

University of Victoria Graduate Students' Society

Executive Board (HYBRID) MEETING MINUTES

AUGUST 18, 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;
Wyatt MADDOX, interim Director of External Relations;
Asma NOUREEN, Director of Student Life;
Kyla TURNER, Executive Director (non-voting);

GUESTS: Irfan Tanveer, Governance Coordinator

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order by WEBB at 10:04.

B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgment offered by TURNER.

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.

M/S: ROBERTS/NOUREEN

CARRIED

NEW BUSINESS

1. FALL SCHEDULING

Lead: WEBB

For: Decision

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

Monday, September 8, 10-11:30

Monday, September 22, 10-11:30

Monday, October 6, 10-11:30

Monday, October 20, 10-11:30

Monday, November 3, 10-11:30

Monday, November 17, 10-11:30

Monday, December 1, 10-11:30

M/S: ROBERTS/NOUREEN

CARRIED

2. GSAW PREP CHECK IN

Lead: NOUREEN/ROBERTS

For: Discussion

NOUREEN and ROBERTS gave updates on planning Grad Student Appreciation Week. GSAW will include the following events and collaborations:

- Monday, Nov 3: Library event*
- Tuesday, Nov 4: Career Educator and Post-Doc networking event in SUB upper lounge
- Wednesday, Nov 5: Excellence in Graduate Research Symposium
- Thursday, Nov 6: Workshop with LTSI and Ombudsperson on supervisory relationships with additional support from Dawn from SWC
- Friday, Nov 7: Board Games and Brownies

*Plus workshops in October on poster design and presentation skills for EGRS presenters

FGS is sending primarily Associate Deans to judge EGRS as Robin Hicks will be away that week.

Drink tickets will be good for a week to avoid confusion for restaurant staff.

We have additional funding to plan with. Ideas that have been circulated include a pancake breakfast, pickleball, climbing, yoga, or an off-site event. ROBERTS wants to fill Tuesday day time with an event. LAWTON and WEBB gave their feedback on running a "Monday morning coffee" event from their experience last year. TURNER suggested a drag show as a high-cost, popular event.

EGRS timelines: the application opens Sept 3-Oct 3. ROBERTS requested that board members promote this at orientations.

3. ACADEMIC ACCOMMODATIONS – PEA LETTER AND OTHER AVENUES

Lead: WEBB

For: Discussion

After agreeing to sign off on the PEA's petition and letter regarding academic accommodations, the board has further discussion last week about the 2024 Academic Accommodations policy, the GSS position on this policy and the strategies we will use to advocate for our members' specific needs. This conversation was postponed to this meeting to ensure that all board members would be present.

ROBERTS recommended putting a student on any accommodation working groups on campus. WEBB recommended asking FGS for their work plan for addressing this. TURNER noted this is appropriate topic for Operational Relations.

TASK: ROBERTS to reach out to UVic to determine which working groups on academic accommodations have been struck and request a permanent student seat.

4. GRC COMMITTEE PREFERENCE FORM

Lead: TANVEER/TURNER

Reference: GRC committee preference form

For: Decision

TASK: TANVEER to circulate finalized GRC Committee Preference Form to newly elected GRC reps.

5. IN CAMERA SESSION: BOARD MEMBER LEAVE

Lead: WEBB

For: Discussion

Board will have an update from PALAPARTY regarding her leave duration at this meeting and should discuss.

Board moved in camera at 10:51 and returned to open session at 10:57.

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the August 11, 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:

Tasks revoked or abandoned:

F. COMMITTEE APPOINTMENTS

No committee appointments made.

G. CORRESPONDENCE RECEIVED

Item 1: ATRS/CARSA Update

Motion: to receive the correspondence.

M/S: WEBB/LAWTON

CARRIED

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief:
2. Meeting agenda planning: September 9 Exec-to-Exec – last call!
 - i. Agenda item: Enrolment/Budget Update
Lead: UVic

Questions: Is UVic on track to meet enrolment targets for grad students? Are there any changes to the budget (particularly around TAship availability) expected as a result of undergrad enrolment?

ii. Agenda item: Presidential Hiring Committee

Lead: UVic

Questions: Can UVic please provide any available updates on the expected timelines for hiring committees and further Acting President placements? How will feedback provided by students and faculty in the 2025 Presidential Re-Appointment Committee be incorporated into the next hiring committee? Is there anything else UVic wants the GSS to be aware of at this time on this matter?

iii. Agenda item: GSS Annual Plan

Lead: GSS

Questions: GSS to present UVic with their 2025-26 Board Annual Plan.

3. Meeting agenda planning: September 17 Operational Relations. First thoughts? May need to confirm items by email depending on Fall board meeting schedule.

- i. Kyla's suggested items: follow up on ATRS fee name – was it ever changed? (Check Correspondence)
- ii. Kyla's suggested items: Kyla and Ben McAllister, Manager – Risk and Insurance, have exchanged a few emails about creating a new Building Use Agreement for the GSS as our documentation is outdated and incomplete. Once Ben reviews what Kyla sent, can we strike a small working group of Kyla, Ben, Jim Dunsdon and other appropriate UVic folks to re-draft this agreement?
- iii. Rosemary's suggestion: Robin's discretionary fund for international grad students – will this program continue to run and what was the impact?
- iv. Rosemary's suggestion: FGS's equity review – when will the report be published?
- v. Rosemary's suggestion: FGS Equity Working Group
- vi. Reminder: regular attendees include Jim Dunsdon, AVP Student Affairs; Andrew Coward, AVP Finance; Robin Hicks; Melissa Donaldson, ED of Facilities Management; Joel Lynn, ED Student Development and Success

I. LOBBYING REPORTS

Reports due at the first meeting of every month.

J. ANNUAL PLAN CHECK-IN:

TASK: ROBERTS to edit annual plan for formatting by August 25.

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: WEBB is defending candidacy this week. Leave them alone for the week and let them rest next week.

Director of Finance: LAWTON is returning from a week away.

Director of Internal/University Relations: ROBERTS is going away Friday. Has been reappointed to the Library for the next academic year.

Director of External Relations: MADDUX just finished teaching a one-week intensive course. He advertised GSS maker markets to vendors at the Ren Faire. MADDUX and ROBERTS also noted the public relations matter listed in TURNER's update.

Director of Student Life: NOUREEN no report.

Executive Director: TURNER noted that the CBC ran an article this morning about the termination of a UVic prof for sexual harassment. This case involved at least one grad student and we should be aware of this issue as something that may bring up strong feelings among members.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

House Canada – know your rights as a renter workshop

AVP updates

UPCOMING MEETINGS AND IMPORTANT DATES

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

Next Executive Meetings: September 8, 2025

Next GRC Meeting: September 23, 2025

AGM: October 28, 2025

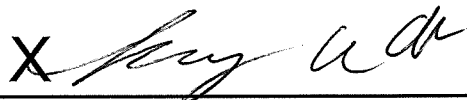
Office, Staff Scheduling:

ADJOURNMENT

Motion: to adjourn the meeting.

M/S: ROBERTS/LAWTON

CARRIED



Rosemary WEBB
GSS Chair 2025-26



Kyla Turner
GSS Executive Director

APPENDIX D – CORRESPONDENCE RECEIVED

Item 1: ATRS and CARSA Update

From: Brenda Wickware <bwickwar@uvic.ca>

Sent: Wednesday, August 13, 2025 1:53 PM

To: Neil Barney <nob@uvic.ca>; UVSS Info Booth <info@uvss.ca>; Christa Kutzner <christak@uvic.ca>

Subject: New Fall 2025 - Vikes Memberships

Hi everyone,

Thank you for your support of all our services at CARSA and all the work you do with student fees for Athletics and Recreation. We have changes coming to provide enhanced combinations of membership

structure and a pricing increase for the fall so the information you have at your counter will need updating. This information will be live at www.vikesrec.ca on August 18th.

Please reach out if you have any questions about what is happening here for the Fall.

Sincerely,

Brenda Wickware

Membership Services Sales, Service & Operations Coordinator

Vikes Athletics and Recreation

PO BOX 1700 STN CSC | Victoria BC V8W 2Y2

T: 250-721-6513 | Web: www.VikesRec.ca or www.govikesgo.com