

University of Victoria Graduate Students' Society

## Executive Board

(HYBRID) MEETING MINUTES

JUNE 25, 2025

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

**EXECUTIVE INVITED:**

Rosemary WEBB, Chair;  
Sarah Roberts, Director of Internal/University Relations;  
Jitendra PALAPARTY, Director of External Relations;  
Asma Noreen, Director of Student Life;  
Kyla TURNER, Executive Director (non-voting);

**REGRETS:** Maggie LAWTON, Director of Finance;

### STANDING ITEMS PART 1

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A. CALL TO ORDER

Meeting called to order by WEBB at 10:03.

B. TERRITORY ACKNOWLEDGEMENT

Territorial Acknowledgement offered by WEBB. They recently finished the book *The Serviceberry* on maternally based gift economies and offered to share their copy.

C. APPROVAL OF AGENDA

*Motion: to approve the agenda as presented.*

*M/S: ROBERTS/NOUREEN*

*CARRIED*

### NEW BUSINESS

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1. GSS SEAT ON CLUBS COUNCIL DISCUSSION

Lead: NOUREEN

For: Discussion

NOUREEN gave a background on the typical procedures of Clubs Council meeting. She was exclusively an observer in these meetings. TURNER gave background on why we maintain this position: to ensure graduate students maintain access to clubs. TURNER recommend attending meetings strategically and only when required.

2. GRAD STUDENT ACCOMMODATION PLANNING DOCUMENT

Lead: ROBERTS

Reference: [Grad Student Accommodation Planning Document \(1\).docx](#)

For: Discussion

ROBERTS walked the board through the revisions made to the draft document sent to Advocacy and Campaigns Committee. PALAPARTY asked whether CAL could advise students not registered with CAL. ROBERTS noted that the policy indicates that CAL is the correct resource for this support. PALAPARTY asked whether we can include the Student Support Coordination program. TURNER noted that the service is referral-only and often unavailable due to capacity caps. ROBERTS and WEBB agreed.

WEBB noted that Joel Lynn and Jim Dunsdon expressed interest in this tool and would like to be part of the GRC meeting where this is discussed.

### 3. JOINT ANTI-HATE COMMITTEE

Lead: PALAPARTY

For: Discussion

PALAPARTY gave background that there was an incident of transphobic graffiti in the SUB on the first day the SUB was open in Pride Month. PALAPARTY reported this to Lindsey Andrews on the UVSS board and the UVSS released a statement regarding this. Andrews contacted UVic about striking a standing joint anti-hate committee between the student societies and university. WEBB outlined the questions to answer here: what capacity does the GSS have to work on this committee? What would our own goals be within this committee as it related to our mandate? Are we seeking a permanent seat on this proposed committee? ROBERTS asked after the mandate for that committee. WEBB recommended having a specific mandate for the committee. NOUREEN asked how committees are struck, governed, and run. TURNER noted that most UVic committees have Terms of Reference that outline mandate, membership, meeting and decision making authority.

PALAPARTY will follow up with Andrew in the UVSS on progress towards proposing this committee.

### 4. RESCHEDULING JULY MEETINGS

Lead: WEBB

For: Discussion

**TASK: WEBB to circulate a poll for rescheduling board meeting and book the board room with office staff.**

### 5. IN-CAMERA SESSION: JULY AND AUGUST STRATEGIZING

Lead: PALAPARTY and WEBB

For: Discussion

The Board went in camera from 10:47-11:00 with no motions passed.

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## STANDING ITEMS PART 2

### D. APPROVAL OF MINUTES

*Motion: to approve the minutes from the June 9, 2025 Executive Board Meeting as presented.*

*M/S: NOUREEN/ROBERTS*

*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:**

**June 9 - TASK:** ROBERTS to reach out to UVic Bound to ask how and whether MSP is included in cost-of-living resources for prospective students. Additional, ROBERTS to ask how and whether UVic Bound targets graduate students.

**TASK:** WEBB to correspond with HOUSE Canada for further information.

**Tasks revoked or abandoned:**

F. COMMITTEE APPOINTMENTS

*No committee appointments made.*

G. CORRESPONDENCE RECEIVED (APPENDIX D)

Item 1: ICS and MSP/ISHF

*Motion: to receive the correspondence.*

*M/S: ROBERTS/NOUREEN*

*CARRIED*

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief: June 24 GRC agenda – went well
2. Meeting agenda planning:

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: WEBB is preparing to depart for Ontario/Quebec and will be out of cell range but will attend meetings virtually.

Director of Finance: LAWTON no report.

Director of Internal/University Relations: ROBERTS may need to return to the UK for family matters in the near future and will keep everyone updated.

Director of External Relations: PALAPARTY is working on her wellness.

Director of Student Life: NOUREEN debriefed recent events yesterday at GRC.

Executive Director: TURNER

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Notice of agenda item: Annual Planning

UPCOMING MEETINGS AND IMPORTANT DATES

**\*\*Task Reminder:** Please be sure your meetings and events are up to date on OUTLOOK CALENDAR\*\*

Next Executive Meetings: July 7, 2025

Next GRC Meeting: July 22, 2025

AGM: October 28, 2025

Office, Staff Scheduling: Kyla is on vacation July 7-18 inclusive. Have so much fun without me!

ADJOURNMENT

*Motion: to adjourn the meeting.*

*M/S: NOUREEN/ROBERTS*

*CARRIED*

X 

Rosemary WEBB  
GSS Chair 2025-26

X 

Kyla Turner  
GSS Executive Director

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## APPENDIX D – CORRESPONDENCE RECEIVED

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### Item 1: ICS and MSP/ISHF

**From:** Carmencita Duna <[cduna@uvic.ca](mailto:cduna@uvic.ca)>

**Sent:** June 17, 2025 2:27 PM

**To:** GSS Director of Internal/University Relations <[gssinternal@uvic.ca](mailto:gssinternal@uvic.ca)>

**Cc:** GSS Chair <[gsschair@uvic.ca](mailto:gsschair@uvic.ca)>; Kyla Turner - Executive Director, Graduate Students' Society <[gssmgr@uvic.ca](mailto:gssmgr@uvic.ca)>

**Subject:** RE: Information around MSP/ISHF

Hello Sarah,

Thanks for reaching out and sharing the valuable discussion from your board meeting. We really appreciate your highlighting the importance of providing incoming international students with clear information about costs, especially the International Student Health Fee, before they arrive. We understand how important it is for their financial planning.

The ICS's focuses on several key ways to help students prepare:

### Pre-Arrival Communication and Resources

- ☐ **Welcome email and pre-arrival checklist:** Our welcome email guides students to our comprehensive [[uvic.ca/international-experiences/travelling-to-canada/pre-arrival-](https://uvic.ca/international-experiences/travelling-to-canada/pre-arrival-)

*University of Victoria Graduate Students' Society*

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Rosemary WEBB  
GSS Chair 2025-26



Kyla Turner  
GSS Executive Director

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## APPENDIX D – CORRESPONDENCE RECEIVED

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**Cc:** GSS Chair <[gsschair@uvic.ca](mailto:gsschair@uvic.ca)>; Kyla Turner - Executive Director, Graduate Students' Society <[gssmgr@uvic.ca](mailto:gssmgr@uvic.ca)>

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checklist/index.php]pre-arrival checklist which includes important information for their preparation.

- 2 **Support for your family:** We recognize that many graduate students arrive with families. Our dedicated "[uvic.ca/international-experiences/living-in-victoria/getting-settled/support-for-your-family/index.php]Support for your family" page offers specific guidance for them.

- 2 **Health insurance sessions:** We host dedicated **health insurance sessions**, which are recorded and available on our website. The next live session is scheduled for August 19th.

- 2 **Other website content:** Our website is a central hub for health insurance information and we are actively adding content to our financial planning page, specifically working to make health insurance information and costs clear under "living expenses" and linking to the "Support for your family" page from there. We are in the final stages of drafting content for this purpose.

- 2 When students are preparing their study permit applications, our **Immigration Specialists** often have conversations with them about the cost of living in Victoria.

### Ongoing Communication and Resources

Beyond pre-arrival, we continue to disseminate information through various channels:

- 2 **International Current newsletter:** We subscribe new September-intake students to our *International Current* newsletter in August. The newsletter includes updates on health insurance multiple times each year (typically twice a term).
- 2 **Instagram and Digital Signage:** We leverage our social media channels and digital signage to share timely reminders and information about health insurance and other essential costs.
- 2 Our **Settlement Advisers** who support students with navigating health insurance and accessing health care in Canada often have conversations with international students about the costs of health insurance.

### Tuition Webpage Updates

We will also contact the owners of the **tuition webpage** ([uvic.ca/graduate/finances/tuition-costs/index.php#ipn-medical-insurance](http://uvic.ca/graduate/finances/tuition-costs/index.php#ipn-medical-insurance)) to request that it clearly outline the medical insurance costs.

We're always looking for ways to ensure students have the most comprehensive and timely information possible. Thank you again for your insights from the board meeting – your message was a good prompt for us to review some of our materials and ensure that health insurance cost information is being clearly communicated.

Kind regards,

Carmen

Carmencita Duna (she/her)

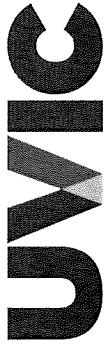
Associate Director, International Centre for Students

Division of Student Affairs

University of Victoria

+1 250 721 6361

[cduna@uvic.ca](mailto:cduna@uvic.ca) | [@uvicinternational](https://uvicinternational) | [uvic.ca/ics](http://uvic.ca/ics)



*We acknowledge and respect the Lək̓ʷáŋan (Songhees and X̱m̓sepsam/Esqimalt) Peoples on whose territory the university stands, and the Lək̓ʷáŋan and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.*

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**From:** GSS Director of Internal/University Relations <[gssinternal@uvic.ca](mailto:gssinternal@uvic.ca)>

**Sent:** June 9, 2025 12:33 PM

**To:** ICS UVic Bound <[uvicbound@uvic.ca](mailto:uvicbound@uvic.ca)>

**Cc:** GSS Chair <[gsschair@uvic.ca](mailto:gsschair@uvic.ca)>; Kyla Turner - Executive Director, Graduate Students' Society <[gssmgr@uvic.ca](mailto:gssmgr@uvic.ca)>; International Centre for Students <[icsinfo@uvic.ca](mailto:icsinfo@uvic.ca)>

**Subject:** Information around MSP/ISHF

Dear UVic Bound Team,

I'm reaching out on behalf of the Graduate Students' Society (GSS).

At our board meeting this morning, there was some discussion around the provincial International Student Health Fee and the broader issue of affordability and budget planning for international graduate students. We've heard from some of our members about the importance of accessing budget tools and information about additional costs/fees from the province before arrival, so they can forward-plan.

We know your team does amazing work through pre-arrival programming, Uvic Bound, and ICS advising, assisting students with these issues.

We thought it would be helpful to reach out to better understand how your team currently engages with incoming graduate students on these topics and your current strategy for sharing information around affordability, MSP (including the ISHF), and budgeting for provincial health costs.

If you can share any insights with us, it would be really useful as we shape our own advocacy and efforts in supporting international graduate students.

Many thanks in advance for your time!

Kind regards,

Sarah

Sarah Roberts (she/her)

Director of Internal/University Relations

Graduate Students' Society, University of Victoria