



## BOARD MEETING AGENDA

Students' Union UBC Okanagan, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, September 26 at 6:30 pm, 2024, UNC105

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### Directors Present

President (meeting chair)  
Vice President Finance and Administration  
Vice-President External  
Vice-President Internal  
Vice-President Campus Life  
Director-at-Large  
Director-at-Large  
Director-at-Large  
Director-at-Large  
Faculty of Science Representative  
Faculty of Applied Science Representative  
Faculty of Education Representative  
Faculty of Arts and Social Sciences Representative  
Faculty of Management Representative  
Faculty of Creative & Critical Studies Representative  
College of Graduate Studies Representative  
Faculty of Health & Social Development Representative  
Board of Governors Representative (ex-officio)  
Student Senate Caucus Representative (ex-officio)

Danial Asif  
Aryan Arora  
Abby Newman  
Rajat Arora  
Saaim Imran  
Mariam Al Barazi  
Sheela Mbogo  
Aliasgar Sakarwala  
Ananya Bhattacharya  
Veeru Seethanaboyina  
Sahar Sowdagar  
Elnaz Zamanzade  
Olivia Lai  
Riko Otsuka  
Amy Wang  
Mhamoda Moli  
Ali Wasti  
Isabella Bravo  
Salman Hafeez (Saami)

### Directors Absent

### Staff Present

General Manager  
Governance Coordinator  
Well Pub Manager  
Membership Outreach Coordinator  
Communications & Marketing Manager  
Student Advocate  
Food Security & Nutrition Manager  
Finance Manager

Jason Evans  
Cecily Qiu  
Michael Ouellet  
Izzy Rusch  
Becca Evans  
Rachel Fortin  
Stephanie Patterson  
Leanne Smailes

## 1. CALL TO ORDER

### 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

24/09/26.01

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Be it resolved that the agenda be adopted.

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

24/09/26.02

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Be it resolved that the minutes of the meeting held on August 20, 2024 be adopted.

## 4. PRESENTATION

### 4.1 SUO NextGen STEM Outreach Student Association

### 4.2 SUO Okanagan Steel Bridge Team Student Association

## 5. COMMITTEE BUSINESS

### 5.1 Executive Committee

24/09/26.03

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Be it resolved that the minutes of the meeting held on August 21<sup>st</sup>, 2024 be adopted.

24/09/26.04

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Be it resolved that the minutes of the meeting held on September 12<sup>th</sup>, 2024 be adopted.

### 5.2 Finance Committee

24/09/26.05

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Be it resolved that the minutes of the meeting held on August 21<sup>st</sup>, 2024 be adopted.

### 5.3 Policy Committee

24/09/26.06

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Be it resolved that the minutes of the meeting held on August 26<sup>th</sup>, 2024 be adopted.

24/09/26.07 (Special Resolution)

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Be it resolved that [Bylaw IV:4]

4. If a petition bearing the signatures of at least five (5) percent of the Members of the Students' Union in support of having one (1) or more Special Resolutions or Ordinary Resolutions considered at an Annual General Meeting is delivered to the President of the Students' Union at least seven (7) days in advance of the date of the Annual General Meeting, the Special Resolution or Ordinary Resolution shall be added to the agenda.

be amended by striking the words "in advance of the date of the Annual General Meeting" and inserting the following words "before notice of the annual general meeting is sent" after the words "at least seven (7) days", so [Bylaw IV:4] then reads:

4. If a petition bearing the signatures of at least five (5) percent of the Members of the Students' Union in support of having one (1) or more Special Resolutions or Ordinary Resolutions considered at an Annual General Meeting is delivered to the President of the Students' Union at least seven (7) days **before notice of the annual general meeting is sent**, the Special Resolution or Ordinary Resolution shall be added to the agenda.

24/09/26.08 (Special Resolution)

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Be it resolved that [Regulations III: 8-10]

**8** Expenses up to and including ten thousand dollars (\$10,000) must be approved by the person responsible for the relevant line item.

**9** Expenses greater than ten thousand dollars (\$10,000) but less than twenty-five thousand dollars (\$25,000) must be approved by the Executive Committee.

**10** The Board of Directors must approve all expenses equal to or greater than twenty-five thousand dollars (\$25,000).

be amended by inserting "non-budgeted" before "expenses" in each policy, so [Regulations III: 8-10] then read:

**8 Non-budgeted** expenses up to and including ten thousand dollars (\$10,000) must be approved by the person responsible for the relevant line item.

**9 Non-budgeted** expenses greater than ten thousand dollars (\$10,000) but less than twenty-five thousand dollars (\$25,000) must be approved by the Executive Committee.

**10** The Board of Directors must approve all **non-budgeted** expenses equal to or greater than twenty-five thousand dollars (\$25,000).

24/09/26.09 (Special Resolution)

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Be it resolved that [Regulations IV: 59-60]

59 The Executive Committee may, from time to time, enter into contracts in the name of the Student Union, provided that the amount has been budgeted for and the contract does not exceed twenty-five thousand dollars (\$25,000) in value.

60 The Board of Directors may approve by Resolution and on the advice of the Executive Committee any contract equal to or greater than twenty-five thousand dollars (\$25,000) in value.

be amended by striking the words “twenty-five thousand dollars (\$25,000)” in Policy 59 and 60 and inserting the words “fifty thousand dollars (\$50,000)”, so [Regulations IV: 59-60] then read:

59 The Executive Committee may, from time to time, enter into contracts in the name of the Student Union, provided that the amount has been budgeted for and the contract does not exceed **fifty thousand dollars (\$50,000)** in value.

60 The Board of Directors may approve by Resolution and on the advice of the Executive Committee any contract equal to or greater than **fifty thousand dollars (\$50,000)** in value.

24/09/26.10 (Special Resolution)

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Be it resolved that a new policy be added after [Regulations I:68], which reads:

69. The Membership Outreach Coordinator shall serve as a Resource to this Committee.

24/09/26.11 (Special Resolution)

/

Be it resolved that [Bylaw VIII:2]

2 In addition to their duties as Directors under the Societies Act and these Bylaws, the Directors-at-Large shall:

- a. provide the Board with the perspective of students of the University as a whole including the views of marginalized groups on campus; and
- b. serve on at least one (1) committee of the Board; and
- c. attend and assist with Students' Union events and engagement activities.

be amended by adding Point d “submit a written report at the end of each term to the Board of Directors summarizing their interactions with students”, so [Bylaw VIII:2] then reads:

2 In addition to their duties as Directors under the Societies Act and these Bylaws, the Directors-at-Large shall:

- a. provide the Board with the perspective of students of the University as a whole including the views of marginalized groups on campus;

- b. serve on at least one (1) committee of the Board;
- c. attend and assist with Students' Union events and engagement activities; and
- d. submit a written report at the end of each term to the Board of Directors summarizing their interactions with students.

#### **5.4 Campus Life Committee**

24/09/26.12

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Be it resolved that Riko Otsuka be appointed to the Campus Life Committee.

24/09/26.13

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Be it resolved that the minutes of the meeting held on July 23<sup>rd</sup>, 2024 be adopted.

24/09/26.14

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Be it resolved that the minutes of the meeting held on August 29<sup>th</sup>, 2024 be adopted.

#### **5.5 Campaigns Committee**

24/09/26.15

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Be it resolved that Mehka Parihar and Shreya Patnaik be appointed to the Campaigns Committee as Students at Large.

Motivation: Mehka was a member of the committee last year and is familiar with how the committee operates and bring a of student leadership and community volunteer experience to the committee. Shreya is a 2nd year student who expressed interested in becoming a member of the committee after observing a meeting earlier this summer. They have a lot of experience in student leadership from high school and is eager to contribute to the UBCO community.

#### **5.6 Graduate Student Committee**

24/09/26.16

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Be it resolved that the minutes of the meeting held on August 12, 2024 be adopted.

24/09/26.17

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Be it resolved that the minutes of the meeting held on August 27<sup>th</sup>, 2024 be adopted.

#### **5.7 Oversight Committee**

24/09/26.18

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Be it resolved that the minutes of the meeting held on August 16<sup>th</sup>, 2024 be adopted.

24/09/26.19

/

Be it resolved that the minutes of the meeting held on September 10<sup>th</sup>, 2024 be adopted.

24/09/26.20

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Be it resolved that the July Executive Reports be adopted as attached.

24/09/26.21

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Be it resolved that the August Executive Reports be adopted as attached.

## **5.8 Media Fund Committee**

24/09/26.22

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Be it resolved that the minutes of the meeting held on August 7<sup>th</sup>, 2024 be adopted.

## **5.9 Electoral Committee**

24/09/26.23

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Be it resolved that the minutes of the meeting held on September 4<sup>th</sup>, 2024 be adopted.

# **6. REPORT ON UNIVERSITY RELATIONS**

## **6.1 Senate**

A Reference List of Important UBC Policies:

[Senate Policy Abstract page](#): *(Refer to preamble for details)*

[Discipline for academic misconduct](#):

[Discipline for non-academic misconduct](#)

[Academic Concession Policy](#)

[Academic Accommodation for all Students' Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students](#)

[Review of Assigned Standing in a Course](#)

[Academic Standing Appeal Procedures – Senate Committee on Appeals of Standing and Discipline](#)

UBC board policies

[LR7 Disability Accommodation Policy](#)

[SC7 Discrimination Policy](#)

**6.2 Board of Governors**

**6.3 Other University Committees**

**7. UNFINISHED BUSINESS**

**7.1 Meeting Minutes**

**8. NEW BUSINESS**

**8.1 Resignation of Faculty of Science Representative**

24/09/26.24

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Be it resolved that the resignation of Faculty of Science Representative be accepted.

**8.2 By-Election Schedule**

Be it resolved the following By-Election schedule be approved:

Nomination period commences at 8 am PST on Monday, September 16th, and closes at 4 pm PST on Friday, September 27th, 2024.

Campaigning period commences at 8 am PST on Tuesday, October 1st, 2024 and closes at 11:59 pm PST on Friday, October 11th, 2024.

Voting period commences at 8 am PST on Wednesday, October 9th and closes at 11:59 pm PST on Friday, October 11th, 2024.

All Candidate meeting will be held at 5 pm PST on Friday, September 27th, 2024.

**Motion carried outside of a board meeting. Please note all directors shall refrain from endorsing any candidates during the elections as per the SUO Regulations [Regulation II:24 (xvi)].**

President Danial Asif sent the board the resolution via email for approval on Thursday, September 5<sup>th</sup>, 2024. By Friday, September 6<sup>th</sup>, nine (9) Board of Directors voted in favor of the resolution. Emails were attached to the agenda.

**8.3 Student Association Ratification**

24/09/26.25

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Be it resolved that SUO NextGen STEM Outreach Student Association be ratified.

24/09/26.26

/

Be it resolved that SUO Okanagan Steel Bridge Team Student Association be ratified.

24/09/26.27

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Be it resolved that Women's Sports Student Association be ratified.

**Aims and Purposes:** Our mission is to ignite a passion for women's sports, foster a vibrant and inclusive community, and empower our members to explore and excel in new athletic pursuits. We are dedicated to creating a supportive environment where women can come together to train, discover new sports and share their love for athletic competition. Through engaging events, shared experiences and collective enthusiasm, we aim to build lasting friendships and celebrate the power and potential of women in sports.

24/09/26.28

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Be it resolved that SUO Running and Walking Club be ratified.

**Aims and Purposes:** We strive to enhance the overall student experience by creating opportunities for physical...

24/09/26.29

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Be it resolved that SUO Latin Dance Club be ratified.

**Aims and Purposes:** The Latin Dance Club at the university aims to create a vibrant and inclusive community for students passionate about Latin dance. Our primary goals are to host engaging dance events and socials that celebrate the rich traditions of Latin dance styles, such as salsa, bachata, and merengue. By providing a welcoming space for dancers of all skill levels, we seek to foster connections among students, promote cultural awareness and enhance the campus's social life through the joy of dance.

24/09/26.30

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Be it resolved that SUO Drawing and Discourse Student Association be ratified.

**Aims and Purposes:** To provide a space for live drawing and contemporary art discourse for FCCS students as well as the rest of the student body.



24/09/26.31

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Be it resolved that SUO Community Support and Engagement Student Association be ratified.

**Aims and Purposes:** It aims to connect UBCO students with meaningful volunteer opportunities that address community needs, enhance academic and personal development, and build skills applicable to their fields of study. By bridging the gaps between the university and the Okanagan community, the club fosters the value of civic responsibility and actively encourages students to engage and contribute positively to society.

24/09/26.32

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Be it resolved that SUO Pre-Genetic Counselling Club be ratified.

**Aims and Purposes:** To bring together the undergraduate students who are interested in Genetic Counselling. This will be through weekly meetings, speeches in the field, and fundraising events for genetic related charity.

## **9. INFORMATION**

### **9.1 AGM**

### **9.2 SUO Extended Health and Dental Plan Audit (Report attached)**

## **10. ADJOURNMENT**



## BOARD MEETING MINUTES

Students' Union UBC Okanagan, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, August 20<sup>th</sup> at 12 pm, 2024, Zoom

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### Directors Present

President (meeting chair)  
Vice President Finance and Administration  
Vice-President External  
Vice-President Internal  
Vice-President Campus Life  
Director-at-Large  
Director-at-Large  
Director-at-Large  
Director-at-Large  
Faculty of Science Representative  
Faculty of Applied Science Representative  
Faculty of Education Representative  
Faculty of Arts and Social Sciences Representative  
Faculty of Management Representative  
Faculty of Creative & Critical Studies Representative  
College of Graduate Studies Representative  
Faculty of Health & Social Development Representative  
Board of Governors Representative (ex-officio)

Danial Asif  
Aryan Arora  
Abby Newman  
Rajat Arora  
Saaim Imran  
Mariam Al Barazi  
Sheela Mbogo  
Aliasgar Sakarwala  
Ananya Bhattacharya  
Veeru Seethanaboyina  
Sahar Sowdagar  
Elnaz Zamanzade  
Olivia Lai  
Riko Otsuka  
Amy Wang  
Mhamoda Moli  
Ali Wasti  
Isabella Bravo

### Directors Absent

Student Senate Caucus Representative (ex-officio)

Salman Hafeez (Saami)

### Staff Present

General Manager  
Governance Coordinator  
Well Pub Manager  
Membership Outreach Coordinator  
Communications & Marketing Manager

Jason Evans  
Cecily Qiu  
Michael Ouellet  
Izzy Rusch  
Becca Evans

### Guests:

UBCO Professor & Research Chair in Social Innovation Hub  
Sustainability Course Union Representative  
Student guest

Dr. Eric Li  
Jacqueline Rowe  
Teddy

## 1. CALLED TO ORDER AT 12:08 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

24/08/20.01

Seethanaboyina/Imran

Be it resolved that the agenda be adopted.

Asif/Seethanaboyina

Be it resolved that the agenda be amended by moving item 9.1 "Emails regarding Smart Meals" to New Business after item 7.2 "September Concert Headliner Contract Approval".

Be it further resolved that New Business be moved before the Committee business.

Amendment carried.

**Carried as amended.**

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

24/08/20.02

Bhattacharya/Sowdagar

Be it resolved that the minutes of the meeting held on July 18<sup>th</sup>, 2024 be adopted.

**Carried.**

## 4. PRESENTATION

## 5. REPORT ON UNIVERSITY RELATIONS

### 5.1 Senate

### 5.2 Board of Governors

Bravo introduced herself and encouraged board members to contact her for any further communication or questions.

### 5.3 Other University Committees

**Call for a nomination from the board to serve on the adjudication committee for next year's Open Educational Resources (OER) Excellence and Impact Awards.**

Al Barazi nominated herself and was appointed by the board to the committee.

## 6. NEW BUSINESS

### 6.1 AGM Date & Location

24/08/20.03

Asif/Seethanaboyina

Be it resolved that the 2024 SUO AGM be held on November 6<sup>th</sup>, 2024 at 7 p.m.

Members discussed the possibility of having the meeting earlier in the day to allow more student participation. While recognizing the issue of space availability, Asif would keep working on the location and time.

**Carried.**

### 6.2 September Concert Headliner Contract Approval

Be it resolved that the SUO approve the signing of the headlining artist contract for the September 2024 concert, with a total amount of (40,000 USD + 2,000 CAD) / (70,000 CAD).

**Motion carried outside of a board meeting.**

President Danial Asif sent the board the resolution via email for approval on Friday, August 2<sup>nd</sup>, 2024. By Sunday, August 4<sup>th</sup>, twelve (12) Board of Directors voted in favor of the resolution. Al Barazi abstained. Emails were attached to the agenda.

[Zamanzade entered at 12:53 p.m.]

### 6.3 Emails Regarding Smart Meals 2.0

Dr. Eric Li shared information about Social Innovation Hub and their collaboration with the SUO on the Smart Meals campaign. He clarified that Social Innovation Hub does not decide the menu but provides research support for the Smart Meals campaign to make sure the program would benefit students. He also answered some questions from the board and student guest regarding the food security, healthy food option, nutrition components of smart meals and sponsorship.

24/08/20.04

Mbogo/Sowdagar

Be it resolved that student Teddy be granted the right to ask Dr. Eric Li questions.

**Carried.**

In terms of sustainability, concern was raised by the sustainability course union and some other members about adding meat and eggs to the meal as a protein source. Newman explained how she incorporated sustainability in Smart Meal 2.0 and her plans/campaigns to educate students on sustainability. Newman also shared the feedback of the survey on Smart Meals last year.

24/08/20.05

Asif/Seethanaboyina

Be it resolved that the meeting be moved in-camera (legal). [1:12 p.m.]

**Carried.**

24/08/20.06

Asif/Seethanaboyina

Be it resolved that the meeting be moved ex-camera. [1:35 p.m.]

**Carried.**

#### **6.4 Student Association Policy Amendments (Special Resolution)**

24/08/20.07

R. Arora/Lai

Be it resolved that [Regulation VIII:5]

**5** New Student Associations applications will only be accepted during the periods of August 1 to the second (2nd) Friday of October; and January 1 to the second (2nd) Friday of February. New Student Association applications may only be ratified in the months of September, October, January and February.

be amended by inserting the word “August” before “September”, so [Regulation VIII:5] then reads:

**5** New Student Associations applications will only be accepted during the periods of August 1 to the second (2nd) Friday of October; and January 1 to the second (2nd) Friday of February. New Student Association applications may only be ratified in the months of **August**, September, October, January and February.

**Carried.**

24/08/20.08

R. Arora/Sakarwala

Be it resolved that [Regulation VIII:15]

**15** Student Associations are not permitted to accept any legal obligation for the Student Union including any of the following:

- a. entering into contracts either on behalf of the Student Union or the Student Association;
- b. hiring employees;
- c. open an account with a financial institution; or
- d. use a personal account to process Student Association transactions.

be amended by inserting the words “or external account with a financial institution” after the words “use a personal account” under Point (d), so [Regulation VIII:5] then reads:

**15** Student Associations are not permitted to accept any legal obligation for the Student Union including any of the following:

- a. entering into contracts either on behalf of the Student Union or the Student Association;
- b. hiring employees;
- c. open an account with a financial institution; or
- d. use a personal account **or external account with a financial institution** to process Student Association transactions.

**Carried.**

24/08/20.09

R. Arora/Newman

Be it resolved that [Regulation VIII:29]

29 A Student Association which has been deemed inactive for a period of at least twelve (12) months may be dissolved by the Board of Directors.

be amended by striking out the words “twelve (12) months” and inserting the words “six (6) months”, so [Regulation VIII:29] then reads:

29 A Student Association which has been deemed inactive for a period of at least **six (6) months** may be dissolved by the Board of Directors.

**Carried.**

## **6.5 Student Association Ratification**

24/08/20.10

R. Arora/Seethanaboyina

Be it resolved that SUO Tune Titans Student Association be ratified.

Aims and Purposes: Be a club that allows music producers and musicians to make music together.

**Carried.**

24/08/20.11

R. Arora/Imran

Be it resolved that SUO Photography Student Association be ratified.

Aims and Purposes: The aim is to provide a diverse and inclusive space for individuals to

discover, create and pursue their passions of photography or modelling.

**Carried.**

24/08/20.12

R. Arora/Seethanaboyina

Be it resolved that SUO Ecology and Zoology Course Union Student Association be ratified.

Aims and Purposes: To provide resources and organize workshops and events to further build our peers' learning and research skills. Facilitate collaboration between students and faculty to help gain valuable experience with research projects. Foster a sense of community among peers with similar interests. To promote ecology and zoology within the university via various events, outreaches and activities.

**Carried.**

24/08/20.13

R. Arora/Sowdagar

Be it resolved that SUO Okanagan Steel Bridge Team Student Association be ratified.

Aims and Purposes: The UBCO Steel Bridget Team is a group of students that aims to compete at the National CISC Steel Bridge Competition representing the University of British Columbia Okanagan.

More information was requested by the board. Members were also reminded to keep the budget in mind when approving the student association.

**R.Arora/Bhattacharya**

**Be it resolved that the ratification of the SUO Okanagan Steel Bridge Team Student Association be tabled.**

**Carried.**

24/08/20.14

R. Arora/Seethanaboyina

Be it resolved that SUO NextGen STEM Outreach Student Association be ratified.

Aims and Purposes: The club aims to do three things.

- 1) Mainly we want to run STEM outreach workshops to high school and elementary students to get them more interested in STEM+getting them to learn about opportunities in those respective fields;
- 2) Run networking activities through the SHAD Canada alumni network (they are an affiliate to this club);
- 3) Develop a community where we're able to help one another pursue our goals in life

and our careers.

More information was requested.

**R. Arora/Mbogo**

**Be it resolved that the ratification of the SUO NextGen STEM Outreach Student Association be tabled.**

**Carried.**

24/08/20.15

R. Arora/Mbogo

Be it resolved that SUO Creative Writing Course Union Student Association be ratified.

Aims and Purposes: To make safe, creative, and welcoming events for all UBCO students interested in creative writing and foster community amongst those who are registered as Creative Writing majors and minors.

**Carried.**

24/08/20.16

R. Arora/Seethanaboyina

Be it resolved that SUO Sociology Course Union Student Association be ratified.

Aims and Purposes: We will act as a voice for Sociology students within the University, advocating for their needs and concerns by: providing students with additional learning opportunities outside of regular coursework; creating opportunities for students to network with faculty, alumni, and professionals in the field; hosting social events for students to connect with one another; fostering a sense of community and belonging; and by providing resources and events focused on career development.

**Carried.**

## **7. COMMITTEE BUSINESS**

### **7.1 Executive Committee**

24/08/20.17

Asif/Seethanaboyina

Be it resolved that the minutes of the meeting held on July 24<sup>th</sup>, 2024 be adopted.

**Carried.**



24/08/20.18

Asif/Bhattacharya

Be it resolved that the minutes of the meeting held on August 7<sup>th</sup>, 2024 be adopted.

**Carried.**

**7.2 Finance Committee**

**7.3 Policy Committee**

**7.4 Campus Life Committee**

24/08/20.19

Imran/R. Arora

Be it resolved that the minutes of the meeting held on June 27<sup>th</sup>, 2024 be adopted.

**Carried.**

24/08/20.20

Imran/A.Arora

Be it resolved that the minutes of the meeting held on July 3<sup>rd</sup>, 2024 be adopted.

**Carried.**

**7.5 Campaigns Committee**

24/08/20.21

Newman/Lai

Be it resolved that the minutes of the meeting held on July 25<sup>th</sup>, 2024 be adopted.

**Carried.**

24/08/20.22

Newman/Wasti

Be it resolved that the minutes of the meeting held on August 8<sup>th</sup>, 2024 be adopted.

**Carried.**

**7.6 Graduate Student Committee**

24/08/20.23

Moli/Mbogo

Be it resolved that the minutes of the meeting held on July 29<sup>th</sup>, 2024 be adopted.

**Carried.**

24/08/20.24

Moli/R. Arora

Be it resolved that the July and August Honoraria for GSC Students at Large be disbursed as follows:

GSC July

Sr. No	Name of SAL	Amount (\$)	Note
1	Dina Khrabshesh	50	
2	Fatima Canales	0	
3	Nibirh Jawad	50	
4	Satabdi Das	50	
5	Yazdanmehr Gordanpour	50	
6	Hammad Ahmad	50	
7	Omang Baheti	0	
8	Ghulam Hussain	50	
9	Rohit Dandamudi	50	
<b>GSC August</b>			
Sr. No	Name of SAL	Amount (\$)	Note
1	Dina Khrabshesh	50	
2	Fatima Canales	0	
3	Nibirh Jawad	50	
4	Satabdi Das	50	
5	Yazdanmehr Gordanpour	50	
6	Hammad Ahmad	50	
7	Omang Baheti	0	
8	Ghulam Hussain	50	
9	Rohit Dandamudi	0	

**Carried.**

### 7.7 Oversight Committee

24/08/20.25

Sakarwala/Newman

Be it resolved that the minutes of the meeting held on July 31<sup>st</sup>, 2024 be adopted.

**Carried.**

24/08/20.26

Sakarwala/Mbogo

Be it resolved that the June Executive Reports be adopted as attached.

**Carried.**

### 7.8 Media Fund Committee

24/08/20.27

Imran/R.Arora

Be it resolved that the minutes of the meeting held on August 7<sup>th</sup>, 2024 be adopted.

Wang wanted the minutes to reflect that Ana from Phoenix was not satisfied with the delay

in their budget approval process, which affected their hiring. She also proposed the board to work on a sustained budget line for Phoenix. The board requested reasons for the delay. Imran explained the process and suggested some policy changes for the committee to streamline the budgeting process. The board mandated the chair to update the minutes and bring it back at the next meeting.

24/08/20.28

Imran/Wang

Be it resolved that the funds in the amount of \$45,000 be allocated to Phoenix News as recommended by the Media Fund Committee.

Imran and A.Arora explained how media fund works and clarified that media fund is collected by UBC to be paid to the student media; and is not under the SUO general budget.

**Carried.**

## **7.9 Electoral Committee**

24/08/20.29

Asif/Bhattacharya

Be it resolved that the Electoral Committee be struck for the 2024-2025 SUO Board.

**Carried.**

24/08/20.30

Asif/Seethanaboyina

Be it resolved that Trophy Ewila be appointed as Chief Returning Officer for the By-Election 2024.

**Carried.**

## **8. INFORMATION**

### **8.1 Women's Leadership Conference**

Bhattacharya introduced her initiative of the Women's Leadership Conference scheduled for the second week of February. She talked about her motivation, the conference structure and the budgeting. She extended her invitation to board members to join their working group.

### **8.2 Conference and Travel Summary Report for Review**

Attached:

BCFS Skills Symposium Report from Mariam Al Barazi

BCFS Skills Symposium Report from Olivia Lai

BCFS Skills Symposium Report from Sahar Sowdagar

BCFS Skills Symposium Report from Ananya Bhattacharya

BCFS June Executive Meeting from Abby Newman

Student Union Development Submit (SUDS) from SUO Executive Committee

## **9. DISCUSSION**

### **9.1 Meeting Minutes Format**

24/08/20.31

Asif/A.Arora

Be it resolved that "Meeting Minutes Format" be tabled to the next meeting.

**Carried.**

## **10. ADJOURNMENT**

The meeting adjourned at 3 p.m.

# EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Executive Committee Meeting, August 21 at 1 pm, UNC133C

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## **Directors Present**

President (meeting chair)

Vice President Finance and Administration

Vice-President Internal

Vice-President Campus Life

Danial Asif

Aryan Arora

Rajat Arora

Saaim Imran

## **Directors Absent**

Vice-President External

Abby Newman

## **Staff Present**

General Manager

Governance Coordinator

Jason Evans

Cecily Qiu

**1. CALLED TO ORDER AT 1:06 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**

24/08/21.01

R. Arora/A.Arora

Be it resolved that the agenda be adopted.

Carried.

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

24/08/21.02

Imran/R.Arora

Be it resolved that the minutes of meeting held on August 7<sup>th</sup>, 2024 be adopted.

Carried.

**4. NEW BUSINESS**

**4.1 Director Honoraria**

24/08/21.03

Asif/R. Arora

Be it resolved that the July Honoraria for Board of Directors be disbursed as follows:

Name	Title	%
Al Barazi, Mariam	Director-at-Large	100
Bhattacharya, Ananya	Director-at-Large	100
Lai, Olivia	Faculty of Arts and Social Sciences Rep.	100
Mbogo, Sheela	Director-at-Large	100
Moli, Mhamoda	College of Graduate Studies Rep.	100
Otsuka, Riko	Faculty of Management Rep.	100
Sakarwala, Aliasgar	Director-at-Large	100
Seethanaboyina, Veeru	Faculty of Science Rep.	100
Sowdagar, Sahar	Faculty of Applied Sciences Rep.	100
Wang, Amy	Faculty of Creative & Critical Studies Rep.	100
Wasti, Ali	Faculty of Health & Social Development Rep.	100
Zamanzade, Elnaz	Faculty of Education Rep.	100

Carried.

Executives discussed the reports and policies regarding the honoraria; and recommended policy review and clarification at the policy committee.

#### **4.2 Reallocation of Funds to the Black Student Success Space**

24/08/21.04

A.Arora/Imran

Be it resolved that the Executive Committee approve the reallocation of funds in the amount of \$5,000 to the Black Student Success Space from the Endowments and Grants Budget Line.

Asif and Evans provided information and context of the Black Student Success Space. Asif would work on a MOU with other parties involved.

Carried.

### **5. INFORMATION**

#### **5.1 Sponsorships**

Executives shared information on sponsorship.

#### **5.2 SUO Benefits Program Audit**

Evans provided context of the audit. No significant issue was raised by the report. However, the report indicated the potential for significant increases in health and dental insurance premium.

### **6. IN-CAMERA (LABOR)**

24/08/21.05

R. Arora/A.Arora

Be it resolved that the meeting be moved in-camera. [2:00 p.m.]

Carried.

24/08/21.06

Imran/A.Arora

Be it resolved that the meeting be moved ex-camera. [2:14 p.m.]

Carried.

### **7. ADJOURNMENT**

Meeting adjourned at 2:14 p.m.

# EXECUTIVE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Executive Committee Meeting, September 12 at 12:30 pm, UNC133C

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## **Directors Present**

President (meeting chair)

Vice President Finance and Administration

Vice-President External

Vice-President Internal

Vice-President Campus Life

Danial Asif

Aryan Arora

Abby Newman

Rajat Arora

Saaim Imran

## **Directors Absent**

## **Staff Present**

Governance Coordinator

Cecily Qiu



**1. CALLED TO ORDER AT 12:36 PM.**

**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**

24/09/12.01

A.Arora/Newman

Be it resolved that the agenda be adopted.

Asif/Newman

Be it resolved that the agenda be amended by adding an in-camera session related to labor.

Amendment carried.

R.Arora/A.Arora

Be it resolved that the agenda be amended by adding an agenda item “Board meeting”.

Amendment carried.

Carried as amended.

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

24/09/12.02

R.Arora/Newman

Be it resolved that the minutes of meeting held on August 21<sup>st</sup>, 2024 be adopted.

Carried.

**4. NEW BUSINESS**

**4.1 Director Honoraria**

24/09/12.03

R.Arora/Asif

Be it resolved that the August Honoraria for Board of Directors be disbursed as follows:

Name	Title	%
Al Barazi, Mariam	Director-at-Large	100
Bhattacharya, Ananya	Director-at-Large	100
Lai, Olivia	Faculty of Arts and Social Sciences Rep.	100
Mbogo, Sheela	Director-at-Large	100

Moli, Mhamoda	College of Graduate Studies Rep.	100
Otsuka, Riko	Faculty of Management Rep.	100
Sakarwala, Aliasgar	Director-at-Large	100
Seethanaboyina, Veeru	Faculty of Science Rep.	100
Sowdagar, Sahar	Faculty of Applied Sciences Rep.	100
Wang, Amy	Faculty of Creative & Critical Studies Rep.	100
Wasti, Ali	Faculty of Health & Social Development Rep.	100
Zamanzade, Elnaz	Faculty of Education Rep.	100

Carried. R. Arora suggested a policy review from the policy committee in terms of the honoraria.

## 5. INFORMATION

### 5.1 Concert and Expo Updates

The executives updated the progress on Frosh and Expo as well as the sponsorship and volunteer recruitment. It was recommended to engage the board members in volunteering.

## 6. DISCUSSION

### 6.1 Board Meeting

Executives discussed if they need an extra board meeting to ratify the student associations. Asif would review the September board meeting agenda before he decides on the schedule.

## 7. IN CAMERA (LABOR)

24/09/12.04

R. Arora/Imran

Be it resolved that the meeting be moved in-camera. [12:57 p.m.]

Carried.

24/09/12.05

A.Arora/R. Arora

Be it resolved that the meeting be moved ex-camera. [1:12 p.m.]

Carried.

## 8. ADJOURNMENT

Meeting adjourned at 1:12 p.m.

# FINANCE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Finance Committee Meeting, August 21<sup>st</sup> 2024 at 11:00 AM, Zoom/In-Person

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## Members Present

Vice-President Finance and Administration	Aryan Arora
President	Danial Asif
Faculty of Health & Social Development Representative	Ali Wasti

## Members Absent With Regrets and Approval

Faculty of Arts and Social Sciences Representative	Olivia Lai
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## Members Absent Without Regrets and/or Approval

## Staff Present

Finance Manager	Leanne Smailes
General Manager	Jason Evans
Governance Coordinator (minutes taker)	Cecily Qiu

## Guest

RBC	Kuan Ho
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## **1. CALLED TO ORDER AT 11:12 A.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**

24/08/21.01

Smailes/Evans

Be it resolved that the agenda be adopted.

Carried.

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

24/08/21.02

Smailes/Evans

Be it resolved that the minutes of the meeting held on July 8<sup>th</sup>, 2024 be adopted.

Carried.

## **4. NEW BUSINESS**

### **4.1 Reallocation of Funds to the Black Student Success Space**

24/08/21.03

Arora/Asif

Be it resolved that the Finance Committee recommends the Reallocation of Funds to the Black Student Success Space for approval by the Executives at the next Executive meeting.

Carried.

Asif provided information regarding the Black Student Success Space. The SUO, along with the EIO and the Wellness office, would contribute funds to the program. Smailes recommended a formal document with UBC, clarifying the responsibilities of each office involved. Asif would work on an MOU with them.

## **5. INFORMATION ITEMS**

### **5.1 Presentation by Kuan Ho**

Ho presented an annual review and a quarterly review of the investment. The YTD data showed a good performance last year and the first quarter of this year.

### **5.2 YTD July 2024 Budget Update**

Arora presented a YTD budget review. He went over all the expenses under each budget line and showed little concern on the budget as the expenses aligned with the budget goal.

## **6. DISCUSSION**

### **6.1 Disbursement of Funds Policy Change**

The finance committee recommended a policy review at the policy committee regarding some fund disbursement and contract.

## **7. ADJOURNMENT**

Meeting adjourned at 12:09 p.m.

# POLICY COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Policy Committee Meeting, August 26, 2024 @ 1 pm, Zoom/UNC 133C

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## Committee Members Present

Vice-President Internal (chair)

Rajat Arora

Vice-President External

Abby Newman

Director-at-Large

Mariam Al Barazi

Director-at-Large

Sheela Mbogo

Faculty of Education Representative

Elnaz Zamanzade

Faculty of Applied Science Representative

Sahar Sowdagar

Faculty of Creative & Critical Studies

Amy Wang

Student at Large

Aashish Tiwari

Student at Large

Saniya Prabhu

## Committee Members Absent with Regrets and Approval

Faculty of Science Representative

Veeru Seethanaboyina

## Committee Members Absent without Regrets and/or Approval

### Staff Present

General Manager

Jason Evans

Governance Coordinator

Cecily Qiu

### Guest

Vice-President Campus Life

Saaim Imran

Vice-President Finance

Aryan Arora

Membership Outreach

Izzy Rusch

## 1. CALL TO ORDER (1:07 PM)

### 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

24/08/26.01

Newman/Sowdagar

Be it resolved that the agenda be adopted.

**Carried.**

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

24/08/26.02

Sowdagar/Prabhu

Be it resolved that the minutes of the meeting held on May 28<sup>th</sup>, 2024 be adopted.

**Carried.**

## 4. NEW BUSINESS

24/08/26.03

Newman/Tiwari

Be it resolved that [Bylaw IV:4]

4. If a petition bearing the signatures of at least five (5) percent of the Members of the Students' Union in support of having one (1) or more Special Resolutions or Ordinary Resolutions considered at an Annual General Meeting is delivered to the President of the Students' Union at least seven (7) days in advance of the date of the Annual General Meeting, the Special Resolution or Ordinary Resolution shall be added to the agenda.

be amended by striking the words "in advance of the date of the Annual General Meeting" and inserting the following words "before notice of the annual general meeting is sent" after the words "at least seven (7) days", so [Bylaw IV:4] then reads:

4. If a petition bearing the signatures of at least five (5) percent of the Members of the Students' Union in support of having one (1) or more Special Resolutions or Ordinary Resolutions considered at an Annual General Meeting is delivered to the President of the Students' Union at least seven (7) days before notice of the annual general meeting is sent, the Special Resolution or

Ordinary Resolution shall be added to the agenda.

Qiu provided reasoning for this motion: based on the bylaw and Societies Act the AGM notice should be circulated 14 days in advance including the text of the special resolution(s). The bylaw currently states that the special resolution can be brought forward 7 days prior to the AGM by petition, which violates the Societies Act and their other bylaw regarding the notice distribution.

Al Barazi suggested "at least twenty one (21) days before notice of the annual general meeting is sent" instead as the regulation with a 7 day advanced notice may introduce a loophole if the SUO were to put out the notice of AGM early on, it would not give students enough time to collect enough signatures for the petitions they want to present.

Qiu stated that she borrowed the wording from the Societies Act regarding the petition. On the operational side, they usually sent the notice 14 days in advance. She also mentioned that the bylaw regarding the referendum from students also provides similar wording. As requested, Qiu showed the clause on the Societies Act regarding member's proposal for the AGM and also stated that the timeline for providing notice of the AGM is between 60 days and 14 days before the AGM.

Al Barazi reaffirmed that the enlarged timeline of 60 to 14 days for the notice is how the loophole can be created. Mbogo suggested a policy to notify students of the distribution date of AGM notice.

Evans stated that the wording of the agenda clarifies that the 7-day timeline is before the notice of the AGM, which includes the agenda, not the AGM itself. Since the Societies Act is evident in its wording, going against it violates it. Even if the SUO decides to put the agenda ten days before the seven days outlined in the regulation, the SUO cannot say they won't accept a petition because it's past that timeline. One of the things that goes into the petition is that the SUO has to verify that the persons who signed the petitions are students on campus. Regardless of the time the SUO publishes, Evans said it's essential to give the students a clear agenda that they can use to produce ideas for debate. Al Barazi clarifies that she is not suggesting anything different from the Societies Act.

**Carried.**

24/08/26.04

Newman/Tiwari

Be it resolved that [Regulations III: 8-10]

**8** Expenses up to and including ten thousand dollars (\$10,000) must be approved by the person responsible for the relevant line item.

**9** Expenses greater than ten thousand dollars (\$10,000) but less than twenty-five thousand dollars (\$25,000) must be approved by the Executive Committee.



**10** The Board of Directors must approve all expenses equal to or greater than twenty-five thousand dollars (\$25,000).

be amended by inserting “non-budgeted” before “expenses” in each policy, so [Regulations III: 8-10] then read:

**8** Non-budgeted expenses up to and including ten thousand dollars (\$10,000) must be approved by the person responsible for the relevant line item.

**9** Non-budgeted expenses greater than ten thousand dollars (\$10,000) but less than twenty-five thousand dollars (\$25,000) must be approved by the Executive Committee.

**10** The Board of Directors must approve all non-budgeted expenses equal to or greater than twenty-five thousand dollars (\$25,000).

A. Arora provided motivation. The executives discussed what qualifies as expenses and what goes through the finance committee, executive committee, and board. With the amounts staying the same, the new regulation just provided more clarity for the bylaws.

Al Barazi asked if there are other processes the current board considers to ensure transparency when these non-budgeted approvals are made. She was also concerned that the person managing the budget line may separate expenses to be approved individually, presenting a loophole for board approval. Mbogo expressed similar concern and thought the expense of \$25,000 is too high and should be reviewed by the board.

A. Arora reassured that every expense goes through four cycles: the General Manager, VP of finance, VP of campus life, and the President. At least two people always look at such expenses to avoid those situations that Al Barazi and Mbogo were concerned about. The Finance Manager also goes through such expenses to avoid fraudulent situations. Evans stated that the financial mechanisms would detect fraud or other sketchy transactions. He did not see an issue approving a non-budgeted expense of over 10,000 because all expenses would have been streamlined by different departments depending on what they hope to spend, so the board would have already signed off on it. He stated that, in his personal opinion, the funds have been planned and have a place in the budget with the approval from the board. With operations needing to make payments and avoid fees, the regulation is currently unclear on what the amount refers to. The board approved the budget in July; whilst the staff operate under the assumption that whatever is under the budget is approved. The current policy was ambiguous and needed to be clarified in order not to delay operational needs.

A. Arora stated that the broken expenses would come together as one monthly installment and would not be demonstrated as separate costs. For the non-budgeted expense, when evaluating at the end of the year whether they have

overspent, it goes through the different committees and boards to determine whether it was unallocated funds or budgeted expense. Each process is demonstrated, and it is very rare to see big unaccounted expenses.

Evans agreed with A. Arora. Based on experience, a budget line can sometimes exceed the budgeted and approved amount. What is important is that it is responded to. If the general budget has been impacted by 10%, the board has to make that decision and decide whether the budget has to change the way it is being proposed to change. Regarding recurring, bracketed/separate costs, the finance committee would review them and demonstrate them as flags/concerns to be reviewed. The budgets would be monitored so that things flow the way they are supposed to flow and so that they can account for non-budgeted items. Unconsidered items can come up, but the policy could provide the leeway for the operational teams to make those calls.

R. Arora stated that if something was not presented in the budget by the finance committee, it would be brought forward to the board.

**Carried.**

24/08/26.05

Qiu/ Tiwari

Be it resolved that [Regulations IV: 59-60]

59 The Executive Committee may, from time to time, enter into contracts in the name of the Student Union, provided that the amount has been budgeted for and the contract does not exceed twenty-five thousand dollars (\$25,000) in value.

60 The Board of Directors may approve by Resolution and on the advice of the Executive Committee any contract equal to or greater than twenty-five thousand dollars (\$25,000) in value.

Be amended by striking the words "twenty-five thousand dollars (\$25,000)" in Policy 59 and 60 and inserting the words "seventy-five thousand dollars (\$75,000)", so [Regulations IV: 59-60] then read:

59 The Executive Committee may, from time to time, enter into contracts in the name of the Student Union, provided that the amount has been budgeted for and the contract does not exceed seventy-five thousand dollars (\$75,000) in value.

60 The Board of Directors may approve by Resolution and on the advice of the Executive Committee any contract equal to or greater than seventy-five thousand dollars (\$75,000) in value.

Imran stated that the proposed regulation will help smoothen the concert's process and help the staff involved, such as Mike, to put it together. Mbogo understood the motivation, but she was opposed to the amendment, stating that she felt uncomfortable approving the contract for unknown artists and hoped that the artist was an appropriate selection. They might have been able to determine the monetary value based on the artist picked. Wang asked for more finance information of the previous Frosh. Newman clarified that the regulation doesn't just apply to concerts. The amount spent for the concert was budgeted and approved by the board, so decisions were not being made behind their back. The regulation aimed to fix the wording. She gave an example of the regulation applied in her portfolio where she may work with advocacy groups with previous contracts, and budgetary changes are made to them according to the year's needs, for which this policy accounts. In general, this policy applies to the whole organization. Evans stated that the expenses are technically already budgeted/ approved. SUO has continuously operated, with precedent, that once a contract arrives within a pillar, let's say Campus Life, for 55 thousand, because the board approved the budget of 75 thousand, it can go through. However, this year, they went through the regulation to find ambiguity. The law was made a while ago, and that amount of 25 thousand and its value back then is not the same as it is today. It is a matter of operational efficiency. The board meetings are monthly, and the operations must go through within the budgeted framework. Contracts are time-sensitive, so this policy accounts for it. In the example of the artist contract this year, the board had seven days to approve it and send it back, or it would have been void. Sowdagar was curious about how the 75 thousand amount was decided. Imran stated that years ago, 25 thousand was not the same as it used to be. 75 thousand may be too much; if the committee wants to suggest another number, he would be happy to hear it. The grey area is between other contracts' budgeted expenses and the board's approved budget. Sowdagar suggested the board should approach it from a purchasing power perspective. R. Arora states purchasing power is different, as artists are expensive these days.

**Newman/Sowdagar**

**Be it resolved that the motion be amended by substituting "seventy-five thousand dollars (\$75,000)" with "fifty thousand dollars (\$50,000)".**

**Amendment carried.**

**Carried as amended.**

24/08/26.06

Newman/Tiwari

Be it resolved that a new policy be added after [Regulations I:68], which reads:

69. The Membership Outreach Coordinator shall serve as a Resource to this Committee.

R. Arora stated the reasoning was that the previous board meeting demonstrated many policy amendments on student association and that she would be a great asset for the committee. She would not have voting rights but is a point of information.

**Carried.**

## **5. DISCUSSION**

### **5.1 Policy Committee Membership**

No discussion.

### **5.2 Director-at-Large (DAL) Duties**

R. Arora stated that the policy to request the director at large to submit the end-of-term report was tabled and referred back for more discussion. Two questions were raised by the board: 1) Could they add a section of engagement activities to the monthly report. 2) Could students reach their faculty representatives instead of DAL if they have concerns.

R. Arora stated not all matters are faculty related. The general concerns would go through the DAL. Newman was in favor of the engagement report for the reason of accountability and transparency. She thought it's important to highlight to students that even if it's not a faculty-related issue, they have a DAL which is meant to support you on a grander scale, especially when it comes to a marginalized aspect, LGBTQIA+, disabilities, or in the case of an upcoming Black student space.

A. Arora stated when he was a DAL, his main goal was volunteering and helping the executives in board and committee meetings. Instead of adding another report, he suggested adding a box in the monthly report that would account for community engagement rather than filling a separate report. He felt faculty reps engage with faculty-specific students while DAL is there for all students. It may limit the engagement of faculty reps. R. Arora emphasized the role of DAL to support marginalized students specified by the bylaw. Al Barazi agreed there should be a report published on the directors at large's engagement but also acknowledged that it might not hold as much weight as the DALs don't carry the same amount of responsibilities and decision-making as the executives. Sheela supported this regulation change, and wanted to see a mechanism or process to ensure it happens. She asked whether the policy committee would be responsible for creating that report. R. Arora stated that a template was being developed and would be shared for revision.

### **5.3 The Duty of Oversight of Resource Centers**

Members had a discussion about the portfolios of VP Internal and VP External, and agreed that the responsibility to oversee the resource centers fit better under VP External's portfolio due to the advocacy role related to the position. Mbogo suggested channeling the Resource Centers to UBC as she saw greater potential for the resource centers to expand under the umbrella of UBC. Newman expressed the budget and space concern, and explained reasons behind some policy changes toward the Resource centers, especially about the honoraria policy. She suggested VP-External take over the oversight duty, which could improve the event quality that Resource centers could provide.

#### **5.4 Director Honorarium**

Al Barazi raised a concern on the time of receiving honoraria, stating that they (non-executive directors) submit their reports at the start of the month, only to be paid by the end of the month or even later. She emphasized the importance of consistency in the budget and asked for clarification on how the honoraria is calculated and what it is based on. Al Barazi presented draft motions and asked the executive to review it on their own time, which stated:

EITHER: Be it resolved that an Executive Committee Meeting is set on a monthly basis to approve board members reports and submit the executive meeting minutes to the Finance staff person by the first pay period cut off (the first Friday of each month) to be paid out by the first pay period (the second Friday of each month).

OR: Be it resolved that the board members monthly reports be forwarded to the finance manager who will review and approve the hours by the first pay period cut off, (the first Friday of each month) to be paid out by the first pay period (the second Friday of each month).

AND Be it resolved that if the Finance manager is away (sick leave, vacation, etc.) that (whoever is best fit to replace them) have the payrolls approved on time.

R. Arora clarified the guaranteed honoraria of \$50 for attendance of board meetings and stated that as long as a report is submitted, they get the full amount. He also stated that the second executive meeting towards the end of the month is dedicated to the approval of honoraria. Evans stated that during the academic year, there would be some consistency. He was looking at the scheduling and payroll system that could better align with the directors' schedule. Evans and Newman clarified that it is an honorarium not a pay, a different category from a salary perspective. Evans ensured that any late submission of monthly report would not affect the time for other directors to receive their honoraria.

#### **6. ADJOURNMENT (2:57 PM)**

# CAMPUS LIFE COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Campus Life Committee Meeting, July 23rd, 2024, UNC133C

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## Members Present

Vice-President Campus Life (meeting chair)  
Vice President Internal  
President  
Vice-President Finance  
Vice-President External  
Director at Large  
Director at Large  
Student-At-Large

Saaim Imran  
Rajat Arora  
Danial Asif  
Aryan Arora  
Abby Newman  
Aliasgar Sakarwala  
Sheela Mbogo  
Georgia Goerz

## Members Absent With Regrets and Approval

Faculty of Science Representative  
Student-At-Large

Veeru Seethanaboyina  
Sheza Shahzad

## Members Absent Without Regrets and/or Approval

Faculty of Management Representative  
Student-At-Large

Riko Otsuka  
Tanin Zeraati

## Staff Present

Well Pub Manager  
Communications Manager

Michael Ouellet  
Becca Evans

## Staff Absent

Membership Outreach Coordinator  
General Manager

Izzy Rusch  
Jason Evans

## **1. CALL TO ORDER 12:36PM**

### **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**

24/07/23.01

Danial/Abby

Be it resolved that the agenda be adopted.

Carried.

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

24/07/23.02

Aliasgar/Abby

Be it resolved that the minutes from the meeting held June 27th, 2024 and July 3rd, 2024 be adopted.

Carried.

## **4. NEW BUSINESS**

### **4.1 Well Events**

- **All Ages Party**
- **19+ Party**
- **All Ages Trivia**
- **19+ Trivia**
- **19+ Karaoke**
- **Concert Afterparty**

Ouellet listed some dates for the events that were discussed as well as logistics such as trivia companies. Wine and paint nights were also discussed. Video game tournaments were discussed as well as sponsorship related to EA, NBA, FIFA and NHL.

### **4.2 General Events**

- **Bonfire Night**
- **Beer Garden**

Saaim covered the events briefly describing them. Abby explained that can opening can hurt hands and efficiency was questioned. Mike explained the processes of the beer garden and discussed efficiency and the liquor licenses. Sheela brought up that the committee is heavily planning events in only September. Saaim explained that various events are planned regularly throughout the year. Mike described the pumpkin carving

event and other similar events that are going to be planned out to keep events consistent throughout the year.

#### **4.3 SUO Concert**

#### **4.4 September Events**

**Sheela suggested an events checklist.**

#### **4.5 Committee Work**

Saaim described the idea document and how it's important for all committee members to attend. Saaim was very appreciative of everyone attending the meeting and looks forward to future meetings and planning events with the team.

### **5. ADJOURNMENT 1:13PM**



# CAMPUS LIFE COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Campus Life Committee Meeting, August 30th, 2024, UNC133C

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**2:39PM**

## **Members Present**

Vice-President Campus Life (meeting chair)  
Vice President Internal  
President  
Vice-President Finance  
Vice-President External  
Faculty of Science Representative  
Director at Large  
Student-At-Large  
Student-At-Large

Saaim Imran  
Rajat Arora  
Danial Asif  
Aryan Arora  
Abby Newman  
Veeru Seethanaboyina  
Aliasgar Sakarwala  
Georgia Goerz  
Sheza Shahzad

## **Members Absent With Regrets and Approval**

Student-At-Large  
Faculty of Management Representative

Tanin Zeraati  
Riko Otsuka

## **Members Absent Without Regrets and/or Approval**

Director at Large

Sheela Mbogo

## **Guests**

Zeyad Al-Ganainy

## **Staff Present**

Well Pub Manager  
Communications Manager

Michael Ouellet  
Becca Evans

## **Staff Absent**

Membership Outreach Coordinator  
General Manager

Izzy Rusch  
Jason Evans

## **1. CALL TO ORDER**

### **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**

24/08/30.01

Veeru/Abby

Be it resolved that the agenda be adopted.

Carried.

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

24/08/30.02

Motion was moved by Imran, and got seconded.

Be it resolved that the minutes from the meeting held July 23<sup>rd</sup>, 2024 be adopted.

Tabled

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

24/08/30.03

Motion was moved by Imran, and got seconded.

Be it resolved that \_\_\_\_\_ be the official minute taker for the Campus Life Committee. Tabled

## **5. NEW BUSINESS**

### **5.1 Well Events**

- **All Ages Party**

Saaim covered the all ages party coming up on Sept 6. He mentioned tickets were nearly sold out and that everything is set up for this event to be a success. He mentioned that he may need volunteers to help scan tickets and that more information will be presented to those that are interested.

- **19+ Party**

Saaim covered the 19+ party coming up on Sept 7, this event is not run by the campus life committee, however, the campus life committee should be prepare to run these in the future.

- **All Ages Trivia**

Saaim covered the all ages Harry Potter trivia and that he believes will be successful to help students make friends and set the standard for future trivia events. He is looking for hosts for the trivia, those that are interested should contact him.

- **19+ Trivia**

Saaim covered the all ages Harry Potter trivia that he believes will be successful to help students make friends. He is looking for hosts for this trivia as well, those that are interested should contact him.

- **19+ Karaoke**

Saaim covered the 19+ karaoke event. He mentioned that this will be in collaboration with karaoke club to help promote the event and get club involvement.

- **Volunteering for Concert + Promo**

Saaim mentioned that he will be sending a sheet out for people to sign up for the concert. Meeting attendees agreed to sign up to help out whenever possible. The executives mentioned that they'd help out the full day.

- **Concert Afterparty**

## 5.2 General Events

- **Bonfire Night**
- **Beer Garden**

## 5.3 SUO Concert

## 5.4 September Events

# 6. ADJOURNMENT

# GRADUATE STUDENT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students Graduate  
Committee Meeting, August 12 at 9:00 am, 2024, Team

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## **Committee Members Present**

Graduate Student Representative  
Executive  
Student at Large  
Student at Large  
Student at Large  
Student at Large  
Student at Large  
Student at Large

Mhamoda Akter Moli  
Abby Newman  
Dina Khrabsheh  
Nibirh Jawad  
Ghulam Hussain  
Satabdi Das  
Yazdanmehr Gordanpour  
Hammad Ahmad

## **Committee Members Absent**

Student at Large  
Student at Large  
Student at large

Rohit Dandamudi  
Fatima Canales  
Omang Baheti

## **Staff Absent**

Governance Coordinator

Cecily Qiu

## **1. CALL TO ORDER at 9.05 A.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**

24/08/12.01

Gordanpour/Newman

Be it resolved that the agenda be adopted.

Motion carried.

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

24/08/12.02

Jawad/Newman

Be it resolved that the previous meeting minutes be adopted.

Motion carried.

## **4. NEW BUSINESS**

### **4.1 Future Events Planning**

Ahmad asked for an update on the discussions with the College of Graduate Studies about the September orientation. Moli explained that she hasn't met with them yet due to their busy schedule but has a meeting planned for August 26th. Newman offered to help book the event

space. The group also talked about setting up a table at the orientation to welcome new graduate students. Ahmad added that there are leftover merchandise items that could be given to the new students.

#### **4.2 Summer Barbecue**

The BBQ event has been rescheduled to August 14th to align with the coffee event. During the meeting, the team discussed how to share responsibilities and distribute tasks for the event. Abby volunteered to contact Mike regarding the arrangements. We also talked about potential attendance and decided on burger options, including chicken, beef, Halal, and vegetarian, along with chips, salads, and sodas. Additionally, we explored ways to effectively spread information about the event to students.

### **5. INFORMATION**

#### **5.1 New Graduate Student Orientation**

we discussed the upcoming new graduate student orientation program, scheduled for August 28th. We planned the tabling for the event, with Jawad suggesting that since the orientation falls on a Wednesday, we could host our coffee event outside the Collegium and bring extra coffee for the new students. Gordanpour, Ahmad, Jawad, and Khrabsheh volunteered to take turns helping with the tabling during the event.

### **6. ADJOURNMENT**

Meeting adjourned at 9:55 a.m.

## **GRADUATE STUDENT COMMITTEE EMERGENCY MEETING MINUTES**

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

Graduate Committee Meeting (Urgent), August 27, 9:00 am, 2024, MS Teams

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### **Committee Members Present**

Graduate Student Representative	Mhamoda Moli
VP External SUO	Abby Newman
Student at Large	Nibirh Jawad
Student at Large	Hammad Ahmad
Student at Large	Yazdanmehr Gordanpour
Student at Large	Dina Khrabsheh
Student at Large	Satabdi Das
Student at Large	Rohit Dandamodi
Student at Large	Fatima Canales
Student at Large	Omang Baheti

### **Committee Members Absent**

Student at Large	Ghulam Hussain
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### **Staff Present**

Governance Coordinator	Cecily Qiu
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### **Guests**

SUO President	Danial Asif
SUO Vice-President Internal	Rajat Arora

## **1. CALL TO ORDER At 9:07 A.M.**

### **ACKNOWLEDGEMENT OF TERRITORY**

We would like to acknowledge that we are on the traditional, ancestral territory of the Syilx 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**

24/08/27.01

Jawad/Gordanpour

Be it resolved that the agenda be adopted.

Motion Carried.

## **3. NEW BUSINESS**

### **3.1 Graduate Students' Association**

24/08/27.02

Gordanpour/Jawad

Be it resolved that the Graduate Student Committee shall support the "Petition for the Establishment of the Graduate Students' Association (GSA) at the University of British Columbia Okanagan" (as attached) and advise the Board of Directors in its favour.

- Gordanpour, as a founding director of the Graduate Students Association (GSA), disclosed his potential conflict of interest and declared that he will abstain from voting on this and the following motions. He explained the initiative to establish an independent nonprofit graduate student society. He highlighted the growing need for such a society, particularly as the graduate student population has reached 1,300, or 11% of the student body. The proposed society would provide institutional recognition and advocacy specifically for graduate students, similar to models at other universities. Gordanpour emphasized that his support for the GSA is not a reflection of the



Students' Union Okanagan's (SUO) performance in representing graduate students, but rather the importance of having a separate, dedicated body.

- Newman inquired with Gordan pour, "I'm curious if you've had the opportunity to connect with the GSS at the Vancouver campus. I had a different understanding of how they operate. If you haven't had the chance yet, I'd be happy to assist, as I am also in contact with my equivalent there."
- Gordanpour answered that he has met with Emily (VP External), the previous president, the current president, and a past president of the GSS. Gordanpour has also reviewed their bylaws and regulations. He clarified that the GSS is separate and independent from AMS, but graduate students are members of both organizations. Additionally, the GSS and AMS collaborate on shared services like dental care, while services unique to each student population are funded separately.
- Newman asked a follow up question, if Gordanpour is considering exploring the establishment of a collective graduate student fee, given that the petition states it does not authorize it, or if the focus is solely on relying on SUO funds for everything. Gordanpour explained that collecting fees requires a referendum, which is why they need to establish the society first. For the initial years, they hope to manage with the existing budget from graduate students and SUO funds. As society gains a good reputation and support, they plan to seek the ability to collect fees separately in the future.
- Asif inquired whether the petition currently under consideration was developed by the graduate student committee or an independent graduate group, seeking to understand its origin and background. Gordanpour clarified that the petition is managed by the Grad Students Association and will be publicly launched for signatures this week. It was presented to the GSC first for their support. The petition is not from the GSC itself but from a separate group (GSA) aiming to register as a society under the Society's Act.
- Asif raised concerns about the implications of establishing a new grad student society "It's like getting a divorce", noting potential issues such as the need for separate health plans, SUO campaigns, and U-Pass arrangements. He questioned whether these factors had been considered. Gordanpour responded that the situation is not akin to a "divorce," as grad students would remain SUO members and continue receiving some of the same services. The GSA hopes to negotiate with SUO to determine service distribution, representation roles, and fee structures. He emphasized that there would be ongoing collaboration between the GSA and SUO, similar to the relationship between the GSS and AMS at UBC Vancouver, with shared services and separate

responsibilities. Asif sought clarification on whether the proposal involves the grad student fee going entirely to the GSA or remaining with the SUO. He asked if the SUO would continue to collect fees from both grad and undergrad students to provide services, while the GSA would handle advocacy for grad students. Gordanpour clarified to Asif that these are two separate issues discussed under two separate items on this agenda. The first step, establishing a society, is independent of the SUO and involves recognition under the Societies Act, not the Universities Act. This means the university wouldn't need to recognize it as a student body representative. The second step, after establishing the society, would involve dealing with the SUO. This would require decisions on revenue sharing, services offered, and separate representation, with the GSA advocating for grad students and the SUO continuing to represent undergrads.

- Qiu asked Gordanpour for clarification on how an independent society would operate in relation to the SUO. Specifically, she wanted to know if the society would rely on fees paid by graduate students or if it would be completely separate from the SUO. She questioned how funding would work and whether the independent society would affect the services currently provided by the SUO, such as student union services, health and dental plans, and other fees collected by SUO. Gordanpour explained that "independent" refers to the legal status of the new society, similar to how the SUO operates independently from the university. The initial step of establishing the society is separate from the petition discussed under the next item, which addresses the break from the SUO. Gordanpour outlined several possibilities for how the GSA and SUO might relate: one where the SUO runs a referendum to stop collecting fees from grad students, leading to potential short-term issues for students; another where the SUO continues to collect fees and provide services, while the GSA collects separate fees and handles additional services; and a third model where the SUO adjusts its constitution to relinquish representation of grad students but continues providing some, but not all, of the current services, with the GSA managing grad student representation and receiving funding in lieu of services. Qiu asked whether, under the proposed models, graduate students would still pay a portion of their student fees to the SUO to maintain membership and if there would be ongoing cooperation between the SUO and the new society. Gordanpour clarified that the SUO will continue to collect the same fees it currently does. The goal is to negotiate a contract where the SUO would provide funding to the GSA, similar to how it currently allocates funds to other organizations. Financial relationships between the SUO and GSA could exist, even though they remain legally separate entities. Qiu wanted to confirm if her understanding was correct: that the fee structure would remain unchanged, with only the portion

of fees previously allocated to the GSC now being redirected to the independent society. Gordanpour responded that the exact amount redirected to the independent society would ideally be determined through negotiations, potentially varying from \$25,000. Essentially, the SUO would shift from funding an internal committee to funding an external organization through contracts. Qiu asked for confirmation that students would have the choice to join either the SUO or the Graduate Student Association. If they do not join the Graduate Student Association, they would remain part of the SUO. Gordanpour clarified that, if the plan proceeds as intended, graduate students would be involuntary members of both the SUO and the Graduate Student Association (GSA), while undergraduates would only be members of the SUO. However, if the university does not recognize the GSA due to the SUO's constitution not being updated, there could be legal disputes. If the SUO only represents undergraduates, the university would then recognize the GSA as the legal representative of grad students, making all grad students involuntary members of the GSA.

- Newman expressed concern that removing and reallocating fees to the GSA could lead to a decrease in funding for SUO services, such as the pantry, student advocate, and clubs. This could negatively affect both undergrad and grad students. She asked if these potential consequences had been considered and what the response or plans might be to address these concerns. Gordanpour acknowledged that the fee structure issue is complex, especially in determining fair amounts for the GSA and ensuring it only receives the funds proportional to what grad students pay. He noted that tracking the usage of services by grad students versus undergraduates has been a challenge, as the SUO does not currently segregate usage data. If the GSA and SUO separate, it will require negotiations to determine funding for services like the pantry and other shared resources. Agreements on service usage and funding will need to be based on good faith negotiations and accurate data about service usage by both graduate and undergraduate students.
- Khrabsheh inquired about the impact on the SUO and the GSA, noting that the graduate student population is smaller compared to undergraduates. She asked how this disparity might affect the funding and operations if the grad student association were to separate and manage its own funds. Gordanpour noted that to determine the impact, a detailed financial analysis is needed. Currently, grad students pay \$160 each in operational fees, totaling about \$200,000 from 1,300 grad students. However, only \$25,000 is specifically allocated for grad student services. The

remaining fees contribute to various SUO operations, including staff salaries and events. The exact portion of these fees that supports graduate student services needs to be calculated.

- Asif questioned the fairness of the proposed fee structure, highlighting that current SUO services, events, and campaigns cater to both grad and undergrad students. He emphasized that, from an undergrad perspective, it seems inequitable if grad students demand that their fees go solely to the GSA while still expecting to access SUO resources such as events and the pantry. He asked if the GSA's plan involves this approach and sought clarification on how the arrangement would work. Gordanpour clarified that the issue isn't about receiving all the funds or using all the services. There are two ends to the spectrum: one where the GSA receives all the grad student fees but doesn't use any SUO services, and another where the SUO provides services while the GSA receives no funds. The preferred approach is a middle ground, where both parties negotiate which services will be shared and how funds will be allocated. For example, if grad students don't benefit from certain SUO events, those events might be limited to undergrads, while the GSA could receive a portion of the fees related to those services. Gordanpour reminded the committee that the petition discussed under the current agenda item is only about establishing the society, and the specifics, such as how fees and services will be managed, will be addressed under the next agenda item. He acknowledged concerns that this could affect grad students, potentially impacting their access to services like the U-Pass and health and dental plans. However, these services are under separate budget lines which will not be modified and so these services will not be disrupted.
- Newman expressed concern that grad students might misunderstand the implications of establishing the new society. She suggested that it's important to clearly communicate the potential for growing pains and ongoing negotiations, as the transition might not be smooth. Newman emphasized that students should be aware that they may still be involved with the SUO and paying fees while the details are worked out. She recommended incorporating clear disclaimers about these uncertainties to ensure that members are well-informed and prepared for any transitional challenges. Gordanpour agreed with Newman's suggestion and acknowledged the need for clear communication. He mentioned that supplementary documents will be provided to explain the situation in simple terms. While the legal separation will be addressed through two separate petitions, he recognized the importance of ensuring that members understand the process and any potential issues.

- Qiu expressed concern about whether the graduate students have enough information to make an informed decision about the society's independence. She pointed out that the members need to understand how the new society would operate and interact with the SUO to make a wise decision. Additionally, she noted that the presented numbers may not fully represent the actual services received by graduate students, as some services and costs are challenging to track and might not be reflected in the budget allocated to the Graduate Student Committee (GSC). Gordanpour clarified that the current petition is focused on establishing the legal framework for the new society, and the process of incorporating the society is separate from detailed discussions about its future operations and finances. According to the Society's Act, there are specific legal steps for forming a society, including incorporating it first, approving bylaws and the constitution at the first general meeting, and then holding a referendum on fees. These stages are designed to ensure that members are informed and have a say in the society's operations. Financial details and negotiations about service allocations will be decided later, with careful attention needed to assess and allocate funds appropriately. Qiu emphasized the importance of ensuring that the transition to establishing a graduate student society does not negatively impact students' access to services. She suggested that before finalizing any decisions, it would be beneficial to negotiate and provide students with more information about what to expect. This would help prevent any disruptions in the services currently available and ensure that students can make informed choices. Gordanpour concluded by summarizing that the main focus of the current discussion is whether the GSC agrees with the establishment of the GSA and supports the petition for its creation. The financial details and implications are important but are not the primary topic for the current resolution. The members are being asked to vote on whether to support the petition for establishing the GSA.
- Qiu expressed a desire to hear from other members about their thoughts on the matter. Jawad shared his perspective, emphasizing that while he is not aware of the funding situations of different societies, he acknowledges that separate entities like the Engineering Society operate under similar expectations. He highlighted that if the GSA is established, it would independently advocate for graduate student issues, without concern for undergraduate issues, and vice versa. Jawad noted that financial complexities should be handled by finance experts, and he proposed that a reasonable compromise could involve negotiating a fair portion of the student fees based on the actual services used by graduate students, suggesting that if a significant portion of the

fees is allocated to services used by grad students, then the GSA would work within that framework.

- Daniel emphasized that the decision about establishing the GSA should ultimately be made by the grad students themselves. He advised that if the GSA is deemed the best option, a solid plan must be in place to address potential challenges, such as the U-Pass and health and dental plans. He underscored the importance of preparation and planning for these issues as part of the decision-making process. Qiu expressed her support for establishing the independent society and suggested that as the process moves forward, consideration should also be given to staffing. She highlighted the need to plan for hiring a team or potentially sharing staff with the SUO, especially in light of challenges like managing the U-Pass and health and dental plans.
- Moli confirmed that Khrabsheh and Canales, in the chat box, support the idea of having a separate graduate student society.

**Motion carried. Newman, Qiu, and Gordanpour abstained.**

### **3.2 The Alliance for Student Empowerment**

24/08/27.03

Gordanpour/Dandamudi

Be it resolved that the Graduate Student Committee shall support the “Petition Penned by The Alliance for Student Empowerment to be Submitted to the SUO for the Inclusion of the Following Fourteen (14) Resolutions on the Agenda of the Next General Meeting” (as attached) and advise the Board of Directors in its favour.

- Gordanpour provided context for the second petition, which is brought forward by the Alliance for Students Empowerment, a group representing various student networks. This petition includes multiple resolutions, each to be discussed independently at the AGM, meaning support for the petition does not imply support for all resolutions. For the GSC, two specific resolutions are relevant:

Resolution Four: Focuses on fee structuring, aiming to clarify how funds are allocated between the GSA and the SUO.

Resolution Five: Proposes removing the SUO's responsibility to represent grad students.

These resolutions are designed to encourage the SUO into recognizing the GSA and dealing with its establishment. The goal is to ensure fair treatment and effective negotiation, considering the power imbalance between the two entities. The resolutions are presented as a starting point for discussions and may be adjusted based on negotiation outcomes. The petition's approval would demonstrate support for addressing these issues at the AGM.

- Qiu raised a concern about Resolution Four, which deals with financial matters, and whether general students at the AGM will have the necessary expertise to make informed decisions. She suggested that since the resolution involves complex negotiations, it might be better for the GSA executives and experts to handle the discussions directly with the SUO. Presenting such detailed financial decisions to the general membership might be challenging, as it requires specific financial knowledge that most students may not possess. Qiu is worried that the AGM might not be the best forum for such technical discussions and that the resolution could benefit from expert handling before being presented to the general membership. Gordanpour responded by emphasizing the democratic principle that the membership holds the authority to make decisions, regardless of their level of expertise. He acknowledged that while financial negotiations might be better handled by executives and conducted behind closed doors, the AGM serves as a final measure if negotiations do not reach a satisfactory conclusion. He agreed that it is possible for the executives to negotiate terms before or after the AGM, and potentially present secondary offers to address concerns and reach an agreement that satisfies both parties, rather than sticking strictly to the initial language of the resolution.
- Qiu questioned how, if the graduate student society is becoming independent, it would still have decision-making power within another society, as outlined in Resolution Five. Specifically, she referred to the amendment in Section Seven, Item Two, which proposes to replace one faculty representative with two graduate student representatives appointed by the graduate student society. She was concerned about the logic of having an independent society exert influence in another organization it is no longer a part of. Gordanpour explained that if the separation proceeds as planned, graduate students will still be members of the SUO, maintaining their voting rights and access to services. The GSA will handle the elections and appoint members to the SUO board similar to how ex officio directors are currently appointed. He noted that if there are concerns about the fairness of the proposed changes in Resolution Five, members can propose

resolution to be considered in seriatim, i.e. reviewed in parts, allowing for adjustments to specific bylaw changes while keeping the current board composition of the SUO.

- Qiu raised a concern about maintaining partial membership if Resolution 4 passes, which suggests that graduate students would not have to pay the student union fee. According to the bylaws, membership is typically tied to the payment of the membership fee. If graduate students are not paying this fee, she questioned how they could retain partial membership and continue participating in the services and governance of the society. Gordanpour clarified that the fee structuring proposed in Resolution 4 does not mean that graduate students will lose their membership status with the SUO. Instead, the SUO would continue to collect the fee, but that it would be allocated to the Graduate Student Association (GSA) in form of funding based on negotiated terms. Graduate students would still be considered legal members of the SUO, but the amount of money used for their services would be adjusted according to the outcome of the negotiations.
- Newman expressed concern that the current language in the petition might be confusing and unclear. She pointed out that, as it stands, it seems that graduate students would no longer be part of the SUO, but the SUO would still be required to provide substantial funds to the GSA. This contradiction creates confusion about the actual membership status and financial obligations. Newman emphasized the importance of revising the document to clarify these points, as the current ambiguity could lead to frustration among students who might feel misled about what they are agreeing to. She advised that a clearer and more detailed explanation is necessary to avoid misunderstandings and ensure a smooth process at the AGM.
- Newman suggested an amendment to the motion concerning the support of the petition by the Alliance for Student Empowerment. She proposed that the Graduate Student Committee should only support specific resolutions—namely, resolutions four and five—rather than endorsing the entire petition. Her concern is that not all resolutions have been discussed or evaluated, and it might not be prudent for the committee to endorse the entire petition without thorough consideration of each resolution.
- Qiu expressed concerns about endorsing resolution four of the petition. She highlighted that, based on her understanding, the financial aspects of this resolution could put both the SUO and the Graduate Student Committee in a difficult position. She advised against endorsing the resolution, suggesting that it would be better to wait until negotiations have concluded. At that point, the membership could be informed of the benefits. Qiu emphasized that, from a financial



perspective, endorsing this petition at this stage does not seem beneficial for either side. Gordanpour explained that the reason for supporting the petition, particularly resolution four, is to benefit grad students in negotiations with the SUO. He acknowledged that negotiations are preferable but emphasized that the SUO already holds a position of power due to the existing institutional structure, which favors the status quo. If the SUO executives decide not to negotiate, the only external recourse would be the general membership at a general meeting or, in extreme cases, legal action. The petition, if passed at the AGM, would create additional pressure on the SUO to negotiate in good faith. Gordanpour expressed hope that there would be a collaborative sharing of services but stressed that the petition provides leverage in case negotiations come to a halt.

- Qiu raised a concern about financial implications related to resolution four. She pointed out that since the SUO is a non-profit organization, it cannot accumulate large profits, and any surplus is typically reallocated to initiatives or endowments, such as the graduate students' endowment. Referring to the proposed resolution, which mentions "annually additional yearly funding," Qiu questioned what would happen if the SUO were to run a deficit. She asked whether graduate students would also share in covering the losses in such a scenario, given that the resolution implies they would receive a portion of any surplus. Gordanpour clarified the difference between Qiu's mention of "surplus" and his reference to "revenue." He explained that the lump sum being requested from the SUO would not necessarily come from surplus cash but could involve liquidating assets and investments if the resolution passes. This would not be ideal for the SUO. Regarding the yearly funding, Gordanpour emphasized that it refers to revenue, not surplus. The funding for the GSA would be accounted for prior to the SUO's budgeting. The aim is not to rely on surplus but to secure a portion of the revenue.
- Qiu raised concerns about the financial implications of the resolution. She pointed out that the main sources of revenue for the SUO are student union fees and some income from renting spaces, which is minimal since they rent from UBC and pay a mortgage. Qiu expressed confusion about how the SUO would manage financially if the graduate student fees are taken away by the resolution, yet there is still an expectation to share any revenue generated through operations. Given that the SUO often operates on a tight budget or even in deficit, she questioned how this would work in practice when there is typically little to no surplus left to share. Gordanpour clarified that the resolution is meant to initiate negotiations between the SUO and the Graduate Student Association (GSA). While the GSA is asking for all of the funds that graduate students

contribute, the SUO would likely enter negotiations wanting to retain all of the funds. The goal is to meet somewhere in the middle. The wording of the resolution at the AGM represents the GSA's maximum request, but this can be amended during or after the AGM to find a compromise that both sides can agree on.

- Qiu asked how the GSA would engage in negotiations before formally establishing itself as an independent entity, as they are not yet recognized as executives. Gordanpour explained that the plan is for the GSA to incorporate before the AGM. If they fail to do so, the motion can be amended or be deemed out of order to not be discussed at the AGM.
- Qiu inquired about the origin of the lump sum of \$400,000, seeking clarification on how that figure was determined. Gordanpour explained that the \$400,000 figure is roughly 10-11% of the SUO's capital fund, serving as a starting point for negotiations. He emphasized that this amount is not fixed but a preliminary figure for discussion. The idea is to use it as a negotiation tool in case the SUO does not engage in talks or the negotiations fail. The goal is to resolve these issues before the AGM, where the motion could either be amended, deemed out of order, or voted down if negotiations are successful or ongoing. However, no negotiations have begun yet.
- Newman raised concerns about the clarity and timing of the petitions. She pointed out that the petitions, as they currently stand, might lead students to expect that all resolutions will be automatically adopted without negotiation, causing confusion. She emphasized that the legal jargon used might not be easily understood by all students, particularly those for whom English is not their first language. Newman also questioned the feasibility of having the new society established and operational before the AGM, highlighting the need for clearer, more accessible communication to avoid student dissatisfaction. Gordanpour acknowledged the concerns raised about the clarity and potential misunderstandings of the petitions. He clarified that while all items will be on the agenda, they might not all remain there if circumstances change or motions are deemed out of order. The term "negotiation" is not explicitly mentioned in the resolution because formal negotiations might not start by the AGM, but there is language for new offers after the AGM. He emphasized that members still have the right to reject proposals or resolutions, and ultimately, the executives will handle the negotiations.
- Asif expressed concerns about the practicality of some resolutions in the petition, especially those unrelated to grad students. He suggested that the Graduate Student Committee should avoid endorsing the entire petition without careful consideration. Asif pointed out that some resolutions, such as those related to campaigns managed by the SUO's campaigns committee,

might be challenging to implement. He advised the committee to review each resolution thoroughly and endorse only those they believe are practical. This approach would minimize the risk of the board of directors rejecting impractical resolutions, whether they pertain to grad students or other issues.

- Jawad emphasized that the committee's main focus is on resolutions four and five, noting that ideally, resolution four wouldn't even need to go to the AGM if negotiations are successful. He pointed out that resolution five would likely need to be presented at the AGM because it involves dissolving the Graduate Student Committee (GSC). He argued that endorsing the petition is crucial to gain negotiating power, as it provides leverage in discussions with the SUO. Without something in the petition, the SUO could dismiss the GSC's requests without offering any concessions. Jawad concluded that while the petition's ultimate fate is still up for discussion, having it in place strengthens the grad students' position.
- Qiu expressed concerns from a governance perspective, noting that aligning with other student groups to endorse the petition might not benefit the SUO. She emphasized that, as members of the SUO and a committee within it, endorsing something that could negatively impact the SUO seems out of order. Qiu pointed out that individual graduate students are free to support the petition if they choose, but as a committee, endorsing it—especially when it does not clearly benefit the SUO—does not seem appropriate. She suggests that the committee reconsider its stance. Gordanpour responded by clarifying that the Graduate Student Committee (GSC) has a mandate to inform the SUO board of directors about issues relevant to graduate students and make recommendations. He emphasized that this resolution, as written, aims to convey to the board that the GSC believes the petition is beneficial for graduate students. He also welcomed suggestions for amendments if anyone felt the resolution was unclear or did not adequately reflect the GSC's position.
- Qiu asked Gordanpour whether he believes Resolution 4 is beneficial for both graduate students and the SUO. Gordanpour responded that Resolution 4 is beneficial for graduate students but acknowledged that it might not be beneficial for the SUO as a whole. He emphasized that the Graduate Student Committee (GSC) represents the voices of graduate students and is advising the board to support the petition based on the interests of graduate students. He clarified that the board, which also considers the interests of undergraduates, can ultimately choose to pass a resolution opposing the petition. The GSC's role is to communicate its stance in favor of the petition, while the board factors that into their decision-making.

- Asif suggested that the Graduate Student Committee (GSC) would be in a stronger position to defend their stance if they focused solely on the resolutions that specifically pertain to graduate students. He emphasized that since the GSC represents graduate students, their actions should align with that responsibility. However, he left the final decision up to the committee, noting that it is ultimately their choice on how they proceed with endorsing the petition.
- Newman expressed agreement with Asif's earlier point, advocating that the Graduate Student Committee (GSC) should only support the resolutions directly affecting graduate students, as per their mandate. She highlighted the impracticality of some of the petition's resolutions, citing Resolution 1 as an example. It required emergency meeting agendas to be posted within 24 hours, yet even in their current situation, they received the agenda three minutes late, demonstrating how difficult it would be to consistently meet this requirement. Newman also warned that endorsing the entire petition, including impractical resolutions, could harm the GSC and potentially impact the broader operations of the SUO (e.g., services like the pantry and student advocacy). She reiterated that the focus should be on resolutions 4 and 5, which are specifically related to graduate students, and opened the floor for any final discussions before moving to vote on the second item.
- Newman proposed a motion to amend the initial proposition, focusing on resolutions 4 and 5. The wording of the amendment is:
 

**"Be it resolved that the Graduate Student Committee shall support Resolution 4 and Resolution 5 within the petition penned by the Alliance for Student Empowerment, to be submitted for the inclusion of the following resolutions on the agenda for the next general meeting, as attached, and advise the board of directors in its favor."**

This amendment aims to narrow the committee's support to only the resolutions that directly impact graduate students, aligning with their mandate and avoiding the complications of endorsing the entire petition. Qiu seconded it.
- Gordanpour responded by stating that he would abstain from voting on the amendment due to a possible conflict of interest. He mentioned that the petition itself is designed to support the debate of all the resolutions, rather than taking a stance on the merits of individual resolutions. While Gordanpour expressed that he understands the reasoning behind the amendment, he personally feels that supporting individual items within the petition does not make sense because the petition can only be signed as a package and support for it is only a support for discussing the items within it at a general meeting.

- Jawad sought clarification by stating that while the student committee may support resolutions four and five and advise the board of directors, the petition as a whole, containing all 14 points, could still move forward regardless. He noted that as an individual student, he could personally sign the petition for all 14 resolutions to go to the board. He asked if this understanding was correct? Gordanpour confirmed that the wording of the amendment is correct and clarified that only one signature is required for the entire petition, rather than individual signatures for each resolution.

**Amendment carried. Gordanpour abstained.**

**Motioned carried as amended. Newman, Qiu, and Gordanpour abstained.**

#### **4. ADJOURNMENT**

24/08/27.04

Be it resolved that the meeting be adjourned at 10:39 a.m.

Carried.

# OVERSIGHT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Oversight Committee Meeting, August 16 at 10 am, Zoom

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## Members Present

Director at Large

Faculty of Science Representative

Faculty of Health & Social development Representative

Aliasgar Sakarwala

Veeru Seethanaboyina

Ali Wasti

## Members Absent With Regrets and Approval

Student at Large

Naden Qually

## Members Absent Without Regrets and/or Approval

## Staff Present

General Manager

Jason Evans

## Guest

## **1. CALLED TO ORDER 10AM PDT**

### **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**

24/08/16.01

Sakarwala/Evans

Be it resolved that the agenda be adopted.

4.3 add discussion about work from home time off

Be it resolved amended agenda be adopted (executive time off remote work)

Carried as amended.

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

24/08/16.02

Sakarwala/Seethanaboyina

Be it resolved that the minutes of the meeting held on July 31<sup>st</sup> 2024, be adopted.

Carried

## **4. NEW BUSINESS**

### **4.1 Review and Approval of July Executive Reports (attached)**

Sakarwala discussed about the executive board as a strong team, also mentioning their goals they had have been aligning with to start the term have been progressing and on track with.

Sakarwala mentioned, that Abby Newman relayed information that a meeting with the Kelowna mayor got rescheduled

### **4.2 Oversight committee meeting minutes taker.**

Ali Wasti was appointed as the minutes taker.

### **4.3 Exec remote work/time off request**

24/08/16.03

Sakarwala/Seethanaboyina

Be it resolved the president requesting for time off and remote work be approved.

Carried .

## 5. **ADJOURNMENT**

Meeting adjourned at 10:30 am pdt

Oversight committee chair will inform president of approved requests.



# OVERSIGHT COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Oversight Committee Meeting, September 10 at 10 am, Zoom

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## Members Present

Director at Large  
Faculty of Science Representative  
Faculty of Health & Social development Representative  
Student at Large

Aliasgar Sakarwala  
Veeru Seethanaboyina  
Ali Wasti  
Naden Qually

## Members Absent with Regrets and Approval

## Members Absent without Regrets and/or Approval

## Staff Present

General Manager

Jason Evans

## Guest

### 1. CALLED TO ORDER meeting at 10:10

#### 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.

#### meeting commenced at 10:10

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

24/09/10.01

Sakarwala/Wasti

Be it resolved that the agenda be adopted.

carried.

### 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

24/09/10.02

sakarwala/Wasti

Be it resolved that the minutes of the meeting held on August 16<sup>th</sup>, 2024, be adopted.

carried

#### **4. NEW BUSINESS**

##### **4.1 Review and Approval of August Executive Reports (attached)**

Sakarwala discussed about the executives, performing well and committing to their responsibilities. Citing the upcoming SUO Takeoff event, giving approval of the work the executives have done to set up this event. Sakarwala mentioned meeting with each executive to review their plan and goals to what they had stated previously in June for their action plan.

Oversight comitee has assinged each member of the oversight committee to select executives to meet to discuss about their action plan and plan the meeting before the first next oversight meeting taking place in october.

Naden and Jason brought up the point for the executives having their office hours being available for students. Sakarwala stated for executives to specify and set their office hours as a period to be available for students.

#### **5. ADJOURNMENT**

Meeting adjourned at 10:41 am



# SUO Executive Monthly Report

Name of the Executive: Muhammad Danial Asif

Report Month: July 2024

Outline the hours fulfilled for each week within the reporting month: 25 hours/week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:  
N/A

## ACTIVITES COMPLETED IN THIS PERIOD

(To insert a new row in the table - press the left arrow button until it reaches outside the table and press enter.)

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1.	Attended the campus life committee meeting	03/07/24
2.	Met with Equity inclusion office to discuss the new black student space	09/07/24
3.	Attended the July finance committee meeting	09/07/24
4.	Met with Manager, DRC to discuss establishing a DRC student advisory board	15/07/24
5.	Chaired the Board Meeting	18/07/24
6.	Chaired 2 Executive committee meetings	10/07/24 and 24/07/24
7.	Equity inclusion office meet and greet with other executives	16/07/24
8.	Met with campus planning to discuss the campus plan update	31/07/24
9.	Interviewed candidates for the admin assistant role	25/07/24 and 26/07/24
10.	One on one with Dale Mullings	18/07/24
11.	Worked on JD for Co-op student role	02/07/24
12.	Finalized SUO Budget with VP Finance	16/07/24
13.	Communication with staff and Board; emails and scheduling	31/07/24
14.	Developing agendas for the board and exec meetings	24/07/24
16.	Weekly meetings with GM to discuss operations/HR	31/07/24
17.	Finalized and adopted the SUO action plan	18/07/24
18.	Setup monthly meetings with DVC	31/07/24
19.	Worked with Aaron (project manager) on enhancing SUO Storage space	10/07/24

### ACTIVITIES IN PROGRESS

No.	Activity in progress (eg: event/initiative name, role being played in the event/initiative)	Date/Range of dates by which the activity will be completed. (DD/MM/YYYY)
1.	Finding date for August board meeting	10 August 2024
2.	UBC x SUO clubs Naming Agreement	Open ended
3.	Procedures and policies manual for staff	September 2024
4.	SUO Sponsorships	End of August
5.	BOG presentation	End of August

### ACTIVITIES TO BE STARTED

No.	Activity to be started (Brief description)
1.	<i>Hiring a CRO for the by election</i>
2.	<i>Planning for September</i>
3.	<i>Board and Exec meeting notice</i>
4.	<i>Finding a date for the AGM</i>

### ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)

No.	Issue for immediate attention (Brief description)	Level of emergency (High/Medium/Low)

### NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).

No.	Notes/Issues (Brief description)	Level of help required(if any) (High/Medium/Low)



# SUO Executive Monthly Report

Name of the Executive: Aryan Arora

Report Month: July (till August 2<sup>nd</sup>)

Outline the hours fulfilled for each week within the reporting month:

- Week 1: ~25 hours
- Week 2: ~25 hours
- Week 3: ~25 hours
- Week 4: ~25 hours
- Week 5: ~25 hours

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:

**ACTIVITES COMPLETED IN THIS PERIOD**

**(To insert a new row in the table - press the left arrow button until it reaches outside the table and press enter.)**

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1.	Campus Life Committee Meeting - Discussions around SUO Concert, General Events and Well Events	03/07/2024
2.	Finance Committee Meeting - Third meeting, presentation of final budget, recommendation to the executives and the board	08/07/2024
3.	Executive Committee Meeting – Final Budget Review and Presentation, Storage Space, etc.	10/07/2024
4.	SUO/Equity and Inclusion Office Meet and Greet	16/07/2024
5.	Final Budget Presentation Preparation	15/07/2024 - 18/07/2024
6.	July Board of Directors Meeting	18/07/2024
7.	Meeting with Aaron – Discussion around potential additions to the SUO website	19/07/2024
8.	Campus Life Committee Meeting - Discussions around SUO Concert, General Events and Well Events	22/07/2024
9.	Executive Committee Meeting – Smart Meals Review and Presentation, September Planning, etc.	24/07/2024
10.	Front Desk/Receptionist Interview – Interviewed potential candidates for the front desk/receptionist position	25/07/2024 -26/07/2024

11.	Meeting with Ana and Saaim – Discussion regarding the Pheonix Budget for 2024-25	28/07/2024
12.	Big White Sponsorship Meeting	30/07/2024
13.	Meeting with Abby – Discussions around Smart Meals Finances	30/07/2024
14.	Meeting with Saaim and Mike - Finalizing the Ticket Tiers for Frosh	29/07/2024 – 30/07/2024
15.	Pheonix Budget Brainstorming and Changes	30/07/2024 – 02/08/2024
16.	Smart Meals 2.0 Presentation	01/08/2024
17.	Regular Weekly Update Meeting with Leanne	01/08/2024
18.	Administrative Financial Duties (Signing financial documents, performing common financial duties and procedures)	01/07/2024 - 30/08/2024
19.	Office Hours	01/07/2024 - 2/08/2024

### ACTIVITIES IN PROGRESS

No.	Activity in progress (eg: event/initiative name, role being played in the event/initiative)	Date/Range of dates by which the activity will be completed. (DD/MM/YYYY)
1.	<i>Pheonix Budget Approval</i>	09/08/2024
2.	<i>Review of Student Association EOT reports</i>	31/08/2024
3.	<i>Review of funds of each Student Association</i>	09/08/2024

### ACTIVITIES TO BE STARTED

No.	Activity to be started (Brief description)
1.	<i>Student Association Funding Process for 2024-25 Academic year</i>

### ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)

No.	Issue for immediate attention (Brief description)	Level of emergency (High/Medium/Low)
1.	<i>Possible review of finance regulations</i>	Medium

### NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).

No.	Notes/Issues (Brief description)	Level of Help Required (if any) (High/Medium/Low)
1.		



# SUO Executive Monthly Report

Name of the Executive: Abby Newman

Report Month: July 1, 2024 – August 2, 2024

Outline the hours fulfilled for each week within the reporting month:

Week 1 – 32 hours

Week 2 - 30 hours

Week 3 – 37 hours

Week 4 - 42 hours

Week 5 - 35 hours

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:

## ACTIVITES COMPLETED IN THIS PERIOD

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1.	Day in the Life reel for SUO Instagram	03/07/2024 - 05/07/2024
2.	Met with Lakshay from Social Innovation Hub regarding Smart Meals	03/07/2024
3.	Attended Campus Life Committee Meeting	03/07/2024
4.	Attended BCFS Students Bill of Rights working group	05/07/2024
5.	Met with DALs to discuss Women in Leadership Conference – initial planning	09/07/2024
6.	Attended Executive Committee Meeting	10/07/2024
7.	Smart Meals x CORH 321 Group project meetings – met with students completing assignment based on smart meals marketing	11/07/2024 - 31/07/2024
8.	Attended UBC Food Systems Committee Meeting	11/07/2024
9.	Follow up meeting with Senate Rep regarding work with pass VP Externals	15/07/2024
10.	Attended by-weekly staff partner meeting	16/07/2024
11.	Attended Equity and Inclusion Office meeting with other Executives	16/07/2024
12.	Met with DAL regarding a BCFS team building exercise	17/07/2024
13.	Attended July Board Meeting	18/07/2024
14.	Meeting with staff partner, Rachel, to provide update on Provincial Elections Info Fair	18/07/2024



15.	Meeting with Food Security Manager to discuss Smart Meals 2.0	19/07/2024
16.	Attended Campus Life Committee Meeting	23/07/2024
17.	Attended Emergency BCFS Exec Committee Meeting	23/07/2024
18.	Met with Food Security Manager and Well Pub Manager and Kitchen Supervisor to solidify Smart Meals 2.0 idea	23/07/2024
19.	Confirmed funding for Students' Advocate's upcoming training regarding mediation	24/07/2024
20.	Attended BC 3 meeting to discuss upcoming issues-based voting campaign	24/07/2024
21.	Attended Exec Committee meeting and presented Smart Meals 2.0 draft	24/07/2024
22.	Met with restaurant owners for Smart Meals	24/07/2024
23.	Chaired Campaigns Committee meeting	25/07/2024
24.	Met with Women in Leadership Conference working group – check in	25/07/2024
25.	Attended BCFS Get Out To Vote campaign update call	26/07/2024
26.	Met with Students' Advocate and Student Senator regarding DRC Awards letter	26/07/2024
27.	Ordered promotional items for campaigns and tabling engagement regarding Advocacy	19/07/2024 - 31/07/2024
28.	Attended Bi-weekly staff partner meeting	30/07/2024
29.	Attended BC 3 Meeting – Vacancy Control campaign discussion	31/07/2024
30.	Hosted prep meeting for upcoming MLA candidate meeting	31/07/2024
31.	Presented Smart Meals 2.0 concept to Board members, Campaigns Student at Larges and SUO staff	1/08/2024
32.	Attended coffee chat with BC United Candidate to express the needs of students	1/08/2024
33.	Meeting with possible sponsors with VP Finance, VP Campus Life and VP Internal	30/07/2024
34.	Attended GSC meeting – booked space for BBQ and communicated to Mike the food requirements for the events	29/07/2024

### ACTIVITIES IN PROGRESS

No.	Activity in progress (eg: event/initiative name, role being played in the event/initiative)	Date/Range of dates by which the activity will be completed. (DD/MM/YYYY)
1.	Smart Meals 2.0 - presentation to campaigns committee	01/08/2024 - 15/08/2024
2.	Ask me about YOUR student union campaign finalization and presentation to campaigns committee	15/08/2024
3.	September sponsorship procurement	01/09/2024
4.	Provincial Elections campaign and info fair	05/09/2024
5.	SUO Volunteer Program	15/08/2024





6.	Planning stages of Women in Leadership Conference	01/10/2024
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**ACTIVITIES TO BE STARTED**

No.	Activity to be started (Brief description)
1.	<i>Awareness campaign regarding visible vs invisible disabilities</i>

**ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)**

No.	Issue for immediate attention (Brief description)	Level of emergency (High/Medium/Low)
1.		

**NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).**

No.	Notes/Issues (Brief description)	Level of help required(if any) (High/Medium/Low)
1.	<i>Meeting with Kelowna Mayor August 7<sup>th</sup>, was rescheduled due to a schedule conflict</i>	<i>Low</i>



# SUO Executive Monthly Report

Name of the Executive: Rajat Arora

Report Month: July 2024

Outline the hours fulfilled for each week within the reporting month: 25 hours per week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:

## ACTIVITES COMPLETED IN THIS PERIOD

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1.	Reviewed all regulations and bylaws	01/07/2024 – 31/07/2024
2.	Reviewed the term end reports of Student associations	01/07/2024 – 31/07/2024
3.	1 <sup>st</sup> Bi-weekly check in with Izzy (Membership Outreach Coordinator)	04/07/2024
4.	Meeting with Taryn Dickins (Student Leadership and Engagement Coordinator) regarding support for student associations from Student Experience Office	05/07/2024
5.	Meeting with Student Experience Office regarding Queer student orientation/ Pride picnic planning	05/07/2024
6.	Meeting with Aashish Tiwari (Policy committee's SAL) to outline his roles and responsibilities and provided an overview of the committee's framework and operational procedures.	08/07/2024
7.	1 <sup>st</sup> Executive meeting	10/07/2024
8.	SUO/Equity and Inclusion Office meet and greet	16/07/2024
9.	2 <sup>nd</sup> Bi-weekly check in with Izzy (Membership Outreach Coordinator)	17/07/2024
10.	Board meeting	18/07/2024
11.	Communicated with Touch Coffee for automated coffee machines on campus	19/07/2024
12.	Sent cold emails to prospective Expo sponsors	01/07/2024 – 31/07/2024
13.	Campus life committee meeting	23/07/2024
14.	2 <sup>nd</sup> Executive meeting	24/07/2024
15.	Campaign's committee meeting	25/07/2024



16.	Meeting with Melissa Feddersen (Manager, Campus Wellness & Education   Wellbeing and Accessibility Services) regarding Jumpstart Well-being resource fair	25/07/2024
17.	BCFS GOVT Campaign Update call	26/07/2024
18.	Meeting with Abby (VP External) regarding Smart Meals 2.0	29/07/2024
19.	Meeting with Big White Resort and Executives for sponsorship	30/07/2024

### ACTIVITIES IN PROGRESS

No.	Activity in progress (e.g.: event/initiative name, role being played in the event/initiative)	Date/Range of dates by which the activity will be completed. (DD/MM/YYYY)
1.	Reviewing Societies Act	31/08/2024
2.	Research on Indigenous Student Representative	31/08/2024
3.	Reviewing the constitution of Course Unions	31/08/2024
4.	Communication & Coordination with prospective Expo sponsors	15/08/2024

### ACTIVITIES TO BE STARTED

No.	Activity to be started (Brief description)
1.	Connect with Executives and staff and discuss potential amendments to policies that are relevant to them.

### ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)

No.	Issue for immediate attention (Brief description)	Level of emergency (High/Medium/Low)

### NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).

No.	Notes/Issues (Brief description)	Level of help required (if any) (High/Medium/Low)



# SUO Executive Monthly Report

Name of the Executive: Saaim Imran

Report Month: July 2024

Outline the hours fulfilled for each week within the reporting month: 25 hours per week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:

## ACTIVITES COMPLETED IN THIS PERIOD

(To insert a new row in the table - press the left arrow button until it reaches outside the table and press enter.)

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1	Regular Meetings with Mike Ouellet regarding concert, the Well events,	01/07/2024 - 31/07/2024
2	Concert Work – ticket planning, site map, t-shirt cannons	10/07/2024
3	Board Meeting	18/07/2024
4	Executive Committee Meetings	10/07/2024 and 24/07/2024
5	Campus Life Committee Meeting	03/07/2024 and 23/07/2024
6	Engineering Competition Work – Working with engineering competition team to allow for support from SUO to the event	01/07/2024 - 12/07/2024
7	HEAT Half Time Show Planning and Meeting – working with clubs and HEAT community coordinators to provide opportunities for showcasing UBCO talent	03/07/2024-28/07/2024
8	Student Association Questions – Photography club and Weightlifting Club	04/07/2024 - 10/07/2024
9	Sponsorship Emails and Short Meetings – securing sponsorship for 2024/25	09/07/2024 - 31/07/2024
10	RezLife SUO Collaboration – planning rezlife and SUO collaboration events	20/07/2024 - 31/07/2024
11	Big White Sponsorship Meeting	30/07/2024
12	Filming Video with Becca – UMO UPass Video	31/07/2024
13	Student Support Sponsorship Meeting	23/07/2024
14	SUO Swag Prep – Tshirts, jerseys, Tshirt cannon etc.	01/07/2024 - 31/07/2024



**ACTIVITIES IN PROGRESS**

No.	Activity in progress <i>(eg: event/initiative name, role being played in the event/initiative)</i>	Date/Range of dates by which the activity will be completed. <i>(DD/MM/YYYY)</i>
1	Sponsorship Outreach	23/06/2024 – 31/06/2024
2	Event Calendar Preparation	28/05/2024 - 21/07/2024
3	SUO Concert Preparation	06/05/2024 - 21/09/2024

**ACTIVITIES TO BE STARTED**

No.	Activity to be started <i>(Brief description)</i>
1	Developing actions plans for events

**ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)**

No.	Issue for immediate attention <i>(Brief description)</i>	Level of emergency <i>(High/Medium/Low)</i>
1.		
2.		

**NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).**

No.	Notes/Issues <i>(Brief description)</i>	Level of help required(if any) <i>(High/Medium/Low)</i>
1.		



# SUO Executive Monthly Report

Name of the Executive: Muhammad Danial Asif

Report Month: August 2024

Outline the hours fulfilled for each week within the reporting month: 25 hours/week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:  
N/A

## ACTIVITES COMPLETED IN THIS PERIOD

(To insert a new row in the table - press the left arrow button until it reaches outside the table and press enter.)

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1.	Hired CRO for the by-election	21/08/24
2.	Met with campus planning team to discuss the campus plan	01/08/24
3.	Attended the smart meals 2.0 presentation	01/08/24
4.	Met with Provost Sadiq, to discuss wildfire readiness plan at UBCO	06/08/24
5.	Chaired the Board Meeting	21/08/24
6.	Chaired 2 Executive committee meetings	08/08/24 and 22/08/24
7.	Met with equity and inclusion office to discuss black space funding	09/08/24
8.	Attended the campaigns committee meeting	09/08/24
9.	Attended the VPHR Appointment advisory committee	21/08/24
10.	Attended the GSC monthly meeting	27/08/24
11.	Preparations for the board of governors meeting	31/08/24
12.	Meetings with staff for issues like U Pass, budget, student associations	31/08/24
13.	Communication with staff and Board; emails and scheduling	31/08/24
14.	Developing agendas for the board and exec meetings	31/08/24
15.	Weekly meetings with GM to discuss operations/HR	31/08/24
16.	Finalized date for the AGM	21/08/24
17.	Concert planning meetings with campus life/finance team	31/08/24
18.	Volunteered at the grad student bbq	14/08/24



19.	Attended the student union development summit conference at UBC Vancouver	09/08/24 – 12/08/24
20.	Met with VP Students Dr. Ainsley Carry	11/08/24

**ACTIVITIES IN PROGRESS**

No.	Activity in progress (eg: event/initiative name, role being played in the event/initiative)	Date/Range of dates by which the activity will be completed. (DD/MM/YYYY)
1.	Finding date for September board meeting	10 September 2024
2.	UBC x SUO clubs Naming Agreement	Open ended
3.	Procedures and policies manual for staff	September 2024
4.	Concert finalizations and promotion	20 September
5.	Expo preparations	20 September

**ACTIVITIES TO BE STARTED**

No.	Activity to be started (Brief description)
1.	Monthly meetings with major course unions
2.	Board and Exec meeting notice

**ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)**

No.	Issue for immediate attention (Brief description)	Level of emergency (High/Medium/Low)

**NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).**

No.	Notes/Issues (Brief description)	Level of help required(if any) (High/Medium/Low)



# SUO Executive Monthly Report

Name of the Executive: Aryan Arora

Report Month: August

Outline the hours fulfilled for each week within the reporting month:

- Week 1: ~25 hours
- Week 2: ~25 hours
- Week 3: ~25 hours
- Week 4: ~25 hours

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:

*Had to come back early from SUDS as I had a final examination on the 14<sup>th</sup> August.*

## ACTIVITES COMPLETED IN THIS PERIOD

(To insert a new row in the table - press the left arrow button until it reaches outside the table and press enter.)

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1.	First Executive Committee Meeting – Frosh and Sponsorship Update, etc.	07/08/2024
2.	Media Fund Committee Meeting – Approval and Adoption of the Pheonix Budget and the media fund	07/08/2024
3.	Small Multiple Meetings with Saaim and Mike – Discussion around artists, tickets, contracts and sponsorship	05/08/2024 – 19/08/2024
4.	SUDS Conference – Attended multiple sessions and workshops	09/08/2024 – 11/08/2024
5.	August Board of Directors Meeting	20/08/2024
6.	Second Executive Meeting – Sponsorships, Black Student Success Space, etc.	21/08/2024
7.	Finance Committee Meeting – Presentation by Kuan on our Investment Portfolio, Black Student Success Space funding, etc.	21/08/2024
8.	Meeting Izzy and Rajat regarding the Student Association Ratification and Funding process	23/08/2024
9.	Policy Committee Meeting – Discussion regarding policy changes	26/08/2024
10.	SVPRO Training – Mandatory Training	28/08/2024





11.	Campus Life Committee Meeting - General and The Well Events, Takeoff Volunteer Discussion	30/08/2024
12.	Regular Meetings with Leanne – General Updates and Discussions	05/08/2024 – 30/08/2024
13.	Administrative Financial Duties (Signing financial documents, performing common financial duties and procedures)	05/08/2024 - 30/08/2024
14.	Office Hours	05/08/2024 - 30/08/2024
15.	Editing and Reviewing Pheonix Budget	05/08/2024 – 07/08/2024

### ACTIVITIES IN PROGRESS

No.	Activity in progress (eg: event/initiative name, role being played in the event/initiative)	Date/Range of dates by which the activity will be completed. (DD/MM/YYYY)
1.	Review of YTD Budget (August Update)	20/09/2024
2.	Review of Student Association EOT reports	16/09/2024
3.	Review of funds of each Student Association	06/09/2024

### ACTIVITIES TO BE STARTED

No.	Activity to be started (Brief description)
1.	Student Association Funding Process for 2024-25 Academic year

### ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)

No.	Issue for immediate attention (Brief description)	Level of emergency (High/Medium/Low)
1.		

### NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).

No.	Notes/Issues (Brief description)	Level of Help Required (if any) (High/Medium/Low)
1.		



# SUO Executive Monthly Report

Name of the Executive: Abby Newman

Report Month: August

Outline the hours fulfilled for each week within the reporting month:

Week 1 – 30 hours

Week 2 - 40 hours

Week 3 – 35 hours

Week 4 – 47 hours

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:

## ACTIVITES COMPLETED IN THIS PERIOD

(To insert a new row in the table - press the left arrow button until it reaches outside the table and press enter.)

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1.	Chaired Campaigns Committee Meeting + Smart Meals 2.0 campaign presentation	08/08/2024
2.	Meeting with Kelowna City Mayor	08/07/2024
3.	Attended Grad student coffee chat to meet and engage with grad students	08/07/2024
4.	Attended Executive committee meeting	08/07/2024
5.	Attended SUDS 2024 at AMS	08/09/2024 - 08/12/2024
6.	Attended GSC meeting	08/12/2024
7.	Hosted meeting with Social Innovation Hub rep to inform of Smart Meals 2.0 plan	08/13/2024
8.	Attended BC 3 meeting – finalizing Time to Vote campaign	08/14/2024
9.	Helped with event management of GSC annual summer BBQ	08/14/2024
10.	Attended bi-weekly staff partner meeting	08/15/2024
11.	Attended meeting with DAL regarding Women in Leadership update	08/15/2024
12.	Meeting with BCFS to strategize Smart Meals roll out	08/16/2024



13.	Attended BC Transit meeting to learn about updates and general introductions	08/19/2024
14.	Attended board meeting	08/20/2024
15.	Attended BC Elections Third Party Advertising Information session	08/21/2024
16.	Attended meeting with Academic and Career Advising and Dress for Success Kelowna about upcoming event collaboration	08/22/2024
17.	Completed various videos for Communications Manager	08/20/2024 - 08/23/2024
18.	Attended Policy Committee Meeting	08/26/2024
19.	Attended Graduate Student Committee Meeting	08/27/2024
20.	Attended BCFS GOTV Training session	08/27/2024
21.	Meeting with UBC Government Relations and AMS	08/27/2024
22.	Meeting with Community Service Learning - classroom partnership for Smart Meals 2.0	08/27/2024
23.	Meeting with Mary Stockdale – Smart Meals 2.0	08/28/2024
24.	Jumpstart Wellbeing Fair - tabling	08/29/2024
25.	Bi-weekly staff partner meeting	08/30/2024
26.	Meeting with BCFS – Deals App	08/30/2024
27.	Attended Campus Life Meeting	08/30/2024
28.	Create Day – tabling and Ask Me launch day	09/02/2024

### ACTIVITIES IN PROGRESS

No.	Activity in progress (eg: event/initiative name, role being played in the event/initiative)	Date/Range of dates by which the activity will be completed. (DD/MM/YYYY)
1.	Ask Me campaign	30/04/2025
2.	Smart Meals 2.0 launch planning	25/09/2024
3.	Volunteer program	30/09/2024
4.	BC Elections – BCFS + BC3 campaign and vote smart fair	19/10/2024

### ACTIVITIES TO BE STARTED

No.	Activity to be started (Brief description)
1.	Disability Awareness campaign + December 3 <sup>rd</sup> event collaboration with DRC

### ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)

No.	Issue for immediate attention	Level of emergency
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	<i>(Brief description)</i>	<i>(High/Medium/Low)</i>
1.		
2.		

**NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).**

No.	Notes/Issues <i>(Brief description)</i>	Level of help required(if any) <i>(High/Medium/Low)</i>
1.		



# SUO Executive Monthly Report

Name of the Executive: Rajat Arora

Report Month: August 2024

Outline the hours fulfilled for each week within the reporting month: 25 hours per week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:

## **ACTIVITES COMPLETED IN THIS PERIOD**

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1.	Attended smart meals 2.0 presentation	01/08/2024
2.	1 <sup>st</sup> Executive meeting	07/08/2024
3.	Media fund committee meeting	07/08/2024
4.	1 <sup>st</sup> check in with Izzy (Membership Outreach Coordinator)	08/08/2024
5.	Campaign's committee meeting	08/08/2024
6.	Meeting with a student who wanted to open a new club	08/08/2024
7.	Attended the SUDS Conference	09/08/2024 - 12/08/2024
8.	2 <sup>nd</sup> check in with Izzy (Membership Outreach Coordinator)	14/08/2024
9.	Meeting with Cecily for discussing policies	14/08/2024
10.	Attended Graduate Student Barbeque	14/08/2024
11.	Meeting with Izzy (Membership Outreach Coordinator) for planning EXPO	15/08/2024
12.	Sent cold emails to prospective Expo sponsors	01/08/2024 – 15/08/2024
13.	Drafted the code of conduct for student associations	15/08/2024 – 19/08/2024
14.	Meeting with SUO Tune Titans Club	16/08/2024

15.	Meeting with Student Experience Office regarding Queer student orientation/ Pride picnic planning	16/08/2024
16.	Meeting with Abby (VP External) regarding Resource Centers	19/08/2024
17.	Meeting with Photography club	19/08/2024
18.	Meeting with Creative Writing Course Union	19/08/2024
19.	Meeting with Zoology and Ecology Course Union	20/08/2024
20.	Board Meeting	20/08/2024
21.	2 <sup>nd</sup> Executive Meeting	21/08/2024
22.	Meeting with Cecily for Policy Meeting Agenda	22/08/2024
23.	Attended Resource Centre Orientation	22/08/2024
24.	Meeting with Aryan (VP Finance) & Izzy (Membership Outreach Coordinator) for club funding	23/08/2024
25.	Meeting with Saaim (VP Campus Life) & Photography Club for Photography club's events	23/08/2024
26.	Meeting with Indian Student Association for their club events	23/08/2024
27.	Policy Committee Meeting	26/08/2024
28.	Emergency Graduate Student Committee Meeting	27/08/2024
29.	SWAG for EXPO	27/08/2024 – 28/08/2024
30.	SVPRO Training for Takeoff Concert	28/08/2024
31.	3 <sup>rd</sup> check in with Izzy (Membership Outreach Coordinator)	29/08/2024
32.	Campus Life committee meeting	30/08/2024
33.	Office Hours	06/08/2024 – 30/08/2024

### ACTIVITIES IN PROGRESS

No.	Activity in progress (e.g.: event/initiative name, role being played in the event/initiative)	Date/Range of dates by which the activity will be completed. (DD/MM/YYYY)
1.	Reviewing Societies Act	30/09/2024
2.	Research on Indigenous Student Representative	31/10/2024
3.	Planning EXPO	18/09/2024



4.	Planning Orientation for Student Associations	15/09/2024
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**ACTIVITIES TO BE STARTED**

No.	Activity to be started ( <i>Brief description</i> )
1.	Scheduling policy meeting for the month of September

**ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)**

No.	Issue for immediate attention ( <i>Brief description</i> )	Level of emergency ( <i>High/Medium/Low</i> )

**NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).**

No.	Notes/Issues ( <i>Brief description</i> )	Level of help required (if any) ( <i>High/Medium/Low</i> )



# SUO Executive Monthly Report

Name of the Executive: Saaim Imran

Report Month: August 2024

Outline the hours fulfilled for each week within the reporting month: 25 hours per week

Provide an explanation for the particular week(s) in which you did not fulfill the required hours:

## ACTIVITES COMPLETED IN THIS PERIOD

(To insert a new row in the table - press the left arrow button until it reaches outside the table and press enter.)

No.	Activity Completed (Brief description, e.g.: event/initiative name, role played in the event/initiative)	Date/Range of dates on which the activity has been completed/started. (DD/MM/YYYY)
1	Regular Meetings with Mike Ouellet regarding concert, the Well events	01/08/2024 - 31/08/2024
2	Concert Work – announcement, ticket planning, contracts, ticket promotions, tabling, graphics, media	01/08/2024 - 31/08/2024
3	Board Meeting	20/08/2024
4	SUDS Conference in Vancouver, BC	09/08/2024 – 12/08/2024
5	Executive Committee Meetings	08/07/2024
6	Campus Life Committee Meeting	30/08/2024
7	Setup, operation and cleanup of GSC BBQ	14/08/2024
8	Meeting with SENDSZN about TAKEOFF and Well Events	12/08/2024
9	HEAT Half Time Show Planning and Meeting – working with clubs and HEAT community coordinators to provide opportunities for showcasing UBCO talent	01/08/2024-31/08/2024
10	SUO Swag Prep – Tshirts, jerseys, Tshirt cannon, pickup etc.	01/08/2024 - 31/08/2024
11	SUO promo at Jumpstart	30/08/2024
12	SUO promo at HEAT game	27/08/2024

## ACTIVITIES IN PROGRESS

No.	Activity in progress	Date/Range of dates by which the activity will be completed.
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	<i>(eg: event/initiative name, role being played in the event/initiative)</i>	<i>(DD/MM/YYYY)</i>
1	Event Calendar Preparation	28/05/2024 - 30/09/2024
2	SUO Concert Preparation	06/05/2024 - 30/09/2024

**ACTIVITIES TO BE STARTED**

No.	Activity to be started <i>(Brief description)</i>
1	<i>Developing actions plans for events</i>

**ISSUES FOR IMMEDIATE ATTENTION CONCERNING ACTIVITIES STARTED (IF ANY)**

No.	Issue for immediate attention <i>(Brief description)</i>	Level of emergency <i>(High/Medium/Low)</i>
1.		
2.		

**NOTES / OTHER ISSUES THAT NEED TO BE BROUGHT TO THE OVERSIGHT COMMITTEE'S ATTENTION / HELP REQUIRED (IF ANY).**

No.	Notes/Issues <i>(Brief description)</i>	Level of help required(if any) <i>(High/Medium/Low)</i>
1.		

# MEDIA FUND COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Media Fund Committee Meeting, August 7<sup>th</sup> 2024, Conference Room and Zoom

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## Meeting Called to Order at 3:04PM

### Committee Members Present

Vice-President Campus Life (Chair)	Saaim Imran
Vice-President Internal	Rajat Arora
Faculty of Creative and Critical Studies Representative	Amy Wang
Phoenix Member	Ana Salgado

### Guests

Vice-President Finance and Administration	Aryan Arora
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## **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 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**

24/08/07.01

R. Arora/Wang

Be it resolved that the agenda be adopted.

Carried.

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

There is no previous meeting minutes to be adopted.

## **4. NEW BUSINESS**

### **4.1 BUDGET PRESENTATION AND APPROVAL**

Salgado questioned as to why the estimated media fund decreased. Furthermore, why the carry forward funds are lower than provided by The Phoenix. A. Arora responded that there was a confusion and explained the budgeting behind the budget cuts, specifically regarding the cut due to a lower student count. A. Arora also explained that the money will be carried forward however it is budget to be slightly less due to student count. A. Arora also explained the calculations involved and how the Phoenix will still be getting money for next year that will carry forward as a result of this year. Salgado explained that there will be new positions and how their budget has been affected as a result. A. Arora explained the delivery of funds and how the new positions will be paid as the money comes in from UBC. Salgado explained concerns regarding the timeline. She also explained that her hiring process was delayed and she was dissatisfied by the process of the budget being approved. Imran and A. Arora apologized for the delay and that actions will be taken for the future to ensure that future budgets and approvals are conducted more thoroughly and earlier. Imran and A. Arora explained the long process regarding the VP Campus Life being the middleman and having to carry over information from one side to the other. Moving this information and carrying it back and forth took plenty of time as well as trying to set up meetings and working with all associated staff and stakeholders to finalize a decision. Wang mentioned concerns regarding next year and taking budget cuts. A. Arora asked for further information. Wang felt that honorarium cuts are not good for the future and that things need to be placed set in order to keep a minimum standard in the future such as a minimum. Salgado mentioned that she's aware of the troubles the Phoenix is facing and will face but it is something all stakeholders need to work on

together to try and improve, emphasizing the complication of the situation. A. Arora explained that the money doesn't come from the general budget and that UBC sends this money over and that the SUO has little control on the quantity of funds. He explained that external circumstances are the problem and that the Phoenix receives money from UBC and not SUO. He explained if honorariums increase then carry forward funds will decrease. Wang expressed concerns regarding how The Phoenix needs to be properly taken care of from the SUO. A. Arora explained that the committee only takes responsibility for the movement funds and that everything relies on the students and how much money they can give. He explained that The SUO can only provide limited help the the Phoenix. Imran explained that its best to pass the budget today and hold off on sending this budget through the board and get this sent through to ensure that Salgado can begin hiring. A. Arora emphasized that certain referendums may be formed to try and improve fee structure. Towards the end of the meeting, A. Arora, Imran, and R. Arora ensured that the future of the phoenix will be kept in utmost consideration when making financial and operational decisions on behalf of the SUO.

24/08/07.02

Imran/R. Arora

Be it resolved that the budget for the Phoenix News be adopted and approved.  
Carried.

## **5. ADJOURNMENT 3:44PM**

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Electoral Committee Meeting, September 4, 2024, zoom

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## **Committee Members Present**

General Manager (Chair)  
Chief Returning Officer  
Deputy Returning Officer  
Governance Coordinator  
Students' Advocate

Jason Evans  
Trophy Ewila  
Chad Owens  
Cecily Qiu  
Rachel Fortin

## **Committee Members Absent**

Project Manager  
Deputy Returning Officer

Aaron White  
Oscar Munoz Campos

## **1. CALLED TO ORDER AT 2:16 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**

24/09/04.01

Owens/Ewila

Be it resolved that the agenda be adopted.

Carried.

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

There is no previous meeting minutes to be adopted.

## **4. NEW BUSINESS**

### **4.1 Nomination Period**

24/09/04.02

Ewila/Owens

Be it resolved that the 2024 SUO By-Election Nomination period commence at 8 am PST on Monday, September 16<sup>th</sup>, and close at 4 pm PST on Friday, September 27<sup>th</sup>, 2024.

Carried.

### **4.2 Campaigning Period**

24/09/04.03

Qiu/Owens

Be it resolved that the 2024 SUO By-Election Campaigning Period commence at 8 am PST on Tuesday, October 1<sup>st</sup>, 2024 and close at 11:59 pm PST on Friday, October 11<sup>th</sup>, 2024.

Carried.

### **4.3 By-election Voting Period**

24/09/04.04

Qiu/Ewila

Be it resolved that the 2024 SUO By-Election voting period commence at 8 am PST on Wednesday, October 9<sup>th</sup> and close at 11:59 pm PST on Friday, October 11<sup>th</sup>, 2024.

Carried.

#### **4.4 All Candidate Meeting**

23/09/04.05

Ewila/Qiu

Be it resolved that the All Candidate meeting be held at 5 pm PST on Friday, September 27<sup>th</sup>, 2024.

Carried.

### **5 INFORMATION**

#### **5.1 Position available:**

- Faculty of Health & Social Development student representative (1)
- Faculty of Science student representative (1)
- College of Graduate Students Representative (1)

**5.2 Notice Distribution Deadline:** Wednesday, September 25<sup>th</sup>, 2024

### **6 DISCUSSION**

#### **6.1 Information Forums and Debates**

CRO determined that there would be no information forums and debates for the by-election.

#### **6.2 Additional Matters/Topics from Members**

23/09/04.06

Ewila/Owens

Be it resolved that in-person campaigning be suspended during the voting period; Be it further resolved that online campaigning be permitted during the voting period.

They saw an increasing coercion in in-person campaigning during the voting time of the previous election. As per the recommendation of the previous CRO, they suspended in-person campaigning to reduce the level of coercion, so only online campaigning would be allowed during the voting period.

Carried.

### **7 ADJOURNMENT**

Meeting was adjourned at 2:35 p.m.

**From:** [SUO President \(Danial Asif\)](#)  
**To:** [Board of Directors List](#)  
**Cc:** [Cecily Oiu](#); [Jason Evans \(SUO General Manager\)](#)  
**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 7:03:33 AM  
**Attachments:** [suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

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Hi Team,

Welcome back to school! I hope all of you are enjoying your first week back on campus.

The by-election period is upon us and the electoral committee has a motion for the by-election schedule that needs to be approved by the board. I would like for this to be approved as early as possible so that we can start promoting the by-election!

This motion is moved by me and seconded by Abby. The motion reads as:

Be it resolved the following By-Election schedule be approved:

Nomination period commences at 8 am PST on Monday, September 16th, and closes at 4 pm PST on Friday, September 27th, 2024.

Campaigning period commences at 8 am PST on Tuesday, October 1st, 2024 and closes at 11:59 pm PST on Friday, October 11th, 2024.

Voting period commences at 8 am PST on Wednesday, October 9th and closes at 11:59 pm PST on Friday, October 11th, 2024.

All Candidate meeting will be held at 5 pm PST on Friday, September 27th, 2024.

Reply to this email with **\*\*In Favour\*\*** or **\*\*Against\*\*** to make your vote count towards the motion. Kindly cc Cecily in your response as well.

As a reminder, please refrain from endorsing any candidates during the elections as per our regulations. One change that has been made in this by-election is the suspension of in person campaigning during the voting period; only online campaigning will be allowed during the voting period.

If you have any questions, please reach out.

**Danial Asif** (he, him, his)  
Students' Union President  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)  
3272 University Way | Kelowna, BC | V1V 1V7  
[president@suo.ca](mailto:president@suo.ca)



**Students' Union**  
UBC Okanagan



**From:** [SUO Vice-President External \(Abby Newman\)](#)  
**To:** [SUO President \(Danial Asif\)](#)  
**Cc:** [Cecily Qiu](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 7:07:03 AM  
**Attachments:** [suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)  
[suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

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In favour

Get [Outlook for iOS](#)

**Abby Newman** (she, her, hers)  
Students' Union Vice-President External  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[vpexternal@suo.ca](mailto:vpexternal@suo.ca)



**Students' Union**  
UBC Okanagan

On the unceded territory of the [Syilx](#) (Okanagan) peoples.

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**From:** SUO President (Danial Asif) <president@suo.ca>  
**Sent:** Thursday, September 5, 2024 7:03:21 AM  
**To:** Board of Directors List <boardofdirectors@suo.ca>  
**Cc:** Cecily Qiu <cecily.qiu@suo.ca>; Jason Evans (SUO General Manager) <jason.evans@suo.ca>  
**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval

Hi Team,

Welcome back to school! I hope all of you are enjoying your first week back on campus.

The by-election period is upon us and the electoral committee has a motion for the by-election schedule that needs to be approved by the board. I would like for this to be approved as early as possible so that we can start promoting the by-election!

This motion is moved by me and seconded by Abby. The motion reads as:

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Voting period commences at 8 am PST on Wednesday, October 9th and closes at 11:59 pm PST on Friday, October 11th, 2024.

All Candidate meeting will be held at 5 pm PST on Friday, September 27th, 2024.

Reply to this email with **\*\*In Favour\*\*** or **\*\*Against\*\*** to make your vote count towards the motion. Kindly cc Cecily in your response as well.

As a reminder, please refrain from endorsing any candidates during the elections as per our regulations. One change that has been made in this by-election is the suspension of in person campaigning during the voting period; only online campaigning will be allowed during the voting period.

If you have any questions, please reach out.

**Danial Asif** (he, him, his)  
Students' Union President  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)  
3272 University Way | Kelowna, BC | V1V 1V7  
[president@suo.ca](mailto:president@suo.ca)



On the unceded territory of the **Svilx** (Okanagan) peoples.

**From:** [Riko Otsuka \(SUO Faculty of Management Student Representative\)](#)  
**To:** [SUO President \(Danial Asif\)](#)  
**Cc:** [Cecily Qiu](#); [Jason Evans \(SUO General Manager\)](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 8:20:03 AM  
**Attachments:** [image001.png](#)  
[suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

---

In favour.

**Riko Otsuka**

Faculty of Management Student Representative  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[riko.otsuka@suo.ca](mailto:riko.otsuka@suo.ca)



**Students' Union**  
UBC Okanagan

On the unceded territory of the [Syilx](#) (Okanagan) peoples.

---

**From:** "SUO President (Danial Asif)" <[president@suo.ca](mailto:president@suo.ca)>  
**Date:** Thursday, September 5, 2024 at 7:03  
**To:** Board of Directors List <[boardofdirectors@suo.ca](mailto:boardofdirectors@suo.ca)>  
**Cc:** Cecily Qiu <[cecily.qiu@suo.ca](mailto:cecily.qiu@suo.ca)>, "Jason Evans (SUO General Manager)" <[jason.evans@suo.ca](mailto:jason.evans@suo.ca)>  
**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval

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3272 University Way | Kelowna, BC | V1V 1V7  
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On the unceded territory of the **Syilx** (Okanagan) peoples.

**From:** [SUO Vice-President Internal \(Rajat Arora\)](#)  
**To:** [SUO President \(Danial Asif\)](#); [Board of Directors List](#)  
**Cc:** [Cecily Qiu](#); [Jason Evans \(SUO General Manager\)](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 10:01:38 AM  
**Attachments:** [suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)  
[suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

---

In Favour

Regards,  
Rajat

**Rajat Arora** (he, him, his)  
Students' Union Vice-President Internal  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[vpinternal@suo.ca](mailto:vpinternal@suo.ca)



**Students' Union**  
UBC Okanagan

On the unceded territory of the [Syilx](#) (Okanagan) peoples.

---

**From:** SUO President (Danial Asif) <[president@suo.ca](mailto:president@suo.ca)>  
**Date:** Thursday, September 5, 2024 at 7:03 AM  
**To:** Board of Directors List <[boardofdirectors@suo.ca](mailto:boardofdirectors@suo.ca)>  
**Cc:** Cecily Qiu <[cecily.qiu@suo.ca](mailto:cecily.qiu@suo.ca)>, Jason Evans (SUO General Manager) <[jason.evans@suo.ca](mailto:jason.evans@suo.ca)>  
**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval

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**Danial Asif** (he, him, his)

Students' Union President

Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)

3272 University Way | Kelowna, BC | V1V 1V7

[president@suo.ca](mailto:president@suo.ca)



**Students' Union**  
UBC Okanagan

On the unceded territory of the **Syilx** (Okanagan) peoples.

**From:** [SUO Vice-President Campus Life \(Saaim Imran\)](#)  
**To:** [SUO President \(Danial Asif\)](#)  
**Cc:** [Cecily Qiu](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 10:40:49 AM  
**Attachments:** [suomailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)  
[suomailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

---

yuh in favour

Get [Outlook for iOS](#)

**Saaim Imran** (he, him, his)  
Students' Union Vice-President Campus Life  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[vpcampuslife@suo.ca](mailto:vpcampuslife@suo.ca)



On the unceded territory of the [Syilx](#) (Okanagan) peoples.

---

**From:** SUO President (Danial Asif) <president@suo.ca>  
**Sent:** Thursday, September 5, 2024 7:03:21 AM  
**To:** Board of Directors List <boardofdirectors@suo.ca>  
**Cc:** Cecily Qiu <cecily.qiu@suo.ca>; Jason Evans (SUO General Manager) <jason.evans@suo.ca>  
**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval

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Students' Union President  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)  
3272 University Way | Kelowna, BC | V1V 1V7  
[president@suo.ca](mailto:president@suo.ca)



On the unceded territory of the **Svilx** (Okanagan) peoples.



**From:** [SUO Vice-President Finance and Administration \(Aryan Arora\)](#)  
**To:** [SUO President \(Danial Asif\)](#)  
**Cc:** [Cecily Qiu](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 10:52:29 AM  
**Attachments:** [suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)  
[suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

---

In favour

Thanks, and Regards,

**Aryan Arora** (he, him, his)

Students' Union Vice-President Finance and Administration

Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)

3272 University Way | Kelowna, BC | V1V 1V7

[vpfinance@suo.ca](mailto:vpfinance@suo.ca)



**Students' Union**  
UBC Okanagan

On the unceded territory of the [Syilx](#) (Okanagan) peoples.

---

**From:** SUO President (Danial Asif) <president@suo.ca>  
**Sent:** Thursday, September 5, 2024 7:03 AM  
**To:** Board of Directors List <boardofdirectors@suo.ca>  
**Cc:** Cecily Qiu <cecily.qiu@suo.ca>; Jason Evans (SUO General Manager) <jason.evans@suo.ca>  
**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval

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Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)  
3272 University Way | Kelowna, BC | V1V 1V7  
[president@suo.ca](mailto:president@suo.ca)



On the unceded territory of the [Syilx](#) (Okanagan) peoples.

**From:** [Mariam Al Barazi \(SUO Director-at-Large\)](#)  
**To:** [SUO President \(Danial Asif\)](#)  
**Cc:** [Cecily Qiu](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 11:26:10 AM  
**Attachments:** [image001.png](#)  
[suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

---

In Favour

**Mariam Al Barazi** (she, her, hers)  
SUO Director-at-Large  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[mariam.albarazi@suo.ca](mailto:mariam.albarazi@suo.ca)



**Students' Union**  
UBC Okanagan

On the unceded territory of the [Syilx](#) (Okanagan) peoples.

---

**From:** "SUO President (Danial Asif)" <president@suo.ca>  
**Date:** Thursday, September 5, 2024 at 5:03 PM  
**To:** Board of Directors List <boardofdirectors@suo.ca>  
**Cc:** Cecily Qiu <cecily.qiu@suo.ca>, "Jason Evans (SUO General Manager)" <jason.evans@suo.ca>  
**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval

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Students' Union President  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)  
3272 University Way | Kelowna, BC | V1V 1V7  
[president@suo.ca](mailto:president@suo.ca)



On the unceded territory of the **Syilx** (Okanagan) peoples.

**From:** [Veeru Seethanaboyina \(SUO Faculty of Science Student Representative\)](#)  
**To:** [SUO Vice-President Internal \(Rajat Arora\)](#); [SUO President \(Danial Asif\)](#); [Board of Directors List](#)  
**Cc:** [Cecily Qiu](#); [Jason Evans \(SUO General Manager\)](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 11:40:43 AM  
**Attachments:** [suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)  
[suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

---

In favour.

Get [Outlook for iOS](#)

**Veeru Seethanaboyina**

Faculty of Science Student Representative  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[veeru.seethanaboyina@suo.ca](mailto:veeru.seethanaboyina@suo.ca)



**Students' Union**  
UBC Okanagan

On the unceded territory of the [Syilx](#) (Okanagan) peoples.

---

**From:** SUO Vice-President Internal (Rajat Arora) <[vpinternal@suo.ca](mailto:vpinternal@suo.ca)>  
**Sent:** Thursday, September 5, 2024 10:01:28 AM  
**To:** SUO President (Danial Asif) <[president@suo.ca](mailto:president@suo.ca)>; Board of Directors List <[boardofdirectors@suo.ca](mailto:boardofdirectors@suo.ca)>  
**Cc:** Cecily Qiu <[cecily.qiu@suo.ca](mailto:cecily.qiu@suo.ca)>; Jason Evans (SUO General Manager) <[jason.evans@suo.ca](mailto:jason.evans@suo.ca)>  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval

In Favour

Regards,  
Rajat

**Rajat Arora** (he, him, his)

Students' Union Vice-President Internal  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[vpinternal@suo.ca](mailto:vpinternal@suo.ca)



**Students' Union**  
UBC Okanagan

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**From:** SUO President (Danial Asif) <[president@suo.ca](mailto:president@suo.ca)>  
**Date:** Thursday, September 5, 2024 at 7:03 AM

To: Board of Directors List <boardofdirectors@suo.ca>  
Cc: Cecily Qiu <cecily.qiu@suo.ca>, Jason Evans (SUO General Manager)  
<jason.evans@suo.ca>  
Subject: **\*\*Action Required\*\*** - By-Election schedule approval

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Students' Union President  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)  
3272 University Way | Kelowna, BC | V1V 1V7  
[president@suo.ca](mailto:president@suo.ca)





**From:** [Mhamoda Moli \(SUO Graduate Representative\)](#)  
**To:** [Veeru Seethanaboyina \(SUO Faculty of Science Student Representative\)](#); [SUO Vice-President Internal \(Rajat Arora\)](#); [SUO President \(Danial Asif\)](#); [Board of Directors List](#)  
**Cc:** [Cecily Qiu](#); [Jason Evans \(SUO General Manager\)](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Thursday, September 5, 2024 11:44:40 AM  
**Attachments:** [suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)  
[suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

---

In favour.

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**Mhamoda Moli** (she, her, hers)  
SUO Graduate Representative  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[graduate.representative@suo.ca](mailto:graduate.representative@suo.ca)



**Students' Union**  
UBC Okanagan

On the unceded territory of the [Syilx](#) (Okanagan) peoples.

---

**From:** Veeru Seethanaboyina (SUO Faculty of Science Student Representative)  
<veeru.seethanaboyina@suo.ca>  
**Sent:** Thursday, September 5, 2024 11:40:33 AM  
**To:** SUO Vice-President Internal (Rajat Arora) <vpinternal@suo.ca>; SUO President (Danial Asif) <president@suo.ca>; Board of Directors List <boardofdirectors@suo.ca>  
**Cc:** Cecily Qiu <cecily.qiu@suo.ca>; Jason Evans (SUO General Manager) <jason.evans@suo.ca>  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval

In favour.

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**Veeru Seethanaboyina**  
Faculty of Science Student Representative  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[veeru.seethanaboyina@suo.ca](mailto:veeru.seethanaboyina@suo.ca)



**Students' Union**  
UBC Okanagan

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---

**From:** SUO Vice-President Internal (Rajat Arora) <vpinternal@suo.ca>  
**Sent:** Thursday, September 5, 2024 10:01:28 AM



**To:** SUO President (Danial Asif) <president@suo.ca>; Board of Directors List <boardofdirectors@suo.ca>

**Cc:** Cecily Qiu <cecily.qiu@suo.ca>; Jason Evans (SUO General Manager) <jason.evans@suo.ca>

**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval

In Favour

Regards,

Rajat

**Rajat Arora** (he, him, his)

Students' Union Vice-President Internal

Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)

3272 University Way | Kelowna, BC | V1V 1V7

[vpinternal@suo.ca](mailto:vpinternal@suo.ca)



**Students' Union**  
UBC Okanagan

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**To:** Board of Directors List <boardofdirectors@suo.ca>

**Cc:** Cecily Qiu <cecily.qiu@suo.ca>, Jason Evans (SUO General Manager) <jason.evans@suo.ca>

**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval

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3272 University Way | Kelowna, BC | V1V 1V7  
[president@suo.ca](mailto:president@suo.ca)



On the unceded territory of the [Syilx](#) (Okanagan) peoples.

**From:** [Sahar Sowdagar \(SUO Faculty of Applied Science Student Representative\)](#)  
**To:** [SUO President \(Danial Asif\)](#)  
**Cc:** [Cecily Qiu](#); [Jason Evans \(SUO General Manager\)](#)  
**Subject:** Re: **\*\*Action Required\*\*** - By-Election schedule approval  
**Date:** Friday, September 6, 2024 11:07:58 AM  
**Attachments:** [suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)  
[Outlook-usuqvvec.png](#)  
[suoemailtemplate\\_0e6e8fed-aab9-4907-a646-ea91eaf31593.png](#)

---

In Favour

**Sahar Sowdagar**

Faculty of Applied Science Student Representative  
Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](#)  
3272 University Way | Kelowna, BC | V1V 1V7  
[sahar.sowdagar@suo.ca](mailto:sahar.sowdagar@suo.ca)



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UBC Okanagan

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**Sahar Sowdagar**

Faculty of Applied Science Student Representative  
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**From:** SUO President (Danial Asif) <[president@suo.ca](mailto:president@suo.ca)>  
**Sent:** Thursday, September 5, 2024 7:03 AM  
**To:** Board of Directors List <[boardofdirectors@suo.ca](mailto:boardofdirectors@suo.ca)>  
**Cc:** Cecily Qiu <[cecily.qiu@suo.ca](mailto:cecily.qiu@suo.ca)>; Jason Evans (SUO General Manager) <[jason.evans@suo.ca](mailto:jason.evans@suo.ca)>

**Subject:** **\*\*Action Required\*\*** - By-Election schedule approval

Hi Team,

Welcome back to school! I hope all of you are enjoying your first week back on campus.

The by-election period is upon us and the electoral committee has a motion for the by-election schedule that needs to be approved by the board. I would like for this to be approved as early as possible so that we can start promoting the by-election!

This motion is moved by me and seconded by Abby. The motion reads as:

Be it resolved the following By-Election schedule be approved:

Nomination period commences at 8 am PST on Monday, September 16th, and closes at 4 pm PST on Friday, September 27th, 2024.

Campaigning period commences at 8 am PST on Tuesday, October 1st, 2024 and closes at 11:59 pm PST on Friday, October 11th, 2024.

Voting period commences at 8 am PST on Wednesday, October 9th and closes at 11:59 pm PST on Friday, October 11th, 2024.

All Candidate meeting will be held at 5 pm PST on Friday, September 27th, 2024.

Reply to this email with **\*\*In Favour\*\*** or **\*\*Against\*\*** to make your vote count towards the motion. Kindly cc Cecily in your response as well.

As a reminder, please refrain from endorsing any candidates during the elections as per our regulations. One change that has been made in this by-election is the suspension of in person campaigning during the voting period; only online campaigning will be allowed during the voting period.

If you have any questions, please reach out.

**Danial Asif** (he, him, his)

Students' Union President

Students' Union Okanagan of UBC (SUO of UBC) | [suo.ca](http://suo.ca)

3272 University Way | Kelowna, BC | V1V 1V7

[president@suo.ca](mailto:president@suo.ca)



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# DOING MORE FOR EACH CLIENT

**Audit Extended Health and Dental  
Plan**

**Students' Union Okanagan of UBC  
(SUO of UBC)**

# Context

The Student Union of UBC Okanagan (“SUO”) asked AGA Benefits Solutions (“AGA”) to perform an Audit of the SUO Health and Dental Plan to identify if the SUO was receiving “good” value for their benefits premiums.

AGA has evaluated your program by reviewing the following three program parameters:

- Financial Review
- Benefits Plan Review
- Governance

Although AGA was not asked to conduct carrier or service provider marketing, we have provided some guidance on market competitive fees and expense levels to aid in our review and recommendations.



# AGENDA

**FINANCIAL REVIEW**

**PLAN DESIGN REVIEW**

**GOVERNANCE REVIEW**

**CONCLUSION**



# FINANCIAL REVIEW



AGA  
BENEFIT  
SOLUTIONS



# FINANCIAL REVIEW

THE SUO Health & Dental Plan is currently underwritten by Pacific Blue Cross, with administrative & Consulting services provided by StudentCare. Each entity charges the SUO to perform its respective service.

## **Pacific Blue Cross**

- Pacific Blue Cross charges the SUO a fee to administer and adjudicate health and dental claims. The incumbent insurer reports expenses of 6.35% for Health and 5.35% for dental, which is reasonable for your group size and underwriting arrangement.

## **StudentCare**

- StudentCare charges a flat fee of 10% of the base Health and dental premiums for its services. Reported base premiums for the period of September 2022 to August 2023 were \$2,194,099.70, equaling \$219,409.97 in fees paid to StudentCare.
  - Given the scope of StudentCare's services, we believe its fees may be up to 25% high.

## **Securian Canada (Pooled Travel Coverage)**

- The SUO pays a flat rate of \$9.72 per member. The reported pooled premiums for the period of September 2022 to August 2023 were \$94,831.56, which is reasonable for your group size. However, as this is a proprietary arrangement between the insurer and StudentCare, an additional commission could be paid to StudentCare and is embedded in the flat rate. StudentCare did not provide clarity on the details of this propriety arrangement. Commissions can be as high as 20% for these coverages and arrangements.



# FINANCIAL REVIEW

## Plan Financials

Based on the current financials provided to SUO by StudentCare, the current premiums are significantly lower than what is needed to cover claims.

- For the 18-month period between September 2022 and February 2024, the Extended Health Benefit has a claims loss ratio of 134% (The target is 100%) with non-pooled premiums of \$1,506,475.8 and paid claims of \$2,019,927.25 for a shortfall of \$513,451.45. Dental has a claims loss ratio of 110% (The target is 100%) with non-pooled premiums of \$1,796,888.44 and paid claims of \$1,984,543.34 for a shortfall of \$187,654.90.
- Although your program is insured and current premiums are guaranteed for a two-year period, we anticipate a significant premium increase from the incumbent carrier at the renewal following the expiration of the guaranteed period.

	September 2022 to February 2024	
	Extended Health Care	Dental Care
Non-pooled premium	\$1,506,476	\$1,796,888
Claims	\$2,019,928	\$1,984,543
Claims loss ratio	134%	110%
Shortfall	\$513,451	\$187,655



# FINANCIAL REVIEW

## Plan Financials

We understand that the SUO operates a reserve funded by the difference in what is collected in “SUO Combined Plan Fees” and the “PBC 24-month Rate Guarantee Total”.

- We were not provided with the details of this fund; however, we hope there is a significant contingency amount, as our analysis indicates that if the current claiming pattern persists for the remaining 6-months, then a forecasted rate increase of up to 75% for Extended Health and up to 40% could be proposed by the incumbent carrier.



# PLAN DESIGN REVIEW

All health and dental plans are unique to the sponsoring organization. Benefits should be designed and amended to meet the ongoing needs of its membership. Based on your program's amendment history, we observe you actively managing your program and adjusting coverage to meet the needs of your members.

## Prescription Coverage

- We note that the dispensing fee is limited to \$3 per prescription. In British Columbia, this equates to approximately 30% of the standard dispensing fee charged.
- Prescription drug coverage is currently defined as covering the lowest-priced equivalent generic product. This definition can lead to excess claims as doctors are not required to validate their “No generic substitution claims”. We would recommend amending the plan to require a more rigorous process to approve claims that are labeled No generic substitution.

## Health Practitioners

- We note that the per-visit maximum is relatively low for all providers (with the exception of Mental Health Practitioners). When considering the per-visit maximum, the average co-insurance for health practitioners is approximately 50%.



# PLAN DESIGN REVIEW

## Vision Coverage

- Coverage for Eyeglasses & Contact Lenses is currently 100% coinsurance up to a maximum of \$150 per 2 policy years.
  - We note that this benefit is relatively low given the cost of glasses and contacts. We typically see a benefit amount of \$250 or more.

## Dental Care

- We note that the dental program covers Preventative and Basic services. Given the demographic of the students, this plan design is reasonable as the incidence of Major and Orthodontic services will not be prevalent. Additionally, major and orthodontic services are expensive in nature and can significantly add to the cost of the program.



# GOVERNANCE REVIEW

## Reporting

- After reviewing the documents provided to the SUO by StudentCare, we find the reports lacking transparency regarding “fees” and expenses paid to PBC and Student Care.
  - Premiums are presented on a Net Basis
    - There is no detailed accounting of amounts paid to PBC and StudentCare in actual dollar amounts. This lack of transparency makes evaluating the value you receive from the incumbent service providers difficult.
  - StudentCare uses a proprietary arrangement with Securian Canada to provide pooled travel benefits. We note there is no disclosure of whether StudentCare receives a commission from Securian for this coverage. We recommend that the SUO confirm the nature of this arrangement.

## SUO Website

- A review of the StudentCare/SUO benefits website uncovered a confusing and possibly incorrect outline of the dental benefit offering.



# GOVERNANCE REVIEW

SUO Website (continued)

- The website states, *“Your Plan covers 40% to 80% of your dental costs, and by visiting a Studentcare Dental Network member, you'll receive an additional 20% off dental services. This will enable you to have up to 100% of your dental costs covered by the Dental Plan.”*
  - Our understanding is that if a student visits a Dental Network member, they will receive 20% off the cost of the covered service provided with the co-insurance being applied to the lower amount and the student paying the remaining balance. Although the amount owed by the student will be lower thanks to the discount, our understanding indicates it is not accurate to say that it is possible to have *“up to 100% of your dental costs covered by the Dental Plan.”*
    - [https://studentcare.ca/rte/en/IHaveAPlan\\_UBCOkanaganUniversityofBritishColumbiaStudentsUnionOkanaganUB\\_CSUO\\_Dental\\_DentalCoverage](https://studentcare.ca/rte/en/IHaveAPlan_UBCOkanaganUniversityofBritishColumbiaStudentsUnionOkanaganUB_CSUO_Dental_DentalCoverage)
    - [https://studentcare.ca/rte/en/IHaveAPlan\\_UBCOkanaganUniversityofBritishColumbiaStudentsUnionOkanaganUB\\_CSUO\\_Dental\\_DentalCoverage\\_DentalCoverageChart](https://studentcare.ca/rte/en/IHaveAPlan_UBCOkanaganUniversityofBritishColumbiaStudentsUnionOkanaganUB_CSUO_Dental_DentalCoverage_DentalCoverageChart)
- *Additionally, the website states – “By visiting a Studentcare Network member, you'll get additional coverage.”*
  - *With our understanding of how the plan would adjudicate a claim, we find this statement to possibly be misleading and inaccurate as you are receiving a discount, not additional coverage.*



# CONCLUSION

After reviewing the documents provided to us by the SUO, we suggest that it is reasonable to conduct a search and competitive review of your administrative and consulting provider now or when the current contract approaches renewal in August 2026.

- After review, it appears that the administrative and consulting fees could be improved, which would make more money available to pay claims and keep the program financially stable.
- StudentCare has provided reporting that makes it difficult to evaluate the program's cost and ascertain the value you are receiving from your suppliers.
- Based on the information provided to us, StudentCare has not made you aware of the program's significantly poor financial position and of the potential for significant increases come renewal.

Thank you for your trust in us, and we appreciate the opportunity to work with you in the future.

