

# EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Executive Committee Meeting, April 5 at 1:30 pm, 2024, UNC 133C

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## Directors Present

President (chair)

Vice President Finance and Administration

Vice-President External

Vice-President Internal

Vice-President Campus Life

Cade Desjarlais

Osho Gnanasivam

Lakshay Karnwal

Shreyansh Mehendiratta

Uday Gill

## Directors Absent

## Staff Present

General Manager

Governance Coordinator

Jason Evans

Cecily Qiu

## **1. CALLED TO ORDER AT 1:39 P.M.**

### **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 is important to understand the privilege we hold to be living, working, and learning on Syilx territory.

## **2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP**

24/04/05.01

Gill/Mehendiratta

Be it resolved that the agenda be adopted.

Desjarlais/Gill

Be it resolved that the agenda be amended by adding 5.2 Executive Transition under Information.

Amendment carried.

Karnwal/Gill

Be it resolved that the agenda be amended by adding 4.1 UBC Climate Hub Support under New Business.

Amendment carried.

Carried as amended.

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

24/04/05.02

Gill/Karnwal

Be it resolved that the minutes from the meeting held on March 22<sup>nd</sup>, 2024 be adopted.

Carried.

## **4. NEW BUSINESS**

### **4.1 UBC CLIMATE HUB SUPPORT**

Karnwal stated that UBC Climate Hub had reached out, looking for support from the SUO as their funding got cut by university. In their email, they mentioned that they lack support from the UBC President and Board of Governors, and lack

support in general; and they asked the SUO to support them by signing a petition. Desjarlais expressed his support for the hub. Desjarlais would sign the petition and also draft a letter to the UBC President on behalf of the SUO.

## **5. INFORMATION**

### **5.1 Smart Meals Agreement Updates (Final Agreement attached)**

Karnwal stated that he revised the document based on the discussion and feedback from the Executives. Concerns that had been brought up by the Executives were addressed. In the final version, the amount of contribution from the SUO was removed, which would be determined upon budgetary approval next year.

Desjarlais expressed his support for the agreement, stating that the principles set in the agreement would provide some foundation for the Smart Meals project in the future. It would be a good partnership. Gill had questions about the mentorship and the one-year term of the agreement. Karnwal and Desjarlais explained that Social Innovation Hub would provide mentorship and the VP External would have at least one meeting per year with the hub; and the incoming VP External could decide if they need to renew the agreement after the one-year contract.

24/04/05.03

Karnwal/Gill

Be it resolved the Smart Meals Agreement be signed on behalf of the Students' Union UBC Okanagan.

Carried.

### **5.2 Executive Transition**

Desjarlais stated that he created a transition document template for the Executives to fill out. He would circulate it during the weekend or next week. If any Executives have specific inquiries or have specific forms, they could submit those together with the transition document. Desjarlais would combine all the documents for the incoming Executives. Qiu asked if directors would submit the transition document. Desjarlais replied that Evans was working on the transition template for directors, and Evans would send the document to him to circulate among the board of directors. Gnanasivam asked for the deadline for the transition document. Desjarlais replied that he would like them to submit the document by April 15 as it is the official start of the transition period.

## **6. IN CAMERA**

24/04/05.04

Mehendiratta/Karnwal

Be it resolved that the meeting be moved in-camera. [1:53 p.m.]

Carried.

24/04/05.05

Gnanasivam/Gill

Be it resolved that the meeting be moved ex-camera. [3:06 p.m.]

Carried.

24/04/05.06

Desjarlais/Gnanasivam

Be it resolved that Becca Evans be approved for a one-time increase in salary based on CPI beginning May 1<sup>st</sup>, 2024.

Be it further resolved that Jason Evans be approved for a one-time increase in salary based on CPI beginning retroactively on April 1<sup>st</sup>, 2024.

Carried.

24/04/05.07

Desjarlais/Karnwal

Be it resolved that the Executive Committee recommend to the Board of Directors that the MOU pertaining to Picnic be signed as presented for \$30,000 for the 2024-25 Academic year.

Desjarlais asked if there would be any additional money available to dedicate to the agreement because he believed it was an important partnership for students.

Gnanasivam said that the Executive can present reallocations if they wish.

Carried.

## **7. ADJOURNMENT AT 3:08 P.M.**

**Research Partnership Agreement  
BETWEEN  
Students' Union Okanagan of UBC  
AND  
UBC Social Innovation Hub  
REGARDING  
the Smart Meals Initiative**

**Whereas:**

A. The Student Union Organization (SUO) and the UBC Social Innovation Hub (led by Dr. Eric Li) are committed to advancing the principles of the Okanagan Charter for Health Promoting Universities and supporting the University of British Columbia Okanagan's (UBCO) Climate Action Plan 2030 vision for a healthy, sustainable, and equitable campus community.

B. Approximately 2 out of 5 students at the University of British Columbia's Okanagan campus experience household food insecurity, which is the inability to acquire or consume an adequate diet quality or sufficient quantity of food in socially acceptable ways, or the uncertainty that one will be able to do so. Household food insecurity is caused by insufficient income; as an elastic expenditure, food is one of the first expenses sacrificed and results in compromises of the quality and/or quantity of food procured. Household food insecurity has significant impacts on student wellbeing including: increased physical and mental illness, social isolation, and lower academic performance.

C. Food is linked to several health and equity issues (such as mental health, substance use, racism, climate action, social connection, and other social determinants of health). Research shows that BIPOC, LGBTQ+, International Students, and students who are disabled experience higher rates of household food insecurity than white, cis-gendered, able-bodied students.

D. Recognizing that Scope 3 emissions, which are a substantial part of UBCO's carbon footprint, require concerted efforts to refine measurement methodologies and implement policies and programs that facilitate and promote sustainable behavioral changes within the UBCO community.

E. Acknowledging that the initiative aligns with the foundational actions of UBCO's Climate Action Plan (CAP) 2030, aiming to empower the campus community to make environmentally conscious choices and contribute to the overall reduction of the university's carbon footprint through improved food security and sustainability.

**1. Purpose**

The purpose of this Research Partnership Agreement is to outline the collaboration between the Students' Union Okanagan (SUO) and the UBC Social Innovation Hub for the implementation of the \$5 Smart Meals campaign, with the specific aim to:

- 1.1. Enhance the accessibility of affordable, nutritious, and plant-based meals to the UBCO community, thereby supporting the mental and physical well-being of students and other community members.
- 1.2. Contribute to UBCO's Climate Action Plan (CAP) 2030 by offering sustainable food options that have a lower carbon footprint, hence addressing a critical component of Scope 3 emissions related to food consumption on campus.
- 1.3. Foster behavioral change within the campus community that promotes environmental sustainability, responsible consumption, and a reduction in extended impact emissions through educational campaigns, partnerships, and direct action.
- 1.4. Develop and refine methodologies for measuring the impact of the \$5 Smart Meals campaign on the university's Scope 3 emissions, thereby providing valuable data to inform future sustainability initiatives.
- 1.5. Establish a replicable model of collaborative action between student organizations and sustainability-focused entities that amplifies the potential for significant impact in the realm of university-led social change initiatives.
- 1.6. Advance the university's commitment to the Okanagan Charter for Health Promoting Universities by reinforcing the importance of sustainability in the context of health and well-being.

## **2. Roles and Responsibilities**

### **2.1 UBC Social Innovation Hub Responsibilities**

**1. Research Support:** Assist the SUO leadership in campaign innovation by providing research-based insights and supporting the creation of at least one research paper on the campaign within the duration of the Research Partnership Agreement to document impacts and outcomes.

**2. Mentorship and Guidance:** Supply SUO with essential documentation for campaign management and conduct strategy sessions with the Vice-President External to optimize campaign operations. This includes creating a comprehensive campaign guidelines document and ensuring transition support to new executives through mentorship and proper documentation about campaign progress. Strategy meetings are to be conducted with the Vice-President External at least once during the duration of the Research Partnership Agreement.

**3. Sponsorship Acquisition:** Facilitate the identification and engagement of sponsors through the Social Innovation Hub's internal network, directing potential sponsors towards the SUO. Facilitate the identification and engagement of sponsors, with an objective of \$5,000 to \$10,000 in sponsorship to support the campaign's financial sustainability.

**4. Financial Contributions:** Commit to an in-kind contribution of a minimum of \$5,000 per year in staff time to support research activities associated with the Smart Meals initiatives. The UBC Social Innovation Hub will also contribute an additional \$3,000 per year in-kind commitment of staff time (by providing a community coordinator for the duration of the Research Partnership Agreement to facilitate community partner and sponsor engagement.

**5. Sponsorship Revenue Sharing:** Sponsorships secured by the Social Innovation Hub will be an 80%-20% revenue split in favor of SUO, with the 80% directly supporting Smart Meals subsidies for students and the remaining 20% allocated to the Hub's research operational costs. Sponsorships obtained directly by SUO will be 100% allocated to the campaign.

## 2.2 SUO Responsibilities

**1. Financial Subsidy Strategy:** Implement a subsidy strategy that commits to providing an annual subsidy for the Smart Meals Initiative, sourced from the SUO operational budget and Smart Meals sponsorships. The initial allocation for the fiscal year 2024-2025 will be determined upon budgetary approval, taking into consideration an adjustment for inflation based on the previous year's total expenses.

**2. Operational Implementation:** Continue the current on-the-ground execution of Smart Meals, designating internal roles and responsibilities to ensure the initiative's success.

**3. Public Announcement of Collaboration:** Formally announce the partnership with the Social Innovation Hub for the Smart Meals campaign, clarifying the Hub's role as a supporting partner.

**4. Information and Research Data Management:** This partnership will abide by the Canadian Government's Privacy Act and the Personal Information Protection and Electronic Documents Act (PIPEDA) that set out to protect the privacy of Smart Meals program participants. Research activities associated with the Smart Meals initiative be guided by the research ethics principles that are overseen by the UBCO Research Ethics Board (REB).

## 3. Commitment of Participating Restaurants

**Yearly Commitment:** Participating restaurants agree to sustain the Smart Meals program for the duration of this Research Partnership Agreement. Each restaurant is required to sign a yearly commitment, reaffirming their participation and support for the initiative.

#### **4. Review and Revisitation:**

1. **Annual Review:** Both parties will conduct a formal review before the end of 15<sup>th</sup> March 2025.
2. **Assessment Goals:** The review will assess:
  - Goals achieved
  - Challenges encountered
  - Impact of the Smart Meals Initiative
3. **Renewal Intent:** Both parties intend to consider renewing this Agreement beyond its current duration, subject to the successful achievement of its objectives and the positive outcomes of the annual evaluations. Renewal discussions shall be initiated two months prior to the expiration of the current Agreement term to allow adequate time for review and planning for subsequent phases of the Initiative.
4. **Proposal of Amendments:** Based on the review, parties may propose amendments to the agreement to address:
  - Evolving needs of the UBCO community
  - Changing objectives of the initiative
  - New opportunities for collaboration
5. **Negotiation and Agreement:** Proposed amendments will be discussed and must be agreed upon by both parties in writing.
6. **Purpose of Clause:** This clause ensures flexibility, adaptability, and continuous improvement in the partnership and the initiative's effectiveness.
7. **Written Amendments Required:** Any changes to the agreement must be documented and signed by both parties, affirming mutual consent to the modifications.

**Duration of the Agreement:** May 1<sup>st</sup>, 2024- April 30<sup>th</sup>, 2025