



**Board of Directors
Meeting Minutes
Friday, May 17th, 2013, 12:00PM
Council Chambers, CAW Student Centre**

BM2013/05/17

Present:

Board Members: Ahmed Farhan (proxy by Adam), Adam El Dika, Samer Bolbol, Jessaline Fynbo, George Ogunbande, Ye Hong

UWSA Executives: Robert Crawford, Shaista Akbar, Omar Shahid, Ivona Bilbilovska, Mohammad Akbar, Jake De Jong

ITEM	DESCRIPTION	ACTION
1	Call to Order	Robert Crawford
2	Chair's Business:	Robert Crawford
3	Approval of Agenda Motion to table 6.2 Moved by Jessaline, Seconded by Ye Hong, Passed unanimously Ivona motions to add Board/Council tshirts/merchandise presentation. Moved by Ye Hong, Seconded by Adam, Passed Unanimously	Approval
4	Approval of Minutes Motion to approve minutes by Email Vote by Tuesday Moved by Jessaline, Seconded by Adam, Passes Unanimously	
5	Presentations	
5.1	Student Car Share University is also looking into it. Membership costs \$75/year. Can rent a car for \$7-10/ an hour. Depends on mileage, helps with insurance history. University is doing it. They will be sponsoring events, and will be hiring 6 students. There will be 2 cars: Kia sole and rio. Adam: will it be 75\$ for every student? Jake: It's an opt-in program. It depends on no demerit points, drunk driving. etc. It will also include day long/weekend rentals, it's not	Jacob De Jong



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	<p>advertised yet. It might be a cheaper option than renting.</p> <p>Ivona: This would be helpful to students because rental companies don't rent under 21, but this company starts at 18.</p> <p>Jessaline: It's completely opt-in, but is there any other cost to UWSA or university?</p> <p>Jake: It wont cost us anything, it may cost the university something.</p> <p>Rob: Have you been provided who of administration would do this?</p> <p>Jake: Parking Services</p> <p>Josh: We are discussing selling memberships at UWSA, we may make some money on this.</p> <p>George: Who is eligible?</p> <p>Jake: You would need to be an eligible driver, no infractions on record. Starting out with two cars, if these are not enough we will get more. Everything is run by Student Car Share</p> <p>George: the booth would be on campus?</p> <p>Jake: at the student centre and another location.</p> <p>Ivona: we can work out deal of selling memberships at front desk. If we get money, it can go back to students.</p> <p>Jake: We haven't seen the details, we need to look into it a lot more before telling students it's a good idea.</p>	
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	<p>Adam: has it been implemented at any other universities?</p> <p>Jake: it's in the process.</p> <p>YeHong: what if there's an actual accident, not students fault.</p> <p>Jake: seems like a good thing, really early preliminary stages. We need to get the contract, and go over it with a fine-toothed comb.</p> <p>Samer: which cars would they provide?</p> <p>Jake: it's in the package, Kia Rio and Sole.</p>	
<p>5.2</p>	<p>Contract Signing</p> <p>Based on history of bad contracts and last year board motion i.e. bookstore/pub. I think it's a good idea for board to look over contracts and provide feedback. I suggest its for over \$500 items and having email votes within 48 hours. There's no going back after a contract is signed, we shouldn't rush into things, that's why I'm suggesting we should approve this motion.</p> <p>Jake: Concerns with the way motion is worded.</p> <p>BIRT "meeting": will result in emergency meetings. We should add online votes.</p> <p>Point of order: Jake: Concerns about expediency? Will all cheques have to go through Board now? What do we consider contracts. Anything we sign could be considered a contract.</p> <p>Mo: I don't regard cheques as contracts. Contracts are very specific. There are accountability measures built in to our procedures for cheques</p>	<p>Mohammad Akbar</p>



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	<p>and not for contracts.</p> <p>Jessaline: can we send contracts to lawyer?</p> <p>Akbar: we should definitely send contracts to our lawyer when it is a larger contract, for extra measures.</p> <p>Jessaline: would it make sense to amend to only have contracts forwarded that we have already allocated money for?</p> <p>Akbar: even though money is allocated, if a contract needs signed, we need to forward to board so there is more oversight.</p> <p>Josh: I sign a lot of contracts for campus compass. will this be applied to every contract? I've signed lots of contracts. For example 30 contracts for campus compass.</p> <p>Akbar: Board would get the main contract to be signed.</p> <p>Jake: How about sponsorships?</p> <p>Akbar: Anything over \$500 should go to Board in my opinion.</p> <p>Jake: can we remove sponsorships? Can we limit it to services delivered to students.</p> <p>Akbar: I think its important in case there's something in the sponsorship contract that's a problem, or hurts UWSA somehow.</p> <p>George: concerned about types of contracts? will it be too tasking.</p> <p>Akbar: we can amend it to online votes.</p>	
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	<p>Ivona to Nicole: do you know how many contracts we approximately signed?</p> <p>Nicole: it depends on time of year and depends on how we define contract. Does this apply to clubs and societies?</p> <p>Akbar: I was referring to our direct office.</p> <p>Ivona: I think what Nicole was saying is clubs and societies are under UWSA so that's where the issue is.</p>	
5.3	<p>Board Chair</p> <p>TABLED</p>	Shaista Akbar
5.4	<p>COCA National Conference</p> <p>Asking for increase, because board decreased budget of COCA. We cut regional, so we're not going to that, national is more encompassing.</p> <p>Josh: benefits of going to Coca: panels, discussions, showcases, best practices between Student Life Director and executive, diversity of programming, very helpful for Student Life Director and executive to go, get to learn what's new and hot in student campus life, guest speakers, 5 days, 4 nights.</p> <p>Ivona: was at conference last week, St Clair is sending 4 people, goes to show how important this is, want to service and plan properly so not to lose money. First year in this position, so important to go.</p> <p>George: when is it?</p> <p>Josh & Ivona: June 20 to 25</p>	Ivona & Josh

	<p>Josh: we have to renew membership every year, \$300, plus delegates fees. Major cost comes from hotel.</p> <p>Omar what are the total cost breakdown?</p> <p>Josh: \$3944 for 2 people and \$2389 for 1 person</p> <p>Adam: last year's board cut funding, do you know where it would come from?</p> <p>Ivona: we were looking to cover deficit from last year, so we made a budget that was very safe, just in case we lost money. So we cut regional and a bit more. COCA was in Montreal last year, didn't consider cost difference in travelling from Halifax and Montreal.</p> <p>Omar: After applying changes, we are only left with 2200. We would need to allot \$189 more at least to cover one person.</p> <p>Akbar: Are you going by plane?</p> <p>Ivona: Yes, \$310 one way</p> <p>Adam: Since Omar is saying there is only \$2200 allocated. Is it necessary for both to go? Do you feel it would be okay for just one to go?</p> <p>Josh: We can update our knowledge. It's possible, if just Ivona goes, but its up to you.</p> <p>Jake: How much is our travelling budget?</p> <p>Omar: VPEX used to be \$16000, only \$10000 left</p> <p>We use that for delegates, I looked into that, we've already cut that by 6500. And it is aimed at things relevant to lobbying. It will pertain to the entire year and is not meant to be applied to other types</p>	
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	<p>of travel.</p> <p>Ivona: we cut that budget because we are out of OUSA. No one's seen this budget. I'm asking for \$1700.</p> <p>Nicole: This is the preliminary budget?</p> <p>Ivona: we made a budget, you still have to approve the budget, you're the ones approving it,</p> <p>Adam: \$6500 because we attended OUSA conferences, can't we use it for COCA?</p> <p>Omar: minutes from last year are missing, getting minutes, senior accountant had to leave on emergency, very difficult to make the changes.</p> <p>Ivona: we had to cut a lot of money because of the concert deficit. We did not make that money back in programming. There's a really big importance of how this conference will teach me to do my job, as well as planning/marketing strategies so we are not losing money. It will help me to learn and enhance.</p> <p>Akbar: would it be cool to take it from programming. How much is your programming budget?</p> <p>Ivona: Programming deals with whole year, any event UWSA will put on. I don't think this is an appropriate place to take money out of.</p> <p>Jake: second board meeting, here's a whole bunch of numbers, do it, we can find the money somewhere. The biggest issue is, what's in the best interest of students. I think its better for the VP Social to go to the conference than allocating</p>	
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	<p>money from somewhere else. The only issue is, we have a very small budget to work with, bad deficit to start with. Board has done this in past. Question, without going to this conference how will it affect?</p> <p>Josh: Steph went with Nadia one year, we are ordering swag, they have all the people there that are selling swag, make an order there, Ivona could learn different programming with other Universities, share ideas for programming, valuable, use Coca network, you get all contacts from Coca, can get discounted rates, learning how to book agencies, comedians, not easy to call up an agent, need to know ropes of negotiation, i.e. is \$8000 for Arkells appropriate, if I take a vacation, Ivona will have to deal with the issues.</p> <p>Ivona: It's a big year, 50th anniversary, lots of attention and limelight and media, need to be able to take what we learn at conference and apply it. I need to help build that reputation with knowledge.</p> <p>Adam: what's final date for registration</p> <p>Josh: next week or second later. One is for Coca and one is for renewal, by end of may.</p> <p>George: if you locate this fund we get deficit of 139, what's the risk.</p> <p>Omar: not a large amount, \$189 not a large risk.</p> <p>Ivona: we have \$2200, we need \$189 to send one person.</p> <p>Nicole: clarification: right now the budget line doesn't have enough for even one person to go.</p>	
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	<p>Josh: Monday, May 20th, hotel rates discounted, delegate registration is June 11, the more we wait, price of flight will go up</p>	
5.5	<p>Tshirts</p> <p>Biggest issue at Windsor Welcome Week is UWSA presence. Exec and Josh had a discussion. Yes, we were there, just no identification as UWSA. Even though we are present, it's not visible. We want to get board and council t-shirts so when we are at events, people know we are there. No budget line for this. Just saying think about this when making new budget, we do have an interest in doing this to show we are involved.</p> <p>Jake: Just got updated about student car share, can I update everyone after this?</p> <p>Ivona: Yeah that's fine.</p> <p>George: Rough idea of cost?</p> <p>Ivona: if you are interested, can get some quotes.</p> <p>Jake: both cars 5 passengers, can go to states but extra stipulations, overnight is gas card in glove box, can't be a society, has to be an individual, larger car needs couple days notice,</p>	Ivona Bilbilovska
6	Posted Motions	
6.1	<p>Whereas the UWSA has a history of signing contracts without proper procedure; Whereas last year the UWSA president signed a contract that eliminated the Thirsty Scholar pub; Therefore: BIRT all contracts signed by or on behalf of the UWSA be reviewed and approved by the Board of Directors prior to any contract signing; Board at least 48 hours prior to the Board meeting where it is to be</p>	TABLED



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<p>reviewed; a vote of Board, online or in person.</p> <p>BIFRT any contract not signed in this process be null and void.</p> <p>BIFRT clubs and societies be exempt from this motion.</p> <p>BIFRT contracts be defined as a written agreement signed by or on behalf of the UWSA, whose value is greater than or equal to \$500.</p> <p>Motion to Caucus, Moved by Jessaline, Seconded by Adam Passes Unanimously</p> <p>In caucus 1:33PM-1:38PM Motion to extend 5 minutes Moved by Jessaline, Seconded by Adam</p> <p>Josh: speaking against: signs lots of contracts: what if board member had something against signing contract, what if board members thought about influencing content of programming, sometimes it's confidential can't disclose how much paying, serious contracts, got into Lance, have to go in camera seriously, large firms can't violate concerts like that, touchy and sensitive, and be careful about that.</p> <p>Adam: any suggestions?</p> <p>Josh: these are large contracts, why are we taking this away autonomy and trust from them people to make the right decisions.</p> <p>Jake: I have zero dollars, trying to help, would like to help so we have to pass amendments. Would like to speak in favour in principle, against currently written form, not written properly, issue with amount of contract, would like to see larger than \$500, budget line already allocated shouldn't go to</p>	
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	<p>board, need to define contract very specifically, stronger sense of what you want to see and why you want to see it, looks like controlling, it's my opinion this needs to change before being acceptable.</p> <p>Nicole: clarification: run last year, happy with response, staff wasn't aware</p> <p>Dale was aware: board relied on him to do it, he would bring it to board as they saw fit</p> <p>Ivona: we never saw a contract</p> <p>Morell: understand motion and want to keep it in line: 2 concerns, seems like a band-aid solution, doesn't ban any contract or nullify contracts already signed. This is not a way of controlling, how to work it so we can work with this. We would want everything to fall under an umbrella, maybe something like this would be for large contracts, if it's already allocated,</p> <p>Jake: fiduciary duty to organization: don't spend money we don't have and don't hurt organization with overspending,</p> <p>Akbar: speaking in favour, a lot of problems, problem related to that individual, tied to executive accountability and it's important to have oversight. Of course, we can make exceptions as needed. Personal information should be in camera and confidential, good example. We cannot afford to make mistakes. We took cuts everywhere, operating budget is as thin as can be, would like to see more accountability. We can't afford to make more mistakes.</p> <p>Answering Nicole's question: motions submitted assume people working are working in the best</p>	
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	<p>interests of students.</p> <p>Adam: need to make amendments, some have been in position for long time, trusted individuals, doesn't think board should review, should define what is a major value, larger than 500\$</p> <p>Jake: speaking in favour of spirit, Not a good idea to pass a motion so that it doesn't apply all the time. I suggest tabling talking about it, ask exec to ask lawyer what's to define a contract, ask VPF, accounting, Dale, how many times we sign a contract. Is it 20 times a year, need to define what a big contract is. Direct us to do research so you can make a more informed decision.</p> <p>Ivona: agrees with Jake on tabling, good idea for you to meet with lawyer, petty stuff, shouldn't be burdened,</p> <p>Adam: Akbar brought this up, would exec meet to amend?</p> <p>Jake: it has to pushed by a board member and seconded, you all make decisions, you can task execs, but my suggestion is ask us.</p> <p>Adam: current moment, not enough info, should discuss what we have right now this is what we have right now we like this, not this, amendment needs to be made, this info needs to be brought in, more clarification.</p> <p>Motion to 10 minute recess Moved by Adam, Seconded by Jessaline, Passes Unanimous</p> <p>Will table and email executives, will have this brought up at the next board meeting</p>	
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	<p>Motion to table Moved by Adam, Seconded by Jessaline Passes Unanimously</p>	
6.2	<p>BIRT the Council Chair's duties be extended to chair Board meetings in addition to Council meetings. BIFRT the Council Chair's honorarium increase to reflect the additional time and work to be spent chairing Board meetings.</p>	TABLED
6.3	<p>BIRT the Board of Directors allocate \$1750 towards the Programming Conference/Travel Budget in order for the VP Social to attend the COCA National Conference.</p> <p>Jake: suggestion, board should pay for room now so it doesn't burden Student Life Director and VP Social</p> <p>Ivona: hotels costing 1134\$ for 5 days, if don't book by Monday, will increase, sharing a room to reduce costs</p> <p>Omar: would this include food?</p> <p>Ivona: includes food, fees, includes membership fees as a school to Coca</p> <p>Akbar: is it acceptable for 1 person to go rather than both</p> <p>Ivona: Both should go, VP External gets a huge travel budget so we should take it from there.</p> <p>Omar: VP External travel budget allows it, your budget doesn't. His budget was already cut by \$6000 this year.</p> <p>Jake: It was cut because we are out of OUSA.</p> <p>Akbar: Personally, I think we could send both, we already cut costs by 1/3 for Coca. It was cut by the idea we need to save this year. We lost \$6000 even</p>	TABLED

	<p>though we only spent \$4000 on OUSA, I want to take students to conferences. Differences between CFS conference and Coca. CFS is representation, Coca is skills training. We go to CFS skills and its free</p> <p>Dejong: pigeonholing argument, we pay CFS \$17. We have no idea as execs and board members. We shouldn't make decisions until have information needed.</p> <p>Adam: Jake suggested tabling. 1 person is going regardless. Hotel should be paid for. We can make a decision once we have a better handle of finances.</p> <p>Motion to table Moved by Adam, Seconded by Jessaline 5 -0-1 PASSES</p> <p>Jake: clarification: when is next thing due?</p> <p>Josh: June 10 membership due. The next meeting is May 31, will budget go through.</p> <p>Ivona: you guys need to approve new budget, doesn't need to come back to board if you can just add the amount to the budget line.</p>	
7	New Business	
7.1	<p>BIRT Capital Request for computers be increased to \$699.99 + HST & Shipping per computer for 5 computers.</p> <p>Dejong: to clarify, how much money in capital fund:</p> <p>Omar: about 1.8 million</p> <p>Moved by Adam, Seconded by Jessaline</p> <p>All in favour, passes unanimously</p>	PASSES
7.2	BIRT board proxies over the summer do not count	PASSES



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	<p>towards the total proxies/absences prior to Fall 2013.</p> <p>Can miss some meetings only, we normally pass motion of proxy for the summer, won't be carried forward to new year. won't be held accountable , can only send 4 proxies/absenses.</p> <p>Motioned by Ahmed, Seconded by Jessaline 3-1-0</p>	
8	<p>Motion to Adjourn at 3:03PM Motioned by Jessaline, Seconded by Adam Passes Unanimously</p>	PASSES