

BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students
Board of Directors Meeting, July 16, 2020 – Virtual Call

13:00 – 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	Kai Rogers
Director at Large.....	<i>vacant</i>
Director at Large	Kyle Kliss
Director at Large	Rohan Dabral
Faculty of Arts & Science Representative (<i>Arts</i>)	Cody Isaac
Faculty of Creative & Critical Studies Representative	Sage Cannon
Graduate Studies Representative	Cassidy Wallis
Faculty of Arts & Science Representative (<i>Science</i>)	<i>Vacant</i>
Faculty of Management Representative	<i>Vacant</i>
Faculty of Applied Science Representative	Richardo Brown
Faculty of Education Representative.....	George Biener
Faculty of Health & Social Development Representative	Naomi Maldonado-Rodriguez
Board of Governors Representative (<i>ex-officio</i>).....	Jassim Naqvi
Senate Caucus Student Representative (<i>ex-officio</i>)	<i>Vacant</i>

Directors Absent

Staff Present

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

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

20/07/16.01 MOTION

/

Be it resolved that the agenda be adopted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

20/07/16.02 MOTION

/

Be it resolved that minutes of the meetings held June 18 and July 2, 2020 be adopted.

4. PRESENTATIONS

5. MONTHLY REPORTS

20/07/16.03 MOTION

/

Be it resolved that the monthly reports be approved as attached.

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

6. COMMITTEE BUSINESS

6.1 Executive Committee

20/07/16.04 MOTION

/

Be it resolved that the minutes of the meetings held June 23 and July 7, 2020 be adopted.

6.2 Finance Committee

20/07/16.05 MOTION

Wahab/

Be it resolved that the minutes of the meeting held July 13, 2020 be adopted.

6.3 Policy Committee

20/07/16.06 MOTION

Kootenayoo/

Be it resolved that the minutes of the meetings held June 29 and July 8, 2020 be adopted.

20/07/16.07 MOTION

Kootenayoo/

Be it resolved that Ahmed Fayed and George Biener be appointed to the Policy Committee.

20/07/16.08 MOTION

Kootenayoo/

Be it resolved that the Resource Centre Regulation be adopted as attached.

6.4 Campus Life Committee

20/07/16.09 MOTION

Fayed/

Be it resolved that the minutes of the meeting held June 30, 2020 be adopted.

6.5 Campaigns Committee

6.6 Oversight Committee

20/07/16.10 MOTION

/

Be it resolved that the minutes of the meeting held June 19, 2020 be adopted.

7. REPORT ON UNIVERSITY RELATIONS

7.1 Board of Governors

7.2 Senate

7.3 Other University Committees

8. OLD BUSINESS

9. NEW BUSINESS

10. INFORMATION ITEMS

10.1 Veda

10.2 Budget

10.3 Next Board Meeting Date

11. ADJOURNMENT

Executive Director Work Summary

Ahmed Fayed – Vice President Campus Life

Report Period: June 2020/21

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

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

- Executive Meetings
- Meeting with Joe Haugen and emailing all my relevant partners
- Strategic Planning and Enforcement
- Emails

Week 2

- Began starting new initiatives with my Campus Partner
- Spoke with Michelle Lawton regarding collaboration with UBC and the SUO for overlapping initiatives.
- Coming up with new initiatives to help students
- Contacted UBCO's Senate Kristen Morgan to discuss how Teaching & Learning Centre can collaborate with the SUO.

Week 3

- Began Campus Hub planning
- Met with Tashia and some executives to discuss Canvas Hub and how they can collaborate
- Met with Aaron White to begin contacting the necessary people for this initiative.
- Research on Speakers & how we can possibly facilitate this online

Week 4

- Campus Life Committee – Involved a lot of discussion with what I have been working on and how the committee can participate to
- Emails & Contacting Clubs

- Planning with Michelle Lawton and discussion with Joe on enhancing campus life.
- Possible Collaboration with COCA Virtual Frosh Event.
- Mentioned to students about the CSSG Program

Executive Director Work Summary

Taylor Dotto – Vice President External

Report Period: June 2020/21

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

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Week 1

- Emergency executive meeting
- Created questions and conducted interviews with two students for the Student at Large position on the Campaigns Committee
- Strategic planning with the executive team
- Meeting with the OER working group

Week 2

- BCFS Ratification meeting for new members of the executive committee
- Conducted the third and final interview for the Student at Large position on the Campaigns Committee and discussed with Furgason to determine a successful candidate
- Second strategic planning session with the executive team
- Attended the BCFS executive meeting virtually which was held over 2 days
- Discussions with Wahab regarding the 2020/21 budget for Advocacy

Week 3

- Research and discussions with Furgason to create and implement a contest for members to create and market the waterbottle share program
- Campaign Committee meeting
- DVC meeting
- Researched and drafted a letter to administration requesting a campus wide ban on the sale of single-use plastic water bottles
- Preliminary discussions and arranging meetings with Gary Hartung and Leanne Bilodeau to move forward with the waterbottle ban

- Discussions with Airport Village Self-Storage regarding next steps on renting storage space for clubs and course unions
- Placed a SWAG order for the Winter Term 1 semester through Fairware

Week 4

- Exec meeting
- Meeting with Gary Hartung to gather more information and concerns from UBC Food and beverage services regarding the implementation of the waterbottle share program
- Designing the swag order

Executive Director Work Summary

Abid Wahab - VP Finance & Administration

Report period; June 2020/21

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

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Week 1

- Strategic planning meeting to discuss how we see SUO in the future and what our priorities are
- Emergency executive meeting on camera
- Meetings with Nimrah the former VP Finance about transitioning and remaining work items
- Worked on finalizing the first draft of the budget; reviewed each budget line, created Q&As
- Presentation to the board on the first draft of the budget
- Meeting with Lori for touching base and discussions about the budget
- Meeting with Leanne; weekly touch base, discussions about student services and budget
- Worked on my three main priorities and goals for this year as the VP Finance
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Week 2

- Meeting with Leanne; weekly touch base and discussions about my goals, how to plan for them
- Meeting with Lori; weekly touch base
- Continued work on Club Funding Summary reports, went through the clubs with missing information as well
- Executive meeting; discussed my plans for a consultative budgeting process
- Continued the strategic planning meeting from last week; presented my 3 main goals and priorities, received feedback
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills
- Meeting with the Management Student Association President and VP Finance; discussions about creating a budget plan for the MSA and discussions with MSA on how they can utilize the \$150k surplus in their account
- Meeting with the Engineering Society President; received updates on their plans for this year, follow up meeting in first week of July to check on progress

Week 3

- Prepared for the first Finance committee meeting; revising the rules for finance committee meeting, memorizing the responsibilities and rules of the chair
- On call with Nimrah (Ex-VP Finance) to discuss conducting of finance committee, expectations, and duties
- Held the first finance committee meeting; important discussions on many of the priorities, the expected projections going forward and discussed the budget line items of each executive
- Meeting with the VP Campus Life; Ahmed and Joe sat with me to discuss their campus life plans moving forward, their expectations, and how much they expect to spend
- Follow-up meeting with Campus Life

Executive Director Work Summary

Abid Wahab - VP Finance & Administration

Report period; June 2020/21

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

- Meeting with Taylor (VP External) to discuss about the VP External's budget, initiatives and priorities
- 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

Week 4

- Meeting with Nimrah for discussions about club association bonuses, new clubs and legacy fund.
- Processed the total appreciation bonus to Leanne
- Worked on the details to present to the campus life committee for some of my initiatives.
- Attended the first campus life committee meeting
- Budget 2nd draft; going through each individual budget lines, making any necessary adjustments, creating Q & As. Rehearsal of budget presentation afterwards.
- Meeting with Leanne; budget updates and discussions
- Executive meeting; discussed important items and had discussions about my work this month, had the first consultative budget meeting in the executive committee; opportunity for the budget process to be discussed with all executives first
- Completed and posted the second draft of the 2020/21 budget; sent out an email to all board members about with the budget attached
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Executive Director Work Summary

Tashia Kootenayoo – Vice-President Internal

Report Period: June 2020/21

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

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Week 1

- Attended executive meeting.
- Administrative work for the Open Educational Resource Working Group meetings such as agenda creation, editing of meeting minutes, drive creation etc.
- Attended the first Strategic Planning session for Executive with Stevenson.
- Weekly one on one with Rusch about current initiatives, SA issues and Fall planning for Resource Centres. We also discussed the creation of SA specific branded materials and strategies for SA-SUO communications.
- Co-Chaired Open Educational Resources Working Group, we discussed our terms of reference, planning for Open Access week and other related topics to OERs at UBC-Okanagan.
- Reviewed Proposals for BCCampus Project on SVM resources.
- Policy research.

Week 2

- Attended strategic planning session number two to finish initial discussions.
- Meeting for SVM proposals with BCCampus sub-working group.
- Weekly one on one with Rusch to work on Resource Centre plans for the fall.
- Attended another SVM Feedback and Review meeting for finalization of proposal selection etc.
- Conducted Policy research on CU election policies and procedures.

Week 3

- Weekly one on one with Rusch to discuss CU elections and creation of the first draft budget lines.
- Attended the Health and Dental working Group meeting.
- Monthly meeting with Heather Berringer Chief Librarian and Associate Provost, Learning Services to

discuss COVID-19 UBC frequently asked questions, learninghub, summer classes, and other areas of collaboration.

- Interviewed Mrinaal Tomar for the student-at-large position for the Policy Committee.
- Met with Michael Olson at the BCFS to discuss the Ready education app.
- Attended the Monthly UBCSUO DVC/AVP meeting.

Week 4

- Attended executive meeting.
- Had a meeting with UBC to discuss the creation of a SUO Health and Dental bursary.
- Met with Haugen to discuss the Student Associations equipment rental process and creation of new guidelines.
- Weekly one on one with Rusch where we had a working meeting to discuss SA initiatives and election software for the CU's.
- Worked on the SUO student experience survey for Distance Learning and Accessibility amidst the COVID-19 Pandemic. The survey was finished within this week.
- Attended meetings for the Positive Space Committee and the Ombuds Office Advisory Council.
- Met with an Executive at the University of New Brunswick student union to discuss the UBC & SUO Open Educational Resources Working Group and our progress over the last year.
- Met with Donna Langilla to discuss the up-coming OER working group meeting Agenda.
- Weekly one on one with Rusch where we discussed the changes to the SA handbook. We also redrafted our budget to remove \$11,200 from our initial requests upon discussions of practicality with the COVID-19 pandemic.
- Chaired the first Policy Committee meeting where we discussed the proposed draft of Policy changes for 2020/21.

General Manager Work Summary

Lori Stevenson – General Manager

Report Period: June 2020

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

June was a bit of a light month, with just shy of 2 working weeks of personal vacation time

Office & Administration

- Review U-PASS contract for initial meetings with Transit authority
- Began the compilation of information for a safe return to work plan – Worksafe BC, UBC/UBCO, Ministry of Health information review

University Relations & Committees; Other stakeholder meetings

- Attended “Better Together” Equity and Inclusion speakers’ panel
- 2 day AMICCUS National Conference (virtual)
- UBCO Food Services – meeting with Gary Hartung to discuss fall plans
- Monthly meeting with Rob Einerson, AVP Students, Shannon Dunn – discussed capital projects – UBCO initiatives; brought them up to speed on the very early thoughts of our future building needs

Events/Projects/Operations

- Two Strategic planning sessions with the Executive team – 1 full + 1 half day – including the planning, prep, and compilation of resulting info
- 2020/21 Budgeting – multiple stakeholder meetings with staff and executives, VP Finance meetings, Finance Committee meeting. Consultations with various UBCO partners to gather information that would inform our budgeting process

Human Resources Work

- Staff reconnection meeting, outing and lunch event
- Ongoing 1:1 meetings with staff – checking in on work and goal progress; assessing challenges or pinch-points; coaching on issues as needed
- Worked with Business Managers to examine potential plans and courses of action for fall business resumption
- Worked with Steph on transition plans for Green Bean – move to a grocery/ready made meal provision service rather than compete with 2 other coffee shops on campus for the small fall population
- Worked with Ali to post and coordinate the selection process for vacant board positions

SUO Committee Work

- Oversight Committee helped chair to organize first committee meeting; review of minutes; prep for July meeting
- Finance Committee – lengthy budget meeting
- Policy Committee – one meeting: Resource Center policy work
- Health and Dental Working group - working group meeting, consultations with Bahareh, comparison of benefit enhancement numbers

FINANCE COMMITTEE MEETING MINUTES

UBC Students' Union, Okanagan
Executive Committee Meeting, JULY 13
2020 , UBCSUO CONFERENCE ROOM

11:10 – Call to Order

Meeting called to order at 11:10

Directors Present

Vice-President Finance (meeting chair) _____ Abid Wahab
Director at Large _____ Rohan Dabral

Directors Absent

President _____ Ali Poostizadeh

Staff Present

General Manager _____ Lori Stevenson
Finance Manager _____ Leanne Smailes

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

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

6. INFORMATION ITEMS

6.1 Budget Updates

Smailes updated the total projected revenue from new information on enrollment for this year. Stevenson discussed how there might be differences in the actual enrollment and whether to

be more conservative in our approach.

6.2 COVID-19 Budget Implications

Wahab mentioned that at this point, a 10% decrease in membership revenue would be a more sound forecast than the previous 20%. Dabral argued that the majority of international students will be full-time students by registering in a minimum of 3 courses as they are legally required to in order to be considered a full-time student. Stevenson argued whether we should lower our revenue projection as there may be increases in part-time students and that would lead to lowering the student union fees charged to students, particularly for domestic students. Smailes added that domestic students are more likely to full-time as well because majority of them are on student loans and they must be considered full-time students to receive these loans. Majority of the board members recommended keeping forecasted revenues at 10% decrease instead of 20%.

6.3 SUO Businesses

Stevenson provided updates on the expected normal operating hours for all SUO businesses for this year. Wahab recommended increasing marketing and promotion to increase student engagement for SUO businesses in order to offset any forecasted reductions in revenue.

6.4 Budget discussions on Expenditure

Wahab expressed the concern on whether many of the events taking place for this year will be feasible, given the implications of COVID-19. Stevenson discussed whether the Needs Based grant should be happening this year, given the lower operating revenue this year. Smailes mentioned that revenue surpluses from previous years can be utilized to partake in important student initiatives. Wahab and Dabral mentioned that it would be helpful to have it this year especially because many students will not have jobs because of COVID and the grants can offset living expenses.

on **6.4.1** The finance committee recommends that the budget be adopted for approval
Thursday Board Meeting

Moved: Rohan Dabral
Seconded: Lori Stevenson
ALL IN FAVOR - CARRIED

7. ADJOURNMENT - Adjourned at 12.35pm

POLICY COMMITTEE MEETING MINUTES

UBC Students' Union, Okanagan
Policy Committee Meeting, June 29th 2020, Zoom

12:00PM – Call to Order

Directors Present

Vice-President Internal (meeting chair)
Board of Governors Representative (*ex-officio*)

Tashia Kootenayoo
Jassim Naqvi

Directors Absent

Staff Present

Membership Outreach Coordinator
Campus Life Coordinator

Izzy Rusch
Joe Haugen

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA MOVED KOOTENAYOO SECOND/ NAQVI

20/07/01.01 MOTION

3. PRESENTATIONS

3.1 Introductions;

As all parties were acquainted and the full committee was not present at this time there was no need for formal introductions. Instead, individuals were asked what specific interest brought them to joining the Policy committee. The discussion was as follow:

- Naqvi started by discussing the importance of the policy committee in creating the foundations and structures for the SUO.
- Haugen relayed that new processes created internally within the organization require procedures to provide clarification to both external and internal parties.
- Rusch added that the development of the Student Association regulations to include mandated follows-up would be necessary to improve accountability structures for our course union elections.

4. OLD BUSINESS

5. NEW BUSINESS

5.1 Overview of Policy Changes

Kootenayoo presented a draft document that overviews policy changes and additions for the 2020-2021 year. The creation of this list came from preliminary discussions with past Directors, the CRO and staff members. The committee reviewed this document and discussed the following:

- Naqvi suggested that the committee research adding the Board of Governors and Senate elections under the SUO portfolio to reflect a system similar to the AMS. He also discussed the importance of these elections having regulations, awareness and structures for complainants and other grievances that occur.
- Kootenayoo added that the Policy committee could add to our goals but would require Naqvi to provide documents outlining current processes, election forms, and guidelines. As well as Naqvi would be responsible for finding a contact within UBC to discuss the plausibility of the change.
- Haugen commented on the proposal of a 'Social Media Policy' stating that the conversation would need to include all relevant stakeholders to ensure it reflected the needs of the organization.
- Naqvi inquired on the current processes and if Haugen becoming the mandated oversight for social media would eliminate the current issues.
- Haugen reported that past conflicts have demonstrated the need for multiple stakeholders to be involved in the overall process to ensure current and future protocol is followed.
- Naqvi suggested that the current structure fails to understand the specific uses each social media platform offers our organization. He pointed out that the uses for social media spreads across different portfolios and as such, we need to create policy and procedures that enable us to effectively expand our reach to engage students.
- Haugen added that we should have a larger discussion with said parties to create an oversight structure.
- Kootenayoo concluded that it was apparent our current understanding of social media and who is responsible for it- is too simplistic. Similarly, our lack of ability to enforce the relevant policy does not allow us to ensure security access to the accounts are maintained. She also noted that it was clear this policy and corresponding procedures were a larger issue than previously understood.

The committee further discussed issues surrounding social media.

Additionally, there was a preliminary conversation on the processes of non-committee members bringing forward recommendations to the committee without Board approval. We discussed that individuals desiring policy changes could forward them to the chair and if necessary, provide a document and other relevant research.

5.2 Discussion of Procedures Manual

The committee agreed that a conversation around the procedures manual should be tabled until all members were present for the discussion.

6. INFORMATION ITEMS

7. ADJOURNMENT- 12:45PM

POLICY COMMITTEE MEETING MINUTES

UBC Students' Union, Okanagan
Policy Committee Meeting, July 8th 2020, ZOOM

02:05PM – Call to Order

Directors Present

Vice-President Internal (meeting chair) _____ Tashia Kootenayoo
Student-at-Large _____ Mrinaal Tomar

Directors Absent

Board of Governors Representative (*ex-officio*) _____ Jassim Naqvi

Staff Present

General Manager _____ Lori Stevenson
Membership Outreach Coordinator _____ Izzy Rusch

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

20/07/01.01 MOTION M/KOOTENAYOOS/TOMAR

Be it Resolved that the agenda be adopted.

3. PRESENTATIONS

- 3.1 Review of Resource Centre's Policy as attached
- The committee opened a working document of the proposed policy. Together the members removed, edit, and amended the regulation to better fit the needs of the organization. Additionally, there discussion on the purpose and need for the proposed policy where Kootenayoo provided background on the issues with no organizational processes for the groups mentioned in the policy. The group worked on the policy until all individuals were satisfied with the draft to be put it forth for recommendation.

4. OLD BUSINESS

5. NEW BUSINESS

20/07/07.02 MOTION

M/KOOTENAYOOS/TOMAR

Be it Resolved that the Policy Committee recommend to the Board of Directors that the Regulations be amended to include the Resource Centre's Policy.

6. INFORMATION ITEMS

6.1 New Committee Members

- Kootenayoo discussed the finalization of the committee with two in-coming members to be added at the next Board of Directors meeting.

7. ADJOURNMENT 3:20PM

PROPOSED REGULATION IX – STUDENT RESOURCE CENTRES

- 1** In this Regulation, unless the context otherwise requires:
 - a. “Resource Centre” shall mean an advocacy focused student group with a common interest that has been granted status by the Student Union.
 - b. “Executive council” means the governing body of a Resource Centre.
 - c. “Head coordinator” means the senior-most Executive Officer of a Resource centre.
 - d. “Executive member” means any duty elected or appointed governing member of a Resource centre.

General Provisions

- 2** The Vice President Internal, or their designate, shall be responsible for the implementation, enforcement, and oversight of this Regulation.
- 3** It is the responsibility of the Vice President Internal to organize, advertise, and facilitate at least two(2) Resource Centre Council meetings per semester. .
- 4** Resource Centres are formed under and subject to this Regulation.
- 5** The views expressed by the Resource Centres do not necessarily reflect the policies of the Students’ Union.
- 6** Any correspondence by a Resource Centre with a Student Union logo or letterhead shall still indicate that its views do not necessarily reflect the policies of the Students’ Union.

Ratification of a Resource Centre

- 7** The Vice-President Internal or their designate may recommend that an organization become a Resource Centre given that the proposed group satisfy the requirements laid out in regulation __ below , in addition to the following criteria:
 - a. the proposed Resource Centre is clearly defined and does not overlap with the scope of an already existing Resource Centre or Student Association.
 - b. the proposed Resource Centre has already been constituted as a “Student Association”, and has been in existence for a minimum of two years.
 - c. the proposed Resource Centre’s finances are in good order, as determined by the Vice-President Finance

- d. does not have purposes inconsistent with the Constitution and Bylaws of the Students' Union.
 - e. does not engage in supporting any unlawful activity.
- 8** The Board of Directors, may by a Two-thirds Resolution ($\frac{2}{3}$), ratify an organization to be, or to no longer be, a Resource Centre, provided that the Vice President Internal and Membership Outreach Coordinator recommend such action. Should the Board so decide, regulation 15 below shall be deemed to be amended.
- 9** The Vice President Internal and Membership Outreach Coordinator shall meet with and research all proposed Resource Centres, in order to make recommendations to the Board of the Directors.
- 10** The Vice President may require the proposed Resource Centre to provide any additional information that they believe to be necessary to make a decision with respect to the ratification of the proposed Resource Centre.
- 11** The Student Union may reject any proposal for, or rescind at any time, the ratification of any Resource Centre if the Resource Centre does not meet the requirements of the Bylaws or this Regulation or if the Resource Centre, or its members in connection with the conduct of the Resource Centre, has been sanctioned by the University.

Effect of Ratification

- 12** All Resource Centre financial assets shall be held by the Students' Union.
- 13** Resource Centres are not permitted to accept any legal obligation for the Students' Union including any of the following:
- a. entering into contracts either on behalf of the Student Union or the Resource Centre;
 - b. hiring employees; or
 - c. open an account with a financial institution.
- 14** The VP Internal and Membership Outreach Coordinator shall provide the following support to Resource Centres:
- a. publish a list of Resource Centres, including their contact information on its website;
 - b. assist Resource Centres in booking space on campus where Student Union assistance is required;
 - c. designate and maintain bulletin boards on campus for use by Resource Centres; and poster printing support

Responsibilities of Resource Centres

- 15** The following organizations shall be the Resource Centres of the Student's Union:

- a. Indigenous Student Council (ISC)
- b. Peer Support Network (PSN)
- c. Pride Resource Centre (PRC)
- d. Women's Resource Centre (WRC)

16 As mandated by the Board of the Directors, a Resource Centre shall:

- a. provide information and raise awareness on issues of concern to the membership and the university at large, as defined by the mandate of the individual Resource Centre;
- b. be involved in social issues relevant to society at large;
- c. provide services to the membership, including but not limited to safe spaces, events, discussion groups, information seminars and;
- d. propose and lobby for policy changes within the Student's Union, the University, and society at large.

17 Starting June 1st of every year, all Resource Centres shall cease to receive support from the Student Union until:

- a. notifying the Student Union of their intent to maintain active status; and
- b. submitting a resource centre funding package to renew this status.

18 A Resource Centre which accomplishes the above requirements shall be eligible for support from the Student Union until May 31st of the next year.

19 If by July 15th of each year a Resource Centre has not accomplished the requirements listed above, they shall not receive support from the Student Union, including but not limited to:

- a. monetary support;
- b. tabling and room booking privileges;
- c. printing support; and
- d. other forms of administrative support.

20 At least the Head Coordinator of a Resource Centre must attend inclusivity training with the Vice President Internal and Membership Outreach Coordinator to qualify for funding.

21 If a proposed Resource Centre does not officially have their registration renewed by the dates laid out in this regulation, they may still be ratified by the Board as a Resource Centre but will not receive monetary support except by Two-thirds($\frac{2}{3}$) Resolution by the Finance committee.

- 22** A Resource Centre which has been deemed inactive for a period of at least eighteen (18) months may be dissolved by the Board of Directors.
- 23** Every Resource Centre must notify the Vice President Internal and the Membership Outreach Coordinator of the name and contact information of their Head Coordinator by June 30th of every year.
- 24** Every Member is eligible for, and entitled to, membership and participation in the activities of every Resource Centre, subject to this Regulation. This provision notwithstanding, a Resource Centre may, in its constitution, limit, for specifically defined groups of members to have:
 - a. access to specific areas of that same Resource Centre's space– or attendance at specifically defined events or activities of that Resource Centre– but only within the circumstance of preserving and protecting the mental, emotional, or physical well-being of other members of said Resource Centre; and
 - b. the ability to hold a position on the executive council on that same Resource Centre, but only in the interests of protecting the mandate of the mentioned Resource Centre as set out in its constitution.
- 25** If a member submits a written complaint about the application of regulation _ above, the Vice President Internal may liaison with the Resource Centre to respond to the complaint in writing and may, by a Two-thirds ($\frac{2}{3}$) Resolution by the Executive, recommend that the Board of Directors take further action in the matter.
- 26** In regards to the Resolution referred to in regulation _ above, the Board may, by a Two-thirds ($\frac{2}{3}$) Resolution, take action as it deems necessary.
- 27** All Resource Centres must, at all times, abide by the rules for student conduct established by the University.
- 28** If, upon the conclusion of an investigation of a complaint the University finds that misconduct has occurred, the Student Union may suspend or revoke the privileges of a Resource Centre or otherwise take remedial action in accordance with the findings of the University.
- 29** All Executive Members of a Resource Centre have a fiduciary duty to report to the Student Union any activities by fellow Executives which violate any part of this Regulation. Executive Members shall be held personally accountable if it is revealed they had knowledge of such an activity and chose not to report it to the Student Union, or if they were unfamiliar with this Regulation.
- 30** It is the responsibility of the Board of Directors to determine the appropriate response to instances of wrongdoing by Executive Members of a Resource Centre.
- 31** Each Resource Centre must delegate three signing authorities.

- 32 Signing authorities shall not be recognized until their name and information has been submitted to the Membership Outreach Coordinator.
- 33 A Resource Centre shall not receive funding until the Membership Outreach Coordinator confirms they have received a list of signing authorities.
- 34 All signing authorities of a Resource Centre are accountable to both their Resource Centre membership and the UBCSUO for any activities of the group, including financial mismanagement.
- 35 Each Resource Centre must submit a report outlining advocacy activities, events hosted and other information requested to the Vice President Internal and Membership outreach coordinator twice per academic year, one in January and one in April to maintain funding eligibility.
- 36 Each Resource Centre shall submit a financial report to the Finance Committee in April of every fiscal year. If a Resource Centre fails to submit this report; its financial account shall be frozen until it submits the required document or documents.

Internal Governance

- 37 Each Resource Centre shall be responsible for establishing its own guidelines, regulations, and procedures which shall be recorded in a constitution or other similar document which shall be submitted to the Vice President Internal and Membership Outreach Coordinator for information purposes. Any amendments to the constitution or other document shall also be submitted to the Vice President Internal and Membership Outreach Coordinator. If amendments significantly alter the mandate of the Resource centre, the Vice President Internal may recommend, by a Two-thirds ($\frac{2}{3}$) Resolution, recommend to the Board of Directors that it reject amendments.
- 38 Each Resource Centre shall ensure that only those members of the Resource Centre who are Active Members of the Students' Union shall:
 - a. hold a position on the Executive Council, or similar positions within the Resource Centre; and
 - b. exercise voting privileges at the Resource Centre meetings and other events.
- 39 Executive Members of a Resource Centre shall either be elected or appointed in a manner consistent with their constitution; and must adhere to the following requirements:
 - a. be clearly defined within a Resource Centre's constitution; and
 - b. have the continued support of the majority of the Resource Centre's members.

- 40** Each Resource Centre must elect or appoint only one (1) Head Coordinator that shall have the power and duty to represent the Resource Centre when required by the Students' Union.
- 41** Each Resource Centres' Head Coordinator must sign a contract with the Student's Union to be eligible for honorarium.
- 42** A Head Coordinator may become ineligible for honorarium if any of the following are or become applicable:
- a. the recipient is already receiving compensation from the Students' Union;
 - b. the recipient fails to comply to the Students' Union Regulations, Code of Conduct, or bylaws;
 - c. the Board of Directors by Two-thirds ($\frac{2}{3}$) Resolution agrees there is significant cause for withholding and/or ineligibility of honorarium.
 - d. the recipient does not adhere to the requirements per their Head Coordinator contract; and/or
 - e. there is a clear conflict of interest.
- 43** All Resource Centre Head Coordinators must attend at least two (2) Board of Directors meetings per year, one in August and one in December. The purpose of these meetings will be for the respective Resource Coordinator to present their activities and plans for the upcoming term and to provide an update on that progress to the Board of Directors. A written request for attendance shall be given by the Vice-President Internal no later than one week (7 days) prior to the meeting.
- 44** With the exception of the Head Coordinator, positions within a Resource Centres Executive Council must be on a voluntary basis and individuals must not receive salary or honoraria from the Resource Centre in their role as Executive Members.
- 45** Resource Centres' Executive Councils must hold at least three meetings per semester.

Space

- 46** Should a Resource Centre be provided space by the Students' Union, such spaces shall be subject to UBC's "Respectful Environment Policy" as well as any Students' Union policies and procedures, and shall be open to inspection by the Vice President Internal, the Membership Outreach Coordinator and the General Manager.
- 47** A Head Coordinator of a Resource Centre shall be the only Executive Member with access to a Resource Centre space. These privileges may be revoked if a coordinator is found at any time to be violating any relevant policies or procedures.

- 48 For security reasons, an Executive member of the specific Resource Centre must be present at all times during their allocated drop-in hours.
- 49 To respect the shared space, a Resource Centre's volunteers and members may only occupy a given space during their scheduled date(s) and/or time(s).
- 50 The Membership Outreach Coordinator shall within reason ensure that Resource Centres are given priority over Student Associations with regard to booking Student Union space. This may include but is not limited to, allowing the Resource Centres advance booking opportunities prior to the opportunities set aside for Student Associations. However, the Membership Outreach Coordinator and Vice President Internal may restrict the number of advance bookings granted to each Resource Centre.
- 51 Space priority shall also be made available to the Resource Centres on the Students' Union website, expo and in other communications media as appropriate and reasonable to allow the Resource Centres to publicize their events and activities.

Compliance .

- 52 Each Resource Centre must be and remain in compliance with the following requirements in order to continue to be recognized and receive support from the Students' Union:
 - a. adherence to all aspects of this policy;
 - b. adherence to the constitution and bylaws of the UBCSUO; and
 - c. adherence to all applicable policies of the University of British Columbia.
- 53 If a Resource Centre is found by the Board of Directors to be non-compliant with this regulation, the Resource Centre may be subject to discipline by the Board of Directors which may order any of the following in relation to the Resource Centre's activities and status as a Resource Centre:
 - a. an order to cease the violation and to refrain from committing the same or a similar violation again;
 - b. public censure;
 - c. denial of funding or withdrawal of unspent funds for no more than one year;
 - d. withdrawal of tabling or room-booking privileges for no more than one year;
 - e. withdrawal of postering privileges for no more than one year;
 - f. withdrawal of Resource Centre status for no more than one year, at which point the Resource Centre may re-apply for status; or
 - g. other actions that the Board of Directors finds appropriate.
- 54 A Resource Centre shall automatically have all privileges temporarily revoked, and only restored at the discretion of the Board of Directors or by the Membership Outreach Coordinator, if they commit any of the following:
 - a. damage to UBCO property;

- b. hosting of an event outside of UBCO property without Student Union permission;
- c. forgery;
- d. discovery of an external bank account linked to a Resource Centre; or
- e. a negative internal account balance.

Resource Centre Funding

- 55** The Board of Directors shall annually budget for and provide Resource Centres with grants to assist in development, operations and maintenance of the Resource Centres.
- 56** A Resource Centre must be in good and active status; in addition to successfully completing and submitting a Funding Application to be eligible for financial support from the Students' Union.
- 57** The Vice-President Internal and Membership Outreach Coordinator shall consider and approve Resource Centre funding requests up to and including two thousand dollars (\$2,000).
- 58** The Finance Committee shall consider and approve Resource Centre funding requests that exceed two thousand dollars (\$2,000).
- 59** The maximum amount of funding a Resource Centre can receive in a year is \$3,500. Under special circumstances, the Board of Directors may approve amounts larger than \$3,500 by Two-third Resolution.
- 60** If a Resource Centre does not spend all of its funding over a fiscal year, the unspent money shall be noted as a surplus and taken into consideration for future funding requests.
- 61** The Vice President Internal and Membership Outreach Coordinator shall notify the Finance Committee of the amounts each respective organization will be receiving. The notification shall be in writing, with a report of the funding process and be signed by both the Vice President Internal and the Membership Outreach Coordinator in addition copies of the Resource Centre budgets should be attached. Allocations into the appropriate Resource Centre accounts by the Vice President Finance are to be completed within seven (7) to ten (10) business days of receiving notice.
- 62** No Resource Group shall make any expenditure or incur any liability that puts it into a deficit situation.

CAMPUS LIFE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Campus Life Committee Meeting, June 30th, 2020 via Zoom

00:00 – CALL TO ORDER

Directors Present

Vice-President Campus Life (meeting chair).....Ahmed Fayed
Vice-President Internal.....Tashia Kootenayoo
Vice-President Finance.....Abid Wahab
Graduate Student Representative.....Cassidy Wallis

Staff Present

Campus Life Coordinator.....Joe Haugen
Membership Outreach Coordinator.....Elizabeth Rusch
Well Pub Manager.....Mike Ouellet

Stakeholders Present

Student at Large.....Sarah Bradley
Student at Large.....Laavanya Prakash
Student at Large.....Bardia Yasari

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

20/06/30.01 MOTION

Moved by Wallis/Seconded by Wahab
Be it resolved that the agenda be adopted.

3. ROUNDTABLE INTRODUCTIONS

3.1 Name, about yourself, and why you decided to be on the Campus Life Committee?

All the staff & students gave an introduction and told us a thing or two about themselves.

4. INFORMATION ITEMS

4.1 Discussion – What I have been up to so far

Fayed had spoken about the situation that the SUO is currently in and that the reasoning of this is due to a pandemic. Fayed also have mentioned his goals and the direction of which he wants the campus life to head into this year which is to better support students & the “Canvas Hub” initiative.

4.1.1 Fall orientation online events ideas

Kootenayoo – Mentioned that a board game night/online trivia would be a great idea with social distancing measures being taken.

Bradley – Suggested movie night around the campus as well as possible mini games with students.

Yasari – Suggested meditation through both Zoom and in person. This will help students with their studies.

Ouellet – Mentioned that movie night outdoors could be a possibility as well.

Fayed – Focused and suggested to work on an initiative with everyone’s input.

4.1.2 On campus (in-person) orientation events

Kootenayoo – Suggested a picnic for the graduates, Wallis also stepped in to show interest and willingness to collaborate.

4.1.3 Online platforms (to Zoom, or not to Zoom)

Bradley – Suggested an online system for students during remote learning.

Haugen – Mentioned his working group is looking into in person connections for students.

4.1.4 Speaker series topics and notable figures

Kootenayoo – Suggested that there should be more educational speaker events with more involvement with SAAM. Moreover, an indigenous speaker and a speaker focused on systemic racism as well. Furthermore, Kootenayoo discussed how Adulting 101 can be grown through a series with incentives to take part that should be given away at the end of the event.

Wahab – Suggested that providing students an incentive to participate would greatly improve our feedback & participation.

Ouellet – Thinks Adulting 101’s information is vital to students & that we can focus on different panel series.

Bradley – Suggested that this could go beyond the topic of school such as grocery shopping.

Ouellet & Wahab – Mentioned & suggested how a topic on investing could go and that it can be further worked into with RBC.

4.2 Next meeting date

Biweekly recurring meeting time of Tuesdays at 10:30am PST sufficient for all stakeholders domestic and abroad.

5. ADJOURNMENT

OVERSIGHT COMMITTEE MEETING MINUTES

UBC Students' Union, Okanagan
Oversight Committee Meeting, **June 19, 2020** Zoom Meeting

11:00 – CALL TO ORDER

Members Present

Fatima Al-Roubaiai (Chair)
Cody Isaac
Kai Rogers

Members Absent

Lori Stevenson
Jassim Naqvi

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

20/06/19.01 **MOTION**
 ROGERS/ISAAC
 Be it resolved that the agenda be adopted
 Carried

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

5.1 Oversight Committee Regulation Review (file attachment)

- New Committee as of this year, welcome to Kai and Jassim!
- Regulation 41: The mandate of the Oversight Committee is to oversee the performance of Executive Directors and to hold Executives accountable for their actions.
- The Committee shall meet monthly to review Executive timesheets (submitted biweekly) and monthly summary reports. The Committee shall conduct trimester reviews of each Executive Director.

5.2 Meeting Terms

- Platform: Zoom, Google meets as backup.
- Frequency: Monthly
- Scheduling: July & August can be a set day/time. September onward will be scheduled one meeting at a time, based on member availability.

- Preparation: Standard meetings will have agenda sent 1-2 days in advance. Meetings with review/feedback component will have materials sent at least 7 days in advance.
- Quorum: 3 members of this committee to continue with a meeting.

20/06/19.02

MOTION

ISAAC/ROGERS

Be it resolved that the meeting terms be adopted as outlined above

Carried

5.3 Role of Chair

- New committee, new chair election for this committee for new year 2020-2021
- Fatima offered to continue as chair.

20/06/19.03

MOTION

ROGERS/ISAAC

Be it resolved that the re-election of Fatima as Chair be adopted

Carried

5.4 Executive Review Meetings

- Executive Reviews shall be conducted September, January, and April (regulation 43).
- Meetings will be scheduled with Oversight Committee members and Executives up to 6 weeks' in advance.
- Progress Reports will be requested from Executives two weeks ahead of individual meetings to allow Oversight Committee members a chance to review.
- A Committee meeting will be held to consolidate feedback, and assign Committee members to lead individual meetings. If all good, two Oversight Committee members to attend each Executive meeting.
- Fatima to organize process and propose at July meeting.

6. INFORMATION ITEMS

6.1 Discussion and Announcements

Note from Lori re: timesheets: "Due to the Covid-19 situation, and the fact that our workloads are a bit lighter, every executive with the exception of the VP Finance is on reduced hours of 15 per week, 60 per month. The VP Finance remains at full hours as we are in the middle of our budgeting for the upcoming fiscal year and he requires the full hours (25/week; 100 per month)."

6.2 Next Meeting date

- Follow up on scheduling with all members to book July meeting.

7. ADJOURNMENT – 11:30