

University of Victoria Graduate Students' Society

Executive Board

(HYBRID) MEETING MINUTES

JULY 7, 2025

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

EXECUTIVE INVITED:

Rosemary WEBB, Chair;
Maggie LAWTON, Director of Finance;
Sarah Roberts, Director of Internal/University Relations;
Jitendra PALAPARTY, Director of External Relations;
Asma Noureen, Director of Student Life;

REGRETS: Kyla TURNER, Executive Director (non-voting);

GUESTS:

STANDING ITEMS PART 1

A. CALL TO ORDER 2:04

B. TERRITORY ACKNOWLEDGEMENT 2:02

WEBB provided a territory acknowledgement

C. APPROVAL OF AGENDA 2:05

Motion: to approve the agenda as presented.

M/S: ROBERTS/LAWTON

CARRIED

NEW BUSINESS

1. ANNUAL PLANNING! 2:07

Lead: WEBB

Reference: 2025-26 Annual Plan

For: Discussion/review

We went through the notes in detail, and will need to return to the annual plan after further thought.

2. DIR. EXTERNAL OFFBOARDING 2:40

Lead: PALAPARTY

Reference:

For: Discussion

PALAPARTY to give Board an overview of her outstanding tasks and key items the Interim Dir. Ext will need to be onboarded for.

PALAPARTY notes she needs to work on the A&C workplan, and arrange follow-up meetings with Trisha Best and Wendy Taylor regarding Verification of Enrollment Letters. WEBB offered to follow up with Best and Taylor. PALAPARTY has already passed off the Gordon Head Community Centre work to ROBERTS. She is looking for someone to attend the Health Promotion and Outreach Committee meeting. ROBERTS will follow up to give regrets and get the minutes. There is an SSD July Council Meeting that Jitendra will still attend, as she is there as a Grad Student representative not a Board Member. There is an Accessibility meeting in August that WEBB will also try to attend, but ROBERTS suggested that would be best attended by the future Interim D. External. ROBERTS will follow up with Victor with regards to his projects.

WEBB requested that PALAPARTY provide notice by August 18th if she needs to extend her leave.

3. IN-CAMERA SESSION: APPROVAL OF MINUTES 3:00

Lead: WEBB

Reference: 2025-04-15 in-camera minutes and 2025-06-25 in-camera minutes (on Teams in April and June folders)

For: Approval

Motion: to approve the in-camera minutes from the April 14th and June 25th, 2025 Executive Board Meeting as presented [OR with minor corrections as provided].

M/S:

CARRIED/FAILED

We decided to postpone this to later meetings.

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES (APPENDIX A) 3:02

Motion: to approve the minutes from the June 25, 2025 Executive Board Meeting as presented [OR with minor corrections as provided].

M/S: ROBERTS/NOUREEN

CARRIED

E. BUSINESS ARISING FROM PREVIOUS MEETINGS (APPENDIX B) 3:00

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:

Tasks revoked or abandoned:

F. AGENDA PLANNING, OR MEETING DEBRIEF 3:10

Reference: Meeting Debrief Template

1. Meeting debrief:
2. Meeting agenda planning: July 22 GRC agenda
 - i. Interim Dir. Ext election
 - ii. Grad accommodation planning tool
 - iii. 2024-25 GRC feedback

CLOSING ITEMS 3:20

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: WEBB is enjoying their vacation.

Director of Finance: LAWTON is traveling a lot and is somewhat frazzled.

Director of Internal/University Relations: ROBERTS is working on a paper, and looking forward to an upcoming birthday weekend.

Director of External Relations: PALAPARTY has no report.

Director of Student Life: NOUREEN is officially approved for the PhD, but her supervisor recently left UVic so she has to find a new one.

Executive Director: TURNER is on holiday.

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: July 21 **2-3:30pm**, 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: LAWTON/ROBERTS

CARRIED/FAILED

X 

Rosemary WEBB
GSS Chair 2025-26

X 

Maqqie Lawton
GSS D.Finance 2025-26