



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Executive Meeting Minutes Monday 7th October 2013 1:00pm

Present: Nick Dodds Chair/Services Coordinator
Rocky Kim Financial Coordinator
Alex Gula External Coordinator
Shaman McLean Internal Coordinator

7.10.1 CALL MEETING TO ORDER

The meeting was Called to Order at 1.13 p.m.

7.10.2 Recognition of Okanagan People's Territory

7.10.3 Speaker's Notes

Chair - obviously I do not have the power to call them orders, but they are what I recommend. If you look at the long version it explains why we do those things. The biggest recommendation I would like to make is a recognition that referring to the extended minutes from our last meeting. I think some things got confused and probably some things were said in the wrong context. At the last meeting it was said there are 4 people and 3 people make a decision – you do not need to be involved. So the suggestion was that 3 Executives could get together decide something without ever discussing it with the 4th Executive. I understand the terms of voting, absolutely that works. My understanding of this process however, is that it involves a discussion and that discussion is crucial to how people vote and that discussion needs to include all members of the Executive. I think the distinction needs to be made that the Executive Committee has all the powers of the Board of Directors according to our by-laws, except for the ability to change policy or change the will of the Board of Directors. That does not mean that each Executive has the power of the Board of Directors – it means collective we do. Does that make sense or does anybody disagree. That is how I interpret the by-laws and think it also makes the most sense.

Internal Coordinator - this makes sense.

Chair - does anyone disagree with that?

Internal Coordinator said though the Executive Committee would not have the same power as the Board of Directors.

Chair - the Executive Committee has all of the powers of the Board of Directors except for those two – that is clearly written in the by-laws and what I extrapolate from that is the Executives do not have that same power. They do



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not have all the power to make decisions by themselves but they have to make it as a Committee – does that make sense?

Which means that what was said last week about 3 people making decisions and and a 4th does not need to be involved, that is incorrect. Even though I do not have a vote in this Committee it seems I can make contributions to discussion.

Internal Coordinator asks if that meeting was a closed meeting and you are referencing material from it that will then be a public meeting – is this correct?

Chair - it was not a closed meeting.

The Internal Coordinator understands it was a closed meeting. Conversation then revealed that there had been confusion over which meeting Chair was referring to.

The Financial Coordinator asks it not policy that any decision that is under \$10,000 is allowed to be decided by the Executive Committee?

Chair -, after reading through the policy, is that we are bonded for up to \$10,000 on the Executive Committee. So yes, the Executive Committee can spend that, but it does not seem that on our own we can.

The Financial Coordinator said of course, as the Executive Committee we can spend up to \$10,000, so we do not have to approve it every time. The Board of Directors has the veto power.

Chair - we are right on the same page. We need to do that as a Committee and we cannot do that as individuals. Which means all the scheduling I did for FROSH, if we go with this new format, is illegitimate. Anytime I am spending a large amount of money, a plan needs to be made ahead of time where the Executive Committee have the understanding that I am in budget and I can spend that, or every decision needs to be brought here. Does that make sense?

Financial Coordinator - that as adults, this should not be a problem.

Chair - this was a good way to go ahead.

Chair - last week we talked about plans and how I would like to see hard copies of those. There are two points I would like to bring up. One is that what makes it legitimate for us not to have to come here for every single dollar we spend. We lay out a plan, we lay out roughly what the budget for that plan is going to be and we execute. That way if me and/or the External Coordinator are hosting events we are going to have to quote the costings and get approval.



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That means we need a concrete plan that is approved by the Executive Committee ahead of time. Last week one of the questions asked was is a verbal timeline not good enough. For two reasons I think that is not good enough. One, there is no way to refer back to a verbal timelines. One of the big reason I changed the Course Union policy and the Club policy is that they refer to verbal minutes that is nonsense because you say whatever you want. The reason we have these meetings is so that our Board of Directors and the Student body at large can understand what we are doing, and I think we need to show them number one, what we are doing and why we are doing it. We bring a timeline and plan here, we discuss it and we say this is the plan. From there the person can go and execute the plan and they just update us.

The Financial Coordinator requests a Call to Order to move along with agenda as he has a 2.15 meeting. I agree with everything you are saying.

Chair - I want to make sure as this is in stark contrast to what was said last Monday and Tuesday – do you all understand?

The Internal Coordinator - the one thing that is different now is that we are coming together and solidifying and less of a 'from the top down' this seems a lot more lateral.

Chair - to clarify one thing – I understand I did a poor job of communicating my intentions. This was always what I meant to have happened. I think we need to recognize that you did not adhere to the plan we had agreed upon in terms of the Executive Chair.

The Financial Coordinator requests a Call to Order to follow the agenda.

Chair - was everyone happy with the entire list.

The Internal Coordinator - if we are going to institute any change it is difficult to do without having checkups. I would encourage a quick 15 minute meeting on Fridays, this does not need to be recorded – just a 'have we done that for this week'.

Chair - that should be happening that's why we update at every Executive meeting – we can leave updates to look back at the meeting from before and say what were my action items. That makes sense to me. Also, I think we might want to move up our date for the time we need to get our meeting items in, so that is our checkup – 'have I done this yet' – Thursday at noon have I done everything or this needs to be done. That makes sense to me.



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Chair - one last thing, I promise I will get back on agenda momentarily – I do think all of our projects come from the Board of Directors. If we want to pursue something for instance, I bring up the example of trails. We go the Board of Directors first and say is OK and then we execute that plan. All of our five priorities went to the Board of Director and really if I want to cut that priority I should go back to the Board of Directors again and ask them. I am as guilty of this as anybody else. Does this all make sense?

The Internal Coordinator acknowledges this.

Chair - we can bring this up again later but for now I will assume we are operating on the basis of this.

The Financial Coordinator - this should be as a guideline.

Chair requests this be put on the agenda for discussion at next weeks Executive Committee meeting.

7.10.4 Approval of Agenda

BIRT: The Agenda be approved as amended.

Moved By:	Rocky Kim
Seconded By:	Alex Gula
In Favour:	Unanimous

Chair requests CRO to be added under Updates.

The External Coordinator asks for by-elections to be added to the agenda – the Financial Coordinator points out this would come under the CRO update.

The Internal Coordinator asks for Surveys to be added under Updates.

Chair agrees for these to be allowed.

Chair asks that the Executive respond to emails from the Executive Assistant regarding Agenda items. You have to update every single week on these things, if we have extra things, add them ahead of time. I think next week we will be less lenient on adding items after the fact.

Are there any other additions, comments, questions or concerns?



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7.10.5 Approval of Minutes

BIRT: The Minutes of the Executive Meeting of 30th September be approved as amended.

Moved By: Shaman McLean
Seconded By: Rocky Kim
In Favour: Unanimous

Chair - I think at our last meeting we had a lot of important discussion and a lot of that discussion was not included in the draft meeting minutes we have in front of us. I would like us to include some of that discussion, but I realize some of the discussion is not necessary, some of it is. I would like to table these until the next meeting and I will send amendments to the Executive Assistant for the amendments I would like to see.

Financial Coordinator asks a Point of Information to the Executive Assistant – does it have to include discussion in the minutes? The Executive Assistant said that it did not.

Chair - it was optional.

The External Coordinator asks for a recommendation - as we are being watched very closely – I would like to say that we can try to, as much as we can, not to table agendas. Try to put them out as soon as we can to keep the students happy, so they are not questioning what we are doing. We can always have another discussion similar to that at one of our next meetings and then get that put out in our next agenda. Just my thought, maybe we should get those things out there as soon as we can.

Chair, - I see the sentiment the External Coordinator was coming from in terms of getting those on-line. I think Students are more concerned with knowing accurately what we said and I do not think the agenda presents accurately what was said in the meeting. For instance speaking against the motion that was passed. I want my discussion to be in there.

The Internal Coordinator asks, if as Meeting Chair, can you have discussion?

Chair - my discussion words can be in there but my vote should not be. This is what I would like to see in there. It does not need to be word for word simply the sentiments. I think accurate minutes are more important and I do not think tabling is a bigger problem as long as we are trying to make the minutes accurate. I think a good way to do that without tabling is to make sure we are all thoroughly checking minutes ahead of time.



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I think if anybody had checked them ahead of time, they would have seen some things are out of order. I would really like us to engage in catching those kinds of things.

The Internal Coordinator agrees it should not be word for word but a general sentiment would be better, but I agree with the External Coordinator that we need to get these minutes out as soon as possible.

Financial Coordinator asks if a move could be made to approve the minutes as presented?

The External Coordinator asks if we go through this with the minutes, what is the best way we can get them out by the end of the day.

The Internal Coordinator asks if we can assign them to someone?

Chair - speed is not the number one priority, accuracy is. They will just have to wait until next week. I do not think there will be a problem with that. We are getting other minutes up anyway. We also have tabled minutes from last week to adjust here and that needs to be fixed in the minutes we see here – as it says they were both approved, when, if I am not mistaken, were not.

There is confusion around what minutes the Internal Coordinator had left on the desk of the Meeting Chair. Chair apologizes and recognizes that the previous minutes had in fact already been approved and posted to the website.

Chair - this is not ideal, but accuracy is way more important than having something that is not accurate, it is worse than having nothing out.

Chair asks for a motion to table the minutes to the next meeting.

Moved By:	Shaman McLean
Seconded By:	Alex Gula
In Favour:	2
Opposed:	1 (Rocky Kim)
Abstentions:	Nick Dodds
Passes	

7.10.6 Presentations:

None.



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7.10.7 Updates

7.10.7.1 Food Service Contract – Financial Coordinator

Financial Coordinator is meeting with Matt Murdoch and Shannon directly after this meeting. Everything is on timeline; October 9th is when the consultant process is presented. A list of suggestions have been put together we would like Shannon to consider and engage how much consideration they were given and if we feel it was not then we will try launching this campaign right after.

Chair asks did we not agree at the beginning of this meeting can we please have a plan and timeline. A separate copy of the Executive Report we can attach here for just this project – that way someone next year does not have to dig through what happened on this project. Also, bring all that information and put it in the agenda package so we can read it and Students can read it.

The Financial Coordinator - he had all this in his Executive Report.

Chair asks this be put in the agenda package for next week. Is this absolutely going to be here?

Action By: Financial Coordinator to bring a timeline plan for addressing Food Services Contract as well as all the work undertaken to the date to the next meeting.

7.10.7.2 Library Levy – Financial Coordinator & Internal Coordinator

The Financial Coordinator and Adrienne Nolan have a meeting this week. The timeline is in my Executive Report.

Chair - we should have a discussion based on the meeting we came out of with the DVC about which building we want to be.

The Financial Coordinator - regarding UNC2 there was absolutely no chance. They are not looking for funding; if someone came to them with a \$10M cheque they would reject it. Because they are going to use it as a business investment and will generate income from it, they do not want donors money going into this.

Chair asks for all of this to be written down



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Action By: Financial Coordinator to bring a timeline plan for addressing the Library Levy as well as all the work undertaken to date to the next meeting

7.10.7.3 Continuity & Development – Internal Coordinator

For a time the Internal Coordinator has been looking at what has been done with Continuity and Development speaking with previous Board members.

It is my opinion that the continuity side of this project should be dropped at least until probably the end of this year and it should be something that should be worked on next year. As we have seen constantly the structures of the Student Union are not developed properly and it should be development and then continuity not the other way around. The only thing continuity from what we have now would do would pass on bad habits and a bad structure that we have. I think we should be focusing on a Policy Development Committee to help create structures, to help create plans and guidelines we can follow. I believe continuity will be a natural progression from that.

The External Coordinator poses a recommendation, in that Chair and himself have talked about getting the team next year more organized and one of the suggestions was to get the staff involved to get the continuity of sponsorship etc., having a staff member responsible for ongoing sponsorship from the donors we have each year. Staff knowing what some of the roles are so they can instruct the future Board members, since they do a lot more over the past years than a Student coming in for one year.

Chair - he understands that development needs to happen first. I do not think we should drop continuity. In order for continuity to happen the strategy we taking to create continuity, I do not think you are saying drop continuity and we should not worry about what they are going to do next year. Because as you said we should be working on policy. What I recognize is that the development cannot be done in one year, it needs to be done over time. For that to happen there needs to be a plan laid out and the next group needs to understand that plan, tweak it however they see fit, but at least we are moving in one direction.



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I think if we do not include continuity any developing we do this year will be for nothing, because there will be no one to carry that on.

The External Coordinator - he believes this needs to be carried on, and did not think it can be done in one year. I believe we have a very bad way of doing things now and I did not want to pass that on.

Chair - he thought they were saying the same thing. If we work on the development of our structure that will lead to continuity.

The External Coordinator - this is natural progression. Perhaps I was approaching this incorrectly. I was having descriptions of jobs and descriptions of what people do and in the first week an idea of what you should be doing, as there is a lot of confusion there, the direction I should be going should be a ground up development style.

Chair - he agrees entirely. This is exactly why we want to lay plans and get information from everybody because I would have told you that straight away. For next week can we develop a plan and timeline that we can discuss and work towards, if we could get that as soon as possible because we can be looking at it ahead of time?

The External Coordinator agrees to send this before Friday at 4.00 p.m.

Action By: Internal Coordinator to develop a timeline/plan for Continuity and Development of UBCSUO to the Executive Committee before 4.00 p.m. Friday 11th October 2013

7.10.8.4 Events

Well Action Committee – External Coordinator

The External Coordinator is meeting with the Well Action Committee every Tuesday at 1.00 p.m. There are 3 members. This week there will be a Country night, which Darcy and Nicole are running by themselves.



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Events are planned until mid-November and we are looking for Halloween ideas, funding etc

Chair asks for Terms of Reference to be prepared for the Well Action Committee

Action By: External Coordinator & Services Coordinator will present the Terms of Reference and timeline of events at the next Executive Committee meeting

7.10.7.5 Budget – Financial Coordinator

The Financial Coordinator is presenting the fiscal years budget to the Board of Directors and is going to go through an extensive consultation. The currently proposed budget has been drafted to reflect an organization that is in accordance with what students' need and feel are most important to them

The goal is to ensure that the budget keeps in mind the social and fiscal responsibilities that we must, as a collective group of students' strive towards. These goals include advocating for students' needs, investing in the students of today, and making sure we promote continuity and development within our organization.

In collaboration with my predecessor Tim Krupa, the Financial Manager of the UBCSUO, and myself, this budget will be presented to the Board of Directors for review and approval.

BIRT The UBCSUO budget be presented at the next Board of Directors meeting.

Moved By:	External Coordinator
Seconded By:	Financial Coordinator
In Favour:	Unanimous

7.10.7.6 Procedures for the Well – External Coordinator

The External Coordinator is still in talks with the Manager of The Well. He deems this to be his responsibility to make the procedures. These should be ready soon.



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Chair - we have been waiting 4 weeks for this information, even though this has been delegated please make sure these are here by next week.

Action By: External Coordinator will have the procedures for lending equipment at our next meeting

7.10.7.7 CRO – Financial Coordinator

This position will be hired as soon as this meeting is over. The Honoraria policy is drafted and ready to be signed.

The Financial Coordinator is asking the CRO to call a by-election as soon as he is hired.

Chair - he thought we were talking about the Honoraria Memorandum of Understanding to be clear. I thought this was going to be approved at this meeting. Do we have this?

This was emailed to the Executive by the Financial Coordinator – the Financial Coordinator left the meeting to print copies of the Memorandum of Understanding (copy attached) for the Executive Committee.

Chair - that once the CRO is hired even though we are at present under the impression they will run our General Meeting, they could the day before the meeting say that is not in the Policy. This is why we have this agreement so they cannot do that, I think we have to make some reference to that. One small addition to (i) and fulfill the duties of a meeting chair for the purposes of the Annual General Meeting and any other subsequent General Meetings.

The Financial Coordinator asks, so essential you want to bind them to that job?

Chair - yes.

The Financial Coordinator - this is for hiring a CRO, this is not for hiring a Meeting Chair. What is being said is if the CRO chose to be a meeting chair they would get this much money for doing so. In the policy it states CRO and Meeting Chair are separate positions so I cannot bind them to both.



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This is the Honoraria policy for just CRO, and then if we hiring them as a Meeting Chair, then a new MoU will be drafted. This is to say how much the CRO would be paid if they were to do it.

Chair - we should bind them together. This is one of their responsibilities.

Financial Coordinator asks if he understood correctly this to mean Meeting Chair and CRO

Chair - this would be an incentive that each year they would have an engagement in the fall and also in the Winter.

Financial Coordinator asks what if this was a student and they chose not do the Meeting Chair essentially are you going to hold him from being considered as CRO. It is his right as Student to be able to attend that AGM

Chair - no we would never say they could not.

Chair suggests part (d) be taken out. We have a second Memorandum of Understanding that includes that.

Chair asks for this to be ratified.

BIRT That the attached CRO Honoraria Memorandum of Understanding be approved as presented.

Moved By: Financial Coordinator
Seconded By: Internal Coordinator

The External Coordinator asks as a Point of Information, as a Board of Governors Representative will this interfere with the CRO position?

The Financial Coordinator addresses this and said during the interview we discussed how much time commitment would be involved in doing this and the candidate was adamant they would have enough time to do it, and do it very well



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The Internal Coordinator asks is it possible that the CRO was considering being Meeting Chair, are we planning on binding him under Memorandum of Understanding as I believe if we are to have a meeting chair we should have someone who is solidified and they should not be able to change their mind at the last moment, and if they do they will not be paid etc.

The Financial Coordinator - absolutely not, in the Policy it strictly says there is a CRO job title and there is a Meeting Chair title.

Chair realizes there was a misunderstanding as the thought the search was for both jobs. In future we need to make sure we are updating weekly on exactly what we are doing and we also need to lay out concrete plans. I would like to see this bound the CRO position. We can have an ad-hoc duty.

Financial Coordinator asks for a Call to Order to keep the agenda on track.

In Favour: 2
Opposed: 0
Abstentions: 1 (not noted)

Chair makes the recommendation that the name of the CRO be removed from the document so they were not approving that person in that motion.

The Internal Coordinator made the amendment to strike Curtis Tse from the document for the purpose of meeting minutes.

Moved By: Internal Coordinator
Seconded By: External Coordinator
In Favour: Unanimous
Passes

BIRT The attached CRO Honoraria Memorandum of Understanding be approved as amended.

The amendments were to part (d) which refers to the honoraria given for a General Meeting also removes a candidates name from the document so we can approve the candidate in a separate motion rather than all in one.



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In Favour: Unanimous
Passes

Chair seeks a motion to approve the candidate as CRO.

Moved By: Financial Coordinator
Seconded By:

BIRT That Curtis Tse be appointed as the CRO for the term of October 7th 2013 to April 30th 2014 upon signing the Memorandum of Understanding.

Moved By: Financial Coordinator
Seconded By: Internal Coordinator

THE MEETING MOVED TO IN CAMERA

Moved By: External Coordinator
Seconded By: Financial Coordinator

In Favour: Unanimous
Passes

Chair states the motion was approved.

BIRT That Curtis Tse be appointed CRO upon signing the Memorandum of Understanding.

7.10.7.8 Surveys – Internal Coordinator

The Internal Coordinator is meeting with representatives to discuss questions and hopefully I will be able to discuss some of that today. We will be launching a survey commencing Thursday in regards to satisfaction with UBCSUO as a whole and see if we can get some general information.

As an incentive to the community I was hoping to be able to raffle off a prize.

Chair requests plans for surveys for the whole year.

Action By: Internal Coordinator to bring survey list to next meeting



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7.10.7.9 FROSH Report – Services Coordinator

This is not completed yet, but now Clubs Day is over I will be able to deal with this.

Action By: Services Coordinator to bring report to the meeting in 2 weeks time.

Chair requested Roberts' Rules of Order be checked in terms of having items in general orders.

7.10.8 General Orders

7.10.8.1.1 **BIRT** Shaman McLean, Internal Coordinator, receive 100% Honoraria for the month of September

Moved By: Financial Coordinator
Seconded By: External Coordinator
In Favour: 3
Abstentions: 1 (Internal Coordinator)
Passes

7.10.8.1.2 **BIRT** Alex Gula, External Coordinator, receive 100% Honoraria for the month of September

Moved By: Internal Coordinator
Seconded By: Financial Coordinator
In Favour: 3
Abstentions: 1 (External Coordinator)
Passes

The Financial Coordinator wanted to speak in favour to declare he had witnessed the External Coordinator's Executive Report

7.10.8.1.3 **BIRT** Rocky Kim, Financial Coordinator, receive 100% Honoraria for the month of September

Moved By: External Coordinator
Seconded By: Internal Coordinator
In Favour: 3
Abstentions: 1 (Financial Coordinator)
Passes

7.10.8.1.4 **Amendment to BIRT 7.10.8.1.4**

BIRT Nick Dodds, Services Coordinator, and Executive Chair, receive 100% Honoraria for the month of September



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Moved By: Financial Coordinator
Seconded By: External Coordinator
In Favour: Unanimous

BIRT Nick Dodds, Services Coordinator and Executive Chair, receive 100% Honoraria for the month of September

Moved By: Financial Coordinator
Seconded By: External Coordinator
In Favour: 3
Abstentions: 1 (Services Coordinator)
Passes

7.10.9 Discussion

The concern is when a student stops being a member of the Student Union – the policy states 6 months after your last class. The question here is that there is a student who has asked us to discuss this who took summer classes but my understanding of the situation is that the fees we pay in Summer do not include Student Union fees – the question is do those count as courses as the last course six months from which you count your membership expiring. My understanding would be that it is, all we need to do is simply look it up in our by-laws. I would recommend we table this discussion to the next meeting and we ask our Governance Officer to look this up in the by-laws and let us know what the by-law says.

Table this discussion to next meeting.

Action By: Governance Officer to bring answer to the next meeting.

7.10.10 Adjournment

The meeting adjourned at 3.05 p.m.

Moved By: Financial Coordinator
Seconded By: External Coordinator