



**UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION
OKANAGAN (UBCSUO)**

**Executive Meeting Minutes
15th October 2013
@ 2.00 pm**

PRESENT: Nick Dodds – Chair & Services Coordinator
Rocky Kim – Financial Coordinator
Shaman McLean – Internal Coordinator
Alex Gula – External Coordinator (left the meeting @ 3.22 p.m.)

15.10.1 Call Meeting to Order @ 2.13 p.m.

15.10.2 Recognition of Okanagan Peoples Territory

15.10.3 Speaker's Business

15.10.4 Approval of Agenda

BIRT: The Agenda be approved as presented.

15.10.5 Approval of Minutes

BIRT: The minutes of the Executive Meeting of 30th September & 7th October be approved as presented.

Moved By: McLean

Seconded By: Gula

In Favour: Unanimous

15.10.6 Presentations

None.

15.10.7 Updates

15.10.7.1 Food Services Contract

Kim spoke to the Food Services Contract.

Chair requested timelines be sent to him in print or pdf. Wants to see the information before the meeting, as previously requested.

15.10.7.2 Library Levy

Kim spoke to the Library Levy.

Chair requested timelines be sent to him in print or pdf. Wants to see the information before the meeting, as previously requested.

15.10.7.3 Continuity & Development

No timeline received as requested by Chair at last meeting.



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Action By: McLean to send Continuity & Development timeline to Executive by midnight October 15th, 2013

15.10.7.4 Events

(a) Well Events Action Group – Terms of Reference

External Coordinator stated there are 3 members of this Action Group at present.

(b) Well Events Timeline

External Coordinator went through the list of forthcoming events.

- i October 9, Country Night
- ii October 16, Octoberfest
- iii October 23, KULA
- iv October, 30 Halloween
- v November 6, Folk Night (Mental Health Awareness) & Rail Jam
- vi November 13, Cheering for Charity
- vii November 20, Open
- viii November 27, Semester Ender Bender

15.10.7.5 Budget

(a) Student Life

Services Coordinator presented the draft budget. Orientation week figures were incorrect and the General Student Life component needed to be added.

15.10.7.6 Procedures for Booking Equipment

External Coordinator stated there was a binder in The Well for booking equipment.

Action By: External Coordinator to request Mike Ouellet to speak with the Bartenders to make sure they are familiar with the procedure.

Action By: External Coordinator to bring Procedure documents to next meeting.



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15.10.7.7 Committees

Student Association

3 applications have been received; Services Coordinator will be meeting with these applicants next week.

Equity & Inclusion

Internal Coordinator reported there have been no applicants for this committee, he would actively repost, and if there was no uptake this committee would be disbanded.

Policy

Internal Coordinator reported the Policy committee would shortly be having their first meeting.

Finance

Finance Coordinator stated the Finance committee had 10 members with a wide ranging demographic. Their first meeting would be on October 18th, 2013 and the first agenda and procedural guideline was prepared.

Environment

Finance Coordinator was working on a meeting date and policy changes were being worked on. There was an initiative planned for free vegan/vegetarian food to be available once a week.

Volunteer

External Coordinator had sent out an email, but unfortunately only 1 person attended the meeting. External Coordinator is going to undertake further tabling in order to gain interest along with a newsletter.

15.10.7.8 Student Association

Services Coordinator commented on the success of Clubs Day, packages from the day had been emailed to all Clubs/Course Unions. The date would be moved forward next year. There would a discussion regarding mandatory fees along with a probationary period where 5 members can start a Club (with additional members during the year) before being ratified as a Club. This would allow the Club to be dissolved easily, if policy is not met.



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(a) Updated Budget

The Services Coordinator provided a copy of the budget, which was shown to be in the negative.

15.10.7.9 Surveys

Internal Coordinator to meet with Advocacy Representatives. There were 100 responses to date. Tabling would be undertaken 3 more times.

15.10.7.10 Roberts' Rules of Order – General Orders

Executive Assistant provided a Memorandum in relation to Roberts' Rules of Order for General Orders, detailing that any issue, which was not concluded, was postponed, or was tabled during the prior meeting should be shown in the minutes to inform the Chair which items to add to the General Orders section of the agenda. Any Special Orders must be added at the beginning of the meeting unless it is an Emergency Motion.

15.10.8 General Orders

15.10.8.1 **Old Business**

15.10.8.1.1 **BIRT** that Curtis Tse be appointed as the Meeting Chair effectively immediately till April 30, 2014.

Moved By: Kim

Seconded By:

Failed

Curtis Tse's had retracted his appointment as Meeting Chair

15.10.8.1.2 **BIRT** that the AGM and SGM meeting chair honoraria Memoranda of Understanding be approved as presented.

Moved By: Kim

Seconded By:

Failed

15.10.8.1.3 **BIRT** that the amended CRO Memoranda of Understanding be approved as presented.

Moved By: Kim

Seconded By: McLean

Failed



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Document is void as appropriate procedures were not adhered too.

- 15.10.8.1.4 Emergency motion to reconsider 7.10.7.7 and re-evaluate the Memorandum of Understanding.

Moved By: Kim
Seconded By: McLean
In Favour: Unanimous
Carried

BIRT The attached Memorandum of Understanding be approved as attached.

Moved By: Kim
Seconded By: McLean
In Favour: Unanimous
Carried

15.10.8.2 **New Business**

- 15.10.8.2.1 None.

15.10.9 Discussion & Announcements

Resource Centers Update

Internal Coordinator is happy with the Board of the Pride Resource Centre, it has been very effective and is a model resource centre for this year and the future. They are organized, maintaining posted hours, events are scheduled and their communication has been excellent.

[The Womens' Resource Centre has had volunteers come forward to manage its operations].
Kim has put forward two signing authorities to date Courtney Chang and Katelyn Fujii.

Aboriginal Resource Centre has formed a Board and has volunteers, off to a good year with some help from the Aboriginal Centre.

AGM

Any amendments to the Constitution or By-laws by the Board of Directors at the AGM need to be submitted by October 17th, 2013.

Strategy to be decided. Executive Assistant to be assisted by the Project Manager. An update to be provided at the next Executive Committee meeting by the Executive Chair.

Action By: All



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Policy

Internal Coordinator supplied a document outlining policies, which are redundant, senseless, poor choice of wording, poor structure or outdated.

Action By: Internal Coordinator to take the new policy to Board of Directors for consideration/amendment etc.

Quote for Theatre

Finance Coordinator presented a quote for improvements to the theatre. Part of this in excess of \$10,000 will be brought to the Board of Directors for approval.

One of the deep fat fryers had to be replaced at a cost of \$2,500, which is being split in half with Koi Sushi.

Action By: Finance Coordinator to present quote to BoD

Staff/Structure – tabled to next meeting

Student Union Membership – tabled to next meeting

15.10.10 Adjournment

The meeting was adjourned @ 4.00 p.m.

Moved By: Kim

Seconded By: McLean