

# BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, October 21, 2020 – Virtual Call

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18:00 – 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.....	Jakson Pashelka
Director at Large.....	Jose Carvalho
Director at Large.....	Rohan Dabral
Faculty of Arts and Social Sciences 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 .....	<i>vacant</i>
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

**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**

20/10/21.01 MOTION

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Be it resolved that the agenda be adopted.

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

20/10/21.02 MOTION

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Be it resolved that minutes of the meeting held October 5, 2020 be adopted.

**4. PRESENTATIONS**

**5. MONTHLY REPORTS**

20/10/21.03 MOTION

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

**6. COMMITTEE BUSINESS**

**6.1 Executive Committee**

20/10/21.04 MOTION

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Be it resolved that the minutes of the meeting held October 7, 2020 be adopted.

**6.2 Finance Committee**

20/10/21.05 MOTION

Wahab/

Be it resolved that the minutes of the meeting held October 8, 2020 be adopted.

**6.3 Policy Committee**

## **6.4 Campus Life Committee**

20/10/21.06 MOTION

Fayed/

Be it resolved that up to \$2,500 be contributed towards the Two-Spirit Literature Appreciation event hosted by the UBC Library.

## **6.5 Campaigns Committee**

20/10/21.07 MOTION

Dotto/

Be it resolved that the minutes of the meeting held October 2, 2020 be adopted.

## **6.6 Oversight Committee**

20/10/21.08 MOTION

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Be it resolved that the minutes of the meeting held October 14, 2020 be adopted.

## **6.7 Student Association Funding Committee**

20/10/21.09 MOTION

Wahab/

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

20/10/21.10 MOTION

Wahab/

Be it resolved that student associations receive funding for term 1 as follows:

Student Association	Amount
JDC West	\$3,000
Computer Science Course Union	\$3,000
Visual Arts Course Union	\$3,000

## **7. REPORT ON UNIVERSITY RELATIONS**

### **7.1 Board of Governors**

### **7.2 Senate**

### **7.3 Other University Committees**

## **8. OLD BUSINESS**

## **9. NEW BUSINESS**

20/10/21.11 MOTION

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Whereas a board resolution on May 7, 2020 allowed Executive Director work hours to be reduced on an individual basis in order to accommodate minimal operations due to Covid-19; and

Whereas Executive honoraria cannot exceed the proscribed annual total of honoraria as set out in regulation 24; and

Whereas under normal circumstances Executive Directors are required to carry forward any excess hours and take as time in lieu so as not to exceed the annual maximum honoraria;

Be it resolved that for the 2020/21 Academic year Executive Directors may be compensated for hours over and above 50 worked in any pay period, to be paid as a proration of normal honoraria; and

Be it further resolved that any such proration of extra hours does not exceed the amount of pay lost to date, and that no individual Executive will be paid in excess of the proscribed annualized honoraria.

## **10. INFORMATION ITEMS**

**10.1 Graduate Student Representation**

**10.2 Next Board Meeting**

## **11. ADJOURNMENT**

# Executive Director Work Summary

Taylor Dotto – Vice President External

Report Period: September 2020/21

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

- Executive Meeting
- Weekly check-in with the Advocacy and Governance Coordinator
- Attended the two-day BCFS meeting on Zoom to discuss the Take It Over Campaign and the possibility of a provincial and federal election in the coming month
- Attended the Open Education Working Group meeting and discussed the potential ways to run the OER Campaign on our social media for the month of September
- Campaign Committee Meeting

## Week 2

- Weekly check-in with the Advocacy and Governance Coordinator
- Emergency Executive Meeting
- Themed Planning meeting
- Meeting to discuss and develop the script for the All Gendered Washroom Awareness Campaign Video
- Worked with the Advocacy and Governance Coordinator on the BCFS Executive Report covering all work done by the UBCSUO from November 2019, to September 2020
- Creating the VP External presentation for the Student Association Orientation

## Week 3

- Meeting with the Campus Life Coordinator, VP Campus Life, and Advocacy and Governance Coordinator to discuss potential collaboration on upcoming campaigns/events
- Weekly check-in with the Advocacy and Governance Coordinator
- Continued work on the BCFS Executive Report

- Meeting with the DVC Executives
- Presented to the Student Associations at Student Association Orientation
- Worked with the President to create the speaking points and presentation for the Board of Governors

#### **Week 4**

- Presented to the UBC Board of Governors on sustainability initiatives for the 2020/21
- Filmed the first draft of the All Gendered Washroom awareness campaign video with Cannon
- Weekly check-in with the Advocacy and Governance Coordinator
- Attended the two-day BCFS Executive meeting on Zoom
- Meeting with the VP Campus Life, the Campus Life Coordinator, and the Advocacy and Governance Coordinator to discuss Orange Shirt Day social media posts and social media strategy moving forward
- Executive committee meeting
- Executive meeting with SVPRO

## **Executive Director Work Summary**

Abid Wahab - VP Finance & Administration

Report period; September 2020/21

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

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### **Week 1**

- Meeting with Lori; general updates
- Meeting with Leanne; weekly touch base, discussions regarding certain budget lines
- Attended the SUO executive meeting
- Attended the Campus Life committee meeting
- Attended the themed planning meeting
- Updating Club Funding reports; emailing responses and general communication with various Student Associations
- Meetings with several Student Association leaders
- Meeting with Tashia and Izzy; discussions about Student Association funding, policy, and regulations
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

### **Week 2**

- Meeting with Leanne; weekly touch base, Student Associations, and financial updates
- Meeting with Lori; in-camera discussions
- Introductory meeting with Deputy Vice Chancellor Lesley Cormack
- Meeting with Mike; discussions regarding promotion of The Well Pub
- Email communications and discussions with various Student Associations
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

### **Week 3**

- Attended the Student Association orientation; helped guided all Student Associations, provided a presentation to all SA on all aspects of funding
- Discussions with Joe; promoting the Student-At-Large position vacancy for the Student Association Funding committee across all SUO social media platforms
- Revisions of the Student Association funding forms and writing the official 2020/21 SA funding email prior to application open date
- Chaired the finance committee meeting
- Discussions with various Student Associations regarding club funding and other financials
- Attended the SUO executive committee meeting
- Attended the Staff/Executive meeting
- Attended the SUO board meeting
- Communicated with all SUO business managers; requested and received business plans and marketing strategies from all three business managers
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills

## **Executive Director Work Summary**

Abid Wahab - VP Finance & Administration

Report period; September 2020/21

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

### **Week 4**

- Meeting with Leanne; weekly discussions
- Updated End of Term club reports and Student Association funding application reports
- Meeting with Joe and RBC; discussed, planned, and created a timeline for my financial literacy workshop initiative
- Attended the executive review with the Oversight Committee
- Discussions with Joe regarding gift-cards; I designed and implemented grocery gift-cards as prize giveaways for draw winners of the financial literacy workshop
- Office work; responded to inquiries, meetings with different club leaders to discuss avenues for funding.
- Researching marketing strategies and other logistics for promoting the financial literacy workshops
- Signed cheque requisitions for expenses, signed receipts, and signed telephone bills



# Executive Director Work Summary

Tashia Kootenayoo– Vice President Internal

Report Period: September 2020/21

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

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## Week 1 (Reduced 50% hours)

- Weekly touch base with Rusch to discuss new student association applications, orientation and review of course union policies.
- Attended the UBC "Survey and Governance Committee" meeting. This committee overviews the current surveys, their results and upcoming survey plans. At this meeting I presented on the SUO COVID-19 Student Experience survey. I also discussed the importance of Indigenization when creating surveys.
- Co-chaired the Open Education Working Group meeting. During this meeting we discussed the grant criteria and open access events. Additionally, there was a presentation from AMS on their OER initiatives and areas for collaboration.

## Week 2

- Attended emergency executive meeting to address the Indigenous Student Council open letter to the Board of Directors.
- Attended Themed Planning Meeting where we finalized changes to the Strategic Plan.
- Met with Haugen, Fayed, Stevenson, Rusch and Ouellet to review Student Association and SUO in-person event mandates for fall.
- Met with Rusch and Wahab to review SA Funding processes. In this meeting we overviewed last year's structure, form and relevant regulations. We discussed our plans for this year such as criteria and timelines.
- Monthly 1:1 with Stevenson to discuss Resource Centres, Policy Committee and other inquiries. It was also in this meeting we discussed the resumption of full hours for the next pay period.

## Week 3 (Resumption of Full Hours)

- This week I met with Rusch twice to discuss the Student Association Orientation. I also spent a significant amount of hours planning the event and organizing content, such as presentation slides. The event also took place the weekend of the 18th and was successful in attendance. There were various opportunities for students to engage with the SUO and answer questions. The zoom session was recorded for those unable to attend.

- I interviewed with Global News to discuss the Federal survey on Sexualized Violence at Post Secondary Institutions in 2019. In the interview I outlined the importance of education on SV to create cultural awareness and change.
- Attended the Media Fund committee meeting.
- Met with AMS to discuss Open Access Week event collaboration and plans for a student led presentation.

#### **Week 4**

- Attended the Executive Committee meeting.
- Attended Staff-Executive meeting.
- Followed up with Student Association orientation. As a means of helping those unable to attend for various reasons I created a quiz as means of assessment on the recorded video.
- Reviewed the ISC letter and created an internal document to outline our plan of action. The purpose of the report was to review the situation, calls to action and outline our communication with the ISC.
- Assisted Student with their inquiries on the EngSoc “Club Affiliation form” and processes. Reviewed their bylaws, policies and other governing documents and organized a meeting with their executive.
- Met with the SVPRO to discuss the implementation of Section 17 “Sexualized Violence and Misconduct” Policy and areas for collaboration of educational campaigns.

# General Manager Work Summary

Lori Stevenson – General Manager

Report Period: September 2020

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

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## Office & Administration

- Assisted with the finalization and distribution of the Health and Dental benefits enhancement communication
- Worked with Rachel and Bahareh Jokar (StudentCare) to obtain and distribute opt-out information and messaging for international students

## University Relations & Committees; Other stakeholder meetings

- Meeting with APS – Dan Odenbach and Adrienne Vidan
- Met with Jay Graham and Jennifer Kerr from Enrollment Services to discuss both their and our plans for service provision to students and opportunities to collaborate or work together to ensure student needs are being met while the majority of UBCO staff are not present on campus
- Capital Planning meeting with Rob Einerson, Jennifer Sanguinetti, and John Metras – discussion of steps, timelines, and requirements for SUO building planning process
- Final campus resumption planning meeting with Shelley Kayfish – capacity of UNC, Well; anticipated traffic and seating needs

## Events/Projects/Operations

- Meetings with SUO stakeholders re: Student Association events and how to proceed this term; group proposed no in person to be held and submitted that recommendation to the board
- Attended “Orange Shirt Story Webinar” in honor of Orange shirt day
- Reviewed slide deck for By-Election All-Candidates meeting and provided feedback to CRO

## 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 weekly staff meetings to keep us connected in this remote work environment

## SUO Committee Work

- Oversight Committee – preparation and planning for the September Executive reviews; pre-meetings for review prep & solicitation of follow up; sat in on the first two executive review sessions (the remaining three fell into Oct)
- Media fund meeting – determination of funding for the Phoenix; transitioning of Heatwave from Media outlet to Student Club.
- Finance Committee – regular committee meetings: review of SUO YTD operations; review of UBC/UBCO financial performance and impacts attributed to Covid-19 (enrollment numbers, incidental service revenue impacts); began discussion on long term investment strategy and plans to bring in our Financial and Investment strategists from the bank to advise.
- Policy Committee – Elections & Student Associations regulations discussion and proposed changes; procedures manual discussion and action items; Senate & BoG election discussion
- Executive Committee – three meetings
- Electoral Committee – one meeting to discuss the upcoming by-election

# FINANCE COMMITTEE MEETING AGENDA

UBC Students' Union, Okanagan  
Finance Committee Meeting, OCTOBER 8 2020  
SUO CONFERENCE ROOM

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## 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  
General Manager \_\_\_\_\_ Lori Stevenson

### Staff Present

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

8/10/11.12 MOTION

Dabral/Smailes.

Be it resolved that the agenda be adopted.

CARRIED

## 3. PRESENTATIONS

## 4. OLD BUSINESS

## 5. NEW BUSINESS

## 6. INFORMATION ITEMS

## 6.1 Discussions

### **6.1.1 Review of SUO financial update to Sept 30**

Wahab presented the YTD Sept 30 Statement of Operations. Smailes provided updates on particular budget lines.

### **6.1.2 Review of SUO Businesses**

Wahab presented the business strategy reports from the managers of Well Pub, Green Bean, and Green Text. Dabral commented on ways to improve marketing plans. Smailes suggested that we set follow-up meetings with each business manager prior to the next finance committee meeting.

### **6.1.3 Investment Strategy Discussion**

Smailes provided supporting documents for SUO's long-term investment strategy meeting with Valley First on October 19th.

## **7. ADJOURNMENT**

Meeting adjourned at 12.22pm.

# CAMPAIGNS COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan  
Executive Committee Meeting, October 2, 2020, Virtual Call

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Meeting called to order at 12:02

## 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 Representative..... Naomi Maldonado-Rodriguez  
Faculty of Management Representative ..... Mohana Rambe  
Faculty of Applied Science Representative ..... Richardo Brown  
Student-at-Large ..... Livia Jonnatan  
Student-at-Large ..... Priscilla Uribe  
Vice-President Campus Life ..... Ahmed Fayed

## Directors Absent

## Staff Present

Advocacy & Governance Coordinator ..... Sarah Furgason

### 1. ACKNOWLEDGEMENT OF TERRITORY

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### 2. PRESENTATIONS

### 3. OLD BUSINESS

#### 3.1 Open Educational Resources Contest Update

Dotto gave an update on the OER Contest that took place on the SUO facebook page.

### 4. NEW BUSINESS

#### 4.1 Take it Over Campaign

Dotto provided information about the Take it Over campaign and asked committee members for ideas about how to promote the election to students.

Poostizadeh and Fayed suggested using videos to engage students. Maldonado-Rodriguez said helping students find information about the options would help them decide how they want to vote. Poostizadeh said a town hall would be a great opportunity for students to ask questions about issues that matter to them. Committee members talked about local celebrities who might help promote the campaign.

#### **4.2** Water Bottle Share Program Contest Winner

Dotto gave committee members information about the contest close, winners, and next steps.

#### **4.3** Fairness for International Students

Dotto reminded all that International Student Week is coming up in November and asked for ideas about how to promote the Fairness for International Students campaign.

Uribe suggested informing students about the cost of international student, since many students may not be aware.

Poostizadeh suggested transit advertisements could be an option since the campaign is not just for students but is meant to raise awareness to the general public.

Fayed mentioned other kinds of ads (eg. Youtube, snapchat) as options.

### **5.** INFORMATION ITEMS

### **6.** ADJOURNMENT

Meeting adjourned at 12:38

# OVERSIGHT COMMITTEE MEETING AGENDA

UBC Students' Union Okanagan

Executive Committee Meeting, Wednesday October 14, 2020, Virtual Call

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14:00 – CALL TO ORDER

Meeting called to order at

## Directors Present

Student-at-Large (meeting chair)..... Fatima Al-Roubaiai

Director-at-Large..... Kai Rogers

Faculty of Science Representative ..... Arshdeep Purba

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

## Directors Absent

Faculty of Arts Representative ..... Cody Isaac (On Leave)

## Staff Present

General Manager..... Lori Stevenson

### 1. ACKNOWLEDGEMENT OF TERRITORY

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### 2. ADOPTION OF AGENDA

20/10/14.01 MOTION

Rogers/Purba

Be it resolved that the agenda be adopted.

CARRIED

### 3. PRESENTATIONS

### 4. OLD BUSINESS

### 5. NEW BUSINESS

#### 5.1 Latest timesheets reviewed

- No feedback or major discrepancies noted

#### 5.2 Executive Committee Pay Structure

- Executive pay an honoraria – not an hourly rate or salary. This makes accountability challenging. How to strengthen the foundation of Executive team through peer accountability, as well as through the presence of the Oversight Committee.



- Joint committee meeting between Policy Committee and Oversight Committee scheduled to discuss this topic – both to address pay structure and to give the Oversight Committee more agency in holding the executive team accountable

**5.3** Oversight Committee Agency

- What is possible in terms of Oversight Committee agency?
- Need to present a suite of tools/strategies to ensure executive accountability and consequences for actions, non-performance, etc.

**5.4** Monthly work summaries

- August summaries received late, not reviewed. Defer to next meeting.
- Executives submitting summaries late – August received past deadline. All of September reports not yet received as of today (Oct. 14).
- Oversight Committee has noticed that work summaries are consistently received late, after multiple prompts and reminders. **Friday's joint meeting** with the policy committee will be a good start at looking into ways to address this. Lori will **research what some other SU's do.**

**5.5** Trimester Review

- Five reviews complete. Fairly smooth process overall.
- Full report in progress – Lori and Fatima to draft outline and post in **Google docs for individual reviewer's contributions.** Will issue full report to board for their first meeting in November.

**6.** INFORMATION ITEMS

**7.** ADJOURNMENT