



Board of Directors Meeting Minutes
4th June 2018

Present: Amal Alhuwayshil (Meeting Chair)
Taylor Dotto
Shahd Shaker
An-Noura Compaoré
Paula Tran
Aman Dehal
Jessica Moffatt
Casey Stein
Holly Denby
Nimrah Pannu
Sage Cannon

Absent:
Regrets received: Dela Hini
Cody Isaac
Soji Ogunbanwo

Leave of Absence: Miriam Woldu
Gabby Lees
Maher Al-Hawarneh

1.1 The Meeting was Called to Order at 6:10 pm

1.2 Official Territory Acknowledgement

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.

1.3 Speaker's Business

None.

1.4 Approval of Agenda

1.4. BIRT: the agenda be approved as presented.

1

Moved By: Tran
Seconded By: Dotto
Vote: Unanimous

1.5 Approval of Minutes

1.5. BIRT the attached Minutes for 10th May 2018 and the emergency meeting for May 31st 2018 be approved (See attachment #1 and #2)

1

Moved By: Dotto
Seconded By: Dehal
Vote: Unanimous

1.6 Presentations

None.



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Board of Directors Meeting Minutes

4th June 2018

1.7

ten Activity Reports from Executive Committee

President	Attachment #3
VP Finance & Operations	Received
VP	Received
External	
VP Internal	Received
VP	Received
Services	

1.8

Question Period

Stein asked Shaker about her report and why her sexual assault and awareness campaign is held after Frosh and not before. Shaker clarified that she meant the campaign will be held before Frosh.

1.9

General Orders

1.9.1 Old Business

1.9.1.2 The Students' Union shall participate in the BC government Student Society Emergency Aid Fund program and allocate no less than \$5,000 annually.

This was further tabled to the next meeting to enable Alhuwayshil receive financial data of this fund.

President, UBCSUO Finance Manager, VP Finance & Operation, General Manager, Casey Stein, Salan Karmali, be appointed to the Finance Committee for a 12-month period ending April 30th, 2019.

Moved by: Compaoré
Seconded by: Dotto
Vote: Unanimous

1.9.2 New Business

1.9.2.1 **BIRT:** The Hiring Committee Report be ratified (attachment #4)

Moved By: Moffat
Seconded By: Compaoré
Vote: Unanimous

Motion to move session in-camera.

Moved by: Tran
Seconded by: Dotto
Vote: Unanimous

Motion to move session out of camera.

Moved by: Compaoré
Seconded by: Tran
Vote: Unanimous



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Board of Directors Meeting Minutes 4th June 2018

1.9.2. 2

BIRT: A proxy vote to leave the Canadian Federation of Students (CFS) for the CFS Semi-Annual General Meeting on June 9th be allocated to Douglas Students' Union, Local 18.

Tran motivated the board by addressing the late registration package sent by the CFS and the inability to register late. Tran mentioned her discussion with BCFS staff Michael Olson and the outcome of the discussion. Denby asked if there was no way to register, and Tran answered that the costs to attend will not be covered and thus be a dent on SUO finances.

Moved By: Tran
Seconded By: Dotto
Vote: Unanimous

1.9.2.4

BIRT: Paula Tran, Amal Alhuwayshil, Miriam Woldu, and Aaron White be added to the Ad-Hoc Campaigns Committee effective September, 2018 to April, 2019.

Moved By: Tran
Seconded By: Shaker
Vote: Unanimous

1.9.2.5

BIRT: Amal Alhuwayshil be appointed to the Policy Committee for a 12 month period ending on the 30th of April 2019.

Moved By: Shaker
Seconded By: Tran
Vote: Unanimous

1.9.2.6

BIRT: The open letter to members about a Code of Conduct be approved for distribution (attachment #5).

A question was raised by Stein about emailing the letter to students, but Tran responded that it would have to go through UBC software since gathering members' emails isn't within the SUO's ability.

Moved By: Alhuwayshil
Seconded By: Cannon
Vote: Unanimous



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Board of Directors Meeting Minutes

4th June 2018

1.9.2.7

BIRT: Empower Me service provided by Student Care be renewed (attachment #6)

Alhuwayshil explained to the board that a total of 9 students which equates to 30 hours in total for the service, which is more than \$1000/hr. Alhuwayshil and the Wellbeing Committee have discussed the issue of renewal, and the Committee agreed that the service is valuable to the campus.

Shaker motivated the board by saying that the problem why the service isn't well known is because it isn't advertised well.

Dotto asked a question regarding the amount of money paid to counselor per hour. Alhuwayshil said that there will be restructuring the service to better student mental health.

Moved By: Alhuwayshil

Seconded By: Tran

Vote: Unanimous

1.10 Discussion & Announcements

1. ABCS Membership

Tran initiated the discussion of ABCS membership of the board by stating that the organization is disorganized and had little to no leadership structure. She also stated that the organization had no resources to help member locals with advocacy and had no in-depth knowledge about the issues at hand. Instead of paying them around \$4000 every year, the Student's Union can pay more than \$300 to attend Lobby Week, which would be more financially beneficial. She ended the discussion by motivating the board that the Students' Union should stop being members of the organization, and that a board vote needs to take place in order to start the process.

Denby asked about the feasibility of the SUO just attending Lobby Week, since it isn't written in their bylaws that ABCS allows this. Alhuwayshil responded by saying that this is proof that the organization is disorganized.

Stein asked if it is possible to join ABCS if the board decides it's beneficial in the future. Alhuwayshil responded with a yes and that it is determined by a board vote.

Compaoré raised a concern about legal repercussions if the SUO ceases to be members. Alhuwayshil appreciated her concern and it has been noted.

1.11 Next Board Meeting Date

Monday

1.12 The meeting Adjourned @ 6:59 pm

Moved By: Dotto

Seconded By: Shaker

Vote: Unanimous



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Board of Directors Meeting Minutes 10th May 2018

Present:	Amal Alhuwayshil (Meeting Chair) Cody Isaac Taylor Dotto Shahd Shaker An-Noura Compaoré Paula Tran Aman Dehal Jessica Moffatt Casey Stein Holly Denby Nimarah Pannu	Absent: Regrets Received:	Soji Ogunbanwo Sage Cannon Dela Hini
		Leave of Absence:	Miriam Woldu Gabby Lees Maher Al-Hawarneh

1.1 The Meeting was Called to Order at 6.42 pm

1.2 Official Territory Acknowledgement

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.

1.3 Speaker's Business

None.

1.4 Approval of Agenda

1.4.1 BIRT: the agenda be approved as amended.

Shaker wished to add a motion in respect of Regulation Part 1: Policy Committee – Committee Structure 5.

1.9.2.6 to read "The Committee members should consist of a **minimum** of 5 members including VP Internal and additional Director". Replacing "The Committee members shall consist of five (5) Members including the Vice President Internal and one (1) additional Director".

Shaker wished to add a motion in respect of Regulation Part 3: Director Honoraria and Executive Director Salaries 21.

1.9.2.7 to read "Executive Committee Salaries shall be \$675 biweekly". Replacing "Executive Committee Director Salaries shall be a net amount of \$675 biweekly.

Moved By: Shaker
Seconded By: Tran
Vote: Unanimous



**Board of Directors Meeting Minutes
10th May 2018**

1.5 Approval of Minutes

1.5.1 BIRT the attached Minutes for 24th April 2018 be approved

Moved By: Tran
Seconded By: Isaac
Vote: Unanimous

1.6 Presentations

Hiring Committee Report (See attachment #2).

Furgason presented the report to the Board, discussing the amendments to the reports. There are 2 candidates to present who are both very strong. The process has been very challenging with many strong candidates in the initial process of accepting resumes. Trying to find a very unique person to take the job. The Hiring Committee is requesting the Board to pass a motion to present two candidates.

Compaoré asked when would the Board be able to meet the candidates. Alhuwayshil explained that Board would need to agree on two candidates being presented before a meeting could be arranged.

BIRT: The Board of Directors empowers the Hiring Committee to bring forward the two candidates to a meeting of the Board.

Moffatt queried why two candidates are to be presented instead of three. Furgason stated that the Hiring Committee had taken every possible step to find the best quality candidates and felt there was a significance between the first two and the third. Tran spoke in favor of bringing two candidates.

Moved By: Alhuwayshil
Seconded By: Tran
Vote: Yes: 6, No: 1 (Moffatt), Abstained: 3 (Dotto, Shaker and Compaoré)
Carried

Furgason affirmed the outgoing Board had requested that the incoming Board meets the candidates, currently the Hiring Committee would like to seek further clarification on what the incoming Board would like this meeting to look like. Alhuwayshil recommended that it should be an interview that consist of two parts, a ten-minutes presentation followed by questions

BIRT: The General Manager candidates give a ten-minutes presentation followed by three questions from the Board of Directors.

The Board discussed the format of the presentation and the questions.

Moved By: Isaac
Seconded By: Tran
Vote: Unanimous

One last item of consideration is after the presentation a feedback sheet be provided to the Committee and rank the candidates. The Board should prepare a final report based on the feedback. During the meeting everyone will see the final report and the Hiring Committee will present the final report and the Board would then choose the successful candidate.



**Board of Directors Meeting Minutes
10th May 2018**

Moffatt enquired if the Board would receive the report prior to the meeting? Alhuwayshil stated the documents would be provided before introduction to the candidate as these were confidential, but there would be sufficient time to peruse the documents.

BIFRT: The committee will present the board with a summary of each candidate and the board will have the opportunity to provide feedback to the committee. The hiring committee will take this feedback into consideration when making the final recommendation.

Moved By: Tran
Seconded By: Alhuwayshil
Vote: Yes: 9 Abstained 1 (Moffatt)

1.7 Monthly Written Activity Reports from Executive Committee

President	Not Required
VP Finance & Operations	Not Required
VP External	Not Required
VP Internal	Not Required
VP Services	Not Required

1.8 Question Period

None.

1.9 General Orders

1.9.1 Old Business

- 1.9.1.2** The Students' Union shall participate in the BC government Student Society Emergency Aid Fund program and allocate no less than \$5,000 annually.

This was tabled from the meeting of 23rd March 2018, Alhuwayshil is seeking a report from Financial Awards and Administration office.

1.9.2 New Business

- 1.9.2.1** **BIRT:** Approve a leave of absence for Gabby Lees, Maher Al-Hawarneh and Miriam Woldu for all forthcoming Board of Directors meetings until 31st August 2018.

Moved By: Tran
Seconded By: Shaker
Vote: Unanimous

- 1.9.2.2** **BIRT:** Paula Tran be nominated for the position of Local 12 Representative on the BC Federation of Students Executive Committee.

Moved By: Tran
Seconded By: Isaac
Vote: Unanimous



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Board of Directors Meeting Minutes 10th May 2018

1.9.2. 3

BIRT: All UBCSUO Standing Committees structures in the Regulations be amended to include a minimum of one (1) Executive, one (1) UBCSUO regular staff member, one (1) Director at Large and one (1) Faculty Representative

Compaoré suggested it would be difficult for full-time staff to be part of a Committees as they may incur overtime costs if meetings are after office hours, and that their engagement should be encouraged but not required.

Denby spoke in favor of the motion and having a required staff seat in order to facilitate staff engagement and participation on Committees. Denby suggested that it is a good direction as there has been a segregation in the past.

Compaoré stated she would like to **amend** and remove the "minimum of one regular staff member" on a Committee. Discussion ensued and Compaoré commented it should be encouraged that staff members be a part of a Committee but it is not a requirement.

Alhuwayshil spoke against the amendment, and added that staff are an integral part of those decisions as they can provide continuity and institutional knowledge.

Dehal spoke against the amendment and in favor of keeping a required chair for staff

Moved By: Compaoré

Seconded By: Shaker

Vote: Yes: 7 – No: 2 (Dehal & Denby)

Carried

The motion as amended now reads:

BIRT: All UBCSUO Standing Committees structures in the Regulations be amended to include a minimum of one (1) Executive, one (1) Director at Large and one (1) Faculty Representative

Alhuwayshil recommended that this motion be tabled for the Policy Committee to investigate.

BIRT: The Board empowers the Policy Committee to investigate the structure of UBCSUO Standing Committees

Alhuwayshil motivated that this is to look into best practices and structures by searching other students' unions of our scoop (e.g. do we include a student at large, a staff member, etc.)

Discussion took place as to what the Board should expect from the Policy Committee.

Moved By: Alhuwayshil

Seconded By: Isaac

Vote: Unanimous



**Board of Directors Meeting Minutes
10th May 2018**

- 1.9.2.4** **BIRT:** VP Internal, Cody Isaac, Casey Stein, Dela Hini and Kristen Morgan, be appointed to the Policy Committee for a 12 month period to 30th April 2019.

Moved By: Shaker
Seconded By: Isaac
Vote: Unanimous

- 1.9.2.5** **BIRT:** President, UBCSUO Finance Manager, VP Finance & Operations General Manager and _____ be appointed to the Finance Committee for a 12 month period to 30th April 2019.

Tabled to next meeting

- 1.9.2.6** **BIRT:** In respect of Regulation Part 1: Policy Committee – Committee Structure 5 - the following amendment be made – “The Committee members should consist of a **minimum** of 5 members including VP Internal and additional Director”. Replacing “The Committee members shall consist of five (5) Members including the Vice President Internal and one (1) additional Director”.

Moved By: Shaker
Seconded By: Dotto.
Carried

- 1.9.2.7** **BIRT:** in respect of Regulation Part 3: Director Honoraria and Executive Director Salaries 21 should be amended to read “Executive Committee Salaries shall be \$675 biweekly”. Replacing “Executive Committee Director Salaries shall be a net amount of \$675 biweekly.

Moved By: Shaker
Seconded By: Compaoré
Carried

1.10 Discussion & Announcements

Stipend/Honoraria Approval

Alhuwayshil updated the BoD that a motion was passed at the Executive Committee meeting to empower the Policy Committee to explore how the board is going to be paid, and look into best ways to administer honorarium, whether it be a performance based or reflective of timesheets and/or monthly reports.

Who will serve on which Committees

Alhuwayshil reminded the Board that as per BYLAW VIII – POWERS AND DUTIES OF THE BOARD OF DIRECTORS, that a board member must “serve on at least one committee of the Board.” Board members were asked if they have not yet been assigned to a Committee, to join one. Tran and Dotto announced that they will be striking an ad hoc committee, and more details to come.



**Board of Directors Meeting Minutes
10th May 2018**

1.11 Next Board Meeting Date

It was established the majority of members were available on Tuesday's – please check emails to confirm availability via Doodle Poll.

1.12 The meeting Adjourned @ 8.43 pm

Moved By: Shaker

Seconded By: Dotto

Carried



**Board of Directors Meeting Minutes
31st May 2018**

Present: Amal Alhuwayshil (Meeting Chair)
Cody Isaac
Taylor Dotto
An-Noura Compaoré
Paula Tran
Aman Dehal
Soji Ogunbanwo
Casey Stein

Absent:
Regrets Received: Shahd Shaker
Jessica Moffatt
Nimarah Pannu
Holly Denby

Leave of Absence: Miriam Woldu
Gabby Lees
Maher Al-Hawarneh

The Meeting was Called to Order at 11:05 am

Official Territory Acknowledgement

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.

1.7 Monthly Written Activity Reports from Executive Committee
Not required.

1.8 Question Period
None.

1.9 General Orders

1.9.1 Old Business

1.9.2 New Business

Motion to move in-Camera to discuss UBCSUO internal affairs

Moved By: Isaac
Seconded By: Ogunbanwo
Vote: Unanimous

Motion to move out of in-Camera

Moved By: Dotto
Seconded By: Issac
Vote: Unanimous

1.9.2.1 BIRT: The confidential settlement agreement with the BCGEU dated June 2018 be ratified.

Moved By: Isaac
Seconded By: Ogunbanwo
Vote: Unanimous



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

**Board of Directors Meeting Minutes
31st May 2018**

1.12 The meeting Adjourned @ 11.20 am

Moved By: Isaac

Seconded By: Ogunbanwo.

Carried

UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

President Report May 2018

I am grateful to be here. Following a year of being VP External, I am now serving this organization as President. I am here for the constitution of this organization; to advocate on behalf of students to make their lives better, to enrich campus life and culture by facilitating events, and to provide services to enhance their educational experience. Grateful to be yours.

This report is reflective of building the foundation

General Manager H.C.

Started the process as the incoming president in March after the ratification of the Hiring Committee (HC). As the chair of the HC, I organized, coordinated and led the meetings and interviews. I ensured that there was constant communication, and the integrity of the hiring process was upheld. Members of the HC received a total of 86 applicants, and all were provided the opportunity to review every application. Based on the criteria set by the HC earlier, we shortlisted seven candidates of which, and after three rounds of interviews, the HC recommended two to come to the board. The board after meeting the two candidates, and came to a unanimous consensus of the successful candidate.

The Hiring Committee Final report and recommendation is going to be presented on the Board meeting on June 4th. I am personally very excited about the recommended candidate and I look forward to working closely with them. It has been a challenging time, and I am thrilled to enter a new era.

New Team Building

A key goal for me based on my experience last year was to focus on developing a strong team atmosphere right at the beginning of the year, so I've brought the team together for two goal-setting meetings, a seminar on budgeting, and two socials. I felt that one of our major weaknesses last year was our poor communication amongst the executive team as well as with the staff, so I've been looking for ways to improve the systems we use. I've created a Slack channel that allows us to stay up-to-date on our various projects, and I encouraged the executives to introduce themselves to the staff right off the bat, and this has improved the work flow as well as both internal and external communications. We've already planned monthly meetings for the remainder of the summer to ensure that we move forward as a team and are prepared for the upcoming school year.

Conferences, Meetings and Events

I've attended a number of meetings and events during May, below I've provided a brief summary of each:

BCFS Orientation

Met with Douglas College. Discussed best practices & procedures, committee structure, and communication structures. Year-end review, goals for next year, and their strategic plan were especially relevant to our current situation.

Kelowna Chamber of Commerce Luncheon - with VP External Paula

Our DVC Deborah Buszard was a guest speaker, alongside Jim Hamilton from the Okanagan College, discussing the future of Kelowna's post-secondary institutions. Had opportunity to network with city councilors and business community.

The Learning Centre - with full Executive Team

Met with university development team, project steering committee, and the developers to discuss the status of the new learning centre, the completion date and the opening ceremony.

EXPO Day Planning - with VP External Paula, VP Services Taylor, Mike Ouellet & Sarah Ferguson

Discussed lessons from previous year, sponsorships & future strategies including expanding sponsorship/partnership package to including Frosh, Recess, and Well Wednesday. Set dates, delegated tasks, and follow-up meeting in June.

Mental Health Network Committee

Discussed 'Empower Me' results, and reviewed whether to renew the service due to ~\$30k cost from reserves. Recognized weaknesses in awareness as it was the first year of the program. Sahar from International Programs & Services spoke in favor of renewal due to providing greater range of councilors in terms of cultural backgrounds and languages. Others showed support.

The Art Hive

One of my campaign initiatives. Met with Sophie (councilor at Health and Wellness centre) to discuss how we can move forward.

Stakeholder Conference - with VP Finance An-Noura

Provided greater insight into StudentCare. Provided opportunity to network with other student executives from across the country, and learn from their experiences.

Skills Development Summit - with VP Services Taylor, VP External Paula, VP Internal Shahd, Science Rep Nimrah, Education Rep Aman, Sarah Ferguson & Izzy Rusch

Hosted event with 11 other schools from across BC, with great turnout from our leadership team. Opportunity to learn about the rules and responsibilities of directors, the current state of post-secondary education in BC. Met as a group to debrief at the end, and identified key topics to focus on further in our local student union, such as how to recruit and maintain volunteers, social media strategies, and media relations.

Staff & Executive Orientation - VP Services Taylor, VP Finance An-Noura, VP External Paula, & all but two Staff

Facilitated by the BCFS, conducted a SWOT analysis of our student union and worked on our strategic plan. Will continue to develop plan with Steven Beasley, to be brought to the board in June. Very impressed by our team's cohesion and awareness of our current organization's situation.

Policy Committee Meeting

Initial meeting when VP Internal highlighted the most pressing concerns for the board to be addressed and adopted by the end of June.

It is hard to put to paper full days of work and behind the scenes meetings, HR and emails, where everyone is demanding your love and attention. I've been receiving 40-60 emails per day, and it was just May. Emails are going to become my forte. I would like to highlight how the board is active and engaged, which made organizing and meeting quorum achievable. I am so excited to work with this amazing, enthusiastic and passionate elected group of students who are going to do a great job representing students' interests. I can't express but exuberant feelings for this year ahead.

Yours,

Amal Alhuwayshil

UBCSUO President 2018/2019

HIRING COMMITTEE REPORT

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

The UBCSUO Board of Directors resolved to strike a hiring committee to engage in the process of identifying and ultimately hiring a person to fill the vacant position of General Manager. This report will outline the process undertaken by the Committee and provide a recommendation to the Board of Directors.

1. HIRING COMMITTEE COMPOSITION

Amal Alhuwayshil, President
Taylor Dotto, Vice President Services
Sarah Furgason, Student Associations Coordinator
Dela Hini, Director at Large
Cody Isaac, Faculty of Arts and Science Representative
Terri Jones, Human Resources Advisor, UBCO Human Resources (non-voting advisory)
Michael Olson, Executive Officer, BCFS (non-voting advisory)

2. JOB POSTING AND TIMELINE

The job posting that was written was based on the General Manager job description as laid out in the Bylaws. As a result of discussion of the Board of Directors and the Hiring Committee, the posting included additional aspects to the job, including assisting the Board with advocacy and government relations. The job description is appended to this report.

The job posting was posted to indeed.com, Accelerate Okanagan Job Board, UBCSUO Job Board, Edujobs, and social media outlets on April 4. Additionally, it was circulated over the BCFS' email listserv to member students' unions across BC on April 5, with a request for circulation amongst their networks.

The close-date of the posting was April 18; however, it was kept active online beyond that date to ensure the maximum number of potential candidates would be considered.

3. SHORT-LIST CONSIDERATIONS

The Hiring Committee received a total of 86 applicants, and all members of the Committee were provided the opportunity to review every application. The criteria to determine if the candidate would go on to the interview stage included experience leading an organization or business; education/experience in a financial field; experience providing support/advocacy in a public way; and experience working in an environment of diverse peoples.

4. INTERVIEW PROCESS

Interviews took place on April 25th, 30th and May 9th. In total, seven applicants were interviewed; all but two were conducted in-person, and the outliers were conducted via Skype due to the applicant's location. The interviews were scheduled to be 75 minutes long to allow for fulsome discussion and follow-ups where required. The questions developed by the Committee were designed to give Committee members an understanding of the breadth of experience of each candidate, as well as their enthusiasm for the position. Questions encapsulated the core concepts from the job posting, including: management experience; experience working or managing in unionized work environments; experience working with boards of directors or specifically on a students' union board; examples of advocacy work; and knowledge of financial systems and processes.

HIRING COMMITTEE REPORT

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

5. FINAL STAGE: PRESENTATION TO BOARD AND STAFF

The Committee did compare all applicants based on their resume and performance in the interview, even where an applicant may be known to one or more of the Committee members. Based on this criteria, the Committee voted in a majority vote to put forward two applicants to the final stage of the process.

The final stage of the interview process involved a presentation and question/answer period with members of the current and immediately preceding Board of Directors. Upon signing a non-disclosure agreement, both candidates were provided the MNP Governance Review and asked to put together a 10-minute presentation outlining their top three recommendations from the Review.

The presentations took place on Tuesday, May 29, between 9:00 and 12:00. In addition to the Hiring Committee members, one member of the previous Board, one staff member, and other members of the current Board, nine in total, were in attendance. While both candidates performed well, one candidate clearly rose above the other. At the end of the discussion amongst attendees, there was a unanimous consensus of the successful candidate. With respect to references for this candidate, Lori Stevenson, references were checked and the responses from referees were highly complementary and confirmed the committee's analysis of Lori's experiences, skills and capabilities for the position.

6. RECOMMENDATION

The Hiring Committee recommends that the following motion be approved:

2018/06 MOTION TO APPROVE HIRING

Be it resolved that the Lori Stevenson be hired as the UBCSUO General Manager.

Dear UBCSUO Members,

This last semester, one of our members presented a concern pertaining to the conduct of our former VP Finance. The Board ultimately decided not to take the step of censuring their conduct based on the presented evidence. However, in the meeting held to discuss the accusation, the Directors acknowledged that is impossible to claim a rule has been broken that does not exist. The Board was not able to adequately address this issue because we do not have an official Code of Conduct or clear policies for behaviour.

It is important to take responsibility and deal with these failures. Without a clear policy of expected behaviour for Directors and repercussions for failing to uphold them, the Board is unable to satisfactorily address these problems when they arise. It is for this reason that the Board of Directors apologizes to all union members.

The conduct of the union's leadership must be exemplary, not contradictory to what members expect from their union. We therefore will create a policy for the conduct of Directors to ensure that we are more adequately equipped to address these kinds of problems.

The external governance review carried out by MNP echoed the need for a Code of Conduct. The current Board of Directors is taking the results of the review into consideration when creating our strategic plan. This will be vital in ensuring a stronger union, both structurally and strategically.

We apologize for being unable to address this issue and we are going to take every available action to ensure that this will not occur again.

Regards,

Amal Alhuwayshil
President

On behalf of the UBCSUO Board of Directors 2017/2018 and 2018/2019



UTILIZATION SAP Impact Report

Presented by:ASPIRIA CORP

For



UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

UTILIZATION SAP Impact Report

UBC Student's Union Okanagan (UBCSUO)

Presented by:ASPIRIA CORP

September 01, 2017 - March 31, 2018 on New Cases

UTILIZATION BY THE NUMBERS

EAP Summary	Count	%	Serviced	%	Activities	%	Hours
SAP Cases	9	100.0%	9	100.0%	34	100.0%	29.5
Total	9	100%	9	100%	34	100%	29.5

Count	Serviced	Activities	Hours
Includes the total number of files, organizational services, information calls etc. that have an open/service date that falls between (and includes) the reporting period date range.	The total number of service users (attendees) within files or organizational services that have an open/service date that falls between (and includes) the reporting period date range.	The total activities (contacts) from files, organizational services, information calls etc. that have an activity date that falls between (and includes) the reporting period date range.	The total duration from all activities that have an activity date that falls between (and includes) the reporting period date range.

EAP Utilization Rates Based on a weighted population of: **6876**

Period Rate (Utilization Rate)	Projected Annual Rate (Annualized Utilization Rate)
The total number of Files, Serviced, or Activities divided by the weighted employee population for the reporting period.	This is the "projected" yearly File, Serviced, or Activities utilization rate.

Period Rate (Count):	0.13%
Projected Annual Rate (Count):	0.22%
Period Rate (Serviced):	0.13%
Projected Annual Rate (Serviced):	0.22%
Period Rate (Activities):	0.49%
Projected Rate (Activities):	0.85%

New/Ongoing Cases Summary		Referral/Closed Cases Count	
Total Open Cases At 9/1/2017	0	Total Cases Closed	4
Total Open Cases At 3/31/2018	5		

UTILIZATION SAP Impact Report

UBC Student's Union Okanagan (UBCSUO)

Presented by:ASPIRIA CORP

September 01, 2017 - March 31, 2018 on New Cases

UTILIZATION BY THE NUMBERS

Primary Presenting Problem

The main issues identified by the individual when first contacting EAP for service, upon intake to counselling

Primary Assessed Problem

The main issue discussed that is identified by the counsellor at the time of the initial assessment, at the beginning of the counselling process. This is related to the number of 'total files closed' only.

Web Hits

Refers to a number of files downloaded on a site, this could include photos, graphics, etc. For example, the average web page has photos (each photo is a file and hence a hit) and lots of buttons (each button is a file and hence a hit). When a web page is downloaded from a server the number of "hits" or "page hits" is equal to the number of files requested.

Secondary Assessed Problem

An additional issue or underlying issue (if applicable) identified by the counsellor at any time during the counselling process. This is related to the number of 'total files closed' only.

Monitored Referral

a Monitored referral file is used when assisting employees who have been referred by a supervisor, in resolving problems that may be adversely affecting the employee's performance in the workplace.

Information Calls

Information calls are used when assisting employees in providing information about anything to do with the EAP services provided to them.

EAP, SAP, MFAP Files

A documented collection of clinical notes and other related clinical materials that comprise the clinical counselling case. Information in this file may be either in electronic form or hard copy. All clinical and privacy standards are met to ensure that files are secure.

Organizational Consultation

This type of consultation is typically initiated by a member of the organization's management or HR team with the purpose of seeking direction and recommendations about a challenging internal work-related issue. The issue could be focused on a particular employee or small group of employees, or it could be focused on a larger, organization-wide issue affecting a large number of employees. Organizational consultations are conducted by a senior member of Aspiria's management team and are completed over the telephone. In most instances, they are conducted at the time the request is being made or shortly thereafter.

Organizational Service/CISD

Any activities which are provided to the organization; for example - presentations, training sessions, Critical Incident Response, Termination Supports, Coaching, etc.

Case Closure Outcome

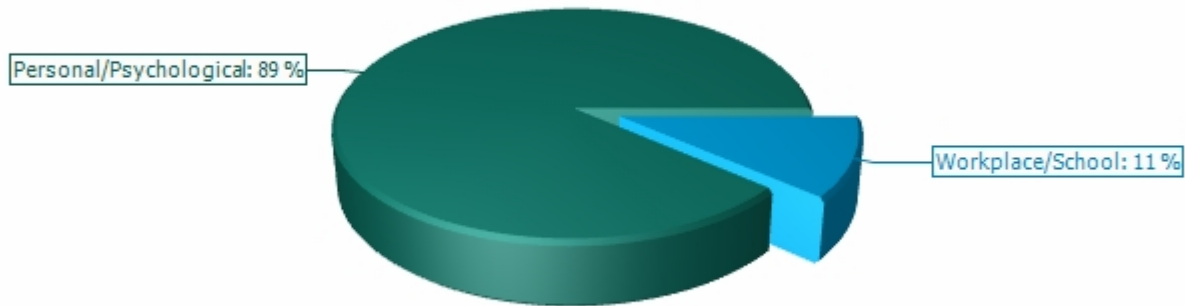
This pertains to the result of the counselling process, once the client-counsellor relationship has ended. This is based on the number of closed files in the reporting period.

- Examples: 'Counselling completed in EFAP' – the issues have been successfully resolved in counselling, or recommendations have been offered for additional supports.
- 'Client did not pursue EFAP Counselling' – could be the employee did not respond to begin counselling; or the employee does not show up for the second session and does not respond to inquiries; or the employee never started counselling.

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Primary Presenting Problem



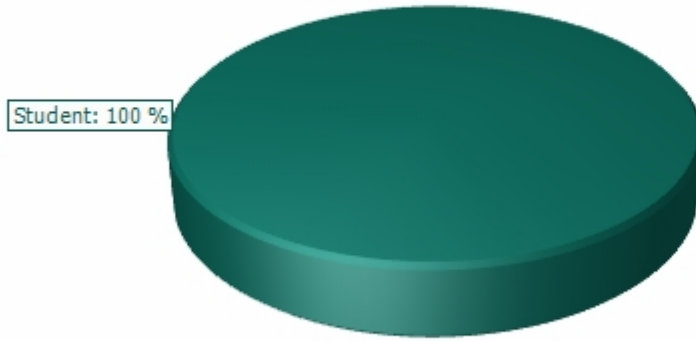
Primary Presenting Problem	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Personal/Psychological	1	100.00%	5	83.33%	2	100.00%	8	88.89%
Workplace/School	0	0.00%	1	16.67%	0	0.00%	1	11.11%
Total	1	100 %	6	100 %	2	100 %	9	100 %

UTILIZATION SAP Impact Report

UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Client Type

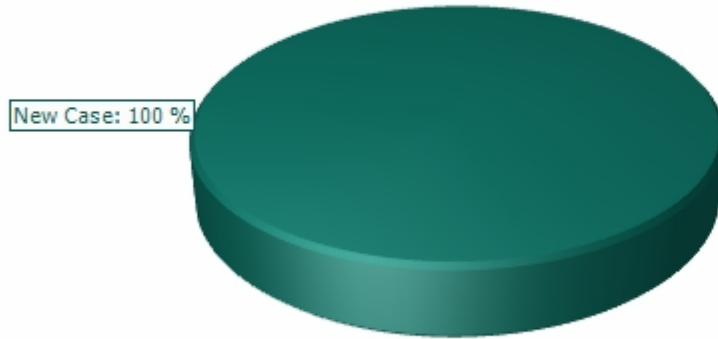


Client Type	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Student	1	100.00%	6	100.00%	2	100.00%	9	100.00%

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Case Status



Case Status	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
New Case	1	100.00%	6	100.00%	2	100.00%	9	100.00%

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Gender

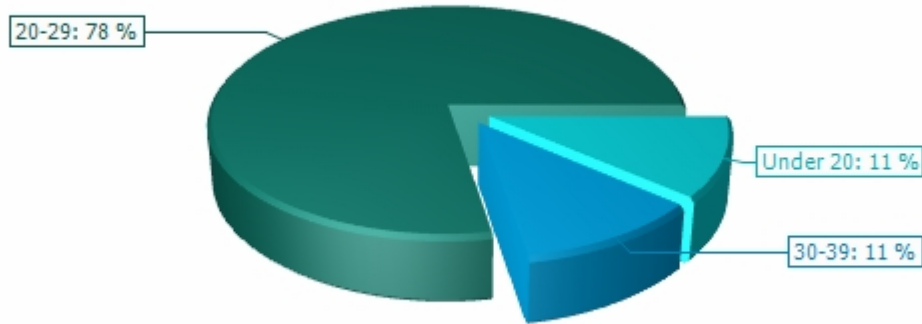


Gender	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Female	0	0.00%	5	83.33%	2	100.00%	7	77.78%
Male	1	100.00%	1	16.67%	0	0.00%	2	22.22%
Total	1	100 %	6	100 %	2	100 %	9	100 %

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Age Range Summary

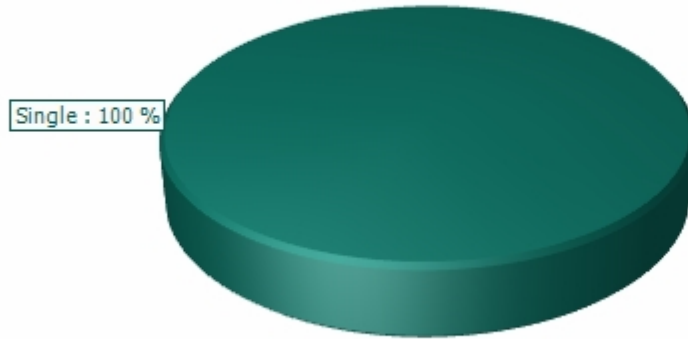


Age Range Summary	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
20-29	1	100.00%	5	83.33%	1	50.00%	7	77.78%
30-39	0	0.00%	0	0.00%	1	50.00%	1	11.11%
Under 20	0	0.00%	1	16.67%	0	0.00%	1	11.11%
Total	1	100 %	6	100 %	2	100 %	9	100 %

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Marital Status

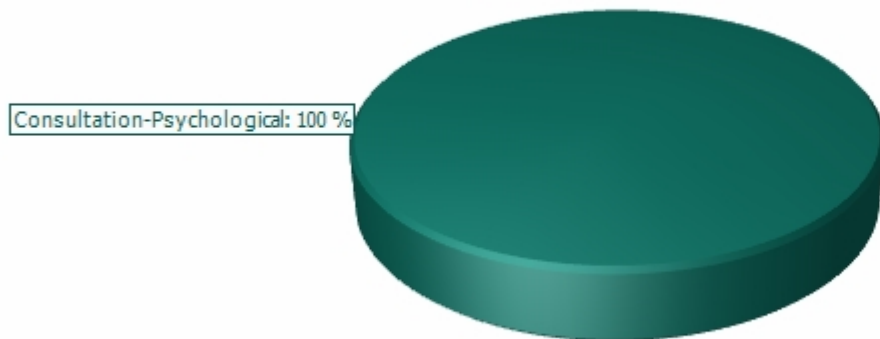


Marital Status	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Single	1	100.00%	6	100.00%	2	100.00%	9	100.00%

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Service Type



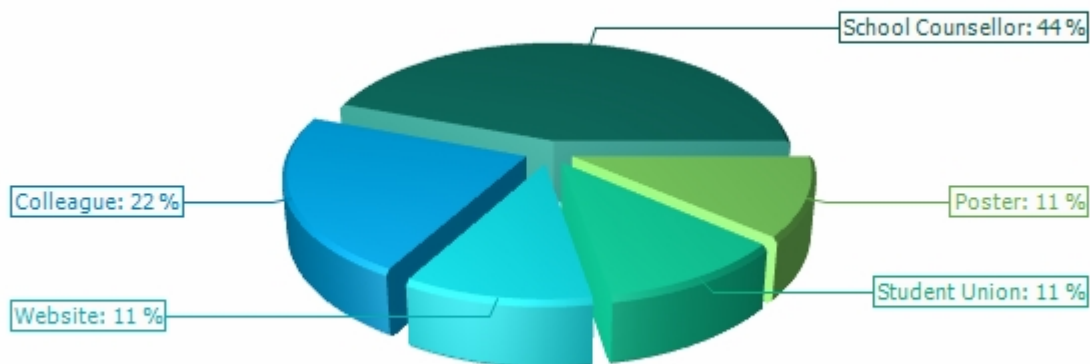
Service Type	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Consultation-Psychological	1	100.00%	6	100.00%	2	100.00%	9	100.00%

UTILIZATION SAP Impact Report

UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

How did you hear about the SAP?



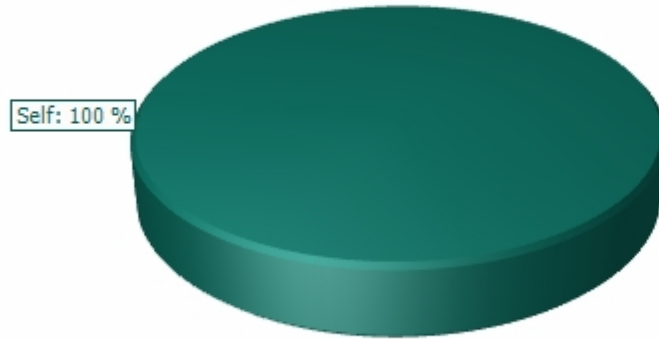
How did you hear about the SAP?	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
School Counsellor	1	100.00%	2	33.33%	1	50.00%	4	44.44%
Colleague	0	0.00%	1	16.67%	1	50.00%	2	22.22%
Website	0	0.00%	1	16.67%	0	0.00%	1	11.11%
Student Union	0	0.00%	1	16.67%	0	0.00%	1	11.11%
Poster	0	0.00%	1	16.67%	0	0.00%	1	11.11%
Total	1	100 %	6	100 %	2	100 %	9	100 %

UTILIZATION SAP Impact Report

UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Referred By



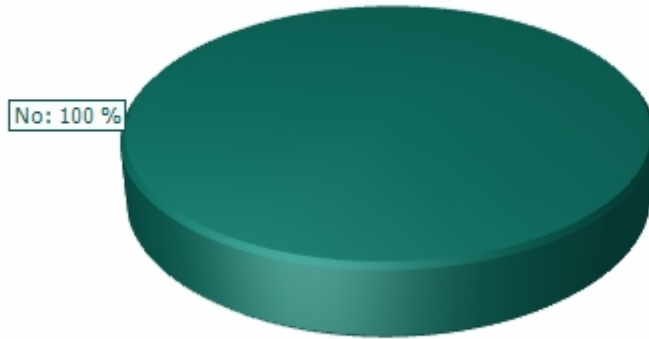
Referred By	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Self	1	100.00%	6	100.00%	2	100.00%	9	100.00%

UTILIZATION SAP Impact Report

UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Crisis Situation?

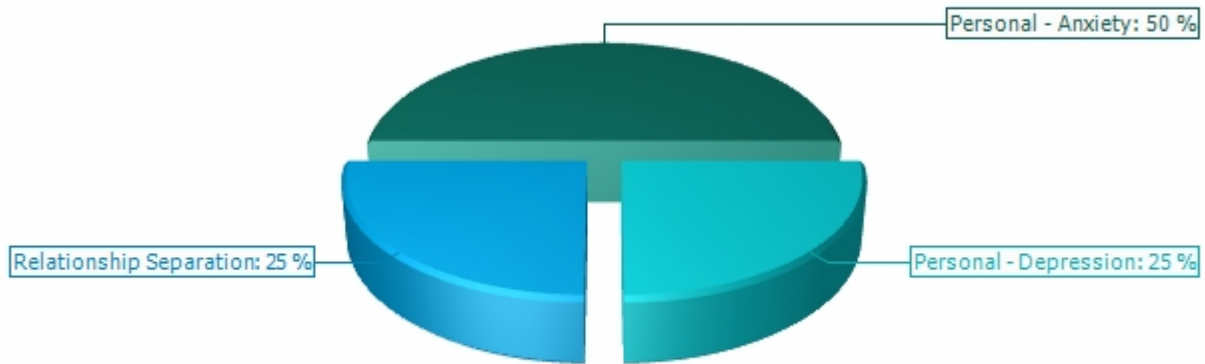


Crisis Situation?	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
No	1	100.00%	6	100.00%	2	100.00%	9	100.00%

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Primary Assessed Problem

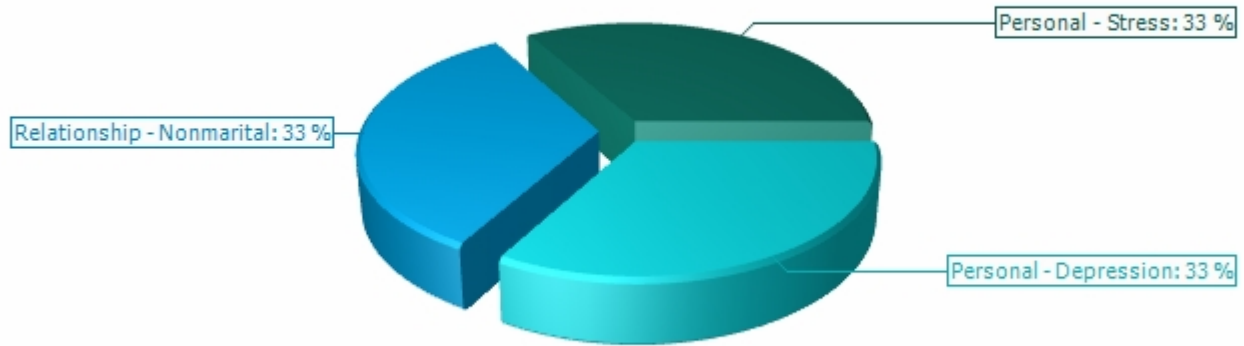


Primary Assessed Problem	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Personal - Anxiety	0	0.00%	1	33.33%	1	100.00%	2	50.00%
Personal - Depression	0	0.00%	1	33.33%	0	0.00%	1	25.00%
Relationship Separation	0	0.00%	1	33.33%	0	0.00%	1	25.00%
Total	0	0 %	3	100 %	1	100 %	4	100 %

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Secondary Assessed Problem

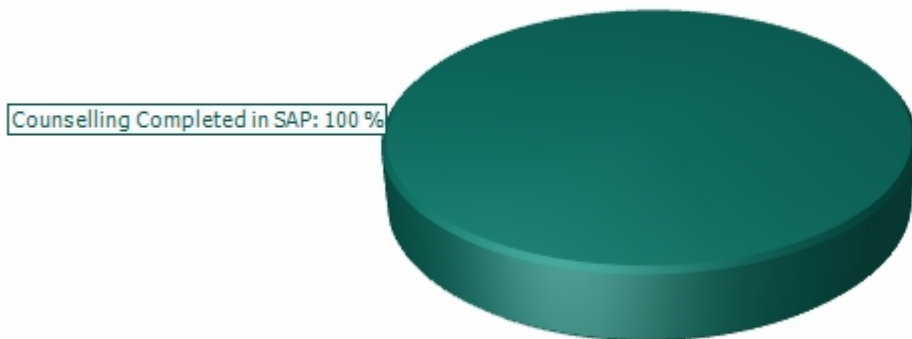


Secondary Assessed Problem	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Relationship - Nonmarital	0	0.00%	1	50.00%	0	0.00%	1	33.33%
Personal - Stress	0	0.00%	1	50.00%	0	0.00%	1	33.33%
Personal - Depression	0	0.00%	0	0.00%	1	100.00%	1	33.33%
Total	0	0 %	2	100 %	1	100 %	3	100 %

UTILIZATION SAP Impact Report
UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Closing Recommendation



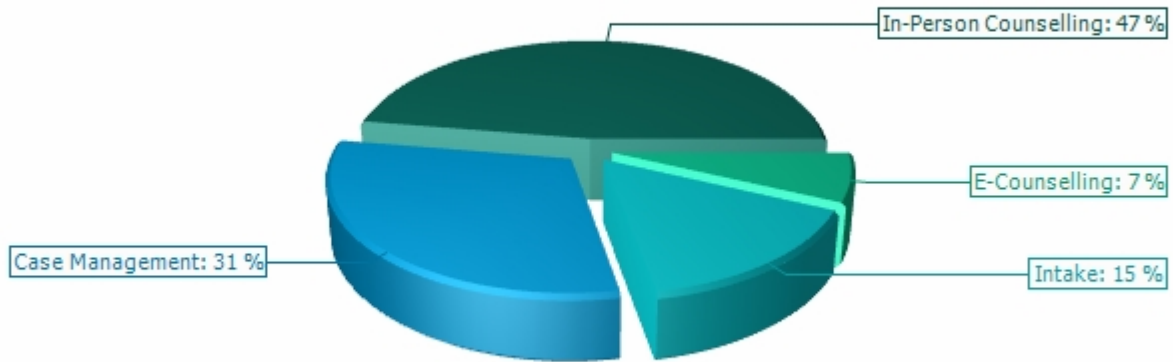
Closing Recommendation	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
Counselling Completed in SAP	0	0.00%	3	100.00%	1	100.00%	4	100.00%

UTILIZATION SAP Impact Report

UBC Student's Union Okanagan (UBCSUO)

September 01, 2017 - March 31, 2018

Contact Hours Summary



Contact Hours Summary	9/1 - 11/30		12/1 - 2/28		3/1 - 3/31		9/2017 - 3/2018	
	#	%	#	%	#	%	#	%
In-Person Counselling	0	0.00%	9	45.00%	5	62.50%	14	47.46%
Case Management	1	66.67%	6	30.00%	2	25.00%	9	30.51%
Intake	0.5	33.33%	3	15.00%	1	12.50%	4.5	15.25%
E-Counselling	0	0.00%	2	10.00%	0	0.00%	2	6.78%
Total	1.5	100 %	20	100 %	8	100 %	29.5	100 %