

University of Victoria Graduate Students' Society

Executive Board (HYBRID) MEETING MINUTES

AUGUST 27, 2024

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

EXECUTIVE Present:

Samuel FIELDER, Director of Finance;
Rosemary WEBB, Director of Internal/University Relations;
Jitendra PALAPARTY, Director of External Relations;
Maggie LAWTON, Director of Student Life;
Kyla TURNER, Executive Director (non-voting);

REGRETS: Wyatt MADDOX, Chair;

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 9:17 by FIELDER.

B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgement offered by WEBB. WEBB shared their relationship with Indigenous stories and thanked the elders who participate in their research on Indigenous storytelling. WEBB shared their resources including FirstVoices.com.

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.

M/S: LAWTON/WEBB

CARRIED

NEW BUSINESS

1. ANNUAL PLAN APPROVAL

Lead: FIELDER

REF DOC: Annual Plan

For: Decision

Motion: to approve the 2024-25 Annual Plan.

M/S: FIELDER/LAWTON

CARRIED

TASK: TURNER to post the Annual Plan to the GSS website.

2. GRC PREP

Lead: FIELDER/TURNER

REF DOCS: [GRC Agenda Item Submission Template](#) (task to assign)

[GRC Recap Email Template](#) (for info)

[GRC Committee Report Template for Committee members](#) (for info)

For: Discussion

This year, to better support GRC reps in submitting agenda items, we are bringing back the GRC Agenda Item Submission Template that will appear at the end of each agenda. Reps can still submit items informally/verbally. However, can the board create a completed template to show to reps in the September GRC meetings for discussion at the October GRC meeting? (to be completed by Sept 10)

Additionally, Irfy and Kyla have created a template for GRC to use to summarize what happens in GRC meetings to circulate around their departments. For the GRC Recap email, Irfy will fill in the main agenda items for reps and they will have the template available to edit as they like before sending around to fellow grad students in their department.

Sam also recommended creating guiding questions to assist GRC committee members in giving the monthly verbal update to GRC.

Lastly, Sam recommends giving out tote bags with GSS swag to GRC reps who attend in person in September.

TASKS: WEBB to complete the GRC Agenda Item Submission Template for the new mandatory course in research ethics before the September 10 board meeting.

All board members to edit and create a version of the verbal report committee guiding questions for the October GRC meeting.

FIELDER, WEBB, PALAPARTY and LAWTON to pack 50 tote bags for GRC reps to receive at the September GRC meetings including event posters, bookmarks, buttons, stickers, and other swag.

3. COURSE IN RESEARCH ETHICS

Lead: WEBB

For: Discussion

UVic requires a student to take a course in research ethics before engaging in research on human subjects. UVic currently only requires grad students to complete a course in research ethics if their research is independent, i.e. they are not required to take a course in research ethics if they are a research assistant on a PI's project. They are now looking to mandate training for all students to bring UVic up to the same standards of other Canadian universities. The proposed change would take place in March 2025 and previous researchers will not be grandfathered in. The course is a self-paced, four-hour online course.

LAWTON and PALAPARTY asked after the scope of the course and the degree of a barrier to research for grad students. FIELDER noted that the standardization is useful.

WEBB recommended that this course information be in the relevant departments' grad handbooks.

4. WE SURVIVED SEPTEMBER BOARD-STAFF BASH

Lead: TURNER

For: Discussion

The GSS traditionally hosts a We Survived September party for board and staff. This year, we are looking to host it on Saturday, October 5. Please note that in previous year's Neil has done the cooking for us to enjoy a meal together, however he will be on vacation so we'll be ordering out.

TASK: LAWTON to assist TURNER in planning the We Survived September board-staff party. TURNER to circulate an rsvp and request for dietary restrictions.

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the August 13, 2024 Executive Board Meeting with minor corrections.

M/S: FIELDER/WEBB

CARRIED

E. 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:

July 30: Task: WEBB with emailing information re: CFUV ad out to Board Members.

Task: FIELDER will record the ad with CFUV. Will also start to develop a 30s ad script to highlight three main things: The Grad House, Events, GRC governance.

Aug 13: TASK: TURNER to check in with Jim Dunsdon, AVP Student Affairs, about the incidents at the Multifaith Centre.

TASK: TURNER to register as a Third Party Advertiser for the 2024 BC Provincial Election.

Tasks revoked or abandoned:

F. COMMITTEE APPOINTMENTS

No appointments made.

G. CORRESPONDENCE RECEIVED

No correspondence received

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: [Meeting Debrief Template](#)

1. Meeting debrief
2. Meeting agenda planning

I. LOBBYING REPORTS

Reports due at the first meeting of every month.

J. ANNUAL PLAN CHECK-IN

Now approved!

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: MADDIX no report.

Director of Finance: FIELDER reported on the progress to the website redesign project, the policy manual editing project. We will circulate a request for proposals No update on the fund restructure project as of yet as we need to consult with the auditors after the audit is concluded.

Director of Internal/University Relations: WEBB is active in planning GSAW. They've solicited prizes from Cinecenta and is working on getting prizes from the Bookstore. They will book a meeting with Jitendra and Kyla re: advertising the BC election.

Director of External Relations: PALAPARTY is working on the Registrar hiring committee, which has been highly active.

Director of Student Life: LAWTON is seeking events volunteers for September/August orientations. She is active in GSAW prep, including how to accept EGRS applications. Maggie will get 3D printed trophies from the Library.

Executive Director: TURNER checked in on the final remaining orientation slots available. TURNER is meeting today with Dale and Laila from the UVSS re: Food Bank. TURNER and WEBB met with Nicole Greengoe and the UVSS yesterday re: drug checking on campus.

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 OUTLOOK CALENDAR****

Next Executive Meetings: September 10, 2024

Next GRC Meeting: September 24, 2024

AGM: October 22, 2024

Office, Staff Scheduling:

ADJOURNMENT

Motion: to adjourn the meeting at 10:15.

M/S: FIELDER/LAWTON

CARRIED

X

Wyatt MADDOX
GSS Chair 2024-25

X

Kyla Turner
GSS Executive Director

