

BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students
Board of Directors Meeting, August 13, 2020 – Virtual Call

13:00 – CALL TO ORDER

Meeting called to order at

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.....	Jakson Pashelka
Director at Large.....	Jose Carvalho
Director at Large.....	Rohan Dabral
Faculty of Arts Representative.....	Cody Isaac
Faculty of Creative & Critical Studies Representative.....	Sage Cannon
Graduate Studies Representative	Cassidy Wallis
Faculty of Science Representative.....	Arshdeep Purba
Faculty of Management Representative.....	Mohana Rambe
Faculty of Applied Science Representative	Richardo Brown
Faculty of Health & Social Development Representative	Naomi Maldonado-Rodriguez
Faculty of Education Representative	George Biener
Board of Governors Representative (<i>ex-officio</i>).....	Jassim Naqvi
Senate Caucus Student Representative (<i>ex-officio</i>).....	Rhys Herzberg

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

20/08/13.01 MOTION

/

Be it resolved that the agenda be adopted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

20/08/13.02 MOTION

/

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

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

20/08/13.03 MOTION

/

Be it resolved that the July 2020 Executive reports be adopted.

6. COMMITTEE BUSINESS

6.1 Executive Committee

20/08/13.04 MOTION

/

Be it resolved that the minutes from the meeting held Aug 4, 2020 be adopted.

6.2 Finance Committee

20/08/13.05 MOTION

Wahab/

Be it resolved that the minutes from the meeting held Aug 6, 2020 be adopted.

6.3 Policy Committee

6.4 Campus Life Committee

20/08/13.06 MOTION

Fayed/

Be it resolved that the minutes from the meeting held Aug 4, 2020 be adopted.

6.5 Campaigns Committee

20/08/13.07 MOTION

Dotto/

Be it resolved that the minutes from the meeting held July 31, 2020 be adopted.

6.6 Oversight Committee

20/08/13.08 MOTION

/

Be it resolved that the minutes from the meeting held July 23, 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

9.1 In-Camera Discussion

20/08/13.09 MOTION

/
Be it resolved that the meeting move in-camera.

10. INFORMATION ITEMS

10.1 Next Board Meeting Date

The next board meeting will take place August 27, 2020.

11. ADJOURNMENT

Meeting adjourned at

Executive Director Work Summary

Ali Poostizadeh – President

Report Period: Month July 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

- Meeting with Jeanie Malone, Board of Governors Student Representative to discuss reappointment of Santa Ono
- SUO Future Plan initial draft. Board of Directors section completed.

Week 2

- Out of work due to injury.

Week 3

- Chaired executive meeting
- Lobbying call with the Office of the Minister of Public Safety regarding police reform
- Completion of the capital projects section of SUO Future Plan
- Coordination of August meetings

Week 4

- Meeting with Aaron White to discuss website redesign as well as implementation of new SUO branding
- Zoom call with Santa Ono, President of UBC
- Lobbying meeting with Taylor Dotto, VP External, Sarah Furgason, Advocacy and Governance Coordinator and MLAs Norm Letnick, Ben Steward and Steve Thompson.
- Finalization of SUO Future Plan
- Establishing contact with Cole Evans, AMS of UBC Vancouver President regarding SUO Capital Projects

Executive Director Work Summary

Abid Wahab - VP Finance & Administration

Report period; July 2020/21

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

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Week 1

- Meeting with different lawyers, discussions about the potential to expand SUO's current legal aid
- Meeting with Lori for touching base and discussions about the budget
- Meeting with Kootenayoo about membership outreach line and other particular lines (RC, Ombudsperson)
- Meeting with Leanne; weekly touch base, discussions about student services and budget
- 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
- Presented the final presentation of the final draft of the budget before adopting it at the July 31st BOD meeting; last opportunity for discussion, amendments and voicing any concerns
- Continued work on Club Funding Summary reports, went through the clubs with missing information as well
- 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 Engineering Society VP Finance; discussions about creating a budget plan for the ENGRS
- Discussed the budget's operating revenues with the executive committee; continued my consultative budgeting process
- Planned financial management workshops; reached out to RBC to potentially collaborate with
- Reviewing the reports provided by the ENG Society, drafting questions and responses.

Week 3

- Finance committee meeting; important discussions on the budget, utilizing new information based on updated enrollment forecasts
- Discussions with the board of directors regarding the budget; made necessary adjustments to the budget based on feedback from the meeting.
- Meeting with Leanne and Sarah; understanding the process for adopting the adopted budget during the BOD meeting
- Meeting with Mike; further understand his plans for The Well for this upcoming year and any capital purchases
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Executive Director Work Summary

Abid Wahab - VP Finance & Administration

Report period; July 2020/21

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

Week 4

- Weekly touch-base with Lori
- Meeting with Ananya Reed (Provost) and Valerie Nichol (Senior Finance Manager of UBCO) to discuss enrollment forecasts and UBC's plans for the upcoming year
Processed the total appreciation bonus to Leanne
- Updated the final draft of the budget based on new information from the meeting with UBC; sent the final draft for adoption to Sarah
- Budget final draft; went through each budget lines and expense lines again, drafted Q&As for the budget presentation
- Meeting with Leanne; budget updates and discussions
- Presented the final draft of the budget; adopted the final draft
- Office work; responded to inquiries, meetings with different club leaders to discuss avenues for funding.
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

Executive Director Work Summary

Tashia Kootenayoo– VICE PRESIDENT INTERNAL

Report Period: JULY 2020/21

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

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Week 1

- Policy Research for the Resource Centres, Policy Plan and budget.
- Co-chaired UBC Open Education Working Group.
- Met with Shilo from the Sexual Violence Prevention Response Office to discuss and review plan for SVM policy implementation for the SUO.
- Hosted emergency Policy committee meeting for Resource Centre Policy.
- Met with Ombuds Office to discuss Academic Advocacy issues.
- Capital Planning Consultation with UBC.

Week 2

- Organized Appointment Interviews and reviewed applicants with Sarah Furgason.
- Research for SVM Phasing plan proposal.
- Met with Izzy Rusch to discuss SEO meetings and potential online Expo opportunities.

Week 3

- Meeting with external organizations around budget inquiries and finalizing proposals.
- Interviews for Appointments for Vacant Board positions and debriefing.
- Conducted Research relevant to the Media fund.

Week 4

- Report editing and creation for the Appointment recommendations for the Board of Director vacant positions.
- Consult with Joe Haugen on Online Expo and student association engagement.
- Editing Elections Regulations and bylaw research.
- Monthly 1:1 with Academic Assistant Vice Provost Heather Berringer.

Executive Director Work Summary

Taylor Dotto – Vice President External

Report Period: July 2020/21

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

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Week 1

- Meeting with Dr. Parkins and Poostizadeh to discuss 2020/21 course scheduling conflicts
- Worked on the SWAG order and artwork for Term 1
- Emailing back and forth with Fare Ware to confirm the SWAG order for term 1
- Created a document requesting UBC Administration to commit to banning the sale of single-use plastic bottles on campus
- Emailing back and forth with MLAs Stewart, Thomson, and Letnick as well as MP Gray and Albas to set up a meeting to discuss Wellness Checks and incident regarding UBCO student
- Meeting with members of the campus life committee to discuss future partnership in events and how we can work together to engage members on social media
- Meeting with Gary Hartung, Associate Director of Food Services, and Leanne Bilodeau, Associate Director Sustainability Operations, to discuss the implementation of a plastic water bottle ban on UBCO campus and a webpage for the UBC Drinks Tap Water campaign
- Meeting with UBC Administration to discuss capital planning

Week 2

- Worked on and finalized the water bottle share program contest rules and regulations for students
- BCFS SAGM meeting
- Staff/executive meeting
- Assisted in the planning for the social media contest for International Day of Friendship

Week 3

- Executive meeting

- Continued work on the water bottle share program contest document for the website

Week 4

- Submit video production request form to UBC for the all-gendered washroom campaign
- Submit social media request form for Water bottle share program
- Themed planning meeting
- Meeting with MLAs Stewart, Thomson, and Letnick to discuss Wellness Checks and incident with UBCO student
- Meeting for Masters of Management Dual Degree Tuition Consultation
- Positive Space Committee meeting
- Campaign Committee meeting

Executive Director Work Summary

Ahmed Fayed – Vice President Campus Life

Report Period: July 2020/21

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

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Week 1

- Executive Meetings
- Meeting with Joe Haugen and emailing all my relevant partners
- Campus Hub Shell Created
- Emails

Week 2

- Began starting new initiatives with my Campus Partner
- Met with Senate once more regarding the canvas shell.
- Campus Life Committee Meeting

Week 3

- Met with other campuses to facilitate events
- Research on Speakers & Moderators

Week 4

- Met with the relevant partners for the queer picnic
- Emails & Contacting Clubs
- Officially collaborating with 4-5 other campuses to host a virtual speaker event.

General Manager Work Summary

Lori Stevenson – General Manager

Report Period: July 2020

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

Office & Administration

- Consulting with Rachel, Aaron and Business Managers for a safe office protocol for returning to work
- Began the process of compiling schedules of who will be in the office when for fall
- Investigation / research around applying for the Canada Emergency Wage Subsidy (CEWS)
- Assisted Rachel with BoD meeting minute training/preparation as she filled in for Sarah for the first time

University Relations & Committees; Other stakeholder meetings

- Attended SEO team meeting to discuss fall orientation / Create
- Met with Liz Hilliard from SEO to consult on what SUO information should be included in their "Parents' Orientation" website, that will replace the face to face parent orientation
- Consulted on UBCO and UBCSUO resumption planning and resources with Shelley Kayfish from Campus Operations and Risk Management
- Monthly meeting with Rob Einerson, AVP Students, Shannon Dunn – discussed capital projects; fall campus plans; new DVC onboarding; UBCO initiatives
- Met with Roger Wilson to discuss shifting the financial obligation of the Empower Me service to UBC
- Met with Third Space and was updated on their plans for the academic year
- Attended capital planning meeting – UBC Van and UBCO stakeholders

Events/Projects/Operations

- Attended the ½ day UBCO Transportation Plan Workshop
- Completed first draft of SUO strategic plan
- Coordinated an agreement between all parties to move to an Opt-Out U-PASS operation for fall, and coordinated staff and office plans accordingly
- Reached out to third party lessees regarding fall numbers and their return to operation plans
- Discussions with Ali, Tashia, and Ahmed regarding the future of the Phoenix/Heatwave media operations

Human Resources Work

- Ongoing 1:1 meetings with staff – checking in on work and goal progress; assessing challenges or pinch-points; coaching on issues as needed
- Began the process of booking staff Annual Performance Appraisals

SUO Committee Work

- Oversight Committee helped chair to organize committee meeting and agenda; review of minutes;
- Finance Committee – budget meetings both as a committee and with individual executives and staff
- Policy Committee – one meeting: Resource centers policy work
- Executive Committee – two meetings
- Staff and Executive Meetings – had our first joint meeting since the Covid-19 restrictions went into place. Determined a meeting schedule going forward, including themed planning meetings where all board members were invited to join

FINANCE COMMITTEE MEETING AGENDA

UBC Students' Union, Okanagan
Executive Committee Meeting, August 6 2020
UBCSUO Conference Room

11:12 – Call to Order

Meeting called to order at 11:12.

Directors Present

Vice-President Finance (meeting chair)_____Abid Wahab

Directors Absent

President_____Ali Poostizadeh
Director at Large_____Rohan Dabral

Staff Present

General Manager_____Lori Stevenson
Finance Manager_____Leanne Smailes

1. ACKNOWLEDGEMENT OF TERRITORY

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2. ADOPTION OF AGENDA

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

6. INFORMATION ITEMS

6.1 Review of the YTD Statement of operations

6.1.1 Review of all SUO business revenues

Wahab presented the YTD of the SUO business revenues. Wahab asked questions regarding the certain business operations. Smailes provided answers about the operations. Stevenson provided feedback and updates.

6.1.2 Review of all YTD expenses

Wahab presented the YTD expenses incurred by the businesses. Wahab asked for clarification on certain expenses. Smailes assisted in clarifying the expenses.

6.2 Discussions about leasing contracts

Stevenson presented potential leasing scenarios. Stevenson mentioned presenting several leasing options and scenarios to the next executive meeting.

6.3 U-PASS Discussions

Stevenson provided updates on U-Pass sales and the slight changes to operations. Stevenson also stated that summer U-Pass sales will be completed at the bookstore and the revenue for sales have not yet been recorded due to reporting. Brief discussions about U-Pass for Terms 1 & 2 were discussed, Stevenson reported on progress.

7. ADJOURNMENT - Adjourned at 12.10pm

1.

CAMPUS LIFE COMMITTEE MEETING AGENDA

UBC Students' Union, Okanagan
Campus Life Committee Meeting, August 4th, 2020, Zoom

10:33 – Call to Order

Directors Present

Vice-President Campus Life (meeting chair).....	Ahmed Fayed
Vice-President Finance.....	Abid Wahab
Vice-President Internal.....	Tashia Kootenayoo
Graduate Student Representative.....	Cassidy Wallis
Student-at-Large	Sarah Bradley
Student-at-Large	Laavanya Prakash

Directors Absent

Student-at-Large	Bardia Yasari
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Staff Present

Campus Life Coordinator	Joe Haugen
Well Pub Manager	Mike Ouellet

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2. OLD BUSINESS

3. NEW BUSINESS

3.1 Time Zones

Two events and/or recorded programming can be affective. Wallis suggested more cultural events that could be tailored to the country of origin. Fayed would like the committee to help brainstorm ways to get participation. Wallis suggested that we

could team/partner with student associations for more cultural related programming. Haugen suggested that we reach out to more student associations to start a dialogue. Haugen has reached out to Yoga Club, Games Club, etc. Prakash will reach out to the CCS & Vacu faculties to make an introduction for a potential animator, per the A101 content related idea.

3.2 Canvas Hub Update

Fayed gave an update on this idea and would like to start moving forward with it soon. Wahab stated that executing surveys on the Canvas Hub could

3.3 Jumpstart Update

Wahab suggested we do Netflix party and Zoom simultaneous for first year students. We have Netflix Party slated for Sept 3rd at 11:45am and 10:15pm. Haugen suggested we watch “Eurovision” since its licensed in most countries. Wallis likes this movie.

3.4 Welcome Week Update

Haugen spoke about Pride Picnic and hosting Drag Bingo simultaneously in-person and online. Wallis talked about Grad student events. Haugen spoke about the logistics of online trivia.

3.5 Prizes – Ideas

Fayed would like ideas on prizes. Wallis suggested Amazon gift cards or things a student may need. Bradley suggested “daily” things, travel accessories. Fayed thought online textbooks could be a good prize. Wallis said Grad students don’t buy textbooks. Wahab likes the idea of subsidizing textbooks but would like to see a way to insure students are indeed spending money on the textbooks. Haugen suggested utilizing the UBC Bookstore to send swag/sweatshirts to students. The bookstore also has shipping logistics built in. Haugen also suggested micro-scholarships as a prize.

3.6 Slack Update (New way to communicate and stay up to date with what me and Joe are working on)

Fayed promised we’ll have the Campus Life Committee Slack channel up and running by next meeting.

4. INFORMATION ITEMS

5. ADJOURNMENT

11:13

CAMPAIGNS COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan
Executive Committee Meeting, July 31, 2020 Virtual Call

Meeting called to order at 11:31

Directors Present

Vice-President External (meeting chair).....Taylor Dotto
President.....Ali Poostizadeh
Faculty of Creative and Critical Studies Representative.....Sage Cannon
Faculty of Health and Social Development RepresentativeNaomi Maldonado-Rodriguez
Student-at-LargeLivia Jonnatan
Student-at-LargePriscilla Uribe

Directors Absent

Staff Present

Advocacy & Governance CoordinatorSarah Furgason

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2. PRESENTATIONS

3. OLD BUSINESS

3.1 Fund It, Fix It

Dotto provided information about the Fund It, Fix It campaign. Poostizadeh will look into advertising costs for the campaign. Members discussed different advertising options.

3.2 OER Campaign

Cannon gave information about the discussion at OERs at senate. Uribe suggested a social media challenge to do with textbook costs that would also have a contest. Dotto liked the idea of nominating friends to share. Jonnotan emphasized the importance of getting first year students involved in the campaign and that perhaps getting that information out through Jumpstart could be helpful. Maldonado-Rodriguez liked the idea of

using social media to reach students but wondered about how we can get professors more involved. Cannon thought a campaign to recognise faculty members could help and make it clear to students and professors what the true cost of textbooks are.

Dotto and Furgason will bring a structured plan back to the committee.

3.3 Knock Out Interest

Dotto asked members about engagement ideas for the Knock Out Interest campaign.

Uribe suggested making and posting videos about the issue.

Maldonado-Rodriguez thought building awareness about what the actual cost of interest is could help members understand the importance of the issue.

Cannon liked the idea of a video for the campaign.

Poostizadeh asked about how the campaign could also be public facing.

Furgason suggested encouraging students to reach out to older family members, such as parents.

Cannon said that older siblings are also really well aware of the issue since some of them have had to repay student loans.

Ali liked the idea of getting family members involved in the conversation.

Dotto and Furgason will bring a plan back to the committee for consideration.

4. NEW BUSINESS

5. INFORMATION ITEMS

5.1 All-gendered Washrooms

Dotto gave an update on the work being done by the committee and the idea of providing an educational campaign including a video.

Dotto has reached out to the Equity and Inclusion Office for their input.

Poostizadeh talked about using humor to help people realize they don't have to take the concept so seriously. Sage agreed.

The hope is to film in August and have the video ready for September.

6. ADJOURNMENT

Meeting adjourned at 12:23

OVERSIGHT COMMITTEE MEETING AGENDA

UBC Students' Union, Okanagan
Executive Committee Meeting, Thursday 23 July 2020, Zoom
Meeting

14:05 – Call to Order

Directors Present

Student-at-Large (meeting chair).....Fatima Al-Roubaiai
Director-at-Large.....Kai Rogers
Faculty of Arts and Social Sciences Representative.....Cody Isaac
Board of Governors Representative (*ex-officio*).....Jassim Naqvi

Directors Absent

Staff Present

General ManagerLori Stevenson

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2. ADOPTION OF AGENDA

20/07/01.01 MOTION

Be it resolved that the revised minutes be adopted
Jassim/Cody
Carried

3. PRESENTATIONS

4. OLD BUSINESS

5. NEW BUSINESS

5.1 Review of Timesheets – any concerns?

- Confirm access to timesheets – ACTION: Lori to provide access to timesheets to group

- What to look for? Look for equity, fairness, reasonable use and application of work hours, alignment of time spent within the role
- 5.2 Review of Monthly Summary Reports – feedback?
- May reports reviewed, no issues identified.
 - ACTION: Fatima to send June reports to committee members.
 - What is the process? Executive summary reports are due first Friday of each month to Lori & Board Chair, then presented at next Board meeting. Committee members can expect reports to be sent via email by mid-month.
 - What to look for? Look for alignment of work to goals, etc.
 - To clarify, our mandate is oversight but not detailed guidance or direction.
- 5.3 Discuss Executive Review process – see attachment.
- ACTION: Fatima send initial Executive Goal Reports to committee members
 - Review of the process template to give to executives, feedback as follows:
 - **Attendance:** Unless there is a glaring issue, there's no need for all five oversight committee members. If standard review, then done in pairs with consolidated feedback from the rest of the groups. Oversight committee will discuss at their regular meeting, prior to individual meetings to consolidate feedback. Random assignment of executives to committee members. Lori to attend all meetings, plus one committee member. Meant to be peer review process, so each committee member (except Lori) will lead one meeting with one member leading two meetings. Cody volunteered to lead a second review meeting.
 - **Timeline:** Review of timeline for reviews. First review is up to the end of August; can we ask reports to be submitted Friday September 11. Oversight Committee meeting one week later, between Sept 11-21 some time. Then review meetings done by end of September, between 21-30.

6. INFORMATION ITEMS

- Is there a terms of reference or regulations for this committee?
 - Yes here: [UBCSUO Bylaws](#) and [UBCSUO Regulations](#)
- What does action look like in the case of any concerns regarding Executives?
 - Committee members would discuss and then take any concerns or recommendations to the Board.
- Is there a formal way for students to request an investigation? Refer to Bylaw Regulation #32

- No formal way. Lori would typically get the email/notice regarding the concern and then bring it to the oversight committee. Potential development of a more formal process to follow through on investigations.
 - Idea for ACTION: take a look at other student unions' code of conduct (i.e. University of Calgary) to see what they have in terms of these types of processes.
- Do people [students] know we exist?
 - Ensure we are referenced in the regulations. Yes, we are.
 - Ensure we are referenced on website on the list of standing committees. Yes, in both the bylaws and regulations.

- Next meeting is Thursday August 20 at 2-3pm

7. ADJOURNMENT