

**LSS Meeting Minutes**  
**Tuesday September 12, 12:30pm**

**Attendance**

**LSS**

Ian Gauthier  
Will McClary  
Megan Chambers  
Bronwen Black  
Sheyenne Spence  
Rachelle Trenholm  
Jayde Jessome  
Makaela Peters  
Ben Hopkins  
Dan Babcock  
Lisa Grier  
Jordyn Bogetti  
Debbie Preston  
Robyn Finley  
Sarah Jackson

**Call to Order**

**Welcome and Summer Update**

- Secured Amelia Andrews – community planning masters student
- Robyn has been developing new website
- Lisa and Laura have been working on meet and mingles
- Bronwen has note service up and running
- Dan formed baseball team in short order
- Megan fielded questions about residential tenancy issues from exchange student
- Welcome ILSA representative, Sheyenne Spence

**Guidelines Established to Improve Meeting Efficiency**

- Commit to distributing meeting agenda by Sunday evening
- Have items sent to Ian (president.uviclss@gmail.com) by Sunday at noon – include background information so we can review
- Limit comments to things not included in the items that you probably should have read
- Limit the meeting to items that have been sent out and order according to importance (determined by deadlines etc.)
- Not going to be afraid to adjourn discussion on agenda items to emails or further meetings
- Meetings will be started no later than 1235 to be respectful of people's times and finish substantive items by no later than 115 – final 5 minutes used to review

- We want to make sure everyone speaks up when they have something to contribute – want to respect the diversity of experience but also be respectful of other people’s rights to speak and offer their own opinions in this space
- We’re all here to make this a better place, people disagree on how that looks
- Try stay on topic with comments and review the agenda previously
- We will be keeping track of attendance through meeting minutes

### **Communication**

- Via email not just Facebook to ensure everyone is kept up to date on information
- Robyn is updating newsletter

### **Motion to Create Bylaw Committee**

- Ongoing committee during the 2017-2018 school year
- Ian motions to create by-law committee
  - Will seconds
  - Open for discussion
  - Will would be very happy to have someone else step in as chair
- By-law committee is going to oversee the review of this year’s by-laws - any changes or amendments that may occur to be voted on at the AGM in the spring
- Work won’t really begin in earnest until next spring
- Part of memorandum of understanding signed with ILSA to ensure funding through enshrining it in by-laws – this will occupy first term of committee’s work through increase or reallocation of fees
  - Vote: All in favour
  - Motion passes

### **Motion to Approve Comprehensive Student Consultation Subcommittee**

- Outside 3<sup>rd</sup> party researcher, Amelia Andrews hired to work with subcommittee to determine best way to carry out consultation
  - Intended to be objective and transparent
  - Eyes from all around making sure this is done as appropriately as possible
- Subcommittee going to oversee the consultation
- Ian motions to create subcommittee – contains a budget of \$1000 given to the student for 8 months work, with the possibility of an increase for student incentives or software – funding increases to be brought to LSS
  - Robyn seconds motion
  - Vote: All in favour
  - Motion passes

### **Summer Financial Update**

- Overview of LSS’s finances:
  - The LSS normally expends money through a budget passed in the fall – intending to present at the next meeting for everyone’s approval – officers in charge of each of the areas authorized to expend
  - Orientation expenditures made or committed during the summer – Debbie and Sarah acting under the assumption that they have the authority to

make expenditures – currently looking at a small surplus from fundraising – largely used for reorientation events in January

- There has been \$1000 approved as an honorarium for student hired to handle consultation for the subcommittee
- Intramurals are a yearly budgeted expenditure – have gone ahead but are not yet in the budget
- Approval over the summer for meet and greets in several cities
- Alex ([finance.uviclss@gmail.com](mailto:finance.uviclss@gmail.com)) working on doing budget projections for next year – let him know about initiatives that you are planning for the budget for next year

### **Event Calendar**

- Big part of website update
- Avoiding overlapping events
- Robyn and Sarah responsible for communicating about events and updating calendar

### **Club Funding Night**

- Four hour meeting with food and beverages
- Doodle poll to be sent out by Will

### **Transfer Memo Reminder**

- Transfer memo crucial for person taking over your position
- Make sure you're updating as you go along

### **Locker Assignments**

- Put lock on locker – it will cost \$10
- Can slide money under the door of the LSS office
- Free lockers for all clubs and LSS executive
- There will be a table set up for people to pay their locker fees before October 1<sup>st</sup>

### **Notifying Court Café of food events during the year**

- To avoid Court Café wasting food
- Communicate to clubs to do the same
- Not dinner (or when they are closed)

### **Free note service**

- Get students to start taking notes and uploading them to LSS website
- Bronwen has already provided the guide

### **On the Horizon**

- ILSA MOU Recap
- TRC event coordination with Rebecca Johnson
- 1L Finish Line and Class Photos
- Law clothing – contact Liz Eby – arranged by Jayde Jessome and Chelsea Harris

- Fridge and microwave cleaning

**Action Items**

- Will to send out email about locker fees
- Will to send out doodle poll
- Passed two motions:
  - To create by-law committee
  - To create CSC subcommittee