

*University of Victoria Graduate Students' Society*

Executive Board  
(HYBRID) MEETING MINUTES

OCTOBER 20, 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:** Jitendra PALAPARTY, Director of External Relations; Maggie LAWTON, Director of Finance;

**GUESTS:**

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STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 10:02am by WEBB.

B. TERRITORY ACKNOWLEDGEMENT

Territory Acknowledgement offered by Sarah ROBERTS. She spoke about the cyclical nature of time for Indigenous food systems, particular in light of the salmon run happening around this time of year. The salmon will return to their spawning sites when conditions are right, and not when the calendar presents a particular date. The natural cycles of the local food re-align our understanding of time as being cyclical and aligning with conditions of the world around us.

C. APPROVAL OF AGENDA

*Motion: to approve the agenda as presented.*

M/S: NOUREEN/ROBERTS

CARRIED

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NEW BUSINESS

1. AGM ITEMS TO APPROVE

Lead: TURNER

Reference: 2025-03-25 Semi-Annual General Meeting Minutes, Updated Draft Financial Statements.pdf,  
For: Decision

*Motion: to approve the 2025 SAGM minutes, 2024-25 Audited Financial Statements, and motion to reappoint the Auditors for the October 28, 2025 AGM.*

M/S: NOUREEN/ROBERTS

Discussion:

Every year, at the AGM, we make a motion to re-appoint our auditors for the next year's audit. We are only just now implementing all the recommendations that Clarke Trowsdale have made to us in the past five years

to simplify our accounting. It makes the most sense to have them complete the next audit with all these new recommendations implemented so that the people recommending the changes can assist in evaluating them.

*CARRIED*

**TASK: TURNER to upload the draft AGM powerpoint onto TEAMS.**

## 2. ELECTION OF INTERIM DIRECTOR EXTERNAL RELATIONS

Lead: WEBB

Reference: Bylaw 12.4B: b. Replacement appointments [for board leaves of absence] for up to a cumulative one (1) month will be made at the discretion of the Executive Board.

For: Decision

*Motion: Pursuant to Bylaw 12.4 Leaves of Absence, the Executive Board is appointing Wyatt Maddox to serve as Interim Director of External Relations from October 25 to the November 25, 2025 Graduate Representative Council (GRC) meeting, where a new Interim Director of External Relations may be elected by GRC.*

*M/S: NOUREEN/ROBERTS*

*CARRIED*

**TASK: TURNER to seek email access for Wyatt Maddox to the gssexternal email address.**

## 3. BOARD MEETING SCHEDULE

Lead: WEBB/TURNER

For: Discussion

We intentionally removed the November 3 board meeting due to a heavy workload that week and board unavailability. With a board member on leave, do we need to meet between October 20 and November 17?

**TASK: Board members shall set Operational Relations Nov 14 and Exec to Exec Nov 20 agendas by email and ensure the agendas are ready to circulate by Nov 6.**

**Decision: We will set aside 1-2pm on Tuesday, November 4 for a board meeting if agenda items arise.**

## 4. ANNUAL PLAN CHECK IN

Lead: WEBB

For: Discussion

We will be presenting the annual plan to our members at the AGM on the 28<sup>th</sup>. Can we all provide Rosemary a recap of what progress has been made so they can include that information in their presentation? WEBB note-took in this section to prepare their AGM presentation.

## 5. GSAW CHECK IN

Lead: NOUREEN/ROBERTS

For: Discussion

WEBB noted that Jim Dunsdon has asked for any communications/advertising to be sent to Student Affairs so they can signal boost for us. NOUREEN noted Petri Daniel has access to all of those. WEBB also noted that they advised Student Affairs staff attending EGRS if they plan to come to GSAW.

ROBERTS noted support was needed for: the supervisory relationships panel is seeking a board member to present as a panelist (assigned to WEBB); moderate the supervisory relationship panel (assigned to TURNER); securing judges for EGRS (FGS work); securing faculty for the supervisory relationship panel (FGS work).

NOUREEN noted support was needed for volunteers for all events. NOUREEN has circulated the sign-up sheet to the board and Events Committee. NOUREEN will advertise to GRC tomorrow! WEBB included the form on the GRC powerpoint.

## STANDING ITEMS PART 2

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### D. APPROVAL OF MINUTES

*Motion: to approve the minutes from the October 6, 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:

**Sept 9 – TASK:** WEBB to reach out to HOUSE Canada on scheduling a know-your-tenant's-rights workshop.

**Sept 22 - TASK:** All board members to upload their AGM reports to the AGM teams folder by 9am October 14. All board members to prepare a maximum 3-minute verbal summary of their report to deliver at the AGM.

#### Tasks revoked or abandoned:

### F. COMMITTEE APPOINTMENTS (APPENDIX C)

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

*Committee: REACH Awards Adjudication Committee (also sent to GRC)*

*Member: Sent to GRC for appointment*

*Committee: FGS Dean Reappointment Committee*

*Member: Kyla to ask Maggie*

### G. CORRESPONDENCE RECEIVED (APPENDIX D)

Item 1: UVic advocacy re: StudentAidBC strike action (email in appendix, letter on teams)

*Motion: to receive the correspondence.*

*M/S: ROBERTS/NOUREEN*

**CARRIED****H. AGENDA PLANNING, OR MEETING DEBRIEF****Reference: Meeting Debrief Template**

1. Meeting debrief: Maybe Operational Relations Nov 14 – if we don't meet around Nov 3
2. Meeting agenda planning: Check in on prep and tasks for GRC this week and AGM next week

**I. LOBBYING REPORTS**

Reports due at the first meeting of every month.

**J. ANNUAL PLAN CHECK-IN:****CLOSING ITEMS**

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**EXECUTIVE INFORMAL DISCUSSION/UPDATES/QUESTIONS**

Chair: WEBB met with Bernardo Leite in his new role as SRC Chair. SRC have requests for reformatting the reports slightly, double checking the hours to ensure they are accurate as there are occasional math errors, reporting the time it takes to fill out the report, outlining goals for the next month, and tracking time based on 15 minute increments rather than by the minute.

Director of Finance: LAWTON

Director of Internal/University Relations: ROBERTS - reports given during annual plan and GSAW check ins

Director of External Relations: PALAPARTY

Director of Student Life: NOUREEN - reports given during annual plan and GSAW check ins

Executive Director: TURNER reported that the new card reader for the restaurant arrived last Thursday, the new POS system has not yet been initialized due to the need for front of house training to onboard them to the new system. The beer fridge had the glycol lines flooded per our request by UVic last Wednesday, but that same day the refrigeration unit's start capacitor failed. UVic attended again to replace this part on the same day the issue arose. Neil has been in touch with DraughtWise, who normally services our beer fridge about getting replacement parts and repairs done ASAP. TURNER is very cautiously optimistic that we might have a fully functional campus pub with a point of sale system, card reader, and working beer fridge in a few weeks.

Additionally, TURNER reported that about five weeks ago Irfan Tanveer, Governance Coordinator, requested a six month leave of absence. TURNER put together an internal hiring process to cover the leave, however Irfy rescinded his request for a leave due to the BC GEU strike which impacted the temp job offered he hoped to pursue on leave.

**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: November 17, 2025

Next GRC Meeting: October 21, 2025

AGM: October 28, 2025

Office, Staff Scheduling:

ADJOURNMENT

*Motion: to adjourn the meeting.*

*M/S:*

*CARRIED/FAILED*



Rosemary WEBB  
GSS Chair 2025-26



Kyla Turner  
GSS Executive Director

## APPENDIX C: COMMITTEES

Dear GSS,

I would like to invite you to serve on the 2025 REACH Teaching Awards Committee. These awards celebrate excellence in teaching, and your expertise would be invaluable in recognizing our outstanding educators.

Your participation would involve reviewing nominations for the Award for Excellence in Graduate Student Supervision and Mentorship and selecting the award recipient along with other adjudicators. Your insights and experience will greatly contribute to the success of this process.

### Suggested Timeline:

- Tuesday, November 4th nominations close
- Nov 10th -Nov 28th adjudicators review and rank nominations
- LTI Executive Director and staff prepare for committee meetings
- Dec 3rd – 12th adjudication meetings will be held (LTI Executive Assistant will book all adjudication meetings to happen virtually).
- Jan 2026 notifications for all REACH nominees will happen in alignment with VPAC and VPRI

### Roles & Responsibilities:

- Review nomination packages, provide your ranking, and written commentary
- Attend the adjudication meeting (typically virtual for 1-2 hours depending on number of nominations) to discuss nominations and finalize decisions through consensus (where consensus cannot be reached – a private vote will be done, and simple majority of votes will determine the recipient)
- Disclose any conflicts of interest between themselves and nominees

Please reply by Wednesday, October 22nd.

It will be an honour working with you, thank you for considering this request and reach out with any questions you may have.

Shailoo Bedi, PhD  
Executive Director  
Adjunct Assistant Professor, Educational Psychology & Leadership Studies  
Learning and Teaching Innovation  
University of Victoria

#### APPENDIX D – CORRESPONDENCE RECEIVED

##### **Item 1 UVIC advocacy re: StudentAidBC strike action**

**From:** Wendy Taylor <[wtaylor@uvic.ca](mailto:wtaylor@uvic.ca)>  
**Sent:** Friday, October 10, 2025 7:42 AM  
**To:** Kyla Turner - Executive Director, Graduate Students' Society <[gssmgr@uvic.ca](mailto:gssmgr@uvic.ca)>  
**Cc:** Jim Dunsdon <[jdunsdon@uvic.ca](mailto:jdunsdon@uvic.ca)>  
**Subject:** FW: SABC Strike: Student Impacts

Hi Kyla,

I hope this email finds you well. I wanted to make you aware that the BC Registrars' Association has submitted the attached letter to the Ministry of Post-Secondary Education and Future Skills to advocate for Student Aid BC to be considered an essential service for our students. We recognize the impact the service disruption is having for our students and are doing what we can to support them, both here at home and with our ministry.

Best,  
Wendy Taylor (she/her)  
Registrar

Office of the Registrar and Enrolment Management  
Division of Student Affairs  
University of Victoria  
250-721-8135  
[wtaylor@uvic.ca](mailto:wtaylor@uvic.ca) | [uvic.ca/registrar](http://uvic.ca/registrar)  
*Together, we transform students' lives.*