

# BOARD MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, August 17<sup>th</sup>, 2023, Zoom

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## 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  
Faculty of Science Representative  
Board of Governors Representative (ex-officio)  
Student Senate Caucus Representative (ex-officio)

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  
Jeffrey Tookey  
Grace Halpin  
Abby Newman  
Hanna Donaldson  
Sunish Grover  
Isabella Bravo  
Salman Hafeez (Saami)

## Directors Absent

## Staff Present

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

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

## Staff Absent

## **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**

23/08/17.01

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Be it resolved that the agenda be adopted.

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

23/08/17.02

/

Be it resolved that the minutes of the meeting held on July 18<sup>th</sup>, 2023 be adopted.

## **4. PRESENTATIONS**

## **5. COMMITTEE BUSINESS**

### **5.1 Executive Committee**

23/08/17.03

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Be it resolved that the minutes of the meeting held on July 17<sup>th</sup>, 2023 be adopted.

23/08/17.04

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Be it resolved that the minutes of the meeting held on August 9<sup>th</sup>, 2023 be adopted.

### **5.2 Finance Committee**

23/08/17.05

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Be it resolved that the minutes of the meeting held on July 26<sup>th</sup>, 2023 be adopted.

23/08/17.06

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Be it resolved that the minutes of the meeting held on August 10<sup>th</sup>, 2023 be adopted.

### **5.3 Policy Committee**

23/08/17.07

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Be it resolved that Siya Gupta and Thanmay Gopal be appointed as Students-at-Large to Policy Committee.

23/08/17.08

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Be it resolved that [Regulation VIII:1]:

- a. "Club" means any organization ratified by the Student Union in accordance with this Regulation, except for a Course Union;
- b. "Council" means the governing body of a Course Union;
- c. "Course Union" means a Department-specific organization of Members, ratified by the Student Union in accordance with this Regulation;
- d. "Course Union President" means the senior-most Executive officer of a Course Union;
- e. "Department" means any academic field available for study at the University;
- f. "Executive Member" means any duty elected or appointed governing member of a Club or Course Union; and
- g. "Student Association, per Bylaw 1, shall mean clubs or, course unions groups ratified by the Student Union.

be amended by striking the point "d. 'Course Union President' means the senior-most Executive officer of a Course Union" and adding four new points, to be numbered as needed, so that [Regulation VIII:1] then reads:

- a. "Club" means any organization ratified by the Student Union in accordance with this Regulation, except for a Course Union;
- b. "Council" means the governing body of a Course Union;
- c. "Course Union" means a Department-specific organization of Members, ratified by the Student Union in accordance with this Regulation;
- d. "President" means the Executive Officer and primary contact of a Student Association;
- e. "VP Finance" means the Executive Officer responsible for the finances of the Student Association;
- f. "VP Events" means the Executive Officer who is the main contact for event planning;
- g. "Event" is any gathering of 2 members or more for the purpose of a meeting or social gathering in relation to the purpose of the specific Student Association;
- h. "Department" means any academic field available for study at the University;
- i. "Executive Member" means any duty elected or appointed governing member of a Club or Course Union; and
- j. "Student Association, per Bylaw 1, shall mean clubs or, course unions groups ratified by the Student Union.

23/08/17.09

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Be it resolved that [Regulation VIII:9]:

An application for ratification of a proposed Student Association must include:

- a. the proposed name;
- b. the name of the first President;
- c. the name and signatures of three signing authorities;
- d. the purposes of the Student Association; and
- e. A petition of at least fifteen (15) Members in support of the proposed Student Association

be amended by adding the words "VP Finance and VP Events" after the point " b. the name of the first President"; and replacing the words "fifteen (15) Members" under the point (e) with the words "thirty-two (32) Members who are currently attending UBCO", so that [Regulation VIII:9] then reads:

An application for ratification of a proposed Student Association must include:

- a. the proposed name;
- b. the name of the first President, **VP Finance, and VP Events ;**
- c. the name and signatures of three signing authorities;
- d. the purposes of the Student Association; and
- e. A petition of at least **thirty-two (32) Members who are currently attending UBCO** in support of the proposed Student Association

23/08/17.10

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Be it resolved that [Regulation VIII:17]:

The following Items are considered ineligible for purchase and reimbursement with SUO funding:

- a. capital purchases;
- b. alcohol and illegal substances;
- c. wages such as but not limited to staff expenses and honorariums;
- d. fundraising purposes such as but not limited to donations, activities, raffles or events that require a gaming license;
- e. direct contributions to external organizations activities, operations or fundraisers related to groups not registered under the SUO Student Associations policy;
- f. off campus events held without prior approval through the Off-campus Event application request form; and/or

- g. events not insured through the SUO;
- h. lottery tickets and raffle tickets

be amended by rephrasing the sentence "The following Items are considered ineligible for purchase and reimbursement with SUO funding" as follows to alleviate confusion:

"Funding directly provided by SUO shall not be used for the following expenses".

And, be amended by replacing the words under the point (h) "lottery tickets and raffle tickets" with the words "pre-paid gift cards."

So [Regulation VIII:17] then reads:

**Funding directly provided by SUO shall not be used for the following expenses:**

- a. capital purchases;
- b. alcohol and illegal substances;
- c. wages such as but not limited to staff expenses and honorariums;
- d. fundraising purposes such as but not limited to donations, activities, raffles or events that require a gaming license;
- e. direct contributions to external organizations activities, operations or fundraisers related to groups not registered under the SUO Student Associations policy;
- f. off campus events held without prior approval through the Off-campus Event application request form; and/or
- g. events not insured through the SUO;
- h. **pre-paid gift cards.**

23/08/17.11

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Be it resolved that [Regulation VIII:18]

**Pre-paid gift cards are ineligible for reimbursement unless the receipts are submitted with an Expense Reimbursement form and a Pre-Paid Gift Card Purchasing Record Form.**

be removed as reference is given in the previous policy.

23/08/17.12

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Be it resolved that [Regulation VIII:20]

Starting August 1st of every year, all student Associations shall cease to receive support from the Student Union until:

- a. notifying the Student Union of their intent to maintain their Student Association status;
- b. submitting a Student Association renewal form to renew this status after July 1st; and

- c. maintaining a membership of a minimum of fifteen (15) members, excluding executives;
- d. Course Union may submit their renewal form starting May 1, once the course Union annual election has been carried out and ratified during Term 2.

be amended by adding the word “application” after the words “b. submitting a Student Association renewal”; replacing the word “fifteen (15)” with the word “thirty-two (32)” under the point (c); and removing the point (d) and adding the new policies as follows, to be numbered as needed:

- d. Total membership is 95% current registered UBCO students;
- e. Course Unions ratified before April 1, 2023, can renew each academic year with a minimum membership of three (3) executives and fifteen (15) members;
- f. Course unions may submit their renewal application form starting May 1, once the Course Union annual election has been carried out and results confirmed by VP Internal or Membership Outreach Coordinator during Term 2.

So [Regulation VIII:20] then reads:

Starting August 1st of every year, all student Associations shall cease to receive support from the Student Union until:

- a. notifying the Student Union of their intent to maintain their Student Association status;
- b. submitting a Student Association renewal **application** form to renew this status after July 1st; and
- c. maintaining a membership of a minimum of **thirty-two (32)** members, excluding executives;
- d. **Total membership is 95% current registered UBCO students;**
- e. **Course Unions ratified before April 1, 2023, can renew each academic year with a minimum membership of three (3) executives and fifteen (15) members;**
- f. **Course unions may submit their renewal application form starting May 1, once the Course Union annual election has been carried out and results confirmed by VP Internal or Membership Outreach Coordinator during Term 2.**

23/08/17.13

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Be it resolved that [Regulation VIII:24]

A minimum of one (1) executive from each Student Association must attend Student Association Orientation and the All student association meetings to retain active status.

be rephrased as follows:

A minimum of one (1) **signing executive officer** from each Student Association must attend Student Association Orientation **meetings in Term 1 and Term 2** to retain active status.

23/08/17.14

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Be it resolved that the following new policy be added after [Regulation VIII:24] and numbered as needed, reading as such:

**A Student Association must operate with a minimum financial balance of Zero (0) to have access to SUO Student Association Services.**

23/08/17.15

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Be it resolved that [Regulation VIII:33]

Signing authorities shall not be recognized until their name and information has been submitted to the Membership Outreach Coordinator. A Student association shall not receive funding until the Membership Outreach Coordinator confirms they have received a list of signing authorities.

be rephrased as follows:

**Only current UBCO students with confirmed student numbers, whose names and information have been submitted to the Membership Outreach Coordinator, shall be recognized as signing authorities. Student Associations will only be eligible for funding once the Membership Outreach Coordinator confirms the receipt of the list of signing authorities.**

23/08/17.16

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Be it resolved that [Regulation VIII:38]

Every Member is eligible for, and entitled to, membership and participation in the activities of every Club, subject to this Regulation.

be amended by adding the word "SUO" after the word "Every" and before the word "Member", so [Regulation VIII:38] then reads:

**Every SUO Member is eligible for, and entitled to, membership and participation in the activities of every Club, subject to this Regulation.**

23/08/17.17

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Be it resolved that [Regulation VIII:39]

Clubs may require a membership fee of up to thirty dollars (\$30). Any amount exceeding \$30 in membership must first be approved by the Executive Committee.

be rephrased as follows:

Clubs may require a membership fee of up to **forty dollars (\$40)**. Any amount exceeding \$40 in membership must first be approved **by motion in an SUO Executive Committee Meeting**.

23/08/17.18

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Be it resolved that [Regulation VIII:48] be amended by striking the word “to” after the word “shall” and before the word “advertise”, and bracketing the number “10” and adding the word “ten” before the number “10”, so [Regulation VIII:48] then reads:

Course Unions shall be required to hold an Annual General Meeting (AGM) once every Winter Term, and executives **shall** advertise to members at least **ten (10)** days in advance the, location, date, agenda and time of this meeting.

23/08/17.19

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Be it resolved that [Regulation VIII:56]

A candidate may only run for one position within the Course Union executive team.

be rephrased as follows:

**Each candidate must be a voting member under #46 of this regulation and may only run for one position within the Course Union Executive Council.**

\*[Regulation VIII:46]

Voting membership of a Course Union shall be available exclusively to every member undergraduate and graduate registered in a major and/or minor of the affiliated Department

23/08/17.20

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Be it resolved that [Regulation VIII:59]

“Every Course Union must elect a Course Union President, Treasurer, Secretary, and any other Executive Member listed in the governing documents, from amongst the members of the Course Union.”

be amended by striking the words “Treasure, Secretary” and adding the words” VP Finance, VP Events”, so [Regulation VIII:59] then reads:

**Every Course Union must elect a Course Union President, VP Finance, VP Events, and any other Executive Member listed in the governing documents, from amongst the members of the Course Union.**

23/08/17.21

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Be it resolved that [Regulation VIII:60]



Executive members shall serve a twelve (12) month term.

Be amended by adding the words “starting May 1 to April 30 for each year” after the word “term”, so [Regulation VIII:60] then reads:

Executive members shall serve a twelve (12) month term **starting May 1 to April 30 for each year.**

23/08/17.22

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Be it resolved that [Regulation III:36]

A credit card can be issued to one permanent Student Union staff member withstanding clause thirty-seven (37) of these regulations and in accordance with procedures established by the finance Manager and Executive Committee in consultation with the General Manager.

be amended by striking the word “one” and adding the word “two”, so [Regulation III:36] then reads:

A credit card can be issued to **two** permanent Student Union staff member withstanding clause thirty-seven (37) of these regulations and in accordance with procedures established by the finance Manager and Executive Committee in consultation with the General Manager.

#### **5.4 Campus Life Committee**

23/08/17.23

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Be it resolved that Shaurya Pachisia and Japnit Singh be appointed as Students-at-Large to Campus Life Committee.

23/08/17.24

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

#### **5.5 Campaigns Committee**

23/08/17.25

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Be it resolved that the minutes of the meeting held on July 27<sup>th</sup>, 2023 be adopted.

23/08/17.26

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Be it resolved that Amalthea Schutt and Norimasa Musashi be appointed as Students-at-Large to Campaigns Committee.

23/08/17.27

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Be it resolved that Jeffrey Tookey, Faculty of Education Representative, be appointed to Campaigns Committee.

## **5.6 Graduate Student Committee**

23/08/17.28

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Be it resolved that the minutes of the meeting held on July 12<sup>th</sup>, 2023 be adopted.

23/08/17.29

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

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

## **5.7 Oversight Committee**

23/08/17.30

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Be it resolved that the minutes of the meeting held on August 14<sup>th</sup>, 2023 be adopted.

23/08/17.31

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

## **6. REPORT ON UNIVERSITY RELATIONS**

### **6.1 Senate**

### **6.2 Board of Governors**

### **6.3 Other University Committees**

## **7. NEW BUSINESS**

### **7.1 SUO 2023 Building Terms of Reference**

23/08/17.32

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Be it resolved that the SUO 2023 Building Terms of Reference be adopted as attached.

## **7.2 Building Steering Committee**

### **a. Striking the Building Steering Committee**

23/08/17.33

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Be it resolved that the Building Steering Committee be struck for the SUO Board 2023-2024.

### **b. Calls for nominations from the Board of Directors for:**

- o Four (4) additional Directors of the Board, including Executives.

23/08/17.34

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Be it resolved that \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Building Steering Committee.

## **7.3 Referendum-New Student Recreation Facility Fee**

23/08/17.35

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Be it resolved that the following referendum question be adopted.

[Revision Date: March 28, 2023 (v.4)]

Do you support the Student Union of UBC Okanagan ("SUO") establishing a fee ("The Fee") to be used to pay for one-third of the cost of a student recreation facility at UBC Okanagan (the "Building"), plus the amount of financing those costs. This cost will be \$7,000,000. With borrowing costs included, the total cost to students for the Building is estimated to be \$8,418,471. The Building will provide gymnasiums, physical recreation and studio space to the campus. Details of the amount, collection and payment of the Fee are as follows:

1. Beginning in the 2023/2024 academic year, students will pay \$20.00 for each of Terms 1 and 2 of the Winter Session, for a total of \$40.00 one academic year.
2. Beginning when the building is open in the 2025/2026 academic year, students will pay an additional fee of \$16.00 for each of Terms 1 and 2 of the Winter Session, for a total of \$36.00 for each of Terms 1 and 2 of the Winter Session (for a total of \$72.00 each Winter Session), and \$9.00 for each of Terms 1 and 2 of the Summer Session (for a total of \$18.00 each Summer Session). Students will pay this fee for eight years (until 2032/2033).

Yes\_\_\_\_ No\_\_\_\_

If approved:

- o The Fee will not be levied until the UBC Board of Governors has given Board 1 capital project approval for the building project.

- o The fees collected between 2023/2024 and 2032/2033 academic years will be used to repay the amount borrowed from UBC, which will be equivalent to one third of the cost of the design, construction, furnishing, and outfitting with equipment of the Building.
- o The same fees will pay the interest charges assessed by and payable to UBC during the period it is repaid. They will also pay for the administrative charges assessed by UBC for managing the collection and remittance of the Fee.
- o The fees collected from academic year 2027/2028 to onwards will be used to finance a loan from UBC. These fees will continue to be levied until the SUO of UBC Okanagan has repaid the loan and interest on the loan.
- o The loan is anticipated to be paid by 2032/2033.
- o It is anticipated that breaking ground will happen fall 2024 and the project completed in fall 2025.
- o In the event the SUO Student Building project does not proceed for any reason, any fees already collected will be held with the SUO of UBC Okanagan until such delay is reconciled. The money already collected would go towards identifying students' physical and recreational health needs and constructing spaces to meet those needs. In this event, The Fee would halt after the 2024/2025 fee is collected. The fee would not proceed to the 2025/2026 increase.
- o The SUO of UBC Okanagan Board of Directors will establish a process and criteria for active members demonstrating financial need to apply for a full or partial refund on the new student society fee.

#### **7.4 Electoral Committee**

##### **a. Striking the Electoral Committee**

23/08/17.36

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Be it resolved that the Electoral Committee be struck for the SUO Board 2023-2024.

[Regulation I: 85]

The Committee Members shall consist of the:

- a. Chief Returning Officer;
- b. Up to two Deputy Returning Officers;
- c. General Manager; and
- d. Advocacy Governance Coordinator; and
- e. Project Manager as a non-voting, advisory member.

#### **8. DISCUSSION ITEMS**

#### **9. ADJOURNMENT**

# BOARD MEETING MINUTES

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

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**Called to order at 11:02 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  
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  
Maziar Matin Panah  
Anjali Desai  
Rishan Pfaender  
Georgia Mayhew  
VACANT  
Grace Halpin  
Abby Newman  
Sunish Grover

## **Directors Absent**

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

Hanna Donaldson  
Isabella Bravo  
Salman Hafeez (Saami)

## **Staff Present**

General Manager  
Finance Manager  
Well Pub Manager  
Governance Coordinator

Jason Evans  
Leanne Smailes  
Michael Ouellet  
Cecily Qiu

## **Staff Absent**

Executive Coordinator  
Membership Outreach Coordinator  
Communications & Marketing Manager  
Student Advocate  
Food Security & Nutrition Manager

Sarah Speier  
Izzy Rusch  
Becca Evans  
Rachel Fortin  
Stephanie Patterson

## **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. CONDOLENCES**

Desjarlais informed the Board of Directors that a UBCO student, Devyn Gale, lost her life battling a wildfire near Revelstoke last week. He expressed sincere condolences to her family.

## **3. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP**

23/07/18.01

Karnwal/Mayhew

Be it resolved that the agenda be adopted.

Carried.

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

23/07/18.02

Hora/Mayhew

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

Carried.

## **5. PRESENTATIONS**

## **6. COMMITTEE BUSINESS**

### **6.1 Executive Committee**

23/07/18.03

Matin Panah/Halpin

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

Carried.

[Abby Newman entered at 11:06 a.m.]

23/07/18.04

Halpin/Karnwal

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

Carried.

23/07/18.05

Mayhew/Halpin

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

Carried.

## **6.2 Finance Committee**

23/07/18.06

Gnanasivam/Gill

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

Carried.

## **6.3 Policy Committee**

23/07/18.07

Gnanasivam/Mehendiratta

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

Carried.

Newman introduced herself and expressed her interest in the committee. Desjarlais added that Newman has a lot of policy experience.

23/07/18.08

Mehendiratta/Halpin

Be it resolved that Dhruv Bihani be appointed as Student-at-Large to Policy Committee.

Carried.

Mehendiratta provided his motivation. He stated that Dhruv Bihani has a good background of policies due to his experience working as VP Internal in the previous year. His perspective on implementing some policies carried from last year made him think Bihani is an addition to Policy Committee. Desjarlais added that Policy Committee should be well-equipped with this appointment.

## **6.4 Campus Life Committee**

23/07/18.09

Gill/Alamchandani

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

Carried.

Rishan Pfaender believed that joining Campus Life Committee is a great way to get him involved in campus events, and he could make best of this year. He was excited to get started.

23/07/18.10

Gill/Hora

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

Carried.

Desai explained that it is important for GSC member to sit on this committee. She volunteered to join the committee to assist the collaboration.

23/07/18.11

Gill/Alamchandani

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

Carried.

Gill stated that Su was a Campus Life Committee member last year and she has the experience in campus life events. Wirk is a first-year student moving to his second year at school. Through his first-year campus experience, he has some great insight on campus life.

## **6.5 Campaigns Committee**

23/07/18.12

Karnwal/Matin Panah

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

Carried.

23/07/18.13

Karnwal/Hora

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

Carried.

Desjarlais stated that Rishan Pfaender spoke a lot about his initiatives. He cared about students' mental health. Desjarlais believed that Pfaender would work very well with Karnwal. Pfaender mentioned that he had done a lot of volunteer work and services. Joining the Campaigns Committee will be beneficial to him to advocate for students.

## **6.6 Graduate Student Committee**

23/07/18.14

Desai/Mayhew

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

Carried.

23/07/18.15

Desai/Grover

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

Carried.



Desai stated that Hammad is a PhD student and is very active on campus. He is the president of Engineering Society. He is an addition to GSC. Desjarlais added that Hammad is also running the Cricket Tournament and the tennis club, and he is active on campus.

23/07/18.16

Desai/Karnwal

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

Desjarlais reminded the board of the amendment of Regulations made last year that graduate student would sit on each committee in an attempt to make the committees active for all students on campus.

23/07/18.17

Desai/Gill

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

23/07/18.18

Desai/Halpin

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

Carried.

## **6.7 Oversight Committee**

23/07/18.19

Halpin/Alamchandani

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

Carried.

Halpin expressed her appreciation for Executives to submit the reports on time and in good quality.

23/07/18.20

Halpin/Alamchandani

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

Carried.

Halpin stated that they interviewed two applicants. Both are awesome. Shreya Saxena has more knowledge of policies, regulations, and bylaws. The transition for her will be easier.

## **7. REPORT ON UNIVERSITY RELATIONS**

### **7.1 Senate**

### **7.2 Board of Governors**

### **7.3 Other University Committees**

## **8. OLD BUSINESS**

### **8.1 Presentation and Adoption of the Annual Operating Budget for 2023-2024**

[As Desjarlais requested, Halpin started to chair the meeting at 11:36 p.m.]

Gnanasivam presented the draft budget. The allocations for the pillars are almost the same as what were indicated in the previous board meeting except for Campus Life. The allocation for student services and advocacy is more than the amount allocated last year. The allocation numbers are decided mainly based on the 2022-2023 Year-to-Date numbers. This budget achieves the goal of non-deficit revenue before amortization.

Gnanasivam went through the SUO Operating Budget and the Student Health and Dental Budget. Those two budgets are separate entities as SUO collects the fees separately for each budget.

Regarding the Operating Budget, there is a slight increase in the revenue and a slight decrease in the expenditure. There are some reallocations of wages and budget. With smaller operating expenses, they maintain the main allocations for student services, advocacy and campus life. Gnanasivam explained some small changes among the

breakdown list. Campus life budget is a bit smaller than that from last year, which he believed accurately reflects the expense. Conference and travel budget is reduced. More allocation goes to Pantry as Pantry worked very well last year. Some allocation is moved from mental health initiative to campus sustainability. The general expense budget is similar. There is a significant increase in wages and benefit expense, but some other general expenses have been cut down.

In terms of the Student Health and Dental Budget, the fee collected from student health and dental plan is mainly reserved for the premium. This budget also covers some health-related initiatives such as the free gym membership and the food hub SUO and UBC have been collaborating on. An audit for health and dental plan is planned this year, which is also an expense under the Student Health and Dental Budget.

Gnanasivam mentioned that the two budget drafts would be posted on SUO website for students to review.

Desjarlais thanked Gnanasivam for his great job on the budget and presentation. Karnwal noticed that the total budget for the advocacy was the same, however the allocations for the breakdown items were different from what he requested. Gnanasivam explained that the total allocation would remain the same while there would be adjustments among the breakdown list over the year. Alamchandani asked if it affects the mental health resources on campus by moving some funds from the mental health initiative to campus sustainability. Gnanasivam confirmed that there would be no impact on the current mental health resources. This budget is specifically planned for the initiatives from Karnwal.

Alamchandani/Grover

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

23/07/18.22

Desjarlais/Karnwal

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

## **9. NEW BUSINESS**

### **9.1 Faculty Representative Appointment**

23/07/18.23

Mayhew/Alamchandani

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

Desjarlais provided the motivation. Jeffrey Tookey is a mature student, and he is the only applicant for this position. Evans, Qiu and he conducted the interview. The goal of Tookey

is to stay in the position until By-Election and encourage students from Education Faculty to take on the role.

## **9.2 Presentation and Adoption of the SUO Action Plan for 2023-2024**

Jason Evans stated that the document was attached for review. The action plan covers all the pillars and objectives of all Executives. This fulfilled the mandate in the Bylaws that executives should present an annual action plan to the board for adoption. Evans encouraged the Board of Directors to ask the executives any questions regarding the pillars and the plan.

23/07/18.24

Gill/ Mehendiratta

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

Carried.

## **9.3 SUO Leadership Training Notice (attached)**

Jason Evans provided the information on the annual Leadership Training and encouraged the Board of Directors to make efforts to attend the training. Halpin asked if there would be a possibility to join the training online. Evans explained that it all depends on the technology the venue could facilitate. He and Mike Ouellet will work on the logistics and reply to the question later. Halpin also asked about the travel subsidy for directors to attend the training. Evans stated that they could explore the possibility and feasibility of this suggestion. Newman asked for the name of the training company and the bio of the trainer. Evans replied that they were using the old HR company that facilitated the Orientation, and the bio of the trainer would be sent later. Mayhew asked if students-at-large from various committees were invited. Evans explained that the invitation will be extended to the students-at-large as well as student leaders from large course unions after the Board of Directors finalizes the training at this meeting.

## **10. DISCUSSION ITEMS**

## **11. ADJOURNMENT**

23/07/18.25

Matin Panah/Mayhew

Be it resolved that the meeting adjourn at 12:05 p.m.

Carried.

# EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Executive Committee Meeting, July 17th, 2023, UNC 105 Boardroom

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Called to order at 12:06 p.m.

## **Directors Present**

President

Cade Desjarlais

Vice-President Campus Life

Uday Gill

Vice-President External

Lakshay Karnwal

Vice-President Finance and Administration

Osho Gnanasivam

Vice-President Internal

Shreyansh Mehendiratta

## **Directors Absent**

## **Staff Present**

General Manager

Jason Evans

Governance Coordinator

Cecily Qiu

## **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**

23/07/17.01

Desjarlais/Mehendiratta

Be it resolved that May and June Honoraria for Mayhew, Georgia under 4.1 Director Honoraria be changed from "0" percentage (%) to "100" percentage(%).

Carried.

23/07/17.02

Desjarlais/Gnanasivam

Be it resolved that the agenda be amended by adding a discussion item regarding a UBCO student's death.

Carried.

23/07/17.03

Gill/Mehendiratta

Be it resolved that the agenda be adopted as amended.

Carried.

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

23/07/17.04

Karnwal/Gill

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

Carried.

## **4. NEW BUSINESS**

### **4.1 Director Honoraria**

23/07/17.05

Mehendiratta/Gnanasivam

Be it resolved that the May and June Honoraria for Board of Directors be disbursed as amended:

### May Honoraria

Name	Title	%
Alamchandani, Darsh	Director-at-Large	100
Arora, Aryan	Director-at-Large	100
Desai, Anjali	College of Graduate Studies Representative	100
Donaldson, Hanna	Faculty of Creative & Critical Studies Representative	100
Grover, Sunish	Faculty of Science Representative	0
Halpin, Grace	Faculty of Health & Social Development Representative	100
Hora, Twinkle	Director-at-Large	100
Matin Panah, Maziar	Director-at-Large	100
Mayhew, Georgia	Faculty of Arts and Social Sciences Representative	100

### June Honoraria

Name	Title	%
Alamchandani, Darsh	Director-at-Large	100
Arora, Aryan	Director-at-Large	100
Desai, Anjali	College of Graduate Studies Representative	100
Donaldson, Hanna	Faculty of Creative & Critical Studies Representative	100
Grover, Sunish	Faculty of Science Representative	100
Halpin, Grace	Faculty of Health & Social Development Representative	100
Hora, Twinkle	Director-at-Large	100
Matin Panah, Maziar	Director-at-Large	100
Mayhew, Georgia	Faculty of Arts and Social Sciences Representative	100

Carried.

#### 4.2 SUO Action Plan 2023-2024

Evans presented the SUO Action Plan to the executives for feedback. All the plans and goals of each executive are placed under relevant pillars. Oversight Committee will track the progress on executives' goals and action plans. Desjarlais commented Evans did a great job and the Action Plan looks professional.

23/07/17.06

Desjarlais/Gill

Be it resolved that the SUO Action Plan for 2023-2024 be recommended by Executive Committee to be approved by Board of Directors.  
Carried.

## **5. DISCUSSION ITEMS**

### **5.1 Ebus Student Discount Proposal**

Karnwal mentioned that he received an email from Ebus company providing the discount for our students. Desjarlais expressed his concern on the safety of Ebus as there was an Ebus crash last winter which led to a student's death. Mehendiratta suggested they should not post the promotion information at SUO website as indicated in the email. Desjarlais encouraged Karnwal to reach out regarding the discount and sponsorship.

### **5.2 Tragic Death of UBCO Student-Devyn Gale**

Desjarlais provided the information of the incident. Devyn Gale, working as a B.C. wildland firefighter this summer, lost her life battling a wildfire near Revelstoke last week. The executives discussed the appropriate way to send the statement. Students' Union will send a statement via SUO social media in a timely manner to recognize this accident, express condolences to her family and provide support for the family. Desjarlais was also looking for an official fundraiser.

## **6. ADJOURNMENT**

Meeting adjourned at 12:28 p.m.



# EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Executive Committee Meeting, August 9th, 2023, UNC 105 Boardroom

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**Called to order at 11:35 a.m.**

## **Directors Present**

President

Cade Desjarlais

Vice-President Campus Life

Uday Gill

Vice-President External

Lakshay Karnwal

Vice-President Finance and Administration

Osho Gnanasivam

Vice-President Internal

Shreyansh Mehendiratta

## **Directors Absent**

## **Staff Present**

General Manager

Jason Evans

Governance Coordinator

Cecily Qiu

## **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**

23/08/09.01

Gnanasivam/Desjarlais

Be it resolved that the agenda be adopted.

Carried.

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

23/08/09.02

Mehendiratta/Karnwal

Be it resolved that the minutes of the meeting held on July 17<sup>th</sup>, 2023 be adopted.

Carried.

## **4. NEW BUSINESS**

### **4.1 SUO/UNC Renovation**

Desjarlais provided the background information on the SUO building proposal which did not get approved last year. Considering the increasing number of students and the space problem that SUO has, Desjarlais set his goal to find a solution to this issue. He was going to strike the Building Steering Committee at the next board meeting to explore the alternatives to solve this issue. He was seeking to expand the building instead of having a new building, and meanwhile renovate other space in SUO such as Pantry, Resource Center and Theatre. He approached UBCO to seek the feasibility of the expansion proposal. UBCO seconded it and agreed that it is cheaper and faster to build an addition. He asked for the feedback from other executives. Gnanasivam thought it was a great idea and he inquired about the committee structure and budgetline. Evans explained that the committee may consist of President, two other Executives, at least two Board of Directors, and two staff; and he also explained that the budget for the building is separate from the operating budget.

[Gill entered at 11:42 a.m.]

## **5. DISCUSSION ITEMS**

### **5.1 Create Showcase**

UBCO Create new student orientation will be held on September 4<sup>th</sup>. SUO will do some tabling to introduce the services SUO provides and touch base with new

students. Executives decided to take turns to help with tabling. Their shifts were scheduled as follows:

2:00-3:30 pm: Gill & Mehendiratta

3:30-5:00 pm: Desjarlais

Karnwal will inform Desjarlais of his time availability later; Gnanasivam will be busy with the moving day for students.

[Mike Ouellet entered at 11:50 a.m.]

## **5.2 UBC Fall Retreat**

UBC fall retreat for executives is on September 6<sup>th</sup>. Gnanasivam, Gill, and Mehendiratta confirmed their availability for the event. Desjarlais explained that this event, similar to the AMS Orientation, consists of meetings and presentations. Executives from AMS and SUO as well as Graduate Student Society from Vancouver were invited. Desjarlais will forward more information after contacting the organizer.

## **5.3 Frosh Update**

Ouellet explained the preparation and negotiation process. He stated that the security, police, ambulance and city permit are all ready. There were two delays: the selection and the cost of artists. He requested better direction from executives regarding the artists they decide to choose and the cost they decide on. The Executives discussed about the potential artists and cost. Desjarlais suggested that they finalize all the details by the last week of August. Ouellet recommended the team channel for an effective communication. Karnwal asked about the Frosh sponsors. Executives and Ouellet shared the information on sponsors. Ouellet recommended that Executives should have an agreement in writing with sponsors.

[Mike Ouellet left at 12:07 p.m.]

## **5.4 Expo Sponsors**

Executives shared the information on Expo sponsors. Gill mentioned that many companies had their sponsorship locked in early in the year, usually in January. He also pointed out that summer is not a good time to look for the sponsorship as it is a vacation season for executives or managers of many companies. It was challenging to get hold of the persons in charge. He suggested that executives should start planning for Frosh early in the year. Mehendiratta agreed with Gill. He suggested, for the future reference, that the sponsorship planning for Frosh and Expo should start in January. Karnwal recommended that the executives can reach out to some of the UBCO departments, for example, the Student Experience Office, to look for contacts of sponsors, as some of the departments have experience in the sponsorship. Karnwal also added that as the Executives were looking for sponsors separately, they need update the list with the whole team for an effective communication.

[Mehendiratta left at 12:15.]

## **6. INFORMATION ITEMS**

### **6.1 Three (3) goals to Oversight**

Desjarlais and Evans informed the other Executives that Oversight Committee would reach out soon to review the performance of the Executives and assess the progress of their established goals. There will be three reviews in their term.

## **7. IN-CAMERA SESSION**

23/08/09.03

Gill/Karnwal

Be it resolved that the meeting be moved in-camera at 12:20 p.m.

Carried.

23/08/09.04

Gill/Gnanasivam

Be it resolved that the meeting be moved out of camera at 12:38 p.m.

Carried.

## **8. ADJOURNMENT**

Meeting adjourned at 12:39 p.m.

# FINANCE COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Finance Committee Meeting, July 26th, 2023, UNC 105 Boardroom

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Called to Order at 12:00PM

## Committee Members Present

Vice President Finance and Administration  
Faculty of Health & Social Development Student Representative  
President

Osho Gnanasivam  
Grace Halpin  
Cade Desjarlais

## Committee Members Absent

College of Graduate Students Representative

Anjali Desai

## Staff Present

Finance Manager  
General Manager

Leanne Smailes  
Jason Evans

## **1. ACKNOWLEDGEMENT OF TERRITORY**

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## **2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP**

23/07/26.01

Desjarlais/Halpin

Be it resolved that the agenda be adopted.

Carried.

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

23/07/26.02

Desjarlais/Halpin

Be it resolved that the minutes of the meeting held on 23/06/29 be adopted.

Carried.

## **4. NEW BUSINESS**

### **4.1 QPay and Bounce**

Evans brought up a problematic clause in QPay's Contract. With the current software, clubs are able to input their banking information into the software, allowing to collect fees directly into their personal accounts. This creates issues with regulating and auditing the transactions. A meeting is being set up with representatives of QPay to discuss possibilities of removing this clause. Other terms that were not beneficial to the SUO were agreed to be removed.

Evans mentioned works with Bounce are on way and a few more discussions need to happen. Halpin clarified the roles of Qpay and Bounce. Gnanasivam explained that Qpay is a Student Association management software and Smailes added that it helps with financial independence for Student Associations. Gnanasivam explained that Bounce is an event management/ticket booking software that help Student Unions improve campus life.

Evans concluded the conversation that the administrative part of these systems is attractive to the SUO, however more details regarding financial management using these systems need to be further discussed.

## **5. INFORMATION ITEMS**

### **5.1 Potential Regulation Change for Finance Committee Meeting Requirements**

The committee discussed potential recommendations to the policy committee regarding the regulation that requires the Finance Committee to meet monthly. Gnanasivam brought up that historically, finance committee meetings did not happen monthly as there were some periods where there were no agenda items to be discussed. Desjarlais suggested that the Oversight Committee review this matter and discuss what a potential change would be or if there need be one.

## **6. ADJOURNMENT**

Meeting adjourned at 12:35PM.

# FINANCE COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Finance Committee Meeting, August 10th, 2023, UNC 105 Boardroom

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## Called to Order at 10:30AM

### Committee Members Present

Vice President Finance and Administration

Faculty of Health & Social Development Student Representative

President

College of Graduate Students Representative

Osho Gnanasivam

Grace Halpin

Cade Desjarlais

Anjali Desai

### Committee Members Absent

### Staff Present

Finance Manager

General Manager

Leanne Smailes

Jason Evans

## **1. ACKNOWLEDGEMENT OF TERRITORY**

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## **2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP**

23/08/10.01

Desjarlais/Halpin

Be it resolved that the agenda be adopted.

Carried.

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

23/08/10.02

Desjarlais/Desai

Be it resolved that the minutes of the meeting held on 23/07/26 be adopted.

Carried.

## **4. NEW BUSINESS**

### **4.1 Credit Card**

Evans brought up the updates with UBCSUO's Visa credit card. As the official name under the credit card belonged to an ex-staff member, who now is no longer employed at UBCSUO, a temporary solution to have Evans' name to be under the credit card. Smailes clarified that the current Visa card was cancelled and new Visa card was ordered (with the same credit card) under Evans' name. The current regulation states that only one name can be assigned to credit cards. However, both Smailes and Evans agreed that it would be more operationally feasible to have two staff members' names assigned to each credit card (Mastercard and Visa, one name each). Evans and Smailes propose that the MasterCard is likely to be designated to Shauna-Lee/Stephanie (once available) for inventory purchases while the Visa card under Evans' name. Desjarlais proposed that we amend the regulation to enable two staff members to be assigned for the respective credit cards. Evans recommended that we can bring this change up in the policy committee that will occur in the following week.

## **5. INFORMATION ITEMS**

### **5.1 Presentation by Kuan**

Kuan presented the quarterly report of our investments. Unlike last year (2022), all our asset classes show positive results year-to-date. Kuan mentioned that the exclusion of energy stock, as per our regulations, was a drag on our long-term returns as the energy sector was up significantly last year. Apart from this, Kuan brought up that we can



expect fixed income to stabilize over time as can renew at higher rates as the existing bonds and GICs mature, and equity is trimmed back down. Although there are slight risks with the stocks asset class of our investment, we can expect a positive return over a period of over 10 years.

Kuan suggested that we have another meeting to discuss potential changes to our investment strategy and how it might be beneficial to take another look at our priority of ESG (Environmental, social, and corporate governance) fulfillment.

## **6. ADJOURNMENT**

Meeting adjourned at 11:21AM

# CAMPUS LIFE COMMITTEE MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Campus Life Committee Meeting, June 9th, 2023, [UNC 105 Boardroom]

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## Directors Present

Vice-President Internal	Shreyansh Mehendiratta
Vice-President Campus Life	Uday Gill
Vice-President Finance & Administration	Osho Gnanasivam
Director-at-Large	Aryan Arora
Director-at-Large	Darsh Alamchandani
Faculty of Arts & Social Sciences Representative	Georgia Mayhew
Graduate Student Representative	Vacant
Student-at-Large	Vacant
Student-at-Large	Vacant
Student-at-Large	Vacant
Student-at-Large	Vacant
Student-at-Large	Vacant
Student-at-Large	Vacant
Student-at-Large	Vacant
Student-at-Large	Vacant

## Directors Absent

## Staff Present

Well Pub & Events Manager	Michael Ouellet
Membership & Outreach Coordinator	Izzy Rusch

## **1. ACKNOWLEDGEMENT OF TERRITORY 11:22**

*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**

23/06/09.01

Mhendiratta/Gnanasivam

Be it resolved that the agenda be adopted

Carried

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

23/06/09.02

Mhendiratta/Gnanasivam

Be it resolved that the Campus Life Committee Meeting minutes from March 17<sup>th</sup> 2023 and May 19<sup>th</sup> 2023 be adopted

Carried

## **4. OLD BUSINESS**

## **5. NEW BUSINESS**

### **5.1 Campus Life Calendar**

Rusch added Orientation and Expo. Izzy, Orientation the 13<sup>th</sup> and Expo the 20<sup>th</sup>.

Discussion about the Food Truck.

Gill mentioned there will be a calendar shared. The calendar begins on Sept 5<sup>th</sup>. Want to get the calendar filled in soon. Possible movie night on Sept 3<sup>rd</sup>. Gnanasivam to investigate working with Res Life for a movie night. Gnanasivam mentioned using the weekend of Sept 10<sup>th</sup> to hold a Movie Night, a Cultural event and more. Mehendiratta and Alamchandani to look into a cultural side of a start of year event. Mehendiratta mentioned a food festival towards the end of September.

### **5.2 Committee Formation**

Gill updated on how the committee is growing. He'd like to appoint 3 student at larges now. 2 in August and 4 in Spetmeber.

### **5.3 Frosh**

### **5.4 Well Events**

Trivia nights and new hosts, Karaoke nights, wings Wednesday, Sports should be streamed. Pool nights.

### **5.5 General Events**

## **6. ADJOURNMENT 12:33**

# CAMPAIGNS COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Campaigns Committee Meeting, July 27th, 2023, Zoom.

---

Called to Order at 11:05 a.m.

## **Committee Members Present**

Vice-President External

Director-at-Large

Director-at-Large

Faculty of Applied Science Student Representative

Faculty of Arts & Social Sciences Student Representative

Student-At-Large (Graduate Student Representative)

Lakshay Karnwal

Maziar Matin Panah

Twinkle Hora

Rishan Pfaender

Georgia Mayhew

Yazdanmehr Gordoanpur

## **Committee Members Absent**

Faculty of Creative & Critical Studies Student Representative

President

Hanna Donaldson

Cade Desjarlais

## **Staff Present**

Students' Advocate

Governance Coordinator

Rachel Fortin

Cecily Qiu

## **Guest**

Student

Amalthea Schutt

## **1. ACKNOWLEDGEMENT OF TERRITORY**

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## **2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP**

23/07/27.01

Matin Panah/Fortin.

Be it resolved that the agenda be adopted.

Carried.

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

23/07/27.02

Matin Panah/Fortin.

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

Carried.

## **4. OLD BUSINESS**

Karnwal provided a brief update about what the Campaigns Committee has discussed thus far. Karnwal explained that the committee will use the Teams channel to communicate informally, outside of scheduled meetings.

## **5. NEW BUSINESS**

### **5.1 Introduction of New Members**

Karnwal invited the new members (Yazdan Gordanpour, Amalthea Schutt and Rishan Pfaender) of the committee to provide a brief introduction. Pfaender explained his role at the SUO and his passion for advocacy. Gordanpour introduced himself and his goals for advocacy this year. Gordanpour stated that he wants to advocate for students who work on campus and running campaigns targeted at those students. Schutt then introduced herself stating that she would like to become a Student-at-Large on the Campaigns committee. Schutt provided a brief motivation for wanting to become involved with the SUO. Karnwal thanked new members for sharing and explained his hopes for the future of the committee.

### **5.2 Presentation of Advocacy Budget 2023/24**

[Hora entered at 11:22 a.m.]

Karnwal presented a spreadsheet with each initiative labeled. He began by working through each initiative and explaining the motivation behind the allocated funds. Karnwal stated that the majority of the budget was allocated to the SMART meal

initiative. Karnwal then moved on to the mental health and sustainability initiatives. Karnwal explained that he aims to fund student-led sustainability-focused projects on campus. Karnwal spoke about working on external partnerships around Kelowna to help build community and utilize additional resources to further these projects. He stated that if the Campaigns committee wants to reallocate some of this funding within the budget, we can discuss this in further meetings.

Mayhew inquired about flexibility in funding student-led initiatives that were unrelated to sustainability or mental health, referencing last year's Student Advocacy fund. Karnwal explained that his goals were focused on sustainability but would like the Campaigns committee to discuss opening this budget to other projects as they come up. Matin Panah inquired about adding a section for these diverse student projects. He emphasized the importance of including unique student ideas that benefit the entire student body, not just the goals of specific clubs. Karnwal validated these ideas and explained that there is a possibility to expand these initiatives to include students who are not as broadly represented. Karnwal stated that the committee can look at expanding the budget to include not only mental health and sustainability initiatives but other student-led initiatives as well. Mayhew emphasized the importance of supporting initiatives that will have the most significant estimated impact for the Members. Karnwal stated that he plans to create an outline of priorities for the committee and allow for flexibility in some areas of the budget.

### **5.3 Presentation of SMART Meal Initiative**

Karnwal presented the SMART Meal Initiative to the committee. He stated that many students have expressed concerns about food accessibility on campus. Karnwal referred to the UBCO climate action plan of 2030, highlighting its goals to increase sustainability on campus. He also explained the need for sustainable, healthy, and affordable food options for students. Karnwal presented the 3 pillars of the SMART Meal Initiative (Affordability, Mental Health, and Sustainability) with a brief motivation for each. He mentioned the work he has done for this initiative so far, which includes meeting with faculty, strategy meetings with SUO staff, and presenting this initiative to SUO restaurant partners. Karnwal invited committee members to review the implementation plan attached to the presentation and to review the presentation itself after the meeting.

Pfaender, Hora, and Matin Panah expressed support for this initiative. Pfaender inquired about the feasibility of the low price of each meal and how this initiative will benefit restaurant partners. Karnwal referred to the implementation plan and explained his goals for this initiative, providing a breakdown of each week of the first semester. He also explained the subsidy coming from the SUO (as referred to in the budget) and his intention to continue meeting with restaurant partners to

expand their involvement with this initiative. Karnwal mentioned that this program is a pilot for a larger initiative in the future, and he hopes to receive feedback from students to facilitate its growth. Fortin asked about accommodating different students' schedules. Karnwal explained that he hopes, with the help of the Campaigns committee, to use targeted marketing strategies to inform the student body about the availability of this program. Mayhew asked if this program would run the entire year. Karnwal stated that his ideal vision is for this program to run the entire year; however, his current focus is to execute it successfully in the first semester and gather feedback from students to gauge whether this initiative can be sustained for the entire year.

## **6. DISCUSSION ITEM**

### **6.1 Reached Out by a Local Activist Group (Ciaran Irwin)**

Karnwal raised a motion to delay this action item until the next meeting.

Karnwal/Pfaender.

Be it resolved that Discussion Item 6.1 be tabled until the following meeting.

Carried.

## **7. ADJOURNMENT**

Meeting adjourned at 12:12 pm.

# GRADUATE STUDENT COMMITTEE MEETING AGENDA

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

Called to order at 9:04am

## **Committee Members Present**

Graduate Student Representative  
Executive  
Student at Large

Anjali Desai

Uday Gill

Emily Comeau

Student at Large

Student at Large

Student at Large

Student at Large

Student at Large

Nibirh Jawad

Fatima Canales

Satabdi Das

Alanna Shwed

Yazdanmehr Gordanpour

## **Committee Members Absent**

Student at Large

Student at Large

Naeem Nadaee

Dina Khrabshesh

## **Staff Present**

Governance Coordinator

Cecily Qiu

## **Guest**

Hammad Ahmad



## **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**

23/07/12.01

Gordanpour/ Jawad

Be it resolved that agenda item 5 be moved before New Business.

Carried.

23/07/12.02

Gordanpour/ Jawad

Be it resolved that the agenda be adopted as amended.

carried.

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

23/07/12.03

Jawad/ Comeau

Be it resolved that the minutes of the meeting held on 23/06/27 to be adopted

Carried.

## **5. NEW BUSINESS**

### **1. Appointment of One (1) Graduate Student-at-Large to the Campus Life Committee**

23/07/12.04

Comeau/ Jawad

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

### **2. Appointment of One (1) Graduate Student-at-Large to the Campaigns Committee**

23/07/12.05

Jawad/ Das

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

### **3. Graduate Cricket Event**

23/07/12.05

Jawad/ Gordanpour

Be it resolved that funding of upto 500 dollars be allocated for the Graduate Cricket event.

#### **4. OLD BUSINESS**

**1. Summer term event**

The Graduate summer barbeque to be held on the 2<sup>nd</sup> of August from 4-5pm. Desai to finalize details with Mike and update the group.

**2. Fall Orientation**

Desai updated the group about the opportunity to table an event at the orientation. The group agreed to participate. If merchandise be available by the deadline, GSC to provide merch for the welcome kits.

**3. Strategizing for 2025 collective bargaining:**

**a. Establishing a student worker's caucus**

Gordanpour motivated the group for the creation of an Ad-hoc Student Workers Committee. The role of this committee will be to familiarize the student body with their rights under the BCGEU Collective Agreement; make suggestions for the improvement of the Collective Agreement based on student needs and feedback as well as looking into the Collective Agreements in other universities; and help the organization of the student body for the bargaining process with the university.

Desai to take it forward to the Board and look into regulations.

**b. Creating a comprehensive pamphlet for orientation**

Gordanpour suggested that the orientation pamphlets to include the points which can raised in the 2025 collective bargain. The group looked into having a web page created detailing the information and the pamphlets to have a QR code.

**c. Establishing contacts with graduate course unions**

**4. Strategizing for unionization of research assistants**

**5. Strategizing for establishment of an independent graduate society**

Gordanpour highlighted the need for an independent graduate student committee. The members agreed to the need but also highlighted that it will require extensive planning. Desai suggested that the next best step is to raise the need for making the Graduate School Representative position an executive position for the coming year and campaign accordingly ahead of the Annual general meeting.

**6. International Graduate Student continuing fees**

Gordanpour highlighted the stark difference in continuing fees international students pay which is majorly unfair and burdensome. The

committee must advocate for changes in the policy for it to be proportional to that domestic students pay.

**7. SUO Course union emails**

Jawad brought up the need for course unions have mailboxes that are perpetually used over the years to ensure continuity. Desai to reach out to Izzy to inquire of the same.

**5. INFORMATION ITEMS**

**1. GSC Secretary**

**6. ADJOURNMENT**

Meeting adjourned at 11:06AM.

# OVERSIGHT COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Oversight Committee Meeting, August 14, 2023, Zoom

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Called to order at 10:53am

## **Committee Members Present**

Faculty of Health and Social Development Representative	Grace Halpin
Director-at-Large	Aryan Arora
Student-at-Large	Shreya Saxena

## **Committee Members Absent**

Director-at-Large	Darsh Alamchandani
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## **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**

23/08/14.01

Arora/Saxena

Be it resolved that the agenda be adopted.

Carried

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

23/08/14.02

Arora/Saxena

Be it resolved that the minutes from the meeting on July 11, 2023 be adopted.

Carried

## **4. NEW BUSINESS**

### **4.1 July Executive Reports**

Saxena wanted to commend Vice President External on his work with the meal plan and affordable food initiatives that were stated in his report. Arora stated that the executive reports have been consistent and the reports are thorough and their work was where it needed to be with the upcoming school year fast approaching. Arora said work on frosh has very committed by many executives. Halpin added that the reports were consistent and the committee would like to see the level of quality remain high for the entire school year.

23/08/14.03

Arora/Saxena

Be it resolved that the July executive reports be adopted by the oversight committee.

Carried

## **5. DISCUSSION ITEMS**

### **5.1 Planning meetings for the school year**

The student members of the oversight committee discussed possible meeting times for the school year. Arora asked whether meetings would be in person or virtual. Halpin stated meetings would preferably be held in person and requested all members to send their time table to her to begin planning meeting times.

## **5.2 Action Plan**

Evans explained the process in which the oversight committee will evaluate the goals of the executives. Evans added that each member of the committee will meet one on one with an executive to do a baseline assessment of what their goals are and evaluate if they need improvements. Halpin asked about a qualitative way of evaluating and if there was a rubric. Evans added that there is a rubric that can be used in these assessments and that the timeline is very important when considering the factors of the goals. The comprehensive framework will allow the executives to be thoroughly assessed various times throughout the academic year. Saxena asked where the goals can be found and Evans stated they can be found on the website of the SUO.

## **6. ADJOURNMENT**

23/08/14.04

Arora/Saxena

Be it resolved that the meeting adjourn at 11:21am.

Carried



# SUO Executive Monthly Report

Name:

Cade Desjarlais

Report Month:

July

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.

## **ACTIVITIES COMPLETED THIS PERIOD**

- Exec Meeting July 4th.
- Meeting with Michelle Lowton to discuss UBC licensing agreement.
- Meeting with Steph to discuss Procedures and Policies Manual
- Exec Meeting July 17<sup>th</sup>
- Board of Directors Meeting July 18<sup>th</sup>
- Meeting about sponsors for Expo and FROSH with Becca, Lakshay, Uday.
- Helped facilitate interviews with possible Co-Op Candidates
- Finance Committee Meeting
- Weekly meetings with GM to discuss operations
- Communications with Staff and Board, endless emails and scheduling!
- Drafted and posted statement for recently passed away student Devyn Gale
- Interview with the Vancouver Sun about newly appointed President Dr. Bacon
- 1 on 1 with Dale Mullings
- Communicated with CRO about upcoming referendum
- Setting up meetings (I know this may appear like a small task, but organizing board meetings and ensuring an agenda is built can be an extensive task!)
- Consulted on tuition increases
- Finalized budget
- Began process of StudentCare Audit
- Setting up SUDS travel, UBCAlumni meetings, as well as BOG presentation
- Finalized and adoption of the Action Plan document
- Set up monthly meetings with the DVC



- Meeting with Sophia from StudentCare
- Met with Academic Advising to discuss upcoming year
- Worked on JD's for Co-Op and new position
- Signed StudentCare contract

#### ACTIVITIES IN PROGRESS

- *Finding date for August Board meeting*
- *Establishing financial assistance for UPass holders*
- *Creating Procedures and Policies Manual*
- *CRO and referendum question*

#### ISSUES FOR IMMEDIATE ATTENTION

##### ACTIVITIES TO BE STARTED

- *Monthly Meetings with student associations*
- *Planning of September and ensuring we have our plans in place*
- *Returning staff*
- *Transportation Subsidy*

#### NOTES / OTHER

*Summer is definitely a little slower than I anticipated, however, I know the fall will be hectic.*



# SUO Executive Monthly Report

Name:

Lakshay Karnwal

Report Month:

July 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 was sick for the last one week. Work from my end was slow during this week, but all the essential deadlines were still met.

## **ACTIVITES COMPLETED THIS PERIOD**

- Executive Meeting (07/04)
- Meeting with Mary Stockdale to mentor in advocacy campaign planning (07/05)
- BCFS July Executive Meeting (07/06)
- Meeting with Stephanie to plan food initiative and revisit previous food SUO initiatives (07/06)
- BCFS Semi-Annual General Meeting (07/07)
- Meeting with VP Finance to present breakdown for food initiatives and advocacy budget (07/13)
- Executive Meeting (07/17)
- Made progress on Research for campaigns of the year
- Completed reallocations for the Advocacy Budget
- Board Meeting (07/18)
- Meeting with the President to discuss food initiatives (07/18)
- Meeting with the President, VP Campus Life, VP Internal, Communication Manager and Membership Outreach Coordinator to discuss sponsorships for FROSH and EXPO (07/19)
- Set up a campaigns committee channel for the committee members on teams
- Meeting with Ebus/RedArrow to discuss student discounts and sponsorship for EXPO and FROSH (07/20)
- Candidate interview for SAL (07/20)
- Welcomed new committee members and helped in on boarding
- Meeting with VP Campus Life to finalize new Sponsorship Packages
- Meeting with Shane Austin from CoLab to discuss future collaboration opportunities (07/25)
- Meeting with Stephanie and Jason to plan the food initiative
- Meeting with Koi Sushi to partner with restaurants for the food initiative (07/27)
- Finalized the EXPO sponsorship package

- July Campaigns Committee (07/27)
- Connected a student to Rachel who needed help with student status on campus to complete courses
- Presented the Advocacy Budget and Food Initiative to the Campaigns Committee

#### ACTIVITIES IN PROGRESS

- *Combining the agenda and meeting minutes for the last Campaigns Committee Meeting*
- *Discussing initiatives brought up by campaign committee members*
- *Getting baseline numbers from Mental health support groups on campus*
- *Reaching out to sponsors for EXPO*

#### 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*

#### NOTES / OTHER

- *Spent majority time planning out the food initiatives with external volunteers and mentors*



# SUO Executive Monthly Report

Name: Uday Gill

Report Month: July

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.

## ACTIVITIES COMPLETED THIS PERIOD

- **Executive meeting**
- University Budget Presentation meeting
- **meeting with telus**
- ***board of directors meeting***
- **Executive meeting**
- **meeting with uride**
- ***Conducted two SAL interview for Campus life Committee***
- ***meeting with ebus***
- **campus life committee meeting**
- ***Setting up agendas and preparing meeting materials***
- **Meeting with bounce ticketing app for sponsorship**
- **Meeting with Maxim(Sndszn) for events at the well as well as marketing strategy**
- ***Went to coca cola office for sponsorship discussion***
- **meeting with lime for sponsorship**
- **Media fund committee meeting**
- **Went to lime office to discuss sponshorships**

#### ACTIVITIES IN PROGRESS

Artist selection and planning for frosh; poster artist line up ticket prices

#### ISSUES FOR IMMEDIATE ATTENTION

- *Shortlisted artist*
- *Artist selection*

#### ACTIVITIES TO BE STARTED

Posters,tickets and promotion

#### NOTES / OTHER

# SUO Executive Monthly Report

Name: Shreyansh Mehendiratta

Report Month: July 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

- University Budget meeting
- Bounce life meeting
- Lime scooters meeting
- Visit to Lime Office
- Telus Meeting
- Ebus meeting
- URide meeting
- Meeting with Ken (promotional manager at the coca cola) at their office
- Media fund committee meeting
- BCFS AGM
- Sponsorships meeting with the executives.
- Campus life committee meeting
- Appointment and interview of SAL for policy committee
- Appointment and meeting with Abby Newman for policy committee
- Meeting with CRO Dana Penney for policy changes recommendations
- Executive meetings
- Board meeting
- Meeting with VP finance to discuss logistics of Orientation and Expo
- Campus-life committee meeting
- Office hours
- Review of last year's Expo and Orientation with Izzy and Osho



- Review of potential regulation changes
- Review of SA handbook and possible amendments
- Sponsorship packages sent out to potential companies.
- Reviewed the Student Union's policies and executive roles.

#### ACTIVITIES IN PROGRESS

- *Appointment of Student at Large for the Policy Committee*
- *Orientation and Expo planning*
- *Artist selection for FROSH with VP Campus Life*

#### ISSUES FOR IMMEDIATE ATTENTION

- 

#### ACTIVITIES TO BE STARTED

- *Policy committee meeting to be held in mid-august*

#### NOTES / OTHER

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# SUO Executive Monthly Report

Name: Osho Gnanasivam (VP Finance and Administration)

Report Month: JULY 2023

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

Week 1: ~25 hours

Week 2: ~25 hours

Week 3: ~25 hours

Week 4: ~25 hours

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

## ACTIVITIES COMPLETED THIS PERIOD

- REGULAR MEETINGS WITH LEANNE (Updating budget lines)
- MULTIPLE MEETINGS WITH UDAY (Frosh Artists Discussions)
- MEETING WITH LAKSHAY (Accommodating \$5 Meal plan into budget)
- MEETING WITH IZZY AND SHREYANSH (Finalizing Orientation/Expo Plans)
- CAMPUS LIFE COMMITTEE MEETING (Planning for Well Events and Frosh)
- B.O.D MEETING (Presented and adoption of budget)
- MEETING WITH AARON (Finalized website plans with Redstamp; website development on track)
- MEETING WITH BOUNCE (Addressing administrative concerns from our end, close to finalizing deal with sponsorships)
- MEETINGS WITH JASON (QPAY and Bounce)
- PUB COMMITTEE MEETING
- EXECUTIVE MEETING (Final)
- EMERGENCY EXECUTIVE MEETING (Student Care)
- FINANCE COMMITTEE MEETING (Clarification of Qpay and Bounce)

## ACTIVITIES IN PROGRESS

- Discussions with Uday regarding Campus Life Events and Sponsorships
- Bring in Kuan (investment manager) for quarterly report in the FCM



## ISSUES FOR IMMEDIATE ATTENTION

## ACTIVITIES TO BE STARTED

- Figuring out S.A Funding management with the introduction of QPay
- Preparing for Orientation presentation for executives of Student Associations
- Budgets of Course Union Treasurers

## NOTES / OTHER

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# SUO

**Students' Union**  
UBC Okanagan

## Elevate: Building Our Campus Future

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Student Union Building Steering Committee Terms of Reference

2023/24

**Chairpersons:** SUO President – Cade Desjarlais  
: SUO General Manager – Jason Evans

## **Student Union Okanagan Building Steering Committee Terms of Reference**

### **1. Purpose and Scope:**

The Student Union Okanagan Building Steering Committee (SUOBSC) is established in collaboration between the Student Union of UBC Okanagan (SUO) and the University of British Columbia Okanagan (UBCO) to comprehensively explore the expansion possibilities of the existing University Centre ("UNC") building at the UBC Okanagan campus. The primary objective of this committee is to conduct a thorough analysis of expansion alternatives and provide well-informed recommendations to the Student Union Okanagan (SUO) Board of Directors. The committee's focus includes evaluating the feasibility of constructing a new building from the ground up or renovating and expanding the existing structure. Additionally, the committee will oversee the organization and execution of a successful referendum to involve the student body in decision-making. The Student Union of UBC Okanagan will lead this initiative with substantial support from the University administration.

### **2. Objectives:**

**The Student Union Okanagan Building Steering Committee is tasked with achieving the following objectives:**

- a. Conduct a comprehensive assessment of the University Centre building's current state, including its functions, limitations, and potential for expansion.
- b. Explore various expansion options that align with the evolving needs and aspirations of the UBC Okanagan campus community.
- c. Analyze the feasibility, advantages, challenges, and potential impacts of both constructing a new building and renovating/expanding the existing structure as well as the prospect of not perusing the building nor an expansion.
- d. Facilitate robust engagement with key stakeholders, including students, faculty and staff, to ensure diverse perspectives contribute to the decision-making process.
- e. Evaluate the financial implications of each expansion option, encompassing construction costs, ongoing operational expenses, potential revenue streams, and long-term sustainability.
- f. Assess the environmental impact of the expansion options, incorporating environmentally responsible design principles.
- g. Deliver well-supported recommendations to the Student Union Okanagan (SUO) Board of Directors, outlining the preferred expansion option based on comprehensive analysis and stakeholder input.
- h. Develop and implement a comprehensive plan for executing a referendum to gather student preferences and cultivate support for the chosen expansion approach.

### **3. Committee Composition:**

**The SUOBSC shall comprise members with diverse expertise, insights, and perspectives. The committee will consist of the following representatives:**

- a. Chairperson: President with the General Manager shall serve as Co- Chair - the Chairpersons will provide leadership and guidance, fostering effective communication and collaboration within the committee.
- b. Student Representatives/Executives: four other board members including executives' members from the SUO, selected by the board of directors to provide valuable insights into student needs, preferences, and priorities.
- c. Three SUO Staff Representatives: Finance Manager, Project Manager and Communication Manager.

#### **4. Responsibilities:**

**The SUOBSC is charged with the following responsibilities:**

- a. Conducting a thorough assessment of the University Centre building's current condition, utilization patterns, and limitations.
- b. Exploring a range of expansion options, considering architectural design, space allocation, and amenities that align with the evolving needs of the UBC Okanagan campus community.
- c. Holding regular meetings to discuss progress, exchange insights, and make informed decisions.
- d. Collaborating with relevant UBC departments, committees, and external experts to gather essential information and insights.
- e. Organizing and facilitating consultation sessions, town hall meetings and other engagement mechanisms to involve members and gather diverse perspectives.
- f. Preparing a comprehensive report summarizing findings, analysis, and evidence-based recommendations for presentation to the SUO Board of Directors.
- g. Developing a detailed plan for executing a referendum, including objectives, communication strategies, and logistical arrangements.
- h. Providing monthly report to the SUO Board of Directors.

#### **5. Timeline:**

The SUOBSC shall operate for a duration of five months from the date of its establishment. A detailed timeline outlining key milestones, deliverables, and deadlines will be developed and maintained by the committee chairperson.

#### **6. Reporting:**

The committee shall provide regular progress updates and share key findings with the SUO board to ensure transparency and facilitate timely decision-making.

#### **7. Resources and Support:**

The University administration will provide essential resources, administrative support, and access to relevant information to facilitate the committee's work and the successful execution of the

referendum. SUO will lead and coordinate the initiative, leveraging significant University administration support.

## **8. Confidentiality and Transparency:**

While the committee discussions and deliberations shall remain confidential, the committee will provide update to the SUO board from time to time with key and necessary information.

## **9. Amendment of Terms:**

These terms of reference may be amended or updated by special resolution of either the committee or the board of Director to address changing circumstances or evolving needs.

## **10. Dissolution:**

Upon completion of its objectives, including presenting the final report, the Student Union Okanagan Building Steering Committee shall be dissolved, and a new committee shall be established until there is an agreed upon conclusion by the SUO Board of Director.

## **11. Conclusion:**

By adhering to these terms of reference, the Student Union Okanagan Building Steering Committee, led by the SUO and supported by the University administration, aims to foster a well-informed, inclusive, and transparent decision-making process for the expansion of the UNC building or the establishment of a new structure at the UBC Okanagan campus.

Date of Approval: