



**MINUTES OF THE ANNUAL GENERAL MEETING OF
NIPISSING UNIVERSITY STUDENT UNION (NUSU)**

Thursday, October 1st, 2015, 3:00 pm

at Nipissing University

100 College Drive, North Bay, Ontario

Room F213 (Nipissing Theatre)

Attendance:

Executive Members:

Ian Hall	President (Chair)
Madison Byblow	Vice-President External
Jordan Andrews	Vice-President Internal
Andrew Deugo	Vice-President Student Life
Ruth Cortez-Alvarez	Vice-President Satellite (Muskoka Campus)

Student Members:

North Bay Campus:

Erika Arff, GlorieAsube, Emily Azcona, Dezai Bair-Patel, Jacob Baisley, Emily Barr, Jackie Bartsch, Jenny Bateman, Kourtnei Bickersaffe, Christopher Burke, Andrew Butti, Robertson Caddick, Elizabeth Campbell, Emma Chartrand, Erin Creed, Megan Cyr, Lauren Davey, Thomas Dawson, Jordan Dempster, Kieran Donnelly, Rebecca Dubeau, Emma Ducharme, Vincent Evans-Lucy, Scott Featherston, Jason Fraser, Robert Garel, Shayla Garrick, Jasmine Gauthier, Brittney Gauthier, Candace Ghent, Brittney Gill, Haley Gillies, Lindsay Goodship, Samantha Grainer, Rebecca Greucci, Quinton Heinrich, Shea Heinrich, Angela Hua, Courtney Ivany, Bradley Jacobs, Ismael Kaba, Stephen Kemp, Brittaney Kent, Samuel Lacarte, Shayna LaCarte, AJ LaCarte, Kendra-Leigh LaFleche, Sydney Lamorea, Joshua Loeffler, Jenna Macdougall, Halden Macgowar, Eric Marrast, Emily Mccarthy, Larissa Mckelvie, Taylor McKnight, Ryan McLaughlin, Tegan McWhirter, Alexa Meli, Lexi Melnick, Olivia Messori, Melissa Minor, Mark Moore, Samantha Moore, Nicole Morton, Laurel Muldoon, Raymond Mulville, Cole Murray, Dakota Narciso, Caelin Nisbet, Ian Nuamah, Emily Oldreive, Nathan Olmstead, Bradley Oster, Danielle Ouellette, Gavan Ouellette, Lauren Parcher, Kunal Patel, Stephanie Poirier, Joey Puddister, Rachel Purcell, David Ratcliffe, Liro Repo, Angela Roke, Jaclyn

Rokebrand, Marvin Mgonadi, Jerron Shalland-Rhodes, Dylan Shantz, Isaac Shin, Stewart Smith, Justine Splane, Amanda Springer, Jordan Staroba, Samantha Steel, Laura Stemp, Katarina Stewart, Kenneth Taylor, Emily Teeter, Haley Van Allen, BraedenVavassori, Nicholas Veri, Kaitlyn Walker, Jade Wong, Tyler Yurechuk.

Muskoka Campus:

Hannah Davidson, Terrilyn Ellerington, Emily Gibbons, Jessica Kayama, Nadia Leopardi, Emily Maw, Christine Meek, Kendall Pasieka, Kathleen Troop.

Professionals:

John D'Agostino, Lawyer from John D'Agostino& Associates;
Dean Decaire, Accountant from BDO Canada LLP

Staff:

Simon Blakeley, Erin Edge, Warren Lindsay, Sarah McGowan

Welcome:

President, Ian Hall thanks everyone for attending the Nipissing University Annual General Meeting for 2015. He then obtains a count of the number of students in attendance and confirms that quorum has been attained.

Call to Order:

The meeting is called to order at 3:48 pm by Ian Hall.

Agenda of the 2015 Annual General Meeting:

Ian Hall asks if someone could move to approve the 2015 Annual General Meeting agenda with the revision that the reports of various Executives after the ratification of Directors and the rest of the items shall remain the same, meaning item number 5 through 9 will actually be discussed directly after item 17. Ian Hall then explains that the rational for making this revision is that items, 17 and 5 through 9 are action motions and require a quorum and it would be best to address these items first while enough students were in attendance to make quorum.

Motion: To adapt the agenda and to pass the adapted agenda.

Moved: Chris Burke

Seconded: Emily Oldrieve

Motion Carried.

Minutes of the 2014 Annual General Meeting

Motion: To approve the 2014 Annual General Meeting minutes as presented from last year's Annual General Meeting of the membership.

Moved: Gavan Ouellette
Seconded: Josh Loeffler

Motion Carried.

Financial Statements May 1, 2014 to April 30, 2015

Motion: To receive financial report from Dean Decaire of BDO Canada LLP. for the fiscal year ending April 30, 2015.

Moved: Haley Van Allen
Seconded: Emily Azcona

Motion Carried.

Auditor's Report – Dean Decaire of BDO Canada LLP.

Dean Decaire explains to the students the purpose and importance of approving audited Financial Statements. He then advises that the Auditors met with NUSU Executive on September 28, 2015 to review the financial statements of NUSU. An Independent Auditor's Report was prepared from this meeting dated September 28, 2015.

Highlights Outlined from Independent Auditor's Report

- NUSU has two separate funds. An operating fund and a building fund.
- An operating fund is comprised of the funds in a bank account, which was \$340,000 as at April 30, 2015. The Capital assets were assessed at over \$500,000.00
- The Building Fund was at \$6.5 million on April 30, 2015.
- The liabilities were over \$400,000 on April 30, 2015.
- It was calculated that next year's surplus would be over \$414,000.
- Over the past 12 months, May 2014 to April 2015, it was calculated that NUSU would have a revenue of just over \$1 million from fees collected and expenditures to be over \$1.2 million dollars.
- This results in a \$140,000 loss or excess of expenses.
- From the expenditures of \$1.2 million, approximately \$100,000 is from amortization.

Dean Decaire then discusses the reasons to get Audits such as preventing theft, fraud, the Auditors giving recommendations for financial future. He then discusses how important it is to make a firm budget.

The floor is opened to any questions with regard to the financial aspects of NUSU.

Q: Where does the money go?

A: There will be a 2015/2016 budget structure to show you where the money goes. The \$1.2 roughly in student fees goes to salaries, benefits of NUSU employees, programming and social events, frosh, insurance, accommodation costs within the University, legal fees, office fees, etc.

Motion: To approve the audited Financial Statements presented by BDO Canada LLP. dated September 28, 2015.

Motioned: Emily Oldrieve

Seconded: David Ratcliffe

Motion Carried.

Appointment of Auditors for Next Fiscal Year - May 1, 2015 to April 30, 2016

NUSU attempted to receive bids from three separate Auditors. The Auditors were BDO Canada LLP., KPMG and Grant Thornton. Grant Thornton was not eligible to submit a bid as they currently provide services to NUSU. The two bids received were as follows:

- a) BDO Canada LLP provided a quote of \$12,500.00 for the next fiscal year. That fee would not include any additional services such as completing the preparation & filing of a tax return. The fee to file a tax return would be \$500. That's separate from the Auditors Report.
- b) The quote received from KPMG was for the external audit for the next fiscal year which was an estimate of before taxes in the range of \$5,000 to \$6,500.

Motion: To retain the services of BDO Canada LLP. to audit NUSU for the next fiscal year.

Motioned: Chris Burke

Seconded: Dezai Bair-Patel

Motion Carried.

Ratifications and Revisions

Motion: To ratify and approve all acts taken by Directors and Officer on behalf of NUSU from May 1, 2014 to April 30, 2015.

Motioned: Josh Loeffler
Seconded: Dezai Bair-Patel

Motion Carried.

Constitution / By-Law No. 1

Motion: To approve the revised Constitution/By-Law No. 1 of NUSU.

Motioned: Dezai Bair-Patel
Seconded: Rebecca Dubeau

Motion Carried.

Borrowing and Banking Authority – By-Law No. 2

Motion: To approve the revised Borrowing and Banking Authority – By-Law No. 2 of NUSU. By-Law No. 2 indicates who the signing authorities are and what the restrictions are in front of those positions. This revision would give signing authority to the CEO as well as providing additional powers to the President and CEO for signing under a certain amount.

Motioned: Chris Burke.
Seconded: Josh Loeffler

Motion Carried.

Operational Policies and Procedures – By-Law No. 3

Motion: To approve the revised Operational Policies and Procedures – By-Law No. 3 of NUSU.

Motioned: Josh Loeffler
Seconded: Mark Moore.

Motion Carried.

Senator & Board of Director Election Results

Jordan Andrews, Chief Recruiting Officer for 2015-2016 NUSU Board of Director Elections presented the Senator and Board of Director results.

Jordan Andrews presents the results from the Senator Elections although they will not be ratified at this meeting as the elected Senators are representatives of Nipissing University, not NUSU.

The Senator Election Results:

Arts and Science Senator: Sydney Lamorea
Applied and Professional Studies Senator: Carrie Sawyer

Board of Director Election Results:

The Applied and Professional Studies Director: Brittaney Kent.
The Arts and Science Director: David Ratcliffe.
The Athletics Director: Jordan Dempster
Equity Director: Shayla Garrick.
Residence Director: Kieran Donnelly.

There are five (5) Board of Director positions vacant. Bi-elections will be held in the next coming weeks to fill the positions. Everyone will be eligible to participate in those elections.

Motion: To ratify election results for the Board of Directors.

Motioned: Chris Burke
Seconded: Josh Loeffler

Motion carried.

President's Annual Report – Ian Hall

Ian Hall, President advises that there have been many structural changes that NUSU has recently gone through. He explains that these structural changes will help the organization meet the needs of the students and help NUSU to become more efficient.

In regard to governance, Ian Hall informs that there have been no changes to the By-Laws for the past two and a half years. The previous By-Laws were too restrictive for the direction that NUSU would like to move towards and that is why new By-Laws were presented at this meeting.

NUSU advocates and maintains relationships with several groups such as Canadian Federation of Students (CFS) and Nipissing University Faculty Association (NUFA) as well as other groups.

NUSU Executive will not be supporting a tuition increase by the maximum amount, if the University tries to implement one.

With regard to finances, there is an issue with revenues and moving forward. We have been trying to receive sponsorships to increase our revenues. There have been several sponsorships provided to NUSU over the last couple months. These sponsorships have been monetary ones as well as NUSU receiving 'in-kind' services through local businesses.

Moving forward with the building project, the building project has funds held in trust. This means that there are monies being held in a bank account that are only to be used for a new student centre. NUSU is working diligently to secure the release of these fund with Canadore College, Professionals and our staff. In order to move forward we need to get the funds released from the trust account. The first payment towards the building project is nearly finished. Funds are finally almost ready to use.

Working closely with other partners like COCO significant achievement. Increase advocacy with CFS motion passed where motion passed that nusu endorsed and helped draft it. Senate activism.

Centralize operations in senate to fix the problem of student senators and having them volunteer.

Vice President External Report – Madison Byblow

Madison Byblow begins to describe events for her Shinerama campaign which raises funds for Cystic Fibrosis Canada. Her first event was the Softball tournament which raised \$718.35. Great turn out and media came out to support the event. Next came the Shine Gala but had to be rescheduled for November 14, 2015. Shinerama Day was a huge success. Arranged 12 locations around the communities which mostly contained car washes some stations had alternative programming. This day was a huge success and raised \$13, 487.35.

Another aspect of the position of Vice President External is Canadian Federation Students (CFS). CFS is a federation which all students pay for through their student fees. Madison describes the four conferences that she attended throughout the summer through the Canadian Federation of Students. NUSU submitted a Motion with Laurentian University to support a mental health campaign on campuses supported through CFS.

The student health and dental plan for this year will not be doing opt out cheques. If you opt out of your health plan, ACL Student Benefits will be direct depositing your refund to you this year.

For campaigns throughout the year there will be four central ones. They are “It’s No Secret” which promotes youth voting in upcoming Federal Elections, “United for Justice” which addresses Aboriginal Rights and Injustices, “No Means No” which brings awareness to sexual violence and gender violence on campus and “United for Equity” that aims to bring light to different systems of oppression and take down these barriers. Any student can join a campaign team to take part in any of these campaigns.

Vice President Internal – Jordan Andrews

Jordan Andrews begins by discussing the steps he took to canvas the faculty with regard to how the students would be covered in the event of any job action taken due to the discussions between the University and Faculty. In the event of a strike, he explains academic amnesty and how it covers student rights by not penalizing students academically for not attending courses, missing or being late for an exam due to the strike or picket line.

In the past, the Canadian Federation of Students prepared the student handbooks. NUSU Handbooks this year were built from the ground up by NUSU. NUSU worked with Sofa Communications to gather information from Nipissing University and the community and came up with the current 2015-2016 Handbook.

Jordan attended two (2) CFD conferences and a COCA Conference which brings together motivational speakers, singer-songwriters, etc. to network with student unions. At these conferences, he met with other Union’s club representatives to discuss how NUSU can better coordinate our clubs for Nipissing University this year.

Prepared the Director and Senator elections. There are some vacant positions on both the Board of Directors and the Senate Committee. NUSU is planning to have a by-election in the future to fill these positions.

Vice-President Student Life – Andrew Deugo

Andrew Deugo is the Central Regional Student Director for the Canadian Organization for Campus Activities (COCA) National Board of Directors. COCA organizes several conferences for students to network with each other along with entertainers with regard to activities for students. In this role, Andrew corresponds to the entire COCA network as secretary which puts him in touch with program co-ordinators in every student union in Ontario. He has been able to meet contacts from several clubs and colleges around the Country. Being a member of COCA has enabled NUSU to save on entertainment through COCA connections especially for Frosh week.

Frosh week this year was a tremendous success. The leaders and co-ordinators for from week were superb. This year frosh week was extended with some modifications to the activities. The Dean’s breakfast had a fantastic attendance this year compared to other

years. Dr. Winter's attended the Dean's breakfast and provided a mock lecture on Harry Potter for entertainment.

There have been many other activities that Andrew has been a part of this year such as the NUPerspective sexual violence and awareness campaign, assisting with NSO with SDS and other departments, obtaining sponsorships to help fund activities, giveaways and programming.

Events that took place for students in September have been the USS Concert with the Ascott Royals and Jake Robertson, Wednesday night dinner and shows at the Wall, Escape Saturdays at the Wall. He explained how The Wall is safer than other bars in North Bay and students should take advantage of this.

Vice-President Satellite – Ruth Cortez-Alvarez

The Frosh week held at the Muskoka campus went very well this year. There are many events planned for the students at the Muskoka campus such as Halloween Haunt at Canada's Wonderland, bowling, pub nights, educational workshops, moneysaving and time management seminars, and the Muskoka Formal.

After hearing feedback from Muskoka students, a student food bank had been established at the Muskoka campus. Upon opening the food bank has received positive media coverage and support. To support the food bank \$1 from every frosh kit sale will be put towards the food bank as well as local business and community support.

The Muskoka office operations are going very well even in light of the upcoming closure of the Muskoka campus.

NUSU Crew

Andrew Deugo explains that students are able to volunteer for the NUSU Crew which supports and attends events and activities for students. Volunteers help NUSU to promote events and campaigns and get involved in the community and on campus. Upcoming events that students should look out for are the Halloween Haunt, Santa Claus Parade, Open Mic Nights at the Wall, TJ King. If students are interest they just need to sign up.

Proposed Organizational Structure

Ian Hall introduces the organizational chart which outlines the new structure that NUSU would like to move towards. Many parts of this new structure are already being implemented.

The Board of Directors will become the Directors at large rather than specific Directors. The reason for this is that it is difficult to represent every student in the Arts & Science department for example with only one Director. With the Board of Directors being at large each Director will be able to represent each student in any area.

The Executive positions will be changing in the future, although there are no written policies governing what the new executive positions yet. The executive positions under the new structure will include a Vice-President of Services, Vice-President of Finance, Vice-President of Governance & Legal Affairs, Vice-President of Communications and President.

The Vice-President of Services will take on the role and responsibilities of the Vice-President of Student Life as well as looking after student clubs and other services. The Vice-President of Finance will be responsible for all money and budgeting affairs of NUSU while working with the Director of Finance and the bookkeeper. The Vice-President of Governance and Legal Affairs is a new position that looks after items such as staff contracts, health and safety and by-law revisions. This position will be doing a lot of work that has not been assigned to any specific executive position's portfolio. The Vice-President of Communication will be responsible for correspondence with agencies, the community and students to advertise for campaigns and activities. They will be looking after communications on a broader scope such as networks through our websites. The President's role will remain the same overseeing the entire organization and working closely with the Chief Administration Officer who will oversee all staff.

With this new structure many positions may not be filled for several years until NUSU is in a more stable financial position. It will take quite some time until this structure is fully implemented. All liquor control and security positions such as those at the Wall will still be managed by the University.

Other Key Points

The Board of Directors will have a shortened term this year as the positions will be re-elected in the Spring 2016, when the Executive elections take place.

Currently, the bookkeeping for NUSU is outsourced to Grant Thornton. We will be looking to hire a full-time bookkeeper in the near future to have in house. We will also be sourcing Government funding or grants for the intern positions.

Closing

Ian Hall thanks everyone for coming as well as the volunteers, staff and professionals who attended and helped with today.

Motion: To adjourn the Annual General Meeting.

Motioned: Ian Hall

Seconded: Andrew Deugo

Motion carried.

Enclosures:

- Notice of the Annual and General Meeting of Members of NUSU.
- Minutes of the Annual General Meeting from November 11, 2014.
- Financial Report from BDO Canada LLP dated September 30, 2015.
- Audit quote from BDO Canada Inc. dated September 29, 2015.
- Proposed By-Law #1.
- Proposed By-Law #2.
- Proposed By-Law #3.
- Proposed Organizational Structure dated October 2015.

