

University of Victoria Graduate Students' Society

Executive Board

(ONLINE VIA ZOOM) MEETING MINUTES

JULY 19, 2022

EXECUTIVE PRESENT: Summer OKIBE, Chair; Nicole KENT, Director of Communications; Nahid Pourdolat SAFARI, Director of Student Affairs (partial); Wyatt MADDOX, Director of Services; Robert BICKLEY, Director of Finance; Kyla TURNER, Executive Director (non-voting)

GUESTS: Daniel GUDINO, Events Coordinator; Karen POTTS, Office/Governance Coordinator

STANDING ITEMS PART 1

A. CALL TO ORDER

The meeting was called to order at 1:34 with OKIBE in the chair.

B. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by BICKLEY. OKIBE invited all board members to take a moment to reflect on their relationship to the lands that they are on.

C. ICE BREAKER

OKIBE lead an ice breaking activity with rhyming couplets to get the board thinking in new ways. Thanks Summer!

[SAFARI arrived at 1:37pm]

D. APPROVAL OF AGENDA

Motion: RESOLVED the agenda is approved as presented.

M/S: MADDOX/KENT

CARRIED

NEW BUSINESS

1. ANNUAL PLAN CHECK IN

For Discussion:

OKIBE asked for an update from last two week. MADDOX recapped last meeting's work: MADDOX, BICKLEY and SAFARI have uploaded their drafts, an editing meeting to have a consistent voice across the full document. OKIBE asked if the board would like to have a separate annual plan editing meeting. MADDOX agreed.

BICKLEY reported that his work was completed for last meeting. SAFARI has been meeting with campus partners around mental health supports. SAFARI to send committee opportunities to the main office on the

matter of advisory committee appointments. KENT is still working on her sections of the annual plan. OKIBE reported that she is following MADDUX's lead on their group activities.

DECISION: Board to meet July 26, 2022 at 10am to finalize the annual plan.

TASK: TURNER to circulate a meeting invite for the annual planning meeting July 26, 2022 at 10am.

2. CONNECT/COMMITTEE TRAINING

Reference: Draft Committee Chairing Checklist

For Discussion:

TURNER gave an overview of the reference document giving a checklist of what materials committee chairs should produce for GRC committee meetings. TURNER also went through the use of Connect for document storage and calendars.

The most helpful sections on Connect is the left-hand menu that lists on the Exec: 1. Documents 2. Calendar And on GRC: 1. Documents 2. Calendar 3. Committees

Documents are broken down into projects and meetings. Meetings are listed date first with the year-month-day format (e.g. 2022-07-19 Exec Meeting). Supporting documents for every meeting should be uploaded to Connect. Board members are responsible for updating the calendar for their own committees. The Exec/GRC calendar is accessible for all GRC reps.

3. ORIENTATION OVERVIEW

Leads: GUDINO

For Discussion:

GUDINO gave an overview of the department orientations, major UVic and GSS orientation events. GUDINO encouraged board members to promote getting involved with the GRC and the GSS more broadly with all orientation events. It is the first and most effective form of face-to-face time board members get with members from all departments.

For department orientations, board members take the lead in giving a 5-10 minute overview of the GSS. Sign up for meetings on the Connect folder "Orientation Events."

For UVic orientations, board members support facilitation here, but speciality events like Health and Dental orientations are completed by staff.

GSS events include the August 15 Speed Friending and Welcome Back BBQ. Wednesday Coffee is planned to return and should be promoted.

TASK: TURNER to invite GUDINO to the August 2, 2022 board meeting for training the board on department orientations. TURNER to circulate orientation documents by email to all board members by August 2, 2022.

4. SWAG BUDGET FOLLOW UP

Leads: SAFARI

For Discussion:

SAFARI made the pitch to order tote bags from Alibaba. MADDOX recommended spending out the budget at the end of the fiscal year on swag and including a swag budget in the 2023-24 budget. SAFARI volunteered to source providers when we order.

5. IN-CAMERA SESSION

Guest: Karen POTTS

Motion: RESOLVED to go in-camera at 2:23pm.

M/S: MADDOX/SAFARI

CARRIED

Board rose from in-camera at 2:50pm.

STANDING ITEMS PART 2

E. APPROVAL OF MINUTES

Motion: RESOLVED the minutes from the July 5, 2022 Executive Board Meeting are approved as presented.

M/S: MADDOX/SAFARI

CARRIED

F. BUSINESS ARISING FROM PREVIOUS MEETINGS

TASKS COMPLETED:

2022 May 24: TASK: ALL EXECUTIVE BOARD MEMBERS to meet with their drafting partners on their assigned sections of the Annual Plan and develop preamble, a very brief recap of previous work completed, and goals (and/or SMART objectives) for the current year for discussion at a subsequent board meeting.

2022 June 7: TASK: TURNER to circulate the annual planning documents again, including who is assigned which sections and previous iterations of the annual plan.

TASK: TURNER to correspond with EQHR/VP-research personnel regarding meeting on funding equity and invite MADDOX, BICKLEY, and SAFARI.

TASK: SAFARI to circulate GAUBE's briefing note by June 8, 2022 and Board members to approve item by June 9, 2022. TURNER to confirm agenda items for OR on June 10.

2022 June 21: TASK: Turner to connect the Executive Board with individuals at Uvic working on housing

2022 July 5: Task: TURNER to provide training on Connect and calendaring July 19 and include a step by step guide to setting up committee meetings.

TASK: SAFARI, BICKLEY, and TURNER to incorporate asks from this meeting into our annual plan around RA employment.

TASK: TURNER to circulate an email vote to secure OKIBE's vote on this matter.

G. COMMITTEE APPOINTMENTS

No appointments made.

H. CORRESPONDENCE RECEIVED

- Item 1: Board training with BC UWU
- Item 2: Global Student Government Invitation to Meet
- Item 3: Housing Advocacy with UVic
- Item 4: Menstrual products at GSS

Motion: RESOLVED the correspondence is received.
M/S: MADDOX/SAFARI
CARRIED

TASK: TURNER to give availability to UWU for Aug 18/19 for board training.

DECISION: GSS will not seek a meeting with the Global Student Government.

TASK: TURNER to give availability to Community and Government Relations for the week of 1-2pm July 25, 27, or 29.

TASK: SAFARI to pick up menstrual products from Aisle for distribution at GSS.

I. AGENDA PLANNING, OR MEETING DEBRIEF

1. Agenda Planning: GRC July 26, 2022

Assign tasks:

1. Creation of the powerpoint - MADDOX
2. Screensharing during meetings - SAFARI
3. Chat monitor – SAFARI/OKIBE

Discussion:

Board members discussed ways to thank the current GRC reps as we are looking to bring back GRC as an in-person meeting but don't have a in-person meeting for this year's GRC. MADDOX recommended 2021-22 GRC reps get free tickets to the Welcome Back BBQ.

Decision: 2021-22 GRC reps who attended at least three GRC meetings get free tickets to the Welcome Back BBQ. GRC Reps can pick up tickets from the office.

TASK: TURNER to provide front office staff with a list of eligible GRC reps for a free Welcome Back BBQ ticket.

J. LOBBYING REPORTS

Reports due at the first meeting of every month.

K. ANNUAL PLAN CHECK-IN

Moved to New Business

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: OKIBE will be out of office August 24th-31st.

Director of Communications: KENT no report.

Director of Finance: BICKLEY noted he is going into his candidacy exam soon and his availability will decrease for the next month or two. BICKLEY will be out of office August 9th-16th.

Director of Services: MADDOX will be out of office second week of August (4th-12th).

Director of Student Affairs: SAFARI will be out of office Sept 12th-16th (tentative). SAFARI suggested social media advertising for the Grad House re-opening. TURNER recommended meeting with Nicole, Summer, Wyatt, Neil, and Melissa about advertising planning in mid-August.

Executive Director: TURNER reported that staff are taking vacation over summer so please let her know if you need a specific staff member's attention. Restaurant hiring is underway. Records review "week" went well and approximately 100 pounds worth of materials were expunged. TURNER will be out of office during mornings August 8-12, but will be in during afternoons.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Orientation training with GUDINO.

Social media and communications overview and board roles.

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: August 2, 2022 – chaired by: KENT. Land acknowledgement by: MADDOX.

Next GRC Meeting: July 26, 2022

AGM: October 25, 2022

Office, Staff Scheduling Notes: Halpern Centre will be closed to the public July 13-15 for the staff to complete a full review of GSS records and data storage to bring us up to compliance with UVic privacy standards and industry best practices.

ADJOURNMENT

Motion: RESOLVED the meeting is adjourned at 3:41 pm.

M/S: MADDOX/KENT

CARRIED

KT

X



Summer Okibe
GSS Chair 2022-23

X



Kyla Turner
Executive Director

