



Board of Directors Meeting Minutes – Nipissing University Student Union
 Tuesday, July 26, 2016 – 5:30 pm – B217, Nipissing University

Call to Order – Tuesday July 26, 2015

5:28 pm – Chairperson Jordan Andrews, President called the Board of Directors meeting to order.

1. Attendance

President:	Jordan Andrews	Present
Vice President Governance & Legal Affairs:	Jordan Dempster	Present
Vice President Communications:	Brittaney Kent	Present
Vice President Finance:	Markus Hawco	Regrets
Vice President Services:	David Ratcliffe	Present
Director at Large:	Rebecca Dubeau	Present
Director at Large:	Ray Mulville	Present
Director at Large:	Jasmin Beal	Regrets
Director at Large:	Alex Cadotte	Regrets
Director at Large:	Sydney Lamorea	Regrets
Director at Large:	Cat Ridsdale	Regrets
Director at Large:	J'aime Brunet	Regrets
Director at Large:	Josh Loeffler	Regrets
Director at Large:	Destiny Murtaugh	Regrets
Director at Large:	Jordon Staroba	Absent

CHAIR / SPEAKER: Jordan Andrews – NUSU President
 RECORDED BY: Jacob Baisley – Secretary to the Board

Chair said that quorum has been reached.

2. Adoption of Agenda

Motion #10: ANDREWS/RATCLIFFE

Be it resolved that the Board of Directors meeting agenda for July 26th, 2016 be adopted as presented.

CARRIED

3. Adoption of Minutes

Previous meeting minutes amended to remove details regarding a member for the sake of their privacy.

Motion #11: ANDREWS/KENT

Be it resolved that the Board of Directors amended meeting minutes for June 24, 2016 be adopted as presented.

CARRIED

BY UNANIMOUS APPROVAL, ITEM 5 ON THE AGENDA (“SPECIAL PRESENTATION ON THE HISTORY AND CURRENT STATUS OF THE BUILDING PROJECT”) WILL BE TABLED UNTIL THE NEXT MEETING OF THE BOARD.

4. Executive Updates

a. Report From the President

See Attached (Appendix A)

b. Report from the Vice President Governance and Legal Affairs

See Attached (Appendix B)

c. Report from the Vice President Communications

See Attached (Appendix C)

d. Report from the Vice President Finance

See Attached (Appendix D)

e. Report from the Vice President Services

See Attached (Appendix E)

5. Special Presentation on the history and current status of the Building Project

Tabled until next meeting.

6. Approval of Polices

Motion #12: DEMPSTER/KENT

Be it resolved that the Board of Directors accept and immediately implement the Mission and Vision Statement as presented.

CARRIED

Motion #13: DEMPSTER/RATCLIFFE

Be it resolved that the Board of Directors accept and immediately implement the Company Vehicle Operating Policy as presented.

CARRIED

Motion #14: DEMPSTER/RATCLIFFE

Be it resolved that the Board of Directors accept and immediately implement the Time in Lieu Procedure Policy as amended.

CARRIED

Motion #15: DEMPSTER/RATCLIFFE

Be it resolved that the Board of Directors accept and immediately implement the amendment to the existing Executives of the Corporation Policy as presented.

CARRIED

ANDREWS will soon be presenting a policy to the Board for review. The policy will include guidelines similar to a Code of Conduct for Board members. All Board members invited to collaborate and final version is expected for next meeting.

7. Upcoming Committees

KENT is working on Terms of Reference for Campaigns Committee (See Attached: Appendix C).

DEMPSTER is working on Terms of Reference for Academic Committee (See Attached: Appendix B).

ANDREWS is working on a Terms of Reference for Governance Committee.

RATCLIFFE is working on a Terms of Reference for Social Committee.

8. Other Business

No new business presented.

9. Adjournment

Motion #16: ANDREWS/RATCLIFFE

Be it resolved that the meeting adjourn.

CARRIED

6:59 pm – Meeting adjourned.



CHAIR



SECRETARY

APPENDIX A

Report from the President for the July 26, 2016 meeting of Board of Directors

The primary activities of the President since the last meeting of the Board of Directors involved the continued work on the collapse of the Trust fund for the Building project.

Since the beginning of the term in May, the work has been progressing to collapse the trust fund in order to secure usable funding for the building project. One of the first tasks of this work was opening a dialogue with Canadore College, as they are a partner in the collapse of this trust account that hold fees from Canadore College students as well as Nipissing University Students. After learning the various steps and strategies involved in the collapse of the trust, which included contributing statements and materials from NUSU in order to make an application to the Public Guardian Trustee (PGT) which would allow for the funds to be delegated to Canadore College and NUSU. Several months went by and NUSU continued its work to set up an appropriate arrangement to hold the funds should they be released. This involved setting up a restricted account with Nipissing University. In this arrangement, invoices would come in for NUSU to pay for work related to the building project. Nipissing University would pay the invoices out of the restricted account with NUSU's written permission as per the signed Memorandum of Understanding that is now in place between the University and NUSU. When the trust fund was initially set up in the Agreement from 2005 between Canadore College, Nipissing University, CSRC and NUSU, a list of specific criteria was created as part of an order from Justice Karam. This list of criteria would be the only acceptable uses for the fees held in trust. This same list of criteria was recently reviewed by Mitchell Architects and was deemed to still be acceptable. This list of criteria would be applied to the arrangement between NUSU and Nipissing University.

After not hearing of any progress on the affidavit to the PGT, Canadore was reached out to. They explained that they were speaking to their legal counsel in the next few business days. After this, they responded with a series of concerns regarding NUSU's proposed arrangement with the university on July 12, 2016. These included but were not limited to concerns regarding how the new arrangement met the requirements of the original court order from the Honourable Mr. Justice Karam of the Ontario Superior Court, the nature of the new arrangement and as to whether or not the new arrangement would be supervised by an unbiased neutral third party and if there were to be a dispute between Nipissing University and NUSU the risk of the College being involved in any litigation.

Upon hearing of these concerns, C. John D'Agostino, NUSU's attorney was reached out to with the help of the Vice-President Governance and Legal Affairs on July 19, 2016. It was discussed that Mr. D'Agostino and Mr. Rahul Shastri, NUSU's primary attorney working on the Trust fund situation, would collaborate and work on a strategy to address the College's concerns. A follow-up telephone conference was arranged for July 26, 2016.

Between these meetings with our attorneys, the NUSU Executive committee arranged a sit-down meeting in the offices of Mr. Ken Peake of Paddon and Yorke on July 20, 2016. Mr.

Peake is the trustee that is currently holding the trust fund. The focus of the meeting was primarily to establish a dialogue and working relationship with Mr Peake as well as to better understand his position and what his requirements would be regarding NUSU and Nipissing University's restricted account arrangement. Mr Peake was informed of NUSU's current position and progress with the building project and NUSU's sense of urgency with the project. Mr. Peake estimated that he could arrange a court date for September to have the matter settled.

On July 26, 2016 the follow up discussion with Mr. D'Agostino and Mr. Shastri was had. It was resolved that the two attorneys would collaborate to review the MOU between NUSU and Nipissing University and, if necessary, would modify it to resemble a formal trust agreement where the university would act as a new trustee to hold the building project funds, which would satisfy the College's concerns as they had described them. NUSU eagerly now awaits the follow up discussion. It was also discussed that now, because of the original Agreement from 2005 between Canadore College, Nipissing University, CSRC and NUSU no longer being in effect because of the ceased existence of CSRC, it would no longer be required of NUSU to place any fees collected for the building into the trust account held by Mr. Ken Peake. This would allow for the fees collected for the 2016-2017 school year to be used immediately for the building project upon their remittance from the University.

Other matters handled by the President since the last meeting involved the drafting of a proposed Board of Directors policy which would act as supplementary material of the NUSU By-laws and Robert's Rules of Order for the Board's convenience. The proposed policies, would explain the processes and procedures of voting, quorum, points of order etc. The draft of this policy was distributed to the Board for review and discussion will be had at the upcoming meeting. This policy is intended to serve as part of a proposed Board of Directors package of reference materials for their use during their term. Mr. Jordan Dempster will further elaborate on this package.

Work continues on the building project with Mitchell Architects with the majority of the plans completed. The final kitchen design was approved and is moving forward. A vote will be coming to the Board via email to approve the budget and design brief from Christian Bechard of Novita Techne Limited. NUSU currently intends to break ground on the new building on October 8, 2016.

Mitchel Architects advised NUSU of a special request to be put forward to the counsel of the City of North Bay to have the development charges waived for the new building. A letter has been written by NUSU with the help of Mitchell Architects and the President of Nipissing University, Dr. Mike DeGagne, has also supplied a letter in support of the endeavour. NUSU wishes to express its deep gratitude to both Dr. DeGagne and Mitchell Architects for their assistance. NUSU is currently awaiting the result of our appeal to the City.

In collaboration with Mr. Markus Hawco, the Vice-President Finance, several applications have been made to different government programs including Fed Nor and NOHFC for financing for the building project. The Fed Nor application is progressing well as one of the representatives explained that the project was attractive to them and NUSU should not have

difficulty progressing to phase 2 of the application. The application to NOHFC is being completed with assistance from Nipissing University, primarily Dr. Mike DeGagne and Ms. Marianne Berube, Chair of the Board of Governors. Any and all funding that is secured from these sources will be placed into the restricted account with Nipissing University for the express purposes of the Building Project.

The staff and Executives have performed exceptionally over the past month in their work. The Communications department is to be commended for their efforts to complete and facilitate the launch of the new website for which their have been several positive comments. Within the Services department, Frosh Kit sales continue to progress well and it is expected that they will have sold out when Frosh Week begins. Within Finance, the audit process has just been completed and there will be several follow up discussions to be had with the auditors.

Thus completes the report from the President for the July 26, 2016 meeting of Board of Directors.

APPENDIX B

Vice- President Governance & Legal Affairs Update for the Board of Directors

Prepared by: Jordan Dempster

July 26th, 2016

Introduction

This document outlines my update to the Board of Directors of the tasks I have completed since the June 24th, 2016 Board of Directors meeting.

Election Dates

As stipulated in the last Board meeting, I have finalized the Student Senator By-elections dates (September 19th – October 4th) for the remainder of the 2016/2017 school year. I have now finalized the Elections dates for NUSU positions for the 2017/2018 school year. The Executive elections shall take place on January 16th and end fully on February 1st. The nomination period shall start on January 16th at 9am, and end on January 20th at 4pm, with the mandatory All Candidates meeting commencing at 5pm. The Campaign period shall start on January 23rd at 9 am, and shall run all the way through to the end of the voting period on February 1st at 11:59pm. The All Candidates Debate will be on Thursday, January 26th, commencing at 6pm. The voting period shall start on January 30th at 9am, and end on February 1st at 11:59pm. The voting will be completed through blackboard, where students will receive an email through their student account, with a link to blackboard, and instructions.

The Director-At-Large/Student Senator election will run from February 26th and end fully on March 15th. The nomination period will start at 9am on February 26th and end on March 3rd at 4pm, with the mandatory All-Candidates meeting commencing at 5pm. The campaign period will then start on March 6th at 9am, and will run until 11:59pm on March 15th. The voting period will start at 9am on March 13th and will run until 11:59pm on March 15th. The voting will be completed through blackboard, where students will receive an email through their student account, with a link to blackboard, and instructions.

In my last report, I stated that the reason why I had not finalized these election dates was that I was trying to find a way to accommodate the education students for these various positions. I did produce election dates that fell in between their practicums, however they did overlap. The overlap would not allow for students who ran during the Executive elections to have sufficient time to either fill out the nomination package for the next election, and/or also would not have enough time to decide if they would like to run for a Director-At-Large/Student Senator position. This will allow enough time to re-cooperate, and start fresh after our Winter reading week. I am starting to think of how NUSU can accommodate education students if they do want to run for one of those positions while being away on practicum.

Terms of Reference – Academic Committee

I have been working on a terms of reference for an Academic Committee. In our last By-laws it stipulates that there was a standing committee called the ‘Academic Committee’”. It is also in the duties and responsibilities of our Executive Policy that the VP Governance & Legal Affairs is the chair of an Academic Committee, however the old by-laws do not have a terms of reference that explains the functionality of such committee. I, along with Sydney (Thank you!), did some research and found other committees of similar nature from other Universities, and from that, I created a terms of reference on how I would envision this committee to be. I have reviewed this term of reference with the Execs, and will update the terms of reference, based on their feedback. The goal, if feasible, and if worth creating, will be ready for the August Board meeting for your review and hopefully your approval.

Phase 3 Team Update – Sponsorship

At the previous Board meeting, I outlined the phase 3 team for sponsorship. Unfortunately, this has been put on hold since it has been quite busy in the office. The objective of the phase 3 team was to try and find potential corporate sponsorship for the year. If sponsors were found, it was a bonus, since the focus of the sponsorship campaign was local, North Bay businesses. The only corporate sponsor that was successful was with GoodLife Fitness, where they donated memberships in exchange for the opportunity to come on campus and promote their gym at events.

Policy Update

There are 3 policies to approve (Time in Lieu, Corporate Vehicle, and Mission/Vision Statement), 1 amendment to an old policy (Executive Policy – Signing Privileges), and 1 policy to review (Board of Directors policy). I still have several that are under review that will be ready for the next Board meeting, in particular an Elections Policy. We have started a Policy Focus Group, where everyone in the office collaborates to review policies every 1-2 weeks. This has been a very effective method of reviewing, and getting the policies ready for the Board’s approval.

Directors Handbook

Jordan Andrews and myself have been working on creating a directors handbook for the current board, as well as future Board members which outline the potential Board of Directors Policy (the one being reviewed today), a handout explaining the duties and responsibilities of a non-for-profit organization, our very own By-laws, as well as any current policies or procedures. All these documents will be placed in a binder or duotang for your reference and will be ready for the August Board meeting. We wanted to make sure we spent considerable time on creating to make sure it can be useful for this current year, but for Board members in future years.

APPENDIX C

Vice-President Communications Update for the Board of Directors

Prepared by: Brittany Kent

July 26th, 2016

Campaigns

For the past couple weeks I have been looking up monthly, weekly and daily campaigns that could potentially fall under the category of one of the three campaign platforms. My plan is to run one event per campaign each month, whether it be something small like handing out granola bars or inviting a speaker to come. Regarding the Community campaign platform, NUSU is a member of the Chamber of Commerce and Sarah has begun reaching out to organizations and individuals to set up a meeting with myself to discuss possible volunteering opportunities for students. With that being said, on our website we will have a portion either on the calendar or a separate section outlining all of the volunteering opportunities that are available to students.

Sarah and myself will also be working on setting up another NUSU Facebook group that will be titled "NUSU Cares". This will prevent the NUSUtalks page from getting bogged up with all of the Campaign material. This also opens up opportunities for online campaigns to be run and to provide information on campaigns that are going on in the community.

We are also currently in the works of developing terms of reference for a campaigns committee that I will be asking a few of you to sit on so those should be ready for the next BOD meeting.

Marketing

The website was successfully launched and we have received great feedback! We are still going through a few things, making adjustments, and adding information, which we will be doing all throughout the year. Please let us know promptly if you notice anything out of the ordinary.

We currently have an app that students are able to download but it is very difficult to edit and is not necessarily in top-notch condition. Considering, we are eligible to have OOHLALA to develop an app for us as we have a membership with the Canadian Federation of Students. After meeting with OOHLALA and getting more information about their service, we have decided to have them design our app. Sarah is currently working with a man named Ali. According to Ali, the app will be ready for Frosh week.

Sarah and I have also purchased a Go-Pro and Camera to offer multiple services to students and to better document events throughout the year as in the past the staff have used their personal equipment.

Health Plan

Markus and I recently went to a Health Insurance Provider conference, at which time we received a lot of information on what is available to include in our health plan. I have now reached out to our representative to send us a data analysis of what benefits the students' have used/not used for the past 5 years. Once we receive this information we will be sitting down to look at any gaps or areas that aren't being used, looking into why they are not being used, etc. We have also gotten some feedback already from departments within the University, informing us of where some of the gaps are. This will be completed by our AGM in October.

Welcome BBQ

The Welcome BBQ will be held on September 21st, from 11:30am to 2:30pm. We are currently just waiting to hear back from both Facilities Directors (Nipissing and Canadore) to approve the booking for the Pond Area. We currently have a representative from We Speak Student, CIBC and Shoppers coming to provide students with information and to give out some merchandise. We will also be asking the Faculty Deans to join us to get to know the students better. We will be serving hamburgers and hotdogs off the BBQ.

We are ordering "Executive, Staff and Director" T-Shirts and I would like as many of the Directors there as possible to interact with students and get your names out there!

APPENDIX D

NUSU VP Finance

- Frosh kit sales are doing well exceeding the halfway mark but what is really good to hear is that majority of all sales have been the Frosh bag with NUSU Perk combo. Due to the sales we have passed the budget requirement for NUSU Perk card expense (printing, advertising etc) and the rest of revenue is to supplement other expense accounts. So far so good.
- BDO last week came in to do our annual audit. They occupied the board room for the week running expense tests asking questions etc. At this point they are back in the BDO office creating the statements and will present them to us in the next while.
- Our NOHFC application is with Nipissing being drafted for us to review. We are submitting a joint application under the advisement from Bruce Strapp director of NOHFC, this will allow us to get quicker acceptance and potentially more money than we had originally hoped for.
- Due to NOHFC being with Nipissing I Investigated other grants and have now completed and submitted two FedNor applications one for \$500,000 and one for \$100,000. Denise our region representative has been very good to work with and will let me know how the application proceeds.
- After speaking with the Lawyers we found out that this years student centre fund (roughly \$1,000,000) can be placed In the Nipissing restricted fund account rather than the trust account we have so much pain with. Thus saving legal fees and headache
- With Richard Simm now working for NUSU I gathered and gave him all the necessary documents to begin the business plan creation. We have a meeting with him this friday to discuss further.
- This upcoming week I will be going out for another wave of sponsors as I have been spending the last three weeks gathering contracts and money from current sponsors.
- Overall we are on budget in all areas with little concern to raise at this given time.

APPENDIX E

Vice-President Services Update Nipissing University Student Union Board of Directors

1. Frosh Week:

Preparations are in full swing as we move ever closer to Frosh Week. Although Frosh is planned by the Services Department, NUSU as a whole has come together to make the week happen. Now that we are a few short weeks out, Frosh Kit items are starting to arrive in the office, and will continue to do so over the next little while.

Our Director of Services, Warren, has been instrumental in helping to book various locations and events for Frosh Week, including Amazing Race locations, Beach Day, Movie Night and the end of the week Boat Cruise. Furthermore, Warren has been further aiding in the ordering of Frosh Kit items, Frosh T-Shirts, and his previous experiences with Frosh Week have been an asset in planning.

Our Office Assistant, Jacob Baisley, has been working on the advertising and posters for Frosh Kits for the purposes of New Student Orientation (NSO) which ran here on campus from July 11-15 this year. Jacob has also been an asset in providing his many years of experience with Frosh Week, as well as diligently compiling the Frosh Week Mail-Out – the information package that goes out to all students who have purchased Frosh Kits. Jacob has also taken charge of creating all the necessary Facebook pages and groups needed for the Frosh Week teams, and those students participating.

At this time, we are still under our \$50,000 budget for Frosh Week, and both Markus and I will be working together to make sure we stay as much under budget for the week as possible. Doing so will mean we are able to be financially responsible with the Frosh budget this year – which will set a new precedent for NUSU.

The NUSU office as a whole was able to sit down and hash out any questions or concerns we had for the entirety of Frosh Week, and to make sure that all of our staff and executives are on the same page moving forward. We hope to continue these discussions up until Frosh Week.

At this time, Frosh Leader/Executive/Coordinator Training is being finalized, and should be ready within the next couple of weeks.

Finally, production of the Frosh Week Manual for all of the leaders, staff, executives and coordinators is in the works.

2. Shinerama Campaign

This year, both the Services and Communications departments are working hand-in-hand to get our Shinerama Campaign and fundraisers off of the ground.

Warren has been working on securing all of our Shine Day locations around the community, and has booked the buses for the day in question, September 3rd, 2016. In short time we hope to have all of the locations booked and finalized.

Sarah and Brittaney in the Communications Department are working on the social media advertising for our Softball Tournament, occurring on September 10th/11th, 2016, at the Steve Omischl Complex. They have also worked with Jacob as registration for teams for the tournament will begin shortly. Furthermore, the Communications Department has been working on collaborating and brainstorming ideas for our Shine Day Stunt – more to follow soon.

All of the Shinerama and Cystic Fibrosis materials have been ordered for the day, including Balloons, Shoe Shine Kits, Posters, and Stickers.

3. Clubs

The Clubs policies and packages are currently being overhauled to better suit Nipissing students, streamline the Clubs applications and processes, and to allow for a Clubs Submit to be hosted by myself and Markus Hawco in September.