

University of Victoria Graduate Students' Society

## Executive Board

(HYBRID) MEETING MINUTES

MARCH 28, 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 and incoming Chair;

Jitendra PALAPARTY, current and incoming Director of External Relations;

Maggie LAWTON, Director of Student Life and incoming Director of Finance;

Kyla TURNER, Executive Director (non-voting);

**Incoming Executive Invited:** Asma Noureen, Incoming Director of Student Life;

**REGRETS:** Sarah Roberts, Incoming Director of Internal/University Relations;

**GUESTS:** Irfan Tanveer, Governance Coordinator

### STANDING ITEMS PART 1

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#### A. CALL TO ORDER

Meeting called to order at 9:11 by MADDOX.

#### B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgement offered by MADDOX.

#### C. INTRODUCTIONS!

Let's start with some basic introductions! TURNER recorded these separately.

#### D. APPROVAL OF AGENDA

*Motion: to approve the agenda as presented.*

*M/S: LAWTON/FIELDER*

*CARRIED*

### NEW BUSINESS

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#### 1. GOVERNANCE MEETING SCHEDULE

Lead: MADDOX

Reference Document: [2025 Board DRAFT training schedule.docx](#)

For: Decision:

Notes: Today, we will schedule board meetings until December, GRC meetings until April, and the Annual and Semi-Annual General Meetings. We will schedule January-March board meetings in December. We can revise

the September-December schedule once everyone's schedules are finalized in August, but we should still set a schedule for board meetings until December now to avoid scheduling chaos later.

The board generally meets weekly in April for onboarding and thereafter every other week. I have attached here a draft schedule for board training if the Board would like to complete training over a weekend. These sessions may be incorporated into regular board meetings across April if preferred, however this would mean that board members would not be able to give regrets for these meetings as Kyla doesn't have capacity to run training sessions individually. Also, our other work in these meetings will be restricted due to time.

GRC has taken place on the 4<sup>th</sup> Tuesday of the month from 5-7pm for many, many years. That scheduling stability allows us to advertise to prospective GRC members with a set meeting schedule. It will be exceptionally challenging to find another time that works for 30-50 people. Likewise, the S/AGM are always scheduled for the 4<sup>th</sup> Tuesday of October and March.

We've added in an October GRC meeting in 2024-25 to provide sufficient time to train GRC reps. The workflow of the three governance meetings between Sept-Oct last year were: Sept GRC: GRC 101 and onboarding. Oct AGM: Annual Plan overview. Oct GRC: FGS welcome, in-depth introductions. In previous years, we tried to complete all this work across two meetings and it was always training that was sacrificed.

These norms are all reflected in the motions below.

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

*Tuesday, April 8, 10:00-12:00*

*Tuesday, April 15, 10:00-12:00*

*Tuesday, April 22, 10:00-12:00*

*Tuesday, April 29, 10:00-12:00*

*Monday, May 12, 10-11:30*

*Monday, May 26, 10-11:30*

*Monday, June 9, 10-11:30*

*Monday, June 23, 10-11:30*

*Monday, July 7, 10-11:30 \* Kyla on vacation, have fun! Assign a minute taker!*

*Monday, July 21, 10-11:30*

*Monday, August 4, 10-11:30 \* this is a stat, we will rebook on April 8*

*Monday, August 18, 10-11:30*

*Monday, September 1, 10-11:30 \* this is a stat, we will rebook on April 8*

*Monday, September 15, 10-11:30*

*Monday, September 29, 10-11:30*

*Monday, October 13, 10-11:30 \* this is a stat, we will rebook on April 8*

*Monday, October 27, 10-11:30*

*Monday, November 10, 10-11:30*

*Monday, November 24, 10-11:30*

*Monday, December 8, 10-11:30*

*Further: the following dates and times are scheduled for 2025-26 GRC Meetings:*

*Tuesday, May 27, 5-7pm*

*Tuesday, June 24, 5-7pm*

*Tuesday, July 22, 5-7pm*

*Tuesday, September 23, 5-7pm*

Tuesday, October 21, 5-7pm  
Tuesday, November 25, 5-7pm  
Tuesday, December 16, 5-7pm  
Tuesday, January 27, 5-7pm  
Tuesday, February 24, 5-7pm  
Tuesday, April 28, 5-7pm

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

*October 28, 2025*

*March 24, 2026*

*M/S: LAWTON/WEBB*

*CARRIED*

*Motion: the Executive Board shall meet for onboarding training April 26, 10:00-5:00, at Halpern Centre.*

*M/S: LAWTON/WEBB*

*CARRIED*

**TASKS: TURNER to send Outlook calendar invites for the 2025-26 Board, GRC, and AGM meetings. TURNER and WEBB to book regular board agenda review meetings at least 2 business days before each board meeting. TURNER, TANVEER and WEBB to book regular GRC agenda review meetings at least 7 business days before each GRC meeting.**

## 2. ELECTION OF THE VICE CHAIR

Lead: MADDIX

REF DOC: 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 their absence. The 2024-25 board opted to vote in both a Vice Chair and alternative Vice Chair.

For: Decision

*Motion: RESOLVED Maggie Lawton is elected the Vice Chair 2025-26;*

*FURTHER RESOLVED that Sarah Roberts will assume the role of Vice Chair in Lawton's absence.*

*M/S: WEBB/LAWTON*

*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. However, D. Fin MAY opt out if another board member is willing to take over. Please note that Collective Bargaining and Management Job Description reviews were all completed in 2024-25 and the work of the Personnel Officer should be relatively light this year.

For: Decision:

*Motion: RESOLVED Samuel FIELDER is removed as Personnel Officer;*

*FURTHER RESOLVED Maggie Lawton is elected as Personnel Officer for 2025-26.*

M/S: FIELDER/LAWTON  
CARRIED

**TASK: TURNER, WEBB, LAWTON and Neil Barney, Operations and Services Manager, to schedule monthly Management-Board meetings.**

#### 4. CHANGE OF SIGNING AUTHORITIES

Lead: TURNER

Reference: GSS Bylaws 14.6 states the Elected Board signing authorities will be Chair and D. Finance. We can vote in additional signing authorities if the Chair and D. Finance will not be available to sign cheques on campus during GSS business hours for a semester.

For: Decision

*Motion: RESOLVED to remove Wyatt Maddox and Samuel Fielder as signing authorities on all GSS accounts as of April 1, 2025;  
FURTHER RESOVLED the signing authorities effective April 1, 2025 are:  
Chair, Rosemary Webb  
Director of Finance, Maggie Lawton  
Operations and Services Manager, Neil BARNEY  
Executive Director, Kyla TURNER  
M/S: LAWTON/FIELDER  
CARRIED*

**TASKS: TURNER to arrange for WEBB and LAWTON's to take over signing authority with the GSS Vancity account representative, Brent Fuller. WEBB and LAWTON to schedule time with Brent Fuller at the Mount Tolmie branch of Vancity to set up account access for all GSS Vancity accounts.**

#### 5. YEAR END FINANCIAL TRANSFERS

Lead: FIELDER

Reference: Contingency Funds Policies

Background:

The GSS Collective Agreement and Management Benefit Policy include significant wage top-ups for staff on medical, maternity, parental, and some other leaves of absence. We maintain a savings account exclusively to cover EI leave top ups the GSS is contractually obligated to provide staff if required: the Employee Leave Fund. The Employee Leave Fund Policy recommends allocating at least \$1000 to the Employee Leave Fund each year. The Board has discretion to allocate more or less. We currently do not have sufficient funds to cover a single full-time staff member going on parental leave. Given the demographics of our staff, we are a high risk organization for such leaves. TURNER recommends allocating additional funds until such time as the Employee Leave Fund reaches \$20,000 over the next 1-3 years. The current balance is \$16,450.

*Motion: RESOLVED the following amounts are transferred to the Employee Leave fund:  
\$1000 from the Operating Fund  
\$500 from the Health and Dental Fund  
\$1000 from the Food and Beverage Fund*

M/S: FIELDER/WEBB  
CARRIED

**TASKS: TURNER to initiate inter-fund transfers to the Employee Leave fund per the motion above. FIELDER to approve transfers before March 31.**

6. DEPARTMENT GRANT APPLICATION FORM APPROVAL

Lead: FIELDER/TANVEER

Reference: 2025-26 Department Grant Application form

For: Decision:

*Motion: to approve the 2025-26 Department Grant Application form.*

M/S: LAWTON/MADDOX

CARRIED

**TASKS: TANVEER to finalize and publish the 2025-2026 Department Grant Application form on the GSS website.**

7. 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.

This in-camera session will allow the 2024-25 Board to discuss any personnel updates they'd like with the 2025-26 board without management present.

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STANDING ITEMS PART 2

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E. APPROVAL OF MINUTES

*Motion: to approve the minutes from the March 18, 2025 Executive Board Meeting as presented.*

M/S: LAWTON/FIELDER

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:**

**January 7:** TASK: WEBB to highlight this at the upcoming GRC meeting (given the approval of BOG).

TASK: Board Members to craft a transition plan for their successor, to allow for the smoothest transition

March 18: TASK: TURNER to edit advocacy letter re: dorms for typos and length, add in a request for double beds, then send the letter off.

TASK: Action the mental health focus option for Studentcare health plan.

**Tasks revoked or abandoned:**

Jan 7: Task: PALAPARTY to bring on-campus housing and housing affordability as the main priority for the GSSBC meeting. PALAPARTY to agree to PSI funding review.

**G. COMMITTEE APPOINTMENTS**

*Motion: to remove the 2024-25 board from the following committees:*

*Wyatt Maddox: FGS Council - Executive Committee*

*Sam Fielder: Graduate Fee Reduction Appeals Committee,  
Mandatory Temporary Medical Insurance Opt Out Appeals Committee*

*Rosemary Webb: FGS Council, VP Research Advisory Committee,  
Campus Planning, Convocation Committee, Invited to the meetings for SSD's AIR program  
(Advocacy for inclusive Recreation)*

*Maggie Lawton: Clubs Council, Orientation Advisory Committee,*

*Jitendra Palaparty: Sexualized Violence Prevention Policy Review Working Group,*

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

*Committee: FGS Council - Executive  
Committee*

*Member: Rosemary Webb*

*Committee: Mandatory Temporary  
Medical Insurance Opt Out Appeals  
Committee*

*Member: Maggie Lawton (Normally  
D. Finance)*

*Committee: VP Research Advisory  
Committee*

*Member: Asma Noreen*

*Committee: Senate Committee on  
Planning*

*Member: Rosemary Webb*

*Committee: Clubs Council*

*Committee: FGS Grad Supervision  
Policy Review*

*Member: Wyatt Maddox*

*Committee: Graduate Fee Reduction  
Appeals Committee*

*Member: Maggie Lawton (Normally  
D. Finance)*

*Committee: FGS Council*

*Member: Sarah Roberts*

*Member: Asma Noreen*

*Committee: Campus Planning*

*Member: Sarah Roberts (Normally D.  
Internal)*

*Committee: FGS Equity Review  
Working Group*

*Committee: FGS Council - Executive Committee*

*Member: Rosemary Webb*

*Member: Asma Noureen (Normally D. Life)*

*Committee: UVic - Accessibility Committee*

*Member: Jitendra Palaparty*

*Committee: UVSS Liaison*

*Member: Jitendra Palaparty*

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

*Member: Jitendra Palaparty (Normally D. External)*

*Committee: Graduate Student Societies of BC (GSSBC)*

*Member: Jitendra Palaparty*

*Committee: Gordon Head Community Association*

*Member: Jitendra Palaparty*

*Committee: Search Committee: Vice-President Indigenous (pre-emptive ask)*

*Member: Asma Noureen*

*Committee: Food Bank Working Group:*

*Member: Jitendra Palaparty*

*Member: Maggie Lawton*

*M/S: FIELDER/LAWTON*

*CARRIED/FAILED*

*Committee: FGS Grad Supervision Policy Review*

*Member: Wyatt Maddox*

*Member: Rosemary Webb*

*Committee: Orientation Advisory Committee*

*Member: Asma Noureen (Normally D. Life)*

*Committee: Society for Students with a Disability Graduate Students Representative*

*Member: Jitendra Palaparty*

*Committee: Sexualized Violence Prevention Policy Review Working Group*

*Member: Committee work ended*

*Committee: Ombudsperson Council*

*Member: Jitendra Palaparty (Normally D. External)*

*Committee: Health Promotion and Outreach Committee*

*Member: Jitendra Palaparty*

*Committee: Residence Dining Advisory Committee*

*Member: Jitendra Palaparty*

**TASKS: Outgoing board members to email their resignation from committees on which they are not continuing. TANVEER to email introductions to committee leads for incoming board members.**

**H. CORRESPONDENCE RECEIVED**

No correspondence received.

**I. AGENDA PLANNING, OR MEETING DEBRIEF**

Reference: Meeting Debrief Template

1. Meeting debrief: SAGM attendance issues addressed.
2. Meeting agenda planning: TURNER gave an overview to Exec-to-Exec, Operations Relations and GRC

J. LOBBYING REPORTS

Reports due at the first meeting of every month.

K. ANNUAL PLAN CHECK-IN:

2024-25 Board to provide an overview of their annual plan, work completed, and work ongoing.

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CLOSING ITEMS

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EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: MADDUX gave his retirement speech.

Director of Finance: FIELDER has also wrapped up his GSS work.

Director of Internal/University Relations: WEBB will finished the GSAW report shortly. Will be away April 1-6 for a conference. They are moving April 7-11 and will be quite busy during that stretch.

Director of External Relations: PALAPARTY has also recently moved.

Director of Student Life: LAWTON is getting married in seven weeks!

Executive Director: TURNER is wrapping up fiscal year end, though most of this work falls on Neil. TURNER is getting ready for board training. She's invited AVP Student Affairs, FGS Dean, Campus Planning, and Student Case Resolution staff to forthcoming board meetings.

Incoming Director of Student Life: NOUREEN gave updates on her coursework, AGES conference, forthcoming co-op, 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: April 8, 2025

Next GRC Meeting: April 22, 2025

AGM: October 28, 2025

Office, Staff Scheduling: Kyla will be out on July 7-18 inclusive for vacation.

ADJOURNMENT


*Motion: to adjourn the meeting at 11:40am.*

*M/S: MADDUX/FIELDER*



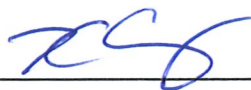
CARRIED

X



Wyatt MADDOX  
GSS Chair 2024-25

X



Kyla Turner  
GSS Executive Director

