

**UWSA Board of Directors
Meeting #1**

Our mandate: "To serve, represent and advocate for students."

MEMBERS OF THE BOARD (EX-OFFICIO, NON-VOTING)

- | | |
|-------------------------------|--------------------------------------|
| • Board Facilitator | Sami Pritchard (Guest) |
| • Board Chair | TBD |
| • Board Minute-taker | TBD |
| • President | Jeremiah Bowers |
| • VP Student Advocacy | Arop Plaek Deng |
| • VP Student Services | Ahmed Abdallah |
| • VP Finance & Operations | Sahibjot Grewal |
| • General Manager | Maria Hamilton (Board Observer) |
| • Engineering Society | Oliver Binguon (Board Observer) |
| • Science Society | Sabrina Piazza (Board Observer) |
| • Social Work St. Association | Samantha Marentette (Board Observer) |

MEMBERS OF THE BOARD IN ATTENDANCE:

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|---------------------------------|-----------------------------------|
| • Amber Tazzman | • Biane Deghaiche |
| • André Ducharme | • Deehanna Cober (teleconference) |
| • Gagneet Kaur | • Lena Sleiman (Late – 7:30 PM) |
| • Jasleen Dayal | • Linden Crain |
| • Mehjaas Singh Jasvinder Singh | • Mohammad Hannan Sadar |
| • Mohamed Mahmoud | • Quessia Mugabo |
| • Paramjot Gogia | |

REGRETS:

- Davinder Singh
- Kevinprecious Fawehinmi

GUESTS:

- | | |
|------------------|--|
| • Sami Pritchard | CFS-Ontario, Coordinator |
| • Kayla Weiler | CFS-Ontario, National Executive Representative |

ITEM DISCUSSION

ACTION

1.0 Call to Order

As there was no Board Chair or Board Facilitator yet elected or appointed, J. Bowers (President) assumed the role of meeting chair in accordance with precedent. Meeting was called to order at 5:00 PM.

1.1 Appointment of Facilitator

Approval

The Operations Committee recommended Sami Pritchard be appointed the meeting facilitator. S. Pritchard is a representative of the Canadian Federation of Students-Ontario and experienced chairperson.

MOTION: BIRT Sami Pritchard be appointed as the meeting facilitator for the remainder of the meeting, after Item 1.3

A. Ducharme/A. Tazzman **(CARRIED)**

1.2 Appointment of Minute-taker Approval

MOTION: BIRT Arop Plaek Deng (Vice President Student Advocacy) be appointed as the meeting minute-taker.

M. Jasvinder/B. Deghaiche **(CARRIED)**

1.3 Election of Board Chair Approval

J. Bowers explained the role of Board Chair, drawing on the by-laws and his personal experience in the position. Time commitment, dedication to understanding the by-laws and policies of the organization, and the fact anyone new to the position would be supported from the executives and CFS were highlighted.

BIRT nominations for Board Chair be opened.

B. Deghaiche/A. Tazzman **(CARRIED)**

There were three self-nominations: Jasleen Dayal, Linden Crain, and Mohamed Mahmoud. Each candidate explained why they would make

BIRT nominations for Board Chair be closed.

M. Sadar/Q. Mugabo **(CARRIED)**

Voting was done by secret ballot, and counted by M. Hamilton (General Manager) and A. Abdallah (Vice President Student Services).

Per the outcome of the secret ballot, the Board elected Director Mohamed Mahmoud as the Board Chair for 2019-2020.

BIRT the ballots be destroyed.

Q. Mugabo/M. Sadar **(CARRIED)**

2.0 Land Acknowledgment

We acknowledge that the land on which we gather is the unceded and traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Potawatomie, and the Odawa. This territory is covered by the Upper Canada Treaties. Today, this meeting place is still the home to many Indigenous peoples from across Turtle Island and we are grateful to have the opportunity to work on this land.

- 3.0 Chair's Business**
- 3.1 Teleconference**
D. Cober was expected to attend via phone. Due to technical issues, she was not able to get on the line until later.
- 3.2 Board Member Confidentiality Agreements**
The newly-elected Board Chair, M. Mahmoud, read the Confidentiality Agreement to the Board. M. Hamilton questioned if anyone felt uncomfortable signing the agreements today, to which no one raised their hands. All Board members present signed the agreement.
- 4.0 Unfinished Business** Discussion
- 5.0 Approval of the Agenda*** Approval
- 6.0 Approval of the Minutes*** Approval
- 7.0 Business Arising from the Minutes/Action Items**
- 8.0 Presentations to the Board** Information
- 8.1 Safe Space Training** CFS
A 1-hour training session on nurturing an anti-oppressive framework within the student union as leaders was provided by A. Abdallah and K. Weiler.
- BIRT a 5-minute recess be held.**
- A. Tazzman/Q. Mugabo **(CARRIED)**
- 8.2 CFS Membership Presentation** CFS
A 30-minute presentation on the overview, membership benefits, and services of the CFS was provided by K. Weiler.
- 8.3 Board Committees** [BOD190826-8.3](#)
The Executives introduced each of the Board committees which they chaired: Governance & Policy (chaired by the President), Student Advocacy (chaired by VP Student Advocacy), Student Services (chaired by VP Student Services), and Finance (chaired by VP Finance & Operations) committees. There is also the University Affairs Committee (chaired by the President) which consists solely of student senators and the Board of Governors Representative. 3-6 Directors are needed for each committee. Directors are required to sit on at least one of the committees, but are recommended to sit on no more than 2 committees.

9.0 Proposed Motions Approval

9.1 BIRT Jasleen Dayal, Amber Tazzman, and Mohamed Mahmoud be appointed to the Governance & Policy Committee.

B. Deghaiche/Q. Mugabo **(CARRIED)**

9.2 BIRT Jasleen Dayal, Mehjaas Singh Davinder Singh, and Amber Tazzman be appointed to the Student Services Committee.

M. Sadar/J. Dayal **(CARRIED)**

9.3 BIRT Gagneet Kaur be appointed to the Student Advocacy Committee.

B. Deghaiche/A. Tazzman **(CARRIED)**

9.4 BIRT (3-6 Directors) be appointed to the Finance Committee.

There was discussion on the need for more representation on Finance Committee to achieve a minimum three-person voting quorum or it would be unable to conduct its voting business. B. Deghaiche spoke on her experience and the benefits of Finance Committee.

L. Crain asked why senators cannot be on a committee. To that, J. Bowers responded that our by-laws only allow Senators and the Board of Governors Representative to sit on the University Affairs Committee, and none of the others.

S. Piazza asked how societies can receive funding without the committee having the ability to conduct business, to which the Facilitator responded that the matter would need to be brought directly to the Board in lieu of the Finance Committee.

As there wasn't sufficient interest, the item would be brought forth again for the Board's consideration at the next meeting.

9.5 BIRT the subscription of the Sage accounting software be paid bi-annually from the SOCR Fund.

[BOD190826-9.5](#)

A. Ducharme/A. Tazzman **(CARRIED)**

A. Ducharme asked where the money is coming from. M. Hamilton and S. Grewal explained that the SOCR fund is a fee-collecting fund, paid directly by students, which due to the Student Choice Initiative will now become an optional fee to pay. It was noted that there was upwards of \$70,000 in the SOCR fund.

M. Mahmoud inquired if all other options were exhausted, to which the response affirmed so. Mahmoud proposed an amendment.

BIRT the word ‘annually’ be amended to ‘bi-annually.’

M. Mahmoud/L. Crain

(CARRIED)

9.6 BIRT the annual subscription of HRDownloads be expensed to the SOCR Fund. [BOD190826-9.6](#)

A. Tazzman/A. Ducharme

(CARRIED)

S. Grewal noted that HRDownloads is used to train the Board, staff and executives.

M. Mahmoud inquired and received confirmation that the cost is for one year.

L. Crain inquired if HRDownloads was required for governmental purposes. M. Hamilton responded that it is not required of the government but the training offered by the system (such as WHMIS) is a requirement of the government.

9.7 BIRT the annual subscription of EasyPay be expensed to the SOCR Fund. [BOD190826-9.7](#)

M. Sadar/Q. Mugabo

(CARRIED)

S. Grewal noted that EasyPay is used for the payroll system.

M. Mahmoud inquired where the cost of this was taken from originally. M. Hamilton responded that this was a percentage of the normally mandatory UWSA Membership Fee. She further noted that since the Student Choice Initiative divided the fees, the UWSA would not be receiving funds in the same way.

L. Crain inquired as to what else comes out of the SOCR Fund. S. Grewal explained that it was originally used to supply computers. J. Bowers elaborated that it was used for projects such as the Mac computers on the CAW 2nd floor. Crain asked a follow-up about whether the SOCR Fund would be sustainable for this, to which J. Bowers replied that it will depend on the number of students who opt-out. He noted that if there is a high retention rate, there is no issue.

9.8 BIRT the annual CampusVibe contract be paid annually from the SOCR Fund, insofar as the SOCR Fund can continue to be fiscally sustainable. **BIFRT** future contract renewals with CampusVibe that are to be expensed to the SOCR Fund must be reported to the Board for informational purposes.

[BOD190826-9.8](#)

A. Tazzman/L. Crain

(CARRIED)

S. Grewal explained the use of CampusVibe. There was discussion on the sustainability of the SOCR Fund with the number of proposed regular expenses. J. Bowers acknowledged that the SOCR Fund is not a sustainable fund on its own, but noted that it was the only option for now. He further noted that this motion is only applicable for the remainder of this contract; if the next Executives chose to renew the contract, it would need Board approval again. S. Grewal noted that after some negotiation CampusVibe gave a \$800 discount for this year, and that we were already getting charged less than any other student union because we were one of the two pilot schools of the program. A question was asked about whether SOCR would be optional and whether we had \$89,000 currently, to which the response was yes to both questions. A question was also asked about how much was made annually from the student membership, which would've been around \$7400 before the Student Choice Initiative.

9.9 BIRT the Operations Committee be authorized to spend up to \$30,000 from the UWSA Capital Fund for financially appropriate capital expenditures, before requiring Board approval. [BOD190826-9.9](#)

G. Kaur/M. Sadar

(CARRIED)

There was discussion on the need to allow this amount to provide flexibility alongside accountability in spending. The Capital Fund is a mandatory fee and therefore will always replenish. Board members questioned the accountability measures for such a degree of spending. The Operations Committee noted that this was only 0.008%~ of the SOCR Fund, and that it was the whole committee (which consists of Executives and GM), not any individual Executive, that would approve an expense of the allocated \$30,000. It was further noted that any extraordinary amount (such as beyond \$30,000) would have to come to the Board regardless.

M. Mahmoud recommended that the Operations Committee return with a report on where the funds have been designated, and any expense over \$10,000. There was some agreement among Board members on this approach.

M. Hamilton noted there were already restrictions applied to the Capital Fund according to the Canada Revenue Agency (CRA) and it could only be spent on certain things.

9.10 BIRT the budget for the 2019-2020 fiscal year be approved. **(TABLED)**
Note: This should be voted upon after the in-camera session.

BIRT Item 9.10 be moved to 14.0 and that 14.0 become 15.0

B. Deghaiche/A. Tazzman

(CARRIED)

Due to the need to review the budget in-camera but to have a public motion, J. Bowers recommended that the Board table the motion until

after the In-camera Session accordingly.

10.0 Reports Information

- 10.1** Operations Summer Report (Attached)
 - 10.1.1 EpiCentre Recommendations (Sent separately)
- 10.2** Board Committees
 - Nothing to report, as this was the first meeting.

L. Crain spoke on the importance of volunteering time to get involved and support the Executives and UWSA events, such as Welcome Week.

BIRT a 2-minute recess be held.

A. Ducharme/A. Tazzman **(CARRIED)**

11.0 New Business Discussion

J. Bowers introduced a discussion on the Coming Home Music Festival (CHMF), seeking feedback on direction. He explained the history behind CHMF and the relationship with CHMF partners. The Board discussed last year's attendance, including how many attendants were students. A suggestion was made to partner with St. Clair, to which the Executives noted is already being done. J. Bowers noted the Student Choice Initiative will impact the UWSA's ability to support or hold the event. The Board had further discussion on sponsorship opportunities.

12.0 Question Period Information

A question was raised regarding a time conflict with our concert and Western's. It was noted that the concert will happen later in the Fall.

A question was raised regarding the backup plan in the absence of a hired CRO. It was noted that we are hopeful we will have funding for the CRO. As a backup, the VPFO could be the one to administer the elections, going off of best practices observed at other student union elections. It was also noted that sponsorships are being sought, to support the clubs department, and the UWSA Hub may provide an elections feature. A society noted that they are required to do their election in mid-September, to which it was noted that the UWSA does not receive a full update on our financial situation until October 2nd.

13.0 In-Camera Information

- 13.1** Report on Emergency Fund Expenditure Information
- 13.2** 2019-2020 Budget Presentation Approval

14.0 BIRT the proposed budget for 2019-2020 be approved. Approval

A. Ducharme/A. Tazzman **(CARRIED)**

S. Grewal (Vice President Finance & Operations) and M. Hamilton (General Manager) presented a proposed budget based on a 30% retention rate of students from the Student Choice Initiative. This is presumed to be the worst-

case scenario.

J. Bowers recommended the Board propose a motion in order to hold a discussion regarding its investment into CHMF. The Facilitator advised that the motion would have to be connected to a specific budget line, and suggested an amendment.

BIFRT that the Operations Committee be authorized to spend up to an additional \$25,000 for the purposes of student life enhancement that would be shown under the Production budget line.

A. Tazzman/M. Sadar

(CARRIED)

The Board discussed the nuances of the motion. It was noted that the amount is 'up to' rather than a definite amount.

L. Sleiman was against the motion, countering with \$15,000 to allow greater leverage. She noted that the UWSA would have to be responsible and find sponsors.

M. Mahmoud noted that \$25,000 gives greater assurance that the project can get off the ground, while they may not see the benefits with a lower amount of \$15,000.

BIRT the motion be amended to change \$25,000 to \$15,000.

L. Sleiman/B. Deghaiche

(FAILED)

There was discussion of the risk of granting \$25,000. L. Sleiman noted that it was a huge risk to give an extra \$25,000 when they could possibly make it happen with \$15,000.

A. Tazzman spoke against, noting that if it takes \$10,000 to ensure the job is done then it's worth it, and if it falls short it could have fallen short with the lower number. P. Gogia noted that it is a risk.

M. Mahmoud was against the motion, noting that regardless of the amount the Executives need to make a plan to try and recuperate the costs.

J. Bowers was against the motion, noting that if we are looking at a \$120,000 event the more money the UWSA puts the greater the guarantee the concert will happen if their partner backs out. He further noted that if they can save money they will, and that sponsorships will be rigorously pursued.

The amendment failed.

The main motion, as originally proposed, was passed. M. Mahmoud abstained.

15.0 BIRT the meeting be adjourned at 11:22 PM.

B. Deghaiche/A. Tazzman

(CARRIED)

Item: 8.3, 9.1 – 9.4

MOTION:

BIRT (insert 3-6 non-Senator Director positions) be appointed to the _____ committee.

Item For: **Approval**

Forwarded by: **Operations Committee**

Rationale:

- The 4 standing committees are the: Governance & Policy Committee, Student Services Committee, Student Advocacy Committee, and Finance Committee.
- 3 to 6 Directors must be appointed annually to the standing committees of the Board.
- Due to By-Law 80.01, Senators are ineligible to sit on the aforementioned Board committees. Therefore, only Faculty or Constituency Representatives can sit on committees.
- Senators sit solely on the University Affairs Committee, which is a closed committee consisting of Senators and the President.
- The Governance & Policy Committee and Finance Committee normally meet bi-weekly. The Student Services Committee and Student Advocacy Committee normally meets on a monthly basis.

Item: 9.5

MOTION:

BIRT the subscription of the Sage accounting software be paid annually from the SOCR Fund.

Item For: **Approval**

Forwarded by: **Operations Committee**

Rationale:

- The Sage accounting software is used by the accounting department to monitor, process and manage our internal financial operations and external financial operations for student groups.
- The annual subscription for the Sage accounting software is \$3000~ (exact amount to be provided at the meeting).
- As 92% of UWSA student fees have been made optional due to the Student Choice Initiative, funding from the operational budget is extremely limited.
- The SOCR Fund exists to support the student experience through technology.
- The SOCR Fund has accumulated funds in excess of \$80,000 (exact amount to be provided at the meeting).
- As the Sage accounting software supports both the ongoing functioning of the students' union and the financial processes of student groups, the Operations Committee recommends that the annual subscription be expensed to the SOCR Fund.

Item: 9.6

MOTION:

BIRT the annual subscription of HRDownloads be expensed to the SOCR Fund.

Item For: **Approval**

Forwarded by: **Operations Committee**

Rationale:

- HRDownloads is an online training software for UWSA employees, which provides unlimited access to over 150 courses and legislatively compliant content developed by HR professionals. HRDownloads is particularly important for trainings required by the Occupational Health and Safety Act, such as Health and Safety Awareness Trainings for supervisors and workers.
- HRDownloads requires an annual subscription of \$1100~ (exact amount to be provided at the meeting).
- As 92% of UWSA student fees have been made optional due to the Student Choice Initiative, funding from the operational budget is extremely limited.
- The SOCR Fund exists to support the student experience through technology.
- The SOCR Fund has accumulated funds in excess of \$80,000 (exact amount to be provided at the meeting).
- As HRDownloads supports the training and development of both student and non-student staff, the Operations Committee recommends that the annual subscription be expensed to the SOCR Fund.

Item: 9.7

MOTION:

BIRT the annual subscription of EasyPay be expensed to the SOCR Fund.

Item For: **Approval**

Forwarded by: **Operations Committee**

Rationale:

- EasyPay is the payroll system used by the UWSA accounting department.
- EasyPay requires an annual subscription of \$700~ (exact amount to be provided at the meeting), which includes support and maintenance, and manages the chequing system, records of employment, employee pay history, deductions and benefits for employees, and other electronic filings required by the Canada Revenue Agency.
- This system is crucial to the efficient functioning of the accounting department.
- As 92% of UWSA student fees have been made optional due to the Student Choice Initiative, funding from the operational budget is extremely limited.
- The SOCR Fund exists to support the student experience through technology.
- The SOCR Fund has accumulated funds in excess of \$80,000 (exact amount to be provided at the meeting).
- As EasyPay supports the accounting needs of the students' union, the Operations Committee recommends that the annual subscription be expensed to the SOCR Fund.

Item: 9.8

MOTION:

BIRT the annual CampusVibe contract be paid annually from the SOCR Fund, insofar as the SOCR Fund can continue to be fiscally sustainable.

BIFRT future contract renewals with CampusVibe that are to be expensed to the SOCR Fund must be reported to the Board for informational purposes.

Item For: **Approval**

Forwarded by: **Operations Committee**

Rationale:

- The UWSA holds a two-year contract with CampusVibe, which administers our clubs system known as the UWSA Hub (www.hub.uwsa.ca).
- Per the CampusVibe contract, there are two annual installments required by August 1st of each year.
- Year 1 fee: \$8,000 + HST
- Year 2 fee: \$8,500 + HST
- CampusVibe is delaying payment until Board approval can be given.
- Facing the impact of the Student Choice Initiative, the VP Finance & Operations was able to negotiate a \$708 discount. Therefore, the Year 2 fee is \$7,792.00 + HST.
- In Year 1, the fee was charged to the operational budget.
- As 92% of UWSA student fees have been made optional due to the Student Choice Initiative, funding from the operational budget is extremely limited.
- The SOCR Fund exists to support the student experience through technology.
- The SOCR Fund has accumulated funds in excess of \$80,000 (exact amount to be provided at the meeting).
- As CampusVibe is a technology-based software that directly supports student groups, the Operations Committee is recommending that the CampusVibe contract costs be expensed to the SOCR Fund.

Item: 9.9

MOTION:

BIRT the Operations Committee be authorized to expend up to \$30,000 from the UWSA Capital Fund for financially appropriate capital expenditures, before requiring Board approval.

Item For: **Approval**

Forwarded by: **Operations Committee**

Rationale:

- The UWSA Capital Fund holds in excess of \$3.5 million (exact numbers to be provided at the meeting).
- A number of capital expenses often arise throughout the year, but are normally not extraordinary and could be reasonably decided upon by a vote of the Operations Committee, which the Board has already empowered to manage day-to-day affairs.
- Given the unforeseen challenges of the Student Choice Initiative, the Operations Committee needs to have financial flexibility to ensure monies are used efficiently within appropriate means.
- The Operations Committee should have flexibility in utilizing the Capital Fund within Board-defined, financially appropriate parameters.
- The Operations Committee recommends an annual allocation of 0.008% (\$30,000.00) from the UWSA Capital Fund to ensure the Capital Fund remains financially sustainable.