

Proposed
Agenda



UWSA Board of Directors
Thursday January 25th, 2018
6:00 PM
CAW Board Chambers

Directors/Senators Present: Abraham Abduelmula, Ahmed Abdallah, Ahmed Khalifa, Aine Donnelly (Left at 6:45 PM), Amanda Skocic, Andres Curbelo-Novoa, Dana Attalla, Hagar Elsayed, Jonabeth Martinez-Herrera, Kafilat Wole-Sowole, Liam Adams (Chair), Navjot Deo, Rana Habib, Sahibjot Grewal, Serdar Ismail, Zeina Merheb

Board Observers Present: Admira Konjic (Executive), Jeremiah Bowers (President), Sarah Noureddine (Executive), Sheldon Harrison (Executive), Khushboo Ahuja (Board Secretary), Maria Hamilton (General Manager), Matthew Dunlop (Board Facilitator),

Absent/Sent Regrets: Dastu Ibrahim, Yosra Elsayed Elsayed

ITEM DISCUSSION	ACTION
1.0 Call to Order	
2.0 Chair's Business	
2.1 Teleconference	
3.0 Approval of the Agenda	Approval
3.1 BIRT the proposed agenda be adopted.	
4.0 Approval of the Minutes	Approval
4.1 Minutes of January 11 th 2018	
4.2 In-Camera Meeting Minutes of January 11 th 2018	
5.0 Presentations to the Board	Discussion
5.1 Appointment to University Leddy Administrative Committee	
5.2 First Year Council Policy	
5.3 Presidents Council Policy	
5.4 Term Excusal – Aine Donnelly	
5.5 2017-18 Term Annual General Meeting	
5.6 Funds for Peer Support Centre and Womxn Centre	
5.7 Laptop Loaner Program	
6.0 Reports	Information
6.1 Executive	
6.2 Committees	

6.3 Senate

7.0 Unfinished Business

8.0 Proposals/Posted Motions

Approval

8.1 BIRT the First Year Council policy be approved

8.2 BIRT the Council of Society Presidents Terms of Reference policy be approved

8.3 **BIRT** up to \$7,000 be allocated from the capital budget for new furniture for the Peer Support Centre and Womxn Centre

8.4 **BIRT** _____ be appointed as the UWSA student representative to the University Leddy Administrative Committee.

8.5 **BIRT** Director Aine Donnelly is approved for a Board of Directors Term Excusal for the Winter 2018 semester

8.6 **BIRT** the date of the Annual General Meeting be set for **March 19th, 2018 at 6:00 PM.**

BIFRT every Society and Student Group will be mandated to send two representatives to the AGM, as will be communicated via the Student Groups Office.

BIFRT each Director will be responsible for bringing two representatives to the AGM.

9.0 New Business

Discussion

9.1 (In Camera) – Programming

9.2 (In Camera) – Board Member Request

10.0 Question Period

11.0 Adjournment



MINUTES of the Meeting as Occurred

ITEM DISCUSSION

ACTION

1.0 Call to Order

The meeting was called to order at 6:05 PM.

2.0 Chair's Business

2.1 Teleconference:

There was no teleconference request for this meeting.

3.0 Approval of Agenda

All - Approved

3.1 BIRT that the proposed agenda be approved.

Moved: Liam
(All in favour)

Seconded: Aine
CARRIED

4.0 Approval of Minutes

All – Approved

4.1 Public Minutes of January 11, 2018

BIRT that public minutes for the Board meeting held on January 11, 2018, be approved.

Moved: Aine
(All in favour)

Seconded: Ahmed A
CARRIED

4.2 In-Camera Minutes of January 11, 2018

BIRT that the Board moves In-Camera along with the Executives and the General Manager but without the Board Facilitator.

Moved: Navjot
(All in favour)

Seconded: Ahmed A
CARRIED

BIRT that the board moves out of camera.

Moved: Abraham
(All in favour)

Seconded: Ahmed A
CARRIED

BIRT that In-Camera minutes for the Board meeting held on January 11, 2018, be approved.

Moved: Liam
(All in favour)

Seconded: Ahmed A
CARRIED

5.0 Presentations to the Board

Discussions

5.1 Appointment of University Leddy Administrative Committee

Director Liam represented the UWSA at University Leddy Administrative Committee last semester. This semester, due to his academic schedule, he would not be able to attend the meetings for the University Leddy Administrative Committee. The meetings are held at first Tuesday of every month at 1:30pm. A new representative need to be nominated for the same.

5.2 First Year Council Policy

GPC presented First Year Council Policy to the Board. The policy was mailed to all before the meeting. The purpose behind this policy is to give a platform to first year students who are often under represented. This will give them a direct voice in student politics. The policy was read and discussed with the board.

5.3 Presidents Council Policy

GPC presented the Presidents Council Policy to the Board. This policy in brought into picture because it has been noticed that the Presidents Council has been done at the discretion of the President. This policy is expected to bring some discipline and uniformity for the Council. The same was mailed to all before the meeting. The policy was read and discussed with the board.

5.4 Term Excusal – Aine Donnelly

Director Aine, as per her course requirements, need to be part of two shows which needs her to be present at the theatre on Monday-Friday at 7.00 pm – 10.00 pm and on Saturday from 10.00 am – 5.00 pm. She submitted a written request along with the supporting documents to the Board to grant her term excusal as per the Board Attendance Policy approved by the Board on January 11, 2018.

5.5 2017-18 Term Annual General Meeting

Operations Committee presented this to the board. The dates which were

available for the AGM were 13,15 and 19 March 2018. Operations Committee is recommending that the AGM be held on March 19, 2018.

5.6 Funds for Peer Support Centre and Womxn Centre

Executive Sarah presented to the Board that new furniture is needed for the Peer Support Centre and Womxn Centre. It was discussed in previous meetings that it would be cheaper to purchase new furniture than repair the existing one. It is under the Board's authority to approve the budget to a certain amount from the capital budget for the said expenditure. There is motion presented on the Agenda for approval of C\$ 7,000/- but Executive Sarah recommends that the same be amended to C\$ 10,000/-. This amount will only be the upper limit for the expenditure and it is possible that the entire amount might not be used.

Executive Sarah and the General Manager already had a quote from one dealer and were waiting for a quote from another. A few members thought that instead of approving a random number it would be better if the quotes were presented to the Board and then a particular amount be approved.

5.7 Laptop Loaner Program

President Bowers updated that they are trying to look for alternate suppliers. Working on suggestions by Director Navjot, he contacted Dell and will be meeting one of their local specialist next week. Dell's local specialist suggested that they buy chrome-books. Chrome books will be very cost effective. Executive Hagar said that she met with a Law school representative and was informed that Law school has a similar program. She asked the Board if everyone is fine with the idea of she meeting with the Law School representative and getting some inputs on how they executed the program at their end. She said she can present the information to the Board in the next scheduled meeting. Executive Sarah pointed out that chrome-books will not be able to support specific software which are required by the students. The survey will give Board an idea of how many students need high intensity program requirement in the laptops. A few board members believed a mix of chrome-books and other laptops will prove more cost effective than the previously presented budget. It was also suggested if some facts from the survey can be presented to the board which would help to understand how many laptops does UWSA need with respect to the high-end software requirement for the students. There are 500 survey responses received so far. 72 percent of the survey responses received so far are in favour of the program.

6.0 Reports

Information

6.1 Executives

6.1.1 President's Report

The president's report was sent in the email to all (Appendix A). To add to it President Bowers spoke about the meeting with Transit Windsor. A survey was done among the students with respect to the bus pass. A good response was received from the students. Transit Windsor was highly receptive to the survey report. President Bowers also reminded the Board that UWindsor Bus Pass goes to referendum for approval in 2019.

6.1.2 Vice President Student Advocacy

The report by Executive Admira was also emailed to the board (Appendix B). There were no questions asked. Director Amanda elaborated a little about the Mental Health Workshop. She spoke about how and why each union should have a mental illness space. They also discussion with part time students and GSS about creating solidarity on campus. It was also suggested at each FAHSS Representative speaks to their respective faculty about how can UWSA contribute more about mental health awareness and strategies.

6.1.3 Vice President Student Services

The report by Executive Sarah was shared with everyone during the meeting (Appendix C). The report was read out for all. There were no questions asked.

6.1.4 Vice President Finance & Operations

Executive Sheldon also spoke about the meeting with Transit Windsor and informed about the soft launch of the Transit application. This application details about arrival times of every bus or every route.

6.2 Committees

6.2.1 Governance & Policy Committee

The GPC has been working on 2018-2021 strategic plan. GPC might not be able to complete it this year but they are working on creating a foundation on which further plans could be made. They will try to get feedback from the board towards the strategic plan. This will guide future boards and executive teams too. It will also help future boards to make decisions which align with the values of the UWSA. GPC is working on

multiple policies and will be presented to the board soon.

6.2.2 Finance Committee

They spoke about the meeting they had on January 24, 2018. They told the board about the different associations and clubs they met at that meeting.

6.2.3 Student Services Committee

Student Services Committee is expected to meet next week.

6.3 Senate

Director Merheb has reported to be working on a proposal for incorporating indigenous content into the course or program as it has been brought up during the program development senate committee. She will be working with Aboriginal Outreach coordinator, Kathryn Pasquach.

Director Merheb has been asking students input on a proposal brought by the office of registrar's that was handed off to her during the Bylaw Review Committee meeting concerning bylaw 51. The proposal discussed that exam dates will not be provided upon registration of a course until after add/drop date. There were benefits to this as it would help to draw out times between exams, ensuring minimal time conflicts at the student level, and the examination schedule will be based on actual student enrollment instead of projected. She has reported that she will be meeting with Alice Miller to discuss possible further strategies.

Director Merheb has been in contact with University of Ottawa student senator and they have been collaborating ideas that will benefit both parties. They will be working on future projects together.

The Student Senators are hoping to propose the maximum of 40% evaluations and the Voluntary with-drawl motions at the March 9th senate meeting.

7.0 Unfinished Business

Discussion

There was no unfinished business to discuss.

BIRT that Board takes a five-minute recess.

Moved: Liam
(All in favour)

Seconded: Ahmed A
CARRIED

8.0 Proposals/Posted Motions

Approval

8.1 BIRT the First Year Council policy be approved as presented.

Moved: Liam
(All in favour)

Seconded: Ahmed A
CARRIED

Discussion: The same was discussed during the presentation.

8.2 BIRT the Council of Society Presidents Terms of Reference policy be approved as presented.

Moved: Ahmed A
(All in favour)

Seconded: Amanda
CARRIED

Discussion: The same was discussed during the presentation.

8.3 BIRT up to \$7,000 be allocated from the capital budget for new furniture for the Peer Support Centre and Womxn Centre

Moved: Ahmed A
(None in favour)

Seconded: Amanda
FAILS

Discussion: The same was discussed during the presentation. Most of the Board believed the Operations Committee get quotes to the Board and then the allocation of the budget be approved.

BIRT the budget for the new furniture for the Peer Support Centre and Womxn Centre be referred back to the Operations Committee.

Moved: Ahmed A
(All in favour)

Seconded: Abraham
CARRIED

8.4 BIRT Sahibjot Grewal be appointed as the UWSA student representative to the University Leddy Administrative Committee.

Moved: Liam
(All in favour)

Seconded: Sahibjot
CARRIED

Discussion: Director Khalifa nominated Director Ahmed Abdallah, but the same was not accepted. Director Grewal self-nominated.

8.5 BIRT Director Aine Donnelly is approved for a Board of Directors Term Excusal for the Winter 2018 semester.

Moved: Liam
(All in favour)

Seconded: Zeina
CARRIED

Discussion: The same was discussed during the presentation.

8.6 BIRT the date of the Annual General Meeting be set for **March 19, 2018** at **6.00 PM.**

BIFRT every Society and Student Group will be mandated to send two representatives to the AGM, as will be communicated via the Student Groups Office.

BIFRT each Director will be responsible for bringing two representatives to the AGM.

Moved: Liam
(All in favour)

Seconded: Ahmed A
CARRIED

Discussion: The same was discussed during the presentation.

Two UWSA members were present as guests for the meeting. It was requested if they could present their subject before board moves in-camera to discuss new business.

BIRT to suspend the rules of order.

Moved: Ahmed A
(None in favour)

Seconded: Abraham
FAILED

Discussion: The guests were asked about their topic of presentation. They had their concerns with respect to one of the Executives of the UWSA (VPSS). This was a HR matter. They were informed the correct method to handle this it to speak to the person in concern and then to the General Manager. They cannot come directly to the Board with their concerns. They were asked to speak to the General Manager regarding the same.

9.0 New Business

Discussion

BIRT that the Board moves In-Camera along with the Executives, the General Manager and the Board Facilitator.

Moved: Ahmed A
(All in favour)

Seconded: Abraham
CARRIED

BIRT that the board moves out of camera.

Moved: Liam
(All in favour)

Seconded: Abraham
CARRIED

BIRT that the Board moves In-Camera along with the Executives but without the General Manager and the Board Facilitator.

Moved: Liam
(All in favour)

Seconded: Zeina
CARRIED

BIRT that the board moves out of camera.

Moved: Zeina
(All in favour)

Seconded: Ahmed A
CARRIED

10.0 Question Period

11.0 Adjournment

BIRT that the meeting be adjourned.

Moved: Ahmed A
(All in favour)

Seconded: Navjot
CARRIED

The meeting was adjourned at 9:27 PM.

Action Points:

Connect with the Law School Representative and understand how they implemented a program similar to Laptop Loaner Program	Hagar Elsayed
Quotes with respect to the new furniture for the Peer Support Centre and Womxn Centre be brought to the Board	Operations Committee
An Email be sent to the Chair of the University Leddy Administrative Committee about the newly appointed UWSA student representative	Liam Adams

Appendix A

President's Report

SNAPSHOT (Summary)

Recent Victories

Frost Week → Mad shoutout to Sarah Nouredine & Sandra for their great work!

Active Initiatives

Board Instagram Bios → One each day for the next few weeks; so far a success!

Website update → Working with Communications to redesign our site so it's simpler, readable, and accessible.

First Year Council (FYC) → Highly successful meeting on Jan. 16. All parties (Administration, Residence, ISC) onboard and determined to see this through.

First Year Town Hall → February 2018. Decided by FYC to gather the issues first years want FYC to prioritize and to promote FYC.

Bi-weekly Prez Updates → Next one is this Friday

- We need you to share as much as possible; this is a UWSA engagement opportunity!
- The idea is to keep our Membership consistently informed of UWSA events within the next week

- Special Guest: VPSA Admira Konjic, on Day of Action

Board Orientations → Asking for everyone's availability over the next 2 weeks.

Liam & I will fit you into one of the available slots. This is required by the Orientation Policy.

Presidents' Council → Held 2nd meeting on Jan. 22.

- Plan is to add it to UWSA's formal structure (policy).

Equity Collectives → February 2018 (pending Board approval).

Upcoming Initiatives

Blackboard I.T. → Meeting on Jan. 26 re: Blackboard for Student Groups (alternative to UWSA Hub) & UWSA promotion through Blackboard

Greek Life Council → Meeting on Jan. 30 to discuss UWSA ratification
National Day of Action → February 1st @ 2PM (VPSA Admira)
Leddy Library → Meeting February 2018 to follow-up re: laptop loaner
2018-2020 Strategic Plan → Setting vision/goals for next 3 years **EXECUTIVE**

(Internal)

Bi-weekly Presidential Updates

- What: Bi-weekly updates to our Members from the President's Office, advising them what to look forward to for the next 2 weeks ○
- When: Ongoing

Laptop Loaner Program

- What: Currently on hold! Pending additional survey feedback!
- When: Expected launch date February 2018

Website update: Working with Rick to make the website cleaner, simplistic, more accessible and easier to navigate.

General Manager Evaluation: Working with Board Chair to finalize evaluation details. Will submit complete Report to Board at next meeting.

UWSA Hub: Identifying alternatives for a student groups online database.

Blackboard (BB) is being looked at as a potential option.

BB Meeting on Jan. 26 to discuss possibilities.

Memorandum of Understanding with UofW: We have none currently. Many drafts previously proposed by prior Executive teams. Currently under review. This MoU would be designed to prevent the University from withholding student fees in the future and ensure more mutual collaboration/communication.

Executive Manual: Will be required of each Executive prior to leave of office. Currently working on a President Manual for my successors.

Greek Life: Working on scheduling a meeting with Greek Life leaders and integrating fraternities/sororities into the UWSA.

ADVOCACY (External)

National Day of Action (with VPSA)

Theme: “Fairness for Students”

- What: Students demanding that all public services be funded to ensure a better and stronger future. All public services that students rely on for their daily lives need a consistent and adequate government funding strategy.

- When: Thursday, February 1st, 2018

● **Leadership Conferences** (with

VPSS)

- What: Events to engage student leaders on campus and in high school

- When: “Lancer” conference in February 2018; “student” conference in April 2018

Equity Collectives (with VPSA)

What: Creating broader Membership-driven advocacy spaces for underrepresented or marginalized communities (i.e. Blacks, Muslims, LGBTQ+, First Years, etc.) to voice their concerns and get heard at the Board level

- When: February 2018 (Pending Board approval) ●

First Year Council (with VPSA)

- What: A First Year-driven council that gives First Years an immediate way to connect with student politics and the UWSA and have an

influential voice in the first year experience (i.e. First Year Galas, Life After First Year workshops, etc.)

- When: February 2018 (Pilot); September 2018 (Permanent)
- Who: Partnering with Associate VP Student Experience (Ryan Flannagan), Residence Services (Lynn/Liessell), International Student Centre (Beth Oakley)

GOVERNANCE (Board)

Board Orientations → 1-2 weeks with designated times will be available for orientations to be conducted with individual Board members by the Board Chair and President. These are now mandatory in accordance with the Board Orientation Policy.

2018–2021 UWSA Strategic Plan → A comprehensive overview of the UWSA's long-term goals and the actions needed to achieve those goals. A guiding strategy for future Exec/Board Teams based on a 2018 Membership feedback survey.

Policies Approved:

Board Attendance Policy → Updated as of Jan. 11th 2018.

Policies Pending Board Approval (GPC) :

Board Attendance Policy (Revision Draft) → Emphasizes the importance of representing our Membership through active participation, while giving flexibility for academics

- Elections Policy → To comply with CRO recommendations for upcoming General Election. Emergency motion may be required due to CRO's noted urgency of the changes.
- First Year Council Policy

- Equity Collectives Policy

- **Policies in Progress**

(GPC) :

- Board Rules of Procedure → Compiling all Board-related policies and the minor details into a single policy for clarity and simplicity.
- Executive Terms of Reference
 - Tasking VPSA and President with maintaining Indigenous relations
 - Mandating a part-time course load for Executives, reinforcing the idea of equal pay for equal work (i.e. full time work for a full time salary).
- Club Funding → Tightening deadlines to hold ourselves accountable and get money to clubs quicker
- Executive Policy → Outlining a contingency plan for no President; detailing the relationship b/w Execs, Board, and Staff
- Board & GM Evaluation → Detailing how Board self-evaluates and how the GM is annually evaluated
- Social Responsibility Policy → Holding Directors/Executives accountable for their social media presence and being socially conscious

Appendix B

Vice President Student Advocacy Report

Advocacy Committee Meeting Minutes

Location & Time: VPSA Office, 5pm

Present: Dana Attalla, Jonabeth Martinez, Sahibjot Grewal, Amanda Skocic

Subjects: Day of Action, LGBTQ+ Panel of Discussion, BLM Protest, International Students Panel of Discussion? (tentative)

- Discussion on the day of action that is happening on Feb 1st – how to enhance it so that students want to come out – emailing, class talks
- Discussed an LGBTQ+ Panel of Discussion with board member Amanda Skocic – pushed the idea to middle of March – might table the idea so that it is hosted within Anti Oppression week which is still a discussion that is being held between the VPSA and the VPSS
- Discussed an International Students Panel with board member Sahibjot Grewal and ways in which we could host this – Sahib will be getting back to me from speaking to folks on this case
- Board member Dana Attalla expressed an interest in a poetry night – directed her to speak to the VPSS Sarah Nouredine
- Spoke to the committee regarding the BLM Protest that will be hosted in the middle of February along with the Native and Black Panel that might be hosted pending on folks who can be in attendance
 - Encourage folks for a public statement condemning all actions against Black folks – to be publicized on the UWSA site
- Open discussion on future events with everyone – seeing where we need improvement and how to access more students on campus
- Adjourned at 6:30 p.m.

VPSA

- Day of action is Feb 1st- will elaborate
 - National Lobby Week – will elaborate
- Will elaborate on the rest of the ideas I put in detail above
- Future projects – will speak on FYC with Jeremiah Bowers
- OGM went well – will deliver a verbal report on the weekend that was spent with fellow board members
 - Will elaborate greatly in the meeting

Appendix C

Vice President Student Services Report

UWSA Service Coordinators

- I have not held a monthly meeting with the coordinators yet because of trouble scheduling but I have been speaking with each coordinator on an individual basis
- AfroFest is coming up very soon, the coordinator has collaborated with almost every service and it is by far the most service-oriented AfroFest we have had in a long time.
- The Food Pantry has officially opened, their hours are posted around campus and the coordinator is available by appointment as well.
- The coordinators have provided Fall term reports which I will present to the Board after summarizing them as there are certain things that cannot be put in a public report (i.e. peer support centre intake details) but that you can request from me whenever. I have also asked them to come present throughout the semester so when Board members are hiring they know some details about the services. I will add them to the agenda as we go.

Events

- We partnered up with Residence for the Autoshow this Saturday
- February programming will be spoken about in-camera. If we do not get a chance or the Board does not agree to this, then I will email you all privately but I would prefer a discussion.
- Our Awards Gala is on the March 29th. March 30th is Good Friday so I know it's a little inconvenient for some but this is the only date that worked out for us and for Dr. Wildeman. Board members are all invited and can bring a plus one. This gala is free of charge for you to attend but you will need to RSVP before the deadline.
- Jeremiah and I will also be hosting a leadership conference which will be peer-to-peer focused.
- The Womxn's Centre is hosting an event for International Women's Day on March 8th 2018. They will be bringing in a speaker from Bitch Magazine to speak and offering refreshments at the event.

General VP Student Services Comments

- The VPSS position does not currently have a transition manual, everything I know about my position I either learned myself through past emails or from the previous GM and Director of Student Events. That said, because there is a lot of detail and administrative work in the VPSS position I will be working on a thorough manual throughout the semester for future VPs to refer and add to. I have also asked my coordinators to also create very detailed manuals which will be archived for future coordinators and included in the VPSS manual as well. This is an attempt to ensure that regardless of the office politics or circumstances the VPSS will always know what to do.