

University of Victoria Graduate Students' Society

Executive Board

(HYBRID) MEETING MINUTES

APRIL 10, 2026

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

EXECUTIVE INVITED:

Sarah ROBERTS, Chair;

Eleanore TODD, Director of Finance;

Victor MARRUGAT, Director of External Relations;

Violet CIESLIK, Director of Internal/University Relations;

Manuel CENTENO DUQUE, Director of Student Life

Kyla TURNER, Executive Director (non-voting);

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 11:01 by ROBERTS.

B. TERRITORY ACKNOWLEDGEMENT

Territory acknowledgement offered by ROBERTS. She mentioned a BBC series called Screenshot, that has an episode on Indigenous cinematic history and dispels some cinematic historical myths.

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.

M/S: MARRAGUT/CENTENO

CARRIED

NEW BUSINESS

1. GOVERNANCE MEETING SCHEDULE – RESCHEDULING FOR CONFLICTS

Lead: ROBERTS

For: Decision

Motion: to alter the following Executive Board meeting dates:

April 15, 12-2pm

September 16, 11:30-1

September 28, 2-3:30pm

November 11 – cancelled due to Reading Week

M/S: TODD/CENTENO

CARRIED

2. BOARD TRAINING: CONSTITUTION AND GOVERNANCE STRUCTURE

Lead: TURNER

REF DOC: GSS Constitution and governance structure powerpoint, Executive Board Job Description (see also: What is the GSS, GSS Constitution and Governance Structure at the GSS sections of Board Manual)
For: Training

TURNER provided an overview of the GSS Constitution (our purposes as a society), and governance structure.

Our Constitution states our purposes are:

1. To represent the interests of the membership in a democratic manner in matters pertaining to education and the welfare of graduate students;
2. to promote the principle and practice of graduate student representation at all levels of decision making at the University of Victoria and on all agencies or other bodies which deliberate on the affairs of graduate students.
3. to promote cultural, intellectual and recreational activities among the members.
4. to promote the academic and social welfare of its members through the provision of services.

Our governance structure is outlined in Bylaw 3: Decision Making Authority of the Society, which states “The highest decision-making authority of the Society shall be referenda; followed by General Meetings; the Graduate Representative Council; and finally Executive Board.” The regulations for each of these is further defined in Bylaw 4 (Elections and Referenda), 5 (General Meetings), 6 (Graduate Representative Council) and 8 (Executive Board). Further details can be found in the Policy/Governance Manual (policies 3-18).

TURNER further provided details on Bylaw 9 and the Executive Board Job Description policy, which outlines the specific duties of the GSS board, as well as the Volunteer Victoria Governance Board Responsibilities list, which outline the duties of all non-profit boards in BC.

3. BOARD TRAINING: CHAIRING 101

Lead: TURNER

Reference: Chairing 101 powerpoint (see also: Committee Chairing section of Board Manual)

For: Training

TURNER provided a basic overview of the duties of a committee chair, the timelines for calling meetings and circulating agendas per our regulations (bylaws and policies), and directed board members to their committee terms of reference in the Policy/Governance Manual.

Our policy 40: GRC Committee Terms of Reference – General specifies that:

- Notice of committee meetings, including time, agenda and place of the meeting, must be circulated one week before the meeting
- Regrets must be sent in 24 hours in advance, except in extenuating circumstances
- Minutes must be taken and delivered to the Chair of the committee within a week

The role of the chair is also defined in policy 40: GRC Committee Terms of Reference – General.

The Chair of a committee shall:

- a) call meetings, set agendas and issue notice of meetings at least one week in advance of the meeting;
- b) chair meetings;
- c) ensure there are regular reports on Committee activities to Council;

- d) be responsible for Committee minutes;
- e) report all CML appointments on the committee at the next GRC meeting;
- f) report all committee unseatings to the next GRC meeting; and
- g) shall make sure the Committee minutes are passed within two Committee meetings.

In addition to those duties outlined in policy, Committee Chairs are the official leadership of each committee. They guide discussion, ensure work is completed appropriately, and generally speaking do not vote in the meeting. They are also responsible for committee record keeping (assigning minute taker, storing relevant documents on Teams, etc.)

Further, we reviewed the duties of GRC committee chairs that are NOT expected of the Board chair for the Board itself (room booking, sending calendar invites, creating agendas, tracking agenda items, securing and circulating supporting documents, drafting briefings, taking minutes, etc.)

Lastly, we reviewed tips for getting the most out of your committees through detailed agendas, well-planned workflows, task tracking and follow up.

4. ISSUE BRIEFING: POST-SECONDARY INSTITUTIONAL (PSI) SECTOR SUSTAINABILITY REVIEW

Lead: ROBERTS

Reference: Materials linked on: <https://gss.uvic.ca/advocacy/psireview/> including:

1. Announcement of Review: <https://news.gov.bc.ca/releases/2025PSFS0056-001159>
2. PSI Review Terms of Reference:
https://news.gov.bc.ca/files/ReviewofSectorSustainability_TermsOfReference.pdf
3. GSS Letters:
 - i. Letter to Don Avison https://gss.uvic.ca/wp-content/uploads/2025/12/UVicGSS_PostSecondaryFundingReview.pdf
 - ii. Keep the Cap Briefing Note: <https://gss.uvic.ca/wp-content/uploads/2026/03/Keep-The-Cap.pdf>
 - iii. Keep Public Education Public Briefing Note: <https://gss.uvic.ca/wp-content/uploads/2026/03/Keep-Public-Education-Public.pdf>
 - iv. Fund BC's Future Briefing Note: <https://gss.uvic.ca/wp-content/uploads/2026/03/Fund-BCs-Future.pdf>

For: Discussion

ROBERTS and TURNER provided an overview of the current PSI sector sustainability review, work completed by the 2025-26 board, information and work outstanding.

TURNER reported that on November 25, 2025, the Province announced a Post-Secondary Institution (PSI) sector sustainability review. It should be noted that the Province conducted a PSI funding formula review in 2022, but did not release the results. The Province now states that the restrictions on student visas imposed by the federal government starting in 2023 has made the findings of the 2022 funding formula review irrelevant. The GSS is given to understand from multiple sources (campus unions and a public Freedom of Information request) that the 2022 review noted that the Province was underfunding PSI domestic seats.

The GSS, along with many other student societies, campus unions, etc. responded to the 2025 PSI sector sustainability review. We issued multiple letters (some from board, some from Kyla individually) to the lead review, Don Avison. We also lobbied the provincial NDP and Conservative parties regarding this issue. We are still awaiting Don Avison's final report. It was initially scheduled for release by March 31, 2026, however Mr. Avison requested additional time for consultations and no new release date has been provided. Once that report is received, the GSS Board and Advocacy and Campaigns Committee, will need to determine how to respond. UVic is prepared to partner with the GSS on responding to the Provincial government about this issue.

5. QUICK CHECK IN: LUNCH ON THE 18TH

Lead: TURNER

Question: The grad house will be closed on the 18th. It is hard to get delivery on campus. Does anyone have a vehicle to pick up lunch for us on the 18th? If not, Kyla will take orders on the 15th and pick up lunches before she arrives on the 18th.

TASK: CENTENO, CIESLIK, and TURNER to discuss lunch pick up further on the 15th.

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the March 30, 2026 Executive Board Meeting as presented.

M/S: TODD/MARRUGAT

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:

Mar 30: TASKS: TURNER to send Outlook calendar invites for the 2026-27 Board, GRC, and AGM meetings.

TURNER and ROBERTS to book regular board agenda review meetings at least 2 business days before each board meeting. TURNER, Irfan TANVEER and ROBERTS to book regular GRC agenda review meetings at least 7 business days before each GRC meeting.

TASKS: TURNER to arrange for ROBERTS, TODD, to take over signing authority with the GSS Vancity account representative, Brent Fuller. ROBERTS, TODD to schedule time with Brent Fuller at the Mount Tolmie branch of Vancity to set up account access for all GSS Vancity accounts.

TASKS: TURNER to initiate inter-fund transfers to the Employee Leave fund per the motion above. LAWTON to approve transfers before March 31.

TASKS: Irfan TANVEER to finalize and publish the 2026-2027 Department Grant Application form on the GSS website.

TASKS: TURNER to update board manual with any policy/appendix revisions required.

Tasks revoked or abandoned:

F. COMMITTEE APPOINTMENTS

No committee appointments made.

G. CORRESPONDENCE RECEIVED (APPENDIX C)

Item 1: FGS Leadership Team Meet and Greet

Motion: to receive the correspondence.

M/S: CIESLIK/MARRUGAT

CARRIED

TASK: TURNER to email HICKS to confirm April 23.

TASK: TURNER to ask if Jim wants to re-book because half the board will be working remotely.

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief:
2. Meeting agenda planning: April 28 GRC – First Thoughts on Agenda Items
 - i. GRC Seats – see Kyla’s email re: department grants
 - ii. Building heat – find Sophie a successor! (Added at A&C yesterday)

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: ROBERTS is still very busy with the presidential hiring committee, which is very confidential.

Director of Finance: TODD has scheduled Checks and Balances for next Wednesday.

Director of Internal/University Relations: CIESLIK has met with Convocation Committee, who are working through safety and security procedures considerations.

Director of External Relations: MARRUGAT met with the Ombudsperson regarding the Ombudsperson Advisory Committee terms of reference and student engagement. The Ombudsperson mentioned that his budget is getting tight and there are

Director of Student Life: CENTENO

Executive Director: TURNER will be providing appeals training to CIESLIK and the new staff Finance and Benefits Coordinator immediately after this meeting.

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

April 15:

Training: GSS Services and Membership

Training: GSS Finances 101

Issue Briefing: 2026 Fee Referendum

April 18 Training Day:

Review of GSS Governance, Services, and Finance materials (GSS Jeopardy)

Training: Advocacy 101

Time allowing: Training: Advocacy Letter Writing

Super secret values-setting and team building exercise

April 22 meeting:

Training: Supervising an Executive Director (Kyla's job description)

Issue briefing: UVic needs a grad dorm

Meet and greet with Stipend Review Committee chair? (To be confirmed)

April 27 meeting:

Meet and greet with Robin Hicks, Faculty of Graduate Studies Dean

Training: Advocacy Letter Writing (if not previously provided)

Training review and recap: Confirm understanding of training powerpoint materials, understanding of Constitution, Bylaws, Policies, and Board Manual.

May 13 meeting:

Meet and greet with Jim Dunsdon, Associate Vice President Student Affairs

Rabbit hole!: Ombudsperson Office funding and what the GSS can do about it.

UPCOMING MEETINGS AND IMPORTANT DATES

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

Next Executive Meetings: April 15, 2026

Next GRC Meeting: April 28, 2026

AGM: October 27, 2026

Office, Staff Scheduling:

ADJOURNMENT

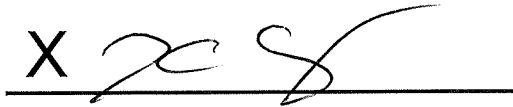
Motion: to adjourn the meeting at 1:01pm.

M/S: CIESLIK/MARRUGAT

CARRIED

X 

Sarah ROBERTS
GSS Chair 2026-27

X 

Kyla Turner
GSS Executive Director

APPENDIX C – CORRESPONDENCE RECEIVED

Item 1 FGS Leadership Team Meet and Greet

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

Sent: Tuesday, March 31, 2026 11:16 AM

To: Kyla Turner - Executive Director, Graduate Students' Society <gssmgr@uvic.ca>; Jim Dunsdon - AVP Student Affairs <jdunsdon@uvic.ca>; GSS Chair <gsschair@uvic.ca>

Subject: RE: Meet and Greet with the GSS Board?

Hi Kyla,

I'm available for the meetings on April 27, May 13, and May 27. On April 22 I'm available from 12-1 and I'm not free on June 10.

I would also like to invite the new GSS executive (and you) to meet the FGS leadership team! We have regular meetings on Thursday afternoons from 3-4:30 and we'd like to invite you all to one of those, if the timing works. Would you be able to canvas the executive to see if this is feasible? If not, we can set up something else.

Cheers,

Dr Robin G Hicks (he/him)

Dean | Faculty of Graduate Studies

Professor | Department of Chemistry

University of Victoria | Victoria, BC | Canada

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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.

