



## UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

### Executive Meeting Minutes 21<sup>st</sup> October 2013 @ 1.00 pm

**Present**     Nick Dodds – Meeting Chair & Services Coordinator  
                 Rocky Kim – Financial Coordinator  
                 Alex Gula – External Coordinator  
                 Shaman McLean – Internal Coordinator  
                 Bob Drunkemolle – General Manager

**21.10.1**     **Called Meeting to Order @ 1.07 p.m.**

**21.10.2**     **Recognition of Okanagan Peoples Territory**

**21.10.3**     **Speaker's Business**

Executive Committee meetings will take place bi-weekly on opposite Monday's to the Board of Directors meetings instead of weekly.

The meetings will last for 2 hours and be mainly verbal. Note: the meeting chair is in opposition to not having documentation to support verbal reports

**21.10.4**     **Approval of Agenda**

**BIRT:** The Agenda be approved as presented.

**21.10.5**     **Approval of Minutes**

**BIRT:** The minutes of the Executive Meeting of 15<sup>th</sup> October, 2013 be approved as amended.

**Moved By:** Kim

**Seconded By:** Gula

**In Favour:** Unanimous

**21.10.6**     **Presentations**

None.

**21.10.7**     **Updates**

21.10.7.1     Food Services Contract

A campaign has been arranged commencing with a Town Hall meeting on Wednesday 23<sup>rd</sup> October @ 5.00 p.m. in AS140 with Matt Murdoch.

21.10.7.2     Library Levy

Michael Shakespeare will present to Board of Directors on 14<sup>th</sup> November 2013 @ 5.00 p.m. in UNC105.

There will be a referendum on the library levy to the Board of Directors after



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the Annual General Meeting on 6<sup>th</sup> November 2013. This doesn't make any sense. The board cannot have a referendum. Perhaps what is meant is that they will be brought a referendum question for which they will call a referendum. And in that case I think we need a more specific date, or we could even say "6 weeks prior to initiating a referendum to allow for any necessary discussion or amendments" like we discussed.

#### 21.10.7.3 Continuity & Development

13 motions have been sent to the Board of Directors Meeting Chair and the Internal Coordinator will be contesting the Chair's decision to not include these in the agenda of 21<sup>st</sup> October 2013.

Staff write-ups have been finished. Structure needs to change – a schematic of what we do, as a Student Union needs to be completed and matched with the write-ups to see what gaps are in existence.

**Action By: Internal Coordinator & Services Coordinator will set up a meeting to discuss this.**

#### 21.10.7.4 Events

Well Wednesday's are successful. A water pong tournament is planned and Halloween tickets will be on sale from Wednesday 23<sup>rd</sup> November 2013.

Finance Coordinator suggested promoters should be utilized for forthcoming events.

1 member of the Executive Committee and 1 member of the Board of Directors should execute Well Wednesday events.

The Financial Coordinator had an enquiry from a company interested in tailgate BBQ's at sporting events on campus.

There have been problems contacting SPL for the Halloween event. If SPL are not used the event will be under budget. Tabling 23<sup>rd</sup> October 2013 for Halloween event. Tickets are on sale at the Bookstore.

**Action By: General Manager and Well Pub Manager to look into BBQ's at sporting events and report back to the Executive Committee.**

**Action By: Services Coordinator and External Coordinator to arrange a meeting to discuss the advanced planning of events.**

**Action By: External Coordinator to email Board of Directors to ask for help at Well Wednesday events.**



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#### 21.10.7.5 Procedures for Booking Equipment

External Coordinator advised that the Well Manager gave the incorrect document to him – he will bring the correct document to the next meeting with an inventory of all the equipment UBCSUO have for borrowing included.

Equipment is not to be loaned out without the completion of the correct document.

Receptionists to be included in the training for completion of the documents.

**Action By: External Coordinator to supply procedure and inventory document to next meeting.**

**Action By: External Coordinator to explain to the Receptionists the correct procedure for completing the loan document.**

#### 21.10.7.6 Committees

##### Student Association

Applications have been received, but unfortunately Services Coordinator ran out of time. Will bring to next meeting.

**Action By: Services Coordinator to bring applications for the Student Association to next meeting.**

##### Equity & Inclusion

The Internal Coordinator will be asking the Board of Directors to strike this Committee, as there has been no interest from students.

**Action By: Internal Coordinator to place a motion at the Board of Directors meeting to dissolve this committee.**

##### Policy

2 members of the Committee have been late in responding. The Internal Coordinator will propose dates for meetings as soon as replies are received.

##### Finance

The Finance Committee met for the first time on Friday 18<sup>th</sup> October 2013. They discussed the budget, club funding and the Phoenix agreement (see attached).



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#### Environment

The Environment Committee are to meet on Tuesday 22<sup>nd</sup> October 2013 at 3.00 p.m. Only a rough copy of the by-laws could be located. The External Coordinator offered to take over this Committee from the Financial Coordinator as this fitted alongside the Sustainability Committee he already sits on. This was agreed.

#### Volunteer

External Coordinator is going to send out emails to schedule a meeting. This will be in the form of a named time and date, as it was proving difficult to get everyone's schedule.

**Action By: External Coordinator to send email to Volunteer Committee re meeting date.**

#### 21.10.7.7 **Surveys**

There have been 53 responses received on-line. The Internal Coordinator will let the Executives know the password to the survey site

Another survey for food services of UBCSUO is in the pipeline.

The External Coordinator is going to launch a transit survey in November with 4 students with a BBQ at the transit stop. This will be an on-line survey.

**Action By: Internal Coordinator to provide password to survey site.**

#### 21.10.8 **General Orders**

##### 21.10.8.1 **Old Business**

###### 21.10.8.1.1 Student Membership

Internal Coordinator has emailed student to say you are considered a member of the Student Union up to six months following the date of the last class you paid student fees.

##### 21.10.8.2 **New Business**

###### 21.10.8.2.1 None.



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#### 21.10.9 Discussion & Announcements

##### 21.10.9.1 The Phoenix

Financial Coordinator discussed the contract between UBCSUO and The Phoenix. The Executive Chair requested a copy of this be sent to the Executive Committee for further clarification.

**Action By: Financial Coordinator to send copy of the contract between The Phoenix and UBCSUO before next meeting.**

##### 21.10.9.2 AGM

**Action By: Internal Coordinator to book Ballroom if available.**

**Action By: Financial Coordinator to organize catering with the Green Bean**

**Action By: Executive Assistant to prepare posters by Tuesday 22<sup>nd</sup> October 2013, and send an email to the Board of Directors requesting volunteers to place posters around the campus @ 8.00 a.m. Wednesday 23<sup>rd</sup> October 2013.**

Thomas Macauley has been nominated at Meeting Chair pending the Memorandum of Understanding is signed.

**Action By: Financial Coordinator to present Memorandum of Understanding for signature to Thomas Macauley.**

#### 21.10.10 Adjournment

The meeting adjourned @ 3.16 p.m.

**Moved By: External Coordinator**

**Seconded By: Financial Coordinator**

**In Favour: Unanimous**