLVED that the Executive Director will be in charge of the GSS food operations until a new Restaurant Manager is hired.</i></p>	X	<p>TBD</p> <p>(report complete, not template)</p>

	<p>FURTHER RESOLVED that the Executive Board will reach out to Jim Dunsdon, AVP Students Affairs to seek help for the management of the GSS food outlets in the interim period.</p> <p><u>Motion:</u> RESOLVED that the Executive Board will provide the membership with a clear and realistic report on the state of the GSS food outlets.</p> <p><u>Motion:</u> RESOLVED that the Side Project Café will be open during Grad House business hours as a study space, effective immediately.</p> <p>TASK: OSBORNE to provide updated Executive Director and Restaurant Manager monthly report templates (to be appended in Feb. 19 minutes).</p>	<p>X</p> <p>X</p>	<p>Status unknown</p> <p>Status unknown</p> <p>No longer applicable</p> <p>Abandoned ED found alt template</p>
2020 March 4	<p><u>Motion:</u> RESOLVED to endorse the campaign for the elimination of interest fees on student loans.</p> <p>TASK: SHANJANI will follow up with her committee members regarding attendance.</p> <p>TASK: HASHEMI will send a notice to COUNCIL about attendance.</p> <p>TASK: HASHEMI will include attendance this as an issue in the training for incoming Executive Board.</p> <p>TASK: HASHEMI to recommend consideration of attendance issue to the Bylaw and Policy Committee.</p>	<p>X</p>	<p>Status unknown</p>
2020 March 18	<p><u>Motion:</u> RESOLVED to extend pay for restaurant staff to Mar. 24, 2020 to allow a full work week's pay after closure.</p> <p>FURTHER RESOLVED that the Employee Emergency Hire and Leave Fund be allocated in its entirety to assist in covering this cost.</p> <p><u>Motion:</u> RESOLVED that the following amounts are transferred to the Employee Leave and Emergency Hire Fund:</p> <p>\$500 from the Operating Fund</p> <p>\$250 from the Health and Dental Fund</p> <p>\$250 from the Food and Beverage Fund.</p>		<p>REVOKED following negotiation with union</p>

2020-21 NOTED as COMPLETED or REVOKED:

EXECUTIVE MEETING	MOTION OR TASK (Motions related to major expenditures are in BOLD)	ALL ITEMS BELOW HAVE BEEN COMPLETED UNLESS ... NOTED HERE AS REVOKED OR MODIFIED
2020 April 3	<p>TASK: CHAPPEL to give an update on 2019-20 outstanding tasks/motions at the next meeting.</p> <p>TASK: CHAPPEL to notify FGS that RUSHFORD has taken over as chair.</p> <p><u>Motion:</u> 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.</p> <p><u>Motion:</u> 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.</p> <p>TASK: HUNT and CHAPPEL to establish a procedure to review all expenses before each payment.</p> <p><u>Motion:</u> RESOLVED that the 2020-21 GRC, General Meeting schedule shall be: GRC Sept. 29th, AGM October 27th, GRC November 24th, GRC December 15th, GRC January 26th, GRC February 23rd, SAGM March 23rd, GRC April 20th.</p> <p><u>Motion:</u> RESOLVED to renew GSS membership in Volunteer Victoria for one year.</p> <p>TASK: CHAPPEL to inform Council of the COVID-19 consultations and seek volunteers.</p> <p>TASK: CHAPPEL to set up Blackboard sessions for the online COVID-19 consultations.</p> <p>TASK: RUSHFORD to draft a bulletin message from the Executive and circulate to the team.</p>	

