

University of Victoria Graduate Students' Society

## Executive Board

(ONLINE VIA ZOOM) MEETING MINUTES - APPROVED

APRIL 8, 2022

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

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

**GUEST:** Karen POTTS, Governance Coordinator

### STANDING ITEMS PART 1

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#### A. CALL TO ORDER

The meeting was called to order at 10:03 with TURNER in the chair.

#### B. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by TURNER. Instructions given to offer a personalized land acknowledge and that this section of the agenda is an opportunity to reflect upon the speaker's position within colonized spaces.

#### C. ICE BREAKER

If you had 24 hours with no plans, no work, no deadlines, what would you do?

Completed. Board members noted a desire for rest, connection, and reduced physical and mental stressors.

#### D. APPROVAL OF AGENDA

*Motion: RESOLVED the agenda is approved as presented.*

*M/S: MADDOX/SAFARI*

*CARRIED*

### NEW BUSINESS

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#### 1. SCHEDULING

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

*Tuesday, April 12, 1:30-3:30*

*Tuesday, April 19, 1:30-3:30*

*Tuesday, April 26, 1:30-3:30*

*Tuesday, May 10, 1:30-3:30*

*Tuesday, May 24, 1:30-3:30*

*Tuesday, June 7, 1:30-3:30*

*Tuesday, June 21, 1:30-3:30*

Tuesday, July 5, 1:30-3:30  
Tuesday, July 19, 1:30-3:30  
Tuesday, August 2, 1:30-3:30  
Tuesday, August 16, 1:30-3:30  
Tuesday, August 30, 1:30-3:30  
M/S: SAFARI/BICKLEY  
CARRIED

*Motion: RESOLVED the following dates and times are scheduled for GRC meetings:*

- June 21, 2022
  - July 26, 2022
  - September 27, 2022
  - November 29, 2022
  - December 13, 2022
  - January 24, 2023
  - February 28, 2023
- M/S: MADDUX/OKIBE  
CARRIED

*[KENT dropped call at 10:23]*

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

- October 25, 2022
  - March 21, 2023
- M/S: MADDUX/SAFARI  
CARRIED

*Motion: RESOLVED the Executive Board shall meet April 29, 2022 from 10:00 am to 4:00pm on the following:*

1. Creative Strat planning prep
2. SWOT Analysis

M/S: MADDUX/OKIBE  
CARRIED

**TASK: TURNER to circulate calendar invites to upcoming Executive Board, GRC, General Membership meetings and April 29 strategic planning day.**

## 2. GRC APPEALS COMMITTEE APPOINTMENT

*Motion: RESOLVED one Executive Board member is elected to the Appeals Committee.*  
*Nominations: SAFARI Member elected: SAFARI*  
M/S: MADDUX/BICKLEY  
CARRIED

**TASK: POTTS to send notice to Appeals Chair regarding SAFARI's membership on Appeals Committee.**

## 3. ONBOARDING PAPERWORK

For discussion: Review incoming board members completed new employee information forms, tax forms, and conflict of interest forms

**TASK: TURNER to circulate conflict of interest forms to all board members. All board members to return conflict of interest forms by April 29, 2022.**

## BOARD TRAINING

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### 4. TRAINING – BOARD MEETINGS 101

Guest: Karen POTTS

For discussion: How to set an agenda, how to add agenda items and what supporting documents to submit with agenda items, how to chair meetings, Robert/Roberta's Rules 101

**TASKS: TURNER to circulate the March 22, 2022 bylaws and governance manual to all board members.**

**POTTS to circulate training materials presented to the board to all board members.**

## STANDING ITEMS PART 2

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### E. APPROVAL OF MINUTES

*Motion: RESOLVED the minutes from the March 31, 2022 Executive Board Meeting are approved as presented.*

*M/S: MADDUX/SAFARI  
CARRIED*

### F. BUSINESS ARISING FROM PREVIOUS MEETINGS

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

### G. COMMITTEE APPOINTMENTS

*Motion: RESOLVED to table the election of one Executive Board member to the GSSBC Executive Committee for 2022-23.*

*M/S: BICKLEY/OKIBE  
TABLED*

**TASK: TURNER to circulate information about GSSBC and GSSBC Executive Committee before next board meeting on April 12, 2022 to allow board members to make an informed decision around their engagement on external committees.**

### H. CORRESPONDENCE RECEIVED

The appendix will be empty if no correspondence has been received.

Item 1: Jim Dunsdon introduction to the board.

*Motion: RESOLVED the correspondence is received.*  
*M/S: BICKLEY/MADDUX  
CARRIED*

**TASK: TURNER to send Executive Board and Jim Dunsdon an introductory email and invite Jim Dunsdon to a subsequent session of the Executive Board to give an overview of Operational Relations and Exec to Exec meetings.**

I. AGENDA PLANNING, OR MEETING DEBRIEF

Foregone.

J. LOBBYING REPORTS

Foregone.

K. ANNUAL PLAN CHECK-IN

Foregone.

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CLOSING ITEMS

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EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: OKIBE no report

Director of Communications: KENT no report

Director of Finance: BICKLEY no report

Director of Services: MADDUX Events Committee has scheduled a picnic 12-2 on the Quad on April 22 for a bring-your-own-lunch end of term celebration. MADDUX

Director of Student Affairs: SAFARI no report.

Executive Director: TURNER working on creating a restaurant re-opening work plan with Neil BARNEY, Operations and Services Manager, as well as a summer work plan for the staff at large. Major summer projects include:

1. re-opening Grad House for September
2. Collective Bargaining with the BC Union Workers Union who represent GSS staff
3. Board training throughout April-June
4. Board Strat Planning
5. Reviewing bookkeeping procedures ahead of the Grad House re-open
6. Policy development with the Labour Management Committee
7. Health and Dental website updates
8. Review of service opt-in/out deadlines
9. Create and update orientation/departamental grad handbook resources with the Ombudsperson
10. Board cross-training among positions
11. Board position review with the Stipend Review Committee to rebalance board work
12. Records review
13. Services/governance admin procedures review

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Notice of Agenda Item for GRC: Revised mandate around COVID-19 safety protocols for GSS events and Halpern Centre.

*Motion: BIRT to approve the in-camera minutes from XYZ dates.*

*Motion: BIRT one Executive Board member is elected as UVSS Liaison for 2022-23.*

Nominations: Member elected:

Motion: BIRT graduate student representatives are elected to the following UVic committees:

- Faculty of Graduate Studies Council – 1 Executive Board member

Nominations: Member elected:

- Graduate Fee Reduction Appeals Committee – 1 Executive Board member

Nominations: Member elected:

- Graduate Recruitment, Retention and Success Implementation Committee – 1 Executive Board member

Nominations: Member elected:

- VP Research Advisory Committee – 1 Executive Board member

Nominations: Member elected:

- Campus Planning Committee – 1 Executive Board member

Nominations: Member elected:

- Integrated Steering Committee for the Climate Sustainability Action Plan – 1 Executive Board member

Nominations: Member elected:

- Mandatory Temporary Medical Insurance Opt-Out Appeal Committee – 1 Executive Board member

Nominations: Member elected:

Motion: BIRT one Executive Board member is elected to the Victoria Regional Transit Commission Student Transit Advisory Committee.

Nominations: Member elected:

Motion: BIRT Nicole KENT is reappointed as the incumbent to the EQHR Policy Advisory Committee for 2022-23.

Nominations: Member elected:

NOTE: Nicole was elected to this committee in the 2020-21 Board term. Per new University and External Committee Representation Policy section 4.3, GSS representatives with an unspecified term of office will be deemed to have a 12-month appointment. Nicole is now overdue to be reappointed.

## 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 12, 2022

Next GRC Meeting: April 19, 2022

AGM: October 25, 2022

Office, Staff Scheduling Notes:

## ADJOURNMENT

Motion: BIRT the meeting is adjourned at 11:00am.

M/S: MADDUX/SAFARI

CARRIED OR FAILED

X

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Summer Okibe  
GSS Chair 2022-23

X

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Kyla Turner  
Executive Director

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## APPENDIX A: MINUTES OF PREVIOUS MEETING(S)

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*University of Victoria Graduate Students' Society*

### Executive Board

(ONLINE VIA ZOOM) MEETING MINUTES - DRAFT

MARCH 31, 2022

**EXECUTIVE INVITED:** David FOSTER, Chair; Nicole KENT, Director of Communications; Adair NG, Director of Services; Nahid SAFARI, Director of Student Affairs; Ryan KHAN, Director of Finance; Kyla TURNER, Executive Director (non-voting)

**GUESTS:** Summer OKIBE, Chair Elect (partial); Wyatt MADDOX, Director of Services Elect; Robert BICKLEY, Director of Finance Elect (partial); Karen POTTS, Office/Governance Coordinator

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## STANDING ITEMS

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### L. CALL TO ORDER

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

### M. TERRITORY ACKNOWLEDGEMENT

Land acknowledgement offered by FOSTER.

### N. ICE BREAKER

Completed.

[OKIBE arrived at 1:37pm]

### O. APPROVAL OF AGENDA

*Motion: RESOLVED the agenda is approved as presented.*

*M/S: FOSTER/NG*

*APPROVED by Consent*

### P. APPROVAL OF MINUTES

*Motion: RESOLVED the minutes from the March 15, 2022 Executive Board Meeting are approved as presented.*

*M/S: FOSTER/NG*

*APPROVED by Consent*

### Q. BUSINESS ARISING FROM PREVIOUS MEETINGS

Guest: Karen POTTS

Discussion:

POTTS provided an overview of the motion log as a tool for ensuring board work is completed in a timely, effective manner.

### R. COMMITTEE APPOINTMENTS

Guest: Karen POTTS

*Motion: RESOLVED the following Executive Board members are deemed to have resigned from the corresponding UVic and external committees effective March 31, 2022:*

- *David FOSTER from the Faculty of Graduate Studies Executive Committee, the Graduate Recruitment, Retention and Success Implementation Committee, the GSSBC Executive Committee and the Victoria Regional Transit Commission Student Transit Advisory Committee*
- *Adair NG from the Orientation Advisory Committee, the Mandatory Temporary Medical Insurance Opt-Out Appeal Committee and the UVSS Clubs Council*
- *Ryan KHAN from the Graduate Fee Reduction Appeals Committee and the Campus Planning Committee*

*M/S: FOSTER/NG*

*APPROVED by Consent*

*TASK: KHAN and NG to submit resignations from their UVic and external committees.*

*Motion: RESOLVED the following Directors are ratified according to their portfolios to the corresponding UVic committees for 2022-23:*

- *Summer OKIBE as ex-officio member of the Faculty of Graduate Studies Executive Committee*
- *Nahid SAFARI and Wyatt MADDOX as GSS representatives on the Orientation Advisory Committee*

*M/S: FOSTER/NG*

*APPROVED by Consent*

*TASK: POTTS to send notification to FGS Executive Committee and Orientation Advisory Committee of the new elected committee reps*

*Motion: RESOLVED the following Directors are ratified according to their portfolios to the corresponding external committees for 2022-23:*

- *Nahid SAFARI as the GSS representative on the UVSS Ombudsperson Advisory Committee*
- *Wyatt MADDOX as the GSS representative on the UVSS Clubs Council*

*M/S: FOSTER/NG*

*APPROVED by Consent*

*TASK: POTTS to send notification to Ombudsperson Advisory Committee and UVSS Clubs Council of the new elected committee reps*

#### S. CORRESPONDENCE RECEIVED

No correspondence received.

#### T. AGENDA PLANNING, OR MEETING DEBRIEF

##### 1. SAGM MARCH 23, 2022

Discussion:



FOSTER noted that all goals of the SAGM were met.

#### U. LOBBYING REPORTS

Discussion: TURNER provided an introduction to the lobbying report requirements under the Lobbyist Transparency Act.

#### V. ANNUAL PLAN CHECK-IN

Foregone.

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### NEW BUSINESS

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#### 5. COVID-19 MASK MANDATES

Reference: The Faculty Association, UVSS, GSS, and the Society for Students with a Disability recommended to Senate to extend the mask mandate on campus until the end of the current semester. The Senate approved this and recommended this policy change to the Board of Governors. On March 16, the BC Human Rights Commissioner recommended a return to mask mandates for all of BC. However, Board of Governors did not support this recommendation.

Discussion:

FOSTER provided an overview of Senate's recommendation to Board of Governors (BOG) to maintain a mask mandate on campus and the result of the BOG meeting which was to maintain the current UVic position that masks are strongly recommended but not required.

#### 6. UVIC ACADEMIC INTEGRITY POLICY

Reference: Draft letter to UVic on the GSS's feedback on the Academic Integrity Policy under review by UVic.

*Motion: RESOLVED the Board of Directors approves the letter to the Chair of the Senate Committee on Academic Standards recommending revisions to the UVic Academic Integrity Policy.*  
*M/S: FOSTER/NG*

Discussion:

FOSTER noted that the contents of the letter drafted to provide feedback on the Academic Integrity Policy were taken from verbal feedback given during a meeting between GSS board members and UVic staff.

*APPROVED by Consent*

*Task: FOSTER to send a letter of feedback on the UVic Academic Integrity Policy to appropriate UVic staff.*

#### 7. ELECTION OF PERSONNEL OFFICER

*Motion: RESOLVED Ryan KHAN is removed as Personnel Officer, and FURTHER RESOLVED Robert BICKLEY is elected as Personnel Officer.*  
*M/S: KHAN/NG*  
*APPROVED by Consent*

#### 8. ONBOARDING PAPERWORK

Discussion:

TURNER provided an overview of our conflict of interest declaration form and asked all board members to complete all onboarding paperwork before the first board meeting in April 2022.

## 9. SIGNING AUTHORITIES

*Motion: RESOLVED David FOSTER and Ryan KHAN will be removed as signers from GSS accounts, and  
FURTHER RESOLVED Summer OKIBE and Robert BICKLEY will assume signing authority over GSS accounts.*

*M/S: FOSTER/NG*

*APPROVED by Consent*

*Motion: RESOLVED the signing authorities effective April 1, 2022 are:*

- *Chair, Summer OKIBE*
- *Director of Finance, Robert BICKLEY*
- *Executive Director, Kyla TURNER*

*M/S: FOSTER/NG*

*APPROVED by Consent*

## 10. PAYMENT OF ELECTORAL OFFICER

*Motion: RESOLVED the Society pays Christopher JONES \$100 for serving as Electoral Officer for the 2022 Executive Board Elections and \$100 for the 2022 Food and Beverage Fee referendum.*

*M/S: FOSTER/NG*

*CARRIED*

*TASK: TURNER to initiate payment of the Electoral Officer for the 2022 election and referendum.*

## 11. YEAR END FINANCIAL TRANSFERS

*Motion: RESOLVED the following amounts are transferred to the Employee Leave Fund:*

*\$2000 from the Operating Fund*

*\$1000 from the Health and Dental Fund*

*M/S: FOSTER/NG*

*CARRIED*

*Motion: RESOLVED per the approved 2021-22 budget, the following amounts will be transferred to repay GSS debts and interfund loans:*

*\$17143 from the Operating Fund to the Business CEBA loan*

*\$24000 from Capital Fund to Building Fund for repayment of a 2020 interfund loan*

*M/S: KHAN/NG*

*CARRIED*

*TASK: TURNER to initiate interfund transfers to the Employee Leave Fund and loan repayments on Vancity for board approval.*

## 12. VOLUNTEER VICTORIA MEMBERSHIP

*Motion: RESOLVED the Society's membership in Volunteer Victoria is renewed for one year at a cost of \$180.*

M/S: KENT/NG  
CARRIED

TASK: TURNER to renew Volunteer Victoria membership for the 2022-23 year.

[BICKLEY arrived at 2:43pm]

### 13. GRC COMMITTEE CHAIR TRANSITION

Discussion: POTTS provided an overview of chair transition procedures.

TASK: Outgoing Execs to schedule one-on-one meetings with Incoming Execs to give overview of GRC Committee TOR, Connect sites, attendance trackers, past minutes, membership, and workplan.

### 14. PERSONNEL COMMITTEE TERMS OF REFERENCE

REF DOC: [Personnel Committee Terms of Reference REVISED DRAFT](#)

Motion: RESOLVED the Board of Directors dissolves into Committee of the Whole.

M/S: FOSTER/NG

APPROVED by Consent

Motion: RESOLVED the Board of Directors rises and reports from Committee of the Whole to table the development of the Personnel Committee Terms of Reference.

M/S: SAFARI/NG

#### DISCUSSION:

FOSTER provided an overview of the draft policy on revised terms of reference for the personnel committee that would change the committee from an advisory committee of the board on matters of personnel to a supervisory committee of the Executive Director.

TURNER noted that the format of appropriate supervision of the Executive Director was addressed and agreed to in her performance review. The format of supervision agreed to in that performance review was to re-instate the monthly meetings between ED, Chair and D. Finance as has been GSS practice for many years but was not possible under the current board. Therefore, TURNER feels that this work does not require a committee of its own. Additionally, the removal of an advisory work from the board over personnel would be a significant loss to the organization as we go into a major hiring drive with the re-opening of the Grad House. POTTS noted that this TOR could be referred to next board so that it could be developed further around resolution of conflict, approval authorities, etc. TURNER agreed that this policy needs further consideration and consultation with stakeholders. TURNER noted that stakeholder consultation should occur before a policy is sent to the board for approval.

APPROVED by Consent

Motion: RESOLVED to table approval of the amended Personnel Committee Terms of Reference.

M/S: FOSTER/SAFARI

CARRIED

### 15. IN CAMERA SESSION

- a) In-Camera Minutes
- b) Personnel

*Motion: Resolved to go in-camera at 3:23pm.*

*M/S: FOSTER/NG*

*APPROVED by Consent*

## CLOSING ITEMS

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### EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: FOSTER BPC met once in March. Several policies were recommended to GRC for approval in April. FOSTER will be attending the April BPC meeting as a Committee Member at Large to finalize his term's work. FOSTER has schedule three meetings with OKIBE to transition between roles. FOSTER represented the GSS on the AVP Research search committee. The committee has selected a candidate and will be announced publicly soon. FOSTER spending significant time clearing out the chair inbox. FOSTER also participated in consultation on the Academic Integrity Policy. At Senate and BOG, FOSTER has represented member concerns around mask mandates on campus.

Director of Communications: KENT Communications Committee continues to work on increasing online visibility. KENT is currently seeking another member of the Communications Committee as they will soon be short of quorum due to a member's graduation.

Director of Finance: KHAN no report.

Director of Services: NG Upcoming event organized by MADDOX: movie night at 6pm on April 1<sup>st</sup>.

Director of Student Affairs: SAFARI Attending meetings of Senate Committee on Awards, Student Wellness Centre. Additionally work includes individual student cases.

Executive Director: TURNER noted that her work focused on SAGM prep and board transition planning throughout the latter half of April.

### NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

*Motion: BIRT graduate student representatives are elected to the following UVic committees:*

- *Faculty of Graduate Studies Council – 1 Executive Board member*

*Nominations: Member elected:*

- *Graduate Fee Reduction Appeals Committee – 1 Executive Board member*

*Nominations: Member elected:*

- *Graduate Recruitment, Retention and Success Implementation Committee – 1 Executive Board member*

*Nominations: Member elected:*

- *VP Research Advisory Committee – 1 Executive Board member*
- *Campus Planning Committee – 1 Executive Board member*
- *Integrated Steering Committee for the Climate Sustainability Action Plan – 1 Executive Board member*
- *Mandatory Temporary Medical Insurance Opt-Out Appeal Committee – 1 Executive Board member*

*Motion: BIRT one Executive Board member is elected to the Appeals Committee.*

*Nominations: Member elected:*

*Motion: BIRT one Executive Board member is elected as UVSS Liaison for 2022-23.*

*Nominations: Member elected:*

*Motion: BIRT one Executive Board member is elected to the GSSBC Executive Committee for 2022-23.*

*Nominations: Member elected:*

*Motion: BIRT one Executive Board member is elected to the Victoria Regional Transit Commission Student Transit Advisory Committee.*

*Nominations: Member elected:*

*Motion: BIRT that [board member] is elected to the Appeals Committee.*

*Nominations: Member elected:*

*Motion: BIRT that [board member] is elected to the GSSBC Executive Committee.*

*Nominations: Member elected:*

## 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: TBD

Next GRC Meeting: April 19, 2022 5-7pm. Registration opens at 4:30.

AGM: TBD

Office, Staff Scheduling Notes: Halpern Centre will be closed April 15 and 18 for the Easter long weekend.

## ADJOURNMENT

*Motion: RESOLVED the meeting is adjourned at*

*M/S: FOSTER/SAFARI*

*APPROVED by Consent*

## APPENDIX B: EXECUTIVE 2021-22 MOTION LOG

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### EXECUTIVE 2021-22 MOTION LOG: RECORD OF APPROVED MOTIONS AND ASSIGNED TASKS<sup>1</sup>

As of March 31<sup>st</sup>, 2022 (except for motions, resolutions arising from in-camera sessions)

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<sup>1</sup> This document is intended to assist with motion and task follow-up and completion, particularly during Executive and GRC annual transitions. Motions pertaining to internal administration such as the approval of agendas, minutes, committee appointments; and motions that did not pass, are not in this document. Financial motions are indicated **in BOLD**. Incomplete and in-progress items are in the first table. Completed, revoked and abandoned tasks and motions are located in the last table.

## APPENDIX C – CURRENT VACANCIES ON UVIC COMMITTEES

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Committee Type	Number of vacancies	Term of office
<b>Senate Standing Committees</b>		
<b>Advisory Committees</b>		
<b>Award Adjudication Committees</b>		
<b>Hiring/Appointment Committees</b>		
<b>Faculty/Department Committees</b>		
<b>Other Committees</b>		

## APPENDIX D – CORRESPONDENCE RECEIVED

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### ITEM 1:

**From:** Jim Dunsdon - AVP Student Affairs <avpsa@uvic.ca>

**Sent:** April 7, 2022 8:52 AM

**To:** Kyla Turner - Executive Director, Graduate Students' Society <gssmgr@uvic.ca>

**Subject:** GSS Exec

Hi Kyla.

Can you please confirm who the incoming GSS Chair is going to be? I have the other names off of the site you sent me:

<https://gss.uvic.ca/election/>

Jim



Jim Dunsdon (*he/him/his*)

Associate Vice-President Student Affairs

Division of Student Affairs

Vice-President Academic and Provost

[University of Victoria](https://www.uvic.ca)

T 250-721-8024

[uvic.ca/studentaffairs](https://uvic.ca/studentaffairs)

*Together, we transform students' lives.*

*We acknowledge and respect the lək'wəŋən peoples on whose traditional territory the university stands, and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.*