

University of Victoria Graduate Students' Society

Executive Board
(HYBRID) MEETING MINUTES

NOVEMBER 17, 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;
Jitendra PALAPARTY, Director of External Relations;
Asma NOUREEN, Director of Student Life;
Kyla TURNER, Executive Director (non-voting);

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 10:01 by WEBB.

B. TERRITORY ACKNOWLEDGEMENT

Territory acknowledgement offered by LAWTON. She recently lead a canoeing activity at Loon Lake, which gave her an opportunity to connect to the land and enjoy the beauty of Turtle Island.

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.

M/S: ROBERTS/LAWTON

CARRIED

NEW BUSINESS

1. JANUARY-MARCH BOARD MEETING SCHEDULE

Lead: WEBB

For: Decision

Motion: The Board shall meet according to the following schedule:

- *Monday, January 5, 10-11:30*
- *Monday, January 19, 10-11:30 (Sarah regrets)*
- *Monday, February 2, 10-11:30*
- *Monday, February 16, 10-11:30 (Reading Break)*
- *Monday, March 2, 10-11:30*
- *Monday, March 16, 10-11:30*
- *Monday, March 30, 10-11:30 * Transition meeting to the 2026-27 board*

M/S: LAWTON/ROBERTS

CARRIED

2. ELECTION DATES: MEET THE BOARD AND MEET THE CANDIDATES

Lead: TURNER

Reference: [2026-30 Election Scheduler.xlsx](#)

For: Decision

Kyla's starting work on election prep! I need some dates from you:

- One for a Meet the Board event – this is done before nominations open (tentatively Feb 9) and includes ALL board members meeting with prospective board nominees to discuss their position and why our members should run for the board.
- One for Meet the Candidates – this is done during the campaign period (tentatively Feb 24-Mar 3) and includes all Candidates for the board. This is the only face-to-face meet and greet the GSS organizes for our board nominees.
- A date for a transition board meeting as close to March 31 as possible to hand over the reigns

Previous Electoral Officers have suggested doing the “Meet the” events during Wednesday Coffee. This gives us the dates **Feb 4 for Meet the Board** and **Feb 25 for Meet the Candidates**. Does that work for folks?

3. GRC AGENDA PLANNING

Lead: WEBB

Reference: [November 25 GRC agenda draft](#)

For: Decision

On the agenda so far:

- FGS Supervision Policy Consultation forthcoming – gather feedback from GRC reps
- Annie Wu's (highly relevant to the FGS consultation) report of supervisory issues in EPLS

Motion: to approve the November 25, 2025 GRC agenda.

M/S: LAWTON/ROBERTS

CARRIED

4. IN CAMERA SESSION: LABOUR

Lead: WEBB

For: Discussion

Discussion item: Executive Director annual performance review.

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the October 20, 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:

Oct 20 - TASK: TURNER to upload the draft AGM powerpoint onto TEAMS.

Oct 20 - 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.

Tasks revoked or abandoned:

Oct 20 - TASK: TURNER to seek email access for Wyatt Maddox to the gssexternal email address.

Oct 20 - Decision: We will set aside 1-2pm on Tuesday, November 4 for a board meeting if agenda items arise.

Jun 9 - TASK: TURNER to book Kevin Taki for a future board meeting.

Jun 9 - TASK: WEBB to invite Chris Horbachewski to a future board meeting to discuss the BCGS and joint advocacy.

Apr 22 - TASK: TURNER to book follow up meeting re: Student Affairs strategic plan before or after late June.

F. COMMITTEE APPOINTMENTS

No committee appointments made.

G. CORRESPONDENCE RECEIVED (APPENDIX D)

Item 1: **FGS Supervision Policy Consultation**

Motion: to receive the correspondence.

M/S: LAWTON/ROBERTS

CARRIED

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief: November 14 Operational Relations
2. Meeting agenda planning: GRC agenda planning moved to main meeting business

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 felt their voice at FGS council was meaningfully heard recently. Dean of Humanities committee is wrapped up.

Director of Finance: LAWTON is working on the Spring 2026 fee referendum planning and will bring it to GRC in November.

Director of Internal/University Relations: ROBERTS still working on the Presidential Hiring Committee on the hiring requirements.

Director of External Relations: PALAPARTY is doing well.

Director of Student Life: NOUREEN is recovering after GSAW and some illness.

Executive Director: TURNER reminded the board of the deadlines below.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

Budget consultation – January 5 or 19

Ratify referendum questions – January 5 or 19

Budget vote (send to SAGM) – February 16

Approve SAGM agenda, previous minutes, any bylaw amendments – March 2

UPCOMING MEETINGS AND IMPORTANT DATES

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

Next Executive Meetings: December 1, 2025

Next GRC Meeting: November 25, 2025

SAGM: March 24, 2026

Office, Staff Scheduling: GSS is closed for Winter Break Dec 22-Jan 2 inclusive.

ADJOURNMENT

Motion: to adjourn the meeting at 11:17.

M/S: LAWTON/NOUREEN

CARRIED



Rosemary WEBB
GSS Chair 2025-26



Kyla Turner
GSS Executive Director

APPENDIX D – CORRESPONDENCE RECEIVED

Item 1 FGS Supervision Policy Consultation

From: Robin Hicks – Dean of Graduate Studies <graddean@uvic.ca>

Sent: Thursday, October 23, 2025 2:12 PM

To: Kyla Turner - Executive Director, Graduate Students' Society <gssmgr@uvic.ca>; GSS Chair <gsschair@uvic.ca>

Subject: FGS Grad Supervision Policy - GSS consultation

Hi Kyla, Rosemary,

As you know I have assembled a working group to review and revise the FGS Grad Supervision Policy (GSP). We're in the consultation phase and naturally we are seeking student input through a variety of pathways; I'm working with Cian and Wyatt on other fronts in this regard.

That said, the working group would very much like to hear from the GSS Executive itself. To this end, I would like to invite the GSS Exec (or whichever parts of it you think are appropriate) to meet with the working group at an upcoming meeting.

I am imagining we will principally be interested in your general thoughts on supervision practices and experiences; I imagine you are on the receiving end of feedback from students. We'd love to hear if there are recurring themes that might warrant attention in terms of revisions to the GSP.

We would also be happy to hear any specific feedback from you on the policy itself (attached), but I recognize this is quite a long document and I'm certainly not asking any of you to do a deep dive (unless you want to) – this is the committee's responsibility.

If you're agreeable we'd like to have you come to an upcoming meeting on **Thursday November 27 at 3:30**. Our meeting will run for 60-90 minutes but I think we'll devote 30 minutes to engaging with you.

Please let me know if this all sounds good and, if so, who should be invited to this meeting. Happy to answer any questions about this you may have.

Cheers,

Dr Robin G Hicks (he/him)

Dean | Faculty of Graduate Studies

Professor | Department of Chemistry

University of Victoria | Victoria, BC | Canada

+1 250 472 5187

We acknowledge and respect the Ləkʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

