

Approved
Minutes



UWSA Board of Directors

Meeting -1

Thursday, August 9, 2018

2:00 PM-4:00 PM

CAW Board Chambers

Directors/Senators Present: Abraham Abdueilmula, Ahmed Abdallah, Dastu Ibrahim (3:55 PM), Serdar Ismail, Zeina Merheb (Chair), Yasin Avci, Lena Sleiman, Manmeet Bhogal (3:55 PM), Harjot Bhathal (3:45 PM), Deehana Cober, Biane Aldaghache

Board Observers Present: Jeremiah Bowers (President), Sarah Nouredine (Executive), Sheldon Harrison (Executive), Roshni Sharma (Board Secretary), Maria Hamilton (General Manager)

Board Guests: Michael OCS treasures (Odette Commerce Society), Yoshani Jayatilaka (Finance Manager, UWSA)

Absent/Sent Regrets: Admira Konji, MohamadMahmood

MINUTES of the Meeting as Occurred

ITEM DISCUSSION

ACTION

1.0 Call to Order

The meeting was called to order at 2:05 PM.

3.0 Chair's Business

2.1 Teleconference:

Teleconference was requested by Navjot Deo (senator), Hadil Moussa (Engineering Rep.), Maha Darbi (Senator).

Zeina Merheb (Chair) talked about responding to emails in a professional and timely manner.

4.0 Moved to Unfinished Business

Discussion: There was no discussion on the same

5.0 Consent Agenda

BIRT that Agenda be approved as presented

Moved: Biane

Seconded: Duster

(All in favour)

CARRIED

Open For Discussion.

Michael was the guest to the meeting from OCS. He was the proxy to the President. He holds the position of treasurer in OCS.

7.1 OCS

7.2 JIRA Core

7.3 The Hum Loan

7.4 Final Budget (2018-19)

Duster the senator asked the question whether the decision to give the amount to Hum Café 7.3 should be decided today? The Chair told that it should stay on agenda but the discussion can be made when the motion is made.

Motion to amend the agenda

Michael as a presenter- Treasurer OCS (Odette Commerce Society)

Moved Abraham

(All in favour)

Seconded Deehana Cober

CARRIED

5.2 Approval of the minutes

BIRT that the minutes of the Board Meeting held on June 28th ,2018 be tabled for the next meeting.

Moved Yasin

(All in favour)

Seconded :Biane

CARRIED

6.0 Reports

6.1 Executive

The report was already sent to the members of the board because of the scarcity of time the reports were not presented. The Chairperson asked if anyone had any questions and no queries were raised. The Executives and General Manager included their updates in the Operations Report (see Appendix A)

6.2 General Manager

Report was included in the Operations Report submitted by the Executives

6.3 Standing Committee

Nothing to report

6.4 Senate

Nothing to report

7.0 Presentations to the Board

7.1 OCS

Discussion: Michael, treasurer of OCS on behalf of President of OCS raised two points

1. Allowing e-transfer

Treasurer on behalf of the President of OCS proposed that account of students should be linked to UWSA for any sort of online purchase like merchandise, tickets because people prefer to do online transactions rather than paying in cash. It is a lengthy process to collect and send money to the concerned authority.

2. Funding Request

Time frame requests should be initiated. OCS would update whether the request has been approved or not. It will give an account with reasons if it is not accepted.

Vice President Finance Harrison responded by saying that no updates are still received from all the departments as it is not formally organized yet. Discussion is going to be there. The funding request has been tabled to finance Committee. The teller machine would be an expensive affair as the OCS transactions are not enough. No definite answer can be given at this point of time whatever updates the Finance Department gives that would be updated.

7.2 JIRA Core

President Bowers and General Manger Maria Hamilton presented it.

Discussion:Jira code is a project and Task manager. It is helpful to coordinate in an effective and efficient manner. It is helpful for Marketing or training employees would keep everyone at one pace. Negotiations would be more effective as new members can be added and updated what is happening. Board members have felt during their course of employment that it would be an organized, effective and efficient way to do work. According to General Manager,

Hamilton the expenditure would be completely dependent how many members would be opting for it and it would cost around \$5-7 per individual. It would increase the level of work. It might touch up to \$800 if all board members and executive are included otherwise if just restricted to employees it would cost around \$350.

President told how they have been using Microsoft and has encountered numerous issues. General Manager told how the students want things to be more transparent that will help them to address this grievance.

7.3 The Hum Loan

Discussion: Vice President Finance, Harrison explained that Hum Café has been space of students for last 4 years as an investment of \$1.4 Million Dollars has been made for food and drinks and the space is being developed into a common area for all students. There has issues that had come up last year like Licensing which delayed the services and it has been bit difficult to find experienced staff. The salary of the cook has been increased to 40%, other eating items has been even increased like French fries. Increased the wage rate from regular to minimum wage as per the Federal laws.

President, Bowers told the senate that the loan that they will require would be of \$20,000 and it would be operational from 4th September 2018. In next August meeting the Business Plan would be shared with the members of the council. The food would be more hygienic and affordable or students. The members raised the question whether marketing of Hum café would be there to Vice President Finance, Harrison replied yes marketing of the café would be there so that students are aware of its opening. The question was even raised that would \$20,000 would be sufficient or the financial budget can exceed to this President, Bowers replied though they have business plan for 3 years and a strategic plan to enforce but it would be too soon to comment on it but the efforts would be to stick to the budget and not exceed.

BIRT that the board takes a five- minute recess

Moved
(All in Favour)

Seconded
(Approved)

7.4 Moved in-camera

BIRT that the Board moves in camera to discuss the HUM Loan. It includes Executives, The General Manager, the finance Manager but excludes Michael

In Camera Proceeding
Moved: Abraham

Seconded:Dastu

(All in Favour)

CARRIED

8.0 Proposed/Posted Motions

Recommendation by Chair to discuss 8.3 before 8.2 in original. The number was changed because 8.2 is lengthy in comparison to 8.3

8.1

Whereas the operations committee has investigated the necessity of an organization- wide project management software;
Whereas the operations committee has concluded that JIRA Core would be the most suitable in terms of features and flexible pricing;
Whereas JIRA Core was recommended by the Carleton University Students' Association (CUSA) and has been proven to increase their efficiency
Whereas JIRA Core would improve the efficiency of the UWSA's operational processes and integrate well into the daily operations of the staff; and
Whereas the SOCR fund is the most practical fund for this investment;
Whereas the cost of JIRA Core is dependent on the number of users and is quoted accordingly;

BIRT the annual costs of JIRA Core be approved from the SOCR fund up to the amount of \$1500 per year dependent on the # number of users.

The chair reminded that the discussion was for amended motion not original motion question were asked and addressed.

Moved :Yasin Avci

Seconded: Manmeet Bhagol

(All in Favour)

CARRIED

Discussion: President, Jeremiah initially told the budget for JIRA Code would be \$1000 dollars but later projected as \$1500 dollars

8.2

Whereas the Board has received the proposed final budget from the Operations Committee for the 2018-19 fiscal year,

BIRT the final budget for the 2018-19 fiscal year be approved.

Moved: Manmeet

Seconded: Biane Aldaghache

(All in Favour)

CARRIED

8.3

Whereas the HUM is a 100% owned for-profit subsidiary of the UWSA; and
Whereas the HUM requires a start up loan for the 2018-19 year in order to fund

its operations;
BIRT \$20,000 ~ be loaned to the HUM Café and Lounge

Moved: Abraham

Seconded: Biane Aldaghache

Serdar Ismail

(All in Favour)

CARRIED

9.0 New Business

No new business was discussed

10.0 Question Period

No questions were asked

11.00 Adjournment

The chair adjourned the meeting at 4:05 p.m.