

University of Victoria Graduate Students' Society

Executive Board

(ONLINE VIA ZOOM) MEETING MINUTES

APRIL 7, 2021

EXECUTIVE PRESENT: David FOSTER, Chair; Nicole KENT, Director of Communications; Adair NG, Director of Services (partial); Nahid SAFARI, Director of Student Affairs; Kyla TURNER, Executive Director (non-voting).

STANDING ITEMS

A. CALL TO ORDER

The meeting was called to order at 1:45pm with FOSTER in the chair.

B. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by FOSTER.

C. APPROVAL OF THE AGENDA

Motion: RESOLVED that the agenda is approved as presented.

M/S: FOSTER/KENT

CARRIED

D. APPROVAL OF MINUTES

Motion: RESOLVED the minutes from the March 31, 2021 Executive Board Meeting are approved as presented.

M/S: FOSTER/NG

CARRIED

E. BUSINESS ARISING FROM PREVIOUS MEETINGS

Follow-up TASKS assigned:

TASK: Follow-up from 2020-Sept-21 re: Clubs: FOSTER and NG to strike a Working Group on UVSS Clubs.

F. COMMITTEE APPOINTMENTS

NG was nominated to serve on the 2021-22 UVIC Graduate Fee Reduction Appeals Committee. There were no other nominations.

Motion: RESOLVED nominations be opened to elect an Executive Board member to the Graduate Fee Reduction Appeals Committee.

Moved: FOSTER Seconded: KENT

Nominations: NG

Motion: RESOLVED Adair NG is ratified as an Executive Board member to the Graduate Fee Reduction Appeals.

Commented [KLP1]: Motion format – see previous comment.

Content note: there is no need for a formal motion to open nominations. However, what I like here, that is new, is that we record the nominations so we know if the person named in the motion was the sole candidate. Regarding the motion to name the rep, Stacy was very adamant that we use 'elected' even if there was only 1 candidate. She felt the GSS had democratic processes and the word carried more weight to UVic etc.

Moved: FOSTER Seconded: KENT
CARRIED

Motion: RESOLVED David FOSTER is ratified an ex-officio member of the Graduate Executive Committee.

Moved: FOSTER Seconded: KENT
CARRIED

Motion: RESOLVED Nahid SAFARI is ratified as the GSS representative to the Ombudsperson Committee.

Moved: FOSTER Seconded: KENT
CARRIED

Motion: RESOLVED Adair NG is ratified as the GSS representative to Clubs Council.

Moved: FOSTER Seconded: KENT
CARRIED

G. CORRESPONDENCE RECEIVED

Regarding: Leigh Andersen requesting the Executive Board publish the Accessibility Audit for Halpern Centre

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

Moved: FOSTER Seconded: NG
CARRIED

Follow-up TASKS assigned:

TASK: TURNER to respond to Leigh Andersen's email and allow UVic to publish the Accessibility Audit for Halpern Centre.

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

1. GRC April 20, 2021

TURNER clarified GRC agenda approval process.

FOSTER clarified that this agenda will include committee re-assignments and GVAT membership

DECISION: GRC Agenda will be approved at April 13, 2021 Executive Meeting.

2. Setting up introductory meetings with: Operational Relations, Exec to Exec, Global Communities, Student Wellness Centre, ISS

TASK: TURNER to contact the Operational Relations, Exec to Exec, Global Communities, Student Wellness Centre, and ISS meeting secretaries and provide them with introductions to the new board.

I. LOBBYING REPORTS

No reports.

OLD BUSINESS

None.

Commented [KLP2]: If David insists on this section, move Item E from Standing Items to here. Re-order agenda appendices to account for motion log moving.

NEW BUSINESS

1. GRC STANDING COMMITTEE VACANCIES

TASK: To ensure vacancies caused by committee members graduating or not returning to classes are provided for the agenda of the April 20, 2021 GRC meeting, the following Executive Board members will be responsible to forward any vacancies to the Chair prior to April 13:

Chair: Bylaw and Policy Committee, Finance Committee, Stipend Review Committee, UVic Committees

Director of Services: Appeals Committee, Events Committee

Director of Communications: Communications Committee

Director of Student Affairs: Student Affairs Committee

2. NEW EXECUTIVE ONBOARDING DOCUMENTS

References: Canada TD-1, BC TD-1, Disclosure of Conflict of Interest Form, Contact Information Form

TASK: Executive Members will fill and return the Disclosure of Conflict of Interest forms by April 15, 2021.

TASK: Executive Members will fill and return the TD-1 and TD1-BC tax forms by April 12, 2021.

TASK: Executive Members will fill and return the Contact Information form by April 15, 2021.

3. SCHEDULING

Motion: RESOLVED the following dates are set for Executive Board meetings:

Tuesday, April 13, 2021, 8:00-9:30am

Wednesday, April 21, 2021, 1:30-3:30pm

Wednesday, April 28, 2021, 1:30-3:30pm

Moved: FOSTER Seconded: SAFARI

CARRIED

Motion: RESOLVED the following dates are set for GRC meetings:

April 20, 2021

June 8, 2021

July 20, 2021

September 28, 2021

November 23, 2021

December 14, 2021

January 25, 2022

February 22, 2022

April 19, 2022

Moved: FOSTER Seconded: KENT

CARRIED

Scheduling of the AGM/SAGM and GRC meetings for the months of general meetings will be discussed at future meetings.

4. EXECUTIVE APPOINTMENTS

Motion: RESOLVED nominations be opened to elect an Executive Board member as the interim Personnel Officer until such time as the Director of Finance position is filled.

Moved: FOSTER Seconded: KENT

Nominations: FOSTER

Motion: RESOLVED to elect David FOSTER as the interim Personnel Officer until such time as the Director of Finance position is filled.

Moved: NG Seconded: SAFARI

CARRIED

Motion: RESOLVED nominations be opened to elect an Executive Board member as the UVSS Liaison for 2021-22.

Moved: FOSTER Seconded: KENT

Nominations: FOSTER

Motion: RESOLVED to elect David FOSTER as the UVSS Liaison for 2021-22.

Moved: SAFARI Seconded: KENT

CARRIED

5. COVID-19 EMERGENCY MEASURES REGARDING IN-PERSON EVENTS

Motion: WHEREAS the number of new COVID-19 cases in BC continues to average over 500 per day; and

WHEREAS the Provincial Health Officer has banned indoor social gatherings and restricted outdoor social gatherings to 10 people, socially distanced; and

WHEREAS the Society has a responsibility to ensure the health and safety of members and staff while engaging in Society activities, as well as minimizing the Society's liability; and

WHEREAS the 2020-21 Executive Board passed a motion on August 4, 2020 that the Society will not hold or sponsor in-person events until further notice;

RESOLVED "in-person event" is defined as an event that involves participants interacting in the same physical space, and is not necessary for the continued functioning of the society;

FURTHER RESOLVED the Executive Board reaffirms that the Society will not hold or sponsor in-person events until the Executive Board or Grad Council decides otherwise;

FURTHER RESOLVED the Society recognizes that its jurisdiction is limited to the Province of B.C., however, Executive Board Members, Grad Council members and volunteers located outside the Province of B.C. are expected to adhere to the legislation and public health orders of the jurisdiction in which they are located.

Moved: FOSTER Seconded: NG

CARRIED

6. BOARD TRAINING SCHEDULE

Motion: RESOLVED the Executive Board approves the Board Training Agenda.

FURTHER RESOLVED the Executive Board schedules training sessions for the following dates and times:

April 13, 2021 – Logistics 101 during the Exec Meeting

April 16, 2021, 11:00-12:00 – Roberts Rules Training with Karen Potts

April 21, 2021 – Chairing Committees and Executive Reports during the Exec Meeting

April 22, 2021 10:00-11:00am – Training with Neil Barney, Communications Coordinator

April 23, 2021 10:00-11:00am – Training with Mindy Jiang, Health and Dental Coordinator

April 28, 2021 – History of the GSS and Staff Meet and Greet during the Exec Meeting

Moved: FOSTER Seconded: NG

CARRIED

TASK: TURNER to contact EQHR, ICAT, Labour Relations, Sexualized Violence Training, and Bystander Training for scheduling this training in May.

TASK: All EXECUTIVE BOARD members to complete EQHR, ICAT, Labour Relations, Sexualized Violence Training, and Bystander Training by June 15, 2021.

7. PAYMENT OF ELECTORAL OFFICER

Motion: RESOLVED the Society pays Tiffany Kuo \$100 for serving as Electoral Officer for the 2021 Executive Board Elections.

Moved: FOSTER Seconded: KENT

CARRIED

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: FOSTER focused on committee transitions. Re: VP Research Committee, these invites are coming to FOSTER instead of SAFARI. This will be corrected by FOSTER.

Director of Communications: KENT: the Associate Dean search is completed and referred to University for ratification. Also elected to Senate as student senator. Congratulations, Nicole!

Director of Services: NG no report.

Executive Director: TURNER focused on board transition. Also we have a new student case regarding program requirements and supervision within the School of Public Administration.

Director of Student Affairs:

NG recused herself for discussion of a fee reduction appeal case brought to SAFARI as NG is now an elected member of the Fee Reduction Appeal Committee.

[3:26pm NG left meeting]

SAFARI reported a fee reduction appeal student case to the Board. FOSTER referred the case to the Fee Reduction Appeal Committee. TURNER referred the case to the Ombudsperson. SAFARI to follow up with student with available support from TURNER and FOSTER.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

MOTION for GRC:

Motion: BIRT that the GSS re-instates their membership with Greater Victoria Acting Together for 2021-22 at the cost of \$1200.

AGENDA ITEM FOR GRC:

Committee reassignments following graduation, resignation, etc.

Agenda Item for Executive:

TASK: EXECUTIVE BOARD to schedule initial meetings with UVic bodies (OR, Exec-to-Exec, GC, SWC, ISS) at the next Executive Board Meeting.

UPCOMING MEETINGS AND IMPORTANT DATES

****Task Reminder: Please be sure your meetings and events are up to date on the GRC Connect Calendar****

Next Executive Meetings: April 13, 2021 8-9:30am PST

GRC Meeting: April 20, 2021

Office, Staff Scheduling Notes: Halpern Centre staffed Tuesday-Thursday only. Unionized staff in once per week at most.

ADJOURNMENT

Motion: RESOLVED the meeting is adjourned at 3:32pm.

Moved: FOSTER Seconded: KENT

CARRIED

KT/klp/KT

X

David Foster
GSS Chair 2021-22

X

Kyla Turner
GSS Executive Director