

# BOARD MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, July 26, 2021, Virtual Call

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00:00 Call to Order

## Directors Present

President (meeting chair)	Tashia Kootenayoo
Vice-President Finance & Operations	Muhammad Waseem
Vice-President External	Ahmed Ahmed
Vice-President Internal	Shiven Vinod Khera
Vice-President Campus Life	Jakson Pashelka
Director at Large	Kai Rogers
Director at Large	Priscilla Uribe
Director at Large	Jaanvi Shah
Director at Large	Cade Desjarlais
Faculty of Arts and Social Sciences Representative	Lindsay McGrail
Faculty of Creative & Critical Studies Representative	Laavanya Prakash
Graduate Studies Representative	Kirthana Ganesh
Faculty of Science Representative	Leoul Woldemariam
Faculty of Management Representative	Josie Leung
Faculty of Applied Science Representative	Sam Diab
Faculty of Health & Social Development Representative	Grace Halpin
Faculty of Education Representative	Serena Slonowski
Board of Governors Representative ( <i>ex-officio</i> )	Shola Fashanu
Senate Caucus Student Representative ( <i>ex-officio</i> )	Dylan Rogers

## Directors Absent

## Staff Present

Advocacy & Governance Coordinator	Sarah Furgason
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## **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**

21/07/26.01

Be it resolved that the agenda be adopted.

## **3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

21/07/26.02

Be it resolved that minutes of the meeting held July 12, 2021 be adopted.

## **4. PRESENTATIONS**

**4.1** Budget

**4.2** Strategic Plan

**4.3** Justice, Equity, Diversity, and Inclusion (JEDI) Proposal

**4.4** Media Fund Proposal

## **5. EXECUTIVE REPORTS**

21/07/26.03

Be it resolved that the Executive Reports be adopted as attached.

## **6. COMMITTEE BUSINESS**

**6.1** Executive Committee

21/07/26.04

Be it resolved that the minutes of the meeting held July 13 and 20, 2021 be adopted.

**6.2** Finance Committee

21/07/26.05

Be it resolved that the minutes of the meeting held July 21, 2021 be adopted.

**6.3** Policy Committee

**6.4** Campus Life Committee

**6.5** Campaigns Committee

**6.6** Oversight Committee

**6.7** Media Fund Committee

21/07/26.06

Be it resolved that the minutes of the meeting held July 19, 2021 be adopted.

**7. REPORT ON UNIVERSITY RELATIONS**

**7.1** Board of Governors

**7.2** Senate

**7.3** UBC Naming Committee

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. INFORMATION ITEMS**

**10.1** SUO Room Access

**10.2** Next Board Meeting Date

**11. ADJOURNMENT**

# BOARD MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, July 12, 2021, Virtual Call

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Meeting called to order at 13:07

## Directors Present

President (meeting chair)	Tashia Kootenayoo
Vice-President Finance & Operations	Muhammad Waseem
Vice-President External	Ahmed Ahmed
Vice-President Internal	Shiven Vinod Kherra
Vice-President Campus Life	Jakson Pashelka
Director at Large	Kai Rogers
Director at Large	Priscilla Uribe
Director at Large	Jaanvi Shah
Director at Large	Cade Desjarlais
Faculty of Arts and Social Sciences Representative	<i>vacant</i>
Faculty of Creative & Critical Studies Representative	Laavanya Prakash
Graduate Studies Representative	Kirthana Ganesh
Faculty of Science Representative	Leoul Woldemariam
Faculty of Management Representative	Josie Leung
Faculty of Applied Science Representative	Sam Diab
Faculty of Health & Social Development Representative	Grace Halpin
Faculty of Education Representative	Serena Slonowski

## Directors Absent

Board of Governors Representative ( <i>ex-officio</i> )	Shola Fashanu
Senate Caucus Student Representative ( <i>ex-officio</i> ) ( <i>with regrets</i> )	Dylan Rogers

## Staff Present

Finance Manager	Leanne Smailes
Membership Outreach Coordinator	Izzy Rusch
The GreenText Bookstore Manager	Shauna-Lee Hildred
The Well Pub Manager	Michael Ouellet

## 1. ACKNOWLEDGEMENT OF TERRITORY

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## 2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

21/07/12.01

Desjarlais/Ahmed

Be it resolved that the agenda be adopted.

Carried

21/07/12.02

Ahmed/Leung

Be it resolved that Lindsay McGrail be appointed to the position of Faculty of Arts Representative.

Carried

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

21/07/12.03

Leung/Waseem

Be it resolved that minutes of the meeting held June 28<sup>th</sup>, 2021 be adopted.

Carried

## 4. COMMITTEE BUSINESS

### 4.1 Executive Committee

21/07/12.04

Ahmed/Leung

Be it resolved that the Executive Committee minutes of the meetings held June 22<sup>nd</sup>, 30<sup>th</sup> and July 7<sup>th</sup>, 2021 be approved as attached.

Carried

Desjarlais asked for clarification on planned referendum spending that is added to the 2021/2022 budget.

Waseem explained the promotional requirements for a referendum and where that proposed amount would be spent. Also explained that spending will be included in the 2021/2022 budget proposal which will be brought forward for approval and further discussion at that time.

Smailes explained that the spending will be part of the capital project budget included in the 2021/2022 budget.

### 4.2 Finance Committee

### 4.3 Policy Committee

21/07/12.05

Leung/Uribe

Be it resolve that the Policy Committee minutes of the meeting held on June 24<sup>th</sup>, 2021 be approved as attached.

Carried

#### **4.4 Campus Life Committee**

21/07/12.06

Pashelka/Desjarlais

Be it resolved that the Campus Life Committee minutes of the meeting held June 30<sup>th</sup>, 2021 be approved as attached.

Carried

#### **4.5 Campaigns Committee**

21/07/12.07

Ahmed/Leung

Be it resolved that the Campaign Committee minutes of the meeting held June 28<sup>th</sup>, 2021 be approved as attached.

Carried

#### **4.6 Oversight Committee**

21/07/12.08

Rogers/Leung

Be it resolved that the Oversight Committee's June Executive Review Report be approved as attached.

Carried

Rogers motivated the motion by explaining the executive review process for the benefit of the board of directors.

*Kootenayoo and Khera arrived at 13:15.*

#### **4.7 Media Fund Committee**

21/07/12.09

Pashelka/Kootenayoo

Be it resolved that the Media Fund Committee minutes of the meeting held June 24<sup>th</sup>, 2021 be approved as attached.

Carried

Discussion around the media fund and the budget and proposal brought forward by The Phoenix.

Rodgers reminded everyone to save their questions and comments for the information item at the end we are only reviewing the meeting minutes at this time.

### **5. PRESENTATIONS**

#### **5.1 Budget**

Waseem presented on the current state of the 2021-2022 budget process and informed the board of directors on the budget process. He reviewed the current status of the budget process and what information is still being gathered. Full budget presentation and adoption to be completed no later than July 31<sup>st</sup> 2021.

Kootenayoo thanked Waseem for the work done on the budget so far. Updated the board in

regards to some quotes still missing from budget, so still changes to be made before final presentation. Explained that the BCFS and most Student Unions are budgeting for a deficit this year.

Desjarlais commented that it would be beneficial to run a larger deficit this year.

Smailes reminded everyone that budget is not going to be approved at this meeting.

Waseem and Kootenayoo encouraged all members to bring any ideas that would require additional spending forward before the budget deadline.

*There was a brief interruption to the meeting between 13:58 and 14:07 due to a technical issue. Kootenayoo left the meeting at 14:07.*

## 6. OLD BUSINESS

21/07/12.10

Khera/Desjarlais

Whereas the government of British Columbia has moved into Phase 3 of the Covid-19 Phase In Plan for in-person gatherings,

Be it resolved that Student Associations shall hold their meetings, events, and gatherings virtually, remotely or in person, off campus using recommended provincial safe practices with prior approval from the Membership Outreach Coordinator by using the Student Association Off-Campus Event Application Request Form, and

Be it further resolved that unapproved Student Association in-person meetings, events, or gatherings shall result in probation at the discretion of the Membership Outreach Coordinator and Vice-President Internal, and

Be it further resolved those expenses from unauthorized in-person Student Association meetings, events, and gatherings shall be ineligible for reimbursement.

Carried

Khera motivated the motion with background information about when and why in person events were banned.

Desjarlais questioned the timeline of changes

Khera clarified that changes would take effect immediately and that changes may need to be made going forward as BC Provincial restrictions change.

## 7. INFORMATION ITEMS

### 7.1 SUO Media Fund

Pashelka explained the media fund, the collection of funds, and the intended purpose of the media fun. Pashelka presented The Phoenix proposal and budget on their behalf.

Kootenayoo questioned why The Phoenix was not in attendance to present their own budget and proposal. Pashelka will forward all documentation from The Phoenix to Kootenayoo to be sent to directors.

Rogers reviewed the history of the media fund committee from 2020-2021 to give context to members.

A fulsome discussion around the proposal and budget presentation followed the presentation, with many ideas brought forward for consideration.

Smailes informed everyone that the Media Fund is a part of the annual fee letter to UBC and it has already been approved for the 2021-2022 academic year, so it needs to be spent on media.

Pashelka suggested the creation of a working group with members from The Phoenix to resolve concerns before their budget and proposal will be approved. Pashelka will reach out to members of The Phoenix to being building a working group.

#### **7.2 Next Board Meeting Date**

The next board meeting will be held July 26, 2021.

#### **8. ADJOURNMENT**

Meeting adjourned at 14:48PM.

## 2021-2022 SUO Budget

<b>Revenue Summary</b>	<b>BUDGET 2021 - 2022</b>	<b>BUDGET 2020 - 2021</b>	<b>BUDGET 2019 - 2020</b>
<u>Student Fees</u>			
Membership Fees	\$1,673,907.06	\$1,380,453.88	\$1,350,000.00
Total SUO Membership Fees	\$1,673,907.06	\$1,380,453.88	\$1,350,000.00
<u>General Society Revenue</u>			
Bank Lease & ATM Lease	\$10,185.00	\$10,185.00	\$8,500.00
Canada Wage Subsidy	\$112,500.00	\$0.00	
Interest & Exchange Earned	\$40,000.00	\$80,000.00	\$70,000.00
Koi Sushi Lease (Net)	\$26,000.00	\$15,000.00	\$70,000.00
Fusion Express Lease (Net)	\$26,000.00	\$6,400.00	\$46,000.00
Miscellaneous & PST commission	\$500.00	\$210.00	\$1,500.00
Room Bookings - Theatre & Boardm	\$0.00	\$0.00	\$5,000.00
Sponsorship - Orientation EXPO	\$0.00	\$0.00	\$6,000.00
Student Care Lease	\$25,000.00	\$25,000.00	\$25,000.00
UPASS Fees (Net)	\$65,000.00	\$9,400.00	\$60,000.00
Total General Society Revenue	\$305,185.00	\$146,195.00	\$292,000.00
SUO Business Revenue (NET)			
Green Bean Coffee House & Catering	(\$51,076.98)	(\$53,944.03)	\$0.00
GreenText & More Bookstore	(\$3,425.00)	(\$58,081.09)	\$9,700.00
Well Student Pub	(\$49,875.00)	(\$72,438.00)	\$39,175.00
Total SUO Business Net Revenue	(\$104,376.98)	(\$184,463.12)	\$48,875.00
<b>Total SUO Revenue</b>	<b>\$1,874,715.08</b>	<b>\$1,342,185.76</b>	<b>\$1,690,875.00</b>

## 2021-2022 SUO Budget

<b>Expenditure Summary</b>	Budget 2021 - 2022	BUDGET 2020 - 2021	Budget 2019 - 2020
Departmental Summary ( pg. 3 - 5)			
Executive GM Operations	\$11,000.00	\$11,000.00	\$10,000.00
President	\$44,500.00	\$39,280.48	\$41,000.00
Vice-President Finance & Operations	\$26,000.00	\$21,280.48	\$21,000.00
Vice-President Campus Life	\$26,000.00	\$21,280.48	\$21,000.00
Vice-President Internal	\$26,000.00	\$21,280.48	\$21,000.00
Vice-President External	\$26,000.00	\$21,280.48	\$21,000.00
Board of Directors	\$104,719.20	\$55,292.14	\$73,000.00
Campus Life	\$395,500.00	\$205,890.00	\$357,500.00
Student Services	\$121,100.00	\$533,600.00	\$163,100.00
Advocacy	\$163,200.00	\$47,800.00	\$66,150.00
Society Operations	\$965,916.26	\$798,805.66	\$782,740.00
Total	\$1,909,935.46	\$1,776,790.20	\$1,577,490.00
<b>Total SUO Expenses</b>	<b>\$1,909,935.46</b>	<b>\$1,776,790.20</b>	<b>\$1,577,490.00</b>
Net Revenue (before Amortization)	(\$35,220.38)	(\$434,604.44)	\$113,385.00
Non-Cash Operating Expense			
Amortization/Depreciation	\$200,000.00	\$200,000.00	\$205,000.00
Net Operating Revenue	(\$235,220.38)	(\$634,604.44)	(\$91,615.00)
Cash Flow items-Capital Purchases & Debt Repayment			
Current year Capital Purchases	\$358,737.50	\$240,000.00	\$150,000.00
Principle payments on Long-term Debt	\$168,922.00	\$159,737.00	\$151,052.00
<b>Change in Net Assets</b>	<b>(\$762,879.88)</b>	<b>(\$1,034,341.44)</b>	<b>(\$392,667.00)</b>

## 2021-2022 SUO Budget

<b>Director Expenses</b>	Budget 2021 - 2022	BUDGET 2020 - 2021	Budget 2019 - 2020
<b>General Manager</b>			
GM Operations Fund	\$11,000.00	\$11,000.00	\$10,000.00
Total GM Operations Expenses	\$11,000.00	\$11,000.00	\$10,000.00
<b>President</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
Campus Relations & Engagement	\$18,500.00	\$18,000.00	\$20,000.00
Total President Expenses	\$44,500.00	\$39,280.48	\$41,000.00
<b>Vice-President Finance &amp; Operations</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
Total VP Finance & Operations	\$26,000.00	\$21,280.48	\$21,000.00
<b>Vice-President Campus Life</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
Total VP Campus Life	\$26,000.00	\$21,280.48	\$21,000.00
<b>Vice-President Internal</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
Total VP Internal	\$26,000.00	\$21,280.48	\$21,000.00
<b>Vice-President External</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
Total VP External	\$26,000.00	\$21,280.48	\$21,000.00
<b>Board of Directors</b>			
Conference/Travel	\$65,000.00	\$25,000.00	\$40,000.00
Honoraria (Board of Directors)	\$29,719.20	\$25,292.14	\$23,000.00
Training	\$10,000.00	\$5,000.00	\$10,000.00
Total Board of Directors Expenses	\$104,719.20	\$55,292.14	\$73,000.00

## 2021-2022 SUO Budget

<b>Services Expenses</b>	<b>Budget 2021 - 2022</b>	<b>BUDGET 2020 - 2021</b>	<b>Budget 2019 - 2020</b>
<b>Campus Life</b>			
Educational/Speaker Events	\$35,000.00	\$41,000.00	\$25,000.00
Club Development(EXPO,Orientation,ACC)	\$30,500.00	\$13,750.00	\$30,000.00
Student Association Grants	\$160,000.00	\$85,000.00	\$170,000.00
Graduate Student Fund	\$25,000.00	\$20,000.00	
Orientation Week (Frosh)	\$10,000.00	\$0.00	\$60,000.00
Year End Party (Recess)	\$76,000.00	\$24,500.00	\$27,500.00
Event Support	\$12,000.00	\$2,400.00	
Events Development	\$47,000.00	\$19,240.00	\$45,000.00
<b>Total Campus Life</b>	<b>\$395,500.00</b>	<b>\$205,890.00</b>	<b>\$357,500.00</b>
<b>Student Services</b>			
Membership Outreach	\$13,600.00	\$58,500.00	\$12,000.00
Legacy Fund (Student Development)	\$1,000.00	\$20,000.00	\$45,000.00
Promotional Material	\$25,000.00	\$2,600.00	\$42,100.00
Volunteer Appreciation	\$2,000.00	\$2,000.00	\$6,000.00
Pantry & Food Security Programs	\$26,000.00	\$14,000.00	\$4,000.00
Ombudsmen	\$30,000.00	\$25,000.00	\$25,000.00
Elections/Referenda	\$10,000.00	\$15,000.00	\$10,000.00
Web Site Maintenance	\$5,500.00	\$4,500.00	\$5,000.00
Student Aid & Endowment Fund	\$5,000.00	\$390,000.00	\$10,000.00
Student Legal Fund	\$0.00	\$0.00	\$2,000.00
Tax Service	\$3,000.00	\$2,000.00	\$2,000.00
<b>Total Student Services</b>	<b>\$121,100.00</b>	<b>\$533,600.00</b>	<b>\$163,100.00</b>
<b>Advocacy</b>			
Accessibility, Equity & Inclusion	\$72,000.00	\$0.00	\$7,500.00
WUSC Awareness Development	\$0.00	\$7,000.00	\$4,500.00
Resource Development	\$12,000.00	\$9,400.00	\$5,000.00
Mental Health Initiatives	\$8,500.00	\$4,000.00	\$15,000.00
Sustainability Initiatives	\$39,700.00	\$7,650.00	\$5,000.00
Advocacy Campaigns	\$15,500.00	\$12,250.00	\$14,700.00
Resource Center Grants	\$15,000.00	\$7,000.00	\$14,000.00
Annual/ Special General Meetings	\$500.00	\$500.00	\$450.00
<b>Total Advocacy</b>	<b>\$163,200.00</b>	<b>\$47,800.00</b>	<b>\$66,150.00</b>

## 2021-2022 SUO Budget

<b>General Expenses</b>	<b>Budget 2021 - 2022</b>	<b>BUDGET 2020 - 2021</b>	<b>Budget 2019 - 2020</b>
<b>General Society Operations</b>			
Accounting/Legal	\$48,100.00	\$35,000.00	\$35,000.00
Administration Collections	\$13,391.26	\$9,173.66	\$11,500.00
Advertising/Social Media	\$18,500.00	\$2,700.00	\$10,000.00
Long term Strategic Plan Consultation	\$60,000.00	\$40,000.00	\$25,000.00
Bad Debts/cash over/short	\$0.00	\$0.00	\$0.00
Bank and Interest Charges	\$3,000.00	\$3,000.00	\$2,500.00
Employee Conference and Training	\$15,000.00	\$7,000.00	\$7,000.00
Employee Wages & Benefits	\$565,528.00	\$486,392.00	\$472,000.00
Parking (Executive & non-staff)	\$3,200.00	\$3,500.00	\$4,000.00
Interest on Long Term Debt	\$121,669.00	\$130,854.00	\$139,540.00
Gain(loss) on Sale/Disposal of Assets	\$0.00	\$0.00	\$0.00
Insurance	\$46,428.00	\$23,986.00	\$14,500.00
Memberships	\$1,200.00	\$1,200.00	\$1,200.00
Office	\$47,000.00	\$20,500.00	\$21,500.00
Photocopy	\$4,000.00	\$3,000.00	\$5,500.00
Maintenance and Repairs	\$2,400.00	\$17,500.00	\$20,000.00
Telephone (Cell/Land lines)	\$16,500.00	\$15,000.00	\$13,500.00
<b>Total General Expenses</b>	<b>\$965,916.26</b>	<b>\$798,805.66</b>	<b>\$782,740.00</b>
<b>Total SUO Expenses</b>	<b>\$1,909,935.46</b>	<b>\$1,776,790.20</b>	<b>\$1,577,490.00</b>

# Rising from the Ashes: Our Vision for *The Phoenix*,

September 1, 2021 - May 1, 2022

## **Executive Summary**

We are beyond excited to share our proposal and budget for UBC Okanagan's student-led newspaper, *The Phoenix*. We have a world-class campus and we want to deliver the paper that our students deserve. We call our vision "Rising from the Ashes" because it features bold new initiatives, including a return to circulation as a physical paper, on-campus events, a physical space to create a presence and establish the newspaper as an institution, as well as the development of new media outputs.

*The Phoenix* serves the students of the UBC Okanagan campus and believes strongly in the role of the press as a voice for democracy, debate, and community. *The Phoenix* is open to all UBC Okanagan students who wish to contribute and participate in the creation of content as well as the sustainability of the newspaper. To this end, in addition to seeking to obtain a physical office space as we return to campus, *The Phoenix* will incorporate a section for both academic and creative volunteer submissions to enable diverse representation from all students.

In order to truly represent the diversity of our campus, *The Phoenix* endeavours to address a wide range of topics including, but not limited to, reconciliation on campus, post-pandemic futures, student wellbeing, environmental collapse, and cultures of anti-racism.

We hope you are as excited for the future of *The Phoenix* as we are! Our students deserve to fully benefit from the multifaceted platform of the student paper. As such, we hope to deliver this excellent vision to our campus in order to best serve our entire student body!

## **New Initiatives and Incorporating Feedback**

We hope to return to a print format in Winter Term 2. However, before we can make that leap, we need to first establish a strong structure, team, and culture within *The Phoenix*. Last term, we contacted SUO executives to gain insight on how to improve *The Phoenix*. With this SUO feedback, we created a poll to see which suggested forms of media students would be most interested in. These new changes are a direct result of SUO input and our general student body survey. Upon approval of our proposed budget, *The Phoenix* will work toward implementing the following new media outputs, while continuing to serve as a voice for campus life and news:

- SUO and UBCO Governance (Senate/BoG) Spotlights
- Student Academic Publishing (with diverse faculty representation)
- UBCO Sports Highlights Videos (assuming a return to spectator events)
- Student Spotlights (creatives, activists, community leaders, etc.)
- Professor Profiles
- Guest Speaker Events
- Video Interviews

## Budget

This budget is informed by past approved budgets for *The Phoenix* as provided by the SUO Finance Manager. In order to implement improvements and successfully operate as a student newspaper with an organized internal structure, dedicated team, and hard-working culture, we propose allocating the Student Media Fund accordingly:

Staff	Cost Bi-Weekly
Editor in Chief*	\$250
Managing Editor*	\$225
Media & Web Publisher	\$200
Sports Videographer & Photographer	\$200
Graphic Designer	\$200
Writer/Editor: Campus Life	\$200
Writer/Editor: Opinions	\$200
Writer/Editor: Arts & Culture	\$200
Writer/Editor: Science & Technology	\$200
Writer/Editor: Features	\$200
	\$2,075 (bi-weekly)
<b>Honoraria</b>	<b>\$33,200</b> (16 pay periods)
<b>Printing Costs</b>	
Production	\$2,000
Printing	\$5,000
(Subtotal)	<b>\$7,000</b>
<b>Events</b>	
Guest Speaker Conferences	\$500
Professional Consultants	\$500
Event Costs	\$500
Hiring/Training Costs*	\$500
(Subtotal)	<b>\$2,000</b>
<b>Miscellaneous</b>	
CUP Fees	\$215
Website Hosting	\$250
Equipment	\$500
(Subtotal)	<b>\$965</b>
<b>Grand Total</b>	<b>\$43,165</b>

*The Phoenix* recognizes the importance of social and cultural diversity on our campus. To that end, it pays staff as it has always done because it recognizes that this is the best way to attract individuals from diverse backgrounds including those from historically marginalized groups. While *The Phoenix* is in good standing now, it is important to acknowledge that there was a history of poor fiscal management within *The Phoenix* in the past.

We are confident in our new leadership and moving forward, *The Phoenix* is committed to continuing to rectify past challenges and have already made steps to strengthen the relationship between *The Phoenix* and the SUO so that we can best serve the student body.

Prioritizing a financially responsible budget, our proposal outlines our plans to restructure *The Phoenix*. This fiscally responsible budget will allow necessary restructuring, enable new initiatives, and support our return to a printed paper.

### ***The Phoenix* Terms of Reference:**

1) *The Phoenix* will be in full control of its own internal structure, content production, succession plan, and hiring process. This is in accordance with:

#### BYLAW XVI –STUDENT MEDIA FUND

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Only accredited Student Union based media outlets in good standing shall be eligible for student media fund funding, subject to the following:

- a. applications for the Student Media Fund must demonstrate financial need, and, if requested, fully disclose the applicant's previous year's finances;
- b. eligibility for funding shall not be contingent on editorial stance and/or content; c. under no circumstances may the Student Union dictate to, restrict, censor, or impose any conditions not directly relating to financial management on a media outlet funded by the Student Union;

2) The Phoenix is committed to hiring practices that promote Equity, Diversity, and Inclusion.

3) The staff of *The Phoenix* will be paid accurately and on-time in accordance with the approved budget: 16 pay periods bi-weekly; beginning September 1st, 2021 and ending May 1st, 2022.

4) In accordance with completion of point 3), and contingent upon the successful hiring and training of a new staff team, *The Phoenix* will publish content on a weekly basis during its pay periods established in point 3).

5) *The Phoenix* reserves the right to refuse content and/or advertising if it deems that this material violates UBC's commitment to a respectful environment:

<https://hr.ubc.ca/sites/default/files/wp-content/blogs.dir/14/files/UBC-Statement-on-Respectful-Environment-2014.pdf>

**Conclusion:** We look forward to delivering a robust, active, and engaged campus newspaper that reflects the diversity of our student body, provides a range of opportunities for student involvement, facilitates cross-campus communication, and shares our passion for campus life at the dynamic and ever-growing UBCO campus.

# SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Tashia Kootenayoo  
WORKED:65

REPORT END DATE : 07-15-21

#HOURS

## ACTIVITIES COMPLETED THIS PERIOD

- Met with Local coffee shop and Steph (GreenBean Manager) to discuss UBC Fair Trade implementation and issues for student affordability and local community businesses.
- Met with Shauna-Lee (Green Text Manager) to develop a strategic plan for the Pantry and Food insecurity programming, such as but not limited to a budget plan, key stakeholders, action items etc. Shared the working document with Steph and Shiven for their feedback.
- Met with UBC President Santa Ono to discuss Fall resumption, Board of Governors presentation and equity at UBC.
- Chaired two executive meetings, main discussions were UBC Campus Health 2021-2022 Budget.
- Met with Mike Oullette (Well- Pub Manager) to review SUO Engagement swag for the upcoming Fall.
- Met with Izzy Rusch (Membership Outreach Coordinator) to discuss Student Association (SA) Orientation, and the SUO Resource Centre policies.
- Travelled and met with UBC Alma Mater Society (AMS) Vancouver Students' Union to review their Nest Building and discuss the SUO Capital project.

## ACTIVITIES IN PROGRESS

- Chaired Hiring Committee zoom and in-person meetings, to discuss GM posting and follow-up.
- Met with LP from Potentia HR Consulting firm to discuss employment and standing relationship with the company for SUO HR issues. Awaiting on follow-up action items for discussion in relation to hiring.
- Open Educational Working Group(OERWG) Indigenous Knowledges event planning with co-chair Donna Langille.
- Met with Alumni UBC to discuss Homecoming events and collaboration with SUO. Follow-up with Campus Life committee
- Planning a SUO Team Building retreat, gathered contact information and scheduling dates etc.
- Connected with UBC Equity and Inclusion Office (EIO) to review and revise RFP for Justice Equity Diversity Inclusion (JEDI) Audit. Followed up with consulting firms on presenting to the Board on their proposal for the project. Follow-up needed with organizations and EIO.
- Planning for the Capital Project (SUO Building) with UBC and Mike Oullette and Shiven Khera (VP Internal).

## ISSUES FOR IMMEDIATE ATTENTION

- Final drafting of Strategic Plan for Executive x Staff feedback prior to Board of Directors meeting July 26<sup>th</sup>, 2021.

## ACTIVITIES TO BE STARTED

- Truth and Reconciliation education slides – upon the return of Sarah Furgason (Advocacy Governance Coordinator) from holidays.

# SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Jakson

REPORT END DATE: 07-19-2021

#HOURS WORKED: 36

## ACTIVITIES COMPLETED THIS PERIOD

- Finished executive swag and received quotes for merchandise from Mike's supplier.
- Connected with SvPro and received their outlook on events and how we can support them and advocate for students come fall event programming.
- Created a working group with the Phoenix; media fund committee.

## ACTIVITIES IN PROGRESS

- Collaborating with the Phoenix, creating a budget for the newspaper to become successful. Should be completed by the end of July.
- NHP consultation of fall events have been completed. New capital expenses for the well have been budgeted for.
- Campus Programmers Meeting, looking a sizing of space for the UNC and SUO hotdesk.
- ... (add / remove bullets as required)

## ISSUES FOR IMMEDIATE ATTENTION

- Getting the COVID safety plan completed and ready to present in front of RPCC.
- Meet with UBC regarding future event space for 2022.

## ACTIVITIES TO BE STARTED

- Campus Health and Wellness, the mobile garden working group to attend first meeting.
- Hearing back from Chairperson Melissa of the BCFS regarding a volunteer package used for scheduling.
- Drafting or receiving an MOU from UBC for the hot desk space.

## NOTES / OTHER

- Folder of the Be Mindful campaign to review with Joe for social media, possible launch in Sept.
- Connect with Joe regarding Britany from Redbull and screen-printing.
- ...

PLEASE LIMIT YOUR REPORT TO ONE PAGE

# SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Ahmed Ahmed

PAY PERIOD ENDED: 15-07-21

#HOURS WORKED: 50

## ACTIVITIES COMPLETED THIS PERIOD

- Attended all Positive Space, Student Task Affordability, Climate Action Plan 2030 and OER Committee committee meetings and followed up with my duties in providing a student point of view.
- Researched, consulted and finalized working on the Sponsorship packages for the SUO for the event of Expo and throughout the 2021/2022 academic year
- Worked along with Aaron White on advocating for students living in Quail Ridge and Academy for more frequent transportation by proposing a loop route between UBCO, Quail ridge and Academy way to BC transit and met with BC transit as a first step in the advocacy part.
- Partnered with Health & Wellness and met with the director of H&W to start working on connecting all the mental health facilities and private counsellors under SUO and H&W. We started working on the first step which is dividing the tasks among us and planning the logistics behind connecting all the facilities
- Attended the BCFS Semi Annual General Meeting and updated the federation on our local work.

## ACTIVITIES IN PROGRESS

- Working on the document that will be sent to all the mental health facilities for counsellors availabilities under the partnership with H&W and SUO
- Counselling with Campus Life for the sponsorship package
- Continue lobbying with BC transit for extended and more frequent service to UBCO students by planning a lobbying campaign with the start of the academic year

## ISSUES FOR IMMEDIATE ATTENTION

## ACTIVITIES TO BE STARTED

- U-Pass petition promotion and campaign
- Mental Health campaign

## NOTES / OTHER

- Thank you!

# SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Muhammad Waseem

REPORT END DATE: 07-16-21

#HOURS WORKED: 60+

## ACTIVITIES COMPLETED THIS PERIOD

- Multiple Meetings with Finance Manager to finalize budget
- Vancouver AMS Building Planning
- Final budget meetings with Campus life regarding events development
- Final Budget meetings with VP External & VP Internal regarding Expo
- Meeting with VP internal regarding resource center budgets
- Review/signing of payroll, budget YTD, expenses
- Career Services Meeting regarding SUO partnership for Career Fair round 2 (with VP Internal)

## ACTIVITIES IN PROGRESS

- Finalization budget presentations
- Budget review for completeness
- Meeting with Grad Student rep to finalize Grad Student line

## ISSUES FOR IMMEDIATE ATTENTION

- Finalization of budget presentation for board
- Preparation of finance/exec committee agenda before budget approval

## ACTIVITIES TO BE STARTED

- Student Association Committee

## NOTES / OTHER

- I have not been able to complete all my planned activities as the focus has been on preparing and finalizing the budget for the next board meeting

# SUO EXECUTIVE BI-WEEKLY SUMMARY

NAME: Shiven Vinod Khera  
#HOURS WORKED:50

PAY PERIOD ENDED: 07-19-2021

## ACTIVITIES COMPLETED THIS PERIOD

- Completed the budget for Resource centers
- Chaired the 2<sup>nd</sup> Health and Dental plan audit meeting- Created confirmed timelines, processes and role distribution
- Trip to Vancouver – In-depth overview of the SUO building
- Chaired the Policy committee meeting
- All other UBC committee and internal committee meetings
- Partnered with Project Equifood – SUO X UBC Food Services
- Motion passed pertaining to guidelines for Student Associations in Phase 3

## ACTIVITIES IN PROGRESS

- Working on auditing our H/D plan – Working group is formulated and we meet on a biweekly basis
- Meeting with the SEO to collaborate on initiatives like Create and Jumpstart 😊 - Weekly meetings
- Planning expo and collaborating with showcase – Weekly meetings with the SEO as mentioned above
- Media Fund committee- Plan to restructure Phoenix in a reasonable manner which doesn't intrude with their inner workings but also satisfies the board of directors.
- Working with IPS to internationalize the Pantry - Finding a grocery chain specifically to sponsor the Pantry- We provide them with a table at expo
- Draft for Green policies

## ISSUES FOR IMMEDIATE ATTENTION

- No issues that require immediate action, initiatives at this point are longer term and except for admin immediate actions, project actions are ongoing.

## ACTIVITIES TO BE STARTED

- All logistical action items from the projects given most will enter their implementation phase starting August
- Policy committee meeting 3- Personally working in the background to learn and have in-depth knowledge of the regulations in order to conduct a successful meeting.
- Commons steering committee starting soon 😊))
- JEDI review – Policy committee

*NOTES / OTHER*

- All great so far!! Looking forward to all the learning 😊

**PLEASE LIMIT YOUR REPORT TO ONE PAGE**

# EXECUTIVE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan  
Executive Committee Meeting, July 13, 2021, Virtual Call

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Meeting called to order at 11:00

## **Committee Members Present**

President (meeting chair)

Vice-President External

Vice-President Finance & Operations

Vice-President Internal

Vice-President Campus Life

Tashia Kootenayoo

Ahmed Ahmed

Muhammad Waseem

Shiven Vinod Khera

Jakson Pashelka

## **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**

## **3. PRESENTATIONS**

### **3.1 Budget**

Waseem provided an update on the budget process. He reminded the Executives to follow up on the promotional line items. The Executives agreed to send their final budget items for Friday July 16<sup>th</sup>, 2021 end of day.

## **4. OLD BUSINESS**

## **5. NEW BUSINESS**

## **6. INFORMATION ITEMS**

### **6.1 Staff Relations**

Kootenayoo shared with the committee the resignation of a staff member and next steps for hiring.

Pashelka discussed his concerns with the transition in regards to Campus Life

Waseem and the other Executives discussed other supports and resources they would be able to provide to Pashelka throughout the coming weeks.

## **7. ADJOURNMENT**

Meeting adjourned at 11:40

# EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Executive Committee Meeting, July 20, 2021, Virtual Call

---

Meeting called to order at 11:20

## **Committee Members Present**

President (meeting chair)

Vice-President External

Vice-President Finance & Operations

Vice-President Internal

Vice-President Campus Life

Tashia Kootenayoo

Ahmed Ahmed

Muhammad Waseem

Shiven Vinod Khera

Jakson Pashelka

## **Staff Present**

Advocacy & Governance Coordinator

Sarah Furgason

## 1. ACKNOWLEDGEMENT OF TERRITORY

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## 2. ADOPTION OF AGENDA

## 3. PRESENTATIONS

### 3.1 Budget

Waseem presented on the budget. Executive directors thanked Waseem for his work.

21/07/20.01

Waseem/Khera

Be it resolved that the budget be recommended to the Board of Directors as presented.

Carried

## 4. OLD BUSINESS

## 5. NEW BUSINESS

## 6. INFORMATION ITEMS

### 6.1 Swag

Waseem requested more detailed information about the swag items being ordered and asked that directors differentiate between promotional and swag items.

*Ahmed left at 12:22*

### 6.2 Hiring Committee

Waseem suggested that Keith Hester, the AMS General Manager be added to the SUO Hiring Committee for the General Manager. He personally reached out to Hester and said he is available. Kootenayoo said she will reach out to the members of the committee for consultation.

### 6.3 Internal Discussion

Kootenayoo discussed current challenges and brought forward concerns expressed by staff members. Khera felt that he should reduce some of his commitments on committees so that he can focus on his initiatives. Pashelka asked who would be taking on the SUO social media with the Campus Life Coordinator leaving. Kootenayoo said that the Project Manager would be consulting with the VP Campus Life on a procedure. Kootenayoo asked if there were other areas where Executive Directors need support. She added that there would be additional meetings to cover committee chairing and Executive Reports. Wasseem talked about the importance of staff relations and discussed ideas around how to build trust within the team.

## 7. ADJOURNMENT

Meeting adjourned at 12:45

# FINANCE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Finance Committee Meeting, July 21, 2021, Virtual Call

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Meeting called to order at 13:04

## Committee Members Present

Vice-President Finance & Operations (meeting chair)  
Director at Large  
General Manager  
Finance Manager

Muhammad Waseem  
Cade Desjarlais  
*vacant*  
Leanne Smailes

## Committee Members Absent

President  
Faculty of Science Representative

Tashia Kootenayoo (WR)  
Leoul Woldemariam(WR)

**1. ACKNOWLEDGEMENT OF TERRITORY**

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**2. ADOPTION OF AGENDA**

**3. PRESENTATIONS**

**3.1 Budget Presentations**

It recommended to add 5K for Student Grad committee and 30K to sustainability for a new initiative to establish SA Grant funding for Earth Friendly SA event expenses

The VP Internal will be establishing policy & procedures for this line

**4. OLD BUSINESS**

**5. NEW BUSINESS**

**6. INFORMATION ITEMS**

**6.1 Budget Recommendation to the board**

Be it resolved that the finance committee recommend the budget to the board of directors for adoption at the board meeting on 26-07-21

Waseem/Cade

**7. ADJOURNMENT**

Meeting adjourned at 13:40

# MEDIA FUND COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Media Fund Committee Meeting, July 19, 2021, Virtual Call

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Meeting called to order at 17:30

## **Committee Members Present**

Vice-President Campus Life (meeting chair)

Vice-President Internal

Phoenix News Representative

Phoenix News Representative

Director at Large

Jakson Pashelka

Shiven Vinod Khera

Rachel Macarie

Sam Grinnell

Jaanvi Shah

## 1. ACKNOWLEDGEMENT OF TERRITORY

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## 2. NEW BUSINESS

### 2.1 Board Meeting Summary & Next Steps

Pashelka gave insight into the Phoenix presented budget at the Board meeting on July 12th. Discussing the boards comments and Insight Into past relations with the Phoenix.

Khera discussed past board talks regarding engagement and the proposed budget.

Khera gave insight into past conversation regarding the Phoenix and how there was a problem with user engagement and granting the money to the Phoenix from the past.

Khera gave a working group method to the Phoenix and how we can move forward with a collaborative effort to make sure we can guarantee success for the paper.

Grinnell stated the biggest shift is a return to print and the engagement. A physical paper to increase engagement will be successful when they walk around common UNC spaces. Reiterating how hard It was to track engagement with a physical print.

Macarie jumped in on engagement highlighting the need of staff relations and a strong number of staff. Macarie discussed the importance of culture and bringing it to the returning campus. Having a strong stability and giving a strong transition into future labor. It is unfair for the Phoenix to have to do all the work and the SUO sit back and wait for results.

Khera emphasized the need of the culture and stability and supported the statement.

Shah mentioned the effort of focusing the digital aspect and moving into a more digital structure. Shah explained past experiences with the SUO and the media, and how we want the Phoenix to thrive, meet the middle ground, and track the progress.

Macarie stated her amateur presence to the Phoenix and how the efforts of fresh leadership are needed. Macarie also mentioned the importance of having a graphic designer. She compared the cascade and the Phoenix and how they are being paid more and how UBC should be held to higher standards because we are a larger paper than them.

Grinnell reiterates states how the Phoenix is not asking for a big budget that is uncalled for. Grinnell mentions that he is not interested in lowering to a middle ground because this relationship is new for both parties, we should be open to hearing what the Phoenix has to say and respond to their request with no strictness for good results.

Khera talked about user engagement and past plans to have restructure the Phoenix.

Khera explained that the proposition the Phoenix gave was not given respect to the SUO commented on the previous budget. Khera highlighted the difference in budgets from 15k to 44k and how they can achieve success with a lower budget, and that cost Is Irrelevant but effort Is.

Shah reiterates this point. Shah tried to use the amount to see the results the Phoenix provides throughout the year, saying that high engagement is key.

Khera highlighted the media fund allocations of where the fund is going and SUO plans to spend the media fund with being cautious and having a bit of a contingency to go off.

Grinnell showed the importance of the bylaws and where the money is going to the Phoenix and how the SUO needs to follow the bylaws but attributing all the fund to the Phoenix because the Heat wave does not exist.

Khera described the allocation of the funds from the recommendations of the board and how board talks influence the media fund.

Macarie described the funds do not go all towards the Phoenix, showing how the rise from the ashes will help the students and the paper needs to be successful. Macarie is giving the essence of time that we put in work and how they should not be working for free.

Khera emphasized the middle ground, saying that the effort is recognized but it's not our job to make you work. The honoraria should be granted on a basis of work completed and not just handed out.

Pashelka gave his cents agreeing with Khera. The original proposition given by the SUO was a work and progress yet a reasonable focus for the Phoenix. Pashelka commented on the need to find a sustainable budget that carries over in the years following. The proposed budget of the Phoenix uses all the media fund is reasonable and we can see where they are coming from.

Macarie brought back the reasons for the budget and past conversations regarding the fund and how a fresh start would be beneficial if the SUO is willing to agree.

Pashelka gave insight into the board's wishes and how they want to shape the Phoenix into a more robust student platform that offers journalism experience, a topic brought forward at the original board meeting.

Macarie emphasized her passion and her reason to continue working on the Phoenix.

Khera mentioned the budget once more, saying that her wishes make sense for the longevity of the Phoenix.

Macarie emphasized space on campus and how she was spent trying to negotiate and wanted to leave.

Pashelka said this motion will carry over at the next board meeting.

### **3. ADJOURNMENT**

Meeting adjourned at 18:38