

University of Victoria Graduate Students' Society

Executive Board

MEETING MINUTES

OCTOBER 6, 2025

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: Jitendra PALAPARTY, Director of External Relations;

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 10:04am by WEBB.

B. TERRITORY ACKNOWLEDGEMENT

Territorial acknowledgment offered by ROBERTS and NOUREEN. ROBERTS spoke about the careful stewardship of these lands for thousands of years, however now we have invasive species, having significant, negative impacts the environment and ecosystem. NOUREEN went canoeing on the Gorge, which was her first time ON the water in that vital area for Indigenous culture and history. NOUREEN also gave her reflections on the national day for Missing and Murdered Indigenous Women, Girls, and Two Spirit folks.

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.

M/S: NOUREEN/ROBERTS

CARRIED

NEW BUSINESS

1. FIRE DRILL DEBRIEF

Lead: TURNER

For: Discussion

Board members are reminded to NOT disclose a fire drill to our members in advance, to immediately exit the building, and direct others to join them outside. When you are in the GSS building, you are always here in your board capacity and will be perceived as leaders by our members. It is vital during emergencies (and drills) that you model safety behaviours that we drill as preparation for real emergencies.

2. AGM AGENDA APPROVAL!

Lead: WEBB

Reference: Draft AGM agenda

For: Decision

The AGM agenda (including all reports) must be circulated to all GSS members two weeks prior to the AGM itself (i.e. October 14). All bylaw amendments, committee reports, board reports, audits, etc. must be submitted and ready to post by 9am on October 14. If materials are not submitted by then, they will not be posted for the AGM.

Are there any other matters that need to be addressed at the AGM?

Motion to approve the AGM agenda for October 28, 2025.

M/S: LAWTON/ROBERTS

CARRIED

3. BPC UPDATE

Lead: WEBB

Reference: Out of Town Conference Policy

For: Discussion

"Policy 30 amendment

GSS delegates sent to out-of-town conferences where food is provided will be given a per diem of \$35 to be processed as reimbursements following submission of receipts to the Director of Finance.

GSS delegates sent to out-of-town conferences where food is not provided will be issued a per diem of \$70 to be processed as above."

Motion: to amend the proposed changes to Policy 30: Out of Town Conference Policy to support \$35/day for conferences where food is provided and \$70/day for conferences where food is not provided, to be distributed prior to departure;

Further to approve the revised Policy 30 for consideration at GRC.

M/S: NOUREEN/ROBERTS

CARRIED

4. DORM UPDATE: CONFIDENTIAL UNTIL 2PM FRIDAY, OCTOBER 3RD

Lead: WEBB

For: Discussion

UVic has all provincial approvals required to break ground on a new dorm in Spring. The business case and funding model for 510 bed dorm has been approved by the Province - with \$1million grant in support from the Province. Rosemary attended an official announcement with Ministers last Friday to represent the GSS.

Work remaining in order for the project to proceed is approval for Saanich for bylaw variances previously discussed: height, parking, and tree removal. UVic is presenting their bylaw variance applications to Mayor and Council in October, and hoping to present to the Board of Variance in January.

What actions can the board and GSS take to support UVic's variance application? How do we announce and celebrate this win? We have a poor track record of taking credit for the results of our advocacy work. We should make a HUGE deal out of this. What concrete steps will we commit to for that?

WEBB reviewed the media work they have done to support UVic's announcement of provincial approval for a new dorm. TURNER note that UVic plans to bring the bylaw variances to Saanich Mayor and Council in October, thereafter the Board of Variance in January.

Queries for Operational Relations: will there be charging stations for electric bikes? What dates will UVic be presenting to Saanich Mayor and Council and Board of Variance and would GSS presence be useful?

Things to highlight in our communications: the reduced need for students to drive (re: parking), the fact that we got studio apartments for grad students; continue to promote UVic's community engagement and surveys; this is a big advocacy win!

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the September 22, 2025 Executive Board Meeting as presented.

*M/S: LAWTON/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:

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: September 23 GRC
 - i. Rosemary was very impressed by how many people showed up prior to their formal election onto GRC as it speaks us advertising the meeting very well
 - ii. Rosemary will remind Irfy to include in the meeting agenda email a reminder to attend dinner in advance of the meeting
2. Meeting agenda planning: Approve October 21 GRC agenda

I. LOBBYING REPORTS

Reports due at the first meeting of every month.

J. ANNUAL PLAN CHECK-IN:

CLOSING ITEMS

EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS

Chair: WEBB has a heavy workload right now due to high rates of media engagement right now, AGM prep, board leave of absence planning, etc.

Director of Finance: LAWTON did appeals training last first for Checks and Balances committee – this Friday, Finance and Stipend Review will be onboarded and trained.

Director of Internal/University Relations: ROBERTS has a heavy workload right now, as well, as she is taking on more work for Advocacy and Campaigns committee while Jitendra is on leave. She needs to check in with Asma re: GSAW planning.

Director of External Relations:

Director of Student Life: NOUREEN – Events committee onboarding went well – there were six people in person and another six online. EGGS applications extended the deadline to today and we are receiving a ton of applications for presentations. Sarah noted that we don't have capacity to run additional sessions. The conference is well advertised as first-come-first-served for attending.

Executive Director: TURNER noted the staff vacations forthcoming. As has been previously reported to the board, the point-of-sales system in the Grad House failed on Thursday and despite bringing in all available supports (UVic IT on a conference call with Neil, the point-of-sales system IT, and our debit machine IT all together), no solution was found. We had an emergency closure on Thursday and Friday. Neil has secured us a new POS, which is in the process of launching. We will be cash-only until the new system launches. TURNER further reported that there have been many, many delays with Alumo and students who have completed their opt outs but their information hasn't been sent to the GSS for processing, they are now charged late fees on tuition fees due to no fault of their own or the GSS.

Discussion for planning Jitendra's leave of absence: TURNER reviewed our bylaws and policies regarding leave coverage. The board has the right to elect a rep to cover for a single month, thereafter the GRC must vote in a replacement. ROBERTS reported that October work for D. External is covered, however November work is as yet unknown. TURNER reminded the board to consider the workload involved in onboarding when it comes to the timing of leave coverage.

Action plan: bring the D. External election to GRC in November for a December start.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Nov 17 – in camera session without ED present for discussion of annual performance review

UPCOMING MEETINGS AND IMPORTANT DATES

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

Next Executive Meetings: October 20, 2025

Next GRC Meeting: October 21, 2025

AGM: October 28, 2025

Office, Staff Scheduling: Petri is out on vacation October 3-9. Neil is out on vacation October 13-17.

ADJOURNMENT

Motion: to adjourn the meeting.

M/S:

CARRIED/FAILED



Rosemary WEBB
GSS Chair 2025-26



Kyla Turner
GSS Executive Director

