



**BOARD MEETING AGENDA**

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, Jun 18, 2020 - Virtual Call

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**00:00 - CALL TO ORDER**

**Directors Present**

President (meeting chair).....	Ali Poostizadeh
Vice-President Finance & Operations.....	Abid Wahab
Vice-President External .....	Taylor Dotto
Vice-President Internal .....	Tashia Kootenayoo
Vice-President Campus Life .....	Ahmed Fayed
Director at Large .....	Kyle Kliss
Director at Large .....	Kai Rogers
Director at Large .....	Rohan Dabral
Faculty of Arts Representative .....	Cody Isaac
Faculty of Creative & Critical Studies Representative .....	Sage Cannon
Graduate Studies Representative .....	Cassidy Wallis
Board of Governors Representative ( <i>ex-officio</i> ).....	Jassim Naqvi

**Directors Absent**

Faculty of Science Representative .....	Vacant
Faculty of Management Representative .....	Vacant
Faculty of Applied Science Representative .....	Vacant
Senate Caucus Student Representative ( <i>ex-officio</i> ) .....	Vacant
Faculty of Health & Social Development Representative .....	Vacant
Director at Large .....	Vacant

**Staff Present**

General Manager .....	Lori Stevenson
Advocacy & Governance Coordinator .....	Sarah Furgason
Well Pub Manager .....	Mike Ouellet
Membership Outreach Coordinator .....	Elizabeth Rusch
Finance Manager .....	Leanne Smailes
Campus life Coordinator .....	Joe Haugen

## **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**

**20/06/18.01      MOTION**

/

Be it resolved that the agenda be adopted.

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

**20/06/18.02      MOTION**

/

Be it resolved that the minutes of the meetings held June 4<sup>th</sup>, 2020 be approved.

## **4. PRESENTATIONS**

## **5. MONTHLY REPORTS**

**5.1 President**

**5.2 VP Finance and Operations**

**5.3 VP Internal**

**5.4 VP External**

**5.5 VP Campus Life**

**5.6 General Manager**

**20/06/18.03      MOTION**

/

Be it resolved that the Executive Monthly Reports for the month of May be approved as attached.

**6. QUESTION PERIOD**

**7. COMMITTEE BUSINESS**

**7.1 Executive Committee**

**20/06/18.04      MOTION**

/

Be it resolved the minutes of the meetings held June 9<sup>th</sup>, 2020 be approved.

**7.2 Finance Committee**

**7.3 Policy Committee**

**7.4 Campus Life Committee**

**7.5 Campaigns Committee**

**20/06/18.05      MOTION**

Dotto /

Be it resolved the minutes of the meeting held June 9<sup>th</sup>, 2020 be approved.

**20/06/18.06      MOTION**

Dotto /

Be it resolved the following campaigns be approved for Summer and Winter Semester 1.

Fund it Fix it

Fairness for International Students

All Gendered Washrooms

Sustainability Campaign

Knock out Interest

Open Textbooks Now

**20/06/18.07      MOTION**

Dotto /

Be it resolved the Livia Jonnatan and Priscilla Uribe be appointed to the Campaigns Committee.

**7.6 Oversight Committee**

**8. REPORT ON UNIVERSITY RELATIONS**

**8.1 Board of Governors**

**8.2 Senate**

**8.3 Other University Committees**

**9. OLD BUSINESS**

**10. NEW BUSINESS**

**20/06/18.08      MOTION**

/

Be it resolved that Naomi Maldonado-Rodriguez be appointed to the position of Faculty of Health and Social Development Representative.

**20/06/18.09      MOTION**

/

Be it resolved that George Biener be appointed to the position of Faculty of Education Representative.

**20/06/18.10      MOTION**

/

Be it resolved that Ricardo Brown be appointed to the position of Faculty of Applied Science Representative.

**11. INFORMATION ITEMS**

**11.1 Discussion and Announcements**

**11.1.1 SUO Budget**

**11.1.2 Emergency Budget Meeting**

## 11.2 Next Board Meeting Date

## 12. ADJOURNMENT

# Executive Director Work Summary

Ali Poostizadeh – President

Report Period: May 2020/2021

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

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In accordance with Bylaw X, Executive Directors are required to submit a monthly written report to the Board of Directors, summarizing their activities for that month. This report is designed to provide the Board of Directors with a monthly summary of the activities of each Executive Director.

For the purpose of this report the following shall not be included as eligible work:

- attendance at Board meetings; and,
- production of this work summary;

## Week 1

- Meetings with Redstamp (marketing firm) to conceptualize logos
- Working with Aaron White to revise logos presented
- Chaired Executive Meeting (May 5<sup>th</sup> 2020)
- Wrote first draft of Presidents SUO Future Plan
- BC Federation of Students introductory meeting
- Transition meeting with Romil Jain, outgoing SUO President, and Lori Stevenson SUO General Manager.

## Week 2

- Chaired Emergency Executive Meeting (May 12<sup>th</sup> 2020)
- Second draft of Presidents SUO Future Plan
- Meeting with Carl De Luz, pro-bono tenancy lawyer

## Week 3

- Meeting with Pawan Minhas, Coordinating Editor of the Ubyyssey Newspaper
- Touch base and strategy meeting with Lori Stevenson
- Writing and compiling agenda for Board Meeting
- Student Experience Fund meeting with Provost office/Learning Services/AVP Students/Library
- UBC Dimensions Project meeting
- Nimbus Learning meeting

#### **Week 4**

- Staff and Board Inclusivity training session
- Meeting with Santa Ono, UBC President
- Redstamp styletile and branding presentation
- Alumni Development meeting
- Meeting with Abid Wahab, SUO VP Finance to discuss budget
- Campaigns Committee meeting
- Writing and compiling agenda or Executive Meeting

## **Executive Director Work Summary**

Abid Wahab - VP Finance & Administration

Report period; May 2020/21

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

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### **Week 1**

- First day in the office, introduction to staff in the office, got everything in the office (logins and credentials) sorted with the help of Aaron
- Readings and memorizations of SUO bylaws and regulations
- Meetings with Nimrah the former VP Finance about transitioning and remaining work items
- Started work on the Club Funding Summary Reports (136 clubs to go through)
- Meeting with Lori to discuss transitioning work
- Banking informations, tax details and other personal information handling with Leanne

### **Week 2**

- Meeting with Leanne; introduction, discussions about the role of finance in the SUO
- Meeting with Lori; beginning the preliminary research for starting the budgeting process
- Began to meet input feedback received from various students on campus, extrapolated this information to devise my three main goals for the upcoming year
- Continued work on Club Funding Summary reports, went through the clubs with missing information as well
- Read the rules and regulations for the Legacy Fund, begin work on Legacy Fund
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

### **Week 3**

- Continued work on Club Funding Summary reports
- Continued work on Legacy Fund
- Meeting with Leanne; we discussed my three main goals for the year, devise a brief plan on how to achieve them, then we discussed the budget to finally start putting it together
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills
- Sent out emails to all executives; set up dates for meetings with each executive



## **Executive Director Work Summary**

Abid Wahab - VP Finance & Administration

Report period; May 2020/21

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

### **Week 4**

- Executive meeting; discussed important items and had discussions about my work this month
- Did background checks and research on the progress of the role of VP Finance by going through the VP Finance's emails from 2017 to 2020; regarding Legacy Funds and Club Funding
- Completed the remaining Club Funding Summary Reports
- Sent emails to clubs that handed in late summary reports
- Meeting with President; talks about the President's budget lines, how they expect it to look next year and their priorities
- Meeting with VP Internal; talks about the VP Internal's budget lines, how they expect it to look next year and their priorities
- Meeting with VP Campus Life; talks about the VP Campus Life's budget lines, how they expect it to look next year and their priorities
- Multiple budget discussions with Lori; discussed the priorities for the upcoming year, went line by line for each budget line, made all the necessary changes, and finalized the first draft of the budget
- Multiple meetings with Finance Manager Leanne; went through the finalized first draft of the budget with Leanne, edited out a few mistakes and errors, and discussions about how to go about with the budget
- Completed and posted the first draft of the 2020/21 budget; sent out an email to all board members about with the budget attached
- Individual work on review the first draft of the budget; devised explanations for each line of the budget and gathered informations for the reasonings behind each number of each budget line

## **Executive Director Work Summary**

Tashia Kootenayoo – VP Internal

Report Period: May 2020

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### **Week 1**

- Reviewed all online and hardcopy transition documents from Denby with the purpose of creating objectives for the year based on her recommendations.
- Research for the creation of a Resource Centres Funding Package for 2020/2021 use. Reviewed past reports, budgets of resource centres. Examined club funding application processes and bylaws to ensure procedural fairness in new processes for Resource Centres.
- Executive meeting to introduce the team and discuss an overview of expectations given COVID-19.
- Orientation with incoming Board members about overview of the organization and policies. Also gave a presentation about communication and university relations.
- Meeting with Furgason to discuss individual student advocacy processes and structures. We discussed any current cases that needed attention. However, primarily reviewed areas needing clarification or improvement for the current SUO structures.
- Meeting with Donna Langille community engagement librarian for the UBC Okanagan about the creation of terms of reference for the Open Educational Resources Working Group.
- Meeting with Stevenson to discuss the position and areas needing improvement or carried over work as discussed in the transition document. Similarly, we reviewed policy focuses for the upcoming year. We also reviewed my ideas for the resource centre package.
- Meeting with Cannon and Dotto to discuss the All Gender Washroom initiatives from the 2019/2020 term and our plans for the current year.

### **Week 2**

- Monthly meeting with Heather Berringer Chief Librarian and Associate Provost, Learning Services to discuss UBC Okanagan and UBKSUO projects and areas for collaboration.
- Meeting with Fayed to discuss the Media fund procedures and recipients.
- Meeting with White about student association lockers- walk through of plans for UNC and Commons and discussion on policy and procedures for application and usage of the lockers.

- Executive meeting
- First weekly meeting with Rusch to discuss plans for upcoming term around student associations and resource centres. Review of transition projects still needing to be worked on and ideas for fall 2020.
- Open Educational Resources Working group meeting to discuss the terms of reference, goals of the group and more initiatives for 2020/2021.
- Meeting with Stevenson and Rusch to discuss Summer 2020 hours amidst the COVID-19 pandemic.
- Distance learning student experience survey working group meeting. We discussed the upcoming survey, objectives and timeline etc.
- Meeting with Rusch to set annual goals in regard to Student associations.
- Health and Dental plan working group meeting to discuss Empower Me and review of services.

### **Week 3**

- Meeting with White to learn more about StudentCare and health and dental insurance processes, procedures and overview.
- Meeting with Furgason to set annual goals for individual student advocacy.
- Meeting with Poostizadeh and external organizations to discuss the UBC Dimensions project about equity and inclusion practices, procedures and research.
- Meeting with Poostizadeh and Nimbus Learning about an external tutoring service opportunity.

### **Week 4**

- Equity and Inclusion Training with various university partners as required per the bylaws and code of conduct.
- Weekly meeting with Rusch where we discussed the budget and current student association inquiries and conflicts.
- Meeting with Cindy Leonard, Ombuds officer for UBC Okanagan and Furgason to discuss the ombuds office, general procedures and goals for the upcoming year etc.
- Executive meeting.
- Meeting with Wahab to discuss budget lines and progress on budget draft.

# Executive Director Work Summary

Taylor Dotto – Vice President External

Report Period: May 2020/21

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## Week 1

- Executive meeting
- Meeting with Kootenayoo and Cannon regarding the implementation of all gendered washroom signs on campus as well as lobbying strategies to the administration
- Research on UBC policy surrounding washroom signs on campus
- Meeting with BCFS regarding COVID-19 check in

## Week 2

- Meeting with the Open Education Working Group to discuss summer/fall strategies regarding OERs
- Meeting with Kootenayoo, White, Cannon, Wallis, and Furgason to discuss the distance learning student survey

## Week 3

- COVID-19 check in with BCFS
- Creating draft questions for the distance learning student survey
- Creating my goal document for the 2020/21 year

## Week 4

- Attended the staff and board inclusivity training
- Meeting with Stevenson, White, Poostizadeh, and our UPASS coordinators to discuss the opt-in feature on the UPASS for the upcoming academic year
- Researched into what other Locals are doing regarding their fall/summer semester UPASS'
- Executive meeting
- Attended the Positive Space Committee meeting

- Meeting with Rusch to discuss sponsorship and the Deals App regarding new restrictions due to COVID-19
- Early stages of selection of SWAG items for the 2020/21 academic year
- Discussions with coordinator at Airport Village Self Storage to organize storage lockers for clubs and course unions
- Campaign Committee meeting
- Early drafting of the campaign committee budget

# Executive Director Work Summary

## Ahmed Fayed – Vice President Campus Life

Report Period: May 2020/21

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### Week 1

- Executive Meetings
- Transitioning and understanding my role
- Orientation
- Meeting with Joe Haugen and emailing all my relevant partners

### Week 2

- Meeting with IDAPP and understanding how they plan to tackle COVID 19
- Executive Meeting
- Coming up with new initiatives to help students
- Reaching out to UBCO Studios and understanding what they can provide for us

### Week 3

- ResArts planning with Joe & how we will prepare for the future.
- Facilitating events with major clubs at UBCO. UBCO eSports, Motorsports, Dance Club, ASA, etc.
- Began setting up Campus Life committee as well as setting up 1 on 1's for the applicants to better understand who they are.

### Week 4

- Strategic Planning
- Planning UBCO's got talent / ResArts planning & marketing strategy
- Getting in contact with animation studio for UBCSUO with Joe.
- How UBCSUO will support BLM

- Did a few 1 on 1's with some students, hoping to get all those done by Monday

# CAMPAIGNS COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan  
Campaigns Committee Meeting, June 9, 2020

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## 12:30 – CALL TO ORDER

Meeting called to order at 12:31

### Directors Present

Vice-President External (meeting chair)	Taylor Dotto
President	Ali Poostizadeh
Director at Large	Sage Cannon
Student at Large	Livia Jonnatan
Student at Large	Priscilla Uribe

### Directors Absent

### Staff Present

Advocacy & Governance Coordinator	Sarah Furgason
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## 1. ADOPTION OF AGENDA

## 2. OLD BUSINESS

### 2.1 Introductions

Members introduced themselves and welcomed Priscilla Uribe.

### 2.2 Finalizing the Campaign Committee Recommendation to the Board

Members decided on the following campaigns for implementation in the summer semesters and through W1:

All – gendered washrooms

Sustainability campaign

Open Textbooks Now

Fund It, Fix It

Knock Out Interest

Fairness for International Students

## 3. NEW BUSINESS

### 3.1 Timeline for Campaigns

Ongoing campaigns will include the all-gendered washrooms, sustainability campaign, Open Textbooks Now. Fund It, Fix It and Knock Out Interest will be implemented in September with Fairness for International Students in November.

### 3.2 Sustainability Campaign Recommendation

Members reviewed the plan to move forward with the sustainability campaign.



**4. INFORMATION ITEMS**

**5. ADJOURNMENT**

Meeting adjourned 13:09

## Sustainability Campaign 2020-21

### **Objective**

A ban on single-use plastic water bottles at the UBC Okanagan campus.

### **Goals Achieved in 2019-20**

- Creation and implementation of student-facing campaign.
- Over 1,600 student signatures obtained.
- Meeting with Gary Hartung, UBC Food Services Manager, Okanagan.

### **Outcomes 2019-20**

- Overwhelming positive support from UBCO students.
- Concerns raised by Gary Hartung:
  - Ability of campus visitors to obtain water.
  - Students and UBCO community members (faculty, staff, etc) choosing less healthy beverages when water is not available.
- Decision to create/promote a water bottle share program.

### **Goals for 2020-21**

- Student contest to create water bottle share program:
  - Groups of up to four students;
  - Plan for product use (ensure specifications are met);
  - Costing and projections (eg. losses, deposit cost);
  - Availability on campus;
  - Prizes for first and second place submissions.
- Implement water bottle share program on campus.
- Meet with UBC Administration to move forward with the ban.