

# BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, March 12, 2020 – UNC 334

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## 12:00 – CALL TO ORDER

### Directors Present

President (meeting chair)	Romil Jain
Vice-President Finance & Operations	Nimrah Pannu
Vice-President External	Taylor Dotto
Vice-President Internal	Holly Denby
Vice-President Campus Life	Ali Poostizadeh
Director at Large	Emilio Freire
Director at Large	Michael Gauld
Director at Large	Tashia Kootenayoo
Director at Large	Casey Stein
Faculty of Arts & Science Representative ( <i>Science</i> )	Kebbie Brown
Faculty of Arts & Science Representative ( <i>Arts</i> )	Cody Isaac
Faculty of Management Representative	Kyle Kliss
Faculty of Applied Science Representative	Kaila Spencer
Faculty of Creative & Critical Studies Representative	Sage Cannon
Faculty of Health & Social Development Representative	Simran Sandhu
Graduate Studies Representative	Cassidy Wallis
Board of Governors Representative ( <i>ex-officio</i> )	Jassim Naqvi
Senate Caucus Student Representative ( <i>ex-officio</i> )	Hogan Kang

### Directors Absent

### Staff Present

General Manager	Lori Stevenson
Advocacy & Governance Coordinator	Sarah Furgason
Well Pub Manager	Mike Ouellet
Membership Outreach Coordinator	Elizabeth Rusch
Finance Manager	Leanne Smailes
Campus Life Coordinator	Joe Haugen

## **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**

### **20/03/12.01 MOTION**

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Be it resolved that the agenda be adopted.

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

### **20/03/12.02 MOTION**

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Be it resolved that minutes of the meeting held February 28, 2020 be adopted.

## **4. PRESENTATIONS**

### **4.1 Quarterly Budget Review**

### **4.2 Grocery Store Proposal**

## **5. MONTHLY REPORTS**

### **5.1 President**

### **5.2 VP Finance and Operations**

### **5.3 VP Internal**

### **5.4 VP External**

### **5.5 VP Campus Life**

### **5.6 General Manager**

### **20/03/12.03 MOTION**

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Be it resolved the February monthly reports be adopted.

## **6. COMMITTEE BUSINESS**

### **6.1 Executive Committee**

### **20/03/12.04 MOTION**

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Be it resolved that the minutes of the meeting held February 27, 2020 be adopted.

## **6.2 Finance Committee**

### **20/03/12.05 MOTION**

Pannu/

Be it resolved that the minutes of the meetings held February 7 and March 4, 2020 be adopted.

### **20/03/12.06 MOTION**

Pannu/

Be it resolved that the UBCSUO make a \$35,000 investment into the UBC Blue and Gold campaign.

## **6.3 Policy Committee**

## **6.4 Campus Life Committee**

## **6.5 Campaigns Committee**

## **6.6 Oversight Committee**

### **20/03/12.07 MOTION**

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Be it resolved that the minutes of the meeting held March 6, 2020 be adopted.

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

### **7.1 Board of Governors**

### **7.2 Senate**

### **7.3 Other University Committees**

## **8. OLD BUSINESS**

## **9. NEW BUSINESS**

## **10. INFORMATION ITEMS**

### **10.1 Discussion and Announcements**

#### **10.1.1 Handbook**

#### **10.1.2 UBCSUO Name Change**

#### **10.1.3 Undergraduates of Canadian Research-Intensive Universities (UCRU)**

### **10.2 Next Board Meeting Date**

The next board meeting will be held March 27, 2020.

## 11. ADJOURNMENT

# General Manager Work Summary

Lori Stevenson – General Manager

Report Period: January 2020

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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## Office & Administration

- Investment strategy meeting with Valley First – identified investment options to present to the finance committee
- Policy review, research, edits
- Health and Dental plan working group

## University Relations & Committees; Other stakeholder meetings

- Monthly Campus Programmers Meeting
- Michelle Lowton – Interim AVP Students – funding / support for speaker engagement
- Meeting with RBC to discuss preliminary plans for new space footprint (expansion to existing space)
- Took part in a Campus Planning interview with David Waldron, who is working with Campus Planning departments across both campuses to assess immediate, short, and long term space goals and needs
- Meeting with Liz Hilliard – SEO to discuss student storage needs; Legacy Fund procedures
- Worked with staff to determine UBCSUO delegates for the UBCO Food Strategy Committee
- Early discussion with DVC & AVP regarding how we can better collaborate on bringing high value cultural events to campus

## Events/Projects/Operations

- Discussions with stakeholders Mike/Joe/Ali/Izzy on how to entice club events back to the Well; working to lay the groundwork for event and promotions expectations and division of labor when it comes to Well events/Campus Life events
- Ongoing consultations and discussions with Stephanie regarding the new proposed business model for the former “Cinesnax” location; she and I are also working on a number of initiatives and ideas to help the Green Bean through its financial struggles. We had a meeting with a Food & Beverage/Coffee Shop Consultant to discuss some ideas or the Bean.
- Elections – attended All Candidates meeting, both nights of candidate debates
- Began transition planning for upcoming board retreat/orientation

## Human Resources Work

- Two staff successfully completed probation – Shauna-Lee and Rachel
- Ongoing 1:1 meetings with execs and staff – checking in on work and goal progress; assessing challenges or pinch-points; coaching on issues as needed

## SUO Committee Work

- Electoral committee – A lot of work and time in February was devoted to elections. The committee met weekly for the first couple weeks of the month to plan pre-nomination engagement, promotion and advertising. During campaigning period we met almost daily to discuss issues and investigate complaints
- Oversight Committee – had the inaugural meeting of this committee: discussed our mandate, how we would proceed, resources needed, elected a chair, reviewed Jan and Feb time sheets and Jan work reports.

## **Executive Director Work Summary**

Romil Jain – President

Report Period: February 2019/20

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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In accordance with Bylaw X, Executive Directors are required to submit a monthly written report to the Board of Directors, summarizing their activities for that month. This report is designed to provide the Board of Directors with a monthly summary of the activities of each Executive Director.

For the purpose of this report the following shall not be included as eligible work:

- attendance at Board meetings; and,
- production of this work summary;

### **Week 1**

- Student Affordability Meeting with VP Academics and Provost to discuss potential ways engage students.
- Degree Consultation : Bachelor of Sustainability, Bachelor of Nsyilxcen Language Fluency and Bachelor of Science in Nursing
- Meeting with Sex Positivity Club
- Meeting to discuss AVP Student Search with DVC
- Meeting David Waldron, discussion regarding space.
- Sponsorship Meeting and Commonwealth futures Conference discussion
- Finance Committee
- Graduation Ball Meeting

### **Week 2**

- Senate Caucus Meeting
- Setting up meetings with all Deans and Provost, Meeting with the Provost
- Townhall
- Policy Committee
- Student Meeting with Advocacy Coordinator
- Meeting with Third Space

- All Candidates Meeting

### **Week 3**

- Reading Break
- Commonwealth Conference Accommodation
- Meeting to discuss UBCSUO Endowment
- Meeting with African Caribbean Club
- Meeting with Alumni UBC

### **Week 4**

- ACSC Club Gala
- Climate Emergency Consultation Communication
- ICI Functional Meeting
- Night Of Excellence
- Meeting Alumni UBC
- Office Hour
- Lieutenant Governor Panel Prep

# Executive Director Work Summary

Ali Poostizadeh – Vice President of Campus Life

Report Period: February 2019/20

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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## Week 1

- Met with local MLAs Norm Letnick, Steve Thompson and Ben Stewart with Taylor Dotto and Sarah Ferguson to discuss the upcoming budget announcement, the successes of Sexual Assault Awareness Month on campus and more.
- Finalization of Yusef Salaam event details with Joe Haugen and our talent buyer, Tim Fraser.
- Production of outline for the UBCSUO rebrand and website redesign process.
- Purchasing materials for Wine and Paint Night at The Well

## Week 2

- Research for Recess festivities. Looking through old survey results, costing, developing potential new models, etc.
- Blueprint requested a meeting this week to discuss Recess; a brief presentation was made to receive approval prior to the Board Meeting.

## Week 3

- Took several days off due to Reading Week.
- Producing graphics and a marketing plan for the Yusef Salaam event as well as making revisions to fit agency requests.
- Attended, and represented the UBCSUO at BC Budget Day in Victoria, British Columbia with Taylor Dotto and Cody Isaac.

## Week 4

- Several meetings with the African Caribbean Student Club regarding potential partnership in future events as well as hearing their complaints regarding Black History Month.
- Launching Yusef Salaam event, and ticket sales later in the week.
- Hosted Star Wars Trivia night at The Well Pub.



- Conference call with Aaron White and Redstamp regarding the SUO rebrand/redesign.

Culmination of this meeting was a request from Redstamp that White and myself gather information which will assist them in the rebrand process.

- Meeting with Mike Oulett and Lori Stevenson regarding potential capital changes to The Well Pub.

# Executive Director Work Summary

Taylor Dotto – Vice President External

Report Period: February 2019/20

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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## Week 1

- Along with Poostizadeh, I met with MLAs Thomson, Letnick, and Stewart to discuss an upfront needs-based grants program and the success of Sexual Assault Awareness Month on the UBCO Campus
- I met with Gary Hartung to discuss the petition to ban the sale of single-use plastic water bottles on the UBCO Campus. The ask was well received and action items were distributed

## Week 2

- Attended the executive committee meeting
- The Campaign Committee met to discuss the upcoming Knock out Interest campaign we are running in march as well as the International Women's day event
- I met with the Women's Resource Centre to talk about upcoming collaboration for International Women's Day
- The Campaigns Committee hosted a volunteer appreciation night at BNA Bowling. Several of our volunteers attended and we were able to thank them for the hard work they have done the past semester and the work they will continue to do this semester
- I organized the swag and campaign materials from the office shelving
- I organized and attended the Campaign Committee Volunteer Appreciation event at BNA Bowling

## Week 3

- Along with Isaac and Poostizadeh, I attended the Provincial budget announcement in Victoria, BC on February 18<sup>th</sup> where we received the fantastic news of a provincial access grant for post-secondary students across the province!
- I conducted research regarding the water-bottle ban on our campus and how we will be able to implement it in the upcoming year

## Week 4

- I worked to plan an event for International Women's Day on March 9<sup>th</sup> where we will have a table set up with coffee and cookies and give out stickers that were custom designed and ordered

# Executive Director Work Summary

Nimrah Pannu – VP Finance and Administration

Report Period: Month Feb 2020

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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## Week 1

- Signed and reviewed cheques/ cheque requisition forms
- Attended Superbowl Sunday at the well
- Chaired finance committee meeting
- New Club Funding
- Reviewed legacy fund applications
  - Reviewed 7 new legacy fund applications, including correspondence and communication with applicants.
- Met with legacy fund applicants regarding their applications
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## Week 2

- Signed and reviewed cheques/ cheque requisition forms, EFT Payments and Fee letter
- Met with multiple students regarding the role of VP Finance for UBCSUO elections
- Reviewed midyear budget projections and consulted with executive team
- Attended all candidates meeting and led the breakdown for the VP finance session
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## Week 3

- READING BREAK 😊
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## Week 4

- Signed and reviewed cheques/ cheque requisition forms
- New club funding
  - Reviewed and approved 7 new club funding applications
- Doing research into Legacy Fund regulations
  - Looked into several student unions and researched their student initiative funding regulations, to propose changes to our legacy fund.
- Prepping to present quarterly budget review to board
- Attended elections debate
- Meeting regarding graduate students budget & future plans

# Executive Director Work Summary

Holly Denby – VP Internal

Report Period: February 2019/20

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students

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## Week 1

- Club/Course Union Bowling Appreciation Night (event + planning)
- Creating Club/Course Union Transition template resources
- Tax Clinic planning – job posting + Tax Service Coordinator hiring graphics
- Meeting with Izzy to discuss club ratifications and February planning
- Student appeal/concern meeting (confidential)
- Elections tabling to interact with students and raise awareness for upcoming elections
- Meeting with David Waldron (planning consultant to UBC) to discuss campus planning

## Week 2

- Attended Engineering Society Council meeting to address concerns regarding relationship between the Engineering Society and UBCSUO
- Meeting with Visual Arts Course Union regarding planning for Annual General Meeting + Elections
- Investigating student concern case (confidential)
- Club ratification meetings (MENA Club, UBCO Cycling Club, Animation Club, UBCO Submarine Club, Actualization Club, Christina Noble Foundation)
- Policy Committee meeting (see February 12<sup>th</sup> meeting minutes)
- Creating Club/Course Union Transition template resources
- Meetings to address inquiries regarding VP Internal role with potential candidates for elections

## Week 3

- Reading Break

## Week 4

- Meeting with Resource Centers regarding concerns + planning for transition
- Student appeal/concern meeting + investigation (confidential)
- Reviewing Commons Furniture Augmentation Plan
- Tax clinic planning - reviewing resumes, preparing for interviews
- Club/Course Union Appreciation Night planning – booking venue
- Policy 101 manual + policy work for Policy Committee
- Executive Meeting (see February 27<sup>th</sup> meeting minutes)
- Club ratification meetings (Crime Junkies, UBCO Vegan Club)

# FINANCE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan  
Finance Committee Meeting, Feb 7, 2020 UNC 133C

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## 14:00 – CALL TO ORDER

Meeting called to order at 14:08

### Directors Present

Vice-President Finance & Operations (meeting chair) ..... Nimrah Pannu  
President ..... Romil Jain  
Director- Faculty Of Science Representative ..... Kebbie Brown

### Directors Absent

### Staff Present

Finance Manager ..... Leanne Smailes

### Staff Absent

General Manager ..... Lori Stevenson

## 1. ADOPTION OF AGENDA

### BIRT the agenda be adopted

Moved: Brown

Seconded: Jain

ALL IN FAVOR - CARRIED

## 2. OLD BUSINESS

## 3. NEW BUSINESS

## 4. INFORMATION ITEMS

### 4.1 YTD Budget Updates

Discussion on green bean sales, and room bookings being down. Strategies on better well promotions discussed and how maybe Well Promoters should be looked into or increase in supervisors.

Smailes discussed that the Well is also looking into its hours, and possibly closing down earlier if not busy.

Pannu discussed that the Legacy Fund is picking up and a lot more applications are coming in, also discussed how to better advertise the legacy fund.

Smailes also discussed how the foodbank is doing very well, and how that line is almost maxed out. Jain brought up the fact that clubs/course unions have had issues with being able to pay large payments upfront and whether a credit card would fix this issue. The committee discussed how it's just a lack of information and in most cases the student union can pay these big amounts up front but the club/course union just need to come to us first.

## 5. ADJOURNMENT – Adjourned at 14:45

# FINANCE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan  
Finance Committee Meeting, March 4, 2020 UNC 133C

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## 14:00 – CALL TO ORDER

Meeting called to order at 14:09

### Directors Present

Vice-President Finance & Operations (meeting chair).....Nimrah Pannu  
President.....Romil Jain  
Director- Faculty Of Science Representative .....Kebbie Brown

### Directors Absent

### Staff Present

Finance Manager .....Leanne Smailes  
General Manager .....Lori Stevenson

## 1. ADOPTION OF AGENDA

### BIRT the agenda be adopted

Moved: Brown

Seconded: Jain

ALL IN FAVOR - CARRIED

## 2. OLD BUSINESS

## 3. NEW BUSINESS

## 4. DISCUSSION ITEMS

### 4.1 YTD Budget Updates

Smailes discussed how GreenBean is moving in the right direction. Stevenson stated that new selling strategies are being looked at by Stephanie. Discussion on expenses being all expensed upfront for all business might be impacting numbers. Jain mentioned a lack of promotion in general of our businesses, and how we can improve.

Smailes stated how there is a delay in second term payments for the bookstore so that number will go down quite a bit, and how Well sales have been pretty consistent.

More discussions on membership outreach line and what is still yet to come out of that line. Stevenson discussed educational speaker events and how there are talks with UBC about sponsoring the event so we don't project that we will go over budget.

### 4.2 Investment Discussion

Looking at longer term options for our health and dental reserves in order to get a better return, but discussion on establishing a clearer picture of long-term goals prior to locking away funds. Discussion on two different options on investments, and how both are within our risk policy however discussion on which is safer option. Smailes mentioned how student unions priority shouldn't be a return but instead should be concerned about what the students would like to see and future plans

### **4.3 Endowment Fund**

Jain discussed the three options presented to board at last meeting and everyone weighed in on their opinions. Conclusion being that option 2 would be best option.

4.3.1 BIRT that the finance committee recommends that's the UBCSUO makes a \$35,000 investment into the UBC Blue and Gold campaign

Moved: Jain

Seconded: Brown

ALL IN FAVOR

## **5. ADJOURNMENT – Adjourned at 15:09**

# OVERSIGHT COMMITTEE MEETING AGENDA

UBC Students' Union, Okanagan  
Oversight Committee Meeting, **March 6, 2020** UNC 133C

## 2:24pm – CALL TO ORDER

### Members Present

Fatima Al-Roubaiai (Chair)  
Kebbie Brown  
Lori Stevenson

### Members Absent

Cody Isaac  
Kaila Spencer

## 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 MINUTES

**20/03/06.01**      **MOTION.**  
                         **BROWN/STEVENSON**  
                         Be it resolved that the agenda be adopted.  
                         **Carried**

**20/03/06.02**      **MOTION.**  
                         **STEVENSON/BROWN**  
                         Be it resolved that the minutes from the last meeting be adopted.  
                         **Carried**

## 3. PRESENTATIONS - NONE

## 4. OLD BUSINESS - NONE

## 5. NEW BUSINESS

### 5.1 Executive Goal Progress Report review and discussion

- Edits/revisions to Report Draft: 3 goals per executive, as per regulation. Capitalize *Board* and *Oversight Committee* in written documents. Include in goal note: What by when and how?
- Clarifications: To make this an effective the execs accountable to explain how this is different than the monthly exec summaries. The day to day meetings don't always contribute to the broader goals, this goal report will emphasize the overarching goals.



Also can be used as accomplishment report at end of term. Relate the summary points and the timesheets to goal. Feedback given from Oversight Committee ongoing. Monthly exec summaries will help with trimesterly goal progress review. Submit the goals at the beginning (May for summer term) and then report once a semester. End of working term 1 they will reflect and submit.

- Revised Exec Written Reporting Structure:
  - o Trimesterly Exec Goal Progress Reports – should relate to campaign promises
  - o Monthly Exec Summary Report due first Friday of the month – keeps Execs accountable to the Board; included in Board Package and reviewed by Oversight Committee
  - o Biweekly Timesheets – day to day happenings, submitted for payroll purposes
- Exec Summary Report details: Execs may need to include more detail in summary reports – “i.e. met with Joe regarding this and discussed this”. Advised to write the report with input from staff partner. Staff partner to review before sending Exec Reports. Deadline example: send to staff member by Thursday, submit by Friday to be included in Board Package for following week. ACTION: Lori will add coaching/reflection questions to end of exec summary report (i.e. what went well, what didn’t, how could it be improved, barriers/challenges, etc.)
- Idea to support execs: How to match board members with executives who might need help with their day to day. Include question around “what help do you need” on Exec Summary Report
- Progress Report is good! Lori will add reflection questions to the report. And provide a page of feedback questions to Oversight Committee to help with coaching.
- First review of new Exec Goal Progress Reports set for end of September.

## **5.2 Time Card review and discussion**

- Timesheets reviewed. Payroll approved today.
- Is a time-off request form still needed for Execs? Yes, for requests two days or more.
- Template draft? ACTION: Lori will work on the template with instructions/guidelines. Include signature, approved by, when submitted by and why. Include initial of staff partner required for time off requests.
- Approval Process: Lori will send requests through the channel with recommendations related to day-to-day operations. Approval (thumbs up/down) expected within 24hours. ACTION: Lori to create a SLACK channel for time off request approvals.
- Revisit at next meeting – do we want the execs to fill in a google calendar for all their vacation time?

## **5.3 Work summary report review and discussion**

- 3 out of 5 received at time of the meeting.
- ACTION: Lori will forward to Oversight Committee when all 5 submitted.

# **6. INFORMATION ITEMS**

## **6.1 Discussion and Announcements**

- Oversight Committee Membership: Kaila and Kebbie term on Board ending April 30. New board members coming.
- Oversight Committee Meeting Frequency: Meet monthly, second Monday of the month. And review timesheets midmonth on google drive (talk through SLACK). Enter midmonth meeting invite.

- Meetings for remainder of term: One in two weeks from today – finalize goal progress report, finalize time off request form, review monthly summary reports, decide on shared vacation calendar.

**6.2 Next Meeting date**

- Tuesday March 24 at 1pm

**7. ADJOURNMENT – 3:15pm**