

NIPISSING UNIVERSITY STUDENT UNION



**Board of Directors Meeting Minutes – Nipissing University Student Union**  
Tuesday, June 26th, 2018 – 6:00 p.m. – F303, Nipissing University

**Notice: Meeting may be recorded for the benefit of the secretary. The recording secretary shall keep a record of the recording for conflict resolution and organizational**

**purposes.**

**Board of Directors Meeting Minutes – Nipissing University Student Union**

Tuesday, June 26th, 2018 – 6:00 p.m. – F303, Nipissing University

Call to Order – Tuesday, June 26th, 2018

6:02 p.m. – Chairperson Daniel Goulard, President called the Board of Directors meeting to order.

**1. Attendance/Land Acknowledgement**

President:	Daniel Goulard	Present
VP Governance & Legal Affairs:	Tyrel Somerville	Present
VP Finance:	Andrew Wood	Present
VP Services:	Nicolai MacKenzie	Present
VP Communications:	Xander Winter	Present
Director-at-Large:	Lauren Beatty	Present
Director-at-Large:	Hannah Mackie	Present
Director-at-Large:	Cooper Allen	Present
Director-at-Large:	Seàn Menzie	Present (Arrived Late)
Director-at-Large:	Brando Gasparin	Regrets
Director-at-Large:	Daniel Miller	Regrets
Director-at-Large:	Parker Anderson	Regrets
Director-at-Large:	Charlotte Foster	Regrets
Director-at-Large:	J'aime Brunet	Regrets
CHAIR / SPEAKER:	Daniel Goulard – NUSU President	
RECORDED BY:	Tyrel Somerville – Secretary to the Board	

Chair said that quorum has been reached.

“Nipissing University is located in the territory of Nipissing First Nation and within the Robinson- Huron Treaty of 1850.

We acknowledge the territory to honour the land we are on today, and the continued presence of the Anishinaabeg peoples of Nipissing First Nation and to recognize our ongoing relationship with the community.

We are honoured to live and work alongside the Anishinaabeg people of Nipissing First Nation”

**2. Declaration of Conflict of Interest**

If any Board members foresee a personal conflict of interest with anything in the agenda, please make it known now.

No conflict of interest was brought to the attention of the Board.

### **3. Adoption of Agenda**

**GOULARD** states that for the safety and mental health of all board members present we will be putting a cap on this meeting and all meetings moving forward. This meeting will not go longer than 4 hours and will end at 10:00pm. regardless of the completion of the agenda. Any business that is not completed will automatically be tabled to the next meeting of the board because of this it is important to ensure a timely and productive meeting and that we stay on task.

**MOTION 27:** that the Board of Directors Meeting Agenda for June 26th, 2018 be adopted as presented.

Moved: **BEATTY**

Seconded: **MACKENZIE**

#### **Discussion:**

**SOMERVILLE** requested a friendly amendment to change the order of the motions for approval of the minutes.

Friendly amendment was received.

**MOTION CARRIED.**

### **4. Business Arising from the Minutes**

**GOULARD** states that upon reviewing the by-laws **SOMERVILLE** found that one of the motions that was passed at the last meeting was in conflict with our by-laws and needs to be addressed at this point in the meeting before approving the minutes. The motion that was in conflict was the motion regarding **BRUNET** becoming Vice-Chair of the Board of Directors. According to the by-laws 7.3 and 7.5 the person who holds the position of Vice-Chair has to be an Executive Director.

The Board agrees, due to low attendance at the meeting, to bring this up at the next meeting of the Board.

**ALLEN** asks for clarification as to what would happen should the current chair not be in attendance.

**GOULARD** answers by stating that the Board can appoint a chair in his absence.

## 5. Approval of Minutes

**MOTION 28:** that the Board of Directors Meeting Minutes tabled from the previous meeting for April 23, 2018 be adopted as amended.

Moved: **MACKIE**  
Seconded: **BEATTY**

### Discussion:

**SOMERVILLE** states that he took into consideration all of the suggestions brought forward by the Board when he made the amendments.

**ALLEN** expresses concerns with approving the minutes as he doesn't feel the content reflected the conversation.

**MACKIE** asks for friendly amendments on some simple grammar. The Board agrees that this would not be a problem.

**GOULARD** says that when quoting verbatim the grammar expressed will stand but simple formatting and punctuation is able to be changed.

**SOMERVILLE** states that **GASPARIN** messaged the Executive Committee stating he was opposed to approving the minutes and that he wanted it noted at the meeting.

### MOTION CARRIED.

**ALLEN** opposed  
**WOOD** abstained

**MOTION 29:** that the Board of Directors Meeting Minutes for May 29th, 2018 be adopted.

Moved: **MACKIE**  
Seconded: **MACKENZIE**

### Discussion:

**SOMERVILLE** states that this was his first meeting doing the minutes and that it was a learning experience and he will be able to provide more detail and context moving forward.

**ALLEN** thanks **SOMERVILLE** stating that they were well done.

**MOTION CARRIED.**

**ALLEN** abstained

**WOOD** abstained

**WINTER** abstained

**6. Executive Committee Term Reports**

**GOULARD** states that it was discussed at last meeting we will be changing the process for receiving the reports moving forward. **ALLEN** was the only one who submitted questions in advance and these questions will be answered by each Executive upon presenting their reports. We encourage people to do the same moving forward to allow the Executive members time to have all material ready to appropriately answer any and all questions. Should any of the Directors have any questions that were not sent in advance we encourage them to write them down and discuss them during question period.

**ALLEN** asks if it would be a good idea to have each exec move their own reports to help things move along faster as they are the ones presenting them anyways.

**a. Report From the President**

**MOTION 30:** That the Board receives the Report from the President dated June 26th, 2018.

Moved:**GOULARD**

Seconded:**MACKIE**

**Discussion:**

**GOULARD** addresses the following questions submitted by **ALLEN** in advance.

Has anything substantial come from the past two Board of Governors meetings?

**GOULARD** speaks about what happened at the last meeting highlighting that the main points of discussion and the president's annual report and some of the political issues that were raised. Due to it being in-camera he cannot go into details. We plan to work with them moving forward and look forward to the retreat.

Any update on the next steps following the vote to approve the temporary faculty restructuring?

**GOULARD** states that there are not really any next steps. The new reporting structure is in place and all departments and faculties are currently reporting to the appropriate people. At the Senate meeting the motion was amended upon

recommendations brought forward by the nursing faculty and the business faculty and was voted through by the mass majority of the voting members present. Approximately 2-3 senators voted against the motion. Leading up to this **SOMERVILLE** met with several parties affected along with Sarah, listening to their concerns. Upon listening it was clear that the negative effects of this motion were greatly exaggerated and most of the frustration was due to the way it was brought up and not the actual content. This was discussed at length within Senate and once the facts were raised and the misconceptions were addressed everyone, including the nursing faculty, who were originally most vocal about their concerns, were on board and in favour.

Will NUSU be involved in Arja's one-year plan?

**GOULARD** answers with setting up regular meeting with her and addressing concerns should they arise.

Please provide more info on the Sturgeon charity golf tournament.

The charity golf tournament will be held on July 7, 2018 and will be held at the Laurentide Golf Club. **WOOD**, **GOULARD** and **MACKENZIE** will be attending representing NUSU. The tickets were given to NUSU by the University and the CoC.

**ALLEN** asks if we have spots in the tournament.

**WOOD** answers the question stating that the university has two spots for us from a and one spot from the chamber of commerce and they invited us to go to build relationship.

**ALLEN** asks if there is a cost to us.

**WOOD** answers saying that yes there is a cost for the tickets but we do not have to pay.

**ALLEN** responds saying "that is awesome".

**BEATTY** asks about conference reports

**GOULARD** answers stating that we will be submitting reports of the work we do at the conferences to make sure the population knows what we do when we are all there.

**MACKENZIE** adds to this stating that it would be unreasonable to send everyone and that reports help bridge the gap and let people know what happened.

**MOTION CARRIED.**

**b. Report from the Vice President Governance and Legal Affairs**

**MOTION 31:** That the Board receives the Report from the Vice-President Governance and Legal Affairs dated June 26th, 2018.

Moved: **SOMERVILLE**

Seconded: **BEATTY**

**Discussion:**

**SOMERVILLE** addresses the following questions submitted by **ALLEN** in advance.

Sick Leave Policy: 10 paid sick days for part-time employees is excessive. If you have a 20hr/week employee, they could take an entire month off in a row.

**SOMERVILLE** answers stating that we do not allow half sick days to be counted. whether you have an 8 hours shift or a 1 hours shift if you use a personal emergency leave day it will be counted as a whole day. We also cannot give part time employees any less days than the full time staff get and it would be unreasonable to cut paid leave days to all of our staff after they have used it for many years. **SOMERVILLE** also adds that the only changes that have been made to the policy were to update the parts around mental health days and asking for notes from doctors as proof.

Code of Conduct: has it been reviewed by legal counsel (John D'Agostino; Mark Fryer)?

**SOMERVILLE** answers stating that he has not contacted the lawyers but would be more then willing to do so if the board would like him to.

Should a storage of information procedure be included within the code of conduct or is that a separate policy that will need to be worked on?

**SOMERVILLE** answers stating that this is already included in the policy under use of property and networks.

**ALLEN** asks about HR policies.

**SOMERVILLE** answers that they currently fall under the ESA for the most part but once the by-law overhaul starts there will be an employee resource guide and procedures.

**ALLEN** asks what do you think about tabling until we get the new structure first?

**SOMERVILLE** answers that the code of conduct should be done first as the structure overhaul will be several months before it is ready to go to referenda.

**MOTION CARRIED.**

**c. Report from the Vice President Finance**

**MOTION 32:** That the Board receives the Report from the Vice-President Finance dated June 26th, 2018.

**Moved:WOOD**  
**Seconded:MACKIE**

**Discussion:**

**WOOD** a few things have come up since writing the report that are fairly important and he will follow up in an email with some of the information.

**MENZIE** joined the meeting 6:31pm

**MOTION CARRIED.**

**d. Report from the Vice-President Services**

**MOTION 33:** That the Board receives the Report from the Vice-President Services dated June 26th, 2018.

**Moved:MACKENZIE**  
**Seconded:BEATTY**

**Discussion:**

**MACKENZIE** addresses the following questions submitted by **ALLEN** in advance.

How do we improve frosh leader retention? This is a services / communication question that can be worked on throughout the term.

**MACKENZIE** answered stating that he tried this year to change how the fee is paid by paying more upfront to make sure people dont drop off. Breaking it into \$40 at end of school year and \$40 at start of training. Looking forward he will be recommending to change the payment until after course selection to make sure they don't need to drop.

What has been ordered for the frosh kit? How much of it will be purchased items vs. sponsored items?



**MACKENZIE** answers with the following information

These are the items that we have already ordered for our Frosh Kits:

Water Bottle  
Frisbee  
Sun Glasses  
Lanyard  
ID Holder  
Flash Drive  
Bag

Sponsored items we already have are:

Shampoo  
Buttons

We are looking into getting more sponsored items included while we continue to meet with our partners. So far \$16 000 has been spent on these items for 450 people.

**MENZIE** asks about marketing options for sponsors.

**MACKENZIE** we don't have this for items but we do have a sponsorship package that highlights the services we offer in exchange.

**MENZIE** asks if they can quantify the sponsorship as a value to local businesses.

**WOOD** states that this is provided currently and that depending on how much they give warrants how much they get in return and how much advertising they get. Calendar and handbook go out too early to be apart of current sponsorship model. It may need to start during the shadowing period next year but is difficult due to the short time frame but he will hopefully set something up.

What are the events? How will you be working with the communications department & other university groups this year to ensure that people are aware of NUSU events?

**MACKENZIE** before the calendar was due he sat down with **WINTER** and discussed what events they knew were going to be happening and where they likely wouldn't be changed. Only about 10 were included and none were large scale events such as comedy nights. Some examples were movie night, halloween haunt, snowfest and march madness.

Is there a cost to the Goose Chase app?

**MACKENZIE** highlights what the app is, explaining that it is like a virtual

scavenger hunt and highlights that more details are included in the report. He states that there will be a cost but they will be meeting with the company and will hopefully have an answer soon.

Durham College students: Who is Charles and what information did you give him?

**MACKENZIE** states that Charles Wilson is the chairperson is from Durham student union and that he reached out since he was in the area wanting to ask about clubs and how it worked when we split from Canadore as they are in a similar situation.

**MACKIE** asks if frosh forms were sent out and included a spot to list any accommodations they students might require.

**MACKENZIE** states that it is asked on the form.

**MACKIE** asks about the goose chase app and if data and phones would be a barrier should people not have it and if groups would be able to use it.

**MACKENZIE** states that **WINTER** asked this question earlier as well and that they plan to accommodate where possible, likely by making it a team effort.

**BEATTY** asks what will be on the USB.

**MACKENZIE** states that the info will be added by the company we bought it from and there will be welcome to North Bay stuff, what is NUSU, what do we do and some study tips plus hyperlinks and resources.

**MOTION CARRIED.**

**e. Report from the Vice-President Communications**

**MOTION 34:** That the Board receives the Report from the Vice-President Communications dated June 26th, 2018.

Moved:**WINTER**  
Seconded:**BEATTY**

**Discussion:**

**WINTER** addresses the following questions submitted by **ALLEN** in advance.

Will Shine locations be tied in as a sponsorship opportunity? The participating businesses will be getting huge exposure. Curious to know how it meshes with what Andrew is doing.

**WINTER** answers saying that it is a great question but because the president that there is nothing expected that it would be hard to implement now. It may hurt

relationships this year and not all locations would be able or willing to pay.

How were you able to receive SITP tickets?

**WINTER** and a few other NUSU employees meet with the Mayor and there were two tickets donated to us by a group. 2 others were bought by us as it was a community event and we should be involved.

**ALLEN** suggests maybe to have some NUSU merch at the arts screen room.

How will the NUSU app be promoted this year to: (1) students, (2) sponsors, (3) staff / faculty, etc.? Developing a long-term promotion and usage plan could be the key to finally getting the app off the ground.

**WINTER** states that there are several things at work currently. The biggest is using it during Frosh week with the first years.

**SOMERVILLE** is asked to update everyone on the events that happened at CFS regarding the termination of the funding for the app next summer. He summarizes the situation and states that more details will be included in his conference report.

**ALLEN** asks if CFS pulls the app funding maybe we could use the spotlight fees to pay for the app as it includes the events, student resources and many other tools.

**WINTER** concludes that every option will be looked into

**WOOD** and **WINTER** met about sponsorship and how it applies to the app and NUSU will not advertise businesses that don't have a partnership with us.

Awareness campaigns: is this strictly awareness on societal issues (i.e. orange shirt day, pride, etc.) or does this extend to better advertising to make students more aware of NUSU?

**WINTER** when he says awareness campaigns he means societal issues but he will look into advertising NUSU.

**MOTION CARRIED.**

## 7. Question Period

**Executive Committee** addresses the following questions submitted by **ALLEN** in advance.

Is NUSU still hosting a Chamber of Commerce event this year? If so, what is the plan to engage students and get community members to come up the hill?

**MACKENZIE** answers yes we are still hosting the event. getting students is the hard part but is the goal. **WOOD** and the Director of Communications have been taking a large lead and working hard. It will be hosted in the athletic centre

**WOOD** states that there are two different engagement tools, businesses promoting the building and hiring opportunities and for students we are bringing businesses to them and making networking easier and he spoke with Len about promoting the building to get potential donors.

**WINTER** states September 27 will be the date and it will be the date of Ignite North Bay but just became aware of it a few days ago.

**MACKENZIE** a lot of CoC members go to Ignite and we need to talk about maybe changing dates.

**ALLEN** asks that why the CoC is running two events on the same night.

**WOOD** responds saying that they start at 7pm and we end at 7pm because of this we would be able to cross promote maybe by selling

Will there be any students completing placements with NUSU (iLead or otherwise)?

**GOULARD** in the past we have had done an iLead program and says that it is something we will look into doing this year.

Discussion about iLead concludes.

The next question is asked

**MACKIE** asks what is our policy on formal discipline

**SOMERVILLE** explains that just like any work place we can dismiss with cause or without cause. The difference is that one is paid out and the other is not. In order to dismiss with cause a verbal, written and final warning must be issued, unless one single act is a fireable offence on its own.

**MACKIE** asks about whether sending warning to the board is best practice.

**GOULARD** says it is important to notify the board as the Board is responsible for running NUSU.

**WINTER** clarifies that discipline is needed to be brought to the Board and voted on before termination of an employee.

**WOOD** are staff and execs treated differently?

**WINTER** we are under confidentiality and should still treat them the same. it is the Board's responsibility.

**ALLEN** asks if any previous verbal warnings issued would fall under the Code of Conduct.

**SOMERVILLE** answers stating that yes you can receive warnings from not following the Code of Conduct and be fired because of it but standard HR policies would still apply and that warnings would be issued. The only exception would be if an Executive were to do something bad enough to warrant a termination of their student membership then they we no longer be able to serve as an executive member. However, the policy encourages conflict resolution and if something has happened in the past that has already been dealt with then it would not be brought up again under this policy.

**ALLEN** asks about health plan employee

**GOULARD** answers by stating that we have a hiring committee that has been struck with **MCGOWAN**, **GOULARD** and **WINTER** on it voting and **SOMERVILLE** as a resources. **SOMERVILLE** contacted ACL to finalize the details of the employment term.

## 8. Committee Reports

**GOULARD** speaks about moving forward and the expectations about reports and that they will be written and submitted. The reports details are not expected to be to the same standard as an executive report.

### a. Audit and Finance Committee

Nothing to report.

### b. Campaigns Committee

Nothing to report.

### c. Elections Committee

Nothing to report.

### d. Executive Committee

No formal report was submitted but **GOULARD** went through some of the actions points that were brought up at the Executive Committee.

The list is as follows:

-The Executive Committee will be more mindful of the topics brought up to the BoD during special meetings and improve communication to ensure peoples time is valued. For example, updates are given over email vs assembling a meeting for a simple update.

-**GOULARD** will start having departmental meetings every two weeks with each department to touch base and make sure he is up-to-date on everything that is happening.

-**WINTER**, **GOULARD**, and **MCGOWAN** will be the hiring committee for the health plan employee and **SOMERVILLE** will be a resource available if required. **SOMERVILLE** will reach out to Jon and Melody to get the details of the employment that ACL will be paying for.

-**GOULARD** will be working with Nicolai to schedule the rest of the summer meetings for the BoD and around Frosh. **GOULARD** will work with **IVANY** to have tentative dates set for the rest of the meetings throughout the year done ASAP (waiting for several more timetables).

-**SOMERVILLE** has updated the per-diem section of the conference policy to better accommodate NUSU's employees at conferences by changing the \$15 per day limit to a \$30 per day limit capped at \$15 a meal.

-The Executive Committee has been in contact with **EDGE** regarding her return to work date. It was confirmed today that **EDGE** will be coming back following the approved transition period.

-The Executive Committee discussed office hours for Executives during the school year specifically around Holiday weeks. It was decided that every reasonable effort is made to spread out their hours be made and that every reasonable effort is made to adjust their office hours to get the fully required time in around the 4 day weeks. It is understood that in some cases this is not logistically possible depending on classes or in cases of 3 or 2 day weeks.

-A discussion will be brought to the board regarding potentially closing the office for the 3rd and 4th of January.

-It was decided that all board reports and materials be handed in and sent to the BoD not less than 3 business days before the meeting.

-**MACKENZIE** will be sending out details and dates around a Toxic Masculinity event that is happening on campus in the school year.

-**GOULARD** will be looking after the staff appreciation dinner and sending out invitations for it at the Station. He will work with **WOOD** and Executives to have a clearly set out budget or

allowance for this meal to make sure everyone knows what they are able to buy and how much will be covered.

**-SOMERVILLE** has updated the Emergency Personal Leave Policy to put it in line with the changes to the law.

-It was decided that during the school year we will have 2 student employees working for us at any given time. One would be the OA/health plan employee and the other a communications assistant. Both would be working no more than 15 hours a week.

-The Executives and any staff wanting to join will be going to help out with Habitat for Humanity on July 6th from 1 pm to 4:30 pm.

-All possible Executives and any staff wanting to join will be attending the flag raising for Pride. **GOULARD** will make sure everyone is sent a calendar invite including the time and location.

-It is expected for all Executives in town and available will be at the Pride March. Currently, **WINTER** is 100% going and **SOMERVILLE** is 80% going but will know mid-late next week for sure.

**-WOOD** is looking into getting tickets for the Lakers Hockey Golf Tournament. This would be a great networking opportunity for NUSU.

**-GOULARD** will work with **IVANY** and **MCGOWAN** to set up the Gathering Place meetings. We are aiming for once a month or more throughout the year.

-All Executives will have their Skills reports and other conference reports done 3 business days before the next BoD meeting.

**-GOULARD** will be looking into cheaper alternatives to a brand new console for the student lounge. He will also be looking into applying for the SIF.

-The Executives set out a system for dealing with emails sent to multiple people or NUSU as a whole. **GOULARD** will act as a switchboard and clearly delegate who is to answer.

**-GOULARD** will also ensure that all Executives and staff when needed have a chance to view or comment on any communications being sent out from NUSU as a whole.

#### **e. Governance Committee**

Nothing to report.

#### **f. Green Initiatives Committee**

Nothing to report.

**g. Shine Committee**

Nothing to report.

**h. Social Committee**

Nothing to report.

**9. Other Business**

**GOULARD** update on reports from board members moving forward.

**GOULARD** will be getting a template made.

**MACKIE** asks that it be shared

**GOULARD** update on executive committee reports with motions passed and action points if any moving forward.

**Motion 35:** that the board of directors approve of the temporary use of the following policies until the formal approval of the board via email vote in less than 2 weeks;

Code of conduct  
Sick day policy  
Conference policy

Moved: **SOMERVILLE**

Seconded: **WINTER**

**GOULARD** asks for a friendly amendment to change it to by the next board meeting instead of 2 weeks with as soon as possible.

**ALLEN** left meeting at 7:45

**MOTION CARRIED.**

**WOOD** abstain

**ALLEN** sent in a email question before he left asking about Zoom

**GOULARD** and **WOOD** answer the question explaining the cost of Zoom and the benefits and the potential of Zoom over Skype and why it is worth trying out for the rest of the year. **SOMERVILLE** adds that it also allows simple recording, screen sharing, webcast broadcasting and many other powerful tools. It also works with the



Polycom System free of charge and allows people to call in via landline, cell phone, smart phone or any computer.

10. **Adjournment**

**MOTION 36:** to adjourn the June 26th, 2018 Board of Directors meeting.

Moved: **WOOD**

Seconded: **WINTER**

**MOTION CARRIED.**

7:53pm. – Meeting adjourned.

---

Daniel Goulard, CHAIR

---

Tyrel Somerville, SECRETARY