

# BOARD OF DIRECTORS MINUTES

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students  
Regular Board Meeting, June 28, 2018 – UNC334

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**The meeting was called to order at 6:05 PM**

**Board Members Present:**

Amal Alhuwayshil (Meeting Chair)  
An-Noura Compaoré  
Taylor Dotto  
Shahd Shaker  
Cody Isaac  
Paula Tran  
Casey Stein  
Sage Cannon  
Holly Denby  
Nimrah Pannu  
Soji Ogunbanwo

**Regrets Received:**

Aman Dehal  
Dela Hini  
Jessica Moffatt

**Leave of Absence:**

Miriam Woldu  
Maher Al-Hawarneh  
Gabby Lees

**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 MEMBERSHIP REVIEW**

**18/06/28:01 MOTION**

Shaker/Dotto

Be it resolved that the agenda be adopted as amended.

**CARRIED**

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

**18/06/28:02 MOTION**

Dotte/Compaoré

Be it resolved that minutes of the meeting held June 4, 2018 be adopted.

**CARRIED**

**4. PRESENTATIONS**

Blueprint Productions: Blueprint presented to BoD, further details in the discussions section

UBCSUO Budget: VP Finance Compaoré presented proposed draft budget, further details in the discussions section

UBCSUO Strategic Plan: President Alhuwayshil presented the draft Strategic Plan as discussed in the board orientation and encouraged board to provide feedback and input before July 31st

**5. MONTHLY REPORTS**

- 5.1 President**
- 5.2 VP Finance**
- 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**

**18/06/28:03 MOTION**

Shaker/Dotto

Be it resolved that the Executive Committee meeting minutes from June 6, 2018 be ratified

**CARRIED**

**7.2 Policy Committee**

**18/06/28:04 MOTION**

Dotto/Compaoré

Be it resolved that the Policy Committee meeting minutes from May 31, 2018 be ratified

**CARRIED**

**18/06/28:05 MOTION**

Dotto/Cannon

Be it resolved that Lori Stevenson is appointed to the Policy Committee for term ending April 30

**CARRIED**

**18/06/28:06 MOTION**

Dotto/Cannon

Be it resolved that the finance committee structure regulation on page 24 #3 be amended to read as follows:

3. The Committee Members shall consist of the:

- (a) President;
- (b) Vice President Finance and Operations;
- (c) General Manager;
- (d) Finance Manager; and
- (e) A Director at large or a Faculty Representative

**18/06/28:07 MOTION TO AMEND**

Compaoré/Dotto

Be it resolved that Motion 18/06/28:06 be amended to replace "Faculty Representative" with "student at large".

**18/06/28:08 MOTION TO REFER**

Shaker/Dotto

Be it resolved that Motion 18/06/28:02 and the subsequent amendment (Motion 18/06/28:02) be referred to Policy Committee.

**CARRIED UNANIMOUSLY**

**7.4 Environmental and Sustainability Committee**

**18/06/28:09 MOTION**

Compaoré/Cannon

Be it resolved that Stephanie Patterson is appointed to the Environmental and Sustainability Committee for a 12-month term, ending April 30, 2019

**CARRIED**

**8. UNIVERSITY RELATIONS**

**8.1 Board of Governors**

**8.2 Senate**

**18/06/28:10 MOTION**

Compaoré/Cannon

Be it resolved that Kristen Morgan be ratified as Senate Representative on the UBCSUO Board for a 12-month term, ending April 30, 2019

**CARRIED**

**UNANIMOUS VOTE**

**8.3 Other University Relations Report**

**9. OLD BUSINESS**

**9.1**

**10. NEW BUSINESS**

**10.1 OOHLALA App**

**18/06/28:11 MOTION**

Shaker/Dotto

Be it resolved that UBCSUO renews the OOHLALA App

**CARRIED**

**10.2 STAFFING**

**18/06/28:12 MOTION**

Cannon/Shaker

Be it resolved that the Contract of the General Manager be ratified

**18/06/28:13 MOTION TO MOVE IN-CAMERA**

**18/06/28:14 MOTION TO MOVE EX-CAMERA**

**RATIFICATION OF CONTRACT WAS CARRIED UNANIMOUSLY**

**11. INFORMATION ITEMS**

**11.1 Discussion and Announcements**

#### General Manager Hiring Committee

Alhuwayshil remarked that the Committee has fulfilled its purpose and has adjourned.

#### Blueprint Discussion

Blueprint presented on frosh and the justification of spending at a minimum the \$55k from the budget that they submitted. Discussion ensued on the benefits and drawbacks of certain options to reduce/amend costs. It was asked of blueprint if: less could be spent on artists, or ticket prices could be increased in order to decrease our overall spend on the event. It was blueprints contention that either or both of these could pose a risk to the event, and that our event had a reputation to uphold and if we went with a smaller event that what students expect, it will be viewed as a failure. There was a lot of discussion regarding the \$85k that the finance committee had to cut from the budget overall to ensure that we didn't operate at a deficit, and that there was just not enough money to continue to devote this high degree of spending to Frosh. Higher spending on frosh would need to be subsidized by pulling funds from our other initiatives.

#### Budget Discussion

VP Finance Compaoré took the board through the budget line by line, explaining increases, decreases, and answering general comments and questions. Leanne Smailes, Finance Manager, and Lori Stevenson, General Manager, also contributed information in regards to the justification of budgetary decisions. There was robust discussion regarding spending on Frosh/Recess, International Women's Day Festival, and Advocacy spending. It was determined that the finance committee would take all comments and suggestions under advisement, redraft the budget and post to Google Docs for further discussion. A stand alone budget meeting would be convened to discuss the budget further before presenting a final version for adoption at the next board meeting.

#### Budget and Communication

Compaoré communicated that expenditures needs to be communicated to her prior to making expenses

#### Rainbow Staircase

Alhuwayshil consulted the board about the sponsorship of the repainting of of the Rainbow Staircase, of which the board agreed to do.

### **11.2 Next Board Meeting Date**

#### **12. ADJOURNMENT**

**MEETING WAS ADJOURNED AT 8:50 PM**

**Board of Directors Meeting Minutes**  
**4<sup>th</sup> 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 Canno

**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**

**1.4.1 BIRT:** the agenda be approved as presented.

**Moved By:** Tran  
**Seconded By:** Dotto  
**Vote:** Unanimous

**1.5 Approval of Minutes**

**1.5.1 BIRT** the attached Minutes for 10<sup>th</sup> May 2018 and the emergency meeting for May 31<sup>st</sup> 2018 be approved

**Moved By:** Dotto  
**Seconded By:** Dehal

**Vote:** Unanimous

**1.6 Presentations**  
None.

**1.7 Monthly Written Activity Reports from Executive Committee**

President	Att #3
VP Finance & Operations	
VP External	Att #4
VP Internal	Att #5
VP Services	Att #6

**Board of Directors Meeting Minutes**  
**4<sup>th</sup> June 2018**

**1.8 Question Period**

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

**1.9.1.3** 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 30<sup>th</sup>, 2019.

**Moved by: An-noura**

**Seconded by: Taylor**

**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: Compaore**

**Vote: Unanimous**

Motion to move session in-camera.

**Moved by: Tran**

**Seconded by: Dotto**

**Vote: Unanimous**

Motion to move session ex-camera.

**Moved by: Compaore**

**Seconded by: Tran**

**Vote: Unanimous**

- 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. 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 30<sup>th</sup> 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 #4)

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**

- 1.9.2.7**     **BIRT:** Empower Me service provided by Student Care be renewed (attachment #5)

Alhuwayshil explained to the board that the 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.

**Moved By: Alhuwayshil**  
**Seconded By: Tran**  
**Vote: Unanimous**

**1.10 Discussion & Announcements**

**1. ABCS Membership**

Tran initiated the discussion of ABCS membership, explaining that the organization had no resources to help member locals with advocacy and had no in-depth knowledge about the issues at hand. She explained to the board that the Students' Unions cease to be members of the organization by a board vote.

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.

Compaore raised a concern about legal repercussions if the SUO ceases to be members as other organizations like CFS. Alhuwayshil addressed her concerns that this is a different process and does not require a referendum, but simply a board vote after we notify the ABCS board.

**1.11 Next Board Meeting Date**

**1.12 The meeting Adjourned @ 6:59 pm**

**Moved By: Taylor**

**Seconded BY: Shahad**

**Vote: Unanimous**





DRAFT

# **Building on our Strength**

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UBCSUO Strategic Goals for 2018/19

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## INTRODUCTION

### Background

The Students' Union's bylaws provide for the creation of a strategic plan that identifies goals for the organization and creates a navigable path to their achievement. In recent years, the lack of strategic planning has resulted in a series of year-over-year decision-making models that have led to a disjointed, and at times unclear, set of organizational objectives. This instability has produced strained internal relationships between board members and staff, and has created a series of governance lapses.

In 2017/18, the Board undertook a series of major changes to the organization, and procured advice from an outside consultant in the form of a governance review completed by the firm MNP. The review confirmed the existence of significant governance and management failings, associated compliance deficits, and operational risks. Among the issues identified were a lack of planning and deteriorating internal relations.

On May 28, 2018, the Executive Committee and the majority of the full-time Students' Union staff undertook a day-long planning retreat. The retreat considered the Students' Union's strengths and weaknesses, along with the possible opportunities and threats facing the organization. The group brainstormed on these topics and prioritized the responses, and in consideration of the issues facing the organization, developed the plan outlined herein.

### Students' Union Mission Statement

The purpose of the Students' Union is defined in its constitution and the summative nature of the documents does not adequately express the student-facing role of the organization. Accordingly, the following statement was adopted by the Board of Directors to better explain the mission of the Students' Union.

The Students' Union's mission is to:

- Provide accessible, high-quality services;
- Facilitate events, activities and student clubs to enhance campus life;
- Undertake advocacy to ensure students' rights are respected, and concerns are heard by decision-makers; and,
- Practice good governance in the operations of the Students' Union.

## Plan Organization

As noted above, the individual goals listed herein arise from an analysis of the Students' Union's strengths, weaknesses, opportunities, and threats (see Appendix I). The Plan contains 28 separate objectives, organized into four broad categories:

**Section A Services**

**Section B Campus Life**

**Section C Advocacy**

**Section D Governance**

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## SECTION A – SERVICES

Students' Union services are a key strength of the UBCSUO. The existing businesses provide robust services relative to the size of the campus, and perform at or above expectations financially. However, in relation to other students' unions of equal size and scope, the UBCSUO has noticeable gaps in key service areas, and unrealized opportunities exist to build on existing high-value services.

### 1. Make better use of BC Federation of Students' (BCFS) Services

As a member local union of the BCFS, the Students' Union has access to subsidized, or bulk-priced services that could be implemented for the benefit of members.

#### 1.1 Students' Union Day-planner and Handbook

Most students' unions produce a day-planner and member handbook with calendar pages for the entire year and sections containing information about the campus and students' union. The BCFS provides a service for the bulk purchase of handbooks at a low cost, with the vast majority or all design work done for the students' union at no cost. The book features common calendar sections and a section about the BCFS, and provides for a customizable section containing information about the Students' Union. To offset the cost, the Students' Union is able to sell advertising in their section and on the back cover of the publication.

In 2018/19, the Students' Union will:

- Work with BCFS to give away BCFS generic handbooks during the first weeks of September to gauge feedback from members;
- Undertake to produce a 2019/20 UBCSUO Handbook and Dayplanner for distribution in following year with a limited distribution of 4,000 copies (a cost of approximately \$10,000);
- Undertake to sell advertising to cover at least 30% of the cost; and,
- Use the 2019/20 handbook to advertise the Students' Union's own businesses and services to members.

#### 1.2 Student Discounts

The BCFS runs a system of students discounts and is working to become the exclusive issuing agent for the International Student Identity Card (ISIC) in British Columbia. The ISIC is a valuable product and provides access to discounts in countries around the world, as well as here in Canada. ISICs were previously provided by the Canadian Federation of Students (CFS), however, the CFS was unable to maintain this service in recent years and as of June 2018 the UBCSUO is no longer a member of the CFS.

The other member local unions of BCFS have already undertaken discount solicitation in communities across BC, including Kelowna. UBCSUO could work with BCFS and the other member local union in Kelowna, Okanagan

College Students' Union, to secure access to the existing discounts for UBCO students. If BCFS is able to issue ISICs, then there is an opportunity for UBCSUO to be an ISIC issuing site with support from BCFS.

In 2018/19, the Students' Union will:

- Work with BCFS to make existing student discounts accessible to UBCO students, and development promotional materials to advertise the existing discounts for students in the Okanagan region;
- Work with BCFS to be an ISIC issuing site should BCFS retain the rights to ISIC distribution in British Columbia; and,
- Work in partnership with Okanagan College Students' Union to solicit discounts for the 2019/20 year to improve the number and quality of regional student discounts.

### 1.3 BCFS Member Engagement Tool: OOHLALA Mobile App (OLL)

BCFS provides access to a comprehensive student engagement app at approximately 25% of the commercial price. OLL is used by universities and colleges around the world, but was founded in Canada by former student leaders working with student organizations. OLL features social engagement tools, marketplace functions, information listing, and a full suite of integration options. OLL is also fully customizable, including a 'white label' option that would enable the product to be implemented as a fully branded UBCSUO platform.

In 2018/19, the Students' Union will:

- Work with BCFS to fully launch the OLL platform in 'white label' format as the UBCSUO App;
- Work with other BCFS locals who have successfully implemented the OLL App to develop a content and engagement strategy;
- Work to integrate the App with existing functions, services, events and structures of the Students' Union.

## 2. Review, Revise and Enhance Student Financial Aid Systems

Most students' unions offer a few forms of financial assistance. Common examples include food banks, food vouchers, bursaries, awards or scholarships.

Additionally, in British Columbia specifically, there is a provincial program operated by the Ministry of Advanced Education that provides matching funds for student financial assistance under the name Student Society Emergency Aid Fund. Students' unions in BC can apply to this program to qualify for matching funds that are used to support students in financial need as assessed by their respective institution's financial aid office.

Currently the UBCSUO does not feature student financial assistance programs similar to its peers across BC, and this constitutes a gap in service provided to UBCO students. In the coming year the Students' Union will:

- Survey other similar sized student organizations to establish a baseline for student financial aid expenditures;

- Apply for matching funding from the Student Society Emergency Aid Fund;
- Work with the University of British Columbia to identify gaps in the current regime of student financial assistance that the Students' Union could help address, including financial assistance for international students;
- Establish an endowment with the University of British Columbia in the name of the Students' Union into which future funds can be deposited.

### **3. Improve Marketing of Existing Businesses and Services**

The Students' Union's existing businesses and services are a strength of the organization; however, staff and executives have identified that too many students remain unaware of their benefits. Given the turnover rate for students in post-secondary education, marketing of existing products, services, and businesses is constant challenge, and one experienced by every students' union.

In 2018/19, the Students' Union will:

- Create an inventory of its existing marketing materials and tactics for each service and business and seek to identify gaps in practice;
- Conduct a review of marketing materials and tactics used by other students' unions of similar scope and scale;
- Investigate market research strategies to better recruit feedback from members and other service users; and
- Depending on the outcomes of the previous two points, consider recruiting the assistance of a marketing firm to aid in the development of more comprehensive marketing strategies for existing services and businesses.



## SECTION B – CAMPUS LIFE

Campus life is a multi-dimensional concept designed to summarize the unique set of experiences, social interactions and lifestyles made possible by the various events, activities, groups and environments of a university or college. Campus life is what occurs outside the classroom, and creates valuable relationships and memories that travel with students for the remainder of their lives. The UBCSUO has a strong history of engaging in campus life through the hosting of hallmark events and the provision of a campus pub; however, elements of campus life facilitation have been undervalued and lacked necessary investment.

### **1. Investigate and Plan to Create a Student Leadership/Volunteer Program**

Several other BC students' unions operate volunteer programs to help engage members across the campus and involve those students who want to be active in the campus community, but who may not feel inclined to seek an elected position. Volunteers can be engaged to host information tables, work on advocacy campaigns, participate in university consultations, undertake classroom speaking and other memberships engagement functions. Further, an active group of volunteers helps increase the level of engagement in student elections, referenda and general meetings.

In the coming year the Students' Union will:

- Gather examples of students' union volunteer/leadership programs operated by other organizations in Canada;
- Consider and map how volunteer opportunities produce different levels and engagement that ladders general members into leadership positions on campus;
- Develop options to create such a program at UBCSUO and present those to the Board of Directors for consideration.

### **2. Increase Co-operation with University Campus Life Operations**

UBCSUO traditionally follows an independent agenda in setting its events and executing campus life functions. UBC itself has a variety of events, programs and activities for students to create unique campus life experiences. It has been noted that in some cases, UBCSUO events can impact UBC events and programs in negative ways when there is poor communication between the various parties operating on campus. Further, positive economies of scale could be realized by working more collaboratively with University departments to enhance existing events mounted by each organization.

In the coming year the Students' Union will:

- Improve communication with UBC departments sponsoring, hosting or coordinating campus life activities;
- Undertake outreach work with campus residences to ensure good communication on event support, risk management, and cooperation;
- Reach out to residence advisors to provide input on UBCSUO campus life operations, both in terms of how existing events can be improved and gaps in campus life offerings that could be filled by the Students' Union; and
- Ensure that the Students' Union has positive presence at all key UBC campus life events across the year.

### 3. Increased Engagement with Clubs and Course Unions

The backbone of campus life is often the system of clubs and course unions, which together provide an avenue for thousands of members to engage on topics of their choosing, while learning and practicing vital leadership skills. Too often students' unions take a minimalist approach to facilitating clubs, and will simply just provide for the existence of clubs with a structure and minimal funding. Thinking of the club and course union system as a source of campus leadership and life opens the doors to new system to empower members, and vastly expand life on campus.

#### 3.1 Skills Development and Resources for Clubs

Though the Students' Union provides the basic forms and a list of answers to frequently asked questions, neither of these constitute a club organizing manual. The Students' Union should have resources to help members who have an idea for a club to realize that goal. Further, additional resources should be available to help clubs plan for events, conduct elections, manage their finances and to guide them through other governance and operational functions.

In 2018/19, the Students' Union will:

- Gather examples of club resources from other students' unions and assemble a club organizing manual to help clubs operate with accountability and efficiency while achieving their goals; and
- Plan and execute workshops for clubs leaders on key topics relating to club management and operations.
- **Encourage** clubs to send a minimum of one delegate to all Students' Union Annual General Meetings and Special General Meetings.

#### 3.2 Facilitate More Club Participation in the Students' Union

Clubs and course unions tend to exist at arm's length from the central students' union unless there are structures and undertakings to ensure engagement from club and course union members. Those involved in student groups on campus tend to be the most aware and active students, and their energy and engagement should be harnessed and mobilized towards the general goals and advocacy work of the Students' Union. Realizing the engagement of

clubs and course union members in other elements of the Students' Union has the potential to vastly increase the sense of community on campus, and grow understanding for, and appreciation of, the Students' Union's diverse mandate.

In 2018/19, the Students' Union will:

- Pilot test a club council structure in which all clubs and course unions send a representative twice per semester to meetings that gather input from clubs, facilitate club leader's interactions with each other, brief club leaders on the Students' Union's undertakings, and;
- Investigate technologies (like Slack or Basecamp) to enable communications with club and course union leaders, and between club and course union leaders, and pilot test forms of increased communication with and between these parties; and;
- Develop a protocol and mechanism for distributing information about the Students' Union to club and course union members to ensure that these active students stay informed about their Students' Union.

#### **4. Increase Event Sponsorships**

UBCSUO holds some excellent and well-subscribed events each year. The events are widely known, and have a presence that extends beyond the campus. The Students' Union should be in a position to procure sponsorships to both subsidize and enhance existing events. Further, sponsorships could extend beyond events, and expand the Students' Union's campus life offerings by bringing workshops, speakers and other activities to campus through sponsorship arrangements.

In the 2018/19 year, the Students' Union will

- Improve existing sponsorship arrangements for events, pub and other operations, and ongoing activities;
- Undertake research on other, unrealized sponsorship opportunities; and
- Create guidelines for sponsorships to govern what level of branding sponsors are provided, and any types of organizations from which sponsorships would not be accepted (tobacco companies, companies associated with the manufacture of arms and ammunition, etc)

#### **5. Better Define Events and Seek to Fill Gaps in Event Offerings**

As noted elsewhere herein, campus events are a strength of the Students' Union; however, the structure and costs of the events were noted as a weakness and threat. The Students' Union should be pro-actively engaging in a process to identify how to bring event costs under control, while retaining the positive impact of its key events. Further, past years of governance neglect has created a structure for event organizing that exists in an unaccountable way, and that has caused conflict in past years. The Students' Union must find a way to bring the structure of event planning in line with its governance systems, while respecting and continuing the excellent outcomes produced under the current structure.

UBCSUO-sponsored events tend to follow a common profile, and that profile may not be speaking to all members of the campus community. Toga parties, concerts, and alcohol-prominent events are popular with a large segment of the population, but also attract off-campus attendees whose presence can skew perceptions of how well these events speak to on-campus audiences. The Students' Union should consider a wider variety of events, including speakers, constituency events, professional development and academic events in addition to the existing profile of sponsored events.

In the 2018/19 year, the Students' Union will

- Establish principled maximum budgets for events that respect the need to continue to be a leader in on-campus events, but also maintain appropriate financial controls and sufficient resources for other important functions;
- Engage with Student Union Productions about the future of this group, and ways to better house event planning functions under the structures of the Students' Union; and
- Conduct a gap analysis of events missing from UBCO that are common to other campuses and students' unions of our size and scope.

## SECTION C – ADVOCACY

In recent years the Students' Union's strong advocacy history has given way to an over-focus on government relations; however, without the ability or desire to engage in partisan work, government relations have limited effect without on-campus or community-based advocacy. Through the Students' Union's membership in BCFS, the organization has access to a full suite of advocacy materials for campaigns and issues that the Students' Union itself, along with the other BCFS member locals, sets. Engaging in advocacy work elevates student voices, teaches members how to be agents of social change, and helps shape our system of public education.

### **1. Increase Member Engagement in BCFS Campaigns and Government Relations**

In the coming year, BCFS will host campaigns to tackle student debt, increase investment in open educational resources, limit tuition fee increases for international students, and call for the implementation of the Truth and Reconciliation Commission's recommendations for post-secondary education regarding Indigenous learners. Further refinement of these campaigns, or the addition of new advocacy goals may be adopted by BCFS members at the July 2018 general meeting.

#### **1.1 Implement the BCFS *Fairness for International Students* Campaign**

Given the number of international students at UBC and the recent increases in tuition fees, this campaign speaks to a current issue and prominent demographic. The campaign seeks only to have annual fee increases for international students capped, but that single change would have a profound effect on the lives of international students, and limit the wild uncertainty they face.

During the fall 2018 semester, the Students' Union will:

- Distribute campaign materials on campus and host information tables to promote the campaign;
- Work with BCFS to have an opinion editorial published in local newspapers calling for the campaign demand of a cap on international student tuition fee increases;
- Seek endorsement for the campaign from clubs, on-campus groups and the faculty/TA unions.

#### **1.2 Continue the BCFS *Open Textbooks Now* Campaign**

UBCSUO has operated this campaign in the past year and work should continue through 2018/19. In June 2018, the BC government announced new targeting funding for open educational resources designed for students in adult basic education. This recent success illustrates that the campaign call has been

heard by government, but more work is needed to secure a more significant investment.

During the fall 2018 semester, the Students' Union will:

- Distribute campaign materials on campus and host information tables to promote the campaign;
- Collect signatures in support of the campaign from members; and
- Seek endorsement for the campaign from clubs, on-campus groups and the faculty/TA unions.

### 1.3 Distribute Awareness Campaign Materials

BCFS produces a range of materials to challenge discrimination on campus. The materials, titled “unlearn”, encourage readers to unlearn racism, homophobia, ableism and other common forms of discriminatory bias. The materials are available for member local students' unions to distribute to their members.

Beginning September 2018, the Students' Union will:

- Distribute unlearn materials at Students' Union events and in Students' Union spaces; and
- Consider using the unlearn branding on locally produced Students' Union materials.
- Partner with the Equity and Inclusion Office in the execution of those campaigns.

### 1.4 Advocacy on Student Debt

BCFS is in the process of designing a campaign to address student debt issues for implementation in January 2019. Student debt is an issue that touches many members of the campus community, and the community at large. Mechanisms to address student debt, like the elimination of interest on student loans and the creation of a student grant program, are supported by the current government, and advocacy is needed to increase these public policy solutions among the long list of government priorities for the coming year.

The Students' Union will:

- Work with other BCFS member locals to develop the provincial campaign on student debt
- Ensure that UBCO students are represented in deliberations on the form of the campaign, campaign demands, research used to support the campaign, and planned tactics; and
- Fully implement the campaign upon its development for Winter 2019.

### 1.5 Participate in the BC Legislature Standing Committee on Finance and Government Services

The BC Legislature Standing Committee on Finance and Government Services is a bi-partisan committee that travels the province to collect the opinions of citizens and representative organizations regarding the formation of the provincial budget. Each year the Committee accepts written, in-person, and online recommendations regarding the coming year's financial and service priorities for the province, and conducts an online survey that citizens can fill out. In the past decade, students' unions have done an excellent job in presenting a unified message to the committee.

In 2018/19, the Students' Union will:

- Work with other BCFS locals to present a coordinated message to the BC Standing Committee on Finance and Government Services in consideration of Budget 2019 priorities; and
- Work to engage members in the online consultation process to both promote students' campaign and government relations objectives, and teach members about the importance of civic engagement.

### **2. Develop a Local Campaign on Sustainability**

In addition to provincial campaigns, the Students' Union is able to design and implement its own campaigns and advocacy work. For 2018/19, an obvious campaign for implementation would be related to campus sustainability, specifically waste reduction and energy conservation. Accordingly, in 2018/19, the Students' Union will:

- Develop a campaign to promote waste reduction and energy conservation as key elements of campus and community sustainability;
- Implement the campaign in fun and innovative ways that engage members as both advocates for change and performers of that change in their personal lives;
- Use Students' Union businesses and services to both promote the campaign and model the desired sustainable behaviour; and
- Consider keystone commitments towards sustainability in its own operations, such as eliminating all use of plastic straws, banning the sale of bottled water, or other such measures.



## SECTION D – GOVERNANCE

By far the largest area of goals for 2018/19 arise from governance and finance issues. The topics herein are reflective of the analysis provided by staff and directors at the planning retreat, but also the issues identified by MNP in its governance review. In some cases the topics herein reflect a desire to execute best practices on governance and financial management, and in other cases the goals expressed below are in response to the Students' Union failing to live up to its regulatory requirements.

### 1. Reform of Key Internal Structures

MNP identified a range of issues relating to internal structures, and both board and staff members independently identified structures that either didn't work, led to conflict, or both. Key elements for review and reform in 2018/19 are as follows.

#### 1.1 Committee Structure

As outlined in the current UBCSUO bylaws and regulations, the committee structure includes only three standing committees, but any number of ad hoc committees. Students' unions always tend towards having a large number of committees, and then ultimately those committees don't meet and the system breaks down.

In the 2018/19 year, the Students' Union will:

- Review its current system of committees against common committees of other students' unions, and create a proposal to amend the necessary internal structures in order to update committee number, terms and purpose; and
- Examine new ways in which committees can conduct business electronically in order to reduce the need for in-person meetings, and make committee deliberation and decision-making easier and more modern.

#### 1.2 Director Job Descriptions

The current UBCSUO bylaws specify job descriptions for the Executive members of the Board of Directors, and only outline a general purpose for other director positions. Furthermore, director job descriptions lead to silos of responsibility and authority, as well as look into the hierarchical structure around the position of President.

In the 2018/19 year, the Students' Union will:

- Review its bylaws relating to Executive director jobs and responsibilities, and propose amendments to better align position duties with the existence of a common strategic plan, and to better mandate the need for the Executive to work as a team; and



- Create more comprehensive duties for non-executive directors along with an outline of the types of tasks those positions are meant to undertake.

### 1.3 Director Accountability Measures

Both the analysis offered by directors and staff at the planning retreat, as well as the recommendations of MNP, call on the Students' Union to implement a system of increased accountability for directors. Accordingly, in the 2018/19 year, the Students' Union will:

- Review its regulations related to board members stipends and implement a performance-based model that compensates directors for time invested, rather than full salaries regardless of work performed;
- Task the Policy Committee with the creation of a suite of code of conduct regulations to cover such matters as harassment, bullying and sexual misconduct; and
- Review reporting mechanisms by which directors account for their time and expenses, and ensure that the system produce an accountable and transparent record that can be examined by members.

### 1.4 Elections

Election functions at a students' union are vital to its system of governance and its reputation among members, as well as the campus community. Election systems must be clearly democratic, facilitate meaningful debate on key issues, produce trustworthy results, and must not facilitate dysfunctional conflict. Several models exist for students' union elections, and most rely on the recruitment of a qualified returning officer to oversee the process, educate candidates and facilitate a fair vote.

Between July 2018 and November 2018, the Students' Union will:

- Review its election process against other such processes at students' unions across BC and in consideration of best practices for campus elections; and
- Prepare and present revisions to the bylaws and election regulations as required to improve election oversight, increase candidate education, update campaigning rules and better promote election participation.

### 1.5 Health and Dental Plan Reserve

Most students' unions have a health and dental plan fee structure that is designed to produce a reserve fund to guard against cost fluctuations and cash flow issues. Similarly, students' unions have a policy or regulation to set a reserve goal, reserve cap and a fee collection philosophy related to those equity rules. In 2018/19, the Students' Union will:

- Review its current fee structure for the health and dental plan, and the level of annual surplus produced for the reserve; and

- Set reserve target and caps by way of regulation to ensure that fees and reserves correspond to stated goals and limits.

### 2. Planning and Orientation Processes

In recent years the Students' Union's systems of orientation and planning have fallen into disuse, despite the fact that the bylaws specifically call on the Students' Union to produce and implement a strategic plan. Lack of orientation has created a deficit in both directors' knowledge of their specific responsibilities, as well as the general legal obligations of the director role. Lack of strategic planning has meant that the Students' Union has drifted between directions without a clear focus. Failing to facilitate both of these important functions is surely to result in organizational inertia, and often also produces needless conflict, waste and poor morale.

In 2018/19, the Students' Union will:

- Develop an annual model for board orientations that involves a full briefing on the operations of the Students' Union and board of directors, an outline of director legal responsibilities, an overview of how to work collectively with staff, and other related topics;
- Develop a model for the creation, implementation, regular review, and amendment of organizational plans to ensure that short-, medium- and long-term goals are identified and achieved; and
- Create interim measures to provide for the development and implementation of strategic plan and orientation(s) in the current year.

### 3. Improved Internal Communication

Every organization and office environment can experience internal communication challenges, and for a students' union these can be even more pronounced and common. Diverse staff roles, the part-time nature of directors, the divergent schedules of different organizational operations, and regular director turnover all contribute to common communication breakdown between key organizational actors. In recent years, great strides have been made in collaborative communication and work platforms to better enable positive workplace interactions and cooperation. These only work if all parties have an equal commitment to communication, participation in discussion, and decision-making.

In 2018/19, the Students' Union will:

- Facilitate increased staff participation in organizational decision-making as advisors to the board, and this includes participation in planning, orientations, committees, and board meetings;
- Investigate and implement co-working software and communication tools to better enable groups of directors and staff to work together on projects and tasks, and to facilitate communication and decision-making quickly and efficiently (examples include Trello, Slack, and Basecamp); and
- Create a series of communication protocols to assure positive internal communications, which can develop into a positive communication culture through repeated use and implementation across the organization.

#### **4. Improved Internal Controls and Budgeting Processes**

The MNP report was very clear in the need for improved financial controls, and both directors and staff at the planning retreat called for an improvement to budgeting processes and practices.

In 2018/19, the Students' Union will:

- Review all recommendations of MNP related to financial control compliance and recruit the necessary assistance to turn those recommendations into necessary practices and structural amendments;
- Review the budget process against the practices of other students' unions to develop improvements to the way in which the budget is prepared and presented;
- Engage in dialogue among the board and staff about appropriate budget priorities and principles to ensure that the budget reflects a balance of the broad responsibilities and mandates of the Students' Union; and
- Create a plan to ensure that the Students' Union no longer runs annual deficits.

#### **5. Increased Communication with Members**

Good communication with members is a cornerstone of any successful students' union, but it is often as difficult as it is important. Students' unions compete with many other entities for the attention of their members, and increasingly must be thorough, professional and creative to generate the required level of awareness among students.

In 2018/19, the Students' Union will create a communications plan for the organization that will:

- Outline the platforms, content types, strategies and voice for social media accounts published by the Students' Union;
- Plan out the cycle of communications issued by the Students' Union to promote regular events, services, businesses and advocacy work;
- Define the overall voice of the organization to be used in all publications and platforms;
- Incorporate the OOHLALA App into the Students' Union's member communication profile; and
- Assign the generation of content to directors and staff, with appropriate central figures through which all content is vetted, edited, and published.

#### **6. Seek Appropriate Advice and Assistance Through BCFS**

In 2017/18, the Students' Union procured advice from an external firm at great expense. Much of that same advice could be been procured for less cost from other students' unions, firms with existing knowledge and experience advising students' unions, or directly from BCFS staff and directors. As a member local union of BCFS, the UBCSUO can procure advice, assistance and resources from BCFS at little or no cost, and is under no obligation to use the advice sought. Better use of this resource should be made in 2018/19.

## CURRENT BOARD AND STAFF

The Board of Directors for the Students' Union is comprised of three types of positions as noted below. Positions and elected representative for 2018/19 are as follows:

### Executive Members

Amal Alhuwayshil

Paula Tran

An-Noura Compaoré

Shahd Shaker

Taylor Dotto

President

Vice-President External

Vice-President Finance and Operations

Vice-President Internal

Vice-President Services

### Faculty Representatives

Nimarah Pannu

Cody Isaac

Gabby Lees

Holly Denby

Miriam Woldu

Aman Dehal

Sage Cannon

Maher Al-Hawarneh

Irving K. Barber School of Sciences Representative

Irving K. Barber School of Arts Representative

Faculty of Management Representative

Faculty of Applied Science Representative

Faculty of Health and Social Development Representative

Faculty of Education Representative

Faculty of Creative and Critical Studies Representative

The College of Graduate Studies Representative

### Directors At Large

Dela Hini

Jessica Moffatt

Soji Ogunbanwo

Casey Stein

Director At-Large

Director At-Large

Director At-Large

Director At-Large

## 3.2 Students' Union Staff

The following staff are employed by the Students' Union and are unionized with BCGEU.

### Full-time Staff

The Students' Union employs one excluded general manager. The position was vacant at the time of this plan's creation.

### Full-time Staff

Lori Stevenson

Aaron White

Leanne Smiles

Sarah Furgason

Elizabeth Rusch

Micheal Ouellet

Stephanie Patterson

Vacant

General Manager

Project Manager

Finance Manager

Students Associations Coordinator

Greentext and More Bookstore Manager

The Well Pub Manager

Green Bean Coffee and Catering Manager

Executive Assistance

### Student Staff

The Students' Union also employs several student staff who assist with provision of front line service in the Students' Union's several businesses.

## **APPENDIX 1 – SWOT ANALYSIS**

### Strengths of the Students' Union

#### **TOP RESPONSES**

- businesses are well-run
- club + course union culture
- have enough money to do stuff
- experienced staff members
- part of big university
  - uncertainty of OUC resolved
  - investments in campus
  - benefits of UBC on small campus
  - independent from UBC AMS + UBC Vancouver
- solid commitment to positive change amongst all involved, even in the face of adversity
- diverse board of directors

#### **REMAINING RESPONSES**

- resources for clubs are very valuable
- positive relationship with several UBCO departments + admin and continuing to improve
- small/medium students' union with big students' union services
- past issues have been fixable and no legacy issues we are still paying for
- good U-Pass rate
- engaged and passionate members – good engagement
- women's resource centre + pride resource centre doing great
- outside sponsorships
- student culture on campus
- very good finance manager
- good space
  - offices
  - student space
  - location on campus
- pub makes money
  - on the meal plan!
  - nature of campus
  - partnerships between directors and staff to grow business
- mental health resources
- bookstore is well-run
  - POS system is good

- makes money
- strong health and dental plan with a healthy reserve
- everyone we work with is nice, no one is mean
- share positive feelings/smiles
- at a university
  - longer programs mean more time for member + volunteer engagement/education
  - more director development
  - university culture

## Weaknesses of the Students' Union

### **TOP RESPONSES**

- isolationist history, lack of interaction with other students' unions and internal siloing
- orientation (or lack thereof)
- history of poor communication between everyone
- board job descriptions don't describe jobs
- history of doing things "because we've always done it that way"
  - this is a logical fallacy – appeal to common practice
- lack of marketing / communications plan / common voice
  - not unified
  - no comprehensive strategy
  - not good at social media (no social media protocols)
- prioritization of monies (e.g. very low \$\$ allocated to bursaries; a whole lot of \$\$ towards a few big events)
- no accountability measures for directors
- elections oversight is poor, and a lack of insufficient info about roles and duties (both for candidates and for members to understand what they're voting for)
- poor financial controls
- public image reflects an over-focus on parties, and this creates reputational challenges

### **REMAINING RESPONSES**

- huge board turnover
- lack of broad SU management experience outside current roles
- job descriptions in need of review to better align workload and keep pace with increasing demand
- trust issues between everyone
- inconsistency between bylaws and regulations
- not taken seriously enough by sections of the student body
- history of person benefit as motivation
- lack of oversight and consequence for breaking bylaws

- no code of conduct
- lack of professionalism
- too internally party-focused, focused on particular events (Recess, Frosh)
  - missing other important functions/other functions not a priority
- no handbook
- too much victim mentality
  - legitimate issues of the past linger in the staff's minds
  - "staff are traumatized from the events that have transpired over the past couple years"
  - past default has been negativity, it's hard to change that behavior
  - low morale
- low voter participation
  - relatively speaking it's not... it's actually around 15% this year, lows around 11%
- performance indicators / annual review for GM
- staff reviews (non-discipline/HR related)

## Opportunities for the Students' Union

### **TOP RESPONSES**

- BCFS services, campaigns, and resourcing
  - mobile app (usage can be increased)
  - handbook
- new innovations in IT/marketing models to improve services and businesses
- staff involvement in committees / governance
- social media to improve student opinions
- sustainability initiatives / practices could be brought into coffee shop and pub
- club involvement
  - improve structures
  - mobilize clubs for other issues
- sponsorship
- asking for help and receiving assistance from BCFS, UBC and others
- succession planning for board and staff
- be more open
  - conduct open houses
  - expand web content
  - improve on-campus relations

### **REMAINING RESPONSES**

- positive momentum
- UBC wants us to succeed

- better relations
- change in government in BC
  - more student-friendly than previous government
- municipal election
- PR referendum
- IT products to improve communication and task management
- develop committees / structures
- local food / beer / wine to improve and enhance pub products
  - straws, disposables, packaging
- expulsion from CFS
- changes to UNC – 20/20 plan
- existing space could be better used
- working with Okanagan College Students' Union
- SUP (Student Union Productions)
  - structure and function
- planning
- club orientation
- work with varsity
- advocacy chairs

### Threats to the Students' Union

#### **TOP RESPONSES**

- overspending on select items e.g. concerts
- communication failures
- conflict with team
  - board
  - staff
  - both
- U-Pass fee increase

#### **REMAINING RESPONSES**

- online rants / internet trolls
- UBC interference
  - Negative and positive
- overconfident + uninformed actors
- staff turnover
- knowledge transfer
  - advice being welcome
  - briefing
  - adherence
  - advice shopping
- CFS membership (if not expelled)
- fee collection



- SU has a bad reputation
  - threats to have fees cut / not remitted
- H&D fee increase in 20/20
  - no policy on how to use the reserves
- relationships with RAs and residences / student life

DRAFT

## APPENDIX 2 – PROGRESS TRACKER

### A-1

OBJECTIVE	DESCRIPTION	STATUS

### A-2

OBJECTIVE	DESCRIPTION	STATUS

### A-3

OBJECTIVE	DESCRIPTION	STATUS

### B-1

OBJECTIVE	DESCRIPTION	STATUS

### B-2

OBJECTIVE	DESCRIPTION	STATUS

### B-3

OBJECTIVE	DESCRIPTION	STATUS

### C-1

OBJECTIVE	DESCRIPTION	STATUS

**C-2**

OBJECTIVE	DESCRIPTION	STATUS

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**C-3**

OBJECTIVE	DESCRIPTION	STATUS

**D-1**

OBJECTIVE	DESCRIPTION	STATUS

•

**D-2**

OBJECTIVE	DESCRIPTION	STATUS

•

**D-3**

OBJECTIVE	DESCRIPTION	STATUS

•

•

<b>Revenue</b>	<b>Budget 2018 - 2019</b>	<b>YTD</b>	<b>Budget 2017 - 2018</b>	<b>YTD to May 31, 2018</b>
Student Fees				
Membership Fees	1,200,000.00		1,100,000.00	1,215,934.04
Total Student Fees	1,200,000.00	0.00	1,100,000.00	1,215,934.04
General Society Revenue				
Bank Lease & ATM Lease	7,000.00		10,000.00	7,000.00
Interest & Exchange Earned	60,000.00		50,000.00	75,252.21
Koi Sushi Lease	65,000.00		60,000.00	67,284.55
Miscellaneous & PST commission	6,000.00		6,000.00	1,209.48
Sponsorship	12,500.00		7,000.00	9,500.00
Student Care Lease	25,000.00		25,000.00	25,000.00
Fusion Express Lease (formerly TDM)	20,000.00		20,000.00	26,955.96
UPASS Fees (Net)**	50,000.00		50,000.00	54,156.00
Total General Society Revenue	245,500.00	0.00	228,000.00	266,358.20
SUO Business Revenue (NET)				
Green Bean Coffee House & Catering	10,000.00		15,000.00	10,430.23
Room Bookings - Theatre & Boardrm	2,000.00		5,000.00	4,989.45
(Formerly Student Union Productions)	0.00		5,000.00	(62.76)
Used Book Store	16,040.00		15,000.00	21,877.69
Well Student Pub	60,000.00		60,000.00	69,614.77
Total Business Revenue	88,040.00	0.00	100,000.00	106,849.38
<b>Total UBCSUO Revenue</b>	<b>1,533,540.00</b>	<b>0.00</b>	<b>1,428,000.00</b>	<b>1,589,141.62</b>

<b>Expenditure Summary</b>	<b>Budget 2018 - 2019</b>	<b>YTD</b>	<b>Budget 2017 - 2018</b>	<b>YTD to May 31, 2018</b>
Departmental Summary ( pg. 3 - 5)				
Executive GM Operations	5,000.00	-	18,500.00	13,235.84
President	29,000.00	-	35,000.00	38,017.61
Vice-President Finance & Operations	20,000.00	-	20,000.00	16,847.00
Vice-President Services	20,000.00	-	20,000.00	18,744.00
Vice-President Internal	20,000.00	-	20,000.00	18,744.00
Vice-President External	20,000.00	-	20,000.00	18,744.00
Board of Directors	64,000.00	-	76,000.00	58,650.81
Campus Life	315,500.00	-	303,500.00	365,145.94
Student Services	112,000.00	-	121,500.00	103,682.41

Advocacy	30,700.00	-	17,250.00	18,552.50
Society Operations	699,000.00	-	752,500.00	697,746.42
Total	1,335,200.00	-	1,404,250.00	1,368,110.53

<b>Total UBCSUO Expenses</b>	1,335,200.00	-	1,404,250.00	1,368,110.53
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<b>Net UBCSUO Total</b>	198,340.00	-	23,750.00	221,031.09
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#### **Capital Purchases & JPM Centre Pmts**

Current year Capital Purchases	55,000.00		35,000.00	38,427.30
Principle payments on Long-term Debt	143,000.00		128,000.00	135,072.00
Net Cash Flow	340.00	-	(139,250.00)	47,531.79

#### **Amortization - Non-Cash Expense**

Amortization/Depreciation	210,000.00		202,000.00	
Net Income Cash & Non - Cash	(209,660.00)	-	(341,250.00)	47,531.79

	Budget 2018 - 2019	YTD -	Budget 2017 - 2018	YTD to May 31, 2018
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### **Director Expenses**

#### **General Manager**

GM Operations Fund	5,000.00		18,500.00	13,235.84
Total GM Operations Expenses	5,000.00	0.00	18,500.00	13,235.84

#### **President**

Salary	20,000.00		20,000.00	18,744.00
President Fund	9,000.00		15,000.00	19,273.61
Total President Expenses	29,000.00	0.00	35,000.00	38,017.61

#### **Vice-President Finance & Operations**

Salary	20,000.00		20,000.00	16,847.00
Total VP Finance & Operations	20,000.00	0.00	20,000.00	16,847.00

#### **Vice-President Services**

Salary	20,000.00		20,000.00	18,744.00
Total VP Services	20,000.00	0.00	20,000.00	18,744.00

#### **Vice-President Internal**

Salary	20,000.00		20,000.00	18,744.00
Total VP Internal	20,000.00	0.00	20,000.00	18,744.00

#### **Vice-President External**

Salary	20,000.00		20,000.00	18,744.00
Total VP External	20,000.00	0.00	20,000.00	18,744.00

#### **Board of Directors**

Conference/Travel	25,000.00		45,000.00	36,813.52
Honoraria (Board of Directors)	29,000.00		28,000.00	20,305.00
Training	10,000.00		3,000.00	1,532.29
Total BOD Expenses	64,000.00	0.00	76,000.00	58,650.81

Services Expenses	Budget 2018 - 2019	YTD -	Budget 2017 - 2018	YTD to May 31, 2018
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#### Campus Life

International Womens Day Festival	30,000.00			
Club Development(EXPO,Orientation,ACC	35,000.00		35,000.00	51,870.53
Student Association Grants	135,000.00		143,500.00	129,180.82
Orientation Week ( Frosh)	40,000.00		55,000.00	75,469.54
Year End Party ( Recess)	45,000.00		55,000.00	93,395.88
Events Development & Carnival	30,500.00		15,000.00	15,229.17
Total Campus Life	315,500.00	0.00	303,500.00	365,145.94

#### Student Services

Legacy Fund ( Student Development )	30,000.00		25,000.00	37,263.97
Promotional Material	25,000.00		25,000.00	30,719.72
Volunteer Appreciation	1,000.00		20,000.00	7,267.56
Food Grant & Food Security Programs	9,000.00		5,000.00	5,000.00
Ombudsmen	25,000.00		25,000.00	7,878.90
Elections/Referenda	10,000.00		10,000.00	7,473.16
Web Page Maintenance	4,000.00		5,000.00	3,068.27
Student Aid/ Bursaries	4,000.00		2,000.00	2,800.00
Student Legal Fund	2,000.00		3,000.00	1,403.28
Tax Service	2,000.00		1,500.00	807.55
Total Student Services	112,000.00	0.00	121,500.00	103,682.41

#### Advocacy

Accessability, Equity & Inclusion	10,000.00			
WUSC Awareness Development	2,500.00		0.00	0.00
Resource Development	4,000.00		3,000.00	4,502.50
Resource Center Grants	14,000.00		14,000.00	14,000.00
Annual/ Special General Meetings	200.00		250.00	50.00
Total Advocacy	30,700.00	0.00	17,250.00	18,552.50

General Expenses	Budget 2018 - 2019	YTD -	Budget 2017 - 2018	YTD to May 31, 2018
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General Society Operations				
Accounting/Legal	35,000.00		60,000.00	65,851.83
Administration Collections	10,000.00		10,000.00	9,727.49
Advertising*-Social Media	3,000.00		3,000.00	2,980.00
Bad Debts/cash over/short	0.00		0.00	44.32
Bank and Interest Charges	2,500.00		2,500.00	2,564.58
Employee Conference and Training	4,000.00		2,500.00	2,069.54

Employee Wages & Benefits	405,000.00		436,500.00	374,635.02
Parking (Executive & other non-staff)	3,000.00		4,000.00	3,085.43
Interest on Long Term Debt (Building)	148,000.00		170,000.00	155,520.00
Gain(loss) on Sale/Disposal of Assets*				
Insurance	10,000.00		10,000.00	10,611.94
Memberships	1,500.00			3,643.84
Office	22,000.00		10,000.00	20,186.38
Photocopy	5,000.00		6,000.00	3,643.59
Maintenance and Repairs	35,000.00		20,000.00	23,704.61
Telephone (Cell/Land lines)	15,000.00		18,000.00	19,477.85
Total General Expenses	699,000.00	0.00	752,500.00	697,746.42
<b>Total UBCSUO Expenses</b>	<b>1,335,200.00</b>	<b>0.00</b>	<b>1,404,250.00</b>	<b>1,368,110.53</b>

<b>Budget 2016 - 2017</b>	<b>Previous YTD to May 31 2017</b>
1,060,000.00	1,138,008.20
1,060,000.00	1,138,008.20
20,000.00	7,000.00
56,000.00	63,667.26
55,000.00	65,691.72
6,000.00	6,634.17
5,500.00	6,822.00
25,000.00	25,000.00
45,000.00	17,435.39
49,000.00	41,128.23
261,500.00	233,378.77
15,000.00	8,737.57
5,000.00	3,810.00
5,000.00	7,970.74
15,000.00	12,004.98
60,000.00	56,462.30
100,000.00	88,985.59
1,421,500.00	1,460,372.56

<b>Budget 2016 - 2017</b>	<b>YTD to May 31 2017</b>
28,000.00	28,564.66
35,000.00	22,663.09
20,000.00	23,751.71
20,000.00	19,701.71
20,000.00	18,265.71
20,000.00	18,901.71
50,000.00	95,850.75
267,000.00	317,320.65
76,950.00	65,797.70



23,250.00	19,018.51
631,809.00	753,226.70
1,192,009.00	1,383,062.90
1,192,009.00	1,383,062.90
229,491.00	77,309.66
110,000.00	97,627.74
128,000.00	127,728.00
(8,509.00)	(148,046.08)
202,000.00	207,676.69
(210,509.00)	(355,722.77)

Budget 2016 - 2017	YTD to May 31 2017
28,000.00	28,564.66
28,000.00	28,564.66
20,000.00	18,901.71
15,000.00	3,761.38
35,000.00	22,663.09
20,000.00	23,751.71
20,000.00	23,751.71
20,000.00	19,701.71
20,000.00	19,701.71
20,000.00	18,265.71
20,000.00	18,265.71
20,000.00	18,901.71
20,000.00	18,901.71

25,000.00	68,105.75
20,000.00	27,745.00
5,000.00	
50,000.00	95,850.75
Budget	YTD
2016 - 2017	to May 31 2017

37,000.00	43,379.33
105,000.00	108,395.26
55,000.00	64,105.29
55,000.00	79,170.48
15,000.00	22,270.29
267,000.00	317,320.65

10,000.00	12,951.39
41,000.00	32,587.29
12,000.00	4,977.58

	0.00
10,000.00	10,215.43
250.00	765.11
2,000.00	2,800.00
500.00	240.90
1,200.00	1,260.00
76,950.00	65,797.70

	1,654.79
7,000.00	
2,000.00	3,143.72
14,000.00	14,000.00
250.00	220.00
23,250.00	19,018.51

Budget	YTD
2016 - 2017	to May 31 2017

20,000.00	34,039.25
8,500.00	9,894.90
7,000.00	3,307.10
	1,753.95
2,500.00	2,264.45
	688.76

360,000.00	466,944.28
8,000.00	6,228.14
169,809.00	158,406.16
	1,343.39
15,000.00	8,748.24
10,000.00	9,523.13
7,000.00	5,860.67
10,000.00	26,248.10
14,000.00	17,976.18
631,809.00	753,226.70
1,192,009.00	1,383,062.90

DRAFT

## **June - President Report**

June was both exciting and challenging, with many great things to celebrate. Highlights of the month are the Board and Staff Orientation, the new General Manager, and collectively reducing the \$85k deficit the students' union have been running on for the past four years.

### **EXPO Budget and Sponsorship - with VP External, VP Services, Sarah Furgason, Mike Ouellet**

We further discussed and amended our sponsorship package, improved our working document on Well Wednesday and Concert sponsorships as well as EXPO, analyzed budgeting, and further clarified our goals for the upcoming year's events.

### **TLC Opening Ceremony- with VP External, VP Internal and VP Services**

Met with Adrienne Nolan to discuss the logistics for the opening of the TLC, and the recognition plaques for the UBCSUO.

### **Staff and Exec Meeting**

Called and chaired our first monthly staff and exec meeting to update each other on our various goals and projects, and maintain a stronger team cohesion. It was very positive and hope this relationship grows and flourishes during the months to come.

### **Execs Meetings**

Several meetings

- Initiatives -we discussed executive initiatives, potential costs and how they would fit into the budget. - All executives
- Conferences - historically executives wouldn't plan ahead, with a fixed reserve to draw from. This would lead to overspending (two years ago, it reached \$90k, \$50k over budget). This year we outlined all potential conferences and assigned numbers and attending folks, reducing the planned cost from \$40k to \$25k. Reducing the risk of overspending.

### **Finance Committee**

Our first finance committee meeting where we went over the draft budget in correlation with the strategic plan. We made some amendments before presenting it to the executives. I suggested we change our line item recognition from executive-based to 3 categories: advocacy, student life, and services, which is to better align the budget with our strategic plan. We discussed how difficult it can be, and the potential losing track of the differences made from previous years to this one. The Second meeting, the committee presented to executive team the draft budget, where

## **June - President Report**

with the lead of the new hire General Manager and the Finance Manager, we learned that there was a deficit in the cash flow, meaning that the students' union has been using over \$85k from its reserves for the past four years. We made some hard cuts, and continued to amend with the executive team input and feedback.

### **Costco Sponsorship - with VP External**

Met with Craig, representative from Costco, discussed nature of the partnership, the value we mutually receive. Presented the sponsorship package, and further opportunities that meet their requirements.

### **Convocation Ceremony - with VP External and VP Services**

We attended the full 2 days of Convocation. This is not a job requirement, but it is an expectation from the students' union to be present at such occasions, and allows us to stay engaged with student body. UBC President, DVC, and other speakers would greet the various parties on stage except for the Student Union. Only 1 speaker recognized us, this was hard but this says a lot about the UBCSUO's reputation with UBC's administration.

### **Royal Bank of Canada Partnership - with VP External and GM**

Met with Courtney Hesse, RBC Community Market Manager, to discuss our partnership. We have an exclusive contract with RBC, preventing us from signing with or seeking sponsorships from other banks. We discussed the value RBC can provide to UBCO students beyond the RBC Kiosk in the UNC. Talked about introductory courses to personal finance (2x/month, September & October).

### **Human Resources**

The BCGEU representative reached out to us to inform us that Francheska Milne without prejudice wishes to end her employment with the UBCSUO. I worked with our labour law lawyer & BCGEU representative through the process, and Fran employment was completed on Jun 7th. This was a lengthy and a hard process, things are difficult when they involve people, and wish her all the best, and grateful for her years of service to the UBCSUO.

### **Hiring Committee**

After the Board ratified the hiring committee recommendation to hire Lori Stevenson, we worked to finalize the details of the General Manager contract. I engaged with extensive coordination with our labour law lawyer to write and finalize the contract.

## **June - President Report**

### **Jumpstart**

Met and discussed UBCSUO involvement with Jumpstart team, including sponsorship, and invitations to the UBCSUO team to social event. This would be the second year UBCSUO sponsorship to the expected 600 students for this year.

### **Policy Committee**

We brought potential policies to present to the board, and it was agreed that they need further development before being brought forward. My work in progress is not submitted yet, as I recognize a large gap between standard practices and our policies, and I'm doing further research to have a proper proposal in July.

### **UBCSUO Orientation**

Product of our exec and staff orientation back on March 29. We recognized the need to hold it before the semester is in full session. Due to the short planning window of 2 weeks, I personally coordinated the orientation, which included team building activities, what sessions to offer in coordination with BCFS (who kindly facilitated this orientation). First board and staff orientation in at least 5 years, I want to reflect back on last year when I met many of the board for the first time in September. This year, we gave an overview of the responsibilities for various board positions, and how to work collectively with staff. We also reflected on the MNP report - such as the various outlined weaknesses in our organization, then started the discussions on the Strategic Plan Draft.

There were numerous difficulties with the event including getting attendance on short notice, frustrations with weekend time slot, and having no prior examples to structure it on. I walked into it feeling a heavy burden and anxiety about how the weekend would go, and how many folks have communicated frustrations about the process and/or the lack off, to leaving with so much energy and excitement to work with this amazing board. Errors... perfect or not, I am proud that we held the orientation and the value that will translate throughout this year.

### **UBCSUO App**

The student union has been offering the app for several years, however, this year it will cost \$10.5k to continue offering the service (it was free in the past). We met to discuss whether the value derived is worth the cost.

### **BCFS Execs**

Attended the BCFS executive meeting. I have previous experience from last year attending as VP External, and this year I'm attending as the BCFS Campaign Coordinator. A highlight of the meeting was feedback for the Skills Development

## **June - President Report**

Symposium, held at our campus, and received both good reviews and areas of improvement such as better signage for rooms, directions to parking, and the classic food options.

### **UBC Departments Orientation with the DVC Office**

Arranged for the orientation to the executive team on the University administration, with one on the Senate, Board, and Management by Deborah Buszard, one on the University budget by Rob Einarson, another by Ombudsperson Michael Jud, and several others.

### **Homecoming**

Met with nearly all departments of UBC to discuss the Homecoming event. General update on the itinerary, a further meeting arranged to discuss how we will partner for the kickoff event.

### **Policy 131**

This was a two-day workshop to analyze our Sexual Violence Prevention & Response policy (Policy 131) with key internal leaders. Over 40 folks from key internal leaders and team members in faculty and staff, Deans, administrative heads, AVP students, Director of Investigation and the SVPRO and their teams from both UBCV and UBCO. The policy cannot be reviewed for three more years, thus, the purpose of this meeting was to identify the gaps in the process, come up with interim solutions to close the gaps from the moment of an incident happening to the point of reporting. Next meeting is on July 25<sup>th</sup> on the Okanagan campus.

Yours,  
Amal Alhuwayshil  
UBCSUO President 2018/2019

## VP Internal Report for The Month of June 2018

June has been a really busy month with a lot going on. This is a summary of what I have been doing these past few weeks:

- Had two policy committee meetings so far in which we went over our regulations and identified problem areas that needed to be dealt with. We assigned regulations to each person and came up with a few amendments that are necessary to be addressed.
- I had an in-person meeting with Dave from the Artium. We talked about the possibility of getting a scholarship funded for international students as well as doing a free food event on campus. We also spoke about sponsorship opportunities regarding events as well as having a long-term presence on campus. I have already started helping out in the process of the steps of being able to do a scholarship and helped him find the resources needed to get it started.
- Started planning with Taylor the carnival happening in May and some of our ideas of how we want it to look like as well as trying to get it mostly sponsored as the idea is to make it a free event for students on campus.
- We had a budget meeting to discuss the different initiatives that each executive wanted to do as well as our ideas for the year. We talked about things that we might do in collaboration with each other and not just alone.
- I worked on my executive budget and planned out all my initiatives and how much each would cost.
- I connected with the resource centers to see how much money they needed and what support they wanted from the SUO.



## VP Internal Report for The Month of June 2018

- We had our first Staff/Exec monthly meeting which was very beneficial. It was collaborative, and there was a lot of communication going on between the execs as well as the staff.
- We attended the convocations of the class of 2018. It was really cool to hear all the speakers and to see everyone graduating.
- We had our orientation weekend at Silverstar with the board. We discussed a lot of important things. It made me realize that we still had a long way to go regarding what needed to be done. But we have a very enthusiastic board, and everyone is on board with trying to make this year different from all the years before. We discussed our strategic plans and addressed gaps in it and things we needed to work on. We looked over the MNP Governance review to see what our problem areas are and how to fix them.
- I had a meeting with a student who had a complaint and I'm helping them come to a solution.
- We had a meeting with Sarah on the clubs and course unions and the plan we had for the upcoming year. We talked about setting the bar higher for clubs and also talked about utilizing the app more.
- We also had an executive orientation with Deborah Buzzard to learn more about the administrative side. It was very beneficial, and we learned about the ombudsperson, academic and non-academic misconduct processes as well as how to apply to have an event on campus with security.

## VP Internal Report for The Month of June 2018

- We had a tough meeting in which we discussed the budget, and we had to cut a lot of line items to not be in a deficit. We made hard decisions about what budget lines needed decrease and what needed to stay. It was a collaborative meeting.
- We also had a meeting about the different conferences that we wanted to go to and picked which ones were essential and which ones were not.
- I looked into reusable straws and connected with Steph who is on the sustainability committee to see the feasibility for banning plastic straws from our businesses and using reusable straws instead.
- I have also been working with UBCO Cares and the Calling in Project to think of some ideas for the upcoming year. We're discussing the possibility of having a speaker series for the year.
- I have also emailed Aramark as well as Deborah Buzzard to look into doing a free healthy food event monthly for students.

# VP External Report

Reporting period: June 4<sup>th</sup> – June 28<sup>th</sup>

This month flew by so fast! I can't believe how close we are to the start of the school year. Below are the action items that I have completed during the reporting period:

## **Expo Budget and Sponsorship Package**

With the help of Sarah, Amal, Mike, and Taylor, we hashed down the September Expo budget. The budget covers the costs for the free BBQ, tent rentals, photobooth, facilities, volunteer, extra swag, and volunteer appreciation. We hope that this budget will provide our members, clubs, and course unions an amazing time to interact and mingle during the second week of school.

We also discussed the 2018 Sponsorship Package, which will include Taylor's event sponsorship portion. This package will be distributed to sponsors starting in July to help subsidise event and Expo costs.

## **Staff and Execs Monthly Meeting**

We had our first staff and executive joint meeting on June 6<sup>th</sup>. It was great to get to know our staff members and to talk about our goals for the next school year.

## **Convocation**

Shahd, Taylor, Amal, and I attended Convocation as student representatives on June 7<sup>th</sup> and 8<sup>th</sup>.

## **Budgeting**

On June 11 and 21, all the executives met with An-Noura to talk about our initiatives and conferences for the upcoming school year.

## **UBCSUO App**

Taylor, Aaron, Sarah, Amal, and I discussed the future of the UBCSUO app and if we think the app is still a good investment. We agreed that more effort needs to be put into the app so members are aware that an app exists. These efforts include changing the interface of the app and allowing clubs and course unions to use the apps as a communications tool, among others.

## **RBC Partnership**

On June 14, Amal, Lori, and I met with Courtney Hesse from RBC Kelowna to talk about an expanded RBC space that will be available for students in the fall. We also talked about how RBC can better help the student experience, which include events such as stress busters during exam period and classes on financial literacy.

## **UBCSUO Board Orientation**

Amal, An-Noura, Shahd, Holly, Casey, Cody, Aman, Lori, Mike, Izzy, Sarah, and I attended the Board Orientation with Michael Olson and Steven Beasley from the BCFS. The Orientation was held on SilverStar and was a great way to understand our roles as student representatives.

### **BCFS Executive Meeting**

Sarah, Amal, and I attended the BCFS Executive Meeting in Vancouver from June 23-24. Representatives from all 13 locals got together and brainstormed campaign strategies for the upcoming school year and talked about future events such as the Semi-Annual General Meeting. We also talked about the CFS Expulsion and what that means for the future of the BCFS. We discussed whether or not the Canadian Alliance for Student Association is a good alternative to the CFS. So far, the provincial student body is still testing the waters.

# VP Services Monthly Report - June 2018

This Month has been jam packed of brain filling information and been a learning curve nonetheless.

## Meetings

- Staff and executive orientation
  - Discussed strategic plan
  - Discussed goals to accomplish
  - Discussed how to create a much better relationship between staff and exec and board
- Met to discuss recognition of the Commons and the completion of the brand new building!!
- Residence Life
  - Met with the RLMs in order to start a positive relationship with them
  - Discussed the move in movie day event that we are hosting
  - Discussed how we will promote events for each other and be sure to keep one another in the know
- Executive budget meeting
  - Discussed our initiatives and priorities for the upcoming year and estimated cost
  - Also discussed how we could obtain sponsorship in order to spend less money on initiatives
  - Also discussed swag for EXPO
- Oolala App
  - Discussed how/if we should move forward with the app - I believe that we should
  - Discussed what to add/remove from the app in order to make it more efficient
  - Discussed how we can promote app downloading and usage
- Nude Vodka Soda
  - Met with rep from Nude Vodka Soda who would like to sponsor frosh some way
  - Brainstormed ideas of sponsorship as well as discussion of potentially getting the beverage in the well (yay!)
- Week of Welcome
  - Met with the Create Orientation team coordinators to discuss various events we can work together to host in the first week
  - Brainstormed list of easy and low cost activities to make our first week back more of an exciting time for students (yoga in the field, coffee for commuters, class of 2022 photos for the first years moving into residence, etc.)

- Club/Course Union
  - Met to discuss the new and improved club orientation we will be hosting this year which will include sessions such as how to budget for events
- Orientation with Deborah Buszard and the DVC
- Conferences
  - Met to discuss what conferences would be beneficial to attend and the cost of these conferences to determine how the budget will be created
- Budget
  - Met to discuss draft budget

### **Completed tasks**

- Created sponsorship package to seek sponsorship for Frosh and Recess
- Spoke with Blueprint about upcoming contract and budget process
- Started building posters for upcoming events
  - Ideally, all Well Wednesday's will be planned enough in advance they can appear on the calendar both on the app and website :)

UBCSUO – General Manager Report  
For Meeting Dated June 28, 2018

Being only 2 weeks into my role as General Manager I do not have very much report. I would like to express my appreciation and thanks to the Board and the Hiring Committee for brining me onboard, I am very excited to be here and look forward to celebrating many successes with the UBCSUO.

- I was lucky to begin on time to attend the new Board of Directors orientation conducted by the BCFS at Silver Star resort the weekend of June 15-17. I found the sessions highly informative and appreciated the opportunity to get to know a number of the staff and board over the course of the weekend.
- Throughout our Budget discussions this past week, the budget format was adjusted to reflect the activities of the Students' Union. Rather than budget by role (President & VP roles) the budget is now organized by the three pillars of activity as identified in the Strategic Plan – Services, Campus Life and Advocacy. This provides a more accurate picture of the work conducted. Thanks to the hard work of all the Executives and members of the Finance Committee, the budget is not in a deficit position.
- The process to compile, review and standardize the role descriptions for staff has begun. I have proactively reached out to some other SUs to provide examples of role descriptions and templates.



**Present:**

Amal Alhuwayshil  
Taylor Dotto  
Paula Tran  
An-Noura Compaore  
Shahd Shaker

**1.1 The meeting was called to order at 10:10 AM.**

**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 the Agenda**

BIRT: The agenda be approved as presented.

**Moved by** Tran

**Seconded by** Dotto

**Vote:** Unanimous

**1.5 Approval of the Minutes**

BIRT: The minutes be approved as presented.

**Moved by** Compaore

**Seconded by** Dotto

**Vote:** Unanimous

**1.6 Presentations**

**1.7 Executives Reprot**

President's Report  
Vice-President Internal Report



Vice-President External Report  
Vice-President Finance and Operations Report  
Vice-President Services Report

## **1.8 General Orders**

### **1.8.1 Old Business**

1.9.1.1 BIRT that the Health and Dental Care be accepted for 2018/2019.

**Moved:** Dotto

**Seconded:** Shahd

**Vote:** Unanimous

### **1.8.2 New Business**

None

## **1.9 Discussions and Announcements**

### **1. Board Orientation Travel costs**

Alhuwayshil said that two board members will require travel from the United States and Calgary, respectively, and whether or not the Students' Union should cover part of or all of their flights. Shaker and Dotto said that it isn't fair for the members. Alhuwayshil motivated that the director's involvement warrants an investment. The executive committee was in consensus that the member's travel costs will be covered.

### **2. Board honorarium**

Discussion about disbursement of Board Honorarium in the bylaws says at the completion of their term, and regulations says per month. Traditionally the board has been paid every 3 months. Shaker said that bylaws takes priority over regulations. Dotto raised the point that board members have bills to pay and will their honorarium as soon as possible. General consensus that the Board will be paid in August, and the bylaw should be reviewed and adjusted in the AGM.

### **4. Grammarly premium account for the Policy Committee**

Shaker wants to create a Grammarly Premium account for the Policy Committee because grammar is important when it comes to interpretation. Tran mentioned that Grammarly is mostly for academic and business use and that legal language has different set of grammar rules to follow, and that a yearly account will be set up to start with the option to extend.

## **1.11 The meeting was adjourned 10:56**

**Vote: Unanimous**

# UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Policy Meeting Agenda  
31st May 2018 @ 5.30 pm

## **1.1 Call Meeting to Order**

5:51pm

### **Present:**

Shahd Shaker  
Kristen Morgan  
Casey Stein  
Dela Hini  
Amal Alhuwayshil

## **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 Approval of Agenda**

BIRT the agenda is approved as presented.

Moved by: Shaker  
Seconded by: Morgan  
Vote: Unanimous

## **1.4 Approval of Minutes**

None.

## **1.5 Old Business**

None

## **1.6 New Business**

1.6.1- Assigning Policy responsibilities to all Policy Committee Members

## **1.7 Discussion and Announcements**

### **1.7.1- Discussing most time-sensitive Policies**

#### **Regulations**

Pages 4/18/21- Committee structure, fac rep and staff person **Dela**  
Page 24- Finance committee BOD member + finance manager + all execs **Casey**  
Page 26- Budget date? Keep May 31  
Page 27- Disbursement of funds **Amal**  
Page 28- Club Association grants **Amal**  
Page 41/2- Club funding requests **Amal**  
Page 31- Director Honorarium to be written in, already passed **Shahd**  
Page 32- Contracts- what is an appropriate amount **Amal**  
Page 43- Course Unions **Holly**  
Page 46/7- Travel stuff + itemized receipts **Shahd**  
Page 35-38- Privacy Regs **Kristen**  
Elections regs- **Casey**

#### **Bylaws**

Page 8- Look into Board composition **Cody**  
Page 11- Honorarium wording change **Shahd**  
Page 12- Fac Rep duties **Holly**  
Page 14-17- Exec roles- **Amal and Shahd to ask current Execs to reflect**  
Page 18/9- Signing Authority **Dela**

### **1.7.2- Adding Amal to the Committee**

Next Policy Committee meeting to be week of 11-16

Send proposals to Shahd by the 8 (Friday) to have her add them to the agenda for review

## **1.8 Adjournment**

Moved by: Morgan

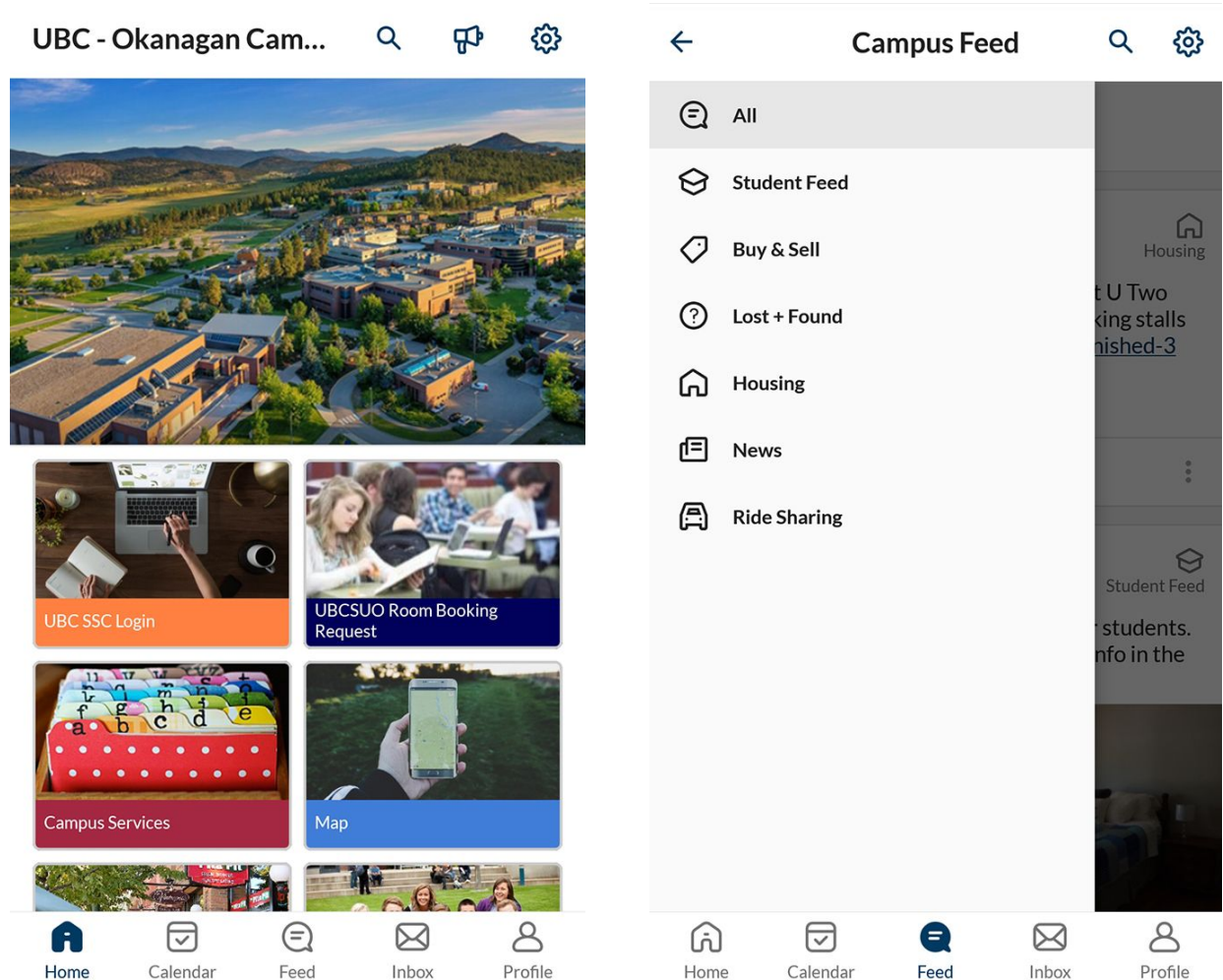
Seconded by: Shaker

Vote: Unanimous

Passed 6:41

## UBCSUO App Report for the Board of Directors

OOHLALA is a student experience platform app used by the UBCSUO and purchased at a discounted rate through an agreement with the BC Federation of Students. OLL serves over 200 institutions in 13 countries, engaging with 1 million+ students. The OLL platform allows each institution to brand the app to their specifications; therefore, our app is labeled as the UBCSUO app and all content is curated by our students' union.



The UBCSUO app has the unique features not available through our website such as the 'feed' feature, and the option to provide other features like automatic event updates, and club/course union messaging boards. Our most popular tiles are currently 'u-pass', 'bookings', and 'groups & clubs'. There are useful tiles for students to easily access links, for example the SSC login and campus map. Tiles can be added to keep students up-to-date on our campaigns work, events, and volunteer opportunities. There is also the potential for a partnership with UBC as well as other sponsors to enhance the information offered as well as offset the cost to UBCSUO. The cost of the app for the 2018/19 academic year, through our agreement with the BCFS, will be \$10,500 which is a significant savings when compared to the direct cost.