

SSD Council Agenda

Date: August 5, 2015

Call to Order: Patrick at 5:35 pm

Acknowledgement of the Territories: Patrick acknowledged the territories

Adoption of the Agenda: Patrick moved to adopt the agenda. Seconded by Kimberlee.

Patrick moved to amend the agenda and insert:

- “BIRT the expense of \$50.00 USD monthly for Basecamp project management software is confirmed”

Heather seconded, carried

Heather moved to amend the agenda and insert:

- BIRT the SSD Council appoints ____ to act as a representative on the Education Advisory Committee

Patrick seconded, carried

Carried

Approval of Minutes: Patrick moved to approve the minutes, Ravi seconded, carried.

Staff Reports:

Office Coordinator

The Office Coordinator has provided overall coordination and organization of office activities and provided guidance and some supervision to staff. The Coordinator has been an active member of the Mental Health Working Group Committee struck up by UVSS. These meetings are held weekly on Wednesday evenings. Currently the group is working on developing strategic goals for implementing relevant events, campaigns, trainings, etc. MHFA training will be a key part of the overall strategic plan to raise awareness and educate students and staff about Mental Illness. There may be opportunities to liaise with the committee for the development of the TLP Program. The Coordinator will also be preparing for her first MHFA Course for SSD in a couple of weeks. Manuals were ordered and delivered to the SSD office. Also, promotional swag for orientation week (e.g. stress balls, notebooks, etc.) has now been ordered. In preparation for the fall, a draft of the first edition of SSD’s newsletter is being developed. It has been edited and revised a few times and will be finalized later this month with input from the Board and Staff. Michael Prince, resident disability scholar, was contacted to organize a special event in the fall for SSD. He has confirmed that he will be available to speak on disability policy and relevant legislation. The date selected is Friday September 18th, 2015 from 5pm to 7pm. The Michelle Pujol Room (small section) has been booked from 4pm to 8pm. Equipment has also been ordered for the presentation. The Office Coordinator is also in the process of planning a Strategic Planning Meeting with Council for later this month.

Education & Administration Coordinator:

The Education and Administration Coordinator has continued working on the Transitions to Leadership Program (TLP), specifically in recently conducting community outreach/development with key stakeholders on campus to introduce the TLP and to garner support and buy-in on the TLP. She has also created a database of contacts at Uvic for the TLP

which is a fluid document that will be continuously added to with the guidance and feedback from SSD staff and members. She met with Dr. Tanaka, Patrick and Joseph on July 16 to discuss the TLP and to elicit Dr. Tanaka's knowledge, guidance and support on the TLP. The Education Coordinator's hours have recently changed as she will now be working at SSD for 20 hours a week. She will be in the SSD office from Mondays-Wednesdays from 9:30-2:30 and will have Thursdays (9:30-2:30) to conduct community outreach and set up meetings on campus for the TLP. She has continued to provide support for the clients of SSD throughout the summer during her office hours. The Coordinator has tentatively secured the Michel Pujol room for the Someday Project on October 9th from 2:00 – 9:00pm. She added a brief bio to the SSD Newsletter.

Council Members' Reports

Chairperson:

The Chairperson drafted new personnel policies and procedures to ensure that there is clear communication in the office. Now that the SSD Council has established a Personnel Committee, the Chairperson has drafted a Personnel Policy and terms of reference for the Personnel Committee. The Chairperson has been developing a Council Policy as well, but this draft will not be discussed until our next meeting due to the constraints on the Council's time.

The Chairperson has also reviewed the financial position of the SSD. With some assistance from other members of the SSD team in the areas where the Chairperson's own memory failed, the Chairperson has examined expenditures for the last year and discovered two discrepancies, which the Chairperson hopes to resolve shortly. The Chairperson prepared final summaries of our income and expenditures in 2014-2015 and created draft budgets for the current fiscal year.

Finally, the Chairperson has been continuing to monitor progress on projects and provide direction and feedback as required.

UVSS Representative:

The UVSS Representative reported on the Disability Policy and the need to find a new definition of disability for the document.

Motions:

- BIRT the SSD Council appoints Patrick, Heather, and Joseph to represent SSD on the hiring committee to fill the upcoming vacancy in the Office Coordinator position.
Moved by Patrick, seconded by Kimberlee, carries
- BIRT the SSD office and respite room be re-keyed, with separate keys for each of the three rooms (B111, B111a, and B106).
Moved by Patrick, seconded by Heather, carried.
Heather moves to insert: "Pending further review by the Council, the keys for B111 and B111a will not be given to anyone who is not a Council member or

employee of the SSD, and proper records will be kept of who has the keys.”
Seconded by Patrick, carried.

- BIRT the draft SSD Personnel Policy is adopted as a policy of the SSD. (*Note: a resolution to approve or adopt a policy requires a two-thirds majority vote. Because this item relates to personnel, it will be appropriate to have an in camera discussion.*)
Moved by Patrick, seconded by Joseph, carried
- BIRT the Terms of Reference for the SSD Personnel Committee are adopted. (*Because this item relates to personnel, it will be appropriate to have an in camera discussion.*)
Moved by Patrick, seconded by Heather, carried
- BIRT the attached budget for summer 2015 is approved.
Moved by Patrick, seconded by Heather, carried.
- BIRT \$40.00 per night of refreshments for the four August MHFA trainings be purchased from UVSS Catering.
Moved by Patrick, seconded by Heather
Patrick move to insert “four” before “August”. Seconded by Heather, carried.
Carried.
- BIRT the expense of \$50.00 USD monthly for Basecamp project management software is confirmed.
Moved by Patrick, seconded by Heather, carried.
- BIRT the SSD Council appoints ___ to act as a representative on the Education Advisory Committee
Moved by Heather, seconded by Heather,
Patrick moves to strike “___” and insert “Heather”. Seconded by Kimberlee, carried.
Carried. Heather and Joseph abstained.

Discussions:

- Vacancy in Treasurer position
 - Patrick nominated Kimberlee for the position of Acting Treasurer. Kimberlee accepted.
 - BIRT Kimberlee is appointed Acting Treasurer. Moved by Patrick, seconded by Joseph, carried. Kimberlee abstained.
 - Kimberlee resigned as a Member-at-Large.
 - Joseph nominated Leat for the position of Acting Member-at-Large. Leat accepted.
 - BIRT Leat is appointed Acting Member-at-Large. Moved by Patrick, seconded by Heather, carried.
- Signing authorities
 - Consensus that Leat, Kimberlee, Joseph, Heather, Patrick would be signing authorities
- Strategic Planning Meeting (e.g. August 22nd)
 - Consensus to change that the date to August 23rd

- ASL club
 - The establishment of an ASL club on campus was discussed and the consensus was that the SSD would support the initiative.
- Newsletter
- Committees (TLP, personnel)
- Project management training/TLP Dinner
- MHFA training
- Sandwich board
- Occupants Committee
- Michael Prince Event
- Women's Health and Disability retreat
- Disorientation Days invite
- Anti-oppression committee invite
- TLP progress update
- Asia-Pacific migration conference & thank you article
- Someday Project
- UVSS mental health committee
- Advocacy Council

Notice of Motions:

- BIRT the draft SSD Council Policy is adopted as a policy of the SSD.
- BIRT the draft SSD Anti-harassment Policy is adopted as a policy of the SSD.
- BIRT a hiring committee is struck for work-study positions.
- BIRT the attached budget for fall 2015 is approved.

Adjournment:

- Patrick adjourned the SSD Council meeting at 6:35pm. Council plans to reconvene on August 20th at 5:30 pm.