UWSA Board of Directors
Date: Tuesday, August 31st, 2017
Time of Meeting: 6:00 PM
Location of Meeting: Council Chambers

Directors/Senators Present: Abrahim Abduelmula, Ahmed Abdallah, Ahmed Khalifa, Aine Donnelly (6.43 PM), Amanda Skocic, Amy Bui, Andres Curbelo-Novoa, Dana Attalla, Hagar Elsayed, Jeremiah Bowers, Kafilat Wole-Sowole, Sahibjot Grewal, Yosra Elsayed Elsayed,

Board Observers Present: Admira Konjic (Executive), Sarah Noureddine (Executive), Sheldon Harrison (Executive) (6:51 PM), Maria Hamiton (General Manager), Khushboo Ahuja (Board Secretary)

Absent/Sent Regrets: Akshit Tripathi, Amber Shaheen, Aashir Mahmood, Dayana Hassoun, Jonabeth Martinez-Herrera, Liam Adams, Zeina Merheb

1.0   Call to Order

2.0   Chair's Business
   2.1   Teleconference

3.0   Approval of the Agenda

4.0   Approval of the Minutes
   4.1 Minutes of August 15th, 2017
   4.2 In-Camera Meeting Minutes of August 15th, 2017

5.0   Presentations to the Board
   5.1 Welcome Week 2017
   5.2 Board Member Responsibilities
   5.3 Fall Board Meeting Times
   5.4 Elections Policy

6.0   Reports
   6.1   Executive
   6.2   General Manager
   6.3   Committees
   6.4   Senate

7.0   Unfinished Business

8.0   Proposals/Posted Motions

    8.1 BIRT Sahibjot Grewal, Amy Bui, Amanda Skocic, and Ahmed Abdallah be appointed to the Hiring Committee for CRO and Board Facilitator.

    8.2 BIRT the Elections Policy, last amended December 8th, 2016, be immediately repealed.

    BIFRT the presented Elections Policy be approved with immediate effect.

9.0   New Business

10.0   Question Period

11.0   Adjournment

1.0   Call to Order

The meeting was called to order at 6:24 PM.

2**.0   Chair's Business**

2.1   Teleconference:

Amy Bui, Andres Curbelo-Novoa, Hagar Elsayed, Yosra Elsayed Elsayed were taken on teleconference as approved by all Board Members.

3.0   Approval of the Agenda

BIRT that the proposed agenda be approved.

Moved: Ahmed A   **Seconded: Abrahim**
(*All in favour)*   **CARRIED**

4.0   Approval of the Minutes

4.1   Public Minutes of August 15th, 2017

BIRT that public minutes for the Board meeting held on August 15th, 2017, be approved.
Moved: Ahmed A   **Seconded: Kafilat**
(*All in favour)*   **CARRIED**

4.2   In Camera Minutes of August 15th, 2017

BIRT that the Board move in-camera, without the executives but with General Manager, to approve the in-camera minutes of the Board meeting held on August 15th, 2017.

Moved: Abrahim   **Seconded: Amanda**
(*All in favour)*   **CARRIED**

BIRT that Board leave in-camera.
Moved: Ahmed K   **Seconded: Ahmed A**

(*All in favour*)   **CARRIED**

BIRT that the Board move in-camera, with the executives and General Manager, to approve the in-camera minutes of the Board meeting held on August 15th, 2017.

Moved: Abrahim   **Seconded: Ahmed A**
(*All in favour*)   **CARRIED**

BIRT that Board leave in-camera.

Moved: Abrahim   **Seconded: Sahibjot**
(*All in favour*)   **CARRIED**

BIRT that the board approves the in-camera minutes of board meeting held on August 15th ,2017

Moved: Ahmed A   **Seconded: Sahibjot**
(*All in favour*)   **CARRIED**

5.0   Presentation to the Board

5.1   Welcome Week

Sarah and Admira discussed the Full University Schedule and UWSA Schedule.

Full University Schedule was displayed on the projector and board members were shown day-by-day activities planned. Events were highlighted and discussed. Also, Executives asked the board members to volunteer if possible.

UWSA Schedule was the schedule for the Board members where they were expected to be present as they will have an opportunity to network and introduce UWSA to the newbies.
Executives also asked the Board Members to share the posts of Welcome Week bags on social media which could help them sell the bags faster. Board Members asked if executives can email them the schedules so that they can plan their volunteering activities. Executives said they will email them the UWSA schedule along with the dates/timings where they would need the board members as volunteers. They also said that the Full University Schedule can't be emailed to all. They insisted that if the board members are not volunteering an event then they should refrain from wearing the shirts, so that the new students know whom to approach.

5.2   Board Member Responsibilities

The chair discussed about the board member responsibilities before the fall session starts. UWSA meetings will be held bi-weekly. It was noted that . board members were not being involved in committee and board meetings. Chair asked board members to attend committee and board meetings regularly. Quorum is important to carry out the meetings and the business of UWSA. Executives will be keeping the track of attendance in committee meetings. As per the policy, teleconference is allowed only three times during the year i.e. excluding the summer term. After that in-person attendance is compulsory.

5.3   Fall Board Meeting Times

All members and executives were asked to fill the Doodle. Doodle was sent out by the Chair so that everyone's availability was considered. Since everyone had not updated the Doodle, they were asked to do so. The timings for the board meetings in Fall will be emailed by the Chair once everyone has filled the Doodle.

5.4   Elections Policy

The GPC (Governance and Policy Committee) had worked on a new Election Policy. This policy was written from the scratch. The new Election Policy draft was shared with everyone so that they can read through the policy and ask questions during the presentation. The entire Election Policy draft was read out loud and discussed section by section. Amendments were made to the draft during the discussions whenever the board members approved of the revisions.

BIRT that Board takes a ten-minute recess.
Moved: Ahmed K   **Seconded: Abrahim**
(*All in favour)*   <u>**CARRIED**</u>

Voting system was discussed first. Current voting system First-Past-The-Post (FPTP) voting. This voting method is one in which voters indicate on a ballot the candidate of their choice, and the candidate who receives most votes wins. GPC checked how other student unions do the vote count. Single transferable voting system was one of the voting systems which was discussed. The single transferable vote (STV) is a voting system designed to achieve proportional representation through ranked voting in multi-seat organizations or constituencies. Under STV, an elector (voter) has a single vote that is initially allocated to their most preferred candidate and, as the count proceeds and candidates are either elected or eliminated, is transferred to other candidates according to the voter's stated preferences, in proportion to any surplus or discarded votes. The system provides approximately proportional representation, enables votes to be cast for individual candidates rather than for parties, and—compared to first-past-

the-post voting—reduces "wasted" votes (votes on sure losers or sure winners) by transferring them to other candidates. Pros and cons of both voting systems were discussed in depth by the board members. STV reduces the number of wasted votes and provides voters the choice of representatives rather than selecting one candidate. The process of counting the votes in STV is complicated and takes longer time to arrive at results. Whereas the FPTP voting system is simple, easy to understand but is not universal and there are better methods to elect a representative.

One of the board member suggested that number of voting days be increased to four from two. A few board members and General Manager disagreed to this saying that too longer period can create issues and doubts from the students. Also, safety of the votes which were done in initial days will be questioned. A few board members pointed out that the reason students do not vote is mainly because they don't care about the events/activities of UWSA and not because the time is limited for voting.

A query was raised about the submission of Nomination Package. It was brought to the notice of the board that faxed nomination package was not considered valid and hence not accepted in previous elections. The General Manager confirmed that the fax is only the electronic method which is valid in Law and hence faxed nomination packages should be have been accepted. But the election policy states that the candidate needs to submit a sealed copy of nomination package to the UWSA head office hence, faxed nominations cannot be accepted.

General Manager suggested that the Election Policy define the word 'Secured Location' to keep the nomination packages. The chair said that the definition would be difficult as the location can change year-to-year. Hence the draft was amended that the secured location will be as designated by the General Manager.

It was stated that initially there have been a request to increase the number of voting members in Election Committee (EC) (which is currently three). But, this cannot be done as the By-Laws have stated the number to be three voting members. The General Manager (GM) has been made the chair of the EC instead of the CRO. This was done because CRO reports to EC and this could create conflict of interest. It was suggested that if a third-party can be elected as EC instead of having members of UWSA so that EC works impartially. This can help as there will be no affiliation whatsoever with the candidates. Query was answered stating that the legal team has confirmed that only the legal definition of affiliation can be imposed on EC which means not having any professional conflict of interest. It is nearly impossible to establish personal affiliation and it is up to the EC members to declare if any personal conflict of interest exists. Also, the appointment of EC is done before the nomination process is started hence, it is not possible to know during appointment of EC if there will ever be an affiliation (personal or professional) with the candidate. Also, EC members are appointed

anonymously. It was pointed out that in past year it was observed there was a disconnect in communication between CRO and the EC. The query was how can we going further avoid such disconnect. To this GPC replied that GM will be playing a key role in such situations. The EC and CRO will be trained by the GM and GM will be chairing their meetings thus ensuring a smooth functioning of EC and the role of CRO. A question was raised whether UWSA needs EC or can it dissolve this committee. GPC confirmed that currently EC is required by the By-Laws and if the same needs to be dissolved this can be done during the Annual General Meeting. However, there is a political risk attached to the dissolvement of the EC. A few board members agreed that EC is necessary to have an appeal body and once trained they can function more efficiently than before. The Chair brought up the report about the procedural issues and recommendations done by the UWSA legal team which could help the board take decisions regarding the EC. GM further suggested that if the UWSA Board Secretary takes minutes for their meetings then it will help to keep records of such meetings for future reference.

There was a discussion about who all can be included in the support staff to collect the nomination packages. It was decided that only the GM will be considered as support staff for the elections. There were some queries on Campaign Expenditure. There was a request to increase the expense limit for Video and Apps from 10% to 20%. This was mainly to let all candidates have enough money to spend on videos and apps. Most of the Board Members disagreed to this increase stating that a few will always be able to spend more than other candidates and this current limit looks fair. It was agreed not to change the spending limits on Videos and Apps. There was discussion about the voting margin specified in the draft with respect to the automatic recount. One of the executives pointed out that number of votes as voting margin can be an issue if the voter turnout is low. He suggested to have a percentage as a voting margin rather than a number. Since the issue was about automatic recount, the board decided that it doesn't matter if the voting margin is a number or percentage. If the counting is correct, the automatic recount will generate the same result.

General Manager raised an issue about a student submitting his/her student number while lodging a complaint with the CRO. She said that this could act as a breach of confidentiality. GPC replied saying that student number is required to confirm the status of the student in the university. Also, CRO is expected to maintain the confidentiality of the complainant hence revealing his/her identity to the CRO should not be an issue.

6.0   Reports

6.1 Executives

6.1.1   VP Finance and Operations

The work on the Lounge is on its final stages and is ready to open. Work is on for selection of non-alcoholic beverages and procurement of hot drink items. A Coffee specialist is expected to come and train on the use of the equipment.

6.2   General Manager

The General Manager said that she will email her report to all the members.

6.3   Committees

6.3.1   Finance Committee

Finance committee will be meeting first and third Monday of every month starting September except the first week of September as Monday is a holiday. All applications of funds will be considered on the third Monday of September when the committee meets.

6.3.2   Student Advocacy Committee

The committee has been working towards the preparation of the Welcome Week.

6.3.3   Student Services Committee

The committee has not met and hence has nothing to report.

6.3.4   Governance and Policy Committee

The committee has purchased a software program called HR Download. The software is like a database where one can access templates, several types of policies and documents, procedures and online trainings. The software is interactive and provides marks and certificates to the members who clear the online training. This is going to be a user-friendly training module for all the board members.

6.4   Senate

Senates have not met and hence has nothing to report.

7.0   Unfinished Business

Sahibjot met with Simon Du Toit and the report was about the ideas they exchanged. Simon Du Toit is planning to hold a conference in February and is expecting UWSA to help him promote the same. He plans to talk to students about distinct types of leadership. He said he is willing to help in developing an image and rebranding UWSA. He stated that people might not currently see UWSA as accountable and UWSA needs to work on winning people's (students') trust. He also insisted that internal conflicts within UWSA should be resolved. He enquired about Alternate Welcome Week.

8.0   Proposals/Posted Motions

8.1 BIRT Sahibjot Grewal, Amy Bui, Amanda Skocic, and Ahmed Abdallah be appointed to the Hiring Committee for CRO and Board Facilitator.

Moved: Abrahim   **Seconded: Amanda**
(*All in favour)*   **CARRIED**

Discussion: Sahibjot, Amy, Amanda and Ahmed A self-nominated themselves to be appointed to the Hiring Committee.

8.2 BIRT the proposed motion 8.2 in the agenda be tabled after the discussion of item 9.0 New Business
Moved: Abrahim   **Seconded: Amanda**
(*All in favour)*   **CARRIED**

9.0   New Business

BIRT that the Board move in-camera with the executives and the General Manager to discuss item 9.0
Moved: Abrahim   **Seconded: Amanda**
(*All in favour)*   **CARRIED**

BIRT that the Board leave in-camera.

Moved: Abrahim   **Seconded: Ahmed A**
(*All in favour)*   **CARRIED**

BIRT that UWSA contingency fund of C\$ 10,000.00 be appropriated to support the sponsored refugee emergency.

Moved: Ahmed A   **Seconded: Amanda**
(*All in favour)*   **CARRIED**

10.0   Proposals/Posted Motions

10.1 BIRT the Elections Policy, last amended December 8th, 2016, be immediately repealed.
BIFRT the presented Elections Policy be approved with immediate effect.

Moved: Abrahim   **Seconded: Amanda**
(*All in favour)*   **CARRIED**

Discussion: The new Election Policy draft was discussed during the Presentation to the Board.

11.00 Question Period

12.00 Adjournment

The Chair adjourned the meeting at 11.18 PM.