

# Gender Empowerment Centre AGM 2019 Meeting Minutes

Date: March 21, 2019

Time: 3:00

Location: GEM (SUB B107)

Attendance: 15 in attendance, quorum met.

1. Territory Acknowledgement
2. Introductions
3. Review and adopt agenda
4. Approve \$75 honorarium for facilitator
  - a. **Approved**
5. Reports (to be attached to AGM minutes)
  - a. Coordinator Report (appendix I)
  - b. Work Study Report (appendix II)
  - c. Board Representative Report (appendix III)
6. Finances
  - a. Finance Committee to present budget (appendix IV)
  - b. Approval of 2019/2020 budget
    - i. **Budget approved**
    - ii. Suggestion about reaching out to other groups in the SUB (sustainability group), reaching out to larger UVic community, like the idea of monthly workshops, working with SSD to do sexuality with disability, more casual tea/discussion events with other groups
7. Constitutional Amendments
  - a. Em to present
    - i. Changing name to Gender Empowerment Centre (legal name as Women's Centre)
      1. **Approved**
      2. In Constitution, it will say "Women's Centre, hereafter known as Gender Empowerment Centre"
    - ii. General membership to change to "self-identified women, non-binary, and gender non-conforming persons"
      1. **Approved**
8. Elections
  - a. Board Rep Election
    - i. Jasmine

## 1. Jasmine acclaimed

### b. Committee Election

#### i. Finance

1. Jules, Sharyn, Charlotte, Jasmine, and Em

#### ii. Personel

1. Elizabeth, Riley, Olivia, Jules, Jasmine,

#### iii. Outreach

1. Jasmine, Lily, Miriam, Olivia, Jules

### 9. Matters arising since previous meeting

#### a. Name updates – logo redesign, signage

- i. Proposal of \$1000 to go towards sign update for SUB directional signage and black sign outside of space. \$1000 is a quote given to us by Dale (UVSS General Manager) based on the cost of signage for the Peer Support Centre. Em showed the collective a mock-up of our sign from the Graphics Office. Font has to stay the same as other signs in the building.

#### 1. **Approved**

#### b. Board in library removal – curtains

- i. No sheer curtains and curtains that can be closed from the inside. Work on the ability to also cover the window on the library door.

#### 1. **Em to play around with various ways we can put up curtains that follow our colour scheme.**

#### c. Space freshen up over summer – hopes, dreams, suggestions?

- i. Rugs – Look at materials that won't smell
- ii. Painting the space – paint over grey wall, paint library. Proposal of teal accent wall.

#### 1. **Em to ask Pride about how much painting their space cost**

- iii. Fridge is boring (and non-magnetic, unfortunately!)– make pretty with art. Could also look at magnetic paint.
- iv. Art wall behind the couch.
  1. **Collective approved to replace art.**
  2. Jules to continue reaching out to local artists to get art in the space.

#### v. Suggestion to create resources board out front of space.

#### 1. **Em can do this over the summer!**

- vi. Bookshelf could be painted as a community activity.
  - 1. Charlotte to continue working on this idea.
- vii. Get a collective journal for folks in the space to write in/ draw in.
- d. Outreach committee idea—outreach artist talks
  - i. Go to art history classes, etc., to get new artists
- e. Art in space
  - i. Charlotte – Frances Cannon
    - 1. Buying prints for space
  - ii. Local artists
  - iii. Commissioning artists
- f. Snacks for space (Em can buy from Costco... ideas? Suggestions?)
  - i. Hard candy
  - ii. Fresh produce, healthy alternatives
  - iii. Dried fruit
  - iv. Nature valleysweet and salty chewy
  - v. Emergen-C
    - 1. **Em to begin purchasing these things**
- g. Website domain name
  - i. **Em to buy [www.genderempowermentcentre.ca](http://www.genderempowermentcentre.ca)**
- h. Create library archive
  - i. Work on the process through which people take out books from library
  - ii. Create library archive on website, of what we have available. Make searchable.

## 10. Closing

## Outreach and Communications Coordinator Report 2018-2019

Em Osborne

### Tasks Completed:

#### General:

- Office clean out
- Responding to outstanding inquiries, emails, and phone calls from 2017-2018 when there was no coordinator
- Space upkeep: Secured tampon donation, purchased microwave, got library computers and printers working again, office clean out, updated our office printer, space cleaning/kitchen donations, plant upkeep, etc.
- Listened to concerns and needs of community in revisioning the space and determining future directions of the centre
- Participated in UVic and UVSS training sessions (de-escalation training, mental health training, AVP workshops, active listening training, intimate partner violence workshop)
- Re-established our collaboration with Heart Pharmacy in the SUB to continue supplying Plan B/emergency contraceptive to students, free of charge
- Conducted advocacy work with and for various students and community members, referred folks to relevant resources, secured resource pamphlets for outside our space
- Admin: facilitated meetings, monitored emails and social media pages, etc.

#### Outreach:

- Clubs & Course Union Days (January)
- Explore UVic (February)
- Destination UVic, May 25
- UVIC Pride Resource Fair, March 26 5:00-8:00pm
- Connecting and forging connections with other advocacy groups
- Collaborated with AVP and FemLaw on Your Problematic Fave Film event, generated content. Happening in Sept.

#### Name Change Consultation:

- Surveys online
- Posters throughout SUB
- Pushed name change consultation at outreach events

- Spoke with various stakeholders
- Collected ballots in space
- Presented report in February collective meeting
- Consulted collective and community members via emails and google surveys sent to various departments, advo groups, etc.

### **Tasks Ongoing:**

- Policy, document creation: Creating coordinator manual, continuing to work on a new training manual for volunteers and work study students
- Work study: hiring and supervising workstudy students
  - Menstrual cup collab (Charlotte)
  - Sex education workshops (Lily)
  - Library clean up and art projects (Jules)
- Space upkeep: Cleaning the space (still have to tackle the fridge), organizing computer, freshening up library and centre
- Outreach: Updating website, organizing collective meetings, acting as resource on matters of Gender Empowerment Centre policies and procedures, maintaining listserv (mailchimp) and consistently adding new folks onto list, providing referrals and resources for folks in need, maintaining office hours, maintain library and space in general, planning open house for September with other Advocacy groups

### **Tasks Upcoming:**

- Developing resource manuals
- Develop anti-oppression policy
- Create sex education workshops
- Continue developing training manuals
- Website redesign and rebranding
- Name change launch – CFUV PSAs, creation of logo and posters
- Consensus training for collective members
- Familiarizing all collective members with the constitution and consensus decision making
- Peer Support training (?)
- Name change launch event
- Fall open house
- Bring regular programming in the space
- Provide snacks (granola bars, fruit in fridge)

Appendix II.  
Work Study Reports

### **Charlotte, Project Organizer**

Since I have begun working in the space, I have:

- Organized the resource library (ie. sorting through the book) and other aspects of our space
- Planning ideas for future events
- Getting in touch with possible partnership companies (i.e. Divacup)
- Building relationships with other UVSS resources (i.e. PRIDE)
- Building relationships with other organizations and brainstorming event ideas (i.e. Shay from Women's march)
- Getting our social media up and running
- Getting to know members of our beautiful community <33333

### **Juliana, Art of Resistance Coordinator**

- Within my short and beloved time as a work-study at GEM I have had the opportunity to be creative in revisioning our space as it begins to take flight within the UVIC community again.
- Charlotte and I tackled the overgrown library, combing it of dated and ignorant sources that no longer aligned with GEM's intersectional and inclusive agenda. This was an intentional effort in refining what we offer as an advo group! I did the same combing and refining with our public and available (but dated) art supplies which are now labeled and located on the right side of the bookshelves!
- As for decor and decoration-- Em and Char and I collaborated on the collage out front which is the gorgeous backdrop for a mission statement plack thing on the exterior of our space to perhaps clarify what we are and what we wish to do! I have a concept design for the pinboard as a whole which is in the works!
- I am finalizing the zine wall, some ceramic planters for our future plant children, and launching a cute and sweet campaign to get local artwork throughout the space. Which reminds me, do you or someone close to you identify as a woman, gender non-binary, and/or non-conforming? Do you make art? Do they make art? We want to put it up and revitalize the aesthetics in this saloon!
- Lastly, but certainly not least, I have had warm and engaging conversations and collaborations with kind personalities over budget

stuff, pad and tamp stuff, Queer Eye stuff, abortion stuff, peer support stuff, and kombucha stuff! There are currently circa three events in the works!

### **Lily, Project Organizer**

In my role as project organizer with GEM I have been doing preliminary work for a sexual education workshop that the centre hopes to produce hopefully within the next school year. I have attended sexual education workshop put on by the Anti-Violence project in order to make connections with other resource son campus as well as educators in the community. I have drafted an email inviting various people from the UVic community and sex educators from the community to meet with me to discuss involvement in our event. We are now waiting on responses and will set up meetings from there.

Appendix III.  
Board Representative Report

### **Jasmine, Board Representative**

I was acclaimed at the advocacy representative of the Gender Empowerment Centre (formerly Third Space) in December 2018. Since then, I have regularly attended UVSS Board of Directors meetings and Advocacy Relations Committee (ARC) meetings. I have had a lot of fun acting as the liaison between our collective and the board and I have learned a lot about the UVSS and the role of the Advocacy Groups in this institution.

My term began with the infamous five-hour long board meeting at the beginning of January that ended with a contentious vote to put VIPIRG's funding to a referendum. Since then, there have been many other memorable moments, including a meeting where the board voted in favour of donating over \$1000 to the Unist-ot-en legal fund. At our bi-weekly ARC meetings, the advocacy representatives agreed to donate an additional \$6500 from our joint control fund to the Unist-ot-en legal fund as well.

We have also been using the ARC meetings to work with the Director of Student Affairs to improve the relationship between the advocacy groups and the UVSS Board of Directors moving forward. This has been ongoing throughout the term and we are in the process of compiling feedback on how the year went.

Cheers!

Jasmine  
(She/Her/Hers)

Appendix IV.  
2019-2020 Budget, prepared by the Finance Committee

UVSS Gender Empowerment Centre (Womens Center) Budget		2019-2020		(Budgets as submitted to ARC)				
Opening Balance (Both Accounts)		\$ 20 000						
	Budget	Actual YTD	Summer		Sept - Dec		Jan - Apr	
			Budget	Actual	Budget	Actual	Budget	Actual
<b>Revenue</b>								
Fees - ARC	15000	0	4000	0	6000	0	5000	0
Fees -ARC 2018	0	0	0	0	0	0	0	0
Fees - Advocacy Group Specific	36000	0	5000	0	18000	0	13000	0
Fundraising	500	0	0	0	250	0	250	0
Advo Grants	0	0	0	0	0	0	0	0
Co-sponsored Events	200	0	0	0	100	0	100	0
<b>Total Revenue</b>	<b>\$ 51,700</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>\$ 24,350</b>	<b>\$ -</b>	<b>\$ 18,350</b>	<b>\$ -</b>
<b>Cost of Sales - Labour</b>								
Wages - Staff	22550.4	0	7516.8	0	7516.8	0	7516.8	0
Benefits - Staff	2675.4	0	891.8	0	891.8	0	891.8	0
SUB Food Discount	300	0	75	0	112.5	0	112.5	0
Work Study top up	715	0	0	0	300	0	415	0
Pro D Opportunities	200	0	0	0	0	0	200	0
Volunteer/Appreciation/Gifting	500	0	0	0	100	0	400	0
<b>Total Labour</b>	<b>\$ 26,941</b>	<b>\$ -</b>	<b>\$ 8,484</b>	<b>\$ -</b>	<b>\$ 8,921</b>	<b>\$ -</b>	<b>\$ 9,536</b>	<b>\$ -</b>
<b>General Expenses: Admin/Space</b>								
Supplies Office	1000	0	400	0	300	0	300	0
Supplies - Lounge	1000	0	400	0	300	0	300	0
Telephone/Fax	150	0	50	0	50	0	50	0
Computer	500	0	150	0	200	0	150	0
Furniture	1500	0	800	0	350	0	350	0
Accessibility	3000	0	1000	0	1000	0	1000	0
Website upgrade and maintenance	500	0	400	0	100	0	0	0
Zap	1000	0	500	0	250	0	250	0
Marketing	2000	0	1000	0	500	0	500	0
Library	4000	0	2000	0	1000	0	1000	0
<b>Total Admin Office/Space</b>	<b>\$ 14,650</b>	<b>\$ -</b>	<b>\$ 6,700</b>	<b>\$ -</b>	<b>\$ 4,050</b>	<b>\$ -</b>	<b>\$ 3,900</b>	<b>\$ -</b>
<b>Services</b>								
Campus Pharmacy (preg tests and plan b)	2500	0	800	0	850	0	850	0
Products (safe sex, menstrual)	5000	0	1750	0	1625	0	1625	0
Workshops	5000	0	500	0	2250	0	2250	0
Transportation (Bus tickets/passes)	300	0	100	0	100	0	100	0
<b>Total Services</b>	<b>\$ 12,800.00</b>	<b>\$ -</b>	<b>\$ 3,150</b>	<b>\$ -</b>	<b>\$ 4,825</b>	<b>\$ -</b>	<b>\$ 4,825</b>	<b>\$ -</b>
<b>Events</b>								
GEM Events	3000	0	500	0	1300	0	1200	0
Special Events	2000	0	400	0	800	0	800	0
Event Collaborations	2000	0	400	0	800	0	800	0
Art of Resistance	1500	0	0	0	750	0	750	0
<b>Total Events</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ 1,300</b>	<b>\$ -</b>	<b>\$ 3,650</b>	<b>\$ -</b>	<b>\$ 3,550</b>	<b>\$ -</b>
<b>Outreach</b>								
Tabling/Resources/Promotion	700	0	200	0	300	0	200	0
Open House	750	0	0	0	500	0	250	0
AGM/SAGM	500	0	0	0	250	0	250	0
Meeting Food	1200	0	200	0	500	0	500	0
Honoraria	500	0	0	0	0	0	500	0
<b>Total Outreach</b>	<b>\$ 3,650</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ 1,550</b>	<b>\$ -</b>	<b>\$ 1,700</b>	<b>\$ -</b>
<b>Donations</b>								
Donations	1500	0	500	0	500	0	500	0
Emergency Need Fund	2100	0	700	0	700	0	700	0
<b>Total Donations</b>	<b>\$ 3,600</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>-\$ 70,141</b>	<b>\$ -</b>	<b>-\$ 21,234</b>	<b>\$ -</b>	<b>-\$ 24,196</b>	<b>\$ -</b>	<b>-\$ 24,711</b>	<b>\$ -</b>
<b>Net Difference</b>	<b>-\$ 18,441</b>	<b>\$ -</b>	<b>-\$ 12,234</b>	<b>\$ -</b>	<b>\$ 154</b>	<b>\$ -</b>	<b>-\$ 6,361</b>	<b>\$ -</b>
Start of term Balance	\$ 20,000.00	\$ -	\$ 31,091.00	\$ -	\$ 18,857	\$ -	\$ 19,011	\$ -
End of Year Accumulated Surplus/Debt	\$ 1,559	\$ -	\$ 18,857	\$ -	\$ 19,011	\$ -	\$ 12,650	\$ -