

BOARD AGENDA

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

Board of Directors Emergency Meeting, February 27, 2019 – UNC105

9:00 – CALL TO ORDER

Meeting called to order at 9:00

PRESENT:

Paula Tran (chair)

Cody Isaac (left 10:25)

Taylor Dotto

Sage Cannon

Casey Stein

Gabby Lees

Soji Ogunbanwo (arrived 9:12)

Shahd Shaker (arrived 9:17)

An-Noura Compaoré (arrived 9:20)

Miriam Woldu (arrived 9:26)

Nimrah Pannu (arrived 9:27)

Holly Denby (arrived 9:28)

Jessica Moffatt (arrived 9:45)

Staff:

Lori Stevenson

Mike Ouellet

Izzy Rusch

Sarah Furgason

1. ACKNOWLEDGEMENT OF TERRITORY

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

2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

19/02/27.01 MOTION

Dotto/Cannon

Be it resolved that the agenda be adopted.

19/02/27.02 MOTION TO AMEND

Cannon/Isaac

Be it resolved that a motion be added to appoint Casey Stein and Shola Fashanu as Deputy Returning Officers.

CARRIED

19/02/27.01 CARRIED AS AMENDED

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

19/02/27.03 MOTION

Cannon/Dotto

Be it resolved that minutes of the meeting held January 31, 2019 be adopted as edited.

CARRIED

19/02/27.04 MOTION

Cannon/Dotto

Be it resolved that minutes of the meeting held February 4, 2019 be adopted.

CARRIED

19/02/27.05 MOTION

Isaac/Dotto

Be it resolved that minutes of the meeting held February 12, 2019 be adopted.

CARRIED

4. PRESENTATIONS

4.1 Club Funding Appeals

African Caribbean Student Club

Persian Student Club

Chemistry Course Union

5. MONTHLY REPORTS

5.1 President

5.2 VP Finance and Operations

5.3 VP Internal

5.4 VP External

5.5 VP Services

5.6 General Manager

19/02/27.06 MOTION TO TABLE

Isaac/Dotto

CARRIED

6. QUESTION PERIOD

7. COMMITTEE BUSINESS

7.1 Executive Committee

19/02/27.07 MOTION

Cannon/Compaoré

Be it resolved that minutes of the Executive Committee meeting held February 6, 2019 be adopted.

CARRIED

7.2 Finance Committee

7.3 Policy Committee

19/02/27.08 MOTION

Isaac/Dotto

Be it resolved that the Travel Regulation be amended as attached.

19/02/27.09 MOTION TO AMEND

Isaac/Cannon

Be it resolved that "alcohol" be removed from the regulation.

CARRIED

19/02/27.08 MOTION AS AMENDED

CARRIED

7.4 Club Funding Committee

19/02/27.10 MOTION

Compaoré/Pannu

Be it resolved that the African Caribbean Student Club receive an additional \$1,000 in term 2 student association funding.

CARRIED

19/02/27.11 MOTION

Compaoré/Moffatt

Be it resolved that the Persian Student Club receive an additional \$2,415 in term 2 student association funding.

19/02/27.12 MOTION TO AMEND

Compaoré/Isaac

Be it resolved that the Persian Student Club receive an additional \$1,500 in term 2 student association funding.

CARRIED

19/02/27.11 MOTION AS AMENDED

CARRIED

19/02/27.13 MOTION

Compaoré/Cannon

Be it resolved that the Chemistry Course Union receive an additional \$800 in term 2 student association funding.

CARRIED

8. REPORT ON UNIVERSITY RELATIONS

8.1 Board of Governors

8.2 Senate

8.3 Other University Committees

Shaker provided an update on the Health Services Review Committee.

Tran provided an update on the Hiring Committee for the Ombudsperson.

9. OLD BUSINESS

10. NEW BUSINESS

19/02/27.14 MOTION

Shaker/Moffatt

Be it resolved that Casey Stein and Shola Fashanu be appointed as Deputy Returning Officers.

CARRIED

Stein abstained

19/02/27.15 MOTION

Dotto/Shaker

Be it resolved that all able-bodied board members in Kelowna attend board meetings in person.

CARRIED

19/02/27.16 MOTION

Shaker/Isaac

Be it resolved that Elizabeth Fagbola be hired as the Tax Clinic Coordinator for 2019 at a rate of \$18.00/hr.

CARRIED

11. INFORMATION ITEMS

11.1 Discussion and Announcements

11.1.1 International Women's Day Event

11.1.2 All Candidates Forum

11.1.3 UBCSUO Staffing (in camera)

The meeting moved in camera at 10:20.

The meeting moved out of camera at 10:35.

19/02/27.17 MOTION

Cannon/Denby

Be it resolved that the Board of Directors approve an interest-free education and technology loan program for the regular staff.

CARRIED

12. ADJOURNMENT

Dotto/Cannon

Meeting adjourned at 10:37

Travel & Accommodations Regulation

Definitions

1. In this Regulation, unless the context otherwise requires:
 - a. “Travel” means any travel required, in accordance with this Regulation, of any traveller beyond the municipal boundaries of Kelowna, British Columbia; and
 - b. “Traveller” means any Director or Executive Committee Director, or any other person designated by the Board of Directors or Executive Committee as such, who is required to engage in travel to conduct the business of the Students’ Union.

Part 1: General Provisions

Approval of Travel

2. Travel is to be approved as required:
 - a. In advance, via a travel authorization form.
 - b. Whenever required to fulfill the obligations set out by a Regulation or Bylaw.

Arrangement of Transportation and Accommodations

3. The Vice President Finance and Administration shall be responsible, in consultation with the General Manager, for approving travel arrangements.
4. In approving arrangements for travel, the Vice President Finance and Operations must consider:
 - (a) The logistical and operational needs of Travellers;
 - (b) The timeliness and duration of Travel;
 - (c) Cost-effectiveness; and
 - (d) The reasonable comfort and any special needs of those who Travel.

Liability for Costs

5. Travellers shall be reimbursed by the Student Union for reasonably incurred costs arising from travel.
6. The Student Union may provide an advance, where requested by the Traveller, for the costs of travel, including the disbursements of any amounts provided for by this Regulation.
7. Requests for advances shall be considered for approval by the Vice President Finance and Operations in consultation with the General Manager.

Reimbursement

8. Travel expense claims must include proof of payment of all travel expenses with the exception of meals which are covered under the per diem clause.

9. A claim for reimbursement must be submitted to the Student Union not later than thirty (30) days after the return date of Travel.
10. A claim for reimbursement must be accompanied by proof of payment.
11. Alcohol is not a reimbursable expense.

Part 2: Transportation

General Provisions

12. No Traveller shall be required to operate a motor vehicle.
13. If a Traveller volunteers to operate a motor vehicle, he or she must:
 - a. Hold a valid "Class 5" British Columbia Drivers licence, or equivalent;
 - b. Rest for at least thirty (30) minutes within every four (4) hours of driving; and
 - c. Not drive, in any 24-hour period, for more than:
 - i. Five hundred (500) kilometers; and
 - ii. Eight (8) hours.

Use of Personal Vehicles

14. A Traveller may volunteer the use of his or her personal vehicle, provided that he or she:
 - a. Has proof of insurance of his or her personal vehicle, including third-party liability insurance coverage, of at least two million dollars (\$2,000,000);
 - b. Certifies that, to the best of his or her knowledge, the vehicle is in good working order and is free of mechanical defects or other deficiencies; and
 - c. Satisfies any other requirements set out by the General Manager.
15. The Student Union must be provided with copies of certificates of insurance and drivers licences.
16. A Traveller who volunteers the use of his or her personal vehicle is entitled to reimbursement:
 - a. On a per kilometer basis in the amount of the Canada Revenue Agency automobile allowance rates in effect for the dates of travel; and
 - b. For all reasonably incurred parking expenses.
17. The Student Union is not liable for costs arising from any regular or unexpected maintenance or repairs needed during the use of a personal vehicle for Student Union business.

Rental Vehicles

18. Vehicles may be rented for use by the Student Union, subject to:
 - a. The purchase of third-party liability insurance in an amount determined by the General Manager, but not less than two million dollars (\$2,000,000); and
 - b. Indemnification of the driver of a rental vehicle against all damage and losses incurred, except those resulting from:

- i. A contravention of the Motor Vehicle Act of British Columbia by the driver for which he or she is convicted; or
- ii. A willful violation of the rental agreement.

19. The Student Union shall normally purchase collision-loss insurance for all rental vehicles.

Air Travel

20. Where travel by air is required, flights must be booked a minimum of two weeks in advance whenever possible.

21. Only the lowest available fares appropriate to particular itineraries, to a maximum full economy fare, may be purchased or reimbursed.

Part 3: Per Diems

22. For travel outside the city of Kelowna, where meals are not included as part of the conference or event, travellers shall receive a per-diem of \$55.00 per day to cover meals.

23. Each traveller will be reimbursed for the per diem expenses upon presentation of the per diem expense claim form, such form to be received within 30 days of date of travel.

24. If any meals are provided as part of the conference or event, the following amounts shall be deducted from the per diem:

- a. Breakfast: \$14.00
- b. Lunch: \$16.00
- c. Dinner: \$25.00

25. Should per diem reimbursements for any trip be made by another organization, they shall not be reimbursed by the Students' Union.

Part 4: Accommodations

Minimum Standards

26. In cases where a Traveller is required by the Student Union to be away from his or her place of residence overnight, the Student Union shall provide accommodation subject to the following conditions:

- (a) Each Traveller is provided with his or her own bed;
- (b) Whenever possible, the place of accommodation has, at the time of travel, a "three star" rating or better by Canadian Star Quality Accommodation for Travel in Canada, or for international Travel, the equivalent rating by a reputable organization that specializes in the rating of accommodations; and
- (c) Paragraph (b) does not apply when Travellers are provided with a room in the residences of a publicly funded Canadian post-secondary institution, so long as all

other conditions of this Regulation are met.

Accommodation Provided by Third Parties

27. In cases where a Traveller is provided accommodations by a third party, the Society is obligated to ensure that the requirements of this Regulation are reasonably met.

Internet Access

28. The Student Union shall reimburse a traveller for the cost of internet access should it not be provided as an amenity of the accommodation booked.