

NIPISSING UNIVERSITY STUDENT UNION



Board of Directors Meeting Minutes – Nipissing University Student Union
Friday, May 10th, 2019 – 12:30p.m. – F214, 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

Friday, May 10th, 2019 – 12:35p.m. – F214, Nipissing University

Attendance:

President:	Hannah Mackie	Present
VP Finance & Administration:	Tayler Sullivan	Present
VP Student Life:	Shannon MacCarthy	Present
VP Advocacy & Awareness:	Charlotte Foster	Present
Director-at-Large:	Patrick Bethune	Present
Director-at-Large:	Kirsten Cartwright	Present
Director-at-Large:	Zachary Cooper	Present
Director-at-Large:	Cherisee DaCosta	Regrets
Director-at-Large:	Natalie Muylaert	Present
Director-at-Large:	Xander Winter	Present
Director of Services:	Warren Lindsay	Present
Director of Finance:	Mira Hotte	Present
Summer Assistant:	Allie Lishman	Present

CHAIR / SPEAKER: Hannah Mackie, President
 RECORDED BY: Allie Lishman, Summer Assistant

1. Call to Order/ Land Acknowledgement

The Board of Directors meeting is called to order at 12:35pm. Hannah Mackie, President offered a traditional land acknowledgement.

2. Declaration of Conflict of Interest

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

Hannah clarifies that students are welcome to come to open session meetings. Anything said in closed session is only open to the voting members and is not to be shared with anyone.

3. Adoption of Agenda

MOTION #1: That the Board of Directors Meeting Agenda for Friday, May 10th, 2019 be adopted as presented.

Natalie Muylaert asks to change the date under Formal Opening.

Moved by Natalie Muylaert;

*seconded by Xander Winter.
Carried.*

4. Business Arising from the Minutes

Action Point: Friendly amendment to change Natalie Muylaert's last name as it was spelt incorrectly.

5. Adoption of Minutes

MOTION #2: That the Board of Directors Meeting Minutes for April 24th, 2019 be adopted as presented.

*Moved by Natalie Muylaert;
seconded by Charlotte Foster.
Carried.*

6. Executive Committee Term Reports

a. Report From the President

MOTION #3: That the Board receives the Report from the President dated May 10th, 2019 to be accepted.

Discussion: Natalie Muylaert asks what policies have been reviewed to date, and which ones need to be finalized. Hannah Mackie responds by saying that nothing has been finalized, but will hopefully have drafts for the next meeting.

Xander Winter mentions that there are some spelling and grammar mistakes in the executive reports. Asks for friendly amendments to be made.

*Moved by Hannah Mackie;
seconded by Natalie Muylaert.
Carried.*

b. Report from the Vice-President Finance & Administration

MOTION #4: That the Board receives the Report from the Vice-President Finance dated May 10th, 2019.

Xander Winter asks if the health plan benefits have been finalized. Tayler Sullivan responds by explaining that negotiations are still going on and did not want to include it in her report until she has concrete answers.

Natalie Muylaert asks if the student centre will open early 2020. Tayler Sullivan explains that the student centre will open until Fall 2020 as planned. There have been delays with construction,

but nothing that changes the expected date of completion.

*Moved by Tayler Sullivan;
seconded by Charlotte Foster.
Carried.*

c. Report from the Vice-President Student Life

MOTION #5: That the Board receives the Report from the Vice-President Student Life dated May 10th, 2019.

Natalie Muylaert asks about ‘mom packs’ for Frosh Week. Shannon MacCarthy explains the kit as a backpack or fanny pack that will be reusable from year to year.

Natalie Muylaert asks about a new event that was discussed in Shannon's report. Shannon MacCarthy explains that it will be a kick off event for the year that does not have an official name.

*Moved by Shannon MacCarthy;
seconded by Natalie Muylaert.
Carried.*

e. Report from the Vice-President Advocacy & Awareness

MOTION #6: That the Board receives the Report from the Vice-President Advocacy & Awareness dated May 10th, 2019.

Natalie Muylaert asks if Charlotte Foster will be relying on the Shine Committee. Charlotte Foster responds by saying that she will use her resources, but has not done that yet so she did not put it in her report.

Hannah Mackie clarifies the NUSU Terms of Reference states that the Shine Committee cannot meet until the Shine Conference has been attended.

*Moved by Charlotte Foster;
seconded by Natalie Muylaert.
Carried.*

7. Approval of the Budget

Hannah Mackie begins by answering a few questions that were sent in by email.

As NUSU has cut down on one executive, Natalie Muylaert asks what the breakdown of the payroll is. Tayler Sullivan explains that the salary of the eliminated executive position has been

put towards decreasing the deficit. Hannah Mackie clarifies that NUSU will likely not be hiring an Office Assistant/Communications Assistant in the fall.

Natalie Muylaert asks to also see the breakdown on office supplies, as the budget seems rather high. Hannah Mackie and Tayler Sullivan clarify that any spending goes through Mira. Mira Hotte explains that office supplies also includes our Xerox payments, copying/printing, and any software programs NUSU uses.

Natalie Muylaert believes that luxury expenses need to be cut in order to not run a deficit. Hannah Mackie explains luxury expenses such as refreshments for board meetings and team dinners are seen as very important to NUSU as it promotes a positive work environment, and positive relationships as a group. Hannah Mackie further explains that these lines are not for luxury, but increase interoffice moral.

Natalie Muylaert asks where the money is coming from for NUSU to operate on a structural deficit. Tayler Sullivan responds and explains that we will be following our budget and NUSU has savings to cover all of our expenses.

Natalie Muylaert asks about the structure of opting out of fees. Hannah Mackie responds and explains that the University has not finalized this yet, but it will be opting out method rather than opting in method, and will be online.

Xander Winter asks what the travel and accomodations line covers. Tayler Sullivan explains that NUSU is looking into combining the conference budget, and travel and accommodations lines. The travel and accomodations line will cover travel, and the conference budget will cover.

Tayler Sullivan recommends combining the two budget lines. A friendly amendment will be made to the budget to combine the two budget lines.

Xander Winter asks what conferences NUSU will be attending this year. Hannah Mackie responds and explains that NUSU is trying to stick to the free conferences, as we are not trying to exhaust any budget lines.

Shine budget has been brought down to \$7 500, Xander Winter wants to know why it has not been cut more. Hannah Mackie explains that we do not want to exhaust any budget lines, it is there to be able to spend incase we need to.

The board feels that the Shine budget does not need to be \$7 500. Hannah Mackie states that NUSU will not lessen the budget by anything more than \$1 500.

MOTION #7: That the Shinerama budget line change from \$7 500 to \$6 000.

*Moved by Xander Winter;
seconded by Tayler Sullivan.
Abstained by Charlotte Foster, and Shannon MacCarthy.*

Carried.

Patrick Bethune asks where any extra money will go if we do not spend the entirety of a budget. Tayler Sullivan explains that any unused money will go into reducing our deficit.

*Moved by Charlotte Foster;
seconded by Natalie Muylaert.
Noted opposition by Kirsten Cartwright and Natalie Muylaert.
Carried.*

Warren Lindsay and Mira Hotte leave at 1:22 p.m.

8. Committee Elections

a. Audit and Finance Committee

VP Finance & Administration as the Chair.

Natalie Muylaert nominated self.

Xander Winter nominated Zachary Cooper. Zachary accepted.

Zachary Cooper nominated Xander Winter. Xander accepted.

Natalie Muylaert, Xander Winter and Zachary Cooper will be the Directors at Large for the Audit and Finance Committee.

b. Elections Committee

Vice President Finance & Administration CRO.

President as DRO.

Natalie Muylaert nominated Kirsten Cartwright. Kirsten accepted.

Partick Behune nominated self.

Kirsten Cartwright and Patrick Bethune will be the Directors at Large for the Elections Committee.

c. Executive Committee

Action Point: NUSU has been approached by the Alumni Board, and have been asked to take over the student portion of Homecoming. NUSU has decided that we will not be taking on the student aspect of homecoming. NUSU will be doing some smaller scale events, and have offered to sell tickets for homecoming, both at the table in the Bookstore Hallway and from our office. NUSU has also offered to run a bar night at the boat the Saturday Night. NUSU is inquiring into halftime shows for the games, and how NUSU can contribute to the games.

Action Point: Presidential leave. Hannah Mackie will be taking an unpaid leave for her trip to Europe, half of which is school related, as well as using nine (9) vacation days. Hannah Mackie will be checking her email daily/ as often as possible permitting internet access. Once a week

Hannah Mackie will be calling into staff meetings to make sure she is providing input and support when needed.

The executives are confident that Hannah Mackie has been working very hard to make sure NUSU is ready for her departure and it will go through with minimal hiccups.

The Board of Directors believes that Hannah Mackie should have to use all ten (10) of her vacation days, as she will be out of office for four (4) weeks. Hannah Mackie will amend her vacation request to use her full ten (10) days of vacation rather than nine (9) days.

Zachary Cooper believes that there needs to be a policy around an extended vacation leave for future reference. Hannah Mackie comes to the conclusion that it can and will be brought forward to the Governance Committee.

d. Governance Committee

President acts as the Chair

Vice President Finance & Administration acts as the Vice Chair.

Vice President Advocacy & Awareness also sits on this committee..

Natalie Muylaert nominated self.

Partick Bethune nominated self.

Sarah McGowan has been appointed.

Natalie Muylaert and Patrick Bethune will be the Directors at Large for the Governance Committee.

e. Green Initiatives Committee

Vice President Advocacy and Awareness acts as Chair.

Director of Services

Vice President Student Life as second appointed executive member.

Zachary Cooper nominated self.

Kirsten Cartwright nominated self.

Zachary Cooper and Kirsten Cartwright will be the Directors at Large for the Green Initiatives Committee.

f. Campaigns Committee

Vice President Advocacy and Awareness as the Chair.

Natalie Muylaert nominated self as Vice Chair.

Kirsten Cartwright nominated self.

Natalie Muylaert and Kirsten Cartwright will be the Directors at Large for the Campaigns Committee.

g. Shine Committee

Vice President Advocacy and Awareness acts as Chair of the Shine Committee.

Vice President Student Life acts as Vice Chair.

Natalie Muylaert nominated Kirsten Cartwright. Kirsten accepted.

Charlotte Foster nominated Xander Winter. Xander accepted.

Move to open vote. Xander Winter will be the Director at Large for the Shine Committee.

h. Social Committee

Vice President Student Life acts as Chair.

Vice president Advocacy and Awareness sits on this committee as well.

Xander Winter nominated self.

Zachary Cooper nominated self.

Kirsten Cartwright nominated self.

Natalie Muylaert nominated self.

Moved to a closed vote.

Xander Winter, Zachary Cooper, and Kirsten Cartwright are the Directors at Large for the Social Committee.

9. Election of Board of Directors Vice-Chair

Shannon MacCarthy nominated self.

Shannon MacCarthy takes the position of Vice-Chair.

10. New Business

a) Time capacity on meetings

A four hour time cap was created last year for regular Board meetings. A three hour time cap was created for emergency board meetings. It is agreed that this will carry over and the time cap has been changed to four hours for all Board meetings.

b) Policies

c) Board Conduct

Xander Winter asks if we can amend the by law that states that the Board members must submit a report before each Board meeting.

Hannah Mackie responds and explains that she would like to keep it. It can motivate members to get more involved, or can be used to showcase the work they have done.

This initiative is to start in September.

Patrick Bethune asks if the Board can be given an example of a report so the Board has something to go off of.

NUSU will enforce the by law that states you cannot miss three consecutive meetings or five meetings throughout the year. Hannah Mackie stresses the importance of sending your regrets when you cannot attend a meeting.

The next Board meeting will be held Friday May 31st at 5:00pm, rather than 12:00pm.

d) Confidentiality

Confidentiality was discussed at the beginning of the meeting.

e) MOA/Ancillary Fees

Xander Winter would like for any future MOU to be worded differently, as the language portrays that NUSU is a part of the University and potentially attaches NUSU to Nipissing University in future years.

MOTION #8: To approve the ancillary fee protocol put forward by the compulsory ancillary fees committee.

*Moved by Tayler Sullivan;
seconded by Xander Winter.*

*Abstained by Patrick Bethune & Shannon MacCarthy.
Carried.*

11. Question Period

Natalie Muylaert requests each executive to state their goals that were mentioned in the Board reports.

Hannah Mackie's goals are to continue to move NUSU in a positive direction, and to build and maintain strong relationships with the students, the university and the community.

Charlotte Foster's main focus is to reach out to different clubs, the university, and community, on how to run better campaigns. Charlotte also wants to make NUSU as safe and welcoming as it can be and ensure that students feel respected and as though their voice is heard.

Tayler Sullivan's goals are maintaining good relationships, especially with the NUSU sponsors. The health plan is also a goal of Tayler's. Tayler aims to support the students and her fellow executives the best she can.

Shannon MaCarthy's biggest goal is to increase student engagement. She hopes there is something on campus for everyone through a wide variety of clubs, programming, and events on campus that will hopefully hit a diverse group of students.

Natalie Muylaert asks if the outgoing executives will be sending an email to students as there was discussion of this at the previous Board meeting. Hannah Mackie responds by saying this is something that probably will not happen. We have been promoting the NUSU on our website and our social media platforms to introduce the next executive team. There are plans throughout the summer to communicate to students what NUSU does and the services we offer.

Board of Directors meeting moved into closed session at 2:30 p.m. on Friday, May 10th, 2019.

12. **Adjournment**

MOTION #9: To adjourn the 10th of May, 2019 Board of Directors meeting.

2:47 pm – Meeting adjourned.

*Moved by Shannon MacCarthy;
seconded by Xander Winter.
Carried.*

Hannah Mackie, CHAIR

Charlotte Foster, Recording Secretary