



Board of Directors Meeting Agenda – Nipissing University Student Union
Friday, October 21, 2016– 6:00 pm – F303, Nipissing University

- 1. Formal Opening – Call to Order**
- 2. Adoption of Agenda**
- 3. Adoption of Minutes**
- 4. Executive Updates**
 - a. Report From the President**
 - b. Report from the Vice President Governance and Legal Affairs**
 - c. Report from the Vice President Communications**
 - d. Report from the Vice President Finance**
 - e. Report from the Vice President Services**
- 5. AGM Report**
- 6. Committee Reports**
- 7. Other Business**
- 8. Adjournment**



Board of Directors Meeting Minutes – Nipissing University Student Union
Friday, October 21, 2016 – 6:00 p.m. – F303, Nipissing University

Call to Order – Friday, October 21, 2016

6:12 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:	Alex Cadotte	Present
Director at Large:	Rebecca Dubeau	Present
Director at Large:	Cat Ridsdale	Present
Director at Large:	Jasmin Beal	Present
Director at Large:	Josh Loeffler	Present
Director at Large:	J'aime Brunet	Present
Director at Large:	Sydney Lamorea	Present
Director at Large:	Jordon Staroba	Present (Teleconference)
Vice-President Communications:	Brittany Kent	Regrets
Director at Large:	Ray Mulville	Regrets
Director at Large:	Destiney Murtaugh	Absent

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 #42: RIDSDALE/BEAL

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

MOTION CARRIED

3. Adoption of Minutes

September 30, 2016 Board of Director Meeting Minutes be amended to note the conflict of interest mentioned by HAWCO was discussed but no vote or decision was made by the Board in regards to the conflict. Noted that as there was no vote and HAWCO still presented the audit information after noting a conflict of interest, can be perceived as a shady thing. Furthermore, the September 30, 2016 Board of Director Meeting Minutes be amended to add BDO to the conflict of interest with HAWCO along with KPMG.

MOTION #43: LOEFFLER/RIDSDALE

Be it resolved that the Amended Board of Directors Meeting Minutes for September 30, 2016 be Adopted as presented, and further discussion of the conflict of interest be discussed in Other Business.

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. Building Project Update

The Building Project is moving along nicely, we have a proposed tender date of October 31, 2016. A lot of work needs to be done between now and that date. The land agreement with the University is being discussed next week with Cheryl Sutton and Dave Drenth.

The current land deal being proposed is a twenty-year lease with automatic renewal for another twenty years. It has been discussed the University would not be charging a large amount for leasing the land from them. Once a final land agreement is in place, the

Board will be made aware. Once in tender, different companies can bid to build the building, those companies will be presented to the Board before any decisions are made on the final contractor. That contractor would then determine when we will break ground.

Should a decision need to be made before the next Board of Directors meeting, a meeting will be made between scheduled dates, in order to have a Board decision made.

The University will be signing off on the contractor and tender paperwork, as they are eligible for more tax breaks than NUSU is. By having this as a Nipissing University project, we are saving the students approximately 1 million dollars in taxes. The decisions are made by the NUSU Board and will not be made by the University. No decisions in regards to Contractors will be made without consent of the Board.

This week, ANDREWS and RATCLIFFE has met with and almost finalized the security system and security team with True Steel Security from North Bay.

6. Trust Fund

DEMPSTER spoke to legal counsel last week, updated that the Trust Fund is approximately 95% completed. This process has compiled a large amount of legal fees. It was understood that a retainer of \$25,000 to be paid by all parties involved. Canadore College has accumulated approximately \$100,000 worth of fees. Canadore College hired a high-end firm in Toronto with premium fees. When inquired with our counsel, we have used approximately \$10,000 of our service fees, however, once verified with invoices from the other firm, the amounts add up. The fees will continue to accumulate, as we have been asked to provide a further \$75,000 retainer between all parties with no cap.

7. 25th Anniversary

ANDREWS has been acting as the student voice for the 25th Anniversary Planning Committee for Nipissing University in December 2017. There will be a year-long series of events happening between December 2016 and December 2017.

8. Special Governance

Special Governance commission is still in the works and hope to have a resolution for the Board of Governors and Academic Senate by October 31, 2016.

9. AGM Items

DEMPSTER will investigate to try and increase student involvement in order to make AGM more appealing. Suggests for feedback from the Board of Directors.

ANDREWS notes after tallying attendees, quorum was met. KPMG will be the auditors for 2017.

Ratifying all the elected positions. Once the Trust Fund is resolved, any and all money will be put into the building project levy. The financing we received through Richard Sim at KPMG will be placed in the Trust account with the University.

10. Club Shopify Agreement

What HAWCO and RATCLIFFE hope is to give the clubs opportunity to sell on NUSU Shopify account. The agreement will have certain responsibilities of both parties. This will help Clubs to sell merchandise and be more convenient for the student body to do so.

11. Policy Focus Group

Will be started up over the next few weeks. DEMPSTER has begun drafting a few, including sick leave, vacation, bereavement and Food Bank.

12. Student Senator

Corey Tremblay, is the new student senator. Currently trying to increase student involvement and creative strategies to increase involvement.

13. One Pledge Program

DEMPSTER met with KENT, ANDREWS, Sean Devine, Mayor McDonald and Geniene from the Nipissing Transition House, in regards to the One Pledge Campaign. It is a city-wide campaign to try to end domestic violence by achieving 20,000 signatures. Working on potentially getting this on campus to generate signatures.

14. Newsletter

LOEFFLER had discussions to increase student involvement, suggestions of a newsletter, radio show, videos or podcast and discussions with distribution.

STAROBA lost connection from teleconference and wasn't able to reconnect.

15. Health Plan

HAWCO met with John Hill from ACL, KENT and HAWCO to go over the different health plans available, once a few have been decided on, a focus group will be formed in order to discuss with students to see what their needs are, in order to poll. Should we decide to go with a full health plan we will have to referendum with the Board of Directors.

16. Charity Number

Charity number is almost done first draft. Laurie (last name) from KPMG offered to review as she has a perfect track record for charity applications.

17. Government Grant Focus Group

Group met this week, group is comprised of eight people including Board of Directors and Executors. The group has been divided in three, focusing on finding applicable Government grants, once the team has finalized their application, the Executives will review before being sent for approval. Currently working on a NOHFC Intern Application and a Summer Jobs Application with more coming.

18. Budget

Budget is sitting well and all inactive accounts have been closed with a net income of \$3,000 from the actual budget to the projected budget.

19. Upcoming Events

RATCLIFFE focus on three major upcoming events, first being Halloween Haunt on October 22, 2016. This event will not have us break even, we will be spending a little bit of money from the Student Activity Budget line. The Financial Literacy seminar is on Tuesday, October 25, 2016 with KPMG. Finally, the Concert on October 29, 2016. There has been low traction on sales for concert tickets. The NUSU crew and executives are to promote more the following weeks. There is the intention to have further promotions in the student residences.

20. NUSU Clubs

Currently RATCLIFFE is still waiting on club packages, and once approved has notified the club via emailed by RATCLIFFE.

21. Campaign's Committee

Collaborating with the Geography Club to do a school-wide Movember event. Event kick-off will be on October 31, 2016 named "Shave the Date". On this date students will have their face shaved to prepare for growing throughout November, participants donate to register. All participants must be registered by November 14, 2016. The money raised by registration is donated, 75% to Movember foundation, and 25% to the Geography Club. The department that raises the most money throughout the fundraiser will win a pizza party.

Geography Club is further wanting to do a trivia night called "Geo-pardy", on November 10, 2016. Trivia will include basic, school and men's health based questions to help promote Movember.

On November 17, 2016, discussions with the owner of the Fraser will occur next week, with interest in having a bar night called "Grow it Out". Potential for a 50/50 draw.

On November 30, 2016, hoping to have a Moose night called “Shave it Off”. Waiting on availability and confirmation.

Throughout the month there will be a Progress Tuesdays where a photo can be taken to show progress in facial hair growth. The registration and donation tables are intended to be set-up throughout the month. All information can be put into a spreadsheet to keep things organized.

Discussions with Grounded Studios and Goodlife regarding a Yoga night. Still to be determined regarding location and availability.

There is a revamping of the NUSU Pinterest account, organizing and making relevant content for students.

22. Other Business

Potential agreement between NUSU and Yogurtz in the retail space within the new Student Centre. Agreement includes a 5-year lease. The space will build to suit the space to keep with the theme of the building. Will have self-serve soft frozen yogurt, and expanding into milkshakes, and hard ice cream and including bubble tea. Will be open 180 of the year, not including weekend, holidays or summer months. Offering \$10,000 for the year. Will hire only Nipissing University students. Anyone that works within the Student Centre will receive a 15% off discount. Offering 8% commission if service is used for special events. Further interest a secondary agreement for opening a food cart for after hours, to serve poutine, fries and after bar food for the evening.

(See Appendix F)

MOTION #44: RIDSDALE/LOEFFLER

Be it resolved that the Board accepts the recommendation from the Executive Committee to accept the Yogurtz proposal to be the vendor in the new Student Centre and the process of the lease agreement to be started.

MOTION CARRIED

23. To have Managers, Staff members and Directors to be invited or allowed to be present in Board of Director meetings as non-voting members. Executives are to ensure all non-executive members be aware they are able to attend Board meetings should they show interests. Their attendance is voluntary and shall appear as a non-voting member.

24. NU Works

A child of an administration member is working on NU Works. BEAL shows issues with requirements involved with the hiring process. A conflict of interest is declared by BEAL.

MOTION #45: RIDSDALE/CADOTTE

NUSU investigates the internal practices of the NU Works program and provide a report to the Board by the next meeting.

MOTION CARRIED

LAMOREA to investigate further into the complaints with the HR Department.
ABSTAINED BY DUBEAU AND BEAL

25. Determining a Conflict of Interest

Review of definition and Nipissing University Board of Governors definition of conflict of interest. NUSU to look into developing a conflict of interest definition.

26. Adjournment

MOTION #46: RIDSDALE/LAMOREA

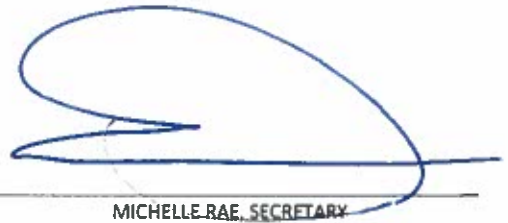
Be it resolved that the Board of Directors meeting adjourn.

MOTION CARRIED

8:42 p.m. – Meeting adjourned.



JORDAN ANDREWS, CHAIR



MICHELLE RAE, SECRETARY



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APPENDIX A

Nipissing University Student Union

Report from the President for the October 21, 2016 meeting of Board of Directors

NUSU's Annual General Meeting was hosted on October 5, 2016 at 4:30 pm at Nipissing University. There were 21 students in physical attendance and 19 students who verified their attendance via email while watching the live stream. Thus, the meeting met quorum. The business completed included updates from each of the executive committee members, the receiving of the auditors' report from the previous year, the election of the next auditors, ratification of elected officials and special announcements. For full information, please the minutes can be provided. Feedback meetings are occurring to better plan next years AGM and to increase student participation.

Further progress has been made on the application to the Public Guardian Trustee to collapse the existing trust fund between NUSU and Canadore College. Initially, the legal fees related to the application were to be a split retainer between NUSU and the College of 25K. We have been advised that the costs are going to be higher. Any and all fees relating to the trust fund will be paid directly out of the trust fund and will not affect NUSU's operating budget. The exact amount to be paid is yet to be determined however we have been advised that resolving the accounting issues will not delay the progress of the collapse of the trust fund nor the remittance of the fees to NUSU.

The building project is moving swiftly. At the last meeting with Mitchell Architects, they had advised that the project would be able to go to tender (meaning be released to potential contracting companies to bid on) by October 31st. There are still some outstanding items including the land deal to be brokered with the university, the security services for the building and the financing. See the report from the VP Finance for an update on the building project financing. We will be meeting with security services with the university to discuss the potential for services as well as other companies for comparative pricing. The university has agreed to assist NUSU and Mitchell Architects in the process of the tender in an advisory capacity to develop the criteria for the tender award. This simply means how potential contractors will be selected. A score will be assigned based on several factors including price, experience and references. Further updates to come.

The 25th Anniversary planning committee has developed several subcommittees to plan the various aspects of the anniversary. On the whole, the event will be a year-long celebration commencing in December of 2016 going until the following December and ending with the official anniversary. The NUSU President sits on the

APPENDIX B



Vice- President Governance & Legal Affairs' Update for the Board of Directors
Prepared by: Jordan Dempster
October 21st, 2016

Introduction

This document outlines my update to the Board of Directors of the tasks I have completed since the September 30th, 2016 Board of Directors meeting.

Annual General Meeting

The Annual General Meeting was officially completed on October 5th, 2016. We were able to hold quorum and carry out all business. Moving forward, I, along with all NUSU employees, will be brainstorming strategies on how to improve attendance for the AGM, and encourage student participation in it. I will be including AGM preparation documents in my transitional binder for the next VP Governance & Legal Affairs for their reference.

Clubs' Shopify Agreement

Markus had reached out to me in order to draft a Clubs' Shopify Agreement which will allow all NUSU approved clubs the opportunity to place any merchandise that they want to sell on our Shopify portal on the website. The agreement stipulates the responsibilities of both parties. The initial draft has been created and all NUSU employees are currently reviewing it.

Policy Focus Group

Over the next few weeks, I will be looking to reunify the policy focus group in order to review a few policies that I currently have drafted (sick days, vacation, bereavement).

Education Student Senator

Cory Tremblay has been elected to serve as the Education Student Senator for the remainder of this academic school year. In terms of the elections itself, I would firstly like to thank the Elections Committee for their assistance in sitting at the polling station for the voting period. Moving forward, in conjunction with the Elections Committee, I will be learning from this experience, and looking to improve the elections for the New Year (i.e. setting up advertisement sooner).

APPENDIX C



Vice- President Communications' Update for the Board of Directors
Prepared by: Brittany Kent
October 21st, 2016

Health Plan

ACL has sent us example plans of comparable health plans from other student unions. Markus and I will be sitting down next week to prepare what we will be presenting to students within a focus group setting. Once this process is complete, that will determine if we need to hold a referendum. The result of the referendum will determine the outcome of the Student Health and Dental Plan.

Campaigns

November - Jaz, please give update to be reflected in the minutes.

All-Out Nov 2nd: Fight the Fees National Campaign:

The campaign:

“Students are mobilizing across the country for our vision for post-secondary education in Canada.

Universal Access. Regardless of where you are born, how old you are or the background you come from, everyone should be able to access higher education and skills training without the barrier of cost or the fear of incurring debt.

Education Justice. Students who are being pushed out of the current model of colleges and universities today are disproportionately Indigenous, racialized, queer and trans, people with disabilities, people raised in single-parent homes and people from low-income families. Our public education system must not further marginalize these communities. Education is a pathway to liberation.

Public Education. Public education is a public good that society benefits from as a whole and it must be funded as such. Post-secondary education in Canada must be by the public, for the public. Colleges and universities must be not-for-profit and not tailored to private interests.

On November 2 join the Canadian Federation of Students and our solidarity partners as we demand **universal access** to education, education **justice** and **public education** for the public good.”



The three demands this campaign includes are:

1. Reduction and elimination of tuition fees
2. Conversion of student loans into non-repayable grants
3. Removal of interest on existing student loans

The campaign we hope to run on campus is having one day to get the information about the campaign out on campus, next week.

We plan on putting up a lot of material, using word of mouth and our other communication platforms to raise awareness within this short time period.

On the day the campaign will be run (Nov 2nd) we plan on running a photo/social media campaign to stand in solidarity with the larger universities that have tuition fees that are a lot more reregulated than at Nipissing University. As well as telling the stories of struggles that students face every day, whether it be having to eat rice for a month because they couldn't afford anything else or because they had to drop out because they have to work to pay for school but can't get their school work done because they don't have time.

We plan to:

- Use common hash tags on posts to gain traction on social media.
- Create a banner/back drop to use as a "photo op", students love a good photo op.
- We will also provide free handouts for students.

While preparing for this campaign, there was a motioned passed at the Executive level to poll 250 students regarding running this campaign on campus.

I will be meeting with Markus this week to develop a strategy to poll students and the result of that poll will determine if this campaign will be run or not.

We recognize the short time line but would appreciate all support you are able to provide to ensure this campaign is run successfully.

If any of you have any questions, feel free to ask me or look at http://www.cfs-fcee.ca/the_issues

Sexual Violence Response Protocol Focus Group

Jen Gordon reached out to myself in the summer to involve students in the revision/production of the Universities' Sexual Violence Response Protocol. I have been working with Jen Gordon and the Campaigns Committee to organize two "Dinner and

APPENDIX D

Board of Directors Monthly Report: October 19th

This month has flown by faster than any other months. Since the last board meeting it seems so little time has passed yet we are finishing up the month of October

This report will be shorter than most as I did take reading week off in its entirety with time in lieu. Some key areas I tackled were

Health Plan

With Jon Hillis getting back to us on other college and universities of our sizes health plan. We now have a realistic benchmark as to what we could offer for a health plan for a student population of 5,000 and what cost we can put it to. We are now drafting times to start focus groups to find out student opinion and will launch a poll before we draft our version of a health plan and see where it goes from there.

Charity Number

We are nearing completion of our first draft of the application with KPMG's Laurie Bissonette assisting once completed. She has a perfect track record for the charity applications and will be a huge asset once ready.

Government Grant Focus Group

Our first meeting was Thursday Oct 20th and went over key websites, starting off applications etc. (fyi: This report had to get drafted prior to the actual meeting took place Oct 20th)

Assisting where needed.

Typically, I am left behind my desk to work away at my own work but this month I was pulled away at many different meetings and events. From being taken away for more frequent building project meetings, to events such as Momentum week, healthy living fair etc. These constant pulling's have been detrimental to my productivity as work such as Charity number, financial models need 100% concentration and set up.

Overall this is the first time my report was a one-page document but with losing a week and focusing all efforts on the AGM in the first week, this is realistically what I did in 2 weeks.

Regards

Markus Hawco

VP Finance

APPENDIX E

Vice-President Services Update

Nipissing University Student Union

Board of Directors

1. Halloween Haunt

This year, NUSU's annual Halloween Haunt trip will be embarking on Saturday, October 22nd. We will be travelling down to Vaughan with approximately 80 students, and 2 of our volunteer bus monitors.

This year, our expenditures for this trip will be just over the \$500 mark – not a huge expense for a trip of this type. A large portion of the bus cost has been covered as a chunk of ticket sales to students.

Although we did initially plan to have capacity for 210 students on this trip, we have decreased numbers for the two buses we are taking down. That having been said, ticket sales did increase the closer we have gotten to departure. Overall, a group of 80 students is much more manageable than a group of 210.

2. Clubs

In the past several weeks, I have been diligently working on the approval of many of the proposed clubs on campus; those that wish to exist under the NUSU umbrella. As of this point, we have approved the 2/3 majority of proposed clubs. This is extremely encouraging as it concretes our club program and will help us to continue to expand and welcome more clubs under our wing.

Over the next couple of weeks, I will be further seeking approval for the remaining third of unapproved clubs, and finishing up with this process for the time being. Of course, club applications are open all year, and I am hopeful that we do have a few more registrants before the end of the year.

Just a quick note: it is extremely likely that we will be holding a second clubs' days in January following the conclusion of the holiday break.

3. Concert

Our collaborative concert with the Capitol Centre, featuring the River Town Saints and the Abrams is next weekend, and as such, is approaching very quickly. We will be continuing concert promotions outside the bookstore all next week, as well as pushing on social media.

We need to reach just over 600 tickets sold to break even; I will be reaching out to all of the Directors, Frosh Leaders and the NUSU Crew to help us push tickets sales leading up to the day of the concert. If there are those who could lend their time, or are interested in helping, let me know.

4. Food Bank

As we move through the semester, Warren and I will be working to make sure the NUSU Food Bank is adequately stocked to handle the number of students who use it, and to make sure our supplies do not run out. We will be replenishing stock in the Food Bank next week.

We actively monitor the stock levels in the Food Bank; largely in part and thanks to Michelle, Tori and Danielle for all of their help in doing so.

APPENDIX F

YOGURTZ NORTH BAY NUSU FACILITY RETAIL OPERATION

Dear Markus,

Thanks to you and your team for allowing us the opportunity to quote and bid on the retail operation available at the new NUSU facility. We are very happy you think we would be a great addition to the facility and offer the students and faculty something truly unique in the way of product and student

Proposal for Retail Space (approx. 580 sq ft.)

- Operation to be open during University hours, closed for weekends, xmas break and summer break. We have no problem being open for special events that could occur during those times.
- We will supply all equipment and insure it is of the highest quality and signage
- We will work with NUSU as to how the store will look and insure it follows the same theme of the building.
- We propose a Yearly rent of \$10,000. Considering the University closes for approx. 4 months a year and not open on weekends. Thus being open for approx. 180 days a year. This works out to 17.25 a square foot, about the going rate in North Bay.
- All NUSU students that work in building would receive 15% off all product.
- In regards to off-site catering on University grounds, we would give 8% of sales
- We will only hire Nipissing University students.
- We will offer Frozen Yogurt/desserts, smoothies, bubble tea, shakes, non-alcoholic beverages

Or we can do 8% of total sales paid after each month.

Markus, we are unsure what the sales are going to be. With the operation not being open on weekends and through the summer it's hard to gauge what our sales will be. Our initial outlay of equipment is a considerable expense for us so we want to be fair, yet need to make sure we pay all our expenses too.

Thanks for letting us quote on this amazing project

Ronda and John
Yogurtz