

University of Victoria Graduate Students' Society

Executive Board

(HYBRID) MEETING MINUTES

JULY 21, 2025 *2-3:30PM*

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;
Asma Noureen, Director of Student Life;
Kyla TURNER, Executive Director (non-voting);

REGRETS: none

GUESTS: Wyatt Maddox, prospective Interim Director of External Relations

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order by WEBB at 2:00pm.

B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgment offered by TURNER. They just returned from Lheidli T'enneh territory up north where they went berry picking, checked in on a resident bald eagle family, and purchased new art from local Indigenous vendors.

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.

M/S: ROBERTS/LAWTON

CARRIED

NEW BUSINESS

1. ANNUAL PLAN FINALIZATIONS, FORMATTING; LETTER TO THE MEMBERSHIP 2:07

Lead: WEBB

Reference: 2025-26 Annual Plan; 2025 Welcome from the Board letter

For: Discussion

- a. It's time to get this bad boy wrapped up and looking nice. What content are we including from our draft plan in the final polished version? How are we presenting it to our membership?

Previous formatting:

- "Priority: we will do it with/by/for..."
- "Priority: what it means, what success looks like, strategies"
- Text heavy write-ups

- b. Last year's letter to the membership hit a lot of the same points as the "welcome from the Board" letter. Do we want to do the same, by using an abbreviated/revised version, or do we want to cover different points?

Board discussed moving to heavy bullet-point format and away from text-heavy documents.

TASK: WEBB to draft a skeleton format for the 2025-26 Annual Plan; All Board Members to fill out their sections by August 11.

Decision: Begin the annual plan with an explanation of what annual plans are and who takes action, rather than a welcome letter similar to the handbook.

2. INTERIM D. EXTERNAL ONBOARDING

Lead: WEBB

For: Discussion

We will be electing our interim Director tomorrow! This is our time to discuss how we will onboard them at the August 11th meeting, and what we need to communicate with them between July 23 and then.

WEBB recommended an onboarding meeting between the successful candidate, themselves, Kyla, and Sarah. WEBB guided the board through the public messaging we'd like to put forth tomorrow at GRC and other onboarding processes. WEBB also recommends preparing the interim position complete orientations and Fall events. NOUREEN asked to confirm Jitendra's return date. She will provide an update in mid-August on her return date, but it was initially planned to end August 31.

TURNER clarified that if two people are serving the role in September, Stipend Review Committee may opt to use the board stipend top up funds for paying both people.

ROBERTS asked after orientation training. WEBB and TURNER gave the information available now and we will discuss it further at the August 11th board meeting.

TASKS: ROBERTS, TURNER and WEBB to set up a training/onboarding meeting with the interim D. External upon their election.

3. IN-CAMERA SESSION: APPROVAL OF MINUTES

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.

M/S: NOUREEN/LAWTON for April 14

NOUREEN/ROBERTS for June 25 (Maggie not present June 25)

CARRIED

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the July 7, 2025 Executive Board Meeting as presented.

M/S: ROBERTS/NOUREEN

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 25 TASKS: TURNER and WEBB to communicate the interim election procedures to Semyon, Electoral Officer. TURNER to provide training for same.

TURNER, WEBB and Irfan TANVEER to circulate the GRC agenda at least two weeks in advance of the meeting with a call for nominations.

Tasks revoked or abandoned:

F. COMMITTEE APPOINTMENTS

No committee appointments made.

G. CORRESPONDENCE RECEIVED

No correspondence received.

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief:
2. Meeting agenda planning:

I. LOBBYING REPORTS

Reports due at the first meeting of every month.

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: WEBB is in and out of town frequently for the summer and feels a little chaotic due to intense travel plans. BPC will send a motion to change the out of town conference travel policy either Aug 11 or 18. They are also having a one-on-one meeting with President Hall. They are also heading into candidacy defense in August.

Director of Finance: LAWTON is also in chaos mode following travel.

Director of Internal/University Relations: ROBERTS met with the Gordon Head Community Association and dispelled a bit of misinformation about what the GSS is and does (no, we cannot

direct all UVic students to avoid street parking). The GHCA may look at hosting a student seat on their board. They are also looking to work with us on consulting with UVic students on a forthcoming ice rink project. ROBERTS has also sent forward a petition from the PEA for the August 11 agenda.

Director of External Relations: TBD

Director of Student Life: NOUREEN is busy with coursework and has recently completed the First Nations reconciliation training. She reminded board members to sign up for forthcoming events. GSAW planning is still moving forward. She will also be taking time off next week.

Executive Director: TURNER is getting re-situated into work. They will spend today and tomorrow dealing with staff and governance matters and the latter half of the week on Alumo transition. Petri has been elected as the union representative after almost 5 months without any union reps.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Orientation overview

PEA petition

UPCOMING MEETINGS AND IMPORTANT DATES

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

Next Executive Meetings: August 11, 2025

Next GRC Meeting: September 23, 2025

AGM: October 28, 2025

Office, Staff Scheduling:

ADJOURNMENT

Motion: to adjourn the meeting.

M/S:

CARRIED/FAILED

X

Rosemary WEBB
GSS Chair 2025-26

X

Kyla Turner
GSS Executive Director