

# BOARD MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, February 12<sup>th</sup> at 6:30 pm, 2024, UNC105 Board Room

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## Directors Present

President (meeting chair)	Cade Desjarlais
Vice President Finance and Administration	Osho Gnanasivam
Vice-President Internal	Shreyansh Mehendiratta
Vice-President Campus Life	Uday Gill
Vice-President External	Lakshay Karnwal
Director-at-Large	Twinkle Hora
Director-at-Large	Darsh Alamchandani
Director-at-Large	Aryan Arora
Director-at-Large	Japnit Singh Madaan
Faculty of Health & Social Development Representative	Grace Halpin
Faculty of Management Representative	Rajat Arora
Faculty of Creative & Critical Studies Representative	Hanna Donaldson
Faculty of Science Representative	Sunish Grover
Faculty of Applied Science Representative	Rishan Pfaender
Faculty of Arts and Social Sciences Representative	Georgia Mayhew
College of Graduate Studies Representative	Anjali Desai
Faculty of Education Representative	Vacant
Board of Governors Representative (ex-officio)	Isabella Bravo
Student Senate Caucus Representative (ex-officio)	Salman Hafeez (Saami)

## Directors Absent

## Staff Present

General Manager	Jason Evans
Finance Manager	Leanne Smailes
Governance Coordinator	Cecily Qiu
Well Pub Manager	Michael Ouellet
Membership Outreach Coordinator	Izzy Rusch
Communications & Marketing Manager	Becca Evans
Student Advocate	Rachel Fortin
Food Security & Nutrition Manager	Stephanie Patterson

## Staff Absent

## **1. CALL TO ORDER**

### **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**

24/02/12.01

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Be it resolved that the agenda be adopted.

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

24/02/12.02

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Be it resolved that the minutes of the meeting held on January 17th, 2024 be adopted.

24/02/12.03

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Be it resolved that the minutes of the emergency meeting held on January 24th, 2024 be adopted.

## **4. PRESENTATION**

**4.1 Touch Coffee**

**4.2 Fits n Bits Club**

## **5. COMMITTEE BUSINESS**

**5.1 Executive Committee**

24/02/12.04

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Be it resolved that the minutes of the meeting held on January 17th, 2024 be adopted.

24/02/12.05

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Be it resolved that the minutes of the meeting held on January 29th, 2024 be adopted.

## **5.2 Finance Committee**

24/02/12.06

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Be it resolved that the minutes of the meeting held on November 30<sup>th</sup>, 2023 be adopted.

24/02/12.07

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Be it resolved that the minutes of the meeting held on January 25<sup>th</sup>, 2024 be adopted.

## **5.3 Policy Committee**

24/02/12.08

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Be it resolved that Taran Bajaj be appointed to the Policy Committee as a Student at Large.

24/02/12.09

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Be it resolved that the minutes of the meeting held on January 18<sup>th</sup>, 2024 be adopted.

24/02/12.10 (Special Resolution)

/

Be it resolved that [Regulation I:1(e)]

e. "Student at Large" means any Member of the Union, as defined in Bylaw II (2), who is not already mandated to sit on a Committee.

be rephrased as:

e. "Student at Large" refers to any Member of the Students' Union who holds the position of a non-elected representative and participates in various committees within the Union.

24/02/12.11 (Special Resolution)

/

Be it resolved that a new section named Student at Large Responsibilities and Code of Conduct be added after [Regulation I :25], which includes the following policies, to be numbered as needed:

Student at Large Responsibilities and Code of Conduct

26. Scope of responsibilities of Students at Large includes:

- a. Committee Participation: Students at Large are expected to actively participate in committees they are appointed to and contribute constructively to discussions and decision-making processes.
- b. Voting Rights: Students at Large have the privilege of voting on matters discussed within committees. This right is to be exercised responsibly and in alignment with the best interests of the Student Union.
- c. Advocacy: Students at Large are encouraged to advocate for the diverse needs and concerns of the student body within the scope of their committee assignments.
- d. Information Sharing: Students at Large should communicate relevant information and updates from committees back to the general student body, fostering transparency and inclusivity.

27. Code of conduct of Students at Large includes:

- a. Adherence to Policies: Students at Large are required to abide by all Student Union policies, regulations, bylaws and applicable laws.
- b. Professionalism: Students at Large are expected to conduct themselves with professionalism and respect towards fellow committee members, Student Union staff, and the wider student community.
- c. Confidentiality: Students at Large must maintain the confidentiality of sensitive information discussed within committee meetings and refrain from disclosing such information without proper authorization.
- d. Conflict of Interest: Students at Large must disclose any potential conflicts of interest that may arise in the course of their committee duties and recuse themselves from voting or influencing decisions where a conflict exists.
- e. Attendance: Regular attendance at committee meetings is crucial. In the event of unavoidable absences, Students at Large should communicate in advance to the chair of the committee and, when possible

28. Prior to assuming their responsibilities, Students at Large are required to sign a Code of Conduct acknowledgment, indicating their commitment to upholding the principles outlined in this regulation. Failure to adhere to the Code of Conduct may result in disciplinary action, including but not limited to removal from committee assignments.

24/02/12.12 (Special Resolution)

/

Be it resolved that a new regulation be added after [Regulation I- Committees:10], to be numbered as needed, which reads as:

The chair of a Committee shall serve notice of the date, time and location of Committee meetings to all Committee Members at least three (3) days in advance of each regularly scheduled meeting. The agenda shall be distributed to Committee Members at least twenty-four (24) hours in advance of each meeting.

For a non-regularly scheduled Committee meeting, the notice and the agenda shall be given to Committee Members at least twenty-four (24) hours in advance of the meeting.

24/02/12.13 (Special Resolution)

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Be it resolved that [Bylaw IV-General Meetings:6 (d)]:

The following business shall be conducted at the Annual General Meeting:

d. receiving the report of the President and/or the General Manager with respect to the activities of the Students' Union for the previous academic year of the University.

be amended by striking "or" and adding "and the report of the trainings completed by the Directors, Executive Directors, and the SUO staff" after "the University" so that the Bylaw now reads:

receiving the report of the President and the General Manager with respect to the activities of the Students' Union for the previous academic year of the University and the report of the trainings completed by the Directors, Executive Directors, and the SUO staff.

24/02/12.14 (Special Resolution)

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Be it resolved that [Bylaw XIII:2]

The financial statements of the Students' Union shall be published annually, no later than the fifteenth (15th) of November of each year, in a Students' Union publication, or any other campus newspaper, and shall be made available at the main office of the Union.

be rephrased as :

The audited financial statements of the Students' Union and the auditor's report shall be published annually after they are approved by the Board of Directors, no later than fourteen (14) days prior to the Annual General Meeting, on the Students' Union website, and shall be made available at the main office of the Students' Union.

24/02/12.15 (Special Resolution)

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Be it resolved that the Executive Liquor Policy be approved as attached.

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

24/02/12.16

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Be it resolved that the minutes of the meeting held on January 16<sup>th</sup>, 2024 be adopted.

24/02/12.17

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Be it resolved that the minutes of the meeting held on January 31<sup>st</sup>, 2024 be adopted.

#### **5.5 Campaigns Committee**

24/02/12.18

/

Be it resolved that the minutes of the meeting held on January 31<sup>st</sup>, 2024 be adopted.

#### **5.6 Graduate Student Committee**

24/02/12.19

/

Be it resolved that the minutes of the meeting held on December 19<sup>th</sup>, 2023 be adopted.

24/02/12.20

/

Be it resolved that the minutes of the meeting held on January 19<sup>th</sup>, 2024 be adopted.

24/02/12.21

/

Be it resolved that the December 2023 and January 2024 Honoraria for GSC Students at Large be disbursed as follows:

GSC: December		
Sr. No	Name of SAL	Amount (\$)
1	Akshta Sharma	50
2	Dina Khrabshesh	50
3	Fatima Canales	50
4	Nibirh Jawad	50
5	Satabdi Das	50
6	Yazdanmehr Gordanpour	50
7	Hammad Ahmad	50

GSC: January		
Sr. No	Name of SAL	Amount (\$)
1	Akshta Sharma	50
2	Dina Khrabshesh	50
3	Fatima Canales	0
4	Nibirh Jawad	50
5	Satabdi Das	50
6	Yazdanmehr Gordanpour	50
7	Hammad Ahmad	50

## 5.7 Oversight Committee

24/02/12.22

/

Be it resolved that the minutes of the meeting held on January 16th, 2024 be adopted.

24/02/12.23

/

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

24/02/12.24

/

Be it resolved that the minutes of the meeting held on February 7, 2024 be adopted.

24/02/12.25

/

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

## **5.8 Electoral Committee**

24/02/12.25

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Be it resolved that the minutes of the meeting held on February 1<sup>st</sup>, 2024 be adopted.

24/02/12.26

/

Be it resolved that the minutes of the meeting held on February 5<sup>th</sup>, 2024 be adopted.

24/02/12.27

/

Be it resolved that Oscar Munoz Campos and Chad Owens be appointed as Deputy Returning Officers for the 2024 General Election.

## **5.9 Student Association Funding Committee**

24/02/12.28

/

Be it resolved that the minutes of the meeting held on January 31<sup>st</sup>, 2024 be adopted.

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

### **6.1 Senate**

Reminder on [Academic Accommodation for all Students' Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students.](#)

### **6.2 Board of Governors**

### **6.3 Other University Committees**

## **7. NEW BUSINESS**

### **7.1 Student Association Ratification**

24/02/12.29

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Be it resolved that Fits n Bits Club be ratified as a new Student Association.



## **8. INFORMATION**

## **9. DISCUSSION**

### **9.1 SUO's Current Legal Services - Isabella**

## **10.ADJOURNMENT**

# BOARD MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, January 17<sup>th</sup> at 1 pm, 2024, Team

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## Directors Present

President (meeting chair)	Cade Desjarlais
Vice-President Internal	Shreyansh Mehendiratta
Vice-President Campus Life	Uday Gill
Vice-President External	Lakshay Karnwal
Director-at-Large	Twinkle Hora
Director-at-Large	Darsh Alamchandani
Director-at-Large	Aryan Arora
Director-at-Large	Japnit Singh Madaan
Faculty of Health & Social Development Representative	Grace Halpin
Faculty of Management Representative	Rajat Arora
Faculty of Creative & Critical Studies Representative	Hanna Donaldson
Faculty of Arts and Social Sciences Representative	Georgia Mayhew
College of Graduate Studies Representative	Anjali Desai
Faculty of Education Representative	Vacant
Board of Governors Representative (ex-officio)	Isabella Bravo

## Directors Absent

Vice President Finance and Administration	Osho Gnanasivam
Faculty of Science Representative	Sunish Grover
Faculty of Applied Science Representative	Rishan Pfaender
Student Senate Caucus Representative (ex-officio)	Salman Hafeez (Saami)

## Staff Present

General Manager	Jason Evans
Governance Coordinator	Cecily Qiu

## Staff Absent

Finance Manager	Leanne Smailes
Well Pub Manager	Michael Ouellet
Membership Outreach Coordinator	Izzy Rusch
Communications & Marketing Manager	Becca Evans
Student Advocate	Rachel Fortin
Food Security & Nutrition Manager	Stephanie Patterson

## Guests Present

Manager, Engagement (UBC)	Madeleine, Zammar
Director, Campus Planning (UBCO)	Benjamin Johnson
Associate Director, Campus Planning (UBCO)	Abigail Riley

## **1. CALLED TO ORDER AT 1:03 PM**

### **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**

24/01/17.01

Desai/Gill

Be it resolved that the agenda be adopted.

Carried.

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

24/01/17.02

Desai/Mayhew

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

Carried.

## **4. PRESENTATIONS**

### **4.1 OKANAGAN CAMPUS PLAN UPDATE**

B. Johnson and A. Riley from UBC Okanagan Campus Planning, and M. Zammar from UBC Engagement joined the meeting and gave a presentation on UBC Okanagan Campus Plan Update. B. Johnson introduced the Campus Plan in terms of the background, timeline, emerging themes and areas of focus. He pointed out the first round of the engagement would run from January 22, 2024 until February 9, 2024. As to the emerging themes, Johnson mentioned that they would like to address the academic space needs as the campus grows. They would like to honor place and protocols and make campus a welcoming place to Indigenous people. They would like to implement the Climate Action plan and make sure sustainability is embedded. They would like to look closely at the landscapes and ecology. They would like to make the campus inclusive and accessible. The last emerging theme is connectivity and transportation. B. Johnson shared with the board the engagement survey overview, hoping the SUO could share among students so that they could receive more feedback. M. Zammar shared the link of the timeline of the community engagement and stated that they would like to connect with any specific student group that may have valuable insight. The link is <https://campusplanning.ok.ubc.ca/projects/cpu/>.

Desjarlais asked about what those buildings would be used for, what services the buildings would provide. B. Johnson clarified that the development of the buildings and the services the buildings provide, such as internal study space, are not within the scope of the plan, but they could share the feedback with colleagues in different departments. A. Riley also gave an example of “the Main Street” they are planning. Mayhew asked about how to structure the conversations with students in terms of physical space. B. Johnson replied that physical space could embody other objectives and values. There are a number of ways that Campus Plan can reference things like that. They could create the space that embodies the priorities, such as accessibility, creating safe and comfortable space for Indigenous students. Karnwal asked about how they would integrate and implement the Climate Plan other than the idea of green buildings. B. Johnson replied they would think of the efficient and sensible use of the land, and he provided some examples. Karnwal also asked about the process of planning regarding the space for students with disabilities. B. Johnson replied that it was out of the scope of the Campus Plan but would pass on the information to colleagues. Desjarlais talked about the challenge of distance between buildings students must travel in a spacious community. B. Johnson stated those were rationales in Campus Plan to intensify the campus and develop new academic buildings close to the campus core.

## **5. COMMITTEE BUSINESS**

### **5.1 Executive Committee**

24/01/17/03

Donaldson/Karnwal

Be it resolved that the minutes of the meeting held on December 21<sup>st</sup>, 2023 be adopted.

Carried.

### **5.2 Finance Committee**

### **5.3 Policy Committee**

### **5.4 Campus Life Committee**

23/01/17.04

Gill/Karnwal

Be it resolved that Georgia Goerz be appointed to the Campus Life Committee as a Student at Large.

Gill stated that Goerz was recommended by Ouellet, the Well Pub Manager. She was a first-year student and was working at Well. She had experience in event planning.

### **5.5 Campaigns Committee**

**5.6 Graduate Student Committee**

**5.7 Oversight Committee**

**6. REPORT ON UNIVERSITY RELATIONS**

**6.1 Senate**

**6.2 Board of Governors**

Bravo stated that the next Board of Governors meeting was going to be held on January 31<sup>st</sup>.

**6.3 Other University Committees**

**7. NEW BUSINESS**

**7.1 Term 1 Faculty Representative Engagement Report**

Attachment

Report from Graduate Student Representative – Anjali Desai

Desjarlais encouraged all board members to review the engagement report and pointed out the importance of engagement with graduate students.

**8. INFORMATION**

**8.1 TOWN HALL**

Desjarlais stated that the first annual Students' Union President Town Hall would be held on February 6<sup>th</sup>, 12 pm, at Ballroom. The door would be open at 12 pm and the event would start at 12:30 pm. Pizza would be provided. The event would end at about 1:30 pm. Dale Mullings, Associate Vice-President, Students at UBCO and Desjarlais himself would give short remarks at the beginning of the Townhall before the meeting moves to the question session. Desjarlais stated that based on the feedback of the last AGM, he planned this town hall for students to ask questions and to increase the engagement. They would produce an informal document for questions and answers; and for any questions that have not been answered at the town hall, they would provide the answers in the document.

In addition, the VP Student from UBC Vancouver would come to campus on February 14<sup>th</sup> to do an additional town hall. Desjarlais stated that it would be a good opportunity for them to ask questions to UBC leadership. He would circulate the details later. Last, Desjarlais mentioned that they need volunteers for the town hall to help with the setup, the event and the cleanup.

Mayhew asked about the distribution of the agenda. Desjarlais answered that the Communications Manager would circulate the agenda through social media and the agenda would be also projected at the town hall.

## **8.2 ELECTION & INFORMATION SESSION**

Desjarlais stated that the Election would come soon. Qiu provided the suggested timeline from Bylaws for the Election and mentioned that they were thinking of having an information session before the Election to increase the engagement of students and to make sure the candidates aware of the roles and responsibilities of the positions they are running for. Desjarlais stated that the Communications Manager and her assistant were also working on the promotion.

## **9. ADJOURNMENT**

Meeting was adjourned at 1:58 pm

# EMERGENCY BOARD MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, January 24 at 1pm, 2024, Team

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## Directors Present

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

Cade Desjarlais  
Shreyansh Mehendiratta  
Uday Gill  
Lakshay Karnwal  
Aryan Arora  
Twinkle Hora  
Darsh Alamchandani  
Japnit Singh Madaan  
Grace Halpin  
Rajat Arora  
Hanna Donaldson  
Georgia Mayhew  
Anjali Desai  
Vacant

## Directors Absent

Vice President Finance and Administration  
Faculty of Science Representative  
Faculty of Applied Science Representative  
Board of Governors Representative (ex-officio)  
Student Senate Caucus Representative (ex-officio)

Osho Gnanasivam  
Sunish Grover  
Rishan Pfaender  
Isabella Bravo  
Salman Hafeez (Saami)

## Staff Present

General Manager  
Governance Coordinator

Jason Evans  
Cecily Qiu

## Staff Absent

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

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

## **1. CALLED TO ORDER AT 1:03 PM**

### **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**

24/01/24.01

Halpin/Hora

Be it resolved that the agenda be adopted.

Desai/Karnwal

Be it resolved that the agenda be amended by adding the appointment of Omang Baheti and Ammar Riyadh to Graduate Student Committee.

Amendment carried.

Carried as amended.

## **3. NEW BUSINESS**

### **3.1 Appointment of the SUO Chief Returning Officer (CRO)**

24/01/24.02

Alamchandani/Karnwal

Be it resolved that Tashia Kootenayoo be appointed as the SUO Chief Returning Officer until the end of 2024.

Desjarlais provided the motivation and background. He stated that the term of the CRO should be 2 years; however, they had difficulty retaining a CRO for 2 years' term as it was not a full-time position. The previous CRO could not work for this election due to the work conflict. They posted the job last term and received about ten applications. Some did not meet their criteria. J. Evans and C. Qiu interviewed a few and the offer was declined by a potential candidate. Due to the timeline, they reached out to T. Kootenayoo and she agreed to serve as the CRO. She was the SUO President and VP Internal a few years ago, and she also worked as a secretary treasurer at BCFS, and a student Governor at UBC Board of Governor in the past. She had a variety of roles at postgraduation, indigenous outreach and programs for EDI and so on. She had excessive training and had experience working with policies and regulations. Considering the lack of candidates and her strength in this role, they proposed her as the CRO for this election. Mehendiratta asked if her work experience and relationship with staff at SUO would cause any concern of



bias during the election. Desjarlais stated that there is a whole committee in charge of decision making, and the previous CRO was also a former president of the SUO. Desjarlais also pointed out T. Kootenayoo had left the SUO for more than two years. Halpin was in favor of this appointment considering the fact that the candidate had been involved in various responsibilities and she left the SUO for a long enough time.

Carried.

### **3.2 Appointment of Students at Large**

24/01/24.03

Desai/Hora

Be it resolved that Omang Baheti and Ammar Riyadh be appointed to Graduate Student Committee as Students at Large.

Carried.

### **4. ADJOURNMENT**

The meeting was adjourned at 1:16 p.m.

# EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Executive Committee Meeting, January 17, 2024, Team

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## Directors Present

President (meeting chair)  
Vice-President External  
Vice-President Internal  
Vice-President Campus Life

Cade Desjarlais  
Lakshay Karnwal  
Shreyansh Mehendiratta  
Uday Gill

## Directors Absent

Vice President Finance and Administration

Osho Gnanasivam

## Staff Present

General Manager  
Governance Coordinator

Jason Evans  
Cecily Qiu

## 1. CALLED TO ORDER AT 2 PM.

### 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

24/01/17.01

Gill/Karnwal

Be it resolved that the agenda be adopted.

Karnwal/Gill

Be it resolved that the agenda be amended by adding a new discussion topic 5.2 Smart Meals Update for Term 2.

Amendment carried.

Carried as amended.

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

24/01/17.02

Gill/Karnwal

Be it resolved that the minutes from the meeting held on December 21<sup>st</sup>, 2023 be adopted.

Carried.

## 4. NEW BUSINESS

### 4.1 December Honoraria for Board of Directors

24/01/17.03

Gill/Karnwal

Be it resolved that the December Honoraria for Board of Directors be disbursed as follows:

Name	Title	%
Alamchandani, Darsh	Director-at-Large	100
Arora, Aryan	Director-at-Large	100
Arora, Rajat	Faculty of Management Representative	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
Madaan, Japnit	Director-at-Large	100
Mayhew, Georgia	Faculty of Arts and Social Sciences Representative	100
Pfaender, Rishan	Faculty of Applied Sciences Representative	100

Carried.

## 5. DISCUSSION

### 5.1 Election Information Session from Campaigns Committee

Karnwal stated that the Campaigns Committee planned to create some content about the Election and the SUO to increase the awareness of students especially new students about the Election and how the SUO works. The initial plan was to do the campaigns before the end of the term, but as the Election was approaching, they could schedule the campaigns this month. He was wondering if the Campaigns Committee had any involvement in the Election promotion last year. Desjarlais responded that he would work with B. Evans, the Communication Manager, on the promotion, and it is the responsibility of the Executives to promote the Election. He also mentioned that last year, as he was running for President, his campaigns committee did not do any promotion. However, if Karnwal was not going to run in the Election, he could do some informative campaigns. J. Evans advised that Karnwal make sure the members who help with campaigns are not the ones running in the Election.

### 5.2 Smart Meal Update for Term 2

Karnwal updated that the Smart Meal Plan would be twice a week in Term 2, Tuesday and Thursday. Due to the increased serving dates, the number of meals served at each restaurant each day would be lower than before as restaurants have certain capacities. He also mentioned that they had been in touch with Seeds program in Vancouver, and they were willing to fund 400 meals. The details had not been finalized yet. Community Service Learning Program was also willing to support them, and the conversation was still going on.

## 6. ADJOURNMENT

Meeting adjourned at 2:15 pm.

# EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Executive Committee Meeting, January 29 at 1 pm, 2024, UNC 133C

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## Directors Present

President (meeting chair)

Vice President Finance and Administration

Vice-President External

Vice-President Internal

Vice-President Campus Life

Cade Desjarlais

Osho Gnanasivam

Lakshay Karnwal

Shreyansh Mehendiratta

Uday Gill

## Directors Absent

## Staff Present

General Manager

Governance Coordinator

Jason Evans

Cecily Qiu

## **1. CALLED TO ORDER AT 1:02 P.M.**

### **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**

24/01/29.01

Gnanasivam/Gill

Be it resolved that the agenda be adopted.

Mehendiratta/Gnanasivam

Be it resolved that the agenda be amended by adding in-camera session.

Amendment carried.

Carried as amended.

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

24/01/29.02

Gill/Karnwal

Be it resolved that the minutes from the meeting held on January 17<sup>th</sup>, 2024 be adopted.

Carried.

## **4. INFORMATION**

### **1.1 Smart Meal February 15<sup>th</sup> Event**

Karnwal stated that he and the Campaigns Committee planned to have an event around student-led initiatives and Smart Meal on February 15<sup>th</sup>. They had received verbal agreement from Mohini Singh from Kelowna City Council. Karnwal was working on the document to formalize the visit. He also sent an invitation to George Heyman from the Ministry of Environment and Climate Change Strategy and was waiting for the response. In addition, he planned to invite some media and executives from other universities. He would work with the Campus Life Committee on this event. Desjarlais stated he would try to attend the event.

## **5. IN CAMERA**

24/01/29.03

Mehendiratta/Gill

Be it resolved that the meeting be moved in-camera. [1:07 p.m.]

Carried.

24/01/29.04

Gnanasivam/Gill

Be it resolved that the meeting be moved ex-camera. [2:08 p.m.]

Carried.

[Gnanasivam and Karnwal left at 2:08 p.m.]

24/01/29.05

Mehendiratta/Gill

Be it resolved that the Well implement a Point of Sale (POS) system by April 30<sup>th</sup>, 2024.

Carried.

24/01/29.06

Gill/Mehendiratta

Be it resolved that all external Well events be agreed to in a contract stipulating event details and pricing.

Be it further resolved that all student association events in the Well be detailed in an event requisition form, including prices.

Mehendiratta stated that the details could be put in the Event booking form, and they could set up requirements in Qpay. Therefore, they could keep track of the events going on in the Well.

Carried.

## **6. ADJOURNMENT**

Meeting adjourned at 2:14 p.m.

# FINANCE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Finance Committee Meeting, November 30th, 2023, UNC 105 Boardroom

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## Called to Order at 12:37PM

### Committee Members Present

Vice President Finance and Administration

Osho Gnanasivam

Faculty of Health & Social Development Student Representative

Grace Halpin

President

Cade Desjarlais

### Committee Members Absent

College of Graduate Students Representative

Anjali Desai

### Staff Present

General Manager

Jason Evans

### Staff Absent

Finance Manager

Leanne Smailes



## 1. ACKNOWLEDGEMENT OF TERRITORY

*We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It 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

23/11/30.01

Desjarlais/Halpin

Be it resolved that the agenda be adopted.

Carries.

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

23/11/30.02

Desjarlais/Halpin

Be it resolved that the minutes of the meeting held on 23/10/26 be adopted.

Carries.

## 4. INFORMATION ITEMS

### 4.1 SUO Investments (Q3 performance report and potential divestments) – Osho

#### **Divestments**

Gnanasivam brought up the letter penned to UBC regarding divestment from 9 specified companies during AGM. He confirmed that the SUO does not invest in any of these companies.

#### **Q3 Report**

Gnanasivam went through the history of our investment account in the last few months, quoting recent withdrawals for operational purposes. Gnanasivam assured that though large amounts, these withdrawals are typical and are not a reason for concern. However, the one area that did seem concerning according to Gnanasivam was the change in value of the account in the month of September. There was a significant decrease in value resulting from the volatility of the market at that time period according to Kuan (through email). Kuan had also mentioned that inflation and central bank rate decisions in Canada and the United States. Gnanasivam stated that Kuan recommended a review of our financial policies and consider diverting some investments into the oil and gas sector (not the commodity itself but shares of companies that operate in that industry) as it was up 19% over the year. Gnanasivam stated that previous finance committees have avoided this topic and having any investments to do with this sector due to its controversial nature.

Gnanasivam proceeded to bring up Kuan's suggestion of focusing more on the social and governance part of the SUO's ESG policies on finance, taking a different approach by considering investment into oil and gas companies that are working towards net zero

emissions and are active efforts into CSR. Halpin questioned whether investments in oil and gas companies were avoided due to their volatility during the pandemic years or because of ethical concerns. Gnanasivam replied that it was avoided typically due to social and environmental concerns. Evans also brought up that Kuan has recommended this diversification of the SUO's investments but student leadership had always avoided it due to its connotations. However, Gnanasivam suggested that the Finance Committee consider this approach as it could be a lucrative opportunity for SUO's investments while also encouraging ethical actions of companies that might be in an industry always viewed in controversial light. Halpin agreed with the suggestion, supporting the justifications. Desjarlais recommended that the Finance Committee get further recommendations and details from Kuan before finalizing anything. Desjarlais also inquired about the possibility of investing into companies that are heavily involved in renewable energy projects. Gnanasivam replied that he is planning to invite Kuan to one of the next few Finance Committee Meetings to discuss more.

#### **4.2 Publicizing Audited Financial Statements(Bylaw) - Osho**

Gnanasivam stated that himself, Desjarlais, Evans, Cecily Qiu (Governance Coordinator) and Aaron White (Project Manager) would meet regarding bylaw changes that might result from AGM's proceedings. Prior to this, however, Gnanasivam wanted to hear the committee's thoughts on the idea of publishing the audited financial statements upon approval of the board of directors which will be done at the same time as the adoption of the AGM Agenda Package. Desjarlais mentioned that the financial statements should have been attached together with the agenda package so that it could have been distributed ahead of time. Evans agreed that as long as the board approves the audited financial statements, it makes sense to publish it along with AGM Agenda. Desjarlais also mentioned that it makes sense to post it online like done in previous years and have printed copies during AGM for students to view. Desjarlais stated that once the wording is approved in the aforementioned meeting, he would call a referendum to approve this bylaw change.

### **5. ADJOURNMENT**

Adjourned as of 1:03PM

# FINANCE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Finance Committee Meeting, January 25th, 2024, UNC 105 Boardroom

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**Called to Order at 01:08PM**

**Committee Members Present**

Vice President Finance and Administration	Osho Gnanasivam
Faculty of Health & Social Development Student Representative	Grace Halpin
College of Graduate Students Representative	Anjali Desai

**Committee Members Absent**

President	Cade Desjarlais
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**Staff Present**

General Manager	Jason Evans
Finance Manager	Leanne Smailes

**Staff Absent**

## **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**

24/01/25.01

Desai/Smailes

Be it resolved that the agenda be adopted.

Carried.

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

24/01/25.02

Evans/Desai

Be it resolved that the minutes of the meeting held on 23/11/30 be adopted.

Carried.

## **4. INFORMATION ITEMS**

### **4.1 YTD Update – Osho**

Gnanasivam presented the Statement of Operations (Year-To-Date: 31<sup>st</sup> December) to the committee. He stated that revenues are coming in as expected, going through each line. Gnanasivam did bring up the concerning fact that the Well is already close to reaching its budgeted loss. Paper and Supply Co. also has a higher than anticipated loss amount. Smailes added that business is generally slower, which makes the amount higher than it should be and that we can expect the rate at which the business brings in revenue to slow down. Gnanasivam pointed out that the Campus Life budget is fairly underspent. Desai inquired whether there are plans of reallocation of these amounts to other areas of the budget that might a need. Gnanasivam explained that it is a possibility, although there are talks of planning out large scale events within the campus life committee. He explained that it would likely require a proposal for an initiative that the board would decide whether to reallocate and pursue or not.

Gnanasivam continued to review expenses, pointing out that expenses for Orientation and EXPO would be lesser for Term 2 and that we likely come under budget. He also pointed out that amounts left in the Student Association Grants are tight but still within expectations. Gnanasivam also pointed that an invoice related to Frosh Expenses was not submitted on time, which resulted in an additional amount added to the budget line. Smailes suggested that situations like this could be avoided by inviting organizers (directors/staff) of large scale events after their occurrences to the Finance Committee Meetings to run through their expenses and budget. Gnanasivam summarized that the other budget lines were in line with amounts budgeted and concluded the update.

#### **4.2 Quarterly Presentation/Investment Recommendations by Kuan**

Kuan began his presentation by going through the quarterly report. He stated that our returns this year are doing relatively well, making comparisons to losses that occurred around this time last year. He stated that while the market outlook is fairly optimistic with falling inflation rates, his team is cautiously optimistic as we the market does expect cuts in production in the upcoming year. Gnanasivam asked how different would our current portfolio look if we had invested in some of the recommended companies (see previous minutes) back in September/October. Kuan responded that the losses have evened out after November and December, giving us a good opportunity to enter the oil and gas sector that are ESG compliant. He stated that although we are moving into a lower carbon consuming world and the prominence of EVs, there is still a massive reliance on oil and gas and the demand for it still surpasses supply. He concludes by stating that this would be a good investment that could increase the dividend payments we collect. At the same time, it would be an acknowledgement to certain companies that have begun to prioritize research into renewable sources of energy and have net-zero mandates as part of their corporate governance. Gnanasivam brought up a question from the previous meeting asked by Desjarlais, as to consideration of investing into companies that purely operate in renewable energy or EVs. Kuan responded that while some of the EV Companies like Tesla has had really good returns in the past year, the threshold that our investment looks at are stable returns with dividend payments which EV companies do not meet the standard of at the moment. He did add on to say that there is more interest in renewable energy rather than EVs and that there is a constant lookout for these options to be considered into our portfolio.

Kuan continued to state that our current regulations do not go against an investment into the certain companies in the sector that prioritize eco-friendly production and net-zero emissions. He also promoted some of the positive social and environmental benefits of companies like Shell PLC, Canadian Natural Resources Limited, EOG Resources and Pembina Pipeline Corporation. He committed to sending over research reports with rough proportions of investment so that the Finance Committee may evaluate the information and restated that this investment will fill a hole in our portfolio.

After the meeting, Gnanasivam acknowledged that investment into this sector is a fairly controversial topic but brought up that it is not an option that should be overlooked, especially if it adds to the security of our investments while supporting aspects of ESG that might be otherwise ignored. Smailes added that supporting leaders of these industries that have made active efforts to move towards these environmentally and socially beneficial movements would be a step towards contributing to a positive change.

#### **5. ADJOURNMENT**

Meeting adjourned at 2:00PM

# POLICY COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Policy Committee Meeting, January 18, 2024 @ 11am, UNC 105 Boardroom

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## **Committee Members Present**

Vice-President Internal

Vice-President Finance

Graduate Student Representative

Director-at-Large

Director-at-Large

Shreyansh Mehendiratta

Osho Gnanasivam

Anjali Desai

Darsh Alamchandani

Japnit Madaan (Team)

## **Committee Members Absent With Notice**

Student-at-Large

Thanmay Gopal

## **Committee Members Absent Without Notice**

Student-at-Large

Student-at-Large

Siya Gupta

Dhruv Bihani

## **Staff Present**

General Manager

Governance Coordinator

Jason Evans

Cecily Qiu

## **Guest**

Graduate Student

Yazdan Gordanpour

## **1. CALLED TO ORDER AT 11:08 A.M.**

### **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**

24/01/18.01

Desai/Alamchandani

Be it resolved that the agenda be adopted.

**Carried.**

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

24/01/18.02

Desai/Evans

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

**Carried.**

## **4. NEW BUSINESS**

24/01/18.03

Alamchandani/Gnanasivam

Be it resolved that [Regulation I:1(e)]

e. "Student at Large" means any Member of the Union, as defined in Bylaw II (2), who is not already mandated to sit on a Committee.

be rephrased as:

e. "Student at Large" refers to any Member of the Students' Union who holds the position of a non-elected representative and participates in various committees within the Union.

**Carried.**

24/01/18.04

Desai/Alamchandani

Be it resolved that a new section named Student at Large Responsibilities and Code of Conduct be added after [Regulation I :25], which includes the following policies, to be numbered as needed:

Student at Large Responsibilities and Code of Conduct

26. Scope of responsibilities of Students at Large includes:

- a. **Committee Participation:** Students at Large are expected to actively participate in committees they are appointed to and contribute constructively to discussions and decision-making processes.
- b. **Voting Rights:** Students at Large have the privilege of voting on matters discussed within committees. This right is to be exercised responsibly and in alignment with the best interests of the Student Union.
- c. **Advocacy:** Students at Large are encouraged to advocate for the diverse needs and concerns of the student body within the scope of their committee assignments.
- d. **Information Sharing:** Students at Large should communicate relevant information and updates from committees back to the general student body, fostering transparency and inclusivity.

27. Code of conduct of Students at Large includes:

- a. **Adherence to Policies:** Students at Large are required to abide by all Student Union policies, regulations, bylaws and applicable laws.
- b. **Professionalism:** Students at Large are expected to conduct themselves with professionalism and respect towards fellow committee members, Student Union staff, and the wider student community.
- c. **Confidentiality:** Students at Large must maintain the confidentiality of sensitive information discussed within committee meetings and refrain from disclosing such information without proper authorization.
- d. **Conflict of Interest:** Students at Large must disclose any potential conflicts of interest that may arise in the course of their committee duties and recuse themselves from voting or influencing decisions where a conflict exists.
- e. **Attendance:** Regular attendance at committee meetings is crucial. In the event of unavoidable absences, Students at Large should communicate in advance to the chair of the committee and, when possible

28. Prior to assuming their responsibilities, Students at Large are required to sign a Code of Conduct acknowledgment, indicating their commitment to upholding the principles outlined in this regulation. Failure to adhere to the Code of Conduct may result in disciplinary action, including but not limited to removal from committee assignments.

Desai stated that the attendance of Students at Large was one of the major issues that the committee faced, and she suggested more specific requirement in terms of attendance, such as the disqualification process. Gnanasivam agreed with her opinion, stating that there was no disciplinary action in line with those policies. Mehendiratta stated that the chair of the committee should have the authority to



decide if a member should be disqualified. Evans stated that the policy #27(a) reads Students at Large are required to abide by all Student Union policies, regulations, bylaws. In their regulations, there are policies regarding the role and responsibilities of the Committee members, and the chair has the right to disqualify the Committee members if they do not attend the meetings without sending their regrets. This motion was mainly to provide the definition. Qiu stated that Students at Large are appointed by the Board of Directors, and the chair should report to the board if they decide to disqualify any Student at Large. Evans added that the Committee chair could state what policy the Student at Large violates at the board meeting.

**Carried.**

24/01/18.05

Gnanasivam/Desai

Be it resolved that a new regulation be added after [Regulation I- Committees:10], to be numbered as needed, which reads as:

The chair of a Committee shall serve notice of the date, time and location of Committee meetings to all Committee Members at least three (3) days in advance of each regularly scheduled meeting. The agenda shall be distributed to Committee Members at least twenty-four (24) hours in advance of each meeting.

Mehendiratta motivated that to send the meeting notice in advance allows participation and facilitate the meeting and democratic process. "In any organization, notice must be sent a reasonable time in advance of each regular meeting..." (RONR 12<sup>th</sup> ed. 9:3) "It is the responsibility of the person or persons calling a committee meeting to ensure that reasonable notice of its time and place is sent to every committee member." (RONR 12<sup>th</sup> ed. 50:21) It is reasonable to send the committee meeting notice 3 days in advance and the agenda at least 24 hours in advance unless it is an emergency meeting. Thus, members can plan and get prepared for the meeting and know what business they are dealing with when they come to the meeting.

Qiu confirmed that in terms of distribution of the meeting notice and agenda, they have relevant policies for the board meetings but not for the committee meetings. Gnanasivam suggested they add the policy regarding distribution of the notice and agenda of an emergency meeting. Evans stated that by the statute, the notice and agenda of an emergency meeting should be given at least twenty-four (24) hours in advance. Qiu stated that the date of the committee meeting should be decided by the chair in consultation with their members. Except the Executive committee, the other committees usually do not have emergency meetings as the dates of the meetings are decided on the availability of their members. Gnanasivam thought it

necessary to have an explicit regulation for emergency meetings. Mehendiratta suggested Qiu provide the motion in terms of emergency meetings at the next policy meeting.

**Carried.**

24/01/18.06 – from Graduate Students

Alamchandani/Gnanasivam

Be it resolved that [Bylaw VIII-Powers and Duties of the Board of Directors] be amended to include two new Bylaws after [Bylaw VIII:12], which shall read as such:

- 1) The notice and agenda for regularly scheduled Board of Directors meetings shall be posted at least one week in advance of the meeting on the SUO website.
- 2) The notice and agenda for non-regularly scheduled Board of Directors meeting shall be posted at least twenty-four (24) hours in advance of the meeting on the SUO website.

Gordanpour provided the following motivation: These bylaws would clarify that all committee meetings are open to members (unless moved in camera) and ensure that the dates and agendas for all board and committee meetings are posted in advance. A number of the AGM attendees were newly made aware of how much decision-making is happening in the board and committee meetings and were curious how they can stay informed about the business of the SUO. Considering that the minutes are published more than a month after each board meeting, and that there has been a history of failing to publish minutes even in that time frame, it would be more transparent if there is a clear framework for how the members can observe the meetings. Gordanpour clarified that this motion was from graduate students but not Graduate Student Committee. Gordanpour stated that this motion would increase transparency and increase the engagement of students.

Qiu stated that they did have regulations and bylaws regarding when to send the notice and the agenda of a board meeting.

[Regulation IV-Governance:22] reads:

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

[Regulation IV-Governance:26] reads:

At least seventy-two (72) hours in advance of a meeting of the Board of Directors, the agenda shall be:

- a. distributed electronically to every Director;
- b. posted on the Student Union website; and

c. published in a prominent location on or about the Student Union office.

[Bylaw VII-Board of Directors: 12] reads:

There shall be at least twenty-four (24) hours' notice given for a non-regularly scheduled meeting of the Board of Directors.

Gordanpour wondered if it is useful to have those policies in the Bylaws because any change made on the Regulation only needs approval from the board, and students may not be aware of it; in addition, Bylaws should reflect values of an organization and acknowledge how they conduct business. Qiu thought the regulation is more about operation and implementation of the bylaws. The Bylaws require a monthly board meeting. To implement this bylaw, they have a set of policies in the Regulations about how to conduct this monthly board meeting. Mehendiratta added that their Bylaws have some specific policies serving the same purpose of this motion. Evans acknowledged the importance of the Bylaws, and he mentioned that in the past few years they were thinking about what should be included in the Bylaws and in the Regulation. In 2021 and 2022, they moved some bylaws to the Regulations. Gnanasivam asked where students could see the meeting notice, and he thought the board meeting is the most important meeting where students could access the information. Qiu stated their Regulation and Bylaws only required them to publish the agenda but not notice; however, she did value the point of student engagement, so starting from this year, she had included the time of the meeting on the agenda. She confirmed that the date and the venue of the board meeting had always been on the agenda. Evans recognized the communication problem and would ask their Communications Manager to work on it. Gnanasivam mentioned that they had an event calendar which they could add the board meeting notice. Evans suggested that they add some requirements to [Regulation IV-Governance:22] to make sure that the President would also service the notice to the membership, so that the President would be aware that he/she has the responsibility to send the meeting notice to the membership. Gnanasivam suggested they work on the amendment of this motion next meeting.

**Failed.**

24/01/18.07 – from Graduate Students

Alamchandani/Gnanasivam

Be it resolved that [Bylaw IX-The Executive Committee] be amended to include three new Bylaws after [Bylaw IX:8], which shall read as such:

- Meetings of the Executive Committee shall be open to the membership unless the Executive Committee resolves to move the meeting in camera.

- The notice and agenda for regularly scheduled Executive Committee meetings shall be posted at least three (3) days in advance of the meeting on the SUO website.
- The notice and agenda for non-regularly scheduled Executive Committee meetings shall be posted at least twenty-four (24) hours in advance of the meeting on the SUO website.

Gordanpour motivated that the Bylaws allow the membership to attend the board meeting, and they wanted to extend this policy to all committee meetings. Evans expressed his understanding of the rationale behind this motion, but he would like them to look at it from a perspective where the organization has senior managers from the executive board. Those are the persons who deal with concerns and run day-to-day operations. The Executive Committee is the management committee dealing with all the issues including land, labor, legal, money. Opening the floor to the membership would impact the decision making and significantly impact the management abilities. The Executive Meeting is the only forum that executives could talk about issues freely and have their personal opinions. They do invite experts from time to time to attend the meeting for the brainwork or as a guide to the committee. Evans thought it would be problematic to open this committee due to the nature of the Executive Committee. The result which needs to be disclosed would be submitted to the board meeting for discussion, where the membership could access the information rather than being at the Executive Committee meeting to influence the decision-making process. And the board has the power to reverse or amend any decision. Gordanpour thought it not convincing as he thought the membership would be observers at the meetings. Gnanasivam stated that executives and the directors are elected by students and represent students' voice. He understood that some students may have different opinions from the Executives, but it doesn't mean they could enforce their opinions on the ones democratically elected. Mehendiratta and Gnanasivam emphasized that any decision made by the Executives could be struck or amended at the board meeting. Evans stated that they can think of the Executive committee as a cabinet of a country. The public do not attend the cabinet meeting, but they could go to Parliament. There is a procedure in the system to protect the decision-making of executives from influence. Executives have the fiduciary responsibility to represent students' best interest. Evans gave examples of topics the Executives may discuss and how the attendance of the membership would influence the decision. Gordanpour asked if the meeting minutes would reflect the debate. Qiu replied they do not quote every word, but different opinions during the discussion and

motions would be noted. In terms of student engagement, she believed that by attending the board meeting, the membership could have access to the business of all the committees except the in-camera session. Gnanasivam also added that the minutes usually do not tell who vote for or against the motion unless someone chooses to be noted.

All voted against it. **Motion failed.**

24/01/18.08 – from Graduate Students

Gnanasivam/Desai

Be it resolved that [Bylaw XVIII-Committees] be amended to include two new Bylaws after [Bylaw XVIII:6], which shall read as such:

- Meetings of all Committees shall be open to the membership unless the respective Committee resolves to move the meeting in camera.
- The notice and agenda for Committee meetings shall be posted at least twenty-four (24) hours in advance of the meeting on the SUO website.

Gordanpour stated that it would be good for students to come and observe the debate at the committee meetings before it goes to the board. Board members may not know the debate as well as the committee members as the committees are the ones that make the recommendations. Evans stated that they have 7 standing committees plus some ad-hoc committees. Some of the committee, such as disciplinary committee and electoral committee, are not able to open to the membership due to their sensitive nature; however, they could look at the wording again to facilitate students to attend some of the other committees, such as Campus Life, Campaigns Committees. His main concern was the staff capacity, considering how often the committees meet. And he emphasized again all the committees have to send their committee meeting minutes to the board. Evans suggested they table this motion, and he could work with Mehendiratta and Qiu on the wording. Following Evans' point, Qiu added she did not sit on all the committees, and every week there was a lot going on at each committee, and she thought it would be hard to track every committee meeting.

Evans/Qiu

Be it resolved that the motion be tabled for the next policy meeting.

**Carried.**

24/01/18.09 – from Graduate Students

Mehendiratta/ Alamchandani

Be it resolved that [Bylaw XIII-Finances] be amended to include a new Bylaw after [Bylaw XIII:6], which shall read as such:

The signing of new contracts or renewing existing contracts pertaining to the leasing of Student's Union spaces (the UNC or any new buildings) to external businesses shall be approved through an ordinary Resolution at the General Meeting, or with the calling of a Special General Meeting.

Qiu proposed to table this motion (#9) and the next motion (#10) as she received a notice from their lawyer saying that those two motions may put the SUO under the risk of legal ramifications. She suggested they discuss those motions after she received detailed information from the lawyer. Gnanasivam asked what legal ramifications there would be. Mehendiratta pointed out the Privacy Act as an example. Evans stated that as their common practice, they would send the bylaw changes to their lawyer for a review to ensure the changes could be vetted. However, based on her time, the lawyer was not able to do the background check. She reflected that those two motions may carry potential risk because one was about the contract and the other one was about the contract and labor. Therefore, she suggested they shall not discuss them until legal opinions are provided. The lawyer would give them advice by the end of this month.

Mehendiratta/ Alamchandani

Be it resolved that the motion be tabled for the next policy meeting.

**Carried.**

24/01/18.10 – from Graduate Students

Mehendiratta/Gnanasivam

Be it resolved that [Bylaw XIII-Finances] be amended to include a new Bylaw after [Bylaw XIII:2], and the consecutive points be renumbered as necessary.

The new Bylaw shall read as such:

The salary of the General Manager and their assistant(s) (if any) shall be publicly available on the Students' Union website.

Any changes to the salary of the General Manager and their assistant(s) (if any) shall be notified to the general membership with the posting of:

- a. a notice not less than eleven (11) by seventeen (17) inches in size posted in a conspicuous location in the vicinity of the Students' Union offices;
- b. a notice provided to the student newspaper or other newspaper publication normally available to all Members; and

c. posted on the Students' Union website.

Mehendiratta/Gnanasivam

Be it resolved that the motion be tabled for the next policy meeting.

**Carried.**

24/01/18.11 – from Graduate Students

Gnanasivam/Desai

Be it resolved that [Bylaw IV-General Meetings:6 (d)]:

The following business shall be conducted at the Annual General Meeting:

d. receiving the report of the President and/or the General Manager with respect to the activities of the Students' Union for the previous academic year of the University.

be amended by crossing out “\or” and adding “and the report of the trainings completed by the Directors, Executive Directors, and the SUO staff” after “the University” so that the Bylaw now reads:

receiving the report of the President and the General Manager with respect to the activities of the Students' Union for the previous academic year of the University and the report of the trainings completed by the Directors, Executive Directors, and the SUO staff.

Gordanpour provided the following motivation: Many AGM attendees were curious what the role of the GM is. This amendment would ensure that the GM is required to give a presentation at the AGM and the members can then ask GM questions about their role. In addition, GM is also in charge of transition, so he can give a presentation about the training of the SUO leaders. Evans stated that he would be very happy to do it. The only issue is the President is his boss and all his portfolio goes under the President, so his report would be the President's report. He also recognized that it is a student ruled organization. In the past, he chose not to sit on the stage, so the student leaders could feel all the responsibilities. He understood GM is a senior role so that students would like to hear from him. He thought the student leaders should have information from him and present it to the membership. He himself had no issue with this motion. Gnanasivam agreed with Evans' opinion, but he also mentioned that there were some aspects of his (GM's) role that student leaders could not answer for. He thought it a good move that GM could give the presentation and answer the questions regarding the staff and organization procedure. Gordanpour mentioned students had questions on the role of GM at the last AGM, and the GM could reiterate the responsibilities.

## **Carried.**

24/01/18.12 – from Graduate Students

Gnanasivam/Evans

Be it resolved that [Bylaw VII-Board of Directors] be amended to include a new Bylaw after [Bylaw VII:31], which shall read as such:

The base honorarium of the Faculty Representative from the College of the Graduate Studies shall not be less than the base honorarium of any Executive Director.

Gordanpour stated the proposal would need to be changed as he read the minutes of the last board meeting. He understood that the motion passed at the AGM was out of order because it violated the Societies Act and Robert's Rule of Order; however, he thought the general membership has the higher authority than the board. In his mind, they would need another AGM to overturn it. He would reformat the motion before he brings it to the floor again. He would like to differentiate the role of Graduate Student Representative from other Board of Directors. Evans explained that as the motion passed at the AGM breached the law, the Board of Directors had the fiduciary not to enforce it even if the membership voted in favor of it. The decision not to implement it did not mean the board would kill this motion. It could be brought to the stage of the AGM for the membership to discuss it again.

Desai stated that the intention was not to put the Graduate Student Representative to the Executive committee but to ensure that the honoraria could fairly represent the administrative work this position has due to the unique nature of Graduate Student Committee. She also pointed out that the job responsibilities of the Graduate Student Committee overlap some from other committees. She took the event planning and merchandise for example. Evans agreed that the position represents all the faculties, and at other universities, there would be a whole separate board works for the graduate students. He commended the committee for the excellent work they did. Desai added that with the increase of the honoraria, they could work on a set of roles and responsibilities to formalize this position. Gnanasivam stated he would do some research on the workload of this position and other elected Board of Directors. Evans explained the context and the rationale behind the honoraria of the Board of Directors. Gnanasivam pointed out honoraria, different from salary, do not represent the workload. Evans



recommended they could discuss about it in the Finance Committee before they present any motion to the Policy Committee.

Gordanpour asked why there was no notice announcing the Board of Directors overruled the motion passed at the AGM. Gnanasivam thought they had published it in their social media. Qiu confirmed that they published the decision in the minutes but not in the social media. Evans stated that the lawyer suggested that they should note this decision in the minutes in terms of communicating the information to the membership. The minutes was published on their website. Gordanpour stated that if the chair had ruled the motion out of order at the AGM, the membership would have had the chance to appeal or agree with the chair's decision. Now the membership had no chance to do anything as the board overruled it. He thought the board should affirm to the membership that they overruled the motion at the next AGM or referendum. He did not think the board has the right to overrule the decision from the membership. Evans disagreed, stating that the board has the responsibility and liability to do the right thing for the SUO, and those are the persons who would be sued if something went wrong in the SUO. As the motion was not properly passed at the last AGM, it would be brought up to the next AGM again. Gordanpour stated that at the next AGM or SGM, the board should inform the membership of their decision for the purpose of transparency. In terms of how to publish it, Evans suggested that Executive Committee shall discuss about it.

## **Failed.**

24/01/18.13 – from Graduate Students

Gnanasivam/Desai

Be it resolved that [Bylaw XVIII-Committees] be amended to include a new Bylaw after [Bylaw XVIII:6], which shall read as such:

Each Student-at-Large on the Graduate Students Committee, acting in accordance with guidelines set forth in the regulations, shall receive a monthly honorarium in an amount prescribed in the regulations; however changes to the prescribed amounts shall not be made in the months of March and April and shall not take effect until May 1st of each year.

Gordanpour provided the following motivation: Currently, the honoraria of the GSC members are approved at every board meeting with no established base amount which results in uncertainty and inefficiency in the payroll. This bylaw would ensure

that the GSC members honoraria are stated in the regulations. He added that they could propose some regulation changes about the Graduate Student Committee, so that Students at Large could have some positions. Desai stated that they would review how the honoraria (\$50) was established. Gnanasivam asked why the changes shall not be made in the months of March and April. Evans explained that any change needs to be done before the Election. Qiu stated that they have the policy regarding the honoraria under the Regulation IV- Governance. She suggested they could discuss this topic under the Regulations rather than Bylaws. Qiu stated that there are no regulations describing the job responsibilities of Students at Large under the Graduate Student Committee. She would recommend that GSC provide some description of responsibilities of their Students at Large when discussing about the increase of honoraria. Desai asked if they could table it. Mehendiratta recommended that they present a new motion as there would be a significant change in the motion.

**Failed.**

[Desai left at 12:39 p.m.]

## **5. DISCUSSION**

### **5.1 Amendment of the Financial Statements Policy**

[Bylaw XIII:2]:

The financial statements of the Students' Union shall be published annually, no later than the fifteenth (15th) of November of each year, in a Students' Union publication, or any other campus newspaper, and shall be made available at the main office of the Union.

Notes from Governance Coordinator:

BC Societies Act Division 2 – Financial Statements

35(1) The directors of a society must present the following to the members at each annual general meeting:

- (a) financial statements prepared in accordance with this section;
- (b) the auditor's report, if any, on those financial statements.

38(1) A society must not issue, publish or distribute financial statements of the society required under section 35 [financial statements] unless the financial statements

- (a) have been approved by the directors and signed by one or more directors to confirm that the approval was obtained, and
- (b) have attached to them the auditor's report, if any, on those financial statements.

(2)A society must not issue, publish or distribute financial statements of the society that purport to be audited financial statements unless the financial statements have, in fact, been audited and an auditor's report has been prepared in relation to them.

Qiu stated that in terms of this policy, she had received more than one motion. Therefore, she placed it under Discussion. She also noted down the policies from BC Societies Act regarding the financial statements to make sure they could make the amendment of the policy in accordance with the BC laws. She stated that initially the graduate students proposed they publish the draft financial statements on their website, but they could not do that as it would violate BC Societies Act. Gnanasivam confirmed they could only publish the audited financial statements. He believed that if they publish the financial statements upon the approval of the board of directors, there would be ample time for the membership to review before the AGM. For information, Evans explained that the auditor's report could not be interfered with. The SUO does not have any jurisdiction over it, and that is the reason why they invite an external company. The auditor has the responsibility to abide by the code of their industry. The board and the membership could not change the financial statements. Whatever they present is final. The membership has the right to change the auditor. Considering the information flow, the auditor's report is usually presented at the AGM to make sure the membership receives the information before it is published, and it is a common practice among other universities. He did not see any legal issue about publishing the audited financial statements on their website after they are approved. Gnanasivam proposed to publish the audited financial statements before AGM for transparency, and he believed that if students misread the information or could not understand the statements, they could bring the questions to the AGM for clarification. Qiu also added that they had discussed publishing the statements on Students' Union website but not on students' newspaper as they do not have the authority over the newspaper organization. Qiu asked if they would publish the auditor's report together with the audited financial statements and asked if the approval process includes the signing step. Gnanasivam confirmed that the Board of Directors would approve the audited report which includes the audited financial statements, and the signing authority would sign the report as soon as the board approves it before they publish it. Gordanpour pointed out publishing the report after the board approves it does not guarantee the report would be published before the AGM. Evans suggested a timeline for publishing the report, stating that they could publish it seven days prior to the AGM. Gnanasivam disagreed, stating that whenever they publish the AGM agenda, the audited financial statements should be ready for the membership to review. Qiu asked if it would take some time for the auditor to finalize the version upon the approval of the board. Gnanasivam

confirmed that there would be no change once the board approves it. Evans proposed that they table this motion so that they could consider the wording around the timeline. Gnanasivam was against this proposal.

Gnanasivam/Evans

The audited financial statements of the Students' Union and the auditor's report shall be published annually after they are approved by the Board of Directors, no later than fourteen (14) days prior to the Annual General Meeting, on the Students' Union website, and shall be made available at the main office of the Students' Union.

**Carried.**

Qiu pointed out that [Regulation III – Finance: 34]:

**34** The audited financial statements, upon their acceptance by the Members, shall be published on the Student Union website for inspection by the Members. should be removed if the previous Bylaw change is approved by the membership.

#### **5.2 Executive Liquor Policy (attached)**

Qiu stated that Desjarlais (the President) left the Executive Liquor Policy to the Policy Committee to decide if this should be included in the Regulations or should be signed together with other onboard materials at the beginning of their term. Mendiratta stated that the Executives had had a discussion and decided to include this policy in the onboard documents.

### **6. ADJOURNMENT**

The meeting was adjourned at 1p.m.

## Student Union Okanagan - Executive Liquor Policy

Effective Date: November 2023.

### **Purpose**

The purpose of this Liquor Policy is to provide guidelines and restrictions on the expenditure of funds allocated for the purchase of alcoholic beverages by the executives of the Student Union Okanagan SUO. This policy aims to ensure responsible and accountable use of SUO funds while maintaining compliance with all relevant laws and regulations pertaining to the purchase and consumption of alcoholic beverages.

### **Scope**

This policy applies to all elected and appointed executives of the Student Union Okanagan of UBC who may be authorized to make purchases of alcoholic beverages using SUO funds.

### **3. Expenditure Guidelines**

3.1. Alcoholic Beverage Expenditure: Executives of the SUO are only authorized to spend SUO funds on alcoholic beverages in the following circumstances: For events organized by the SUO, in the Well where the consumption of alcoholic beverages is approved and for appropriate stakeholders.

3.2. Maximum Allowed Amount: The maximum allowed amount for expenditure on alcoholic beverages per executive term is \$400. This amount includes all costs associated with the purchase of alcoholic beverages, such as taxes, service charges, and gratuities. The VP Campus life will be permitted \$500 for their executive term in office.

### **4. Responsibility**

4.1. Budgeting and Approval: Executives must ensure that the allocated money for Well Tab expenditures on alcoholic beverages is included in the annual budget approved by the SUO Board in July each year.

4.2. Compliance with Laws: All expenditures on alcoholic beverages must comply with federal, provincial, and local laws, including the legal drinking age and any specific regulations governing the sale and distribution of alcoholic beverages.

4.3. Liquor Tab Reporting: At the conclusion of each semester, the Well Pub Manager is required to report the remaining balances on each tab to the Vice President of Finance. This reporting is essential to ensure that expenditures on alcoholic beverages do not exceed the allocated amounts.

### **5. Reporting**

The SUO Finance Department shall maintain records of all expenditures on alcoholic beverages made by executives. An ongoing written tab will be kept by the staff in the Well and must be signed off on each time

## **6. Consequences of Non-Compliance**

Consequences of Non-Compliance with this Liquor Policy may result in disciplinary actions, including but not limited to loss of spending privileges, reimbursement for expenditures exceeding the stipulated amount, or further consequences as determined by the SUO Board of Directors and the Oversight Committee.

## **7. Review and Amendments**

This Liquor Policy shall be reviewed annually by the SUO Executives, particularly the VP Finance and the VP Campus Life, to ensure its effectiveness and relevance. Amendments may be made as necessary in the Executive Committee to align with changes in SUO activities and responsibilities.

By signing below, I acknowledge that I have read, understood, and agree to adhere to the provisions outlined in the SUO Executive Liquor Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Executive's Name]  
[Student Union Okanagan - Executive's Title]

Approved by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
[President of Student Union Okanagan of UBC]

# CAMPUS LIFE COMMITTEE MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Campus Life Committee Meeting, January 16<sup>th</sup>, 2024, UNC 133 Conference Room

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## Called to order at 11:09 am

### Directors Present

Vice-President Campus Life  
Vice-President Internal  
Vice-President Finance & Administration  
Director-at-Large  
Director-at-Large  
Faculty of Arts & Social Sciences Representative  
College of Graduate Student Representative  
Student-at-Large

Uday Gill  
Shreyansh Mehendiratta  
Osho Gnanasivam  
Darsh Alamchandani  
Twinkle Hora  
Georgia Mayhew  
Anjali Desai  
Myrium Su

### Directors Absent (with regrets)

Faculty of Science Representative  
Student-at-Large

Sunish Grover  
Satabdi Das

### Directors Absent (without regrets)

Director-at-Large  
Faculty of Applied Science Representative  
Student-at-Large

Aryan Arora  
Rishan Pfaender  
Uday Wirk

### Staff Present

Well Pub & Events Manager  
Communications Manager

Michael Ouellet  
Becca Evans

### Staff Absent

General Manager  
Membership & Outreach Coordinator

Jason Evans  
Izzy Rusch

## **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**

24/01/16.01

Gnanasivam/Mehendiratta

Be it resolved that the agenda be adopted.

Alamchandani/Mayhew

Be it resolved that the agenda be amended by adding carnival under new business.

Gnanasivam/Alamchandani

Be it resolved the agenda be adopted as amended.

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

24/01/16.02

Gnanasivam/Mayhew

Be it resolved that the Campus Life Committee Meeting minutes from November 27<sup>th</sup>, 2023 be adopted.

## **4. OLD BUSINESS**

### **4.1 Well Events**

- Ouellet stated that there were some parties from send szn last semester and there were 2 events last week which went well.

### **4.2 General Events**

- Holiday Cookie Decorating : Mayhew mentioned it went well and lots of people showed up.
- Free pancake breakfast : Ouellet mentioned we served over 300 people in 2 hours and everyone was very happy with the free food. Gill stated we should do free breakfast more often.

## **5. NEW BUSINESS**

### **5.1 Well Events**

- Karaoke : Ouellet said we approved a karaoke club and are planning to host 2 karaoke nights per month which would be 19+.



- DJ Series : Gill said that Felix Cartal was liked by students so we are planning to look into dates to host some DJ nights. Ouellet said we can promote and book him throughout the term. We could host the event in the well.
- Hypnotist : Ouellet said he contacted Gavin and are planning to host a show.
- Fifa tournament : Gill stated that Arora contacted him and wants to host a fifa tournament. An update will be provided at the next meeting.

## **5.2 General Events**

- Movie nights : Ouellet said that Darvesh Dhillon (a residence advisor) brought up many good movie night ideas and we can host different movies in the well and theatre.
- Valentine's Cookie Decorating : Ouellet said we are planning to host the event on Wednesday, February 14<sup>th</sup> from 11 am to 2 pm in picnic. He encouraged committee members to help out at the event.
- Carnival : Ouellet said we usually host beer garden the day before the carnival. He suggested we could host the carnival in the commons grass field. The committee decided that it would be better to host it in the courtyard as done in previous years. We will have free food at the carnival. It will take place sometime in April from 12-4pm.
- Beer garden : Ouellet mentioned it has been applied for and we are just waiting for UBC's approval. It will take place on April 10<sup>th</sup>.
- Harmony event : Mehendiratta and Alamchandani are working on this and will provide an update to the committee at the next meeting.
- Astronaut event : Gill told the committee that astornauts are coming to campus in March. He will work with Ouellet to see if we could potentially host an event.
- SHAG : Evans brought up that the Sexual Health Awareness Gala takes place in March. We will need volunteers for this event.

## **6. ADJOURNMENT**

Meeting adjourned at 11:44 am

# CAMPUS LIFE COMMITTEE MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Campus Life Committee Minutes, January 31<sup>st</sup>, 2024, UNC 133 Conference Room

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## Called to order at 11:09 am

### Directors Present

Vice-President Campus Life  
Vice-President Internal  
Vice-President Finance & Administration  
Director-at-Large  
Director-at-Large  
Director-at-Large  
Faculty of Applied Science Representative  
Faculty of Arts & Social Sciences Representative  
Faculty of Science Representative  
Student-at-Large  
Student-at-Large  
Guest  
Guest

Uday Gill  
Shreyansh Mehendiratta  
Osho Gnanasivam  
Aryan Arora  
Darsh Alamchandani  
Twinkle Hora  
Rishan Pfaender  
Georgia Mayhew  
Sunish Grover  
Satabdi Das  
Georgia Goerz  
Darvesh Dhillon  
Agamjot Aneja

### Directors Absent (with regrets)

College of Graduate Student Representative  
Student-at-Large

Anjali Desai  
Uday Wirk

### Directors Absent (without regrets)

Faculty of Management Representative  
Student-at-Large

Rajat Arora  
Myrium Su

### Staff Present

Well Pub & Events Manager  
Membership & Outreach Coordinator

Michael Ouellet  
Izzy Rusch

### Staff Absent

Communications Manager  
General Manager

Becca Evans  
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**

24/01/31.01

Mayhew/A. Arora

Be it resolved that the agenda be adopted.

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

24/01/31.02

A. Arora/Alamchandani

Be it resolved that the Campus Life Committee Meeting minutes from January 16<sup>th</sup>, 2024 be adopted.

## **4. OLD BUSINESS**

### **4.1 Well Events**

- Ouellet talked about the previous events that took place and they went well.
- Fifa Tournament : A. Arora talked about how the event is posted on bounce. They will have free food and free entry. It will take place on February 15<sup>th</sup> at 6:30 pm. Ouellet and A. Arora will be picking up some prizes soon.

### **4.2 General Events**

- Valentine's Cookie event update : Ouellet stated he needs support from the committee to come help out at the event. It will take place on February 14<sup>th</sup> from 11am-2pm in picnic.
- Vintage Market : Pfaender mentioned how the market went well last time. He is planning to host it on the first floor of EME this time. He also wants to bring back some of the same vendors since they were well received. He suggested to do it after reading break.
- Harmony : Mehendiratta reached out to student associations regarding this event but he did not hear back from many. He is planning to send out a mass email again and will provide an update.

## **5. NEW BUSINESS**

### **5.1 Well Events**

- Disney Trivia (Jan 31 2024)
- Booze and Brushes (Feb 1 2024) : Led by Georgia, winter themed, many people have signed up already
- Night Club Event (Feb 2 2024) : 8 pm till late in the well, 19+ event
- Y2K Sexy Karaoke (Feb 7 2024) : sex positivity center and karaoke club hosting a karaoke night
- Grad Wine and Paint Night (Feb 8 2024) : Graduate students already have many tickets sold and it is Valentine's day themed
- PRC/SPC Valentines Day Mixer : pride resource center and sex positivity center will be hosting a 19+ mixer with bracelets, they are looking for help from campus life committee with food.
- Rom Com Trivia (Feb 14 2024)
- Hypnotist : coming back on March 13<sup>th</sup>, Ouellet will get Gill to look at the contract soon and once we get that approved, we will start promoting the event
- FC24 Tourney (Feb 15 2024)
- Physics Trivia (Feb 16 2024)
- DJ series : Gill is currently in contact with different artists and planning to host 4 artists with one in every week of March.

### **5.2 General Events**

- Career Fair : Gill talked about how he is in contact with the career development team to talk about the event. Planning to host career fair and ted talk together if possible.
- Beer Garden : Set for April 10<sup>th</sup> from 12-4 pm, about 475 people, Ouellet suggested we can get someone to play guitar at the event. Pfaender said there is a band that can come out and he will send details to Ouellet.
- Carnival : The carnival will take place the day after the beer garden. He encouraged everyone to come help out at the event, and will provide an update at the next meeting with more details about the carnival.
- Ted Talk : Agam, the president of Space x talked about a space week from March 7-10. It is a competition for engineering, computer science and math students. They have a list of 20 companies to come to the event.

Their plan is to get speakers to come in as well as an astornuat. The first 2 days will be workshops and the last day will be the award ceremony. They need campus life committee's help to help cover certain costs of the event. They will give a presentation to the committee next week with more details.

## **6. ADJOURNMENT**

Meeting was adjourned at 11:49 am

# CAMPAIGNS COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Campaigns Committee Meeting, January 31<sup>st</sup>, 2023, SUO 133 Conference Room

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Called to Order at 4:07 PM.

## **Committee Members Present**

Faculty of Applied Science Student Representative Candidate	Rishan Pfaender
Faculty of Arts & Social Sciences Student Representative Candidate	Georgia Mayhew
Faculty of Creative & Critical Studies Student Representative Candidate	Hanna Donaldson
Faculty of Science Student Representative Canaidate	Sunish Grover
Faculty of Management Student Representative	Rajat Arora
Student-At-Large	Abby Newman
Student-At-Large	Amalthea Schutt
Student-At-Large	Mehak Parihar
Student-At-Large	Norimasa Musashi

## **Committee Members Absent**

Director-at-Large Candidate	Twinkle Hora
President	Cade Desjarlais
Student-At-Large (Graduate Student Representative)	Yazdanmehr Gordoanpur

## **Staff Present**

Students' Advocate	Rachel Fortin
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## **1. ACKNOWLEDGEMENT OF TERRITORY**

*We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It 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**

24/01/31.01

Donaldson/Grover

Be it resolved that the agenda be adopted.

24/01/31.02

Newman/Grover

Be it resolved that the agenda be amended by adding 6.2 Seeking Committee Members. Amendment carried.

Carried as amended.

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

24/01/31.03

Be it resolved that the minutes of the meeting held on December 7<sup>th</sup>, 2023 be adopted.

Arora/Donaldson

Carried.

## **4. OLD BUSINESS**

### **4.1 \$5 Smart Meals Campaign Updates**

- New dates for term 2
  - Karnwal provided an update to committee around the structure of promotion (i.e. trying new methods of advertisement, aside from tabling). Karnwal indicated that the campaign will be running twice a week on Tuesdays and Thursdays. Karnwal encouraged the committee to keep spreading the word, despite the focus shifting to analyzing demand, sponsorship, etc. Karnwal expressed that the committee made great progress last semester with the initiative and is excited to keep the momentum going.
- Sponsorship updates
  - Karnwal was excited to announce the collaboration and sponsorship between the Seeds Program, a research based group that focuses on food security and sustainability; the research group is situated on the UBC Vancouver Campus. The Seeds program donated funds that will subsidise 400 smart meals this term. Karnwal also announced that the Community Learning Program on the UBC Okanagan Campus

also is sponsoring the program, thus, providing 700 more smart meals. Karnwal expressed that this is a huge win for students and great appreciation for the sponsorships, support, and encouragement from the community.

- Student Engagement /Advocacy Plans
  - Karnwal reiterated that it is still a priority to work on student engagement. Karnwal provided an update in regards to the \$5 Smart Meals Student Ambassador Program that was collaboratively put together by the Communications team. Karnwal provided insight to the goals for advocacy this term (i.e. mental health, sustainability component of the Smart Meals). Additionally, Karnwal wants to continue to advocate for permanence of the Smart meal program.
  - Arora posed the question of why there are no non-plant based meal options.
  - Karnwal expressed that there is a specific reason as it relates to sustainability and follows the UBCO Green Plan. Karnwal went on to say that the program's goal is to bring awareness to sustainable food options. Karnwal reiterated that sustainability is at the foundation of this program, and if we bring in non-plant based meals we risk losing the program's meaning and goals. Karnwal suggested that the committee should seek ways to bring awareness to why the meals are plant based.

[Amalthea Schutt entered at 4:19 PM]

[Norimasa Musashi entered at 4:21 PM]

## **4.2 Educational Campaign about how SUO and UBC runs**

- Election timeline and research to create content
  - Karnwal indicated that there has been little progress made in this area, however, it should become a priority before elections start; in order to provide students with more information around operations of the SUO and UBC.
  - Mayhew suggested that it would be beneficial to see how the presidents Town Hall goes, in order to provide insight to what kinds of questions students have. Mayhew reminded committee to continue to fill out the information sheet already started.
  - Karnwal will search for more clarity on this project and collaborate with Desjarlais, and come back with an outline.



### **4.3 Research on Mental Health Resources**

- Update on the research
  - Mayhew explained that since sending initial emails (to collect data) there have been no further responses, despite the strong efforts to follow up.
  - Karnwal asked how many responses we do have.
  - Mayhew responded that there are 3/6 responses.
  - Karnwal indicated that he has been in contact with someone that may be able to help with data gathering if it is in their scope. Karnwal also suggested that the committee may think of different approaches (i.e. more individual research). Karnwal suggested that the committee should begin to work on a report of what has been gathered.

### **4.4 “Chatter Room” / Human Library**

- Update on the last meeting and next steps
  - Karnwal directed the committee members to review information provided on Teams. Karnwal indicated that Mayhew, Newman and Fortin had a conversation with the Student Experience administration and asked for an update.
  - Newman indicated that Fortin gave a description of what the committee wants to accomplish (i.e. idea, goals, what the program might look like). The administration came back with some helpful insight. They suggested to be mindful of different situations and positionalities, to ensure speaker are trained in inclusive language, etc. and to create a balanced list of topics that should be talked about.
  - Mayhew indicated that the committee should market the program as a collaborative conversation. Mayhew indicated that ThirdSpace had a similar program and that it may be beneficial to connect with them to see how they structured their open conversation about mental health.
  - Karnwal encouraged committee to review the package sent out in Teams and come back with questions. Karnwal expressed the idea of creating a group for this project that meets every second week.

## **5. DISCUSSION ITEM**

## **6. INFORMATION ITEM**

### **6.1 Upcoming Events**

- Nourishing Mind and Body

- Karnwal indicated that this event is happening on February 1, 2024 in collaboration with Pantry to talk about food insecurity, and to bring awareness to resources for student (i.e. where to go, how to access resources). Karnwal stated that this is an informal event and would appreciate support from the committee.
- Newman gave details to what the event will include. Newman hopes to engage in conversations around the topic of food insecurity to better understand concerns of students.
- Feb 15<sup>th</sup> Smart Meals event
  - Karnwal announced that there is going to be a Student Initiative Show Case. Karnwal explained that it will be a place for students to display initiatives they are doing. Karnwal indicated that invites to the population outside of campus will be distributed in hopes of providing a networking opportunity.
  - Newman is seeking committee help.
  - Karnwal expressed that this will be an opportunity to showcase the timeline and vision of the Smart Meal Program and encourage the University to continue the program into the future.

## **6.2 Seeking Committee Members**

- Seeking committee member for UBCO committee
  - Karnwal extended an offer to the committee for one individual to sit on the Award Committee. Karnwal gave a brief description and referred committee to initial email sent out. Karnwal expressed that this is a great opportunity to network and make your voice heard. Karnwal asked those interested to get in contact no later than February 2, 2024.

## **7. ADJOURNMENT**

Donaldson/Grover

Be it resolved the meeting be adjourned at 4:56 PM.

Carried.

# GRADUATE STUDENT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Graduate Committee Meeting, December 19, 2023, Team

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## 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  
Student at Large

Anjali Desai  
Uday Gill  
Nibirh Jawad  
Dina Khrabsheh  
Fatima Canales  
Satabdi Das  
Yazdanmehr Gordanpour  
Hammad Ahmad  
Akshta Sharma

## Committee Members Absent

## Staff Present

Governance Coordinator

Cecily Qiu

## **1. CALLED TO ORDER AT 9:03 AM**

### **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**

23/12/19.01

Khrabsheh/Gordanpour

Be it resolved that the agenda be adopted.

Gordanpour/Gill

Be it resolved that the agenda be amended by adding a new business 5.5 Networking with Graduate Course Unions.  
Amendment carried.

Carried as amended.

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

23/12/19.02

Gordanpour/Uday

Be it resolved that the minutes of the meeting held on November 8th, 2023 to be adopted.  
Carried.

## **4. OLD BUSINESS**

### **4.1 Childcare Policy Update**

Khrabsheh updated with members that she had been connected with Dr. Peter Simpson, Dean of the College of Graduate Studies, through Student Senate Saami and Chair of the Senate Academic Policy Committee Jannik. And she submitted proposed changes regarding the graduate student parental accommodation policy and the parent leave for International students. They were waiting for the response from Dr. Simpson as he needed to look into the relevant policies with his team.

### **4.2 Weekly Coffee Events**

Ahmad stated that it would be the last week for Weekly Coffee Events this term. It would stop for 3 weeks due to holidays and restart on January 10<sup>th</sup>. He suggested they hold the event at the same time next term as students were familiar with its current schedule and they rotate the job among the team members. Desai was in

favor of the suggestion. Desai also confirmed with Jawad and Canales on their reimbursement.

#### **4.3 GSC Membership**

Ahmad asked about the new member recruitment. Gordanpour stated that they needed more people. Jawad suggested they put out a call this week and repost it in January. Ahmad stated that they needed new members who could focus more on advocacy than event organizing. Desai also updated with members that UBCO was calling for a graduate senate. Ahmad commented that a member from Graduate Student Advisory Council(GSAC) would be a nice candidate as they work on students' issues. Desai would share the information with GSAC.

### **5. NEW BUSINESS**

#### **5.1 Well Events**

Desai stated that she had talked with Well pub Manager and she suggested organizing some Well Events such as trivia nights. She asked members for more ideas of Well Events. Ahmad stated that the trivia nights in the past were very good, and the only concern was that the International students may not have the background knowledge of North American movies and songs. Members brainstormed the possible events, such as karaoke nights, family friendly events, Powerpoint roulette, Jeopardy. Khrabsheh suggested organizing more events in downtown. Canales wanted to keep doing the Rest as Resistance event. Gill also mentioned that GSC could collaborate with Campus Life committee on Well events.

#### **5.2 Family Friendly Events**

Khrabsheh suggested they hold a family friendly event which could include the kids. Through such event, graduate students could connect families and share resources. They held one last year with the Global Engagement Office. She would like to see this event separate from the other big events they hold. Desai confirmed that it would be in the to-do list, and she would check the finance situation and event calendar.

#### **5.3 Winter Outdoor Events**

Sharma stated that the Big White Event was going to be held on January 20, but it was not a collaborative event with GSC. That event would be open to new intake students but not current graduate students. She would send the link of the event via email. Ahmad suggested GSC collaborate with Engineering Graduate Society as they were organizing a similar event at Big White. Khrabsheh asked if they could bring children. Jawad stated that children may be able to join the tubing. Desai would look into the possibility of bringing children. Canales also suggested snowshoeing. Gill mentioned that there was a shuttle bus to Big White available every Friday and Saturday.

#### **5.4 Special General Meeting (SGM)**

Ahmad stated that a lot of students wanted to follow up with the topics at AGM. Gordanpour stated that there was a lot of participation at AGM and they wanted to make sure the SGM would happen, preferably before the Election, before February 21. Gordanpour also stated that he had a list of bylaw change proposals, and asked about the process to present those proposals. Qiu replied that as per the policy, SUO needs to give notice of the date of the SGM 45 days in advance and the agenda 14 days in advance, so February 21 would be too tight due to the holiday season. So far, the President and the board had not received any communication from student groups about the SGM agenda items, so they were not able to put out a call for the SGM at the last board meeting. However, SUO would like to increase the communication channels for their membership to hear more voices, so the President was going to have a townhall next term in January or February. As to the process, Qiu recommended that they present the proposals to Policy Committee, and Policy Committee would discuss the policy changes and make recommendations to the board. Qiu confirmed that regarding the financial statements policy, SUO would propose a change through referendum as they did notice the gap in the policy. Gordanpour stated that referendum would not be the best choice as they could not discuss about the policy. He asked for the date of the Policy Committee meeting and requested to attend the meeting. Qiu replied that the first Policy Committee meeting might be held in the week of January 15 or 22. She or Desai could inform them of the date once they receive the notice.

### **5.5 Networking with Graduate Course Unions**

Gordanpour suggested that they reach out to graduate course unions and their executives to get to know them. They could also invite them for some events or dinners. He hoped that Desai could budget for those networking events. Qiu also encouraged GSC to connect with SUO faculty representatives, and help connect them with graduate students. Faculty representatives saw the importance of engaging with graduate students. Last board meeting, they submitted their engagement reports; and details could be found in the meeting agenda. Members also discussed about making an event calendar for those upcoming events.

## **6. INFORMATION SESSION**

### **6.1 Graduate Gala Event**

Ahmad provided an update on the Gala event, and stated that it went very well. Desai confirmed that GSC had contributed \$2000 to the Graduate Gala Event, which was a collaboration event with Graduate Student Facilitate Team. Canales suggested participants signing waivers for such events in the future.

### **6.2 GSS x GSC Dinner**

Desai stated that GSS and GSC had their first meeting on November 25. They discussed about common sharing events and possible steps if GSC was going to separate from Student's Union.

Ahmad asked Gill about the form of collaborative events with Campus Life Committee. He was wondering what Campus Life Committee could provide in terms of collaboration. Gill replied that they would be able to provide funding or volunteering based on the need of GSC.

## **7. ADJOURNMENT**

Meeting adjourned at 10:19 PM.

# GRADUATE STUDENT Committee Meeting Minutes

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Graduate Committee Meeting, January 19, 2024, Teams

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Called to Order at 9:07am

## **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  
Shreyansh Mehendiratta  
Nibirh Jawad  
Dina Khrabsheh  
Satabdi Das  
Yazdanmehr Gordanpour  
Hammad Ahmad  
Akshta Sharma

## **Committee Members Absent**

Student at Large

Fatima Canales

## **Staff Present**

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**

24/01/19.01

Gordanpour / Jawad

Be it resolved that the agenda be adopted.

Carried

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

24/01/19.02

Khrabsheh /Jawad

Be it resolved that the minutes of the meeting held on December 19, 2023 to be adopted.

Carried

## **4. OLD BUSINESS**

### **4.1 Well Events- Wine and Paint Night**

Desai reported that she worked with the Well Pub Manager to decide 8<sup>th</sup> February, Thursday for the Valentine's day themed, Wine and Paint night. The event will be organized for around 40 individuals with separate ticket prices for students and guests.

### **4.2 Family friendly events**

Khrabsheh asserted that she will look at booking the international collegium for a mixer of graduate students with children in February. The event will help them connect to students experiencing the same situation regarding childcare and help expand the community. Food, refreshments and goodie bags will be bought for the event.

### **4.3 Winter outdoor event**

Desai connected with the EGSS President to plan the details of the event. Details will be shared with the group as more information is received.

### **4.4 Course Union Networking Event**

Gordanpour to invite executives from the 8 graduate course unions for a networking event on campus. He asked Desai to help get access to the emails of the executives.

## **5. NEW BUSINESS**

## **6. INFORMATION ITEMS**

### **6.1 By Law changes**

Gordanpour updated the group that the motion passed at the AGM adding the Graduate representative to the Executive Committee has been overturned by the Board of Directors for being out of order. The rationale given is that a Special resolution cannot be amended

on the floor. He also mentioned that the proposed by law changes by the general graduate student body were put to discussion at the Policy Committee meeting. A few motions were ruled out of order, a few tabled and the motions regarding the release of financial statements and presentation by the general manager at the AGM were carried. Further, Desai and he are to work on a new draft of the proposed policy. Desai mentioned that she will be working with VP finance to set a justifiable honorarium for the graduate representative position. Gordanpour mentioned that though not stated, executives are paid at an average rate of 20\$/ hour and that can be used as a reference point. Jawad stated that the committee should start laying down the foundation of a separate graduate society and not wait any further. Cecily suggested that while considering a separate society the GSC should keep in mind the health and dental service premiums which can be impacted. Desai suggested that we further explore the collaborative structure in place at the Vancouver campus during the monthly meeting. Desai and Qui also talked about the restricting of the roles of the GSC such that SALs have decided portfolios like childcare, events and cross campus collaboration. Mehendiratta suggested to approach the topic in a structured way as it will have permanent implications and work on the currently implantable and proposed policy changes in the policy committee.

## **7. ADJOURNMENT**

Meeting adjourned at 9:42 am

# OVERSIGHT COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Oversight Committee Meeting, January 16, 2024, 2:00pm SUO Office

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Called to order at 2:05 P.M

## **Committee Members Present**

Faculty of Health and Social Development Representative  
Director-at-Large  
Director-at-Large  
Alamchandani Student-at-Large

Grace Halpin  
Aryan Arora  
Darsh Alamchandani  
Shreya Saxena

## **Guests**

Faculty of Arts and Social Sciences Representative

Georgia Mayhew

## **Staff Present**

General Manager

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**

24/1/16.01

Arora/Evans

Be it resolved that the agenda be adopted.

Arora/Evans

Be it resolved that the words “October 10, 2024” be changed to “December 8<sup>th</sup>, 2023”.

**Amendment carried.**

Be it resolved that the agenda be adopted as amended.

**Carried as amended.**

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

24/1/16.02

Arora/Evans

Be it resolved that the minutes from the meeting held December 8<sup>th</sup>, 2023 be adopted at this time.

**Carried.**

## **4. NEW BUSINESS**

### **4.1 December Executive Reports**

24/1/16.03

Alamchandani/Arora

Be it resolved that the December executive reports be adopted by the Oversight committee.

**Carried.**

Halpin acknowledge the closure and exam period. VP Finance’s note indicated that due to availability of others and holidays, there was little activity to complete. In regards to the 10 hours, Halpin was not concerned as December is a lighter month. Evans mentioned that there was a discussion regarding executive’s exam schedule and increased flexibility. Evans stated that we would draft a policy that reflects this. Halpin noted improvement in formatting and quality. Executives have taken feedback from the committee and necessary steps to improve their reports.

### **4.2 Be it resolved that Uday Gill’s time off request be approved by the Oversight committee. (January 8-12)**

24/1/16.04

Arora/Alamchandani

**Carried.**

The VP Campus Life time off request was on the day that he wanted the time off. Halpin recommends they ask in advance and when their plane tickets are booked as they know when

they are going out of town or out of the country. January is a lighter month, any other month there would have been further conversation regarding this process. Evans relayed the process to all executives in regards to booking time off a month prior. Halpin will be keeping track of paid days off in case there is a new request.

#### **4.3 Be it resolved that Shreyansh Mehendiratta's time off request be approved by the Oversight committee. (January 9-15)**

24/1/16.05

Arora/Alamchandani

**Carried.**

The VP Internal's time off request was also on the requested day. Halpin suggests future requests be made in advance, preferably when tickets are booked. VP Internal and VP Campus Life sent the exact same email asking for time off.

### **5. DISCUSSION ITEMS**

#### **5.1 Executive Director Reviews**

Executive Director Reviews will occur in January and will be attached in the board meeting package in February once reviews are consolidated. Oversight Chair will meet with executives and staff members to conduct the reviews in the most efficient way possible.

Hard to streamline meeting process from one-on-one meetings. Halpin will meet with executives and staff counterparts going forward to create continuity. Halpin invited committee members to attend the meetings if they would like. Halpin will have a guest take notes in order to be present for meetings.

#### **5.2 Executive Office Hours**

How do we ensure accountability and attendance to office hours?

Regulation IV.7 "Of these fifty (50) hours, Executive Directors must be in the Student Union office at least three (3) days and fifteen (15) hours per week, and this must be during typical office hours. Of these fifteen (15) hours, Executive Committee Directors must schedule, post notice, and be available for student appointments for at least five (5) hours per week on average."

The committee discussed the importance of meeting the 5 hour in-person commitment to be available for students. Halpin stated that she hopes to establish reliability among the Exec team to be present. Seeking the committee's perspective on this matter, Arora proposed a face-to-face check-in with a staff member. Halpin emphasized the importance of executives notifying the oversight committee when they won't be available. Evans discussed the employment act and regulations around "clocking" in and out for those mandatory hours. Signing in and out for clocking hours is not feasible as executives, being on honoraria and not salary, they aren't considered employees under the Employment Act. Considering this, Evans suggested a director-to-director communication approach, making it occasional but not routine. Halpin will assign each committee member to oversee an Executive to ensure the requirement is being met. Committee members can reach out to Execs via Teams or drop by the office in-person during those allotted time slots.

#### **5.3 Regulation IV.12 Time Off**

IV.12 “Executive Directors must notify the Oversight Committee of their intent to use any paid or unpaid days off. The Oversight Committee shall approve the executive’s request, unless, the days off fall under any black-out periods, or the executive has used up all their allotted days off.”

Currently, there are no stipulations on when time off requests should or can be made. Halpin proposed the consideration of a motion to amend this regulation, suggesting a defined timeframe for submitting requests, unless it's an emergency situation. Evans volunteered to draft a proposal, which will then be circulated to the committee for review. Evans will recommend a revised policy regarding notice where possible, potentially 3-5 days in advance.

## **6. ADJOURNMENT**

Adjourned at 2:31 P.M.

2024

# **December Executive Reports**



# SUO Executive Monthly Report

Name: Cade Desjarlais

Report Month:  
December

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

25 hours per week + 1 week of office closure

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

## ACTIVITES COMPLETED THIS PERIOD

- All in-person office hours for December.
- Met with the External Auditing team for USports Athletics who are conducting an outside review on UBCO Athletics and Rec. Provided feedback on Rec's relationship with the SUO.
- Met with the Ombudsperson to discuss reporting policies for students.
- Student Affordability Task force meeting where our feedback on the UBC cost calculator was presented.
- DVC Meeting with the Executive
- Executive Meeting
- Starting work on a new informational campaign for students about how UBC works.
- Helped with some mental health survival kit construction.
- Worked on the 3<sup>rd</sup> round of StEAR Adjudication. This is a time consuming task that requires in-depth review of funding requests.
- Board Meeting December 15<sup>th</sup>
- Extensive correspondence and several meetings trying to get the Transportation Subsidy ready for launch in January. Looking like a January 15<sup>th</sup> launch date!
- SAAM Planning, and planning of the SVPRO training for the Board
- Discussion with Athlete UBCO Advisor on the Heat Athletics Handbook to improve reporting processes with students
- Attended office hours and worked the last week of classes. Very slow but had frequent meetings with the General Manager and Communications Manager. Several statements posted, comments on events, and follow up on the AGM statement.
- Correspondence with UBC Wellbeing on Picnic future
- Meetings with legal counsel



- Call out for Graduate Student Senate Rep
- Read through and edited new procedures and policies manual

#### ACTIVITIES IN PROGRESS

- *Transportation Bursary*
- *SUO Opinion Polling Survey*
- *StudentCare Audit*
- *Policies and Procedures Manual for SUO Staff*

#### ISSUES FOR IMMEDIATE ATTENTION

- *Graduate Student Committee*
- *Townhall Planning Feb 6<sup>th</sup>.*

#### ACTIVITIES TO BE STARTED

- *Ad-Hoc Building Committee*

#### NOTES / OTHER

*I would like to suggest some changes be made to Executive hours during exam periods. It is a very busy time for all students and there is very little engagement during these periods. Being able to move the hours around would be ideal.*

# SUO Executive Monthly Report

Name:

Lakshay Karnwal

Report Month:

December 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.

The last two weeks were very challenging as the campaigns committee was working on multiple exam time initiatives during their own exam schedules.

## **ACTIVITIES COMPLETED THIS PERIOD**

- Meeting with Megan Wise about UBC Vancouver Climate Hub (12/01)
- Office hours (12/01-12/)
- Smart Meals Campaign Days (12/05-12/14)
- Prepared tabling and volunteering schedule for exam period initiatives
- Executive Meeting (12/08)
- December Campaigns Committee (12/08)
- DVC/SUO Executive Meeting (12/08)
- Meeting with Age-Link Society executives for Exam Survival Kits (12/08)
- Created the plan for giving out the Survival Kits
- Meeting with Sustainability Course Union executive team (12/08)
- Exam Survival Kit Giveaway (12/13)
- Hosted Lunch from Age-Link Society for all Volunteers (12/13)
- Board Meeting (12/15)
- Meeting with SUO Food and Security Manager to work "\$5 Smart Meals" term 1 report
- Meeting with each restaurant part of the "\$5 Smart Meals" campaign
- Executive Meeting (12/21)
- Meeting with SEEDS Program from UBC Vancouver for funding
- Meeting with Rachel to create mental health initiative proposal for term 2 (12/22)
- Preparation for BCFS AGM

## **ACTIVITIES IN PROGRESS**

- *Working on “Human Library” related mental health initiative with Rachel*
- *Each restaurant’s Analysis of number of meals sold*
- *Documentation for VP External portfolio*
- *Strategizing with Campus Wellness and Education Manager to advocate for a UBCO Climate Hub*
- *Long term plan for the “\$5 Smart Meals” campaign*
- *BCFS AGM trip planning*
- *Updating the Advocacy Budget expenses for references*
- *Term 2 Advocacy and Campaigns plan*

#### **ISSUES FOR IMMEDIATE ATTENTION**

- *Analysis of smart meals sale numbers*

#### **ACTIVITIES TO BE STARTED**

#### **NOTES / OTHER**

- *Spent a significant time working out the exam time initiatives while I was also managing the Smart Meal days and preparing for my final exams*



# SUO Executive Monthly Report

Name: Uday Gill

Report Month: December

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.NA

## ACTIVITES COMPLETED THIS PERIOD

- Meeting with Michael Ouellet to discuss and plan out the DJ series event for term 2 12/06/2023
- Met with Agam Aneja to discuss about potential speaker for Ted talk12/06/2023
- Meeting with Rishan Pfaendar regarding the night market event 12/06/2023
- Holiday cookie decoration event at Picnic 12/07/2023
- Executive Meeting 12/08/2023
- DVC/SUO Executive meeting general updates regarding activities and initiatives of the suo on campus12/08/2023
- Met with Kinshira entertainment regarding some addition of activities to the carnival 12/11/2023
- Meeting with Joe from Big white alongside VP Internal for the shuttle service for students to big white 12/12/2023
- Short-listing and deciding SWAG items with VP Internal and VP External for term 2 12/15/2023
- Meeting with Michael Ouellet regarding collaborative small scale events with residence life for term 2 12/15/2023
- Board of directors meeting 12/15/2023
- Design and editing of the SUO merch for term 2 12/18/2023
- Attended the Graduate student committee meeting 12/19/2023
- Meeting with Vicktor from Bounce regarding swag items for term 2 and discussion regarding the dj series event.12/19/2023



#### **ACTIVITIES IN PROGRESS**

Working with Michael Oulette to ensure that we are well planned for the events in the school year in terms of logistics.

#### **ISSUES FOR IMMEDIATE ATTENTION**

Meet with career development for career fair

Meet with potential speakers for Ted talk and start promotion.

#### **ACTIVITIES TO BE STARTED**

Initiate collaborative events with residence life

Discuss events at the well for Graduate students with the Graduate students representative.

#### **NOTES / OTHER**

# SUO Executive Monthly Report

Name: Shreyansh Mehendiratta

Report Month: December 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

- Meetings with Dance clubs
- Executive meeting
- Campus Programmers meeting
- Board meeting
- DVC meeting
- Orientation 2 presentation
- Policy committee setup
- Regulation/Bylaw amendments
- Well Events
- Winter Expo setup
- Office hours
- SA handbook amendments
- Big White student shuttle meeting with Joe Overton
- Big White student shuttle setup

## ACTIVITIES IN PROGRESS

- *Making the handbook more interactive and user-friendly*
- *Fine-tuning regulations*
- *TedX UBCO*
- *Carnival planning*
- *Beer garden setup*

**ISSUES FOR IMMEDIATE ATTENTION**

- 

**ACTIVITIES TO BE STARTED**

- 

**NOTES / OTHER**

-



# SUO Executive Monthly Report

Name: Osho Gnanasivam (VP Finance and Administration)

Report Month: December 2023

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

Week 1: ~25 hours

Week 2: ~25 hours

Week 3: ~10 hours

Week 4: ~10 hours

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

Apart from Student Association matters and review of the YTDs, there was little activity to focus on with the holidays and availability of others.

## **ACTIVITIES COMPLETED THIS PERIOD**

- DVC/SUO MEETING (General updates and discussion of plans for the upcoming term)
- MEETING WITH PSYCHOLOGY COURSE UNION (Discussion on club funding)
- YTD REVIEW
- B.O.D MEETING
- EXECUTIVE MEETINGS (Well Tabs for Execs, adjustment of budget)
- REVIEWING EOT REPORTS FOR S.As
- SMARTMEALS TABLING

## **ACTIVITIES IN PROGRESS**

- Prep for Jan FCM
- Transition document

## **ISSUES FOR IMMEDIATE ATTENTION**

- Prep for Policy Committee Meeting





## ACTIVITIES TO BE STARTED

## NOTES / OTHER

# OVERSIGHT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Oversight Committee Meeting, February 7, 2024, 1:00pm SUO Office

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**1:15pm**

## **Committee Members Present**

Faculty of Health and Social Development Representative (Chair)	Grace Halpin
Director-at-Large	Aryan Arora
Director-at-Large	Darsh Alamchandani
Alamchandani Student-at-Large	Shreya Saxena

## **Staff Present**

General Manager	Jason Evans
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## 1. ACKNOWLEDGEMENT OF TERRITORY

*We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It 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

24/2/7.01

Saxena/Arora

Be it resolved that the agenda be adopted.

Carried

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

24/2/7.02

Arora/Saxena

Be it resolved that the minutes from the meeting held January 16, 2024 be adopted at this time.

Update for Saxena was provided as she missed the previous meeting.

Carried

## 4. NEW BUSINESS

### 4.1 January Executive Reports

24/2/7.03

Saxena/Alamchandani

Be it resolved that the January executive reports be adopted by the Oversight committee.

Alamchandani suggested that reports could be standardized for consistency, specifying the desired format. Desjarlais's dedication and hard work have been evident, and his efforts have been acknowledged this month. All reports were submitted on time, but there is a recognition that formatting needs improvement, which will be addressed in the coming months.

Carried

### 4.2 January Executive Reviews

The Oversight Committee Chair conducted Executive reviews in January in accordance with Regulation 45 in the SUO Regulations. A self-review was distributed to all Executives, and a similar review was sent to their staff partners to assess their collaborative work.

***The January Executive Overview Report will be published in the next board package.***

**Cade Desjarlais(President):** The committee commended Desjarlais for his outstanding performance as President, noting that he has been instrumental in changing the status quo of how the SUO operates and in shifting its culture. They highlighted his reliance on the advice of his staff partner when faced with unfamiliar situations, his collaborative approach, and excellent communication skills. Evans expressed pride in Desjarlais's representation of the SUO, a sentiment echoed by the rest of the Oversight Committee.

**Lakshay Karnwal (VP External):** Karnwal received positive feedback for consistently completing staff and self-reviews. His values and leadership skills were described as accurate and positive. However, challenges were noted in his collaboration with the VP Internal, particularly

in communication gaps for events such as Frosh and Expo. The staff partner advised Karnwal to prioritize mental health initiatives over the previously focused "one-sighted smart meals." Evans argued that all of Karnwal's goals and focuses adequately covered his responsibilities and concepts, resulting in an overall accurate and positive review.

**Osho Gnanasivam (VP Finance):** Gnanasivam's report was positive overall, with Saxena highlighting his communication skills as exemplary, offering a valuable learning opportunity for other executives. Gnanasivam was recognized for going out of his way to assist the Membership Outreach Coordinator, who has a heavy workload. His honesty and efforts to maintain a work-life balance were also commended, despite a heavy workload. Gnanasivam's active involvement in all committee meetings was noted, with Evans observing a positive shift in SUO culture, improved work ethic, and professionalism, setting a high standard for others.

**Shreyansh Mehendiratta (VP Internal):** While Mehendiratta provided a positive self-review, negative staff feedback was received. Concerns were raised about his lack of commitment and engagement in some areas, as well as deficiencies in communication. It was suggested that earlier staff reviews could have identified the decline in his role as VP Internal. The committee emphasized the importance of communication for executives, with Alamchandani stating that it is key in such roles. Members of the Oversight Committee expressed surprise at these responses. Evans mentioned that Mehendiratta seeks help when needed. Other executives noted the need for the VP Internal to step up, with Karnwal mentioning difficulties in communication with Mehendiratta. The Oversight Committee plans to follow up with Mehendiratta to provide better support and identify any barriers hindering his performance. Overall, Mehendiratta fulfills many of his duties but could do so in a more timely manner.

**Uday Gill (VP Campus Life):** Gill received positive feedback for his strong staff relationship. Saxena noted significant improvement in Gill's performance, with his reports now on par with those of other executives. His administrative skills have also improved. Gill's active participation in events and effective collaboration with Mike were highlighted. Arora mentioned that Gill's proactive approach, along with that of the Campus Life Committee, will be beneficial. Alamchandani noted that when other Campus Life committee members are unable to help at events, Gill is always present.

## **5. ADJOURNMENT**

2:07pm

2024

# January Executive Reports



# SUO Executive Monthly Report

Name: Cade Desjarlais

Report Month:

January

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

30-40 hours a week + one week of office closure

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

## ACTIVITES COMPLETED THIS PERIOD

- Equity Designated space meeting with Dale Mullings and Layne McDougall to discuss more space availability for Student Resource Centers
- All office hours
- Meeting with Project Coordinator, GM, Governance Coordinator and Communications Manager to plan out Townhall Event.
- Meeting with MP Tracy Gray to discuss priorities going into 2024
- DVC/SUO Executive Committee meeting to discuss budget 2024/25
- Student Affordability Task Force Meeting
- Meeting with Career Development to see if there is any additional partnerships for the year
- Exec Meeting
- Board Meeting January 17<sup>th</sup>
- Meeting with VP Students to voice concern over the reason funding decision to deliver \$500,000 to the AMS in Vancouver to help afford their Health and Dental Plan. Successfully advocated for an overall increase in funding from VP Students office from 15% of funding to more reflective number hovering between 19-20%
- Filmed Townhall Promotional video
- Meeting with Layne about Resource Center spaces and the creation of a Black Student Resource Center
- Successfully advocated for the creation of a one-time coupon for students to use towards recreation activities
- AMS/GSS/SUO/UBC Joint partners meeting to discuss working together on Provincial advocacy. In talks with the VP External from the AMS in developing an informal lobbying partnership with UBC/UBCO/SFV
- Met with Communications team to discuss implementation of a communications plan for elections in hopes of increasing turnout.
- Attended Expo, tabled, and circulated speaking with clubs to receive feedback.

- Concluded SVPRO training on disclosures with staff, Board Members
- Participated in the Mocktail Competition in the Picnic to promote the Harm Reduction Team
- Meeting with IRP to discuss findings from their recent Workday Student implementation
- Executive Meeting Jan 29<sup>th</sup>
- Third meeting with Layne regarding Black Student Resource Center development and increasing space opportunities. Conversations are relatively high level still.
- Year end interview with the Phoenix
- Met with Mayor Dyas to discuss SUO priorities and learn more about the funding model proposed for the recreation facility
- Hired a new CRO for the elections
- Got an SUO opinion survey approved for circulation in hopes of receiving more direct feedback from students
- Extensive Staff related discussions and management. I meet with Jason Evans nearly everyday and multiple times a day to make managerial decisions
- Advocated to the Executive for a Point-of-Sale System at the Well to make the student experience easier.

#### ACTIVITIES IN PROGRESS

- *Working with UBC to integrate the SUO into the 'Student Death Protocol'*
- *Hosting Townhall on Tuesday and presenting on Elections*
- *Elections Info Session on Wednesday*
- *Hiring Committee for UBC VP External Relations*
- *MOU with Picnic*
- *Ombudsperson MOU renewal*
- *SUO/UBC 101 Advocacy Campaign (I have let the ball drop on this one, going to refocus this week)*
- *3<sup>rd</sup> round of funding review for StEAR*

#### ISSUES FOR IMMEDIATE ATTENTION

- *Elections Promotion*
- *Townhall*
- *Indigenous Student Rep. Framework follow up*

#### ACTIVITIES TO BE STARTED

- *Transition Process for incoming Executives*

#### NOTES / OTHER

- *This month was filled with a large variety of internal management discussions which are time consuming.*

# SUO Executive Monthly Report

Name:

Lakshay Karnwal

Report Month:

January 2024

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**

- Lunch with UBC President (01/10)
- Climate Emergency Week Planning Meeting with UBC Vancouver (01/10)
- Meeting with Gaya, Director of Wellbeing and Accessibility Services to discuss mental health initiatives (01/11)
- Negotiations with each partner restaurants for "\$5 Smart Meals" campaign – term 2 (01/12)
- Meeting with Robyn Bunn, Manager of Community Service Learning to discuss Sustainability initiatives (01/15)
- Board Meeting (01/17)
- Climate Emergency Week Planning Meeting (01/17)
- Executive Meeting (01/17)
- Smart Meals – Student Engagement and Marketing meeting with Student at Large (01/17)
- Meeting with Communications Assistant to create a Term 2 Promotion Strategy for Smart Meals (01/18)
- Meeting with Student to discuss Circular Economy Projects
- Smart Meals presentation in MGMT 240, Joanna Cockerline's class
- Meeting with Knowledge Exchange Coordinator of SEEDS Program to create content for UBCO campus
- Meeting with Student (01/24)
- Emergency Board Meeting (01/24)
- Climate Emergency Planning Week Meeting (01/24)
- SVPRO training (01/26)
- Meeting with Student (01/26)
- Meeting with Director of Food Services, Manager of Campus Wellness and Education and Campus Health Specialist (01/29)
- Executive Meeting (01/29)
- Meeting with Manager of Campus Wellness and Education and Director of Student Experience Office to bring the concept of "Chatter Room" to UBCO (01/30)
- Smart Showcase event planning with Student at Large and Communications Assistant (01/30)



- Meeting with Students' Advocate to discuss mental health initiative: "Chatter Room"
- January Campaigns Committee Meeting (01/31)
- Smart Meals presentation in ENGL 112, Joanna Cockerline's class (01/31)

#### ACTIVITIES IN PROGRESS

- *Create a working group for the "Chatter Room" initiative*
- *Each restaurant's Analysis of number of meals sold*
- *Documentation for VP External portfolio*
- *Strategizing with Campus Wellness and Education Manager to advocate for a UBCO Climate Hub*
- *Long term plan for the "\$5 Smart Meals" campaign*
- *BCFS February Executive Meeting trip planning*

#### ISSUES FOR IMMEDIATE ATTENTION

- *Smart Showcase Event planning and marketing*

#### ACTIVITIES TO BE STARTED

##### NOTES / OTHER

- *Definitely juggling multiple initiatives at this point while also helping connect students with initiative ideas to the correct departments.*



# SUO Executive Monthly Report

Name: Shreyansh Mehendiratta

Report Month: January 2024

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.

09/01/2024-15/01/2024 - Leave

## ACTIVITIES COMPLETED THIS PERIOD

- Orientation planning and setup.
- Policy meeting and setup.
- Regulation changes meeting.
- 2 Board meetings.
- Executive meeting.
- GSC meeting
- Meeting with Student Associations.
- SUO t-shirt designing and pickup.
- Office hours.
- Well events planning.
- Expo setup and execution.
- Campus life meeting.
- SVPRO meeting.
- FIFA tournament logistics.
- SA interactive handbook meeting with Aptixx.
- Big White info session meeting with Joe Overton.
- Positive space meeting.
- Student Association funding meeting.
- Artist booking for Bollywood night.

#### ACTIVITIES IN PROGRESS

- *Interactive handbook module*
- *Fine-tuning regulations*
- *Carnival planning*
- *Beer garden set up*
- *Harmony 2024*

#### ISSUES FOR IMMEDIATE ATTENTION

- 

#### ACTIVITIES TO BE STARTED

- *Transition documents*

#### NOTES / OTHER

-



# SUO Executive Monthly Report

Name: Osho Gnanasivam (VP Finance and Administration)

Report Month: January 2024

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

Week 1: ~20 hours

Week 2: ~30 hours

Week 3: ~60 hours

Week 4: ~40 hours

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

Week 1 was fairly slow, mostly just preparing for the upcoming weeks.

## **ACTIVITIES COMPLETED THIS PERIOD**

- MEETING WITH UBC PRESIDENT
- CAMPUS LIFE COMMITTEE MEETING
- B.O.D MEETING
- POLICY COMMITTEE MEETING (Reviewing policy suggestions from AGM, referendum talk)
- BCFS AGM
- MEETING WITH JASON/LEANNE (Invoice issue)
- FINANCE COMMITTEE MEETING (SUO Investment/YTD Updates)
- MULTIPLE MEETINGS WITH STUDENT ASSOCIATIONS (Mostly funding related)
- PREP AND PLANNING FOR ORIENTATION
- STUDENT ASSOCIATION FUNDING PRESENTATION DURING ORIENTATION
- PREP FOR EXPO
- ORGANIZING STUDENT ASSOCIATION FUNDING COMMITTEE MEETINGS
- EXECUTIVE MEETING
- PREPARING RECOMMENDATIONS FOR FUNDING
- REVIEWING APPEALS AND COMMUNICATION TO FUNDING COMMITTEE
- MEETING WITH STUDENTS INTERESTED IN ELECTIONS
- INTERVIEW WITH PHOENIX



#### **ACTIVITIES IN PROGRESS**

- FINALIZING STUDENT ASSOCIATION FUNDING AMOUNTS

#### **ISSUES FOR IMMEDIATE ATTENTION**

- FINAL UPDATE ON WEBSITE
- CONSOLIDATING INFO FOR TRANSITION DOCUMENT

#### **ACTIVITIES TO BE STARTED**

#### **NOTES / OTHER**



# SUO Executive Monthly Report

Name: Uday Gill

Report Month: January

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.

Leave for the second week of January from the dates 01/08/2024 to 01/12/2024

## ACTIVITIES COMPLETED THIS PERIOD

- Meeting with Aryan Arora for FIFA tournament
- Student at large interview 01/15/2024
- Campus life meeting 01/16/2024
- Executive meeting 01/17/2024
- Board of Directors meeting 01/17/2024
- Meeting with Michael Ouellet regarding DJ series event on 9th and 13th 01/22/2024
- Meeting with artist for 9th March event at The Well 01/23/2024
- Emergency Board of Directors meeting 01/24/2024
- SVPRO training meeting 01/26/2024
- Office hours
- Meeting with Michael Ouellet regarding artist for 13th March 01/24/2024
- Preparation for the Super Bowl event 01/24/2024
- Meeting with Rishan for Vintage Market for the month of February 01/26/2024
- Meeting with Agam Aneja for Space Week 01/26/2024
- Executive meeting 01/29/2024
- Campus life e meeting 01/31/2024

## ACTIVITIES IN PROGRESS

- Contract negotiations with artist for DJ series events at the well on the 9th and 13th of march



- Promotion for the super bowl and fifa tournament events
- Space booking and event planning for beer garden and carnival

#### **ISSUES FOR IMMEDIATE ATTENTION**

Finalizing artist contracts and start promotion for the DJ events

Safe events submission for beer garden and carnival

#### **ACTIVITIES TO BE STARTED**

Booking artist for the 23<sup>rd</sup> and 30<sup>th</sup> of march

#### **NOTES / OTHER**

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Electoral Committee Meeting, February 1<sup>st</sup> at 10 am, 2024, Team

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## **Committee Members Present**

General Manager (Chair)  
Chief Returning Officer  
Deputy Returning Officer  
Governance Coordinator  
Students' Advocate  
Project Manager

Jason Evans  
Tashia Kootenayoo  
Vacant  
Cecily Qiu  
Rachel Fortin  
Aaron White

## **Committee Members Absent**



## **1. CALLED TO ORDER AT 10:03 AM.**

### **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**

24/02/01.01

Kootenayoo/Fortin

Be it resolved that the agenda be adopted.

Carried.

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

24/02/01.02

Qiu/Fortin

Be it resolved that the minutes of the meeting held on October 16<sup>th</sup>, 2023 be adopted.

Carried.

## **4. NEW BUSINESS**

### **4.1 Appointment of DRO**

24/02/01.03

Fortin/Qiu

Be it resolved that Oscar Munoz Campos and Chad Owens be appointed as Deputy Returning Officers for the 2024 General Election.

Evans stated that they interviewed those candidates for the CRO position and recommended them to Kootenayoo for the DRO position. Kootenayoo stated that she did not have an opportunity to talk with them individually. She asked who did the interview and what were the key interview questions, and she also asked if they need to appoint two DROs. Evans replied that he himself and Qiu did the interview, and they had a rubric of questions. Those questions geared towards the understanding of the importance of electoral process, such as fairness, confidentiality, impartiality and how to deal with conflicts. The candidates impressed them, but they had concerns as both candidates had no knowledge of post-secondary student electoral process. Evans believed that this election would be hotly contested. Regarding if they need two DROs, he wanted to make sure the CRO could get enough support. Qiu stated that Campos had some exposure to electoral process, and he worked at the information desk for the Elections in

Alberta. He was a UBC student. Owens was from outside of UBC and SUO. Having him as DRO could bring impartiality. Fortin stated that she understood it was difficult to find candidates and she would be concerned about time if they decided to re-select the candidates. Aaron echoed and would like the DROs to support the CRO as much as they could.

Carried.

#### **4.2 Nomination Period**

24/02/01.04

Fortin/Kootenayoo

Be it resolved that the Student Union UBC Okanagan 2024 General Election Nomination Period commence at 8:00 am PST on Monday, February 5<sup>th</sup>, 2024 and run until 4:00 pm PST on Friday, February 16<sup>th</sup>, 2024.

Carried.

#### **4.3 Campaigning Period**

24/02/01.05

Qiu/Fortin

Be it resolved that the Student Union UBC Okanagan 2024 General Election Campaigning Period commence at 8:00 am PST on Monday, February 26<sup>th</sup>, 2024 and run until 11:59 pm PST on Wednesday, March 6<sup>th</sup>, 2024.

Carried.

#### **4.4 Election and Referendum Voting Period**

24/02/01.06

Qiu/Fortin

Be it resolved that the Student Union UBC Okanagan 2024 General Election and the Referendum Voting Period commence at 8:00 am PST on Monday, March 4<sup>th</sup>, 2024 and close at 11:59 pm PST on Wednesday, March 6<sup>th</sup>, 2024.

Qiu asked Kootenayoo if she wanted to expand the voting period given that there may be a referendum question. White stated that he would be in favor of a longer polling period if there is a referendum. Qiu asked how many days of polling period they had last year as they had a referendum question. White believed they had a four to five days' polling period. Qiu wondered if they would be able to facilitate more than one referendum. Kootenayoo mentioned that she just received one bylaw amendment proposal. If there is more than one bylaw amendment, they would recommend students propose at the AGM but not during the election. Fortin wondered if it would be the appropriate time and form to have the bylaw amendment. Evans stated that bylaw amendments should be made through the AGM or SGM. The referendum should be reserved for significant changes beyond the jurisdiction of an AGM or a SGM. Evans suggested they encourage students to

submit the bylaw amendments to the AGM rather than the election, unless it is an urgent change that should be done before the next AGM. White explained segments of WebVote and mentioned that there would be no way to force students to vote for the positions and the referendum at the same time. There would be a risk of a higher number of spoilt votes if there is more than one referendum. Kootenayoo asked if the board approved to present the referendum question (regarding the financial statements). Evans replied it was approved at the policy meeting. Qiu added that this would be presented to the board for approval at the upcoming board meeting on February 12. Evans stated that they had a clear process to follow to accommodate the bylaw changes. Evans believed that three polling days would be sufficient. It would be fair to all candidates and the election would remain competitive as much as possible.

White stated that he had not received an official confirmation from UBC Vancouver to confirm that they are able to accommodate the election during those dates. Kootenayoo wondered if they could post the dates after they receive the confirmation. Evans stated as per the bylaw, they would have to post the dates, and the bylaw required them to host the voting on the first Monday of March. If UBC could not accommodate their election, they would have to resort to manual voting process. White added that the polling dates would be included in the information package as well.

Carried.

#### **4.5 All Candidate Meeting**

24/02/01.07

Kootenayoo/Fortin

Be it resolved that the Student Union UBC Okanagan 2024 General Election All Candidate Meeting be held at 5:00 pm PST on Friday, February 16<sup>th</sup>, 2024.

Carried.

#### **4.6 Election Information Forums and Debates**

24/02/01.08

Evans/Kootenayoo

Be it resolved that the Student Union UBC Okanagan 2024 General Election Information Forum be held at 4:00 pm PST on Wednesday, February 7<sup>th</sup>, 2024.

Evans stated that he had communicated with Kootenayoo about the date of Information Forum. This time would work best for Kootenayoo as she is the one who coordinate the forum. It would be the CRO's vision and decision in terms of how to do it. For accessibility, they would conduct the forum on Zoom. Qiu asked

who would give the information on the forum? Evans thought it would be the CRO's decision, but he did not think they need the entire board to come.

Carried.

24/02/01.09

Evans/Fortin

Be it resolved that the Student Union UBC Okanagan 2024 General Election Debates commence on Tuesday February 27<sup>th</sup> through to Thursday February 29<sup>th</sup>.

Members discussed the dates for debates, and they were thinking about Wednesday and Thursday on the first week of campaigning. Kootenayoo suggested three days for debates in case the directors need extra time.

Carried.

#### **4.7 Notice Distribution Deadline**

Qiu stated that as per the bylaw, the deadline for the notice distribution should be 14 days prior to the polling period, which would be February 19 for this election. However, February 19 is Family Day, so she suggested they send the notice on Friday, February 16. Members agreed that February 16 would be a good time considering the reading break and the work schedule of other staff.

[Kootenayoo left at 11:03 a.m.]

### **5. DISCUSSION**

#### **5.1 Referendum Inquiry Response**

Qiu stated that this agenda item was from Kootenayoo as she received an inquiry from students asking about the deadline to submit the petition. The committee decided to discuss it at the next meeting.

#### **5.2 Preparation**

Details would be discussed at the next meeting.

#### **5.3 Next Electoral Meeting**

The next electoral meeting was scheduled for Monday, February 3, at 3 p.m.

### **6. ADJOURNMENT**

The meeting was adjourned at 11:05 a.m.

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Electoral Committee Meeting, February 5th at 3 pm, 2024, Team

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## **Committee Members Present**

General Manager (Chair)  
Deputy Returning Officer  
Deputy Returning Officer  
Governance Coordinator  
Students' Advocate  
Project Manager

Jason Evans  
Oscar Munoz Campos  
Chad Owens  
Cecily Qiu  
Rachel Fortin  
Aaron White

## **Committee Members Absent**

Chief Returning Officer

Tashia Kootenayoo

## **1. CALLED TO ORDER AT 3:02 P.M.**

Evans welcomed the newly appointed DROs and introduced the DROs to the committee members. He also introduced to the DROs some of Robert's Rules of Order for conducting meetings.

## **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**

24/02/05.01

Fortin/Qiu

Be it resolved that the agenda be adopted.

Carried.

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

24/02/05.02

Fortin/Campos

Be it resolved that the minutes of the meeting held on February 1st, 2024 be adopted.

Carried.

## **4. DISCUSSION**

### **4.1 Referendum Inquiry Response**

Evans stated that midnight of February 5<sup>th</sup> would be the deadline for submitting any petition or referendum question for this General Election. They would table this discussion until the CRO receives more information.

### **4.2 Preparation**

White informed the team that students would need about 1200 signatures to bring forward a petition this term. White also mentioned that the CRO reviewed and approved the information and nomination packages. There were 10 copies at the front desk, and they could print more as needed. Students were encouraged to download the nomination package from the SUO website. The deadline for the nomination would be February 15 at 4 pm. During the reading break, White would work on the platform to post the candidates' information.

Evans would forward the All Candidates Meeting slides to the CRO.

Qiu stated that they need to book tabling space for the candidates. Evans stated that they could use their own space, the UNC foyer. White stated that the

candidates could table outside the library, Art building, Art & Science building and EME building. White suggested that they restrict the UNC foyer for student associations. As they were not sure about the number of the candidates, White stated that Rusch could submit a basic work order to UBCO Facilities, booking two to three sets of tables outside the buildings, and the CRO would need to be aware of where the candidates could table and how the setup would be. Evans would communicate that information with the CRO.

Qiu also mentioned that the Election Information Forum was coming on Wednesday February 7<sup>th</sup>, and the CRO may need to reach out to the board to ask about their availability to join the forum. The SUO president had confirmed with her that he would come to the forum.

#### **4.3 Next Electoral Meeting**

The date and time of the next electoral meeting would be communicated via email.

#### **4.4 Other Questions**

No other questions.

### **5. ADJOURNMENT**

Meeting adjourned at 3:18 p.m.

# **STUDENT ASSOCIATION FUNDING COMMITTEE MINUTES**

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Student Association Funding Committee Meeting, January 31<sup>st</sup>, 2024, UNC 105 Board Room

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## **Called to order at 2:10 pm**

### **Directors Present**

Vice-President Finance & Administration

Vice-President Internal

Director-at-Large

Osho Gnanasivam

Shreyansh Mehendiratta

Twinkle Hora

### **Directors Absent**

### **Staff Present**

General Manager

Membership & Outreach Coordinator

Jason Evans (TEAMS)

Izzy Rusch

### **Staff Absent**



## **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. New Business**

Gnanasivam talked about current balance of each club, how much they asked for and his recommendations for each club. He also emphasized on the importance of attending term 2 orientation as mandatory and the club must have submitted the end of term last term report to be eligible for new term funding. The committee then went through 97 clubs and collectively came to mutual agreements about how much funding should be approved for each club.

## **3. Adjournment**

Meeting adjourned at 4 pm.