



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Executive Meeting Minutes 11th May 2016

Present: Blake Edwards (Meeting Chair)
Kimberly Rutledge
Daman Bual
Bob Drunkemolle (Non-voting)

Absent: Layne Richardson
Romey Jaswal

2.1 The Meeting was Called to Order @ 1.09 pm

2.2 Official Territory Acknowledgement

We would like to acknowledge that we are on the unceded, traditional territory of the Okanagan Nation. What unceded means, is that there was no treaty signed between the two governing bodies; therefore we are all visitors on this land. In addition, we would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2.3 Speaker's Business

None.

2.4 Approval of Agenda

The Agenda be approved as presented.

Moved By: Rutledge
Seconded By: Bual
Vote: Unanimous

2.5 Approval of Minutes

Approval of the Minutes of 2nd May 2016.

Moved By: Bual
Seconded By: Rutledge
Vote: Unanimous

2.6 Presentations

None.



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2.7 General Manager's Report

Drunkemolle spoke regarding Taco Del Mar and confirmed UBCSUO would be taking over as the Franchisee and he would be having a final meeting with the existing owner next week to finalize matters. Sysco Vancouver will be the produce supplier. The dietary requirement of students has been discussed and the franchise company is willing to grant Franchisee Policy Freedom, which will allow us to produce our own dietary specific meals. Drunkemolle will be seeking the advice of both vegan and vegetarian students regarding meal options.

2.8 President's Report Vice President Internal Report Vice President Finance & Operations Vice President External Vice President Services

Edwards stated that going forward each Executive would be expected to provide a written report at the Board of Directors meeting of their activities during the month. To be included in the BoD agenda package the reports need to be sent to the Executive Assistant by Thursday 19th May to be included in the agenda package for the inaugural meeting on 24th May 2016.

2.9 General Orders

2.9.1 Old Business

None

2.9.2 New Business

- 2.9.2.1 **BIRT:** Blake Edwards, Daman Bual, Kimberly Rutledge, and Romey Jaswal will serve as representatives at the Alliance of BC Students (ABCS) Annual General Meeting.

Moved By: Rutledge
Seconded By: Bual
Vote: Unanimous

- 2.9.2.2 **BIRT:** Blake Edwards and Romey Jaswal will serve as representatives at the Student Care Stakeholders meeting.

Moved By: Bual
Seconded By: Rutledge
Vote: Unanimous



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- 2.9.2.3 **BIRT:** Kimberly Rutledge, Blake Edwards, and Daman Bual will serve as representatives at the Changing the Conversation on Sexual Violence at Post-Secondary Institution.
- Moved By: Bual**
Seconded By: Rutledge
Vote: Unanimous
- 2.9.2.4 **BIRT:** Kimberly Rutledge will serve as a representative at the Canadian Confederation of Students (CFS) conference.
- Moved By: Rutledge**
Seconded By: Bual
Vote: Unanimous
- 2.9.2.5 **BIRT:** Layne Richardson will serve as a representative at the COCA conference.
- Moved By: Rutledge**
Seconded By: Bual
Vote: Unanimous
- 2.9.2.6 **BIRT:** Kimberley Rutledge will serve as a representative for BC-CFS for the 2016/17 term.
- Moved By: Bual**
Seconded By: Rutledge
Vote: Unanimous
- 2.9.2.7 **BIRT:** UBCSUO provide one time funding to Destination UBC not to exceed \$1,000.
- Moved By: Bual**
Seconded By: Rutledge
Vote: Unanimous
- 2.9.2.8 **BIRT:** Kimberley Rutledge will serve as a representative for ABCS for the 2016/17 term.
- Moved By: Bual**
Seconded By: Rutledge
Vote: Unanimous



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2.10 Discussion & Announcements

FROSH

Discussion took place regarding the budget for FROSH. It was confirmed the budget would not be approved until Richardson returns to the office at the end of May.

Signing Authorities

It was confirmed there are 2 cheque-signing authorities the President and VP Finance & Operations. If required, and by prior approval of the President and VP Finance & Operations) VP Services may also sign.

Finance Committee

It was confirmed a Finance Committee would be struck at the Board of Directors meeting on 24th May 2016.

Purchase Pre-Approval

A Purchase Pre-Approval form has been created (see attachment #1) and **must** be completed by any Executive who is proposing to purchase items. For purchases over \$500.00 this form must be accompanied by 3 quotes from 3 different vendors. There will be no reimbursement of funds to any Executive who does not adhere to this procedure.

Once the Purchase Pre-Approval form has been agreed and the items have been purchased, a Cheque Requisition Form must be completed.

Pre-Approval of Expenses/Per Diem

When attending conferences etc., the pre-approval procedure must be used. The meal per diem will be as follows:

Breakfast	\$14.00
Lunch	\$16.00
Dinner	\$30.00
Daily Total	\$60.00

You will only be reimbursed for meals on a pro rata basis *e.g. if you are required to leave the office at 2.00 pm – you will only receive the meal per diem for dinner (\$30).*

UBCSUO Regulations will be updated to reflect these changes.

When you are required to be out of the office at a conference etc., you will receive \$100 per day (excluding honoraria).



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T-Shirts

Edwards will obtain 3 quotes for 2,300 t-shirts to be purchased. These will be given out at "Create" so there will be no storage issues.

Ombudsperson

Lengthy discussion took place regarding the Ombudsperson. It was decided to debate this in further detail in the coming weeks.

Executive Retreat with AMS

It had been decided the Executive/Board of Directors retreat with AMS would be split into two sessions this year (\$10,000 per session). The first would be an Executive/AMS retreat on 14th to 17th July with the venue to be decided. The second would be Board of Directors/Executive/AMS retreat to take place in the Fall. More information will be given, as the events are booked.

Board of Directors - Volunteers

It was agreed the Board of Directors would be expected to undertake 5 hours per month volunteering at events etc. BoD members will be required to update the Board at monthly meetings of the events where they have volunteered.

2.11 Adjournment

The meeting adjourned @ 2.31 pm

Moved By: Rutledge

Seconded By: Bual

Vote: Unanimous