University of Victoria Graduate Students' Society

Executive Board

(HYBRID) MEETING MINUTES

APRIL 22, 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);

GUESTS: Chloe Farr, Chair, Stipend Review Committee

STANDING ITEMS PART 1

A. CALL TO ORDER

Meeting called to order at 11:02 by ROBERTS.

B. TERRITORY ACKNOWLEDGEMENT

Territory acknowledgement offered by ROBERTS. ROBERTS also noted that today is Earth Day and we should take a moment to recognize the traditional stewards of the land we live, learn, work and play on.

C. APPROVAL OF AGENDA

Motion: to approve the agenda as presented.
M/S: CENTENO/CIESLIK
CARRIED

NEW BUSINESS

1. BOARD TRAINING: ED SUPERVISION

Lead: TURNER

REF DOC: ED Job Description, Contract, and Supervision powerpoint (see also: GSS Staff Information for Board Members, 7 Key Responsibilities for all Non-Profit Boards, and Appendix G sections of Board Manual)
For: Training

TURNER gave an overview of the general duties of a non-profit Executive Director, namely that they lead operations of a non-profit society autonomously and with oversight from a board. In the case of the GSS, the Executive Director leads operations (services, staffing, building) and the Board leads governance and advocacy. Good Board-ED relations are necessary for a well-functioning non-profit society.

TURNER also reviewed the specifics of her job contract (salary, no overtime pay, time off at Christmas in lieu of overtime for the year, generous sick and vacation packages) as well as a brief mention of the Employment Standards Act and WorkSafe BC regulations.

2. ISSUE BRIEFING: UVIC GRAD DORM

Lead: ROBERTS
Reference:
For: Training

UVic has been planning a graduate student dorm since before 2020. The plan has gone through multiple iterations, but in 2025 the University and the Province landed on an agreement to build a 510 bed dorm with a large tower for upper-year undergrads and a smaller tower for graduate students. All approvals, except for minor bylaw variances from the District of Saanich were received in 2025. The project was planned to break ground in Summer 2026.

In February 2026, the Province announced that they were "re-phasing" for several major infrastructure projects across the province, including the UVic grad dorm for financial reasons. The UVic dorm was the only "re-phased" project given an updated delivery date of 2034, a delay of five years.

The GSS has been a key partner for UVic in all stages of planning for this building. We have submitted letters of support to the Provincial and municipal governments on a regular basis since 2021 about this matter. We have consulted heavily on design and location. We may wish to continue to lobby the Province to increase speed on the delivery of the dorm. In conducting this work, we will need to be mindful that other "re-phased" projects, that have not been provided updated delivery dates, include a cancer care facility/hospital wing and several long-term care facilities.

3. MEET AND GREET WITH CHAIR OF STIPEND REVIEW COMMITTEE

Lead: FARR
Reference: GSS Board Report Template.docx and REVISED BOARD REPORTS GUIDELINE DOCUMENT (Current Version).docx
For: Training

The board must submit written reports on their work monthly. These reports are reviewed in detail by the Stipend Review Committee, then payment of stipends are voted on by the Grad Rep Council each month. Chloe Farr, Chair of the Stipend Review Committee came in to provide training on how to fill out these reports. FARR noted that board report templates are word docs, but reports should be submitted as pdfs once the board members have finalized their report for the month.

TURNER and FARR clarified that most months, reports are due in the first seven days of a new month (e.g. work from May 1-31 should be reported no later than June 7). However, the report made in December for November work hours must be submitted no later than December 3 since the December GRC meeting happens earlier in the month than any other GRC in the year due to the Winter Break.

FARR noted that this is the last of the first three years of the current board positions and SRC needs accurate information regarding the number of hours each board member works. FARR also reported that SRC does not compare goals made in the prior month to outputs in a subsequent month, but asks for this information to demonstrate active planning and forethought in the board's work.

For logging hours, FARR noted that board members should communicate where they are providing duty coverage for other board members. She further defined the Executive, GRC, and Committee duties as defined in the board reports, as well as administrative duties and special projects. TURNER reviewed the Executive Board Job Description Policy and the University Committee Representation Policy outline which committees require board representation.

STANDING ITEMS PART 2

D. APPROVAL OF MINUTES

Motion: to approve the minutes from the April 15, 2026 Executive Board Meeting as presented.
M/S: MARRUGAT/TODD
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:

TASK: ROBERTS to respond to the student with a parking inquiry

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.

TASK: TODD to investigate Vancity GIC options in preparation for the investment of some funds from the Capital Fund.

Tasks revoked or abandoned:

F. COMMITTEE APPOINTMENTS

No committees appointments made.

G. CORRESPONDENCE RECEIVED (APPENDIX C)

Item 1: FGS Correspondence Re: Research Assistants plus FGS Correspondence re: Supervising Academic RAs (I can't put pdfs in appendix C, these are on Teams)
Item 2: Jimmy D's training email

Motion: to receive the correspondence.
M/S: TODD/MARRUGAT

CARRIED

TASK: TURNER to correspond with Dale Robertson about joint training in media and government relations for the UVSS and GSS boards in May or later.

TASK: TURNER to correspond with Kirsten McMenamie to book training on student supports.

H. AGENDA PLANNING, OR MEETING DEBRIEF

Reference: Meeting Debrief Template

1. Meeting debrief:
2. Meeting agenda planning: April 28 GRC – reminders to board members that they should arrive between 4:30-5, be prepared to introduce themselves yet again (at the discretion of GRC. Most of the GRC reps met y'all at the Semi-Annual General Meeting), and present the work of their committee(s) this month.

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 reported that a recommendation to the UVic Board of Governors for the next UVic president has been made!

Director of Finance: TODD made a report for Vancity investments to Finance Committee.

Director of Internal/University Relations: CIESLIK attended FGS council on Monday. They are looking at calendar revisions regarding professional master's programs. As well, they are looking at redistributing the amounts of FGS grants provided on a per-student basis.

Director of External Relations: MARRUGAT attended the Ombudsperson Advisory Committee – UVSS formed a working group about this, but attendance among UVSS representatives has been low.

Director of Student Life: CENTENO DUQUE reports events are going well. He will share the Wednesday Coffee sign up shared.

Executive Director: TURNER no report

NOTICE OF MOTIONS, AGENDA ITEMS FOR NEXT EXECUTIVE MEETING

April 27 meeting:

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

Meet and greet with either Robin Hicks or Jim Dunsdon? (to be confirmed)

May 13 meeting:

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

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

May 27 meeting:

Meet and greet with International Centre for Students (ICS) and Global Community (GC)

Rabbit hole!: Ombudsperson Office funding and what the GSS can do about it. – Kyla is meeting with Angus the Ombudsperson in May to discuss the issue and Angus's preferred resolutions. An issue briefing will be presented to the board in late May/June. This issue is not urgent.

Rabbit hole!: RA Unionization campaign history

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 27, 2026

Next GRC Meeting: April 28, 2026

AGM: October 27, 2026

Office, Staff Scheduling:

ADJOURNMENT

Motion: to adjourn the meeting at 1:03pm.
M/S: CENTENO/CIESLIK
CARRIED

X
Sarah ROBERTS
GSS Chair 2026-27

X
Kyla Turner
GSS Executive Director

APPENDIX C – CORRESPONDENCE RECEIVED

Item 1 FGS Correspondence Re: Research Assistants plus FGS Correspondence re: Supervising Academic RAs

Item 2: UVic Training Offer (The fabled Jimmy D email)
From: Jim Dunsdon - AVP Student Affairs <jdunsdon@uvic.ca>
Date: April 17, 2026 at 7:45:34 AM PDT
To: Kyla Turner <kylaturner@uvic.ca>, Dale Robertson - UVSS General Manager <uvssgm@uvss.ca>
Cc: Kirsten McMenamie <kmmmc@uvic.ca>, Kirsten Lauvaas <klauvaas@uvic.ca>, James Smith <jamessmith@uvic.ca>
Subject: Training/Support Opportunities
Hi to both.

As follow-up to our previous discussions around how UVIC might be better able to support the transition and onboarding of new student elected officials I am, by way of email, connecting you to professionals who are willing to help.

James Smith is new to UVIC (welcome again James!) and is our new Director, Government Relations. James has offered to meet with the new Boards to provide high level advice/guidance around lobbying at all levels of government as appropriate.

Kirsten McMenamie is well know to both of you and is our Director, Office of Student Life. Kirsten and her team are available to provide high level overview of key student policies, provide background on our student support coordinator program, and to facilitate training opportunities around navigating conflict, challenging situations, and team dynamics.

Kirsten Lauvaas is well known to both of you as well and is our Director, Public Affairs. Kirsten and her team have offered to provide media training as well as tips on how to manage your on-line persona when in high profile positions.

All of these options/opportunities could be provided with both Execs together if that is both helpful and convenient to those offering the content. If other opportunities or areas of interest arise please don't hesitate to reach out.

Thanks again for your willingness to partner - and a huge thank you to my colleagues for offering their support.

Regards,
Jim Dunsdon (*he/him/his)*
Associate Vice-President Student Affairs
Division of Student Affairs
Vice-President Academic and Provost
University of Victoria