

University of Victoria Graduate Students' Society

Executive Board (HYBRID) MEETING MINUTES

MAR 28, 2024

Zoom Link: <https://uvic.zoom.us/j/2244264481>

EXECUTIVE INVITED:

Wyatt MADDUX, Chair and Incoming Chair;
Samuel FIELDER, Director of Finance and incoming Director of Finance;
Greg GAUBE, Director of Communications and Vice Chair;
Lindsay BEAL, Director of Student Affairs;
Kyla TURNER, Executive Director (non-voting)

GUEST:

Rosemary Webb, Incoming Director of Internal/University Relations;
Jitendra Palaparty, Incoming Director of External Relations;
Maggie Lawton, Incoming Director of Student Life

REGRETS: Mitch NASCIMENTO; Director of Services;

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 9:36am by MADDUX.

B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgment offered by TURNER.

C. ICE BREAKER

Let's start with some basic introductions! Name, pronouns, year of study, and what brought you to the GSS board.

Position: Chair

Name: Wyatt Maddox

Pronouns: He/him

Program/Year of Study: 3rd year PhD in Geography

Email address: gsschair@uvic.ca

Position: Director of Finance

Name: Samuel Fielder

Pronouns: He/him

Program/Year of Study: 1st year PhD in Physics and Astronomy

Email address: gssfinan@uvic.ca

Position: Director of Internal/University Relations

Name: Rosemary Webb

Pronouns: They/them

Program/Year of Study: 2nd year PhD in Linguistics

Email address: gssinternal@uvic.ca

Position: Director of External Relations

Name: Jitendra Palaparty

Pronouns: She/her

Program/Year of Study: 1st year MASc in Data Science

Email address: gssexternal@uvic.ca

Position: Director of Student Life

Name: Maggie Lawton

Pronouns: She/her

Program/Year of Study: 4th year PhD in Biology

Email address: gsslife@uvic.ca

D. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.

M/S: FIELDER/BEAL

CARRIED

NEW BUSINESS

1. GOVERNANCE MEETING SCHEDULE

Lead: MADDIX

For: Decision

Motion: the following dates and times are scheduled for Executive Board meetings:

Thursday, April 4, 12:00-1:30

Thursday, April 11, 12:00-1:30

Thursday, April 18, 12:00-1:30

Thursday, April 25, 12:00-1:30

Thursday, May 9, 12:00-1:30

Thursday, May 23, 12:00-1:30

Thursday, June 6, 12:00-1:30

Thursday, June 20, 12:00-1:30

Thursday, July 4, 12:00-1:30

Thursday, July 18, 12:00-1:30

Thursday, August 1, 12:00-1:30

Thursday, August 15, 12:00-1:30

Thursday, August 29, 12:00-1:30

Thursday, September 12, 12:00-1:30

Thursday, September 26, 12:00-1:30
Thursday, October 10, 12:00-1:30
Thursday, October 24, 12:00-1:30
Thursday, November 7, 12:00-1:30
Thursday, November 21, 12:00-1:30
Thursday, December 5, 12:00-1:30
Thursday, December 19, 12:00-1:30

Further: the following dates and times are scheduled for 2024-25 GRC Meetings:

Tuesday, May 28, 5-7pm
Tuesday, June 25, 5-7pm
Tuesday, July 23, 5-7pm
Tuesday, September 24, 5-7pm
Tuesday, November 26, 5-7pm
Tuesday, December 17, 5-7pm
Tuesday, January 28, 5-7pm
Tuesday, February 25, 5-7pm
Tuesday, April 22, 5-7pm

Further: the following dates and times are scheduled for General Meetings:

October 22, 2024
March 25, 2025
M/S: LAWTON/FIELDER
CARRIED

Motion: the Executive Board shall meet for onboarding training April 19-20, 10:00-5:00, at Halpern Centre.

M/S: GAUBE/LAWTON
CARRIED

2. ELECTION OF THE VICE CHAIR

Lead: MADDIX

Reference: the Exec Board Job Description Policy states the Vice Chair will be elected by the Board. The Vice Chair assumes all duties of the chair in his absence.

For: Decision:

*Motion: RESOLVED Sam Fielder is elected the Vice Chair 2024-25;
FURTHER RESOLVED that Rosemary Webb will assume the role of Vice Chair in Fielder's absence.*

M/S: LAWTON/PALAPARTY
CARRIED

3. ELECTION OF THE PERSONNEL OFFICER

Lead: TURNER

Reference: the Exec Board Job Description Policy states the Personnel Officer will normally be the Director of Finance. Generally this motion includes both a removal of the former PO and election of the new PO, but we've abbreviated all motions with a continuing board member.

For: Decision:

Motion: RESOLVED Samuel FIELDER is re-elected as Personnel Officer.

M/S: LAWTON/PALAPARTY

CARRIED

4. CHANGE OF SIGNING AUTHORITIES

Lead: TURNER

Reference: [GSS Bylaws](#) 14.6 states the Elected Board signing authorities will normally be Chair and D. Finance. Usually this motion includes both a clause to remove the old signing authorities and add in the new ones, but these are not required for continuing board members.

For: Decision

Motion: RESOLVED the signing authorities effective April 1, 2024 are:

Chair, Wyatt MADDOX

Director of Finance, Samuel FIELDER

Operations and Services Manager, Neil BARNEY

Executive Director, Kyla TURNER

M/S: WEBB/GAUBE

CARRIED

TASK: TURNER to send confirmation of FIELDER and MADDOX's continued signing authority to the GSS Vancity account representative.

5. IN-CAMERA SESSION

Lead: MADDOX

Reference: GSS In-Camera Policy

Background:

In-Camera sessions of board meetings, or in-camera meetings, are fully closed door meetings of the board. Technically, all board meetings are public and we make all our regular board meeting minutes publicly available on our website. In-camera sessions are minuted separately and those minutes are not publicly available. In-camera sessions can include the full board (6 people) or just the elected board members (5 people and no ED present). The board should go in-camera to discuss legal, personnel, and contractual matters. No other matters may be discussed in-camera. The board should expect to go in-camera at a minimum of twice per year without the ED present to conduct the ED performance review.

STANDING ITEMS PART 2

E. APPROVAL OF MINUTES

Motion: to approve the minutes from the March 21, 2024 Executive Board Meeting as presented.

M/S: FIELDER/GAUBE

CARRIED

F. BUSINESS ARISING FROM PREVIOUS MEETINGS

Lead: TURNER

Note: To ensure motion log is updated, ensure completed items are reported in the minutes.

Items assigned to board members that Kyla thinks are complete or abandoned will be listed below and highlighted in yellow. If there's an item you were assigned below highlighted in yellow, please confirm if the task was completed, revoked, or abandoned!

Tasks Completed/Decisions fully acted upon:

2022-23: Feb 15: DECISION: The Board will assign policy development to SRC and BPC jointly for work after April 1, 2023 for board medical leave of absence which include provisions for communication requirements, medical documentation, timeframes, provisions to send regrets for all meetings missed (after the initial emergency.)

Mar 31: TASK: GAUBE to bring advertising Department Grant success stories to Communications Committee.

Mar 31: Motion: RESOLVED the following dates and times are scheduled for General Meetings:

October 24, 2023

March 19, 2024

Aug 31: Motion: RESOLVED the following dates and times are scheduled for Executive Board meetings:

Thursday, September 14, 9:30-11:00

Thursday, September 28, 9:30-11:00

Thursday, October 12, 9:30-11:00

Thursday, October 26, 9:30-11:00

Thursday, November 9, 9:30-11:00

Thursday, November 23, 9:30-11:00

Thursday, December 7, 9:30-11:00

Thursday, January 11, 9:30-11:00

Thursday, January 25, 9:30-11:00

Thursday, February 8, 9:30-11:00

Thursday, February 22, 9:30-11:00

Thursday, March 7, 9:30-11:00

Thursday, March 21, 9:30-11:00

Thursday, March 28, 9:30-11:00* Transition meeting with next board

Jan 11: TASKS: TURNER to check for receipts for the post-GRC pub night. The January GRC recruitment emails and drive to be sent out.

March 7: TASK: MADDUX to connection with the BIPOC Academic Coalition regarding their training request.

Tasks revoked or abandoned:

June 21: Decision: GAUBE recommends changes to Bylaw 5.6b on general meeting quorum to the Bylaw and Policy Committee to address the low number of members currently required for major spending outside the approved budget.

Nov 23: TASK: BEAL to look into cost of external facilitators for the Rock the Boat program for FGS.

TASK: BEAL to reach out the Education GRC reps regarding applying for a GSS Department Grant to bring in the Rock the Boat program to their program.

New tasks assigned:

TASK: BEAL AND WEBB to meet to discuss the future of Rock the Boat program at UVic and within FGS.

G. COMMITTEE APPOINTMENTS

*Motion: to **re-appoint** the following members to the listed committees:*

*Member: **Wyatt Maddox***

Committees: FGS Council – Executive Committee; FGS Associate Dean Appointment Committee; FGS Supervision Policy Review;

*Member: **Sam Fielder***

Committees: UVic Graduate Fee Reduction Appeals Committee; Mandatory Temporary Medical Insurance Opt Out Appeals Committee;

*Member: **Lindsay BEAL***

Committees: Graduate Supervision and Mentorship Award;

*Further to **remove** the following members from the following committees:*

*Member: **Wyatt Maddox***

Committees: GSSBC Executive Committee; Campus Planning; FGS Council;

*Member: **Greg Gaube***

Committees: FGS Council; Victoria Regional Transit Commission Student Transit Advisory Committee; Grad Student Recruitment, Retention, and Success Implementation Committee;

*Member: **Mitch Nascimento***

Committees: UVSS Liaison; Clubs Council; Orientation Advisory Committee; VP Research Advisory Committee;

*Member: **Lindsay Beal***

Committees: Ombudsperson Council; Orientation Advisory Committee; UVic Integrated Steering Committee for Climate Sustainability Action Plan; Student Life Grant Committee;

*Further to **elect** the following members to the following committees:*

*Committee: **Campus Planning***

Member: Rosemary WEBB

*Committee: **FGS Council***

Member: Rosemary WEBB

Committee: *Victoria Regional Transit Commission Student Transit Advisory Committee*

Member: Jitendra PALAPARTY

Committee: *Grad Student Recruitment, Retention, and Success Implementation Committee*

Member: Rosemary WEBB

Committee: *UVSS Liaison*

Member: Jitendra PALAPARTY

Committee: *Clubs Council*

Member: Maggie LAWTON

Committee: *Orientation Advisory Committee*

Member: Maggie LAWTON

Committee: *VP Research Advisory Committee*

Member: Rosemary WEBB

Committee: *Ombudsperson Advisory Council*

Member: Jitendra PALAPARTY

Committee: *UVic Integrated Steering Committee for Climate Sustainability Action Plan*

Member: Rosemary WEBB

Committee: *Student Life Grant Committee*

Member: Sam FIELDER

M/S: WEBB/LAWTON

CARRIED

H. CORRESPONDENCE RECEIVED

No correspondence to receive.

I. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: [Meeting Debrief Template](#)

1. April 8 Minister Beare (Post-Secondary) campus visit – agenda planning and strategizing
 - i. Meeting was cancelled as of March 27.
2. April 23 GRC – first thoughts on agenda planning

J. LOBBYING REPORTS

Reports due at the first meeting of every month.

K. ANNUAL PLAN CHECK-OUT

MADDOX provided an overview of how well the annual plan worked for the last year.

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: MADDOX the FGS AD search committee has reached a hire and it will be announced shortly after Senate ratification.

Director of Communications: GAUBE

Director of Finance: FIELDER Senate Committee of Libraries met this week to discuss their operating and acquisition budget under the UVic budget cuts.

Director of Services: NASCIMENTO no report

Director of Student Affairs: BEAL provided her contact info for reaching out to her after her term ends. She's also updated the names of the Advocacy and Campaigns Committee on teams

Executive Director: TURNER updated on staff leaves in April.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

UPCOMING MEETINGS AND IMPORTANT DATES

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

Next Executive Meetings: TBD

Next GRC Meeting: April 23, 2024

AGM: TBD

Office, Staff Scheduling: Petri is out on vacation April 11-26. The GSS closes for both Good Friday (March 29) and Easter Monday (April 1).

ADJOURNMENT

Motion: to adjourn the meeting at 11:03 am.

M/S: LAWTON/BEAL

CARRIED

X

Wyatt MADDOX
GSS Chair 2023-24

X

Kyla Turner
GSS Executive Director