*University of Victoria Graduate Students’ Society*

Executive Board

## (Online via Blackboard) MEETING MINUTES

## NOVEMBER 16, 2020

**EXECUTIVE PRESENT:** Drake RUSHFORD**,** Chair; Matty CERVANTES, Director of Communications; Jacob HUNT, Director of Finance; Daniel GUDIÑO, Director of Services; Antoine ROSE, Director of Student Affairs, Kyla TURNER, Executive Director (ex-officio).

# Standing Items

## CALL TO ORDER

The meeting was called to order at 4:00pm with RUSHFORD in the chair. Land acknowledgement offered by RUSHFORD.

## Approval of the Agenda

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

*M/S ROSE/CERVANTES*

*Amendment to Agenda: CERVANTES’s resignation*

*M/S RUSHFORD/ROSE*

*CARRIED*

*CARRIED*

## Approval of minutes

*Motion: RESOLVED that the minutes from the* [*November 2nd, 2020 Executive Board meeting*](https://connect.uvic.ca/sites/vpac/studentaffairs/GSS/GradCouncil/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/vpac/studentaffairs/GSS/GradCouncil/Document/2016-2017%20Grad%20Council%20Documents/2016-17%20Grad%20Council%20Minutes/2017-07-25%20GRC%20Minutes%20DRAFT.docx&action=default) *are approved as presented.*

*M/S ROSE/GUDIÑO*

*CARRIED*

## Business arising from previous meetings

**MOTIONS/TASKS noted as completed, or revoked:**

CERVANTES to send proposal for a Solidarity Statement with the Mi’maq people by end of week.

CERVANTES followed up with Masoud Mokharti, who will be present for the next Grad Council meeting.

CERVANTES helped the VP Research Grad Student Session with promotion to membership.

CERVANTES scheduled a meeting with Karen regarding the department grants.  
RUSHFORD and HUNT on-boarded the new E.D., TURNER.

**Follow-up TASKS assigned:**

RUSHFORD to follow up with VPN issue.

HUNT to follow up with library fees. HUNT will go into the building to check records this week.

CERVANTES requested all Executive members get their AGM reports in. Currently, only GUDIÑO has submitted the committee report for the AGM.

1. committee appointments

*Motion: RESOLVED to elect Joseph Martin as the graduate student representative to the 2020-21 Convocation Committee.*

*M/S ROSE/GUDIÑO*

*CARRIED.*

1. correspondence received

Motion: RESOLVED that the correspondence presented has been received by the Executive Board.

M/S ROSE/CERVANTES

CARRIED.

**Follow-up TASKS assigned:** CERVANTES to promote UTILE Student Housing Survey

1. Agenda planning, or meeting debrief (GRC, operational relations etc.)
2. Chair’s meeting with President Hall – November 20th  
   **Follow-up TASKS assigned:**RUSHFORD to highlight anti-racist policies, R.A. legal status, compensation for committee work, and possibly the VPN.
3. GSS/UVIC Executive Meeting – November 27th*Discussion:*Both the R.A. legal status and the anti-racist policy proposals need more research and preparation. This meeting may be cancelled if nothing is put forward.
4. GSS/UVIC Operations Relations Committee – December 1st  
   *Discussion:*GUDIÑO: Mindy has heard feedback from members experiencing domestic violence. Some of these members are on leave and have limited access to University resources. Mindy is knowledgeable about community resources, but it is outside the scope of her job to offer referrals at this level.  
   **Follow-up TASKS assigned:**RUSHFORD to bring forward domestic violence concerns to meeting.

# meeting Business

## Executive Director Training plan (in-camera)

*Motion: to go in camera at 4:23 pm.*

*M/S: not noted*

*CARRIED*

The Executive rose from in-camera at 4:32 pm.

Motion: RESOLVED that the Executive Director monthly report template and training guide are approved.

FURTHER RESOLVED that the Executive Director’s probation period will conclude on February 19th with the review to take place from February 15th-18th.

M/S: not noted

CARRIED.

## 2020 Audit presentation

REF DOC: Engagement Letter, Independence Letter, Adjusting Journal, Audited Financial Statements

Motion: RESOLVED that the Executive Board recommends the approval of the 2019-20 Audited Financial Statements as presented.

M/S: HUNT/ROSE

Discussion:

HUNT went over the documents to explain the purpose of each. The audited financial statements found no errors and no evidence of fraud. Everything was as expected. The auditor noted a decline in restaurant revenue that had to be subsidized by the Operations fund. This audit also includes a brief statement on the impact of the COVID-19 pandemic.

CARRIED.

## AGM Planning

REF DOC: AGM TASKS

Discussion:

GUIDNO has sent in his report to CERVANTES.  
HUNT asked for clarification for content of the Finance Committee reports as they’ve only met once. RUSHFORD clarified that reports should include work done and goals.  
RUSHFORD and CERVANTES putting together PowerPoints. All PowerPoint material due to them a little later than reports.  
RUSHFORD requested all speaking notes be sent to Karen in order to prepare the minutes.

**TASK: HUNT, RUSHFORD, ROSE, and TURNER to submit reports to CERVANTES by Nov 17th.**

## Giving Tuesday

REF DOC: Letter from Giving Tuesday

Motion: RESOLVED that the GSS becomes an official Giving Tuesday Partner through promotion of Giving Tuesday on social media channels.

M/S: CERVANTES/ROSE

Discussion:  
CERVANTES and RUSHFORD offered backgrounder on Giving Tuesday and the partnership request. Giving Tuesday will include the GSS logo if we partner with them.  
TURNER requested clarification as to who received funds.  
CERVANTES 20 funds including COVID-19 research, social justice, health, wellness, and community outreach projects.  
HUNT do we have any say in where the funds we help raise go?  
RUSHFORD No. Giving Tuesday is only looking for promotion. We will post on social media and on the outdoor sign after the AGM. We are unable to contribute to prize packages due to the restaurant closure and lack of available prizes on hand.

CARRIED.

**TASK: CERVANTES and BARNEY to post on outdoor sign after AGM and on social media.**

## Matty Cervantes resignation

Motion: RESOLVED that the Executive Board accepts Matty CERVANTES’s resignation effective December 31st.

M/S: RUSHFORD/HUNT

Discussion:  
CERVANTES grateful for the team and suggests another member of the Communications Committee be encouraged to run for her seat. She will serve until the end of the calendar year.  
ROSE and RUSHFORD offered thanks to CERVANTES for her service.

CARRIED.

# Closing Items

## Executive informal discussion/updates/questions

Chair: RUSHFORD spent last week onboarding the new ED, TURNER and introducing her to the Executive. RUSHFORD suggests that CERVANTES and Neil re-send the AGM link again next week, as we have not posted it to our website to reduce the possibility of spammers.   
RUSHFORD met with other provincial GSSs about the BC Graduate Scholarship and the BC Access Grant. An MOU should be struck with other GSSs rather than creating a federation as this would require a referendum and have implications for our audits. Other GSS organizations would like to host a collective website, but RUSHFORD is hesitant to commit financial resources due to the audit implications. The BC Alliance of Students will send materials to the newly elected MLAs regarding student issues.

Director of Communications: CERVANTES sent out the bulletin with free activism and advocacy workshops. CERVANTES thanked GUDIÑO and Neil for their assistance in promoting these workshops. LinkedIn is going well, and people can now have the GSS logo on their job descriptions. CERVANTES requested that the Executive please link their accounts to the GSS LinkedIn.

Director of Finance: HUNT spent last week onboarding TURNER. The week before he met with Ingrid to sign off on a backlog of bills owed. We are now up-to-date on our bills. HUNT has looked into VanCity accounts for e-transfers and recommends changing to account name for ease of use. HUNT has also been focused on completing the audit and communicating with the auditor.

Director of Services: GUDIÑO reported that a member survey about how membership wants to engage in services will go out. Asked for help in promoting the survey. Two suggested services are a speaker series to engage members in networking and presenting their work and a training series with EQHR train-the-trainer.  
GUDIÑO thanks Mindy and HUNT for their work on Appeals, as we’ve had more in the last two months than all of last year and more are coming in.

Director of Student Affairs: ROSE investigating the R.A. legal status by reaching out to SFU to hear more about how their legal status as employees of the university was changed. ROSE also looking to get members participating in active programs for student health.

Executive Director: TURNER spent last week onboarding and setting priorities for the next three months.

Notice of motions, tabled agenda items for next executive meeting

Motion: BIRT that the Executive Board accepts Brooklyn Trimble’s resignation effective [date].

## Upcoming meetings and important dates

Next Executive Meetings: December 7th, 2020

adjournment

Motion: RESOLVED to adjourn the meeting.

M/S ROSE/HUNT

CARRIED.

The meeting adjourned at 5:30.

KT/klp/KLP

