

University of Victoria Graduate Students' Society

## Executive Board (HYBRID) MEETING MINUTES

AUGUST 11, 2025

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

### EXECUTIVE INVITED:

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

**REGRETS:** Wyatt Maddox, interim Director of External Relations; Maggie LAWTON, Director of Finance;

**GUESTS:** Petri Daviel, Events and Communication Coordinator

### STANDING ITEMS PART 1

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#### A. CALL TO ORDER

Meeting called to order at 10:06 by WEBB.

#### B. TERRITORY ACKNOWLEDGEMENT

Territory Acknowledgement offered by WEBB upon their return to the island once again after a long period of travel. They also gave a lot of thanks for the community they've built here.

#### C. APPROVAL OF AGENDA

*Motion: to approve the agenda as presented.*

*M/S: ROBERTS/NOUREEN*

*CARRIED*

### NEW BUSINESS

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#### 1. ORIENTATION TO ORIENTATIONS

Lead: TURNER/DAVIEL

Reference: [Orientations Timetable September 2025.xlsx](#) and powerpoints

For: Discussion

The Board is responsible for providing orientations to each grad department/program which requests them, along with maintaining a strong presence at UVic orientation events. TURNER and DAVIEL gave an overview of the schedule, how to sign up for orientations, and what materials the staff create to assist board members, including powerpoints, pamphlets, bookmarks, posters and event calendars.

DAVIEL confirmed that she will provide contact emails for each orientation event after August 22.

## 2. ALUMO TRANSITION UPDATE

Lead: TURNER

For: Discussion

TURNER to provide an overview of the services changes that will take place in the grad student health and dental insurance plan this year, including:

- Moving from a 7 digit ID number to an 8 digit ID (to avoid duplicate V numbers starting V00 and V01)
- All member services (e.g. questions about coverage, travel letters, etc.) will now take place at the Alumo office in the SUB
- ALL opt outs and opt ins (family and self enrolment) will be submitted through the Alumo/PBC online portal – off-campus and co-op students must provide proof of eligibility to enrol (i.e. proof of paying GSS fees. The office has created a special receipt form for this.)
- Black out period MAY impact all students this year – given the time of year, it's likely best to assume that the black out period will occur.
- Please DO NOT send people to Abby – send them to Alumo in the SUB.

## 3. PEA ACCESSIBILITY PETITION

Lead: ROBERTS

Reference: UVic Accessibility Petition Workplan - Working Group CopyCopy.docx

For: Discussion

ROBERTS gave an overview of the PEA's follow up letter to UVic about academic accommodations requesting immediate action to meet accessibility needs on campus now, conducting a student survey, and convening a working group on this matter. ROBERTS asked for feedback and consent to sign off on this letter as an organization.

**TASK: Follow up on August 18 agenda for further discussion.**

## 4. UVIC PRESIDENT UPDATE

Lead: WEBB/TURNER

For: Discussion

Kevin Hall has accepted a position at another university. His last day was August 1. Brian Kant, BOG President, has appointed Robina Thomas to serve a 3 month term as Acting President. However, Robina is still set to retire in December. The BOG will be setting themselves up for first a longer term Acting appointment to cover from the end of Robina's term to the hiring of Kevin's successor, then a new Presidential Hiring Committee. TURNER intends to ask Wyatt MADDOX to either consider serving again or, possibly more likely given the workload of the previous committee, provide a very in-depth briefing to the board on his experiences and reflections on August 18 and perhaps provide one-on-one coaching to the GSS board member elected to serve on the Presidential Hiring Committee once it is struck.

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## STANDING ITEMS PART 2

### D. APPROVAL OF MINUTES

*Motion: to approve the minutes from the July 21, 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:**

**July 21:** TASK: WEBB to draft a skeleton format for the 2025-26 Annual Plan; All Board Members to fill out their sections by August 11.

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

**Tasks revoked or abandoned:**

F. COMMITTEE APPOINTMENTS

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

*Committee: Student Life Grant Adjudication*

*Member: Maggie Lawton*

*M/S: WEBB/NOUREEN*

*CARRIED*

G. CORRESPONDENCE RECEIVED

Item 1: Bike Storage and Fencing in Family Housing

*Motion: to receive the correspondence.*

*M/S: ROBERTS/NOUREEN*

*CARRIED*

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief:
2. Meeting agenda planning: September 9 Exec-to-Exec. First thoughts on agenda items? TURNER recommends including our Annual Plan and confirming enrolment/budget stability. Request timelines on the Presidential Hiring Committee.

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 defending candidacy next week and working on conference applications.

Director of Finance: LAWTON no report

Director of Internal/University Relations: ROBERTS is moving. She is preparing updates for the GSAW planning check in next week.

Interim Director of External Relations: MADDOX no report

Director of Student Life: NOUREEN the hike and movie night in August went well.

Executive Director: TURNER is returning from sick leave and about to go film an AED instructional video for UVic.

#### NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

August 18: GSAW Prep check in

Aug 18: GRC Committee Preference Form

Aug 18: Fall meeting scheduling

Aug 18: PEA and Academic Accommodations check in

#### 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 18, 2025

Next GRC Meeting: September 23, 2025

AGM: October 28, 2025

Office, Staff Scheduling:

#### ADJOURNMENT

*Motion: to adjourn the meeting at 11:30.*

*M/S: ROBERTS/NOUREEN*

*CARRIED*



Rosemary WEBB  
GSS Chair 2025-26



Kyla Turner  
GSS Executive Director