

BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students
Board of Directors Meeting, November 30, 2020 – Virtual Call

18:00 – CALL TO ORDER

Directors Present

President (meeting chair).....	Ali Poostizadeh
Vice-President Finance & Operations.....	Abid Wahab
Vice-President External.....	Taylor Dotto
Vice-President Internal.....	Tashia Kootenayoo
Vice-President Campus Life	Ahmed Fayed
Director at Large.....	Kai Rogers
Director at Large.....	Jakson Pashelka
Director at Large.....	Taha Ilyas
Director at Large.....	Rohan Dabral
Faculty of Arts and Social Sciences Representative	Cody Isaac
Faculty of Creative & Critical Studies Representative	Sage Cannon
Graduate Studies Representative	Cassidy Wallis
Faculty of Science Representative	Arshdeep Purba
Faculty of Management Representative	Mohana Rambe
Faculty of Applied Science Representative	Richardo Brown
Faculty of Health & Social Development Representative.....	Naomi Maldonado-Rodriguez
Faculty of Education Representative	<i>vacant</i>
Board of Governors Representative (<i>ex-officio</i>)	Jassim Naqvi
Senate Caucus Student Representative (<i>ex-officio</i>).....	Rhys Herzberg

Directors Absent

Staff Present

General Manager.....	Lori Stevenson
Advocacy & Governance Coordinator	Sarah Furgason
Well Pub Manager	Mike Ouellet

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

20/11/30.01 MOTION

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Be it resolved that the agenda be adopted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

20/11/30.02 MOTION

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Be it resolved that minutes of the meeting held November 2, 2020 be adopted.

4. PRESENTATIONS

4.1 Oversight Regulation Changes

5. MONTHLY REPORTS

20/11/30.03 MOTION

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Be it resolved that the reports for the month of October be adopted.

6. COMMITTEE BUSINESS

6.1 Executive Committee

20/11/30.04 MOTION

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Be it resolved that the minutes of the meetings held November 4 and 18, 2020 be adopted.

6.2 Finance Committee

20/11/30.05 MOTION

Wahab/

Be it resolved the minutes of the meetings held November 10 and 24, 2020 be adopted.

20/11/30.06 MOTION

Wahab/

Be it resolved that Taya Ilyas be appointed to the Finance Committee.

6.3 Policy Committee

20/11/30.07 MOTION

Kootenayoo/

Be it resolved that the minutes of the meetings held October 16 and 29, 2020 be adopted.

20/11/30.08 MOTION

Kootenayoo/

Whereas the Elections Regulation was previously amended to include "up to two Deputy Returning Officers",

Be it resolved that 80 (b) under Regulation I – Committees be amended to reflect that change.

20/11/30.09 MOTION

Kootenayoo/

Whereas the Elections Regulation was previously amended to extend the campaign period until the close of the voting period, and

Whereas Regulation 85 under Regulation I – Committees provides a requirement for the Elections Committee to meet in the final 24 hours of the voting period,

Be it resolved that Regulation 84 be struck from Regulation I - Committees and the regulation renumbered accordingly.

20/11/30.10 MOTION

Kootenayoo/

Whereas Student Association Regulation 15 (c) requires the Students' Union to maintain bulletin boards for Student Associations, and

Whereas there are no longer bulletin boards available for Student Association use,

Be it resolved that Student Association Regulation 15 (c) be amended to read "designate and maintain space for promotion of Student Associations and/or their events;"

6.4 Campus Life Committee

20/11/30.11 MOTION

Fayed/

Be it resolved that the minutes of the meeting held November 19, 2020 be adopted.

6.5 Campaigns Committee

20/11/30.12 MOTION

Dotto/

Be it resolved that the minutes of the meeting held November 6, 2020 be adopted.

6.6 Oversight Committee

20/11/30.13 MOTION

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Be it resolved that the minutes of the meeting held November 20, 2020 be adopted.

6.7 Student Association Funding Committee

20/11/30.14 MOTION

Wahab/

Be it resolved that JDC West receive funding for term 1 in the amount of \$1,800.

7. REPORT ON UNIVERSITY RELATIONS

7.1 Board of Governors

7.2 Senate

7.3 Survey and Governance Committee

8. NEW BUSINESS

20/11/30.15 MOTION

Kootenayoo/

Be it resolved that the following Student Associations be ratified:

The Grown n Glow Club

MySmallHelp UBCO

20/11/30.16 MOTION

Wallis/

Be it resolved that an ad-hoc committee be struck as follows:

1. The name of the committee shall be the Graduate Student Committee.
2. The mandate shall be for the purpose of providing feedback and information to the Board of Directors on matters of concern to graduate students.
3. The members of the Committee shall be seven graduate student-at-large members including the meeting chair
4. The meeting chair shall be the Graduate Student Representative
5. The Committee shall have the power to approve (but not to disburse) funds budgeted by the Board of Directors for graduate student events and opportunities.
6. The Committee shall not meet in camera.
7. The term of the Committee shall begin January 1, 2021 and be dissolved December 31, 2021.

Be it further resolved that the Graduate Student Committee meet twice per month.

20/11/30.17 MOTION

Wallis/

Be it resolved that Graduate Student Committee student-at-large members receive an honorarium of \$50 per meeting to a maximum of \$1,200 annually.

9. INFORMATION ITEMS

9.1 In-person Events

9.2 Procedures Manual

9.3 UBC Structure

9.4 Next Board Meeting Date

10. ADJOURNMENT

Oversight Committee

- 1 The mandate of the Committee is to oversee the performance of Executive Directors and to hold Executives accountable for their actions.
- 2 The Committee shall meet at least monthly to review Executive timesheets and monthly reports and approve Executive pay.
- 3 The Oversight Committee shall conduct Trimester Reviews of each Executive Director. The Committee shall review Trimester Reports and meet with all staff partners and other relevant individuals to assess the performance of each Executive and their established Executive goals. These Reviews shall occur:
 - a. Within the month of September ;
 - b. Within the month of January ; and
 - c. Within the month of April.

ADDED: meet "at least" monthly

REASON: To allow flexibility in the mandate of meeting expectations

AMENDED: Previous a, b, c stated "During the September (or January & April) Oversight Committee Meetings" changed to "within the month of ..."

REASON: In practice these reviews do not occur during the Oversight monthly meetings and instead, take form in one on one reviews. Additionally, this adds flexibility for scheduling.

REGULATION IV - GOVERNANCE

- 1 In this Regulation, unless the context otherwise requires:
 - d. "Professional Misconduct" means behavior by an elected official which may damage the reputation of the Student Union, including: verbal, physical, sexual, or emotional abuse; breach of federal, provincial, or municipal law; misappropriation of Student Union resources or private property; falsification of records; acting upon Conflicts of Interest or Potential Conflicts of Interest; publication or encouragement of publication of information which is false, fraudulent, deceptive, misleading, or in violation of Student Union policy.
 - e. "Reprimand" means a formal, publicly released written statement of disapproval by the Board of Directors specifying the nature of a complaint and the reason it was determined valid.
 - f. "Warning" means a written notice issued by the Board of Directors or the Oversight Committee that an Executive's conduct is not appropriate and could result in further consequences.

ADDED: "or the Oversight Committee"

REASON: As per the proposed changes below the Oversight Committee will be required to provide "warnings" which needs to be defined here for the context to be appropriately understood below.

Directors and Executive Committee Directors

- 2 The Student Union shall insure and indemnify every Director for liabilities arising from their service, provided that their actions are in accordance with the Society Act of British Columbia and the Bylaws and Regulations.
- 3 Certificates of insurance shall be made available to Directors upon request.
- 4 Pursuant to the Bylaws, Executive Committee Directors shall be bonded in the amount of twenty-five thousand dollars (\$25,000).
- 5 In the fulfillment of their responsibilities, Executive Committee Directors are expected to dedicate a minimum of fifty (50) hours every two weeks throughout the year to their duties as set out under the Bylaws and Regulations.
- 6 Of these fifty (50) hours, Executive Directors must be in the Student Union office at least three (3) days and fifteen (15) hours per week, and this must be during typical office hours. Of these fifteen (15) hours, Executive Committee Directors must schedule, post notice, and be available for appointments for at least five (5) hours per week on average.
- 7 Each Executive Committee Director must provide a monthly report on their activities of the previous month. These reports must include all significant information which may affect the Student Union's operations or membership.
- 8 The Oversight Committee may automatically withhold fifty dollars (\$50.00) per day with a maximum reduction of the value of one complete pay period where a monthly report is late or incomplete.
- 9 The Oversight Committee may withhold a hundred dollars (\$100.00) of pay per day with maximum reduction of the value of one complete pay period where a Trimester review report is late and withhold all pay until the report is submitted.
- 10 Each Executive Committee Director must provide a Trimester Report to the Oversight Committee on the status of their Executive Goals:
 - a. For the Oversight Committee meeting in September;
 - b. During an Oversight Committee meeting in the Second Winter Term, prior to the campaigning period for general elections; and
 - c. During the final Oversight Committee meeting in April.

ADDED: Clauses eight (8) and nine (9) above

REASON: These will ensure that Executive Directors are held accountable in producing Bylaw required documents on time. Note that these regulations say the OS committee "may" withhold which ensures flexibility in cases of extenuating circumstance or where prior notice has been given that a document may be late.

Meetings of the Board of Directors

- 11 The President shall serve notice of the date, time, and location of meetings of the Board of Directors to all Directors at least seven (7) days in advance of each meeting.

- 12** The President shall prepare or cause to be prepared the agenda for each meeting of the Board of Directors in accordance with this Regulation.
- 13** Subject to approval by the Board of Directors at the beginning of each meeting, the President may:
- a. determine the format of the Agenda; and
 - b. prioritize the business of meetings of the Board of Directors.
- 14** At least seventy-two (72) hours in advance of a meeting of the Board of Directors, the agenda shall be:
- a. distributed electronically to every Director;
 - b. posted on the Student Union website; and
 - c. published in a prominent location on or about the Student Union office.
- 15** Any Director may require an item to be placed on the agenda for a meeting of the Board of Directors, provided that it is:
- a. received by the President at least five (5) days in advance of the meeting, whether electronically or in writing;
 - b. endorsed by two other Directors; and
 - c. relevant to the business of the Student Union, as determined by the President.
- 16** If within thirty (30) minutes from the time appointed for a meeting of the Board of Directors, a quorum is not present at or above 50 percent of all members, the minutes shall reflect those in attendance and the meeting shall be adjourned.
- 17** Meetings of the Board of Directors shall not normally exceed three (3) hours in duration except if extended by Resolution.
- 18** Meetings of the Board of Directors shall adjourn at or before 10:00PM except if extended by Resolution.
- 19** Minutes of meetings of the Board of Directors shall be taken and approved at the next meeting of the Board of Directors.
- 20** Minutes of meetings of the Board of Directors shall reflect the general nature of the business to be discussed in camera, but not disclose the content of the discussion or any confidential or privileged information.
- 21** Confidential minutes shall be taken of meetings of the Board of Directors held in camera and be maintained by the Student Union in a confidential manner.

Director and Executive Honoraria

- 22** Pursuant to Bylaw VII (73), every Director shall receive a base honorarium of \$155 per month. This shall be known as the base honorarium and shall be paid monthly. The base amounts of honorarium shall be automatically adjusted on May 1st to match the Consumer Price Index as measured by Statistics Canada, using 2014 as the base year.

- 23** Director base honoraria shall be determined as follows:
- a. \$50 flat fee for attendance at the monthly board meetings; and
 - b. remainder based upon a report of participation and engagement in Students' Union general work and activities.
- 24** Director honoraria shall be approved by the executive committee.
- 25** Pursuant to Bylaw X (92), every Executive shall be paid an honorarium.
- 26** Each Executive Director shall receive a base honorarium in the amount of \$675 bi-weekly. The base amounts of honorarium shall be automatically adjusted on May 1st to match the Consumer Price Index as measured by Statistics Canada, using 2014 as the base year.
- 27** Executive Directors shall submit timesheets indicating hours worked to the Oversight Committee. Timesheets shall be due and honoraria shall be paid in accordance with the payroll schedule for employees of the Student Union.
- 28** Directors shall submit timesheets indicating hours worked to the General Manager for approval from the Executive Committee. Timesheets shall be due and honoraria shall be paid in accordance with the payroll schedule for employees of the Student Union.
- 29** Executive Directors who work a surplus of hours in a given reporting period will not be compensated for those hours over and above the hours they are required to serve. Up to fifty (50) surplus hours served by Executive Directors may be banked and used in a reporting period in which the Executive Director is unable to perform their duties. No more than 50 surplus hours may be banked and used in a semester, and unused hours will not be carried over or paid out. Time off requested in excess of two (2) consecutive business days under this provision must be approved by the Oversight Committee.
- 30** Subject to the requirements of Bylaw VII (73), the base amounts of honoraria may be amended by the Board of Directors by Resolution.
- 31** Subject to the requirements of Bylaw X (92), the base amounts of the Executive Director honoraria may be amended by the Board of Directors by Resolution provided that the new amount:
- a. reflects the responsibilities and time commitments of Executive Directors; and
 - b. reasonably ensures that Members are able to serve as Executive Directors without enduring financial hardship.
- 32** These two honoraria amounts are mutually exclusive. Individuals may collect either a Director or Executive honoraria, not both.

Executive Accountability/Disciplinary Process

- 33** The Oversight Committee may recommend to the Board of Directors that an Executive Director be placed on leave, with or without pay, pending the results of an investigation by the Committee on the grounds of any of the following:
- a. Ceasing to fulfill eligibility requirements outlined in Student Union policy;

- b. gross misconduct such as but not limited to mismanaging or misusing SUO funds;
 - c. Failing to adhere to the Code of Conduct or any other portion of Student Union Policy;
 - d. Engaging in professional misconduct when acting or perceived to be acting as representatives of the Student Union;
 - e. When a compliant by any member of the SUO is brought forward the Committee;
 - f. Failing to disclose a Conflict of Interest;
 - g. Failing to respect confidentiality including but not limited to in-camera discussions, human resource issues;
 - h. Inappropriately using one's position for personal gain; or
 - i. Engaging in willful deceit such as but not limited to knowingly making misleading or false statements to the Board and/or Oversight Committee.
- 34** The Oversight Committee must notify the President and General Manager of an intent to investigate in cases where an Executive is alleged to or has committed any offences stated in this regulation. The Committee must demonstrate good cause to consider the offence valid and warrant additional investigation or review. If the Committee cannot demonstrate good cause within five (5) business days from notifying the President and General Manager an investigation will cease to occur unless otherwise voted on by two-thirds (2/3) special resolution of the Board of Directors.
- 35** The Oversight Committee may investigate a compliant against an Executive Director if notice is given to the President and General Manager and good cause to consider the compliant valid has been given.
- 36** In the case that the President cannot review an Oversight Committee request to investigate due to an inherent conflict of interest, the General Manager may act alone in reviewing the validity of the request.
- 37** A complaint may be brought to the Oversight Committee by any of the following:
- a. Any Active Member;
 - b. Any corporate body or association that the Student Union is a member of; or
 - c. Any member of the SUO staff.
- 38** A complaint may be established as frivolous or vexatious at the discretion of the Oversight Committee. Such complaints shall not be made, and repeated violations may lead to disciplinary action.
- 39** The Oversight Committee shall give at least two (2) written warnings to an Executive Director prior to enacting any disciplinary measures clause thirty-three (33) notwithstanding. If after these warnings the situation is unresolved, the Committee may automatically withhold pay if notice is provided to the Board of Directors.
- 40** The Oversight Committee must obtain a signature or confirmation of receipt from an Executive Director acknowledging the written warning.
- 41** The Oversight Committee may automatically withhold pay granted that clause thirty-nine (39) of this regulation has been satisfied if an Executive has committed any of the following offenses:

- a. Failed to adequately fill in their timesheets in a respectfully timely manner;
- b. Either late submission or failure to submit documents as requested by the Oversight Committee;
- c. Failure to attend a mandatory meeting with the Oversight Committee;
- d. Failure to adequately fulfill one's duties and responsibilities as outlined in Student Union policy and bylaws, including working required hours as outlined under Sections 5 and 6 of this Regulation;
- e. Failure to act on an approved Board directive within a timely and reasonable manner;
- f. And engaging in professional misconduct.

AMENDED: Clause thirty-three (33) previously stated that "The Oversight Committee may recommend disciplinary measures of Executive Directors to the Board of Directors on the following grounds". It's additional sub section (b) was removed and placed in clause forty-one (41) sub section (d).

Also amended above is thirty-seven (37) sub section (c).

REASON: Clause thirty-three use to standalone and allow the Oversight committee general agency to provide recommendations when the listed infractions occurred. However, in the proposed revisions to this policy there is a procedure of investigations for the major offences listed below it. This clause now functions to allow the Committee the agency to recommend an Executive Director be placed on leave while a review of alleged offences occur.

Clause thirty-seven previously listed "Any of member of the University" has a person eligible to file a complaint about an Executive to the Oversight Committee. In practice this would not occur as the administration would bring forward complaints or concerns to the General Manager. As such, the amendment proposes "any staff members".

ADDED:

- Clause thirty-three has been amended to add different examples of grounds for investigations.
- Clause thirty-four, thirty-five and thirty-six (34, 35 & 36) are new proposed clauses.
- Clause thirty-nine, forty and forty-one (39, 40 & 41) are new proposed clauses.

REASON:

- These are examples of more major offences that the Oversight Committee be proposed as situations where an investigation should occur.
- These regulations are common for Student Unions with compliant and offence policies and procedures. It would ensure there are checks and balances and unfounded complaints or alleged offences would need "good cause" for an investigation. It also covers cases where a conflict interest may arise, and the President cannot review the request.
- In following procedural fairness and procedures within our own Union practices, these regulations cover warnings for examples of "mirror offences". It allows the OS Committee if necessary after at-least two (2) warnings to withhold pay from an Executive Director who

commits one or more of these offences continuously. Note, clause thirty-nine does not apply to clause thirty-three of these proposed regulations.

- 42** The Oversight Committee may recommend that the Board of Directors approve any of the following sanctions on Executive Directors who have engaged in behaviors outlined in section thirty-one (31) or forty (40) of this Regulation:
- a. Issuance of a Reprimand;
 - b. Temporary or permanent revocation of powers and privileges; or
 - c. A move for impeachment.
- 43** Executive Directors have the right to appeal any disciplinary actions or recommendations made by the Oversight Committee and/or the Board of Directors. Notice to appeal must be submitted in writing within twenty-one (21) days of the decision to the following parties:
- a. Appeals on decisions made by the Oversight Committee will be reviewed by the Board of Directors;
 - b. And appeals on decisions made by the Board of Directors will be reviewed by the Oversight Committee.
- 44** The Oversight Committee shall be responsible for judging the performance of Executive Directors. The Oversight Committee is required to solicit evidence to facilitate fair judgement, including consideration of:
- a. Timesheets and Executive reports;
 - b. Review of any complaints filed; and
 - c. When deemed necessary, input from any executives, directors, or staff members.
- 45** Executive Directors are required to be in office and may not take leaves of absence during the following black-out periods:
- a. May; and
 - b. The last two weeks of August and the month of September.
- 46** In addition to regulation 45, the Vice President Finance and Administration is required to be in the office and may not take a leave of absence during the months of June and July.
- 47** Notwithstanding regulation 45 & 46, Executive Directors may request, and the Oversight Committee consider, leaves of absence during black-out periods due to extenuating circumstances.

AMENDED: Clause forty-two, forty-six and forty-seven (42, 46 & 47)

REASON: These reference regulations that have been renumbered and added. Clause forty-two use to only reference thirty-three (33) as we have proposed an additional clause, it was added. Whereas forty-six and seven (46 & 47) reference regulations that have new numbers.

ADDED: Clause forty-three

REASON: An appeals process must be apart of the regulations in order to follow procedural fairness.

Correspondence

- 48** Correspondence to and from the Board of Directors and Executive Committee shall normally be received and sent by the President on behalf of the Executive Committee.
- 49** Outgoing correspondence shall normally be prepared by the Executive Committee Director most responsible for the matter.
- 50** Media releases shall be prepared by or under the supervision of the Vice President External and approved by the Executive Committee.

Contracts

- 51** The Executive Committee may, from time to time, enter into contracts in the name of the Student Union, provided that the amount has been budgeted for and the contract does not exceed twenty-five thousand dollars (\$25,000) in value.
- 52** The Board of Directors may approve by Resolution and on the advice of the Executive Committee any contract equal to or greater than twenty-five thousand dollars (\$25,000) in value.
- 53** Notwithstanding anything to the contrary, the General Manager may negotiate and enter into employment contracts on behalf of the Student Union, in consultation with the Executive Committee, from time to time.
- 54** Duly approved contracts shall be executed by two Signing Officers.

Human Resources

- 55** Pursuant to Bylaw X (87) (h), the Executive Committee shall oversee the General Manager.
- 56** The President, in consultation with the Executive Committee, shall oversee the human resources of the Student Union through the General Manager.
- 57** Every Director and Member shall direct any opinion or concern regarding:
 - a. an employee or the human resources of the Student Union to any member of the Executive Committee or the General Manager; or
 - b. the General Manager to the Executive Committee.

Executive Director Work Summary

Ali Poostizadeh – President

Report Period: October 2020/21

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

In accordance with Bylaw X, Executive Directors are required to submit a monthly written report to the Board of Directors, summarizing their activities for that month. This report is designed to provide the Board of Directors with a monthly summary of the activities of each Executive Director.

For the purpose of this report the following shall not be included as eligible work:

- attendance at Board meetings; and,
- production of this work summary;

Week 1

- Attended and participated in Campaign Committee Meeting
- Reached out to BC Transit to negotiate transit advertising prizes for the SUO
- Meeting with Ross Langford, Partner at Farris LLP and Chair of Alumni Advisory Committee
- Meeting with Dale Mullings, UBC AVP Students

Week 2

- Meeting with Nancy McKenzie, Chair of the Board of Governors, and Taylor Dotto, SUO Vice President External
- Meeting with Dale Mullings, UBC AVP Students
- Meeting regarding search committee for hiring of UBC Associate Vice Provost, Teaching and Learning
- Meeting with the SUO Executive meeting and Santa Ono, UBC President, and Julie Wagemakers, Executive Assistant to the President

Week 3

- SUO surplus investment meeting with Finance Committee and Valley First Investments
- Meeting with Lesley Cormack, UBC Deputy Vice-Chancellor
- Hosted SUO Executive meeting
- 2020 Budget Consultation with the University of British Columbia. Attended with Taylor Dotto, VP-External
- Co-hosted Kelowna Candidates BC Provincial Election Forum with Taylor Dotto

Week 4

- Meeting with Provost, Ananya Reed, several Deans, and high-level donor regarding Career Apprenticeship Program

- Meeting with Lori Stevenson, SUO General Manager, and Tashia Kootenayoo regarding bylaw changes
- Meeting with Dale Mullings, UBC AVP Students
- Meeting with Joel Thiessen, UBC Studios regarding video project
- Meeting with Lori Stevenson, Joe Haugen, Campus Life Coordinator and Ahmed Fayed, SUO Vice President Campus Life to discuss social media strategy for the Union
- Consultation on potential new World Literature program at UBCO, attended with SUO Executive. Hosted by Dale Mullings
- Second bylaw change meeting with Lori Stevenson and Tashia Kootenayoo

Executive Director Work Summary

Ahmed Fayed – Vice President Campus Life

Report Period: October 2020/21

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Week 1

- Campus Life Committee Meeting
- Meeting with Joe Haugen and emailing all my relevant partners
- Regional Speakers Event Prep / Meetings with other universities.
- Emails
- Meetings with UBCO eSports
- Attending Campaign Committee Meetings
- Social Media Work: Updating Access to me & Joe.
- Meetings with RBC

Week 2

- More work & meetings with other universities for regional speaker event.
- Meeting with AVPS, Liz, Sherry, etc. For AVPS Listening Session x SUO
- Emails
- Meeting with Joe

Week 3

- Meetings with Joe & Meeting setups with other providers.
- Emails
- Finalizing Speakers & Marketing ideas for regional speaker event
- SUO x eSports Among us Event with over 100 students!
- Meeting with Joe & Lori

Week 4

- Meeting with Western Regional Speakers
- Emails
- Meeting with Lori & Joe
- Campus Life Committee Meeting preparation.
- RBC Meeting Event
- Social Media Strategy Meeting
- Tuition Consult Meeting
- Policy Committee Meeting
- Meeting with SVPRO
- Additional Planning with AVPS Dale for platform for student communications.

Executive Director Work Summary

Taylor Dotto – Vice President External

Report Period: October 2020/21

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Week 1

- Semester Review with the Oversight Committee
- Open Education Working Group meeting
- Campaign Committee Meeting
- Weekly check in with Advocacy and Governance Coordinator
- New Dining Hall Committee meeting
- UBC Vancouver Climate Hub meeting
- Executive Committee meeting

Week 2

- Weekly check in with Advocacy and Governance Coordinator
- Meeting with the Board of Governors Chair, Nancy McKenzie, and Ali Poostizadeh
- Meeting with the SUO Executive team and Santa Ono
- Check in with Tanysha, Chair Person of the BCFS, for the Take it Over Campaign
- Meeting with the Advocacy and Governance Coordinator, the Project Manager, and Ali Poostizadeh to prepare for the Kelowna Area Candidate Forum
 - Several meetings with the Advocacy and Governance Coordinator to prepare for the forum including practice runs, creating the questions, and deciding on the structure of the forum

Week 3

- Weekly check in with Advocacy and Governance Coordinator
- Moderated the Kelowna Area Candidate Forum with MLA Candidates from all three Kelowna ridings

- Executive Committee Meeting
- Attended the Budget 101 Presentation with the AMS and GSS

Week 4

- Weekly check in with Advocacy and Governance Coordinator
- Preparation for the campaign committee by researching international students week
- Contacted Nalgene and Swell to request samples and discuss bulk purchasing for the water bottle share program
- Contacted all MLAs that attended the Kelowna Area Candidate Forum with gratitude for their attendance as well as congratulants for the successful candidates
- Received office addresses for MLA candidates and created plan for delivering small thank you gift

Executive Director Work Summary

Abid Wahab - VP Finance & Administration

Report period; October 2020/21

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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- production of this work summary;

Week 1

- Meeting with Lori; weekly touch base
- Meeting with Leanne; weekly touch base, discussions about SA funding
- Discussions with Joe regarding RBC financial literacy workshops
- Helping market and promote the RBC workshops to UBCO Management Faculty
- Updating Club Funding reports; emailing responses and general communication with various Student Associations
- Meetings with several Student Association leaders; questions and answers regarding funding
- Co-hosted the first RBC financial literacy workshop
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Week 2

- Meeting with Leanne; brief discussions regarding club funding
- Chaired the finance committee meeting
- Compiling all Student Association funding applications and preparing for the SA funding meeting
- Briefing SA Funding Student-at-Large on SUO's policies, regulations, and finances
- Chaired the SA funding committee meeting; discussions for each SA funding request and approved SA funding for SAs up to \$2,000
- Wrote the SA Funding Report 2020-21; a report illustrating the criteria and procedures undertaken for approving funding and included the recommendations for the board for clubs requesting above \$2,000
- Meetings with SA's that requested over \$1,000
- Email communications and discussions with various Student Associations
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Week 3

- Introductory meeting with UBC President Santa Ono
- Meeting with Valley First; discussions regarding the investment strategies for SUO's long-term reserves
- Discussions with Lori; investment strategies and student associations
- Co-hosted the second RBC financial literacy workshop
- Communicated and sent emails to all clubs with their funding amounts for 2020WT1
- Discussions with various Student Associations regarding club funding and other financials
- Attended the SUO executive committee meeting
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Executive Director Work Summary

Abid Wahab - VP Finance & Administration

Report period; October 2020/21

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

Week 4

- Meeting with Leanne and Lori; investment strategy discussion
- Doing investment strategy research and reading up on SUO's investment regulations prior to meeting investment advisors
- Meeting with Darryl Atking (RBC Investment Advisor); briefing RBC on SUO's goals and needs as well all the regulations
- Tuition consultation meeting with UBC's Board of Governors
- Meeting with Kuan Ho (RBC Dominions Advisor); briefing RBC on SUO's preferred strategy and goals
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Executive Director Work Summary

Tashia Kootenayoo – Vice President Internal

Report Period: October 2020/21

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

In accordance with Bylaw X, Executive Directors are required to submit a monthly written report to the Board of Directors, summarizing their activities for that month. This report is designed to provide the Board of Directors with a monthly summary of the activities of each Executive Director.

For the purpose of this report the following shall not be included as eligible work:

- attendance at Board meetings; and,
- production of this work summary;

Week 1

- Co-chaired Open Education Working Group
- Student Association liaison work with EngSoc to resolve conflict surrounding “club affiliation”; preparation for this meeting included reviewing their AGM and meeting minutes, regulations and bylaws to ensure conflicts from previous year were resolved in addition to understand conflict thoroughly.
- Met with Rusch to follow-up about Student Association funding process, new Student Association applications and EngSoc conflict.
- Attended Campaigns and Campus Life meetings.

Week 2

- Attended Student Association funding committee meeting. Followed-up with minutes, notable requests, and other action items with Wahab.
- Worked on Resource Centre funding Report.
- Continued work on Open Access event presentation with AMS. Unfortunately, due to poor communication from the AMS this event had to be rescheduled for March Open Education.
- Various Policy Research and consultations such as Elections for Senate and BOG. Met with Jessica Iverson to discuss these procedures and areas for SUO involvement. In addition, worked with the Oversight Committee to review Executive Pay structure. Conducted Research on other SU Executive structures.
- Met with Rusch to discuss Human Kinetics inquires on elections processes.

Week 3

- Edited and researched for SVM, Equity and Anti-Racism proposed plan for Internal policy changes.
- Met with Jassim and reviewed presentation for BOG around Student Experience survey results.
- Winter Expo planning with Izzy and review of options.

Week 4

- Policy Committee meeting around Bylaw regulation proposal. Thorough editing and researching for Bylaw changes and creation of document reviewing the proposal.
- Meeting with StudentCare to discuss Health and Dental plan and areas of improvement. There will be follow-up with the Executive and StudentCare representative to discuss options for changes to administrative processes.
- Follow-up with Heather Berringer on Senate sunset policy for electronic additional course materials cap.
- Follow-up with Student Associations applications; there were a few notable applications such as the proposed "Covid Cares Club" which resubmitted an application with a new name and propose as per requests made by MOC and myself.

General Manager Work Summary

Lori Stevenson – General Manager

Report Period: October 2020

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

Office & Administration

- Ongoing discussions and planning meetings with Aaron re: MS Office migration

University Relations & Committees; Other stakeholder meetings

- Meeting with Dale Mullings AVPS. This meeting was our first 1:1 and provided a chance for the two of us to get acquainted, talk about our priorities, and explore ways our two departments can best work together. These meetings will be ongoing.
- Attended tuition consultation meeting with execs, AVPS and Major in World Literatures and Intercultural Communication and Minor in World Literatures and Intercultural Communication

Events/Projects/Operations

- Joint meeting between Oversight and Policy Committees to begin discussions around Executive pay/hours/accountability. Research and action items including: web search and comparison of other SU policy; proposals for better more impactful reporting drafted and shared; accountability processes discussed and responsibility added to an exec job description in the bylaw changes to accommodate.
- SUO Long Term Investment strategy – the Policy Committee received presentations from both Valley First Credit Union and RBC regarding investment strategies. Once the final presentation has been received, the committee will make a recommendation to the board.
- Held first meeting to discuss a better approach to handling the SUO Social media. A follow up meeting has been booked and will hopefully provide a proposed way forward.

Human Resources Work

- Ongoing 1:1 meetings with staff – checking in on work and goal progress; assessing challenges or pinch-points; coaching on issues as needed

SUO Committee Work

- Oversight Committee – Final few Executive reviews conducted; post review committee meeting to review and begin preparation of report; created report template for committee members to add their individual exec review information to.
- Finance Committee – one regular committee meeting: review of SUO YTD operations and businesses, continued discussion on long term investment strategy; booked investment presentations with Valley First Credit Union & RBC, both banks that we have had long term business relationships with, as well as with an independent investment planner to provide various long term investment strategy options.
- Student Associations Funding Committee – review/discussion of all SA Funding applicants to determine funding granted
- Policy Committee – Bylaw changes – exec titles and roles
- Executive Committee – two meetings
- Electoral Committee – one regular committee meeting; All-Candidates meeting; candidate debate forum; review of CRO post-election report

FINANCE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Executive Committee Meeting, November 10 2020, Virtual Call

Meeting called to order at 13:30

Directors Present

Vice-President Finance (meeting chair)
Director-at-Large
Director-at-Large

Abid Wahab
Rohan Debral
Taha Illyas

Directors Absent

President

Ali Poostizadeh

Staff Present

General Manager
Finance Manager

Lori Stevenson
Leanne Smailes

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA

20/11/10 MOTION

Be it resolved that the agenda be adopted.

Moved: Rohan

Seconded: Leanne

CARRIED

3. PRESENTATIONS

3.1 Resource Centre Funding

VP Internal Tashia provided a presentation of the budget breakdowns for Pride Resource Centre and the Peer Support Network.

4. OLD BUSINESS

5. NEW BUSINESS

5.1 Approved Funding for Resource Centres

Discussions about the budgets for the PRC and the PSN took place. Wahab requested up to date information on PRC's current account balance. Smailes mentioned that large current account balances need to be utilized by the respective RCs. Ilyas and Dabral agreed that only the essential budget should be funded. Based on consensus, the following motion was carried.

20/11/10 MOTION

Be it resolved that the following Resource Centres receive funding as follows:

Resource Centre	Amount
Pride Resource Centre	\$2,800
Peer Support Network	\$300

Moved: Rohan

Seconded: Taha

CARRIED

6. INFORMATION ITEMS

6.1 Discussions

6.1.1 Review of SUO financial update to Oct 31

Smailes provided updates on the YTD Financial Statements. No notable changes were seen.

6.1.2 Investment Strategy Discussion

Wahab mentioned that we needed three investment meetings prior to finalizing, and that only one investment meeting is now left.

6.1.3 Lease business updated addendum recommendation

Stevenson updated the committee on the lease changes and recommendation. All members agreed to the changes.

20/11/10 MOTION

Be it resolved that the new addendum lease be approved as attached.

Moved: Rohan.

Seconded: Lori.

CARRIED

7. ADJOURNMENT

Meeting adjourned at 14.28.

FINANCE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Executive Committee Meeting, November 24, 2020, Virtual Call

Meeting called to order at 14:15

Directors Present

Vice-President Finance (meeting chair)..... Abid Wahab
President Ali Poostizadeh
Director-at-Large..... Rohan Dabral
Director-at-Large..... Taha Ilyas

Staff Present

General Manager..... Lori Stevenson
Finance Manager..... Leanne Smailes

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

20/11/24 MOTION
 Dabral/Ilyas
 Be it resolved that the agenda be adopted.
 CARRIED

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

6. INFORMATION ITEMS

6.1 Investment Strategy Discussion (RBC & Plan First)

Wahab mentioned the risks and returns for Plan Firsts' and RBC's

investment portfolios.

Smailes commented on the benefits and drawbacks for both portfolios. Poostizadeh mentioned the importance of investing in fossil fuel free funds. Consensus was reached by committee members that RBC would probably be the best option for investment due to its expertise, professionalism, low transaction costs, and conservative fund pools. It was agreed, however, that before making a recommendation to the Board, more information should be sought from both RBC & Plan First.

Wahab will touch base with RBC & Plan First and seek clarification on RBC's investment management style and for Plan First. Wahab will seek further clarification on their transaction fees, ask for a more risk-averse approach, and more towards ESG factors.

7. ADJOURNMENT

Meeting adjourned at 15:02

POLICY COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Policy Committee Meeting, October 16, 2020, Virtual Call

10:00 AM – CALL TO ORDER

Directors Present

Vice-President Internal (meeting chair) Tashia Kootenayoo
Student-at-Large Mrinaal Tomar
Director-at-Large..... Kai Rogers
Faculty of Science Representative..... Arshdeep Purba
Oversight Chair- Student-at-Large..... Fatima Al-Roubaiai

Directors Absent

Staff Present

General Manager..... Lori Stevenson

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

3. PRESENTATIONS

4. OLD BUSINESS

4.1 2019-2020 Board of Directors Mandate

Kootenayoo motivated the context of the review of executive pay structure. She discussed the 2019-2020 BOD mandate that the 2020-2021 Policy committee to research and provide recommendations if necessary. Stevenson added that increased pay structure will require improved agency for the Oversight Committee. She overviewed her consultations with other General Managers about the honorarium vs salary options. She prompted the group to think about policies and procedures that would shift the work environment to think about performance outcomes vs achieving targeted hours.

Rogers spoke on improving the agency and mandate of the Oversight

Committee to improve their ability to oversee executive pay. He discussed options that the committee had discussed during their first tri-semester review process.

Kootenayoo suggested the Oversight committee submit their proposed forms and procedures to the Policy Committee for review and recommendation to the Board of Directors.

5. NEW BUSINESS

5.1 Executive Pay Structure Review

Kootenayoo presented the research matrix of other Student Unions pay structures for executives.

Stevenson discussed possible options of pay based on the structures adopted by Student Unions of similar size such as SFU.

The committee decided against a salary-based pay structure and motioned for further research into a tiered system for summer to fall pay rates with increased hourly requirements.

6. INFORMATION ITEMS

7. ADJOURNMENT

Meeting adjourned at 11:30

POLICY COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Policy Committee Meeting, October 29, 2020, Virtual Call

11:00 AM – CALL TO ORDER

Directors Present

Vice-President Internal (meeting chair) Tashia Kootenayoo
Vice-President Campus Life Ahmed Fayed
Director-at-Large.....Jakson Pashelka
Board of Governors Representative (*ex-officio*) Jassim Naqvi

Directors Absent

Student-at-Large Mrinaal Tomar

Staff Present

General Manager..... Lori Stevenson
Membership Outreach Coordinator.....Izzy Rusch

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2. ADOPTION OF AGENDA

M/FAYED S/ NAQVI

3. PRESENTATIONS

3.1 Annual General Meeting Bylaw Changes

Stevenson and Kootenayoo presented a google document outlining the changes for Executive portfolios for recommendation at the 2020 Annual General Meeting. Stevenson outlined the need to remove hierarchical titles to improve the internal processes of the SUO and collaboration.

Kootenayoo explained the introduction of internally electing a chairperson' for both Executive Committee and Board of Directors.

Stevenson added that it would function similarly to the regulation for chair of the Oversight Committee. She explained the purpose would ensure no Director is overwhelmed with too many responsibilities.

Naqvi stated he believed that voting in a chairperson opposed to assigning the role would improve Board engagement.

The Committee decided in favor of the recommendation for an internally elected chairperson.

Rusch suggested that each Executive portfolio mandate the attendance at Student Association Orientation as it is a significant form of engagement with members.

4. OLD BUSINESS

4.1 Review of Oversight Committee Meeting

Kootenayoo moved the discussion to next meeting as the bylaw presentation took more time than set for the meeting.

5. NEW BUSINESS

5.1 AGM Bylaw Recommendations

Be it Resolved that the Policy Committee recommend the changes to the Bylaws as outlined in the attached report. M/ Kootenayoo S/Stevenson

6. INFORMATION ITEMS

6.1 Round Table

7. ADJOURNMENT

CAMPUS LIFE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Campus Life Committee Meeting, November 19th, 2020, Zoom

Meeting called to order at 11:04

Directors Present

Vice-President Campus Life (meeting chair)..... Ahmed Fayed
Vice-President Internal..... Tashia Kootenayoo
Graduate Student Representative Cassidy Wallis
Student-at-Large Laavanya Prakash
Student-at-Large Bardia Yasari

Directors Absent

Vice-President Finance Abid Wahab
Student-at-Large Sarah Bradley
Student-at-Large Jose Carvalho

Staff Present

Campus Life Coordinator..... Joe Haugen
Membership Outreach Coordinator Izzy Rusch
Campus Health Specialist Lauren Airth
Senior Manager Student Experience Office, Academic Advising Phil Bond

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2. OLD BUSINESS

2.1 LGBTQ Social Justice Speaker Event (January)

Haugen stated that the Western Regional Speaker Panel group has come to a consensus to contract the three individuals below for our January event. The format will most likely involve a 10-minute Ted Talk style presentation from each, then an hour-long conversation with topics including, but not limited to identity and mental health.

Jack Saddleback: Indigenous two spirit, trans gay man, speaks to mental health, finding his identity and his indigenous culture. Former University of Saskatchewan Students' Union President.

Tiq Milan: Black trans man, speaks about intersectional identity, race and culture, his transgender journey.

Benjamin O'Keefe: A 24-year-old black man, activist, writer, actor who speaks about his experience growing up as "the bullying trifecta-being black, gay, poor" talks about mental health and suicide attempt. He started the body-size discrimination Abercrombie and Fitch boycott a few years ago after A&F CEO made comments about how it wasn't meant for fat unpopular kids etc. Ben is a social media consultant for companies who want to lead social change with their platforms/following. Talks about modern masculinity, racism, social change etc.

3. NEW BUSINESS

3.1 Canvas Shell Update

Fayed stated that another meeting with Dale Mullings and Kristy Condon is slated for January to explore the creation of a subreddit group. This online group would be moderated potentially by the VP Campus Life, SUO Staff. This platform is intended to add an ease of accessibility for students for general communications and marketing.

Bond found that during "Create" the chat features from the online platforms they used would have benefited from a moderator as an important means to promote diplomacy and respect.

Fayed agreed this should remain a positive space for students.

Airth suggested potential resources and rules made readily available for students within this online space.

3.2 Age-Link UBCO Event

Prakash spoke that the AgeLink x Enactus Speaker Series event would be around the second week of January and centered around entrepreneurship. This would be a Zoom event.

Wallis suggested reaching out to the Innovation Centre for queries.

Bond suggested the Economic Development Commission's Corie Griffiths as a potential candidate. He also suggested Society for Learning and Retirement as another viable resource to contact.

3.3 Student Association Instagram and Facebook Accounts

Rusch has created an Instagram and Facebook page for student associations and course unions to market events and programming to each other.

Haugen suggested teaming up with him to help market these new

channels on our regular SUO social media channels.

Prakash spoke that using a social media handle that long may be perceived as counterfeit. Kindly, a consensus was thought that the handle that Rusch created was a bit too long.

Bond offered support from the SEO office in any capacity, e.g. peer mentors, online learning coaches, social media.

Airth stated that Campus Health can help promote as well. She offered to schedule a meeting with their student marketing assistant to lend support. Kootenayoo agrees that a more user-friendly Instagram handle would be viable.

3.4 Student Association Expo

Kootenayoo spoke of a month-long winter expo series of events in January. This would be planned with a kick-off event and closing-event. She asked the CLC to help in the planning of these events.

Bond offered the support of the SEO office and its resources to help bring this to fruition.

3.5 Social Initiatives / Messaging

Airth mentioned the difficulties of making meaningful connections among students given the online limitations we're all experiencing.

Campus Health is hosting dialogue sessions to help better understand a means for a better path forward. Airth also mentioned that substance abuse is on the rise as a coping mechanism amongst the campus community. Campus Health has partnered with Interior Health to offer drug screening resources on campus in the near future.

Kootenayoo offered her support and praise and would like to have better supported and safer event offerings.

3.6 UBCO eSports Round 2

Fayed spoke of another meeting slated to plan for another successful gaming event in January/February.

4. OPEN DISCUSSION

Yasari spoke of having in-person events, e.g. rock climbing, Christmas tree decorating competitions, etc.

Haugen mentioned that hosting in-person micro events can be considered for second term, however, pre-planning and conversations with decision makers would be necessary.

Kootenayoo mentioned socially distanced meal events in The Well.

5. ADJOURNMENT

Meeting adjourned at 12:05

CAMPAIGNS COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Executive Committee Meeting, November 6, 2020, Virtual Call

Meeting called to order at 11:32

Directors Present

Vice-President External (meeting chair)..... Taylor Dotto
President..... Ali Poostizadeh
Vice President Internal Tashia Kootenayoo
Faculty of Creative and Critical Studies Representative Sage Cannon
Faculty of Health and Social Development Representative Naomi Maldonado-Rodriguez
Faculty of Management Representative..... Mohana Rambe
Faculty of Applied Science Representative..... Richardo Brown
Student-at-Large..... Livia Jonnatan
Student-at-Large..... Priscilla UribeXX
Vice-President Campus Life..... Ahmed Fayed

Directors Absent

Staff Present

Advocacy & Governance Coordinator Sarah Furgason
Campus Life Coordinator Joe Haugen

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2. PRESENTATIONS

3. OLD BUSINESS

3.1 Take it Over Campaign Debrief

Dotto gave an update on efforts to promote the provincial election.
Brown thought the video on how to complete a mail in ballot was good.
Poostizadeh said the candidate forum went really well.

4. NEW BUSINESS

4.1 International Education Week (Nov 16-20)

Dotto asked committee members for ideas to implement the Fairness for International Students campaign.
Committee members suggested working with International Programs and Services, using social media to promote awareness, and contests.
Jonnatan like the idea of creating an Instagram filter.

Uribe joined at 11:56

4.2 Sexual Assault Awareness Month 2020

Kootenayoo asked for ideas about how to promote Sexual Assault Awareness Month in January. She asked whether the committee would like to run the Let's Get Consensual campaign or if the focus should be on the We Believe You campaign run by the SVPRO.

Committee members agreed to implement the We Believe You campaign and all agreed to have the "We believe survivors" banner put up at the UNC building for the month of January.

Members discussed ideas for events including workshops, a "tea time" over zoom with interactive games which could involve faculty as well.

Maldonado-Rodriguez asked if there was advocacy work being done with respect to policy and how that information is being communicated.

Dotto suggested creating an infographic that would show the "behind the scenes" work

Brown thought part of the campaign could focus on class talks.

Committee members agreed this was a good idea.

Dotto will make content that can be passed on to professors and instructors.

Kootenayoo left at 12:21

4.3 OER Discussion Christmas Tree

The discussion was tabled to a future meeting.

4.4 OER Champions Plan

Dotto told the committee about the current OER Champion recognition for faculty members.

Ferguson provided information about how the campaign is implemented at UBC Vancouver.

Dotto nominations will open in January.

5. INFORMATION ITEMS

6. ADJOURNMENT

Meeting adjourned at 12:28