

University of Victoria Graduate Students' Society

## Executive Board

(HYBRID) MEETING MINUTES

FEBRUARY 4, 2025

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

### EXECUTIVE INVITED:

Wyatt MADDOX, 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

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#### A. CALL TO ORDER

Meeting called to order at 9:17 by MADDOX.

#### B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgement offered by MADDOX who situated us in the lands which so rarely see snow today, but where campus is closed today due to snow. MADDOX gave a history of how human settlement has changed the local climate.

#### C. APPROVAL OF AGENDA

*Motion: to approve the agenda as presented.*

*M/S: FIELDER/LAWTON*

*CARRIED*

### NEW BUSINESS

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#### 1. REFERENDUM PLANNING

Lead: FIELDER and MADDOX

For: Decision:

*Motion: to approve the referendum question regarding moving our insurance brokerage to StudentCare as presented.*

*M/S: LAWTON/WEBB*

*CARRIED*

#### 2. GRC AGENDA PLANNING

Lead: MADDOX

REF DOC: February 25 GRC Agenda Draft

For: Discussion

This is, shockingly, our only meeting to plan the GRC agenda. Luckily, GRC reps gave us many agenda items to discuss. I've compressed the standing items (part 1) and included a break in between new business items (library visit and career educator visit). Any other changes required?

**Task: Irfan Tanveer to circulate the GRC agenda as it exists on the GSS server on February 14.**

### 3. BYLAW AMENDMENTS – RECORDING WHICH FEES INCREASE BY CPI AND UPDATING FUNDING AVENUES

Lead: MADDOX

REF DOC: Bylaw Amendment Tracker 14.3 and 4.4, Bylaw Amendment Tracker 14.4

For: Decision

*Motion: to approve the amendments to Bylaws 14.3 (membership fees) and 4.4 (referenda), to add clarity to which fees increase by CPI and to add direction to how referendum questions are framed to ensure such clarity in future;*

*Further to approve the amendments to Bylaw 14.4 (funds of the society) to allow for the GSS to seek grants from appropriate government and non-government sources;*

*Further to send the above mentioned bylaw amendments to GRC on February 25, 2025 for approval and the Semi-Annual General Meeting on March 25, 2025 for ratification.*

*M/S: FIELDER/WEBB*

*CARRIED*

## STANDING ITEMS PART 2

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### D. APPROVAL OF MINUTES

*Motion: to approve the minutes from the January 21, 2025 Executive Board Meeting as presented.*

*M/S: LAWTON/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:**

**July 2:** TASK: FIELDER to contact GARO re: Graduate Student Income Offset Program (GSTIOP) fee increases.

**Oct 22:** TASKS: PALAPARTY and WEBB to consult with SSD regarding the implementation of the new accommodation policy. TURNER to bring updates about GSS to the next campus union solidarity meeting.

**Jan 7:** MADDOX/WEBB: Promote RDAC seat to be a GRC member that have interacted with the meal plan.

TASK: WEBB to reach out to RDAC to seek a seat on the committee.

TASK: LAWTON and FIELDER to respond to the Working Group (nay on referendum) and set up meeting with community contacts.

Jan 21: TURNER to circulate GRC agenda

**Tasks revoked or abandoned:**

Mar 28: TASK: BEAL AND WEBB to meet to discuss the future of Rock the Boat program at UVic and within FGS.

F. COMMITTEE APPOINTMENTS

No committee appointments made.

G. CORRESPONDENCE RECEIVED

Item 1: Professional Employees Association (PEA) letter to the Minister for Post-Secondary and Response

Item 2: Thesis/Dissertation Formatting Update to Grad Secretaries (appendix D)

*Motion: to receive the correspondence.*

*M/S: FIELDER/WEBB*

*CARRIED*

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief: Jan 28 GRC, Jan 31 Exec-to-Exec

I. LOBBYING REPORTS

Reports due at the first meeting of every month.

J. ANNUAL PLAN CHECK-IN:

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CLOSING ITEMS

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EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: MADDUX It is a campus closure due to snow today. The GSS is closed.

Director of Finance: FIELDER updated on the working group for the Food Bank, which has yet to meet and moving fairly slow. FIELDER will continue on the Student Grant Committee until the end of August, after his term is over.

Director of Internal/University Relations: WEBB is working on joint advocacy with SSD, the Faculty Association, CUPE 4163, PEA, on the new accommodation policy that UVic adopted in September.

Director of External Relations: PALAPARTY no report.

Director of Student Life: LAWTON events are going smoothly. Events Committee will still meet virtually today. There is a Valentine's pub crawl coming up. Also a Queer BIPOC board game night. Also Winter Pride.

Executive Director: TURNER will be working reduced hours due to the snow day.

## 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: February 25, 2025

Next GRC Meeting: February 25, 2025

AGM: March 25, 2025

Office, Staff Scheduling: The GSS will be closed from February 17-21 inclusive for Reading Week.

### ADJOURNMENT

*Motion: to adjourn the meeting at 10:25.*

*M/S: MADDUX/WEBB*

*CARRIED*

X

Wyatt MADDUX  
GSS Chair 2024-25

X

Kyla Turner  
GSS Executive Director

## APPENDIX D – CORRESPONDENCE RECEIVED

### Item 2: Thesis/Dissertation Formatting

Hello Graduate Secretaries,

We would like to bring your attention to some changes to the way that theses and dissertations are reviewed in GARO, which will take effect for students completing in the spring 2025 term.

For many years, GARO Advisors have checked every thesis and dissertation submitted to UVicSpace against the formatting checklist provided on our website (which is linked in the email that goes out to all students when they apply to graduate). From next graduation term, GARO will only be checking the information on the title page. We will no longer be checking the formatting of the rest of the document, such as page numbering, table of contents, figure numbering, supervisory committee members, etc...

It is the responsibility of the student (with support from the supervisor) to ensure that they are formatting the document correctly, and we will continue to provide the resources that students need in order to do this. **Please note** that once the document has been accepted in UVicSpace, it cannot be altered or resubmitted, so it is very important that students format the document correctly the first time.

The following resources will be helpful to students who are ready to submit their thesis or dissertation (especially the **checklist!**):

- UVicSpace submission guidelines from the Library:  
<https://libguides.uvic.ca/uvicspace/etds/collection>
- Structure and formatting information on the UVic website:  
<https://www.uvic.ca/students/graduate/thesis-dissertation/scope-structure-and-formatting/index.php>
- Thesis and Dissertation format **checklist and sample pages**:  
<https://www.uvic.ca/graduatestudies/forms-policies/data/sample-samplepages.pdf>

Please let me or your GARO Advisor know if you have any questions!

**Rachel Strandquist**, BA, MA (she/her)

Director, Graduate Admissions and Records

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