

SSD Council Minutes

Date: December 12, 2014

Call to Order: Sheppard at 10:12 am

Adoption of the Agenda: moved by Sheppard, seconded by Dwyer, carried

Approval of Minutes: moved by Sheppard, seconded by Dwyer, carried

Staff Reports:

The Office Coordinator's admin password has been retrieved and reset by the Help Desk so that it is password protected. Outlook and Microsoft Exchange has been installed to speed up efficiency. Posters for SSD "structured activities" and Peer Support groups were stamped and advertised around campus. As of November 24th, the structured activities were implemented. Mindfulness Movement (M & M) and Meditation workshop material was reviewed and revised in conjunction with Board Members and work/study students. The bulletin board outside of the SSD Office was updated with the new posters for the structured activities and the support groups

Meetings were arranged with the Coordinators of all advocacy groups to organize and plan the Ferguson Rally on November 29th. The event was well attended and SSD's presence was known. Also, the Coordinator played an active role in assisting with organizing and planning "Take Back the Night" in collaboration with the Women's Centre. The Coordinator spoke at the event and also set up a display to promote SSD. SSD was also promoted at Soup Day on November 25th and the EQHR strategic planning event on December 3rd. The Coordinator attended all planning meetings for these events and was able to lobby for a space to promote SSD (display board) and signup sheets for structured activities and support groups. After compiling lists of individuals interested in support groups and volunteer work, listservs were uploaded and saved on Caorta Mail. Currently 12 individuals have signed up for the ADHD/Learning Disabilities Support groups will be scheduled for 4pm to 6pm on Wednesdays, once a month. Through Caorta, messages (including reminder emails) can be sent out to each person on the listserv automatically.

The Coordinator learned of an EQHR Office strategic plan event to discuss "violence at UVic" and how to address it. The organizer of the event was contacted and the Coordinator has attended planning and facilitation meetings to organize and plan this important event on December 3rd. The Coordinator facilitated one of the plenary sessions on that date. An SSD Display was set up at the event to promote our resources and upcoming events (e.g. Support groups and structured activities). Posters with printed to reflect current information as well as corresponding signup sheets. Feedback on the recommendations provided by participants at the event was sent to EQHR for review. A follow up meeting will be scheduled with all facilitators to discuss these recommendations and next steps.

Old Business:

New Business:

Motions:

- 1) BIRT that the SSD Council will offer all Peer Support Groups from 4pm to 6pm on Wednesday nights, beginning the week of January 5th. Moved by Sheppard, seconded by Dwyer.
 - Be it resolved that the “Mood Conditions Support Group” title be amended to “Mental Health Conditions”. This change will allow for inclusivity of individuals with all forms of mental health, such as schizophrenia, PTSD, OCS, personality disorders, etc. These conditions are often comorbid with a number of mood conditions such as anxiety and depression. The first Support Group meeting for Mental Health Conditions will be scheduled for January 7th, 2015 at the SSD. Moved by Sheppard, seconded by Dwyer.
 - Dwyer moved to strike out “OCS” and insert “OCD.” Seconded by Sheppard, carried.
 - Be it resolved that the first Support Group meeting for ADHD/Learning Disabilities will be scheduled on January 14th, 2015, from 4pm to 6pm at the SSD Office. Moved by Sheppard, seconded by Dwyer.
 - Be it resolved that the “Endometriosis Support Group” title be amended to “Women’s Health and Disabilities Support Group”. This change will allow for inclusivity of all Women’s Health and Disability specific issues including endometriosis, PCOS, postpartum, hormone imbalance, painful menses, etc. The first Support Group meeting for Women’s Health and Disabilities (in collaboration with the Women’s Centre) will be scheduled on January 28th, 2015 from 4pm to 6pm. Moved by Sheppard, seconded by Dwyer.
 - Dwyer moved to strike out “be amended to ‘Women’s Health and Disabilities Support Group’” and insert “be provisionally amended to ‘Women’s Health and Disabilities Support Group’ until the other advocacy groups involved agree on a final title.” Seconded by Mitchell, carried.
 - Be it resolved that \$50 be allotted per support group meeting (3 in total for a total of \$150) for refreshments/tea and miscellaneous expenses. Moved by Sheppard, seconded by Dwyer.
 - Dwyer moved to strike out “\$150” and insert “\$150 each month.” Seconded by Mitchell, carried.
 - Sheppard moved to suspend the rules and vote on all the above motions as a whole, seconded by Dwyer, carried
 - Motions carried
- 2) BIRT that the SSD Council approve that the Office Coordinator receive an additional day of paid leave during Christmas break: Dec. 19, 2014.
 - Moved by Sheppard, seconded by Mitchell, carried
- 3) BIRT the SSD Council approve “3” hours of overtime for the Office Coordinator to assist with organizing and participating in Take Back the Night on November 25^h, 2014.
 - Moved by Sheppard, seconded by Mitchell, carried

- 4) BIRT the SSD Council approve “4” hours of overtime for the Office Coordinator to assist with organizing and attending the Ferguson Rally on November 29th, 2014.
 - Moved by Sheppard, seconded by Mitchell, carried
- 5) BIRT the SSD Council approve “4” hours of overtime for the Office Coordinator to participate in the Anti-O training December 1st, 2014..
 - Moved by Sheppard, seconded by Mitchell, carried
- 6) BIRT the SSD Council approve that \$25 per person be paid by the SSD towards dinner for 8 Board Members and 8 guests; one per each Board Member and Staff for the Staff Appreciation Dinner.
 - Moved by Sheppard, seconded by Dwyer, carried
- 7) BIRT that the SSD Council approve that insurance be renewed as of December 15th, 2014 (deadline). The insurance is meant to cover the property of the Society while it is on premises at Room B111, as well as when it is off premises for any reason. The cost is \$800.
 - Moved by Sheppard, seconded by Mitchell, carried
 - The Office Coordinator will check whether the existence of room B106 will change funding requirements
- 8) BIRT the SSD Council approve the purchase of the Quartet Dry-Erase Steel Easel; 29” x 40”. This easel board has a black frame and will hold flipcharts. It has a 10 year warranty; is adjustable in height and also features a dry-erase white board. The cost is \$339.99 plus tax and can be ordered through Zap.
 - Moved by Sheppard, seconded by Mitchell, carried
- 9) BIRT that the SSD Council approve that Dragon NaturallySpeaking 13 Premium and Microphone be purchased for \$250. The Help Desk will install with a microphone once ordered.
 - Moved by Sheppard, seconded by Dwyer, carried
- 10) BIRT the SSD Council approve the cost of Television: Sharp PN-E471R 47” Television \$1304.00 or Sharp PN-U553 55” Television \$2,354.00.
 - Moved by Sheppard, seconded by Dwyer
 - Dwyer moves to strike out “or Sharp PN-U553 55” Television \$2,354.00,” seconded by Mitchell, carried
 - Main motion carried
- 11) BIRT that the SSD Council approve the cost of MacMini 2.6GHz dual-core Intel Core i5 \$734.50 with AppleCare \$99, and Apple Wireless Keyboard \$0 (we already have an extra one) Apple Wireless Mouse \$75 or Lenovo ThinkCentre M93p Tiny - \$824.66 and Windows Keyboard & Mouse \$150 (\$908.5 or \$974.66).
 - Moved by Sheppard, seconded by Dwyer
 - Dwyer moves to strike out “or Lenovo ThinkCentre M93p Tiny - \$824.66 and Windows Keyboard & Mouse \$150 (\$908.5 or \$974.66)” and insert “at a total cost of \$908.50,” seconded by Sheppard, carried.
 - Dwyer moves to strike out \$99, and” and insert “\$99, an,” seconded by Sheppard,
 - Dwyer moves to insert “, and an” between “one)” and “Apple,” seconded by Sheppard, carried.
 - Main motion carried.
- 12) BIRT the SSD Council approve the cost of Large Chief Flat Panel Swing Arm Display Mount PRD series \$259.

- Moved by Sheppard, seconded by Mitchell, carried.
- 13) BIRT the SSD Council approve the cost of HDMI to HDMI cable MC838ZM/B \$19.00
 - Moved by Sheppard, seconded by Mitchell, carried.
 - 14) Be it resolved that the SSD Council approve the cost of MacMini Security Mount Tryen \$69.54.
 - Moved by Sheppard, seconded by Mitchell, carried.
 - 15) BIRT the SSD Council approve the cost of 27-inch iMac: 3.5 GHz with Retina 5K display, \$2,529.
 - Moved by Sheppard, no seconder.
 - 16) BIRT the SSD Council approve posting an amended part-time position (Education Outreach that is supervised by the Office Coordinator & focuses on establishing the transition program) starting in the Spring Semester.
 - Moved by Sheppard, seconded by Mitchell, carried
 - 17) BIRT the SSD Council select a hiring committee to interview and select a suitable candidate for the part-time position (based on job posting).
 - Moved by Sheppard, no seconder
 - 18) BIRT that the SSD Council approve the cost of \$370 for Bose QC25 sound isolating headphones so students can study in quiet at the office while others are using it.
 - Moved by Sheppard, seconded by Dwyer, carried
 - 19) BIRT that the SSD Council approve the cost of an office sound system for \$3,000.00 from Pacific Audio Works.
 - Moved by Sheppard, seconded by Mitchell, carried
 - 20) BIRT that SSD Council approve cost of painting the SSD office and respite room each with an ascent wall for no more than \$1200.
 - Moved by Sheppard, seconded by Dwyer, carried
 - 21) BIRT that SSD Council cancel our Caorda contract for \$170 a month to update our website with SSD Council minutes etc. and have staff and work/studies do that task instead.
 - Moved by Sheppard, seconded by Dwyer, carried
 - 22) BIRT that SSD Council purchase a new sandwich board of a different model and brand as the old one for \$400 maximum.
 - Moved by Sheppard, seconded by Mitchell, carried
 - 23) BIRT that SSD Council purchase new business cards for the Office Coordinator and new brochure for the SSD for no more than \$400 total.
 - Moved by Sheppard, seconded by Mitchell, carried

Discussions:

- 1) Heather has now been added to the email list for EQHR and will be attending the next meeting on December 17th, 2014.
- 2) UVision Update
 - Final policy draft has been sent
- 3) Advocacy Policy development
- 4) GT Hiring Solutions partnership? Transition program development
 - Sheppard will send information about transition program to Cathy Mallay. Dwyer

will send email clarifying that Sheppard will send information shortly and that the SSD is still very much looking forward to possibility of collaboration.

- 5) There are two options for AC at the SSD. The only one that is quiet and does not take up substantial room has a cost of \$10,000. Suggestions?
 - **Motion 24.** BIRT the SSD Council approve costs for an air conditioning unit for \$10,000. Moved by Sheppard, seconded by Dwyer, carried.
- 6) The SSD has requested an “accent wall” be painted in early January for both the respite room and main office.
- 7) Jodi from Facilities Management has been contacted (twice) to follow up on when the Respite Room furniture will be delivered. Coordinator has not heard back.
 - Update: Office Coordinator has heard back.
- 8) The Coordinator and the work/study students have posted a draft of the revised SSD brochure. What edits and additions should be made? Depending on the amount of information we want to provide it propose either a two-sided brochure or a tri-fold brochure design. It all depends on what purpose we hope to achieve with the brochure. If we only want to have a quick advertisement then the two-sided would be best. However if we want to provide more in depth information then the tri-fold design would be best.
- 9) What volunteer task categories should be developed to assist with SSD work?
- 10) The SSD Board is falling apart (broken at the top) due to the weather. Should we wait until the spring to repair it?
- 11) Advertising SSD: monthly newsletter; radio; YouTube Advertisement? Should we upload the CFUV audio ad to SSD social media outlets (Facebook page, Twitter, website)? Canon Rebel T5i or Nikon equivalent camera purchase (e.g. boxing day sales)?
- 12) Format for support groups? Should we encourage service users to facilitate? Territorial Acknowledgement/Pronouns? Purchase a picture frame (boxing day sale?)
 - **Motion 25.** BIRT the SSD purchase a picture frame for no more than \$80. Moved by Sheppard, seconded by Mitchell, carried.
- 13) Next steps for planning Enablement Summit

Adjournment: Sheppard at 11:00 am