

BOARD MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Board of Directors Meeting, July 18th, 2023, Zoom

Directors Present

President (meeting chair)
Vice-President External
Vice President Finance and Administration
Vice-President Internal
Vice-President Campus Life
Director-at-Large
Director-at-Large
Director-at-Large
Director-at-Large
College of Graduate Studies Representative
Faculty of Applied Science Representative
Faculty of Arts and Social Sciences Representative
Faculty of Education Representative
Faculty of Health & Social Development Representative
Faculty of Management Representative
Faculty of Creative & Critical Studies Representative
Board of Governors Representative (ex-officio)
Student Senate Caucus Representative (ex-officio)
Faculty of Science Representative

Cade Desjarlais
Lakshay Karnwal
Osho Gnanasivam
Shreyansh Mehendiratta
Uday Gill
Aryan Arora
Darsh Alamchandani
Twinkle Hora
Maziar Matin Panah
Anjali Desai
Rishan Pfaender
Georgia Mayhew
VACANT
Grace Halpin
Abby Newman
Hanna Donaldson
Isabella Bravo
Salman Hafeez (Saami)
Sunish Grover

Directors Absent

Staff Present

General Manager
Finance Manager
Well Pub Manager
Governance Coordinator
Membership Outreach Coordinator
Communications & Marketing Manager
Student Advocate
Food Security & Nutrition Manager

Jason Evans
Leanne Smailes
Michael Ouellet
Cecily Qiu
Izzy Rusch
Becca Evans
Rachel Fortin
Stephanie Patterson

Staff Absent

Executive Coordinator

Sarah Speier

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the unceded, 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 is important to understand the privilege we hold to be living, working, and learning on Syilx territory.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/07/18.01

/

Be it resolved that the agenda be adopted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/07/18.02

/

Be it resolved that the minutes of the meeting held on June 20th, 2023 be adopted.

4. PRESENTATIONS

5. COMMITTEE BUSINESS

5.1 Executive Committee

23/07/18.03

/

Be it resolved that the minutes of the meeting held on June 23rd, 2023 be adopted.

23/07/18.04

/

Be it resolved that the minutes of the emergency meeting held on June 29th, 2023 be adopted.

23/07/18.05

/

Be it resolved that the minutes of the meeting held on July 4th, 2023 be adopted.

5.2 Finance Committee

23/07/18.06

/

Be it resolved that the minutes of the meeting held on June 29th, 2023 be adopted.

5.3 Policy Committee

23/07/18.07

/

Be it resolved that Abby Newman, Faculty of Management Representative, be appointed to Policy Committee.

23/07/18.08

/

Be it resolved that _____ and _____ be appointed as Students-at-Large to Policy Committee.

5.4 Campus Life Committee

23/07/18.09

/

Be it resolved that Rishan Pfaender, Faculty of Applied Sciences, be appointed to Campus Life Committee.

23/07/18.10

/

Be it resolved that Anjali Desai, Graduate Student Representative, be appointed to Campus Life Committee.

23/07/18.11

/

Be it resolved that Myriam Su and Uday Wirk be appointed as Students-at-Large to Campus Life Committee.

5.5 Campaigns Committee

23/07/18.12

/

Be it resolved that the minutes of the meeting held on June 28th, 2023 be adopted.

23/07/18.13

/

Be it resolved that Rishan Pfaender, Faculty of Applied Sciences, be appointed to Campaigns Committee.

5.6 Graduate Student Committee

23/07/18.14

/

Be it resolved that the minutes of the meeting held on June 27th, 2023 be adopted.

23/07/18.15

/

Be it resolved that Hammad Ahmed be appointed as a Student-at-Large to Graduate Student Committee.

23/07/18.16

/

Be it resolved that Yazdanmehr Gordanpour be appointed to Campaigns Committee.

23/07/18.17

/

Be it resolved that Satabdi Das be appointed to Campus Life Committee.

23/07/18.18

/

Be it resolved that the May and June Honoraria for GSC Students-at-Large be disbursed as follows:

GSC: May		
Sr. No	Name of SAL	Amount
1	Emily Comeau	50
2	Nibirh Jawad	50

GSC: June		
Sr. No	Name of SAL	Amount
1	Alanna Shwed	50
2	Dina Khrabshesh	50
3	Emily Comeau	50
4	Fatima Canales	0
5	Naeem Nadaee	0
6	Nibirh Jawad	50
7	Satabdi Das	50
8	Yazdanmehr Gordanpour	50

5.7 Oversight Committee

23/07/18.19

/

Be it resolved that the minutes* of the meeting held on July 11th, 2023 be adopted. (* Note: Executive Monthly Reports are attached for review.)

23/07/18.20

/

Be it resolved that Shreya Saxena be appointed as a Student-at-Large to Oversight Committee.

6. REPORT ON UNIVERSITY RELATIONS

6.1 Senate

6.2 Board of Governors

6.3 Other University Committees

7. OLD BUSINESS

7.1 Presentation and Adoption of the Annual Operating Budget for 2023-2024

23/07/18.21

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Be it resolved that the Annual Operating Budget for 2023-2024 be adopted.

23/07/18.22

/

Be it resolved that the Student Health and Dental Budget for 2023-2024 be adopted.

8. NEW BUSINESS

8.1 Faculty Representative Appointment

23/07/18.23

/

Be it resolved that Jeffrey Tookey be appointed as Faculty of Education Representative.

8.2 Presentation and Adoption of the SUO Action Plan for 2023-2024

23/07/18.24

/

Be it resolved that the SUO Action Plan for 2023-2024 be adopted as attached.

8.3 SUO Leadership Training Notice (attached)

9. DISCUSSION ITEMS

10. ADJOURNMENT

BOARD MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Board of Directors Meeting, June 20th, 2023, Zoom

Called to Order: 11:07 a.m.

Directors Present

President (meeting chair)
Vice-President External
Vice President Finance and Administration
Vice-President Internal
Vice-President Campus Life
Director-at-Large
Director-at-Large
Director-at-Large
College of Graduate Studies Representative
Faculty of Applied Science Representative
Faculty of Arts and Social Sciences Representative
Faculty of Education Representative
Faculty of Health & Social Development Representative
Faculty of Management Representative
Faculty of Science Representative

Cade Desjarlais
Lakshay Karnwal
Osho Gnanasivam
Shreyansh Mehendiratta
Uday Gill
Aryan Arora
Darsh Alamchandani
Twinkle Hora
Anjali Desai
VACANT
Georgia Mayhew
VACANT
Grace Halpin
VACANT
Sunish Grover

Directors Absent

Director-at-Large
Faculty of Creative & Critical Studies Representative
Board of Governors Representative (ex-officio)
Student Senate Caucus Representative (ex-officio)

Maziar Matin Panah
Hanna Donaldson
Isabella Bravo
Salman Hafeez (Saami)

Staff Present

General Manager
Finance Manager
Well Pub Manager
Governance Coordinator
Membership Outreach Coordinator
Food Security & Nutrition Manager

Jason Evans
Leanne Smailes
Michael Ouellet
Cecily Qiu
Izzy Rusch
Stephanie Patterson

Staff Absent

Executive Coordinator
Communications & Marketing Manager
Student Advocate

Sarah Speier
Becca Evans
Rachel Fortin

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2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/06/20.01

Halpin/Karnwal

Be it resolved that the agenda be adopted.

Carried.

23/06/20.02

Gill/Desjarlais

Be it resolved that the agenda be amended by adding a motion under **5.4 Campus Life**

Committee: Be it resolved that Sunish Grover be appointed to Campus Life Committee.

Carried.

23/06/20.03

Desjarlais/Karnwal

Be it resolved that the agenda be amended by adding a statement under **7 New Business.**

Carried.

Desjarlais explained that this statement is related to the incident that Mona Wang was assaulted by a RCMP member on campus a few years ago. The outcome of this case is disappointing. Desjarlais would like the Board of Directors to discuss the statement before he presents it to the relevant organizations and authorities.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/06/20.04

Halpin/Gnanasivam

Be it resolved that the minutes of the meeting held on May 3rd, 2023 be adopted.

Carried.

4. PRESENTATIONS

4.1 Budget Presentation

Gnanasivam presented the draft budget **SUO Finances (2023/2024)** in four aspects: the breakdown of SUO's finances; a brief overview of Phoenix and Student Health & Dental Budget; last year's allocations and review; and the financial goals and considerations for planning.

By showing a table of non-tuition fees, he explained how those fees are allocated to each budget. The Student Health & Dental budget comes from the dental and medical fees that

students pay per term. Media fund that students pay per year goes to Phoenix Budget. Student Union fee is the main source for SUO General Budget to cover the expenditures from operations, initiatives and events. U-Pass fee is collected for the bus transit. Management students' fee is managed by their course union. BCFS fee is the membership fee as SUO is a member of BCFS.

General Budget comes from the revenue from membership fees and general society revenue, and covers director expenses, service expenses and general expenses. General society revenue is collected from the businesses at UNC building such as RBC, J's Café starting in September. Director expenses include honoraria, conference and training expenses. Service expenses cover campus life events and other student services such as pantry, website maintenance and advocacy campaigns. General expenses are related to operation, administration, and human resources. Student Health and Dental Budget covers students' health and dental insurance premium, health and wellness initiatives (a small portion of the budget), and administrative support and space lease. The remainder goes to the reserve fund for students' health and dental plan. An example of health and wellness initiatives is the opening of Picnic last year. They used this budget to cover the Picnic renovation and operations last year. This year, they still need to cover Picnic operating expenses. Phoenix budget mostly covers wages with the remainder going towards printing, events and supplies & equipment.

Gnanasivam provided a summary of 2022-2023 budget and expenditure breakdown. SUO had a deficit net revenue last year but it was smaller than the budgeted net revenue. Regarding the expenditure, the general expenses (for all SUO operations) took up 48% while campus life events accounted for 25%. The rest 27% of the expenditure consisted of Directors' expenses, student services and advocacy expenses.

Gnanasivam presented the financial goals for this year as follows:

- Non-deficit net revenue (before amortization).
- More detailed information for executives and directors to make better decisions. Also, Gnanasivam would like to create a system for students to understand the budget.
- Maintain allocations for the pillars. Gnanasivam mentioned that the operating income is projected to come down this year due to various reasons.
- Cutting expenses without sacrificing operationality.

He plans to have the budget ready by June 30 this year and leaves July for final amendment.

Meeting was recessed at 11:30 a.m. due to technology issue and was called back to order at 11:41 a.m.

Karnwal asked Gnanasivam for clarification on the health and wellness initiatives under Student Health and Dental Budget. Gnanasivam explained that the wellness initiatives cover anything related to Gym membership subsidy, for example, the free monthly gym pass promoted last year; the health initiatives cover the operating expenses from the

Picnic, the food hub. Smailes added that both of these initiatives are in partnership with UBC and SUO covers a portion of the initiatives. SUO has a 2-year contract with UBC on the Picnic and covers a portion of capital and operating expenses. This year, the capital part is done as the renovation has been completed, but the operating expenses remain.

5. COMMITTEE BUSINESS

5.1 Executive Committee

23/06/20.05

Halpin/Mayhew

Be it resolved that the minutes of the meeting held on May 1st, 2023 be adopted.

Carried.

23/06/20.06

Mehendiratta/Halpin

Be it resolved that the minutes of the meeting held on May 29th, 2023 be adopted.

Carried.

23/06/20.07

Gnanasivam/Karnwal

Be it resolved that the minutes of the meeting held on June 9th, 2023 be adopted.

Carried.

Regarding 5.3.2 conference budget, Halpin asked if it is the funding that she could request to attend any conference related to her faculty. Desjarlais explained that this budget is related to the basic conference and events related to Students' Union and team building activities. The conference budget does not cover the faculty-related conference as it should come from the faculty budget. Gnanasivam added that they are considering a budget allocated for faculty representatives for certain initiatives. He encouraged faculty representatives to have a good plan for this potential budget and they can work towards it.

Regarding 5.4 Gym Membership Subsidy, Halpin expressed her interest in helping with this initiative and her preference for subsidizing other recreational events. Desjarlais added that he had a meeting with Recreation, and unfortunately subsidy for other recreational programs is not possible based on the current technology support that UBC Recreation has. Executives will discuss more about this initiative in the upcoming executive meeting. They need to re-evaluate the proposal and will continue the free monthly gym pass promotion in a more organized way. Meanwhile, they would like to promote the idea that fitness is different for other people and may consider some partner campaigns. Halpin said she runs social media for the gym, and she could work with Becca Evans on the promotion.

[Karnwal left at 11:53 a.m.]

5.2 Finance Committee

23/06/20.08

Gnanasivam/Mayhew

Be it resolved that the minutes of the meeting held on May 30th, 2023 be adopted.
Carried.

5.3 Policy Committee

5.4 Campus Life Committee

23/06/20.09

Gill/Mehendiratta

Be it resolved that the minutes of the meeting held on May 19th, 2023 be adopted.
Carried.

Hora mentioned that she was appointed to the Campus Life committee during the May Board of Directors meeting, but she has not received any notification or emails for Campus Life committee meeting. Desjarlais reminded Gill of sending the invitation to Hora, and he also made a note to Ouellet.

23/06/20.10

Gill/Gnanasivam

Be it resolved that Zeyad Elganainy be appointed to Campus Life Committee as a Student-at-Large.
Carried.

Gill explained his motivation for appointing Zeyad as a Student-at-Large. Zeyad has engaged in a lot of clubs on campus, and he is also a member of UBCO's first Response Team. The diverse background, the volunteer experience, and the knowledge he has as a First Response Team member will benefit the campus life committee.

23/06/20.11

Gill/Mehendiratta

Be it resolved that Sunish Grover be appointed to Campus Life Committee.
Carried

Desjarlais explained that Sunish Grover was absent from the May Board of Directors meeting, and as a director, he needs to join at least one committee. Grover explained the reason for the absence and expressed his interest in the Campus Life Committee.

5.5 Campaigns Committee

23/06/20.12

Desjarlais/Hora

Be it resolved that the minutes of the meeting held on May 29th, 2023 be adopted.
Carried.

5.6 Graduate Student Committee

23/06/20.13

Desai/Mayhew

Be it resolved that the minutes of the meeting held on May 30th, 2023 be adopted.
Carried.

Desai explained it was an introductory meeting with no major updates. They discussed the structure of Graduate Student Committee (GSC) and the events carried on from last year.

Desjarlais mentioned that in the future Board of Directors meetings, he would ask the executives and chairs of standing committees to provide an update on their business to the board.

23/06/20.14

Desai/Mayhew

Be it resolved that the following students be appointed to Graduate Student Committee as Students-at-Large (SAL):

Continuing Members:

1. Dina Khrabsheh
2. Emily Comeau
3. Fatima Canales
4. Nibirh Jawad

New Members:

5. Satabdi Das
6. Alanna Shwed
7. Naeem Nadaee
8. Yazdanmehr Gordanpour

Carried.

Desai provided the motivation for the selection of these students-at-large. GSC had received some strong and solid SAL applications over the last month, and conducted the interviews. Some of the candidates are from UBC Graduate Student Society and some are continuing members. They have been engaged themselves in the graduate student community for a long time, and advocated for graduate students.

5.7 Oversight Committee

23/06/20.15

Halpin/Alamchandani

Be it resolved that the minutes of the meeting held on May 26th, 2023 be adopted.
Carried.

23/06/20.16

Halpin/Hora

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

Halpin expressed appreciation to executives for submitting the reports on time. The committee was impressed by the good quality of the reports. Jason Evans commented that the Board of Directors do not need to approve the executive reports as it is the mandate of oversight committee. Desjarlais disagreed. They will investigate it after the meeting.

23/06/20.17

Halpin/Gnanasivam

Be it resolved that the minutes of the meeting held on June 15th, 2023 be adopted.
Carried.

6. REPORT ON UNIVERSITY RELATIONS

6.1 Senate

6.2 Board of Governors

Desjarlais, Evans and Qiu will contact them to ensure the Board of Governors Representative and Student Senate Caucus Representative are aware that they need to attend the Board of Directors meetings.

6.3 Other University Committees

Desjarlais explained that the board members sitting on a university committee could share some updates on the university committee business under this session.

7. NEW BUSINESS

7.1 Faculty Representative Appointment

23/06/20.18

Desjarlais/Gnanasivam

Be it resolved that Abby Newman be appointed as Faculty of Management Representative.
Carried.

Desjarlais explained the process of selection. In the May Board of Directors meeting, they put out a call for the vacant faculty representative positions. They advertised on Instagram and other social media and received applications. For the Faculty of Management Representative position, they received two applications. Desjarlais, Evans and Qiu reviewed the resumes and cover letters, and conducted interviews following a rubric. They discussed and compared their rubric scoring, and agreed that Abby Newman is qualified for the position and she has a clear and deep understanding of SUO operation. Therefore, Desjarlais recommended that Abby Newman be appointed as Faculty of Management Representative. As the chair of the board, it is his responsibility to fill vacant positions until By-Election.

Halpin asked how many people applied. Desjarlais answered there were two applicants. Gnanasivam asked if it is an interim position before By-Election. Desjarlais confirmed that this appointment will last until the By-Election in fall, possibly in October. They need to run the By-Election to remain on the board. Alamchandani asked if Desjarlais could disclose the information of the other applicant. Desjarlais refused to disclose the information unless the board disapproved of this appointment.

23/06/20.19

Desjarlais/Mehendiratta

Be it resolved that Rishan Pfaender be appointed as Faculty of Applied Science

Representative.
Carried.

Desjarlais explained that they only received one applicant for this position, and they undertook the same selection process and agreed that Rishan Pfaender is qualified for the position. Desjarlais added that they received an application for Faculty of Education Representative and would start the selection process next week.

7.2 Statement of Mona Wang

23/06/20.20

Desjarlais/Halpin

Be it resolved that the statement regarding Mona Wang be adopted as attached.

Mayhew emphasized the importance and impact of the statement. She wondered if it would be distributed to the Members. Desjarlais confirmed that it would circulate in SUO social media and would be sent to City of Kelowna, UBC and RCMP. Halpin asked if SUO has contacted Mona to make sure she is fine with the statement. Gnanasivam agreed with Halpin that SUO should reach out to Mona before circulating the statement. Desjarlais agreed and he would contact Mona to obtain her insight as she was the one who was directly involved in the incident. Desjarlais also pointed out that this is the type of issue that Students' Union should provide advocacy for. Desjarlais was seeking amendment to the motion.

Desjarlais/Halpin

Be it resolved that the motion be amended as follows: Be it resolved that the statement be approved as attached pending approval from Mona Wang.

Carried. All members voted in favor of the amendment.

All members voted on the amended main motion: Be it resolved that the statement be approved as attached pending approval from Mona Wang.
Carried.

Desjarlais will reach out to Mona Wang and update with Board of Directors afterwards. If there is any change in the statement, he will send the statement to the Board of Directors for informal approval, and get the statement formally approved at the next board meeting.

8. DISCUSSION ITEMS

8.1 Directors Monthly Report

Desjarlais mentioned that a few directors have not submitted the May monthly report, and some of the reports submitted were incomplete or inaccurate. He recommended the executive committee postpone the approval of May honoraria until the first or second week of July. He requested the directors to resubmit May reports when submitting their June reports. Executives will review May and June reports at the same time, and approve the honoraria for both months. He expected to see the directors match the eight hours of work criteria and submit the report on time. Training, board meetings, committee

meetings should be included in the reports. Executives will give feedback on the reports. Desjarlais requested directors to send the reports to both Jason Evans and him.

Desjarlais showed an example of his report when he was a director and explained how to write the report. Alamchandani asked if he could include the orientation in May. Desjarlais confirmed it. Arora asked for a template. Desjarlais will re-send the template. Halpin requested Desjarlais to send an outline of requirements or expectations together with the template.

9. ADJOURNMENT

Meeting adjourned at 12:50 p.m.

EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Executive Committee Meeting, June 23rd, 2023, UNC 105 Boardroom/Team Online

Called to order 12:08 p.m.

Directors Present

President

Vice-President Campus Life

Vice-President External

Vice-President Finance and Administration

Vice-President Internal

Cade Desjarlais

Uday Gill

Lakshay Karnwal

Osho Gnanasivam

Shreyansh Mehendiratta

Directors Absent

Staff Present

General Manager

Governance Coordinator

Jason Evans

Cecily Qiu

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/06/23.01

Gill/Mehendiratta

Be it resolved that the agenda be adopted.

Carried.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/06/23.02

Gnanasivam/Mehendiratta

Be it resolved that the minutes of the meeting held on June 9th, 2023 be adopted.

Carried.

4. OLD BUSINESS

4.1 Gym Pass Subsidy

Based on the communication with UBC Recreation, Desjarlais recommended that SUO continue the gym pass subsidy with a budget of fifteen thousand dollars (\$15,000). Executives had a lot of discussion about the result of the gym pass subsidy last year, the gym space issue, the timeline for a new initiative and other alternatives for Health and Wellness initiatives. Gnanavisam suggested that they should consider the service quality and the promotion result from last year when making the decision. He thought this initiative did not benefit students much considering the gym crowding issue and the number of students engaged in the promotion. Karnwal did not think the gym pass subsidy was the best option. He was seeking other alternatives. He asked for the possibility to use this budget to expand the food pantry or partner with UBC on other food programs. Desjarlais mentioned that budget for food pantry expansion should be from the operation budget. Karnwal and Gill asked for the timeline of this budget decision. Desjarlais did not think they have enough time and resources to start a new initiative. He thought the free gym pass was a success last year, and there was no report of overcrowding in the gym. They can re-evaluate the initiative after this year. Jason commented that the gym pass initiative was new last year. A certain number of students were engaged and benefited. He thought fifteen thousand was a fair number.

Desjarlais made a motion: Be it resolved that SUO allocate fifteen thousand dollars (\$15,000) from Health and Dental Budget to the gym pass subsidy. No one seconded it. The motion was lost. The executives continued to deliberate the Health and Dental budget, and subsequently they decided to allocate a smaller number from Health and Dental budget to the gym pass subsidy.

23/06/23.03

Gnanasivam/Desjarlais

Be it resolved that SUO allocate twelve thousand dollars (\$12,000) from Health and Dental Budget to the gym pass subsidy.

Carried.

5. NEW BUSINESS

6. DISCUSSION ITEMS

6.1 Budget Review and Planning for July

Gnanasivam provided updates on the budget planning. He completed the operating budget and had 90% of the budget ready. He would contact Phoenix for their budget. Graduate Student Committee submitted their budget today. There may be potential amendments on the Well capital purchase. He planed to present the draft budget to the Finance Committee and Executive Committee before the next board meeting.

He asked Executives for their exact numbers of budget for promotion items such as swag. He asked Desjarlais about the rebranding budget. Desjarlais will discuss it with Becca Evans. Gnanasivam suggested that Executives provide the breakdown list of the promotion budget, attach quotes if possible, and indicate the timeline. The Expo Orientation budget from Mehendiratta looks good. Gnanasivam will have further discussion with Karnwal on his budget.

7. IN-CAMERA SESSION

23/06/23.04

Gnanasivam/ Mehendiratta

Be it resolved that the meeting be moved in-camera. [12:53 p.m.]

Carried.

The meeting was moved out of camera at 2:06 p.m.

8. ADJOURNMENT

Meeting adjourned at 2:07 p.m.

EMERGENCY EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Executive Committee Meeting, June 29th, 2023, UNC 133C

Called to order: 2:02 p.m.

Directors Present

President

Vice-President Campus Life

Vice-President External

Vice-President Finance and Administration

Vice-President Internal

Cade Desjarlais

Uday Gill

Lakshay Karnwal

Osho Gnanasivam

Shreyansh Mehendiratta

Directors Absent

Staff Present

General Manager

Governance Coordinator

Jason Evans

Cecily Qiu

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2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/06/29.01

Gnanasivam/Gill

Be it resolved that the agenda be adopted.

Carried.

3. NEW BUSINESS

4. DISCUSSION ITEMS

5. IN-CAMERA SESSION

23/06/29.02

Gnanasivam/Gill

Be it resolved that the meeting be moved in-camera. [2:04 p.m.]

Carried.

23/06/29.03

Mehendiratta/Karnwal

Be it resolved that the meeting be moved out of camera. [2:17 p.m.]

Carried.

23/06/29.04

Desjarlais/Gnanasivam

Be it resolved that the StudentCare contract be signed for a three(3)-year term ending on August 31st, 2026.

Carried.

23/06/29.05

Gill/Karnwal

Be it resolved that the Executive Committee be tasked with hiring an external auditor to audit StudentCare Services.

Carried.

6. ADJOURNMENT

Meeting adjourned at 2:21 p.m.

EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Executive Committee Meeting, July 4th, 2023, UNC 105 Boardroom

Called to order at 11:07 a.m.

Directors Present

President

Vice-President Campus Life

Vice-President External

Vice-President Finance and Administration

Vice-President Internal

Cade Desjarlais

Uday Gill

Lakshay Karnwal

Osho Gnanasivam

Shreyansh Mehendiratta

Directors Absent

Staff Present

General Manager

Governance Coordinator

Jason Evans

Cecily Qiu

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2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/07/04.01

Gnanasivam/Karnwal

Be it resolved that the agenda be adopted.

Carried.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/07/04.02

Gnanasivam/Karnwal

Be it resolved that the minutes of the meeting held on June 23rd, 2023 be adopted.

Carried.

23/07/04.03

Karnwal/Gnanasivam

Be it resolved that the minutes of the emergency meeting held on June 29th, 2023 be adopted.

Carried.

4. NEW BUSINESS

4.1 Budget Review

Gnanasivam gave an overview of the budget and illustrated some big changes on the budget compared with the one from last year. The executives discussed about the Well Pub operation budget and capital purchases. Gnanasivam will present this draft budget to the board members at the July board meeting.

23/07/04.04

Gnanasivam/ Mehendiratta

Be it resolved that the draft budget be recommended by the Executive Committee for adoption by Board of Directors at the July board meeting.

Carried.

4.2 Leadership Training

Evans presented the Leadership Training plan. The objectives of the training are as follows:

- Enhance board members' effectiveness in conducting board meetings and making informed decisions.
- Develop emotional intelligence skills among board members to foster better communication and relationships.
- Promote collaboration and effective teamwork between board members and staff.
- Equip participants with conflict resolution and problem-solving techniques to address workplace challenges.
- Provide insights into employee relations within the HR context, ensuring a harmonious work environment.
- Cultivate a positive and happy workplace by exploring strategies to enhance employee satisfaction and well-being.

The training is scheduled on August 16th-18th:

August 16th: Effective Board Meetings and Decision Making and Emotional Intelligence (Board Members Only)

August 17th: Working Collaboratively, Conflict Resolution, and Problem Solving (Board and Staff)

August 18th: Employee Relations in the HR Context and Cultivating a Positive and Happy Workplace (Staff)

Evans asked for feedback and suggestions. Executives approved of this training plan.

5. DISCUSSION ITEMS

6. ADJOURNMENT

Meeting adjourned at 11:50 p.m.

FINANCE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Finance Committee Meeting, June 29th, 2023, UNC 105 Boardroom

Called to Order at 11:33 AM

Committee Members Present

Vice President Finance and Administration
College of Graduate Students Representative

Osho Gnanasivam
Anjali Desai

Committee Members Absent

Faculty of Health & Social Development Student Representative
President

Grace Halpin
Cade Desjarlais

Staff Present

Finance Manager
General Manager

Leanne Smailes
Jason Evans

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 is important to understand the privilege we hold to be living, working, and learning on Syilx territory.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/06/29.01

Evans/Smailes

Be it resolved that the agenda be adopted.

Carried.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/06/29.02

Evans/Smailes

Be it resolved that the minutes of the meeting held on 23/05/30 be adopted.

Carried.

4. NEW BUSINESS

4.1 Draft Budget Review

Gnanasivam highlighted that he has reviewed the past budgets and the proposed plans of the various committees for the current year in the process of preparation of the draft budget presented. The draft budget accounts for the increase in wages and benefits and the reduction in the number of incoming full time students as per the forecasted numbers. He further clarified that President expenditure = Honoraria + Campus Relations budget line. Highlighting the major changes in Board of Director's expenses, he stated that there has been a significant reduction in conference expenditure. The goal of having a non-deficit before amortization has been achieved.

Evans commended Gnanasivam for his effort and dedication in drafting the budget, meticulous planning despite not having prior experience in finance, and his ability to quickly grasp the requirements of his role in a short timeframe. Gnanasivam thanked Smailes and Evan for their advice and support through the process.

23/06/29.03

Desai/Smailes

Be it resolved that the Finance Committee approve the draft budget for consideration by the Executive Committee at the next executive meeting.

Carried.

5. INFORMATION ITEMS

6. ADJOURNMENT

Meeting adjourned at 12:08 PM

CAMPAIGNS COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Campaigns Committee Meeting, June 28th, 2023, Zoom

Called to Order at 11:06 a.m.

Committee Members Present

Vice-President External

Faculty of Arts & Social Sciences Student Representative

Faculty of Creative & Critical Studies Student Representative

Director-at-Large Candidate

Lakshay Karnwal

Georgia Mayhew

Hanna Donaldson

Maziar Matin Panah

Committee Members Absent

President

Director-at-Large Candidate

Cade Desjarlais

Twinkle Hora

Staff Present

Students' Advocate

Rachel Fortin

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/06/28.01

Donaldson/Mayhew

Be it resolved that the agenda be adopted.

Carried.

Mayhew inquired about the students-at-large selection. Karnwal replied that there was no applicants so far, and encouraged the members to reach out to the people who might be interested in this position.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/06/28.02

Matin Panah/Donaldson

Be it resolved that the minutes of the meeting held on May 29th, 2023 be adopted.

Carried.

4. OLD BUSINESS

4.1 Progress on Campaigns Research

Mayhew has done research on campaigns events from other schools and will bring these ideas to the committee for review at next meeting and we can make plans of our own.

Karnwal planned to send the meeting dates and agendas well in advance so thigs can be added in a more procedural manner. He has been doing research on the three pillars of advocacy, which are sustainability, mental health and food insecurity with a connection to affordability. He shared a collaborative event with CEO of Greenstep (UBC external auditor). His primary motivations were:

- Mental health related campaigns

Let students know what resources are available to them. Also understand wat students need aside from the exiting support systems.

- Food insecurity

Work on food waste etc. Research showed that 40% of our students on campus were food insecure. The number is likely going up for the time

being. Karnwal planned to have a campaign to figure out who these students are and how we can help them. He would like to establish an updated set of data so they can prioritize this.

Mayhew added that last year there was a meal share program that SUO gave out gift cards of superstore, and they could try this again this year. Karnwal thought the meal share program are not enough, and they also need to remind students of pantry and other resources.

Matin Panah mentioned last year Saami Hafeez and himself did research on the lack of fairness for students with disabilities under the existing University policies. They would like to have the support from campaigns committee so that they could reach out to senate to implement the policy change.

5. NEW BUSINESS

5.1 Appointment of permanent minutes taker

23/06/28.03

Fortin/Matin Panah

Be it resolved that Donaldson be appointed as a permanent minutes taker, and Mayhew be the secondary minutes taker while Donaldson is not available.
Carried.

6. DISCUSSION

6.1 Topics That Members Are Passionate About

Mayhew was passionate about mental health and on-campus resources. She wanted to work on campaigns for this year to reemphasize the point of on-campus resources. Karnwal supported this initiative. He has been working with Fortin to deal with some more gaps in our current health care system. They would share thses ideas as a group and help each other get more work done collaboratively. Donaldson had a similar goal as Mayhew.

Karnwal suggested they set up a team's channel for easy collaboration and communication.

Mayhew suggested they provide resources for queer people who need additional supports. They don't feel they have the same support as other students. She wanted to represent and create safe space for queer students. They will explore this topic further in the future. Karnwal reminded everyone to utilize their position to create positive change and reach out to the right people to receive change.

7. ADJOURMENT

Meeting adjourned at 11:45p.m.

GRADUATE STUDENT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Graduate Committee Meeting, June 27th, 2023, Zoom

Called to order at 10:03 am

Committee Members Present

Graduate Student Representative
Executive
Student-at-Large
Student-at-Large
Student-at-Large
Student-at-Large
Student-at-Large
Student-at-Large

Anjali Desai
Osho Gnansivam
Emily Comeau
Nibirh Jawad
Dina Khrabshesh
Satabdi Das
Alanna Shwed
Yazdanmehr Gordanpour

Committee Members Absent

Student-at-Large
Student-at-Large

Naeem Nadaee
Fatima Canales

Staff Present

Governance Coordinator

Cecily Qiu

Guest

Hammad Ahmed

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/06/27.01

Desai/ Gordanpour

Be it resolved that the following agenda items be postponed to the next committee meeting:

7. Strategizing for unionization of research assistants

8. Strategizing for establishment of an independent graduate society

Carried.

23/06/27.02

Comeau/Jawad

Be it resolved that the agenda be adopted as amended.

Carried.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/06/27.03

Comeau/ Gordanpour

Be it resolved that the minutes of the meeting held on 23/05/30 to be adopted.

Carried.

4. OLD BUSINESS

4.1 Weekly Graduate Coffee Chats

The weekly event has been receiving good response on campus. The need for more volunteers was highlighted for the rest of the summer. Khrabshesh proposed that the event be held on any day other than the usual Wednesday to enable participation. The members agreed to consider the suggestion while planning post the summer.

[Qiu left at 10:16 a.m.]

4.2 Updates on childcare advocacy

Khrabshesh mentioned that the Parental accommodation policy survey will be open for two weeks. The link will be shared on Instagram.

5 NEW BUSINESS

5.1 Introduction and Goal Setting 2023-2024 for new members

5.2 Appointment of Secretary for meetings July onwards

Desai moved to appoint a member as Secretary of the GSC. No one seconded it. The motion was lost.

5.3 GSC Budget 2023-2024

Desai walked the committee through the proposed budget submitted to the VP Finance. Gnanasivam allocated \$30k to the GSC for 2023-2024.

5.4 Summer term event

The summer barbeque event to be organized for the end of July/ early August. Desai to communicate the plan to Mike. The members agreed on having a zero cost e-ticket to regulate the entry of only graduate students to the barbeque. The event to be budgeted for 150 attendees.

[Qiu entered at 10:48 a.m.] [Gnanasivam left at 10:56 a.m.]

5.5 Fall Orientation

23/06/27.04

Jawad/ Comeau

Be it resolved that this agenda item be postponed to the next committee meeting.

Carried.

5.6 Strategizing for 2025 collective bargaining:

5.6.1 Establishing a student worker's caucus

5.6.2 Creating a comprehensive pamphlet for orientation

5.6.3 Establishing contacts with graduate course unions

23/06/27.05

Comeau/Jawad

Be it resolved that this agenda item be postponed to the next committee meeting.

Carried.

5.7 International Graduate Student continuing fees

23/06/27.06

Comeau/Jawad

Be it resolved that this agenda item be postponed to the next committee meeting.

Carried.

5.8 SUO Course union emails

23/06/27.07

Comeau/Jawad

Be it resolved that this agenda item be postponed to the next committee meeting.

Carried.

6. ADJOURNMENT

Meeting adjourned at 11:15 PM

OVERSIGHT COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students
Oversight Committee Meeting, July 11, 2023, Zoom

Called to order at 9:33am

Committee Members Present

Faculty of Health and Social Development Representative	Grace Halpin
Director-at-Large	Aryan Arora
Director-at-Large	Darsh Alamchandani
Student-at-Large	TBD

Staff Present

General Manager	Jason Evans
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1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

23/07/11.01

Arora/Alamchandani

Be it resolved that the agenda be adopted.

Carried.

23/07/11.02

Halpin/Evans

Be it resolved that the agenda be amended by adding motion 5.1 to Discussion Items

Carried.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/07/11.03

Arora/Alamchandani

Be it resolved that the minutes from the meeting held June 15, 2023 be adopted.

Carried.

4. NEW BUSINESS

4.1 June Executive Reports

Halpin stated that all reports were submitted on time. Evans indicated that the reports were consistent and thorough. Halpin added that one of the Executives was wondering about how and when to include or attach any confidential information, and Evans clarified that matters regarding Land, Labour, and Legal must be approved by the Board to be published. Evans will review the process of revising Executive reports when and as needed.

Alamchandani and Arora both had positive feedback about the quality and content in the reports, Darsh noted that the hours are being fulfilled sufficiently.

23/07/11.04

Alamchandani/Evans

Be it resolved that the June Executive reports be approved by the Oversight Committee.

Carried.

4.2 The Oversight Committee Student At Large Selection

23/07/11.05

Arora/Alamchandani

Be it resolved that Shreya Saxena be recommended to the Board to be Student At Large for the Oversight Committee.

Carried.

Halpin commented that the knowledge of regulations and bylaws that the successful candidate displayed put her ahead of the other candidate. Halpin continued that both candidates were very strong applicants and they will be beneficial members to the SUO in whatever capacity they are involved. Evans stated that Saxena presented clarity in the regulations and Evans was glad the Chair was able to meet with the candidates to bring this information forward.

5. DISCUSSION ITEMS

5.1 Quarter Annual Reviews

Halpin asked Evans about the process for Executive review of the annual reports. Evans indicated that action items for the year made by Executives in June will be submitted to the Board for approval. Evans stated that the goals, objectives, steps to carry out action plan will be reviewed by the Oversight Committee, then the Oversight Committee will meet with each executive to have the executive present these goals. Near the end of the semester the Oversight Committee will review each executive's performance and whether or not they have achieved what they set out to achieve. Evans stated that the document with the Executive reports is then published and made available to all members. Halpin asked about the timeline for these reports in order for the committee to plan for this process. Evans explained the timeline as follows:

Early July presentation.

Middle or end of semester 1, 1st review

Middle or end semester 2, 2nd review report.

6. ADJOURNMENT

23/07/11.06

Alamchandani/Arora

Be it resolved that the meeting adjourn at 9:58am.

Carried.



SUO Executive Monthly Report

Name:

Cade Desjarlais

Report Month:

June

Outline the hours fulfilled for each week within the reporting month.

25 hours a week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours.

ACTIVITES COMPLETED THIS PERIOD

- Advisory meeting with Health and Wellness Melissa Fedderson to plan for this year.
- Meeting with Crystal Westgate from UBC Rec to discuss gym pass program
- Meeting with CRO to plan for fieldhouse referendum
- Met with the DRC director to plan for the student advisory board of directors
- Represented the SUO at UBC Convocation
- Executive Committee Meeting
- Action Plan meeting with the Executives and Staff
- UBC Budget Presentation
- DVC Meeting and introduction with UBCO Executive
- Meeting with AVP Students and Finance to establish Transportation Bursary
- Interviewed 4 candidates for vacant positions on the Board of Directors, hired three and appointed two
- Meeting with AVP Equity and Inclusion
- One-on-One with Dale Mullings
- Drafted an extensive document outlining previous SUO advocacy campaigns for Lakshay
- Preparation for board meeting and planning of meeting
- Potentia/HR meeting to plan for procedures and policies manual
- Food security planning meeting
- Executive committee meeting
- Emergency Executive meeting
- Established new insurance deal for students and have begun process of an audit on StudentCare
- Met with MLA Harwinder Sandhu and Minister of State for Workforce Development Andrew Mercier
- Weekly meetings with GM to discuss operations

- Communications with Staff and Board, endless emails and scheduling!

ACTIVITIES IN PROGRESS

- *Finding date for July Board meeting*
- *Action Planning Document*
- *Signing of StudentCare contract*
- *BUDGET 2023/24*
- *Establishing financial assistance for UPass holders*
- *Creating Procedures and Policies Manual*
- *CRO about referendum question*

ISSUES FOR IMMEDIATE ATTENTION

ACTIVITIES TO BE STARTED

- *Monthly Meetings with student associations*
- *Work with Lakshay and Becca on sponsors*

NOTES / OTHER

I think a gap in the reporting that I believe I will run into is how many of the tasks I am involved in require confidentiality and cannot be disclosed. Further, much of my job includes working on day-to-day operations that are difficult to quantify for this list.



SUO Executive Monthly Report

Name: Osho Gnanasivam

Report Month: JUNE 2023

Outline the hours fulfilled for each week within the reporting month.

Week 1: ~25 hours

Week 2: ~30 hours

Week 3: ~30 hours

Week 4: ~20 hours

Provide an explanation for the particular week(s) in which you did not fulfill the required hours.

Week 4: Most of my goals for the month were completed. Work in my job in housing was a lot more intensive and as such I spent lesser time this week.

ACTIVITES COMPLETED THIS PERIOD

- REGULAR MEETINGS WITH LEANNE (Updating budget lines)
- RBC MEETING WITH KUAN (Overview of our investments and future plans)
- MEETING WITH IZZY AND SHREYANSH (Discussion about plans with Student Associations)
- CAMPUS LIFE COMMITTEE MEETING (Planning for first week events, Frosh, etc.)
- ACTION PLAN MEETING (Setting goals for our term and refining them)
- B.O.D MEETING (Presented the current state of the budget to the board)
- UBC BUDGET MEETING (Concerns regarding UBC's Financial Budget for the upcoming year were discussed)
- DVC/SUO EXEC TRANSITION MEETING (Introductory meeting with Lesley Cormack, Dale Mullings, etc.)
- MEETING WITH AARON (Action plan for Website Update, preparation of a mock-up and presenting to RedStamp)
- MEETING WITH BOUNCE (Meeting with new event-booking/ticketing company, potential contract and sponsorships)
- GRADUATE STUDENT COMMITTEE MEETING (GSC Affairs and negotiation of their budget line, clarifications of specific budget lines)
- MEETING WITH PHOENIX (Finalizing their budget and prep for Media Fund Committee Meeting)
- EXECUTIVE MEETING (Discussions about Gym Pass Subsidy, Student Care, Budget Review)
- EMERGENCY EXECUTIVE MEETING (Student Care)
- FINANCE COMMITTEE MEETING (Approval of draft budget)



- Unofficial meetings with various staff and execs to finalize budget negotiations.
- Draft Budget Completed

ACTIVITIES IN PROGRESS

- Discussions with Uday regarding Campus Life Events and Sponsorships

ISSUES FOR IMMEDIATE ATTENTION

- Preparation of new budget line template of Campus Life Events based on last year's events and Actual amounts.

ACTIVITIES TO BE STARTED

- Assisting Executives with bigger budget lines (Lakshay and Uday) to solidify individual budget lines and make specific allocations to tangible events and initiatives

NOTES / OTHER

- .

SUO Executive Monthly Report

Name:

Lakshay Karnwal

Report Month:

June 2023

Outline the hours fulfilled for each week within the reporting month.

25 hours per week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours.

I had back-to-back projects and finals during the last two weeks of June. This time was made up by working more hours weeks prior and in between the projects.

ACTIVITIES COMPLETED THIS PERIOD

- Met with community activist (Ciarin Iriwn) who reached out to get involved on Campus
- Executive meeting (9th June)
- BCFS June Executive Meeting (9th – 11th June)
- Meeting with Rachel to reach out to Mental support groups on campus
- SUO Action Plan Meeting
- Completed the Action Plan Document for the VP External portfolio
- Meeting with Shilo (SVPRO), Kathryn (disability affinity group) and Rachel to discuss the strengths of SVPRO to better support students with disabilities
- DVC/SUO Transition Meeting with Lesley Cormack
- Completed the BC Provincial Consultation 2024 survey
- Completed the Campaigns and Advocacy Budget Draft
- Board of Director Meeting (20th June)
- Executive meeting (23rd June)
- Attended CoLab's Cohere sustainability event representing the SUO
- Identified three main pillars for campaigns this year (Mental health, Sustainability, Food insecurity)
- Campaigns Committee Meeting (28th June)
- Informal meeting with Andrew Mercier, Minister of State for Development and Harwinder Sandhu, Vernon MLA
- Emergency Executive Meeting
- Discussed EXPO sponsorship package with Becca

ACTIVITIES IN PROGRESS

- *Combining the agenda and meeting minutes for the last Campaigns Committee Meeting*
- *Setting up a campaigns committee channel for the committee members on teams*
- *Getting baseline numbers from Mental health support groups on campus*
- *Meeting with the Director of DRC to recommend a new Disability Support Specialist position*
- *Research for specific events for the campaigns of the year*
- *Researching and drafting initiatives to address food insecurity and affordability issues students on campus face*

ISSUES FOR IMMEDIATE ATTENTION

- *n/a*

ACTIVITIES TO BE STARTED

- *Set up a meeting with Third Space Charity to understand flow of students and the services provided*
- *Meeting with Stephanie and Mike to discuss food initiatives on campus*
- *Breakdown of campaign plans for the year*
- *Send out another call for Student-at-large positions for the campaigns committee*
- *Start reaching out to sponsors for EXPO*

NOTES / OTHER

- *Discussed staff support for various goals with Jason*
- *Discussion with Cecily to better delegate work to members using the committee agenda*

SUO Executive Monthly Report

Name: Uday Gill

Report Month: June

Outline the hours fulfilled for each week within the reporting month. 25

Provide an explanation for the particular week(s) in which you did not fulfill the required hours.

Was not able to complete the hours for last week of June 26-June 29 due to final exam on Wednesday, Thursday and Friday (hours completed 17)

ACTIVITIES COMPLETED THIS PERIOD

- **June 9 12-1 Executive meeting**
- June 13 9:30-10:30 University Budget Presentation meeting
- **June 12 11-2 action plan meeting**
- *June 20 board of directors meeting*
- **June 23 Executive meeting**
- **Reached out to potential sponsors for the concert and other events**
- **Conducted two SAL interview for Campus life Committee**
- **Meeting with DVC**
- **June 9 campus life committee meeting**
- *Setting up agendas and preparing meeting materials*
- **Meeting with bounce ticketing app for sponsorship and potential shift for our ticketing platform**
- **Meeting with Maxim(Sndszn) for events at the well as well as marketing strategy**
- *Had meetings with sponsors such as lime,uber,rbc,telus,shaw,uride and monster for sponsorship and waiting for further time slots to confirm these collaborations.*



- **Meeting with Safe Events committee for frosh's final green light**

Reached out to SVPRO and campus security for workshops for the campus life committee for awareness and knowledge regarding both these respective fields

ACTIVITIES IN PROGRESS

Meetings with sponsors and active search for sponsors for the concert. Negotiations with the bounce ticketing app.

ISSUES FOR IMMEDIATE ATTENTION

- *Negotiations with bounce*
- *Artist selection*

ACTIVITIES TO BE STARTED

Planning for Frosh
Finalizing Calendar set up for the term
Short listing artist
Finalizing sponsorship for the year

NOTES / OTHER

- *. As of June 30 I have reached out to 17 sponsors and have had meeting with 9 so far still waiting on replies from a lot of them. These collaboration could be set as a long term goal and potential be used on a recurring basis every year.*

SUO Executive Monthly Report

Name: Shreyansh Mehendiratta

Report Month: June 2023

Outline the hours fulfilled for each week within the reporting month.

25 hours per week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours.

ACTIVITIES COMPLETED THIS PERIOD

- Review of previous years orientation and accessing it
- University Budget meeting
- Campus programmers meeting
- Setting the budget for Clubs and Associations for upcoming year
- Executive meeting June 9
- June Board meeting
- Action plan meeting
- Campus-life committee meeting
- Office hours
- Insurance meeting with Dale Mullings
- Review of Student Care contract
- Executive meeting June 23
- UBCV AMS meeting for club naming
- Emergency Exec meeting
- SAL interview for Policy Committee
- Review of SA handbook and possible amendments
- Meeting with Cindy for Okanagan Ombuds Advisory Committee
- Board appointment of Abby Newman and Rishan Pfaender
- Reviewed the Student Union's policies and executive roles
- Meeting with Andrew Mercier (Minister of State for Development) and Harmandeep Singh (Vernon MLA)

ACTIVITIES IN PROGRESS

- *Appointment of Student at Large's for the Policy Committee*
- *Orientation and Expo planning*

ISSUES FOR IMMEDIATE ATTENTION

-

ACTIVITIES TO BE STARTED

-

NOTES / OTHER

-



SUO

Students' Union
UBC Okanagan

Reducing Barriers

SUO ACTION PLAN 2023/24

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INTRODUCTION

The Students' Union of UBC Okanagan is deeply committed to creating an inclusive and supportive environment that reduces barriers to education for all students. Through our unwavering dedication to advocacy, good governance, campus life and essential services, we aim to empower students and foster their personal and academic growth. As an organization, we understand the importance of ensuring that every student has equal opportunities to thrive and succeed in their educational journey.

Over the past three years, the Students' Union has been actively engaged in striving for excellence and implementing sound governing practices to uphold the mission and values of our organization. Through collaborative efforts, transparency, and accountability, we have worked tirelessly to create a strong foundation that ensures the effective representation and fulfillment of our members' needs.

As we embark on a new chapter and move forward into a different era of the SUO, we recognize the significance of looking ahead and embracing the challenges and opportunities that lie before us. The world is constantly evolving, and it is essential for us to adapt and proactively address the ever-changing landscape of higher education. We are determined to shape the future of the SUO to better serve the diverse student population at UBC Okanagan.

The purpose of this action plan is to outline to our student body, clearly articulating the goals and objectives that our elected board and executive team will pursue during our one-year term in office. We believe in the power of transparency and effective communication, and we want our students to be fully informed about our vision, strategies, and the specific actions we will take to achieve tangible results.

Throughout this term, we are committed to fostering an environment that empowers students to voice their concerns, participate in decision-making processes, and contribute to shaping the future of their university experience. We will actively engage with students, seek their input, and ensure their perspectives are considered in all aspects of our work.

Our action plan encompasses a wide range of initiatives and projects that span across different areas of focus, including advocacy, Campus Life, services and governance. By addressing systemic issues, advocating for positive change, enhancing student support networks, and providing accessible resources, we aim to remove barriers and create a more inclusive and equitable educational environment for all.

In summary, the Students' Union of UBC Okanagan is wholeheartedly committed to reducing barriers to education and creating a transformative university experience for our students. Through this action plan, we aspire to fulfill our mission and deliver on the promises we have made to our student body. Together, with the collective efforts of our elected board, executive team, staff and the entire student community, we will strive to create a lasting impact and foster a vibrant and empowering campus culture.

MISSION STATEMENT

The Students' Union's mission is to:

- Provide accessible, high-quality services.
- Facilitate events, activities, and student clubs to enhance campus life.
- Undertake advocacy to ensure students' rights are respected, and concerns are heard by decision-makers; and,
- Practice good governance in the operations of the Students' Union

We achieve our mission by ensuring that all of our priorities fall into one of three areas of activity: **Service**, **Advocacy**, and **Campus Life**; all guided by strong governance practices.

VALUES STATEMENT

The Students' Union of UBC Okanagan strives to create an atmosphere that is:

Dynamic

- For and by students through governance, employment, programs, and involvement
- Entertaining, fun and high energy environment
- Able to ensure that all our membership and staff: Have their voice heard on issues that are important to them. Protect and promote their rights. Have their views and wishes genuinely considered when decisions are being made about their lives.

Protected

- Welcoming, friendly, and respectful
- Clean and well-maintained facility
- Accessible to the campus community

Inclusive

- Promote and practice diversity through opportunities and programs.
- Encourage comradeship and interaction.

Centre of Campus Life

- Convenient and quality retail, food, services, and activities
- Safe, comfortable, and relaxing place to be.
- Numerous versatile, flexible, and well-equipped gathering spaces
- Diverse, equitable, multi-cultural events, and engagement opportunities

PRINCIPLES

Community

We continuously cultivate a community of care that ensures our members and staff feel welcomed and appreciated.

Integrity

We lead with a good example by ensuring we always take responsibility for our actions and words, through ensuring our decisions are aligned with bettering the student experience.

Respect

We appreciate the value of diverse opinions in developing approaches to varying situations.

Transparency

We create an environment where our members and staff are encouraged to engage with us and where we are able to share openly about our business practices and actions.

Accountability

We understand and accept the consequences of our actions for the areas in which we assume responsibility.

The action plan of the Students' Union of UBC Okanagan serves as a strategic roadmap outlining the board and executive's priorities for the year.

The action plan is structured around four key areas, each representing a distinct pillar of focus:

Services: This section outlines objectives related to enhancing and expanding the range of services provided to students. It aims to assess and improve existing services, identify gaps, and implement new initiatives to meet the evolving needs of the student community.

Governance: The governance pillar focuses on implementing effective and transparent governing practices within the Students' Union. Objectives in this section include, improving budgeting processes, enhancing decision-making structures, developing policies, and ensuring accountability throughout the organization.

Advocacy: This section emphasizes the importance of advocating for student interests and promoting positive change within the university and wider community. The action plan outlines objectives aimed at advocating for issues such as sustainability, transportation options, improved food choices, and other matters that directly impact the student body.

Campus Life: Within this category, the action plan addresses objectives related to fostering a vibrant and engaging campus environment. It includes initiatives to organize events, activities, and programs that promote student involvement, socialization, personal growth, and a sense of belonging within the campus community.

By organizing the action plan into these four pillars, the Students' Union ensures a comprehensive and balanced approach to addressing the needs and aspirations of the student community. It provides a clear framework for allocating resources, making informed decisions, and achieving measurable outcomes in service to the students of UBC Okanagan. Over the course of the year, the **SUO will commit to the following actions under each pillar as outlined below.**

SECTION A: 2023/2024 PRIORITIES

SERVICES:

1. **Assess mental health services on campus** to ensure adequate student support by conducting surveys, gathering feedback, and collaborating with relevant stakeholders to identify areas for improvement.

Objective: Enhance Mental Health Support

- A. Conduct a comprehensive assessment of mental health services on campus, including the availability, accessibility, and effectiveness of resources.
- B. Identify areas for improvement based on student feedback, surveys, and consultations with relevant stakeholders.
- C. Develop and implement strategies to address any identified gaps and enhance the overall quality and reach of mental health support services.
- D. Collaborate with campus health services, counseling centers, and external organizations to establish partnerships and expand resources available to students.

2. **Update the SUO website** to make it more user-friendly, informative, and inclusive, ensuring that students can easily access important resources, services, and announcements.

Objective: Improve Online Presence and Accessibility

- A. Revamp the SUO website to ensure it is user-friendly, visually appealing, and optimized for accessibility.
- B. Conduct user testing and gather feedback to inform website design and navigation improvements.
- C. Update and maintain accurate and up-to-date information regarding services, events, resources, and announcements.

3. **Ensure a successful referendum for the Field House** to provide students with enhanced athletic and recreational facilities, promoting their overall wellbeing and enriching their campus experiences.

Objective: Ensure a Successful Referendum for the Field House:

- A. Develop and execute a comprehensive campaign to build support for the construction of the Field House through a successful referendum.
- B. Engage with student groups, sports teams, and relevant stakeholders to generate awareness about the benefits and importance of the Field House.
- C. Monitor and evaluate the progress of the referendum campaign, adjusting as needed to ensure a successful outcome.

4. **Implement strategies for better management of the Student Association**, such as streamlining processes, improving communication channels, and fostering a supportive and efficient working environment.

Objective: Enhance Student Association Management

- A. Conduct a thorough review of the Student Association's existing processes and procedures.
- B. Identify areas of inefficiency, communication gaps, and areas for improvement within the Student Association's operations.
- C. Implement streamlined processes, improved communication channels, and effective project management practices to foster a supportive and efficient working environment.
- D. Provide professional development opportunities and training for Student Association members to enhance their leadership and organizational skills.

5. **Create a U-Pass subsidy program** to provide financial assistance to students for public transportation, making it more accessible and affordable for all.

Objective: Establish U-Pass Subsidy Program

- A. Advocate for the implementation of a U-Pass subsidy program through engagement with relevant stakeholders.
- B. Conduct feasibility studies and financial analyses to determine the viability and sustainability of the U-Pass subsidy program.
- C. Develop a comprehensive plan for the administration and distribution of U-Pass subsidies, ensuring fair and equitable access for all eligible students.
- D. Promote and communicate the U-Pass subsidy program to increase awareness and encourage student participation in public transportation options.

6. **Provide opportunities for students to gain practical experience**, such as internship, volunteering, and student employment.

Objective: Create Student Employment and Growth Opportunities

- A. Establish partnerships with the relevant University departments to facilitate internship programs and job opportunities for students within the SUO.
- B. Facilitate access to volunteer programs and community service opportunities that align with students' interests and career goals with the SUO.
- C. Promote on-campus employment options and work-study programs to provide valuable work experience for students with the SUO Business.

7. **Further advance the SUO Building Capital Project.**

Objective. Conduct a thorough analysis of alternative options for the capital project.

- A. Identify and evaluate alternative solutions, such as renovating existing facilities.
- B. Assess the feasibility, cost-effectiveness, and sustainability of each alternative option.
- C. Consider the potential impact on student experience, operational efficiency, and long-term growth of the university.

GOVERNANCE:

8. **Prepare detailed transitional material for the executive team**, including comprehensive documentation of policies, procedures, and decision-making processes, to ensure effective governance and seamless transitions for future executives.

Objective: Enhance Documentation and Governance Practices

- A. Prepare detailed transitional materials for the executive team, including comprehensive documentation of policies, procedures, and decision-making processes.
- B. Ensure that all relevant information is documented and readily accessible to the executive team, providing clarification on roles, responsibilities, and protocols.
- C. Review and update existing governance documents to reflect current practices and align with best practices in organizational governance.
- D. Facilitate seamless transitions for future executives by documenting key processes and providing comprehensive onboarding resources.

9. **Improve the budget presentation** by creating clear and concise visuals, providing detailed explanations of allocations, and engaging with students to increase transparency and understanding of financial matters.

Objective: Improve Budget Presentation and Transparency

- A. Enhance the budget presentation process by creating clear and concise visuals that effectively communicate financial information to students.
- B. Provide detailed explanations of budget allocations, highlighting how student fees are utilized to benefit the student community.
- C. Engage with staff, executives and other stakeholders to gather feedback on budget priorities and increase transparency in financial decision-making.
- D. Publish regular financial reports and updates to ensure ongoing transparency and accountability to the student body.

10. **Develop office procedures and manual** for the staff, outlining standardized processes, protocols, and responsibilities to enhance operational efficiency and consistency.

Objective: Develop Standardized Office Procedures and Manuals

- A. Create office procedure and manual that outline standardized processes, protocols, and responsibilities for staff members.

- B. Identify areas where operational efficiency can be improved and develop streamlined procedures to enhance productivity and consistency.
- C. Provide training and resources to staff members to ensure they are equipped with the necessary knowledge and skills to carry out their roles effectively.
- D. Regularly review and update the office procedures and manuals to reflect evolving needs and changes in organizational structure.

11. Establish an Indigenous Representative position on the SUO board to ensure meaningful Indigenous representation and promote Indigenous voices in decision-making processes.

Objective: Establish Indigenous Representative Position on the SUO Board

- A. Advocate for the creation of an Indigenous Representative position on the SUO board to ensure meaningful Indigenous representation and promote Indigenous voices in decision-making processes.
- B. Engage with Indigenous student groups and organizations to gather input and feedback on the role and responsibilities of the Indigenous Representative.
- C. Collaborate with Indigenous communities, elders, and knowledge keepers to ensure the position respects and reflects Indigenous values, perspectives, and protocols.
- D. Develop an inclusive and supportive framework that fosters the active participation and contribution of the Indigenous Representative within the board's decision-making processes.

12. Plan and execute a comprehensive audit of the students' health and dental plan to ensure its effectiveness, efficiency, and alignment with the needs of students.

Objective: Comprehensive Audit of the Health and Dental Plan

- A. Conduct a thorough assessment of the current health and dental plan, examining its benefits, coverage, costs, and accessibility.
- B. Collect feedback from students regarding their satisfaction with the plan and identify any areas for improvement or adjustment.
- C. Collaborate with relevant stakeholders to gather necessary data and information for the audit.
- D. Analyze the audit findings to address any identified gaps or areas of concerns and propose recommendations for enhancing the health and dental plan,

13. **Continue to fine-tune the SUO by-laws and regulations**, ensuring compliance with all statutory laws.

Objective: Effective Policy Management

- A. Regularly review the existing by-laws and regulations to identify areas for improvement, clarification, or necessary updates.
- B. Conduct legal research and seek professional advice to ensure compliance with all relevant statutory laws and regulations.
- C. Engage with student representatives, legal experts, and stakeholders to gather input and feedback on proposed amendments or revisions.
- D. Ensure transparent communication and engagement with the SUO membership regarding any changes made to the by-laws and regulations.

14. **Create a more effective orientation and training opportunity** for student associations and course unions to enhance their leadership and organizational skills.

Objective: Engaged and Thriving Student Associations and Course Unions

- A. Design and deliver comprehensive orientation programs for student associations and course unions, providing them with the necessary tools, knowledge, and resources to fulfill their roles effectively.
- B. Offer ongoing training opportunities to enhance leadership, organizational, and interpersonal skills of student association and course union members.
- C. Foster networking and collaboration among student associations and course unions to facilitate the sharing of best practices and experiences.

ADVOCACY:

15. **Promote sustainable practices** within the student community and university operation by advocating for the reintroduction of initiatives such as Green2Go and healthy food options across campus and within the SUO business.

Objective: Promote Sustainable Practices

- A. Advocate for the reintroduction and expansion of sustainable initiatives, such as Green-2-Go, to promote environmentally friendly practices within the student community and university operations.

- B. Collaborate with relevant stakeholders, including sustainability departments, student groups, and administration, to develop and implement programs that encourage sustainable behaviors and reduce the environmental footprint on campus.
- C. Raise awareness about the importance of sustainable practices through educational campaigns, workshops, and events, fostering a culture of environmental responsibility within the student community.
- D. Advocate for the availability of healthy food options across campus, working with food service providers and university administration to ensure that students have access to nutritious and sustainable food choices.

16. **Establish and sustain a subsidized, ongoing, low-cost, healthy,** and sustainable plant-based food option to address food insecurity across the campus. Objective: Develop and implement a sustainable, affordable, and nutritious plant-based food option.

Objective: Develop and implement a sustainable, affordable, and nutritious plant-based food option.

- A. Analyze the feasibility of implementing a plant-based food option, considering factors such as cost, nutritional requirements, and sustainability.
- B. Develop a comprehensive plan outlining the implementation strategy, including budgeting and identifying food service partners within the SUO businesses.
- C. Partner with food service providers to ensure consistent availability and service for the plant-based food option.
- D. Conduct taste tests and gather feedback from students to refine the menu and make necessary adjustments to meet their expectations and preferences.
- E. Secure financial support or partnerships with relevant stakeholders to subsidize the cost of the plant-based food option, making it more accessible and affordable for students facing food insecurity.

17. **Lobby the provincial government** and other key stakeholders to provide better transportation options for students, advocating for improved public transportation systems, shuttle services, and infrastructure that support student mobility.

Objective: Lobby for Better Transportation Options

- A. Engage in lobbying efforts directed towards the provincial government and key stakeholders to advocate for improved transportation options for students.
- B. Advocate for the enhancement of public transportation systems serving the university campus, including increased frequency, extended operating hours, and improved connectivity.
- C. Collaborate with transportation authorities, student organizations, and community partners to explore the feasibility of implementing shuttle services and alternative transportation initiatives that support student mobility.
- D. Promote the development of infrastructure, such as bike lanes and pedestrian-friendly pathways, to encourage active transportation and reduce reliance on single-occupancy vehicles.

18. **Continue with the "What the Park" Initiative**, which advocates for better parking arrangements for staff and faculty, ensuring that their needs are considered, and issues related to parking availability and accessibility are addressed.

Objective: Advocate for Improved Parking Arrangements

- A. Continue with the "What the Park" Initiative, advocating for better parking arrangements for student's faculty and staff.
- B. Conduct surveys and gather feedback from staff, faculty, and students to identify issues and concerns related to parking availability, accessibility, and fairness.
- C. Engage in dialogue with university administration, parking authorities, and other relevant stakeholders to address parking-related challenges and propose viable solutions.

19. **Engage in dialogue with the university administration** to address and resolve the issue of using the name "UBCO" in club names.

Objective: Resolution of Name Use Agreement with UBCO

- A. Initiate meetings with university officials to understand their concerns and expectations regarding the use of the "UBC" name.

- B. Advocate for the interests of student clubs, presenting the value and significance of using the name while respecting the university's brand guidelines.
- C. Collaborate with the university administration to establish a clear framework or agreement regarding the use of the "UBC" name in club names, ensuring transparency and fairness in the decision-making process.

CAMPUS LIFE

20. **Increase student participation in campus life activities by 10%** within the academic year by providing diverse and inclusive events to cater to the interests and needs of all students.

Objective: Enhance Student Engagement

- A. Conduct surveys and collect feedback from students to identify their preferences and interests.
- B. Develop and implement marketing and promotional strategies to increase awareness of, and participation in campus life activities.
- C. Collaborate with student organizations to ensure a wide variety of engaging and inclusive events options.

21. **Establish partnerships with local businesses and community organizations** to enhance the range and quality of events and activities available to students.

Objective: Strengthen Community Partnership

- A. Identify and reach out to local businesses and community organizations that align with the interests and needs of the student population.
- B. Develop collaborative relationships to co-create and co-host events, workshops, and activities that offer unique experiences and opportunities.
- C. Seek sponsorship and support from local businesses to enhance the resources and offerings available to students.
- D. Evaluate and measure the success and impact of collaborative events and activities to continually improve and refine the partnerships.

22. **Provide resources and trainings for student organizations** to effectively plan and execute their initiatives and events.

Objective: Student Leadership and Involvement

- A. Conduct workshops and training sessions to enhance the leadership, organizational, and event management skills of student organization members.
- B. Offer guidance and support in budgeting, marketing, and logistics to help student organizations successfully plan and execute their initiatives.
- C. Foster a collaborative environment where student organizations can share experiences, ideas, and resources to learn from one another.

23. **Celebrate diversity and multiculturalism** through cultural events, festivals, and awareness campaigns.

Objective: Foster a Vibrant Campus Culture

- A. Organize cultural events and festivals that showcase the traditions, customs, and heritage of different ethnicities and cultures represented within the student body.
- B. Collaborate with student groups and organizations to raise awareness about diverse perspectives, inclusion, and equity on campus.

24. **Organize career fairs and networking events** to connect students with potential employers and industry professionals.

Objective: Enhance Career and Networking for Students

- A. Invite employers, industry experts, and alumni to participate in career fairs and networking events to facilitate connections with students.
- B. Promote internship and job opportunities through targeted communications and online platforms.

SECTION B: CURRENT BOARD AND STAFF

The Board of Directors for the Students' Union is comprised of three types of positions. The elected officials for the 2023/24 year are indicated below.

Full time current staff are also noted below.

The Students' Union also employs several casual, part-time student staff who assist with provision of front-line service in the Students' Union businesses.

Executive Members

Cade Desjarlais	President
Lakshay Karnwal	Vice-President External
Osho Gnanasivam	Vice-President Finance and Administration
Shreyansh Mehendiratta	Vice-President Internal
Uday Gill	Vice-President Campus Life

Faculty Representatives

Sunish Grover	Faculty of Sciences
Georgia Mayhew	Faculty of Arts and Social Sciences
Abby Newman	Faculty of Management
Rishan Pfaender	Faculty of Applied Science
Hanna Donaldson	Faculty of Creative and Critical Studies
Anjali Desai	The College of Graduate Studies
Grace Haplin	Faculty of Health and Social Development
VACANT	Faculty of Education Representative

Directors-at-Large

Aryan Arora	Director-at-Large
Darsh Alamchandani	Director-at-Large
Twinkle Hora	Director-at-Large
Maziar Matin Panah	Director-at-Large

Ex-Officio Members

Isabella Bravo	Board of Governors Representative
Saami Hafeez	Student Senate Caucus Representative

Staff

Jason Evans	General Manager
Aaron White	Project Manager
Leanne Smiles	Finance Manager
Cecily Qiu	Receptionist / Service Assistant
Bri Fedoruk	Governance Coordinator
Izzy Rusch	Membership Outreach Coordinator
Rachel Fortin	Students' Advocate
Michael Ouellet	The Well Pub and Events Manager
Clint Flamand	Kitchen Supervisor/Lead
Stephanie Patterson	Food Security Manager
Sarah Speier	Executive Coordinator
Shauna-Lee Hildred	Paper and Supply Co. Manager

APPENDIX 1: PROGRESS TRACKER – OVERSIGHT COMMITTEE

Progress meetings shall be held once per semester. Tables to track progress will be inserted at those times.



Training Workshop: Leadership and Staff Development

Workshop Overview: Our organization recognizes the importance of continuous learning and growth for both our board members and staff. We are pleased to present a comprehensive three-day training workshop designed to enhance leadership skills, foster collaboration, and cultivate a positive work environment. This document outlines the workshop agenda, including topics and dates for each session.

Workshop Objectives:

- Enhance board members' effectiveness in conducting board meetings and making informed decisions.
- Develop emotional intelligence skills among board members to foster better communication and relationships.
- Promote collaboration and effective teamwork between board members and staff.
- Equip participants with conflict resolution and problem-solving techniques to address workplace challenges.
- Provide insights into employee relations within the HR context, ensuring a harmonious work environment.
- Cultivate a positive and happy workplace by exploring strategies to enhance employee satisfaction and well-being.

Workshop Details:

1. August 16: Effective Board Meetings and Decision Making and Emotional Intelligence (Board Members Only)

- Duration: 9:30 am – 4pm
- Topics Covered:
 - Conducting productive board meetings
 - Setting effective meeting agendas and facilitating discussions
 - Decision-making processes and techniques
 - Understanding and applying emotional intelligence in board interactions
- Learning Outcomes:
 - Improved board meeting efficiency and effectiveness
 - Enhanced decision-making skills
 - Increased emotional intelligence for better board dynamics.

2. August 17: Working Collaboratively, Conflict Resolution, and Problem Solving (Board and Staff)

- Duration: 9:30 am – 4pm
- Topics Covered:
 - Promoting collaboration and effective teamwork between board members and staff
 - Techniques for conflict resolution and managing workplace disputes.
 - Problem-solving strategies for addressing organizational challenges.
- Learning Outcomes:
 - Strengthened collaboration and communication between board and staff.
 - Enhanced conflict resolution skills to foster a positive work environment.
 - Improved problem-solving capabilities for effective decision-making.

3. August 18: Employee Relations in the HR Context and Cultivating a Positive and Happy Workplace (Staff)

- Duration: 9:30 – 4pm
- Topics Covered:
 - Employee relations within the HR framework
 - Techniques for fostering positive employee engagement and satisfaction.
 - Creating a happy and productive work environment
- Learning Outcomes:
 - Understanding of employee relations principles and best practices
 - Strategies for cultivating a positive and happy workplace culture.
 - Increased employee satisfaction and well-being

Note: All workshop sessions will include a combination of interactive activities, group discussions, case studies, and practical exercises to facilitate meaningful learning experiences.

Logistics and Resources:

- Workshop Venue: TBD
- Date and Time: August 16-18, 9:30 am – 4 pm

Staff and Board Three Days Workshop 2023

University of British Columbia Students' Union Okanagan | BC Federation of Students Local 12

- Refreshments: Morning tea, lunch, and afternoon tea will be provided for all participants.
- Materials: Participants will receive workshop materials, including handouts and resources related to the topics covered.

Evaluation and Follow-up: To ensure the effectiveness of the training workshop, we will conduct evaluations at the end of sessions to gather feedback and measure participants' satisfaction and learning outcomes. Additionally, we will schedule follow-up sessions or support mechanisms to address any questions or further development needs identified during the workshop.

Investment.

Participants:

17 Board members

13 Full time staff

10 Student leaders eg. Engsoc MSA

12 Student at large