



Board of Directors Meeting Minutes – Nipissing University Student Union
 Tuesday, September 26th, 2017 – 8:30 p.m. – F303, Nipissing University

Call to Order – 8:36 p.m. – Chairperson Sydney Lamorea, President called the Board of Directors meeting to order.

1. Attendance

President:	Sydney Lamorea	Present
VP Governance & Legal Affairs:	Cooper Allen	Present
VP Finance:	Shane Dunstall	Present
VP Services:	J'aime Brunet	Present
VP Communications:	Tyrel Somerville	Present
Director-at-Large:	Rebecca Dubeau	Present
Director-at-Large:	Eric Marrast	Present
Director-at-Large:	Daniel Goulard	Present
Director-at-Large:	Melissa Richardson	Present
Director-at-Large:	Connor Cobean	Present
Director-at-Large:	Ray Mulville	Present
Director-at-Large:	Jasmin Beal	Present

CHAIR/SPEAKER: Sydney Lamorea – NUSU President

RECORDED BY: Michelle Rae – Board Secretary (Cooper Allen – Secretary for this meeting)

Chair said that quorum has been reached.

2. Adoption of Agenda

MOTION #79: Be it resolved that the Board of Directors Meeting Agenda for the September 26th, 2017 meeting be adopted as amended.

MOVED BY: SOMERVILLE

SECONDED BY: COBEAN

DISCUSSIONS: Cooper ALLEN suggests that the agenda to be moved out of order so that Cheryl Sutton can give a building project presentation to the Board. Also mentions that the motion to approve last meeting’s minutes should be amended so that the motion reads “to table the approval of the minutes until the next Board meeting.”

MOTION CARRIED

3. Building Project Presentation to the Board by the Nipissing University

Cheryl SUTTON presents to the Board. Provides history on the building project, reminds the Board that the Trust fund has been dissolved. Expecting to have approximately \$7 million dollars from the external trustee transferred to the University. The University would then act as a trustee for this money. Notes that NUSU will be working with KPMG on securing a loan and



assures they are experts at their positions. The decision was made today that NUSU will contribute the total cost of construction, Nipissing University, will build the student centre, and will lease back to NUSU for 25 or more years. The building will continue to be the responsibility of NUSU but to avoid hundreds and thousands of dollars on development fees, and taxes, Nipissing University will have ownership. During the construction period, Dave Drenth will be overseeing the construction process. He is an engineer and has experience with previous capital projects on campus. He is highly reputable. Finally, Ursula BOYER will ensure that all disbursements within the trust made throughout the project are ran smoothly. The University does see that this student centre will benefit Nipissing, students, recruitment, etc. and want to see faculty, and students mingling and having an atmosphere for this interaction.

As soon as the notice of the Trust fund being released was made known, there has been many communications done, and things are starting to move along quickly. The construction budget has changed over time, but still a \$12 million construction for the building, \$2 million of items inside, totalling a \$14 million total project,. While the construction is occurring, the University will collect \$800,000 in levy from the students in each year, which reduces the total amount to borrow. KPMG is currently finalizing the term sheets, which will be presented to banks for good interest rates and terms and conditions for a loan; all information will be provided to NUSU and will be reviewed to make a decision. ALLEN asks if SUTTON believes it would be worthwhile to ask for additional funding beyond the required \$5 million. SUTTON notes that it is always good to prepare for unexpected changes and expenses when it comes to the construction process. The idea is that once the building is operational, the revenue generated from the daily operations could be used towards the cost of the building. It is believed that the levys will cover the operating expenses but will also cover the life cycle maintenance reserve. There should also be enough money to pay off the debt.

MARRAST enters at 8:41pm. MARRAST asks about timeline for lifecycle maintenance.

SUTTON ends her presentation and leaves the room.

SOMERVILLE asks to continue the conversation. Asks what is the status on our legal agreement? ALLEN updates with NUSU being in receipt of the Joint Venture Agreement, and met with University last week. The other party has yet to send the agreement. A new meeting has been scheduled for October 5, 2017. Need to have agreement finalized and approved by the Board before going to tender. ALLEN clarifies that as the trustee, Nipissing holds a fiduciary duty to act in our best interest financially. If they don't collect student enrollment money because student enrollment drops, that is on the University and not on NUSU. If there is a late payment it is on the University, not on NUSU.

BEAL asks for an update regarding the MOU for our current NUSU space. LAMOREA has been discussing and will hopefully have the MOU signed in the next few weeks.



MOTION #80: That the NUSU Board of Directors tables the approval of the Financing Plan for the new Student Centre, to occur via email vote, until presented.

MOVED BY: COBEAN

SECONDED BY: GOULARD

DISCUSSIONS: none

ALLEN abstains. MOTION CARRIED

MOTION #81: That the NUSU Board of Directors give power to the Executive Committee to move forward with the Request for Proposal (RFP) for the new Student Centre pending the approval of the financing model.

MOVED BY: COBEAN

SECONDED BY: GOULARD

DISCUSSIONS: ALLEN asks if the Board is okay with this document. LAMOREA explains that the Financing Plan explains how we plan to use the money over the time of construction and operation cost. The RFP is a proposal for terms with regards to the construction of the building, which is presented to lenders with hope to have proposals from them. Once the Request for Proposal is done, a notification will be sent to Board members. BEAL likes that the RFP would not be approved until the Financing Plan is approved.

MULVILLE abstains. MOTION CARRIED

4. Adoption of Minutes

MOTION #82: To table the approval of the August 23rd, 2017 minutes until the next Board meeting.

MOVED BY: COBEAN

SECONDED BY: MARRAST

DISCUSSIONS: Cooper ALLEN to send out the motions that were brought forward. Due to the recording file being deleted, Michelle RAE was unable to record discussion of the meeting.

MOTION CARRIED. DUBEAU abstains.

MOTION #83: To table the approval of the July 25th, 2017 minutes until the next Board meeting.

MOVED BY: DUNSTALL

SECONDED BY: COBEAN

DISCUSSIONS: Cooper ALLEN shared his suggested amendments with the Board and did not receive a response. He can make a final copy if the Board has no further amendments to make.

MOTION CARRIED

5. Business Arising from the Minutes

a. August Report from the Vice-President Services



MOTION #84: That the report from the Vice-President Services dated August 23rd, 2017 be received.

MOVED BY: MARRAST

SECONDED BY: DUNSTALL

DISCUSSIONS: None

ALLEN abstains. MOTION CARRIED

6. Executive Reports

a. Report From the President

MOTION #85: That the Report from the President dated September 26th, 2017 be received as circulated.

MOVED BY: GOULARD

SECONDED BY: COBEAN

DISCUSSIONS: LAMOREA summarizes her report. Organizing AGM, working with the local police department about good neighbour handbook. Board asks for further information regarding handout. LAMOREA summarizes a book that was created within North Bay that provides information on what it is to be a good neighbour. Promoting this handbook at a table at Homecoming event. Canadore is also working with the good neighbour program, and had a large meeting with regards to promoting the program. The handbook can be accessible online through a Google search. It is the 2016 version of the handbook. The handbooks will hopefully be available to students, throughout the year in the NUSU office. BEAL suggests that, although the handbook is a great idea, that students may not read all 19 pages. BEAL makes suggestions of having a summarized, one (1) page flyer regarding the important information needed. BEAL further suggests we make the information given seem less of an attack on students specifically. It is very important to feel it is not a personal attack at a student. MARRAST asks about Social Work Club. LAMOREA confirms there is a club being made as students came to the NUSU office and wanted to start a club in this program.

MULVILLE abstains. MOTION CARRIED

b. Report from the Vice President Governance and Legal Affairs

MOTION #86: That the Report from the Vice-President Governance and Legal Affairs dated September 26th, 2017 be received.

MOVED BY: COBEAN

SECONDED BY: RICHARDSON

DISCUSSIONS: ALLEN summarizes his report. The intern process has been lengthy, working with the faculty and iLead supervisors. Speaks about Nipissing's \$40 million advancement campaign, noting that \$13 million of that amount is the new student center. ALLEN then asks the Board how they feel about the redundancies in executive reports. LAMOREA feels the redundancies can help with the new executives coming into the role, to be able to review their reports. GOULARD notes that when an event is more of a collaborative effort, that making one report would help with redundancy. MARRAST does see how it is redundant if you read all of



them, however, does see that if each person writes from their own point of view, then it does show a different side of the event. Knows there are meetings afterwards and during events between Executives, does see how it is difficult to get around the reports. LAMOREA notes that during the Executive meetings they do discuss these events in summary, and steps moving forward to events. But without a report it is hard to get that person's perspective. ALLEN suggest separating executive reports to the Board and transition documents. BEAL agrees. Feels transition documents are extremely important, and understands that writing things within the month of occurrence is good for current memory on the event, instead of writing about the event months from then. Feels that the transition documents could be worked on all year separately from Board reports. BEAL feels there is a lot of redundancy in reports such as frosh week that could have been made into one separate report. Says that the separate report would reduce a lot of redundancy and that way, future executives can see how all the Executive members partake in frosh week and the effort put in from everyone. BEAL would also like to point out that, although the report outlines what you have done in the previous month, she would like to know what is planned to happen for the months to come. It would be more productive to know what the progress of things are, instead of knowing how they went after the fact. Suggests putting the upcoming events and work being done at the end of the reports to give a timeline for the projects. SOMERVILLE asks about the perspectives with example of frosh week. Asks if a person were to make reference to that specific report, then expand on their perspective in their own report, or asks if a separate report should be done entirely. BEAL suggests that for frosh week, as it is a larger collaborative event, that a separate report would be beneficial in cutting down on each individual report and helps with a better perspective of the event itself. There are other examples of collaborative reports that could be created, for example, the AGM. But feels the larger projects could be collaborated into a separate report. DUNSTALL agrees that to an extent it's good to have individual reports as it shows individual perspective of an event. But does see the perspective of BEAL.

MARRAST abstains. MOTION CARRIED

c. Report from the Vice President Finance

MOTION #87: That the Report from the Vice-President Finance dated September 26th, 2017 be received.

MOVED BY: COBEAN

SECONDED BY: RICHARDSON

DISCUSSIONS: DUNSTALL summarizes his report. GOULARD asks about St. Louis as a sponsor, now that they are closing. DUNSTALL said no changes. ALLEN asks about charitable status update. DUNSTALL updates that we were not successful in receiving the charity number. DUNSTALL did meet with Jesse DAVIS who works as a corporate auditor with the Canada Revenue Agency, who reviewed the application. After review, he agrees that NUSU does not meet the criteria for a charity number. NUSU Perks+ is on the app now, and is not finished but ready and accessible. DUNSTALL notifies the Board that he will be away for most of October as he is in Japan. His report to the Board will be submitted the following Board meeting in November.



MOTION CARRIED

d. Report from the Vice-President Services

MOTION #88: That the Report from the Vice President Services dated September 26th, 2017 be received as amended.

MOVED BY: RICHARDSON

SECONDED BY: COBEAN

DISCUSSION: BRUNET summarizes her report. Talks about frosh week, and notes as well as the concert. Other updates include NUSU crew meeting next week, student lounge pre-opening went well. Grand opening is pushed from next Wednesday, to the following Monday to allow proper preparation for opening. The hunger spike event went well, had a lot of food donations from this event for the NUSU food bank. BEAL asks what time the opening is for the lounge, BRUNET confirms 11:30 a.m. to 12:30 p.m.. MARRAST asks if there is a naming of the student lounge. ALLEN confirms the name as being “The NUSU Student Lounge”. ALLEN asks to have the sentence about the Welcome BBQ to amend to reflect that BRUNET did not attend.

GOULARD abstains. MOTION CARRIED

e. Report from the Vice-President Communications

MOTION #89: That the Report from the Vice President Communications dated September 26th, 2017 be received.

MOVED BY: MARRAST

SECONDED BY: GOULARD

DISCUSSION: SOMERVILLE summarizes his report. BEAL asks why there are so many graphs for his report. SOMERVILLE found it would be interesting for the Board to see the difference with the website traffic between summer and the new academic year. BEAL suggests having the graphs in a separate document, with a link to view separately, to minimize the length of the report. MARRAST asks for more explanation with regards to one graphic. BRUNET notes a change in the name of the company DISRUPTT as having two “t”s. Notes this is the proper spelling of the company’s name. GOULARD double checked with ALLEN and there is no graphic attached to the heading “Twitter”. A blank space is showing. SOMERVILLE will download and resubmit to be sure all graphics are attached to the report properly. SOMERVILLE reviews what should be in that space, to inform the Board of information missing. BRUNET notes that she remembers SOMERVILLE wanting the month of September to be “consent month” and was curious when SOMERVILLE expected to hand out the remaining consent kits made. SOMERVILLE confirms he will be handing them out at Wellness Wednesday tomorrow. RICHARDSON asks if there will be more consent related activities throughout the remainder of the month. SOMERVILLE confirms that the first NUSU Cares meeting is coming up. All the plans that were hoping to happen for the upcoming months will be discussed and finalized at this meeting. The last few months have been busy and SOMERVILLE hopes to be able to put more effort towards campaigns and other awareness days. BEAL asks how many students are aware of “The Sweetest Student” event NUSU is hosting. SOMERVILLE agrees to have the event more heavily advertised. SOMERVILLE notes that as



we have just had the Communication Assistants become comfortable in their position, they will be working more in promotions. BEAL asks that when the student is nominated and wins, is there any language that explains to the student why they are winning on Facebook or social media? SOMERVILLE makes notes of the comments and comments that it is still a new project and they are making small changes to perfect it. RICHARDSON suggests more advertisement of the campaign. Bright, vibrant posters to be made around the campus, advertisements to clubs and other social media outlets, different groups and more to the student body. Suggests making the poster in the shape of a cupcake, to draw more student attention to the poster. SOMERVILLE confirms he will get in contact with the clubs, and is still waiting on the final, official clubs list of this year's term in order to contact them.

Cobean abstains. MOTION CARRIED

7. Question Period

a) BEAL notes that there has been feedback that the Education students were unable to attend the concert as they were away on placement. Asks if another concert will be hosted. BRUNET outlines her intentions for the upcoming events throughout the year. Was hoping to host a country concert in North Bay. BEAL explains the Education student schedule for first year students with regards to placements. BRUNET confirms that she chose a date that would be conscious of these dates. BRUNET further elaborates on plans for the year, hoping to have a comedy night in November, possibly two comedians from Yuk-Yuk's. Bouncing ideas around about a hypnotist as well. SOMERVILLE adds they are looking to get a speaker in, which is hoping to happen in March 2018. BEAL asks when the next Wellness Week is. SOMERVILLE confirms it is the first week of March. BEAL asks that more is placed on social media with regards to the next Wellness Week as Education students are on placement, it would be useful to those students to be able to access those resources while off campus. SOMERVILLE hopes to expand that Wellness Week to more of a virtual based week, as well as an in-person one.

b) RICHARDSON asks if we can table the election voting until the new Board members join us.

8. Report from the Auditor (KPMG)

DUNSTALL explains the report. Notes that Lori will be presenting at the AGM. Big issue is the Canadian Federation of Students fee we still owe but is being handled accordingly. BRUNET asks about the wording of language on a specific page to provide further clarification. ALLEN clarifies the difference. The Board accepts this report and will be bringing forward a formal motion to approve the findings at our AGM. DUNSTALL explains about the choosing of next year's Auditor. Grant Thornton is not interested, but KPMG and BDO have offered one-year bids at the same price, approximately \$7,500. NUSU did inquire about a three-year term but they were going to charge more for the following years, anticipating the build of the new student centre. BDO also is not privy to the information regarding the build, and as such would not be able to place a bid due to lack of information. This year, we are considering a one-year term. SOMERVILLE asks if we went with someone other than KPMG at the AGM will that hurt us with regards to financing for the building. DUNSTALL feels it should not as they are two



separate items. DUNSTALL states it may hurt institutional memory with changing the auditor so often. LAMOREA states that if you look back into the meeting minutes from previous year, NUSU typically changes their auditor every two (2) years or so. BEAL suggests that during the AGM we provide such history, and who our current and previous auditors were, so students could understand the recommendations from the Board and make an informed decision on this year's auditors. Feels this is important for students to know and understand. DUNSTALL notes he believes in the past the information wasn't provided to not show favoritism over another auditor, and deter persuading the student vote. BRUNET feels that if there is no information provided to the students regarding either auditor, how would they make the informed decision. Makes note that not all the student body has a background in business, and many are unsure what an audit is. ALLEN asks if it is our responsibility to teach the students information about what an audit is and what the financial statements mean? Asks if there was an audit recommendation put forward by the Board in previous AGM's? DUNSTALL confirms there was. ALLEN does not see the problem in having a recommendation from the Board. LAMOREA warns about a persuasive vote with showing a recommendation. ALLEN asks to put through a motion. **MOTION #90:** That the NUSU Board of Directors accepts the Audited Financial Statements for the year ended April 30th, 2017, as presented.

MOVED BY: COBEAN

SECONDED BY: RICHARDSON

DISCUSSIONS: none

DUBEAU, BRUNET, BEAL abstain. MOTION CARRIED

LAMOREA notes the next motion to be voted on, with regards to providing a recommendation at the AGM in regard to the auditor. BEAL notes she remembers last year there were proposals given by all auditors to review. DUNSTALL confirms there are proposals this year. BEAL would like to read the proposals before deciding on a recommendation. DUNSTALL suggests an email vote. LAMOREA asks if the vote can be done before the following morning. RICHARDSON asks for an extension until Thursday, to have time to review the materials. Agreements are made and noted that the recommendation will not be attached with the original documents being circulated. BEAL suggests that the vote for recommendation is moved to Thursday, early evening, and materials circulated on Friday. LAMOREA notes that not many people check their emails on Friday and worries of the risk of not reviewing. BEAL does not feel it is important to tell the Membership about the Board's decision but is important that the students at the AGM know of the recommendation. BEAL feels that Thursday is a reasonable timeline. LAMOREA confirms that the vote would be moved to Thursday evening, and will be distributed to membership on Friday.

9. Elections

a. Campaigns Committee

MOTION #91: Be it resolved that the NUSU Board of Directors table the elections for the Campaigns Committee for the 2017-2018 term until the next Board meeting.



MOVED BY: GOULARD
SECONDED BY: DUBEAU

MOTION CARRIED

b. Elections Committee

MOTION #92: Be it resolved that the NUSU Board of Directors table the elections for the Elections Committee for the 2017-2018 term until the next Board meeting.

MOVED BY: GOULARD
SECONDED BY: COBEAN

MOTION CARRIED

c. Faculty Council Members

MOTION #93: Be it resolved that the NUSU Board of Directors defer the election to the faculty council until more information is received. The vote is to occur via email within the next 14 days.

MOVED BY: COBEAN
SECONDED BY: BRUNET

MULVILLE AND GOULARD abstain. MOTION CARRIED

10. Committee Reports

a. Audit & Finance Committee

MARRAST summarizes the committee's first meeting. Many of the topics discussed tonight were discussed and decided with the committee. ALLEN notes that the committee has been tasked with further investigation on honorariums and salary reviews. DUNSTALL asks if the minutes were sent to all Directors. LAMOREA said they were sent to all Directors, but was confirmed by the Board it only needs to be sent to the Committee members.

b. Elections Committee

No report.

c. Executive Committee

LAMOREA provides and summarizes the report. ALLEN feels a lot of its content is unnecessary, some is irrelevant, LAMOREA feels it is important to know about discussions. BEAL feels if the content is important, and would like a matter that required a follow up that is discussed at Executive level be noted in the report so she can track progress. Should it be a small or minor issue, does not feel it is important to necessarily list it in the report.

d. Governance Committee

ALLEN updates that no by-law changes will be passed at AGM, but reviewed throughout the



year and will bring forward suggestions to the next Executive team. These recommendations would be reviewed by new Executives and will be voted and decided on in April.

e. Green Initiatives Committee

No report.

f. NUSU Cares Committee

No report.

g. Shine Committee

No report.

g. Social Committee

No report.

11. New Business

a. Annual General Meeting Overview

LAMOREA confirms AGM will occur October 4, 2017 at 11:30 a.m.. The materials will be reviewed and discussed on Friday after the recommendation decision is made on Thursday night. BRUNET notes that it is good to know what food is being served so when speaking to students you can spark an interest. BRUNET encourages Board and Executive members to do a class talk to get more students involved. BEAL reviews the AGM interest and attendees on Facebook event page, there are lower numbers regarding this events participation and encourages everyone to find an alternative way to advertise the event.

b. Other

BRUNET mentions that we should conduct ourselves better at Board meetings and we need to communicate when others are showing up to present to the Board. BRUNET was not made aware of the presenter who was in the meeting tonight. Other Board members were not aware of the presenter tonight. BRUNET notes she is requiring headshot photos of all Board members.

BEAL suggests changing the meeting in November as the December meeting is earlier it makes more sense with time spacing. Board members agree to changing the date for the next Board meeting in November from the 28th to 21st. LAMOREA states there has been a request to change the times from 8:30 p.m. to 9:00 p.m.. BEAL asks if there was a rationale provided in regards to this change. As these meeting run late, there is further discussion with regards to a better time for the Board meetings to occur.

12. Closed Session:

MOTION #94: to move into closed session.

MOVED: COBEAN



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Nipissing University Student Union

SECONDED: GOULARD

MOTION CARRIED. MULVILLE AND ALLEN abstain.

Closed begins at 11:04 p.m.

13. Adjournment

MOTION #95: To adjourn the September 26th, 2017 Board of Directors Meeting.

MOVED BY: COBEAN

SECONDED BY: MARRAST

MOTION CARRIED.

12:29 a.m. on September 27th, 2017 – Meeting adjourned.

SYDNEY LAMOREA, CHAIR

MICHELLE RAE, SECRETARY