

University of Victoria Graduate Students' Society

Executive Board

(HYBRID) MEETING MINUTES

OCTOBER 8, 2024

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

EXECUTIVE INVITED:

Wyatt MADDUX, Chair;

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);

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 9:18am by MADDUX.

B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgement offered by MADDUX. He spoke about

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented with the addition of Operational Relations agenda planning.

M/S: LAWTON/FIELDER

CARRIED

NEW BUSINESS

1. AGM AGENDA

Lead: MADDUX

REF DOC: 2024-10-22 AGM Agenda and 2024-10-22 AGM Full-Text Agenda

For: Decision

Motion: to approve the agenda for the October 22, 2024 Annual General Meeting

M/S: LAWTON/WEBB

CARRIED

TASK REMINDER: All board members to complete their AGM reports and upload to TEAMS by October 8.

2. FOOD BANK MEETING PREP

Lead: TURNER

For: Discussion

What specific questions do we want UVSS to have prepared answers for re: food bank funding? E.g.

1. What was the breakdown of services users for the prior fiscal year by (self-reported status as):
 - a. Family/single
 - b. International student/domestic
 - c. Grad/undergrad
2. What was the breakdown of fees received from UVSS, GSS, and Continuing Studies for the prior fiscal year? How much was received in donations?
3. What was a breakdown of expenses for the prior fiscal year (e.g. how much in wages, how much for support single student hampers vs family hampers, etc.)
4. What changes has the UVSS seen since implementing the measures previously discussed (current students only, proof of dependent to access family-sized hampers, pick up must be conducted by the student or pre-established authorized person)?
5. What information can the UVSS provide on service user demographics from September/October 2024 once ID checking was put in place?
6. How will post-docs and hired researchers be treated going forward (i.e. will they be restricted from access? Will a fee be implemented for these groups through payroll)?
7. What can you tell us about your sourcing for food? Wholesale? Food distributors?
8. What will happen with the continual deficits (i.e. is this a debt that will need to be repaid to Operating or were the deficits covered by a donation from Operating)?
9. What role does the ED play in the running of the Food Bank (e.g. applying for charitable status to assist with grant funding) and what's the status of that hiring process?
10. Who will be the main manager managing the Food Bank going forward?

TASK: TURNER to send the questions regarding the Food Bank to UVSS.

3. AUDIT DRAFT NOW AVAILABLE!

Lead: TURNER/FIELDER

REF DOCs: Draft Financial Statements

For: Discussion

TURNER lead a discussion of the annual audit, noting that a few items (wages, office and admin, and maintenance) were not coded to the Funds as we initially budgeted, creating more imbalance between the funds than we'd originally planned. This can be corrected next year with the bookkeeper.

We did anticipate running a deficit in the Restaurant fund, but our deficit was larger than expected due to the unexpected number of repairs required (replace one freezer, repair one kitchen, one bar, and one keg fridge, repair glasswasher, repair dishwasher). We also adjusted hours of operation after the budgeting process was complete, increasing labour costs significantly. FIELDER asked for more info on the assignment of expenses to different Funds.

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the September 24, 2024 Executive Board Meeting as presented.

M/S: WEBB/FIELDER

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:

August 13: TASK: All board members to upload their committee reports to the Executive Board > General Meetings (SAGM, AGM) > 2024-10-22 AGM > Draft reports folder by October 8, 2024 at noon.

September 24: TASK: PALAPARTY and WEBB to sign up for third party reporter training and PALAPARTY to send her statement of interest to the Sexualized Violence Prevention Policy Review Working Group.

Tasks revoked or abandoned:

August 27: TASKS: WEBB to complete the GRC Agenda Item Submission Template for the new mandatory course in research ethics before the September 10 board meeting.

F. COMMITTEE APPOINTMENTS

No committee appointments made.

G. CORRESPONDENCE RECEIVED (APPENDIX D)

Item 1: FGS Equity Action Plan

Motion: to receive the correspondence.

M/S:

CARRIED

TASK: TURNER to invite Robin Hicks to the October 22 board meeting to discuss the FGS Equity Action Plan.

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: [Meeting Debrief Template](#)

1. Meeting debrief – GRC September 24
 - i. Packed house!
 - ii. It was a lot of information and we made it clear that the role was learn as you go
 - iii. FIELDER noted that we have a very involved group.
2. Meeting agenda planning – Operational Relations October 17
 - i. Thanks for installing signs re: walkways
 - ii. Update on security costs impact on University budget for this fiscal year
 - iii. McKinnon Pool plans and budgetary impacts
 1. Requesting re-naming of the ATRS fee with a breakdown of what it covers (e.g. Recreational Operations, CARSA Operations, etc.) to avoid confusion over recreation access

TASK: TURNER to submit the Operational Relations agenda items for October 17.

I. LOBBYING REPORTS

Reports due at the first meeting of every month.

J. ANNUAL PLAN CHECK-IN

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: MADDUX reported on FGS Council and the start of BPC.

Director of Finance: FIELDER has gotten Checks and Balances Committee up and running.

Director of Internal/University Relations: WEBB A&C is postponed by one week due to their vacation. However the agenda is very robust in giving background information on ongoing campaigns. Meagan, UVic's Inclusive Wellness Coordinator, has been in touch to report that they are soliciting volunteers to run the harm reduction centre and to announce a new program Fit Connect, which allows for a buddy system for gym use. AIR also has free climbing nights available.

Director of External Relations: PALAPARTY no report.

Director of Student Life: LAWTON has received all GSAW applications. WEBB and LAWTON to meet to create a schedule. Events Committee is highly engaged. Haunted Mini Golf has been booked.

Executive Director: TURNER discussed the audit, budgeting process for next year, long-term loan to UVic repayment plan, Management's performance reviews due in November, etc.

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: October 22, 2024

Next GRC Meeting: October 29, 2024

AGM: October 22, 2024

ADJOURNMENT

Motion: to adjourn the meeting at 10:33.

M/S: MADDUX/FIELDER

CARRIED

X

Wyatt MADDUX
GSS Chair 2024-25

X

Kyla Turner
GSS Executive Director

APPENDIX D – CORRESPONDENCE RECEIVED

Item 1: FGS Equity Action Plan

From: Robin Hicks – Dean of Graduate Studies <graddean@uvic.ca>

Sent: October 1, 2024 1:02 PM

To: GSS Chair <gsschair@uvic.ca>; Kyla Turner - Executive Director, Graduate Students' Society <gssmgr@uvic.ca>

Subject: FW: FGS equity review working group

Hi Wyatt, Kyla:

I hope all is well with you. As you know, UVic launched its Equity Action Plan which provides UVic with strategic and specific directions to advance equity, diversity and inclusion, and to create the conditions in which everyone feels a sense of belonging. One of the many specific actions was to “conduct an equity review of UVic graduate student experience” which I have been tasked with leading. I have assembled a working group tasked with gathering information and data, and ultimately making recommendations.

One key element of our information-gathering work is to seek input from offices and people on campus who engage with graduate students. To this end, the group would very much like to meet with the GSS Executive to hear about your interactions with graduate students and to hear your feedback on equity-based challenges or opportunities.

We are in the process of organizing a series of meetings in October and November. Once this is done, if you're agreeable my office will reach out to you with options for attending one of these meetings. Depending on scheduling challenges, this meeting can be with all of the GSS executive, part of it, or one or two of you as representatives (you are probably aware Rosemary is part of our working group)

If you have any questions please feel free to ask.

Cheers,
Robin

Dr. Robin G. Hicks *he/him/his*

Dean | Faculty of Graduate Studies

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We acknowledge and respect the Ləkʷəŋən Peoples (Songhees and Esquimalt) on whose traditional territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

