



Board of Directors Meeting Minutes – Nipissing University Student Union
Friday, November 18, 2016 – 6:00 p.m. – F303, Nipissing University

Call to Order – Friday, November 18, 2016

6:06 p.m. – 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 Finance:	Markus Hawco	Present
Vice-President Services:	Dave Ratcliffe	Present
Director at Large:	Destiney Murtaugh	Present
Director at Large:	Alex Cadotte	Present
Director at Large:	Rebecca Dubeau	Present
Director at Large:	Cat Ridsdale	Present
Director at Large:	J'aime Brunet	Present
Director at Large:	Sydney Lamorea	Present
Director at Large:	Jordon Staroba	Present
Vice-President Communications:	Brittaney Kent	Regrets
Director at Large:	Ray Mulville	Regrets
Director at Large:	Jasmin Beal	Regrets
Director at Large:	Josh Loeffler	Regrets

CHAIR / SPEAKER: Jordan Andrews – NUSU President
RECORDED BY: Michelle Rae – Secretary to the Board

Chair said that quorum has been reached.

2. Adoption of Agenda

MOTION #47:DEMPSTER/RATCLIFFE

Be it resolved that the Board of Directors Meeting Agenda for October 21, 2016 be adopted as presented.

MOTION CARRIED

3. Adoption of Minutes

Time and place to be changed in the previous minutes

MOTION #48:DEMPSTER/BRUNET

Be it resolved that the Board of Directors Meeting Minutes for October 21, 2016 be adopted as presented.

MOTION CARRIED

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. President Update

Meetings tend to get bogged down with meetings, by going through each position and going through big updates. The Executives and staff have used a more streamline strategy for meetings, by looking more ahead, instead of providing long updates and reports for work already done. Trying to give more highlights, and do an Executive update as a whole. It has worked well at the Executive and staff meetings and wanting to attempt the same at this Board of Directors meeting. Looking at trying to keep the meetings more productive. Keeping updates smaller and more concise and more to the point. Putting Executive information in one update, instead of from each department. Going to try that approach today at BOD meeting.

BUILDING PROJECT

ANDREWS had two good meetings yesterday, sat with DRENTH and SUTTON and Ursula in the President's Office to get agreement finalized to have the building project move forward. Project is moving quickly now. Meeting was very productive. Second

meeting with architect and DRENTH to discuss RFC process. Project as a whole can go to tender soon. Waiting on the grading criteria for the contractors to bid on the project. The architects are working on those documents at the moment. waiting on finalization of finances and agreements between NUSU and University.

HAWCO notes still developing financial, there will not be a separate entity with holding the debt, as the cost would not be practical financially. in discussion with the University with who is going to own the debt. The asset itself has to be on the University books to avoid the HST and Property Tax. Still in discussion on who will take the debt. If the University takes the debt and we pay towards it, or if NUSU takes the debt. We are basically looking at the cosmetics of the books, should NUSU take the debt, we have a \$5 Million debt to our asset, and as that debt to equity ratio is terrible. The debt amount is to be discussed to be sure both parties are happy.

6. Finance Update

NU WORKS

HAWCO performed investigation and sent email of all information to Board members. In essence, the program is severely underfunded. We are looking to see if we can expand that funding in order to create more jobs for students. Still waiting for budget advisory meeting, and will propose to the advisory board then.

switching over to CIBC for credit card - wanting to make the accounts all in one place. Easier for the bookkeeper.

Report will be sent early next week. Will include charity application information and new form of scholarship.

SCHOLARSHIP

Meeting yesterday with the University for getting a scholarship fund, wanted the University's blessing. Have an idea for asking for a donation while at grocery store to get community to donate money to the fund. In January the funds will be collected, allocated to the scholarship endowment fund with a current goal being \$10,000. This funding can allow NUSU to create an entirely new scholarship - if not that much - discover other options for scholarships.

Once the funds are collected, and the amounts are known, the Board of Directors will be advised to decide what kind of scholarship to make, or give.

7. Services Update

UPCOMING EVENTS

There are six (6) events between now and January. SEXY Bingo on Wednesday November 23, 2016, Toronto Christmas Market on December 3, 2016 at 10:30 a.m., Stress Buster on December 9, 2016, in Nipissing Theatre will be playing ELF at 5:00 p.m., and providing free beverages and popcorn to students. New Year Bash on January 13, 2017 at 10:00 p.m. at the Davidi Club, Club Days on January 16 to January 20, 2017, "Spidey" the Mentalist on January 31, 2017 at 7:00 p.m..

RATCLIFFE is currently revamping student life and social committee - was not officially approved last year, looking to have it approved this year.

8. Governance and Legal Affairs Update

Working on a lease agreement with Yogurts, sent agreement to our legal counsel reviewed agreement, currently an offer to lease document until the building is completed then it is a lease agreement. Our lawyer will put own touch on it.

Agreement will outline that Nipissing will own the building, still to be discussed is the contents of the building. Hoping NUSU will own the contents inside the building and to protect ourselves as an organization and avoid potential evictions. Was a good meeting. Further noted in report is LINDSAY is officially building project manager. The information provided at the moment is no more than LINDSAY knows, however, once the building proceeds, LINDSAY can be present to answer questions for the Board of Directors at meetings.

Nipissing University talked to their counsel, hoping they have an operations agreement for this Monday - to review with our legal counsel.

Although Nipissing owns the building there will be an advisory committee consisting of one representative from Nipissing and one from NUSU resulting in both sides are heard allowing that although Nipissing is in charge of the construction will allow us to have input and say and control over the situation. Further provides protection as an organization.

Asked at last board meeting was the conflict of interest definition, there currently is no definition in place within policies, asking recommendation to provide the definition in the Board of Director policy to amend at a later date.

DEMPSTER sent an email regarding the Mental Health Event, next week November 24, 2016. Should a Director be interested, contact DEMPSTER regarding attendance.

ANDREWS notes an event hosted by NUSU - Christmas in November sends appreciation to staff and thanks to students who attended. Special thanks to MCGOWAN for taking over the extra workload of KENT's absence.

9. NUSU Cares Committee Update

Meeting earlier this week - everything seems to be going well with turnout and awareness for Movember - Movember Pub Night at the Fraser, raised \$53 in raffle, over 200 people who attended, raised over \$200 in cover charge. Next pub night is November 30, 2016 at the Moose, expecting a good turn out. Looking at new year into new events.

10. Elections Committee Update

The next election is after Christmas time, currently organizing the event being creative with advertising and information sessions.

A Rational and a Motion sent to the Board of Directors, rational is an amendment to the elections policy. Making a change from “election” to “elections”. The change is to the directory, not just email. When you send an email to election - it will go to the directory and the regular email (without an s). Makes it easier to get in touch with the committee.

A friendly amendment is to be sent to MR.

SOROBA formally resign to remove from elections committee, was asked to send in writing to the Executives. Resignation effective immediately - reinstated for next election - unless he runs for next elections after.

Floor moves to nomination for elections committee. Board of Directors asked to put the question into an email and send to Directors to think about it. To be discussed at next Board of Directors meeting.

Elections committee meeting next week - will start advertising next week through social media.

11. Policies

Sick Days/Long Term/Short Term Medical Leave

All information from the Employment Standards Act (ESA). Good to have a reference point for employees. Short term and long term medical leave are similar to BROCK University.

MOTION #49: DEMPSTER/BRUNET

That the sick days and the short term and long term medical leave policy be approved by the Board and effective immediately

MOTION CARRIED

Executives to check with current Executive policy to see if replacement of position is written. The Board of Directors feels a “replacement” procedure should be made or amend in the Executive policy by adding an Appendix to by-election. Will follow up with the Board after review of the Executive policy.

Food Bank

Had a previous procedure in place, but no official policy written. Policy outlines information governing who is eligible, how to properly run program, how to properly check dates, etc. This policy furthermore provides more details for charity number.

MOTION #50:DEMPSTER/LAMOREA

That Food Bank policy and procedures be approved by the Board and effective

immediately

SOROBA notes there is an extra “T” in the gift cards portion, section 2. MR to make a friendly amendment to the policy to remove.

MOTION CARRIED

Vacation

Another policy written from the Employment Standards Act (ESA), used as a point of reference for employees.

MOTION #51:STAROBA/DUBEAU

That Vacation policy be approved by the Board and effective immediately

MOTION CARRIED

12. Special Governance Commission

ANDREWS – Special Governance Commission is mandated by collective agreement when strike ended is completed. Was released to the Academic Senate and the Board of Governors on November 3, 2016. Will go a long way to have endorsement by the students to give it validity and relevance. A year of work between ANDREWS, two (2) members of the Board of Governors and two (2) Professors from the Academic Senate - Asks the Board of Directors to read and becoming familiar with it before endorsement. Hoping to keep an ongoing Special Governance Committee.

MOTION #52:DEMPSTER/HAWCO

That the Nipissing University Student Union Board of Directors formally receive the report of the Special Governance Commission (Collegial Governance at Nipissing University: Shared Challenges and Responsibilities).

MOTION CARRIED

13. Ancillary Fees Committee

A body chaired by PHILLIPS. One of the most important committee as it assists with funding from students for NUSU. It is funded entirely by the ancillary fees paid from students. Last year was ANDREWS, DUGO and DONOLLEY sat on the committee, negotiate things as handbook price, health plan fees, etc.

This year the Executives sitting on committee are ANDREWS and HAWCO, however, there are no Directors on the committee. Asking for nominations for a Board of Director to sit on the committee. The part of Director in committee is to lend your opinion and voice of the student body. There are three spots available.

STAROBA to nominate himself. BRUNET to nominate herself.

Secret ballot performed, RAE to total votes and present Director nominated.

BRUNET NOMINATED

14. Health Plan

HAWCO - has received estimates for health plan options. Does not have full information to present to the Board tonight.

MOTION #53:HAWCO/DEMPSTER

The NUSU Board of Directors formally receive the ACL: New Plan and Designing, booklet for review and consideration and for HAWCO to make a proper presentation at the next Board of Directors meeting.

MOTION CARRIED

HAWCO hopes to have a report out Monday, November 21, 2016, outlining the four (4) options.

15. Other Business

Student injury on campus - security has laughed at the students concerns, to be brought to the joint health and safety committee. Contact Jeff to be in touch regarding the issues. Have an Executive.

Communications department - KENT has been home, due to serious health concerns. She is placed on medical leave until December 5, 2016. A Doctor note is on file - further discussion are free to KENT to discuss with Executives. There is no guaranteed she will returning, just declared she will be back December 5, 2016. There have been discussions with communications department to share duties at the moment to keep department productivity. There needed to be an official interim head of department - Executive Committee decided HAWCO would be interim department head along with Financials.

HAWCO does do stuff - defended by the Board

Does not have HAWCO added to the Committees as he will be a tentative chair for NUSU Cares and communications Vice President.

NUSU Cares and so does MARKUS

16. December Board of Directors Meeting

Board Meeting agreed to take place on December 7, 2016, and the NUSU Christmas Social to take place on December 8, 2016. To be reviewed with the staff and Executives at staff meeting on Monday. Plans to have a serving of appetizers, a cash bar and taxis for safe-ride home after function. Event allows invitees to bring a Plus One. There will be alcohol served. Ensure the Plus One is of age should there be an interest in alcohol consumption.

17. New Club Interest

LAMOREA inquiry with the Executives regarding a follow up with the Granite club with relation to a new club interest for curling. Executives to follow up in regards to details with the Granite Club.

18. Facebook Group

HAWCO will be making a Facebook Group for Directors, this is for directors to discuss current events, and who can attend etc. There will be nametags made for the Directors to wear at events. LAMOREA currently started Student Senator of Nipissing on Facebook, she can add people when needed.

19. Adjournment

MOTION #54:STAROBA/DEMPSTER

Be it resolved that the Board of Directors meeting adjourn.

MOTION CARRIED

8:01 p.m. – Meeting adjourned.



JORDAN ANDREWS, CHAIR

MICHELLE RAE, SECRETARY

FORMAT FOR MOTIONS

A motion should be indented from the rest of the text and look like this:

Motion #[MOTION NUMBER]: [MOVER]/[SECONDER]

Be it resolved that [THE RESOLUTION].

[STATUS OF RESOLUTION]

- *The “motion number” carries on through the entire academic year. For instance, if the first meeting of the Board of Directors had 7 motions, the second meeting would start out with Motion #8.*
- *The mover and seconder should only have their last name listed. If John Smith and Jane Adams move and second the motion respectively, it will read SMITH/ADAMS.*
- *The “status of the resolution” will either be **CARRIED** if the resolution passes, or **DEFEATED** if the group does not pass the resolution.*
- *If a motion is accepted as it has been presented, the resolution will finish with “as presented.”*
- *If amendments were made to the original motion, the motion for the amendment must be dealt with before the original motion. The original motion will then end with “as amended.”*

The following is a sample motion from the NUSU Board of Directors.

Motion #13: DEMPSTER/RATCLIFFE

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

CARRIED

EXTRA TIPS FOR MINUTES

- *If a written report is provided, write “See Attached (Appendix A)”.*
- *Try not to use names except when recording the movers and seconders of motions.*
- *Similarly, don’t quote anyone. It is not important to know who said what.*