

BOARD AGENDA

UBC Students' Union, Okanagan Local 12 British Columbia Federation of Students
Regular Board Meeting, Oct 04, 2018 – UNC105

3:30 – CALL TO ORDER

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

18/10/04:01 MOTION

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Be it resolved that the agenda be adopted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

18/10/04:02 MOTION

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Be it resolved that minutes of the meeting held August 30, 2018 be adopted.

4. PRESENTATIONS

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5. MONTHLY REPORTS

5.1 President

5.2 VP Finance and Operations

5.3 VP Internal

5.4 VP External

5.5 VP Services

5.6 General Manager

6. QUESTION PERIOD

7. COMMITTEE BUSINESS

7.1 Executive Committee

18/10/04:03 MOTION

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Be it resolved that minutes of the meeting held September 17, 2018 be adopted.

7.2 Finance Committee

18/10/04:04 MOTION

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Be it resolved that minutes of the meeting held September 28, 2018 be adopted.

7.3 Policy Committee

18/10/04:05 MOTION

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Be it resolved that the Policy Committee meeting minutes for June 13th be adopted

18/10/04:06 MOTION

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Be it resolved that the Policy Committee meeting minutes for July 30th be adopted

18/10/04:07 MOTION

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Whereas reserves may be established and accumulated in the Health & Dental fund through differences in student fees levied and the premiums charged;

Whereas these reserves may be used from time to time for approved administrative expenditures as related to the plan; and

Whereas it is desired that the reserves may from time to time be used to promote health and wellness initiatives and programming on campus;

Be it resolved that a Health and Dental Reserve Fund regulation be adopted as follows:

Extended Health and Dental Plan Reserve Fund Regulation

Definitions

1. In this Regulation, the Health and Dental Plan Reserve will be referred to as the HDPRF.

General Provisions & Purpose

2. The purpose of this policy is to establish consistent principles, guidelines, and best practices for the maintenance, management, accounting, and use of the HDPRF. The primary purpose for the internal reserves:
 - a. Protect against short to medium term volatility in claims activity, and, therefore, premium unpredictability
 - b. Promotion of financial stability
 - c. Manage annual fee and/or premium adjustments that may be required due to fluctuation in claims experience
 - d. Provide flexibility to maintain, enhance and improve the program, coverage, and/or services in various capacities (ex. benefit modifications)
 - e. Capital expenditures directly related to the management and operations of the Health & Dental Plan program (optional)
 - f. Assist with administrative costs pertaining to the operation and management of the Health & Dental Plan program.

Funding

3. Reserves can be established through the following channels:

- a. The difference in the student fee levied and the premium charged
- b. A specific fee (temporary or permanently) allocated to fund the reserve fund
- c. Funding channels maybe be added as they arise (ex. donations)

Applicable Administrative Usage

- 4. The HDPRF shall be used for administrative costs related to management of the Plan including, but not limited to:
 - a. payments to the Plan Administrator for costs related to the Plan,
 - b. payments to the Plan Consultant for costs related to the Plan,
 - c. payments for financial or accounting services related to the Plan,
 - d. investment management fees for Plan funds,
 - e. relationship management costs related to the Plan, and/or
 - f. payment of the salary in relation to the management or coordination of the Plan.
- 5. The HDPRF may be used to provide other health and wellness initiatives, programs or services to the student membership.

Approval of Use

- 6. Any use of funds from the HDPRF must be approved by resolution of the Board of Directors.

7.4 Environmental and Sustainability Committee

8. REPORT ON UNIVERSITY RELATIONS

8.1 Board of Governors

8.2 Senate

18/10/04:08 MOTION

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Be it resolved that Jassim Naqvi be ratified as Senate Representative on the UBCSUO Board for the term ending April 30, 2019

8.3 Other Committees

18/10/04:09 MOTION

Tran/

Be it resolved that Sage Cannon and Gabby Lees be added to the Ad-Hoc Campaigns Committee

9. OLD BUSINESS

10. NEW BUSINESS

10.1 Annual General Meeting

18/10/04:10 MOTION

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Be it resolved that the AGM be held on the 19th of November, 2018

10.2 Student Associations

18/10/04:11 MOTION

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Be it resolved that the Board of Directors ratify the attached list of Club Funding Grants, totalling \$68,944 as approved by the Club Funding committee.

18/10/04:12 MOTION

Dotto/

Be it resolved that the following Student Associations be established:

UBCO Instrumental Music Society

UBCO Culinary Club

Video Game Development Club

UBCO Bhangra Club

World Poverty Action Group

Heat Robotics

UBCO Fly Fishing Club

Future Living Lab

Laser Tag Club

UBCO Heat Track and Field

Brazuca

Okanagan Heat Cheer Team

10.3 accessABILITY Program

18/10/04:13 MOTION

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Be it resolved that the accessABILITY program be approved for the 2018/2019 school year in the amount of \$_____ and that this amount is allocated to this program from the Health and Dental reserve fund.

11. INFORMATION ITEMS

11.1 Discussion and Announcements

11.1.1 Auditor choices for Fiscal Year ending May 31, 2019 – Lori Stevenson

11.1.2 Newly assessed Property Taxes on lessees – Koi Sushi and Fusion Express - Stevenson

11.1.3 Discuss changing of Bylaw XIII - Finances - signing authority changes (summary attached)

11.2 Next Board Meeting Date

12. ADJOURNMENT

BOARD AGENDA

UBC Students' Union, Okanagan Local 12 British Columbia Federation of Students
Regular Board Meeting, SEP 07, 2018 – UNC105

02:30 – CALL TO ORDER

1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

18/09/07:01 MOTION

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Be it resolved that the agenda be adopted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

18/09/07:02 MOTION

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Be it resolved that minutes of the meeting held August 30, 2018 be adopted.

4. PRESENTATIONS

5. MONTHLY REPORTS - NO MONTHLY REPORTS PROVIDED DUE TO NO REPORTING PERIOD

6. QUESTION PERIOD

7. COMMITTEE BUSINESS

7.1 Executive Committee

7.2 Finance Committee

7.3 Policy Committee

18/09/07:03 MOTION

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Whereas the board wishes to establish an Ad-Hoc Committee whose mandate will be to Review Club Funding requests for annually each year in September and January;

Whereas the Ad-Hoc Club Funding Committee shall be comprised of VP Finance & Operations, VP Services, Student Associations Coordinator, General Manager and a student at large;

Whereas the Ad-Hoc Club Funding Committee will have the power and duty to execute funding decisions per the Student Associations Regulation, Part 3;

Whereas in camera meetings will not be permissible for this Ad-Hoc committee; and

Whereas the Terms of Reference of this Ad-Hoc committee will be for the annual funding periods of September and January of each year;

Be it resolved that the Board of Directors establish an Ad-Hoc Club Funding Committee.

18/09/07:04 MOTION

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Whereas the current Student Associations Regulation, Part 3 - Financial Support on Page 41 gives funding approval to the sole discretion of the VP Finance;

Whereas the Club and Course Union Funding is over \$130,000 and this amount should not be administered by the sole discretion of one person; and

Whereas points 17, 18, 19, 20 and 21 below have been amended to address these changes;

Be it resolved that the Resources & Financial Support on page 41 be amended to read:

14. The Student Union shall provide the following support to Student Associations:

(a) Publish a list of Student Associations, including their contact information on its website;

(b) Assist Student Associations in booking space on campus where Student Union assistance is required;

(c) Designate and maintain bulletin boards on campus for use by Student Associations; and

(d) Provide basic office support, including printing.

15. Student Associations may apply in writing to the Student Union for financial or other extraordinary support in accordance with this Regulation.

16. The Student Union shall not consider and approve applications for resources or funding for political or social causes, except those political or social causes which are consistent with and further the official Political Policies of the Student Union adopted by the Student Union in accordance with the Political Policies Regulation.

17. An Ad-Hoc Club Funding Committee shall consider and, in their sole discretion, approve Student Association funding requests up to and including two-thousand dollars (\$2,000).

18. Details of the funding approvals made by the Ad-Hoc Club Funding Committee will be provided to the board for ratification.

19. The Ad-Hoc Club Funding Committee shall consider and, in its sole discretion, recommend Club funding requests greater than two thousand dollars (\$2,000) for board approval.

20. The Board of Directors shall consider and, in its sole discretion, approve funding requests equal to or greater than two thousand dollars (\$2,000).

21. The Ad-Hoc Club Funding Committee will be comprised of Vice President Finance & Operations, Vice President Services, Student Associations Coordinator, General Manager and a student at large.

18/09/07:05 MOTION

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Be it further resolved that in order to be consistent with the above, Club Association Grants on page 28 be amended to read:

30. Student Associations may apply in writing to the Student Union for financial or other extraordinary support in accordance with this Regulation.

31. The Ad-Hoc Club Funding Committee shall consider and approve Student Association funding requests up to and including two thousand dollars (\$2,000).

32. The Board of Directors shall consider and approve Student Association funding requests over two thousand dollars (\$2,000).

18/09/07:06 MOTION

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Whereas the Board of Directors currently receive a monthly honoraria;
Whereas the Board wishes to amend its terms of payment of said board member honoraria;
Whereas the Executive Committee currently receive a monthly honoraria;
Whereas the Board wishes to amend the terms of its payment of executive honoraria; and
Whereas the details and rationale behind these changes have been provided to the board for their due consideration;

Be it resolved that Part 3 of the Governance Regulation (page 31) be amended to read as follows:

Part 3: Director Honoraria

18. Pursuant to Bylaw VII (28), every Director shall receive an honorarium of \$155 per month. This shall be known as the base honorarium, and shall be paid monthly.

19. Director base honoraria will be paid as follows: \$50 flat fee for attendance at the monthly board meetings; remainder based upon a report of participation and engagement in Students' Union general work and activities

20. Director honoraria shall be approved by the Executive Committee.

Executive Committee Honoraria

20. Pursuant to Bylaw X (6), every Executive shall be paid an honorarium.

21. Each executive committee member shall receive a base honorarium in the amount of \$13.50 per hour worked, to a maximum of 25 hours per week, or \$675 bi-weekly.

22. Executive Committee members shall submit timesheets indicating hours worked to the General Manager. Timesheets shall be due and honoraria shall be paid in accordance with the payroll schedule for employees of the Student Union.

23. Subject to regulation 4, Executives are expected to dedicate an average of 25 hours per week to their duties of office. As it is recognized that work schedules fluctuate from time to time, up to 50% of hours worked over 100 hours in any given month may be carried over to cover shortages at slower times.

Adjustment of Base Director and Executive Honoraria

24. The base amounts of honoraria and salaries shall be automatically adjusted on May 1st to the Consumer Price Index (British Columbia), as measured by Statistics Canada, using 2014 as the base year.

25. Subject to the requirements of Bylaw VII (28), the base amounts of honoraria may be amended by the Board of Directors by Resolution.

26. Subject to the requirements of Bylaw X (6), the base amounts of Executive Director salaries may be amended by the Board of Directors by Resolution provided that the new amount:

(a) Reflects the responsibilities and time commitments of Executive Committee Directors; and

(b) Reasonably ensures that Members are able to serve as Executive Committee

Directors

without enduring financial hardship.

27. These two honoraria amounts are mutually exclusive. Individuals may collect either a Director or Executive Honoraria, not both.

8. REPORT ON UNIVERSITY RELATIONS

8.1 Board of Governors

18/09/07:07 MOTION

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Be it resolved that Shola Fashanu is ratified as the Board of Governors Representative on the UBCSUO Board for the 2018 / 2019 term.

8.2 Senate

8.3 Other University Committees

9. OLD BUSINESS

9.1 Media Fund

18/08/30.08 MOTION

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Be it resolved that the media fund for the 2018/19 year be approved

10. NEW BUSINESS

10.1 Student Associations

18/09/07:09 MOTION

Dotto/

Be it resolved that the following Student Associations establishment be ratified
Arts and Sciences Students Association
Hong Kong Student Club
UBCO Bowling Club
UBCO NDP

10.2 SUP Operations

18/09/07:10 MOTION

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Be it resolved that the Board of Directors approves the monthly honoraria for Kyle Kliss, in the amount of \$1,150 for August 2018.

10.3 ABCS Membership

18/09/07:11 MOTION

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Be it resolved that the Students' Union of UBC Okanagan leave the Alliance of BC Students

11. INFORMATION ITEMS

11.1 Discussion and Announcements

11.2 Next Board Meeting Date

12. ADJOURNMENT