

NIPISSING UNIVERSITY STUDENT UNION



**Board of Directors Meeting Minutes – Nipissing University Student Union**  
Wednesday, September 4th, 2019 – 6:00 pm – 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**  
 Wednesday, September 4th, 2019 – 6:00 pm. – F303, Nipissing University

Call to Order – Wednesday, September 4th, 2019

6:00 pm – Chairperson Hannah Mackie called the meeting to order.

**1. Attendance/Land Acknowledgement**

President:	Hannah Mackie	Present
VP Finance:	Taylor Sullivan	Present
VP Services:	Shannon MacCarthy	Present 6:02 pm
VP Advocacy and Awareness:	Charlotte Foster	Present
Director-at-Large:	Cherisee DaCosta	Present
Director-at-Large:	Kirsten Cartwright	Present
Director-at-Large:	Natalie Muylaert	Present
Director-at-Large:	Patrick Bethune	Present
Director-at-Large:	Xander Winter	Present
Director-at-Large:	Zachary Cooper	Present

CHAIR / SPEAKER: Hannah Mackie – President  
 RECORDED BY: Charlotte Foster – VP Advocacy and Awareness

The chair said that quorum has been reached.

**Land Acknowledgement:**

“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.

- Patrick Bethune - Election policy due to running again, will abstain.
- Natalie Muylaert- Election policy due to running again, will abstain.
- Kirsten Cartwright- Election policy due to running again, will abstain.
- Shannon MacCarthy- Election policy due to running again, will abstain.

### 3. Adoption of Agenda

MOTION: To adopt the agenda for the Board of Directors Meeting dated September 4th, 2019, as circulated.

Hannah added closed session to take place after question period, and to add new topic of t-shirt sizes and dietary restrictions under New Business.

*Moved by Xander Winter;  
seconded by Cherisee DaCosta.  
Carried.*

### 4. Approval of Minutes from the July 29, 2019 Meeting.

MOTION: To approve the minutes from the July 29, 2019 meeting as circulated.

**Amendment**: To fix the spelling mistakes before Minutes are published.

*Moved by Cherisee DaCosta;  
seconded by Zachary Cooper.  
Xander Winter abstention.  
Carried.*

### 5. Business Arising from the Minutes

No discussion ensued.

### 6. Executive Committee Term Reports

#### a. Report From the President

**MOTION #3**: That the report from the President dated September 4th, 2019 be Received.

Hannah Mackie started the discussion by stating the reports from all the Executives will be shorter due to the major events taken place during this time period.

Kirsten Cartwright stated she will be abstaining all executive reports due to last-minute circulation.

Xander Winter asked if the Board of Directors will be given a verbal or a written update about Frosh Week.

Shannon MacCarthy answered saying that Frosh Week went smoothly, and if the Directors had

more specific questions, Shannon MacCarthy would be happy to answer them.

Natalie Muylaert asked Hannah Mackie if she has reached out to students to gather their wants for the student centre.

Hannah Mackie replied that she would like to include the topic of programming in the AGM. However, there is limited structural changes due to the budget. The programming, however, will be heard from the students.

Xander Winter asked when the opening date changed from August 2020 to Fall 2020

Hannah Mackie responded saying construction will always be moved due to weather etc. The August projection would have been late August and would have been a soft opening. As there needs to be wiggle room for construction, NUSU is advertising Fall, but should be open around late September. Construction is not behind schedule.

Zachary Cooper asked Hannah Mackie if there are dates for the by-election.

Hannah Mackie responded saying that NUSU has set dates, and the packages will be sent out on Monday and they will be due on Thursday, September 26th. The all-candidates meeting will happen later on Thursday to ensure the candidates have enough time to make changes.

Xander Winter asked if there will be a template for platforms.

Hannah Mackie said that it might limit some students, however, at the all candidates meeting will be given an example and they can refer to it if they wish.

**Amendment:** Add letterhead to the report.

*Moved by Hannah Mackie;  
 seconded by Shannon MacCarthy.  
 Kirsten Cartwright abstention.  
 No noted opposition.  
 Carried.*

**b. Report from the Vice-President Advocacy & Awareness**

**MOTION #4:** That the report from the Vice-President Advocacy and Awareness dated September 4th, 2019 be received.

Hannah Mackie mentioned the success of Shine Day, and recommended to the Shine Committee to report total amounts.

**Amendment:** Include Shine Day's success, and location success in the report.

*Moved by Charlotte Foster;  
 seconded by Natalie Muylaert.  
 Kirsten Cartwright abstention.  
 No noted opposition.*

*Carried.*

**c. Report from the Vice-President Finance & Administration**

**MOTION #5:** That the report from the Vice-President Finance and Administration dated September 4th, 2019 be received.

Xander Winter made a general comment about the Executive reports and how the reports should highlight where most of the executive time is spent, and how involved they are.

Hannah Mackie responded saying that is a problem when there is confidential information. Xander Winter replied saying that we should say how long we spend working in these aspects.

Cherisee DaCosta asked what the Board of Governors retreat is. Hannah replied saying that there is a retreat for the Governance Board and there is a different theme each year for discussion. Each year they discuss major topics with the university and community, and how we can better support each other.

*Moved by Tayler Sullivan;  
seconded by Patrick Bethune.  
Kirsten Cartwright abstention.  
No noted opposition.  
Carried.*

**d. Report from the Vice-President Student Life**

**MOTION #6:** That the report from the Vice-President Student Life dated September 4th, 2019 be received.

Patrick Bethune asked if Shannon MacCarthy could elaborate on NUSU crew?

Shannon MacCarthy answered saying they will be attending club days to have students sign up. The Crew will have \$800 to plan an event with the approval of Shannon.

Natalie Muylaert asked if NUSU Crew would need approval of the event?

Shannon MacCarthy replied saying yes. It is kind of a club in terms of structure, but an executive can not be a president of a club.

Natalie Muylaert asked if there will be social media advertising.

Shannon MacCarthy replied saying yes, however, there is no plan yet.

Xander Winter asked if clubs will be upset that NUSU crew has a bigger budget than clubs?

Shannon MacCarthy replied saying it might happen, however, NUSU Crew will be giving an

idea to Shannon MacCarthy and Shannon MacCarthy will run the event.

Xander Winter responded with a recommendation to advertise in that messaging to ensure that clubs can clearly not the difference, and the different budget lines allocated.

Zachary Cooper asked Shannon MacCarthy what went well and what went poorly during Frosh Week.

Shannon MacCarthy replied saying everything went well, and what did go wrong was due to external factors such as busses for Shine Day.

Xander Winter asked Shannon MacCarthy if there is a plan for Frosh Week feedback.

Shannon MacCarthy replied saying it will be posted on social media shortly.

Patrick Bethune asked Shannon MacCarthy if there are any tips noted for next year.

Shannon MacCarthy replied with no as mostly everything ran well and smoothly.

Cherisee DaCosta asked if there were any problems with the Frosh leaders this year.

Hannah Mackie replied saying it is a confidential manner, and there is always a misunderstanding every year with contracts. However, NUSU deals with the problems in a timely manner.

Cherisee DaCosta follow up and asked if there is anything in the hiring process that can be added to limit the misunderstanding.

Shannon MacCarthy replied saying there is not anything we can change to make it more clear.

Xander Winter express support in this, as it was clear for him in his Frosh leader position.

Shannon MacCarthy also followed up by saying they do make notes about the leaders and recommendations for next year and what leaders should be and if they should be rehired.

Kirsten Cartwright asked what was the ratio from the amount of first years enrolled and those who participated in Frosh Week.

Shannon MacCarthy replied saying 69.8% of first-year students bought a Frosh ticket.

Zachary Cooper asked if there was more engagement with these students from previous years.

Xander Winter replied saying yes, and there was a lot of participation throughout the week.

Xander Winter said that Shannon MacCarthy did a lot of positive changes to account for it.

Hannah Mackie also commented saying one of the positive changes was cutting down the Frosh leader training, which increased engagement.

Cherisee DaCosta asked Shannon MacCarthy if it was written down how this year's Frosh Week

was planned for future leaders to reference.

Shannon MacCarthy replied saying yes, and the longer transition period will help.

Xander Winter asked if NUSU lost Warren Lindsey or any other staff member, do they have transition documents?

Hannah Mackie replied saying their work is documented throughout the executives, however, they are not required to make transition documents. There are also guidelines in their respective G- suites.

Shannon MacCarthy also commented in terms of Warren Lindsey and Frosh Week, there is a shared document in full detail about Frosh Week.

Natalie Muylaert asked Shannon MacCarthy when the Block Party is and is the sign up sheet going to be shared through emails.

Shannon MacCarthy replied saying the Block Party is on September 21st, and the sign up sheet will be circulated through email and help is greatly appreciated.

*Moved by Shannon MacCarthy;  
seconded by Cherisee DaCosta.  
Kirsten Cartwright abstention.  
No noted oppositions.*

## **7. Committee Reports**

### **a. Audit & Finance Committee**

No report.

Xander Winter asked Tayler Sullivan when there will be another meeting.

Tayler Sullivan replied saying when there needs to be another meeting, mostly when there is more information about ancillary fees.

Xander Winter requested an introductory meeting to gather an idea of what the committee is.

Tayler Sullivan replied saying yes, and the committee can go through the terms of reference together.

Hannah Mackie commented that NUSU will receive the final numbers on September 17th in terms of ancillary fees.

Natalie Muylaert asked the executives if the original meeting was ever rescheduled.

Hannah Mackie replied saying no.

### **b. Elections Committee**

Hannah Mackie proposed to change the terms of reference for this year, Hannah Mackie to become the CRO and Tayler Sullivan as the DRO, due to Hannah Mackie's greater knowledge of elections.

The Board of Directors agreed to this.

Xander Winter commented saying there was a reason in previous years for the switch in roles, and to check in with the staff for the reason why.

Zachary Cooper asked for clarification from the Board in regards to conflict of interest. Zachary Cooper asked if a Board member who express want to run in the executive election, could they run the by-election in this upcoming September? Hannah Mackie replied saying yes, the executive would not be able to work on the election policy, however, can help run an election that they are not running in.

Patrick Bethune asked Hannah Mackie when this change needs to be voted by. Hannah Mackie replied saying it does not have to be final, and can be changed throughout the year as it was done in the past. Hannah Mackie then said it can be talked about in more detail at the following elections meeting.

Hannah Mackie stated the dates for the by-election are already posted online.

Zachary Cooper asked if there will be a federal debate on campus this year. Hannah Mackie replied saying there will be and will be hosted after the Welcome Back BBQ with the candidates from the parties.

Patrick Bethune asked who it is partnered with.

Hannah Mackie responded saying the Retired Teachers Group, Canadore Student Union, and Dr. David Tabchnick is moderating.

Natalie Muylaert asked Hannah Mackie if the vacant spots on the elections committee will remain empty until the by-election is ended.

Hannah Mackie replied saying yes.

Natalie Muylaert replied saying Natalie Muylaert can volunteer for the committee if it is needed.

Hannah Mackie replied saying the committee should not need further help for this by-election, however, it is appreciated.

c. Executive Committee

No report.

Hannah Mackie stated that the Executives did not get a chance to meet during Frosh

Week, however, it is in our reports for what is being done in the office. Charlotte Foster has scheduled the Executive meetings for the rest of the semester.

d. Governance Committee

No report.

Hannah Mackie stated that the committee has met three times in the past few months. The policies are under New Business to discuss.

e. Green Initiative Committee

No report.

Shannon MacCarthy stated that the Executives need to review the terms of reference to make sure the terms of reference reflect the new positions.

f. Campaigns Committee

No report.

Charlotte Foster stated that the committee has finalized the events for this academic term.

g. Shine Committee

No report.

Charlotte Foster stated there will be a report including an overview of Shine Day.

h. Social Committee

No report.

Cherisee DaCosta asked if NUSU could put together a graphic about how to use the round-a-bout at the bottom of the hill.

Xander Winter stated that the round-a-bout here is different.

Action point: Charlotte Foster to look into making a graphic about round-a-bouts.

## 8. New Business

- a. MOTION: That the Code of Conduct brought forward by the governance committee be approved.

Xander Winter asked if the materials could be voted over emails as the materials were sent out late.

Hannah Mackie said that the policies can be voted through emails, however, the elections and club policies are time- sensitive.

Zachary Cooper asked for time to overview each policy.

Hannah Mackie allowed time for the Directors- at- large to review each policy.

Patrick Bethune asked who does the Code of Conduct apply to?

Hannah Mackie replied saying the Code of Conduct applies to employees, representatives of NUSU, and volunteers. The terms are broad to include all who represent NUSU.

Shannon MacCarthy would also let the Frosh Leaders for next year know this Conduct exists.

Xander Winter clarified that it does not apply to all members of the union.

Hannah Mackie replied saying yes that is correct as we can not “kick” students out of the school if they go against NUSU. There is already a Code of Conduct in place with the university.

Cherisee DaCosta asked if the Code applies to those apart of NUSU Crew.

Hannah Mackie answered saying yes as they are volunteers.

Cherisee DaCosta followed up and asked if this extend when they are not representing NUSU.

Hannah Mackie responded saying there are other materials for different positions to ensure this does not happen. If they are off-contract then it does not apply, however, it can be recommended for the next year of their actions and “rehire”.

Patrick Bethune asked if there was a complaint against a NUSU Crew member then what will happen.

Hannah Mackie responded saying it would be similar to the election process. There needs to be an investigation process, if they do admit then we need to discuss their position and their next steps.

Patrick Bethune asked if they are still volunteers even if they are not working.

Hannah Mackie replied saying yes, if they have to be removed then they will not be asked to volunteer to future events.

*Moved by Shannon MacCarthy;  
seconded by Cherisee DaCosta.  
No noted abstention.  
No noted oppositions.*

MOTION: To the table discussion on Code of Conduct dated September 4, 2019.

*Moved by Xander Winter;  
seconded by Zachary Cooper.  
No noted abstention.*

*No noted oppositions.  
Carried.*

- b. MOTION: That the Governance Committee Terms of Reference amendments brought forward by the Governance Committee be approved.

Xander Winter requested to change the dates on the Terms of Reference.  
Hannah Mackie replied saying it will be done when it is board approves it.

Hannah Mackie said that the biggest change is removing the section that says the members of this committee will appoint people to other committees as it does not make sense. Language has changed from operating policies to all relevant policies. The committee also took out the annual report section, and states that the committee will report when needed.

Friendly Amendment: Recommendation for all terms of reference change the language in the terms of reference “to report to the board when necessary.” Xander Winter added “and to meet at least once a semester.”

Hannah Mackie asked the Board members where comfortable voting on the terms of reference. All Directors- at- Large stated they felt comfortable voting.

*Moved by Natalie Muylaert;  
seconded by Patrick Bethune.  
No noted abstention.  
No noted oppositions.  
Carried.*

- c. MOTION: That the Elections Policy amendments brought forward by the Governance Committee be approved.

Hannah Mackie stated that most of the changes were to clean up the policies and grammar. We took out the mailing lists as they do not exist anymore. The social media section was cut down to have an overall rule for all social media. The committee changed the days to business days to allow more time for certain things as a common student complaint was they were too busy. The committee changed that anyone can share posts, and anyone to add to the campaign team is anyone who is actively campaigning for the candidate.

Patrick Bethune added there was also language included about Blackboard emails.

Xander Winter asked if there was any edits about the group on campus.

Hannah Mackie replied saying that if the group is run through NUSU, then they cannot use that platform to run. However, if it is outside NUSU then there is no more we can do other than having a word with the organizer.

Hannah Mackie stated that the policy can be amended throughout the school year to make the executive election run smoother.

Cherisee DaCosta stated that the policy reflected well of the times we currently are in, and it was well updated.

Hannah Mackie said that board member Patrick Bethune also suggested to include the language stating “it is up to the discretion of the election committee to what accounts for a social media account.”.

Hannah Mackie stated there are changes to the appeal process where we are approaching the individual about the complaint made, and then give a demerit point if needed.

Cherisee DaCosta asked if there was a change to the “legal” and “illegal” places to post posters.

Hannah Mackie replied saying no, as it is facilities, however, we limited places the posters can be posted. For residence it was their discussion to not have posters up.

The Director- at- Large have requested to have more time before voting.

Hannah Mackie stated the Board will email vote by 4:30 pm on September 9th, 2019.

- d. MOTION: That the Clubs Policy brought forward by the VP Student Life be approved.

Shannon MacCarthy stated that this will be an email vote that will need to be voted on by Monday, September 9th, 2019 by 4:30 pm.

Natalie Muylaert made a friendly amendment that section 2.0 F for the sentence to be completed.

Xander Winter asked if the text will be changed back into black before it is sent out.

Shannon MacCarthy said yes, and it will be sent out after the board meeting for approval.

*Moved by Xander Winter;  
seconded by Shannon MacCarthy.  
No noted abstention.*

*No noted oppositions.  
Carried.*

e. Block Party Sign-up Sheet

Shannon MacCarthy will be emailing the list on Monday, September 9th by 4:30 pm.

F. T- Shirt Sizes and Dietary restrictions.

Hannah Mackie made a budget line for t-shirts for the Board members this year to represent NUSU. It can be worn as little or as often as the board member would like.

Hannah Mackie then collected T-shirt sizes , and requested dietary restrictions to be emailed.

## 9. Question Period

Natalie Muylaert asked if there is any more clarification of what it means to be a NUSU member. Hannah Mackie replied saying Hannah Mackie gathered legal advice from a conference Hannah Mackie attended. However, as the university is not providing a list we can not track membership. Cherisee DaCosta asked if they opt out of the fees, are students no longer a member when there some NUSU fees that are mandatory.

Hannah Mackie stated that it is a learning experience for everyone. It has sideloaded NUSU's services, and if those services that were opted out of, then they will not have those services. However, the mandatory fees everyone has access to those. The membership fee will act as a discount to supply those services that will cost thousands.

Hannah Mackie stated to the board that NUSU can not restrict the voting as it is online. For next year, we will have to discuss if there is a director- at- large member fee.

Cherisee DaCosta asked the board how we will prove who is a member and who is not. Hannah Mackie replied saying there is an app where they can show that they have paid, and it can be found on Webadvisor under injury mode to protect privacy.

Natalie Muylaert asked if the AGM will restrict it to members only.

Hannah Mackie replied saying it is a question to answer later. However, we do not want to restrict the voice and for the financial changes this year we should not limit their attendance or voice. The goal is not to limit the services and the voice of students.

Xander Winter and Patrick Bethune also agrees with Hannah Mackie's statement.

Natalie Muylaert stated there was language for candidates to be a full member, Natalie Muylaert asked if this language was changed.

Hannah Mackie said there was changes, and was changed to read "all relevant fees" which includes only the mandatory fees. The fees are based on the number of credits that students are taking during the school year. For graduate students, it is a flat rate, however, it is made to fit their degree and to the benefit of students.

Hannah Mackie reminds the Board if they have any questions before now and the next meeting to email her.

Cherisee DaCosta asked if there is a difference between awareness fees and membership fees. Hannah Mackie replied saying the fee for awareness campaigns go towards campaigns for students. The membership fee goes to mostly student events.

Xander Winter commented to say the reason why it was so broken down into a lot of fees is because that fee must be used for that service.

Cherisee DaCosta asked if students are aware of the non-program services that NUSU provides. Hannah Mackie replied saying there is a problem reaching out to students and awareness of NUSU's services. Hannah Mackie ran a social media campaign to advertise what is NUSU and the Board members are requested to spread NUSU's services through word of mouth. NUSU also spoke at more orientations about our service, and NUSU put out magnets in the residence buildings to spread to more demographics. NUSU will also advertise our events and clearly mark that they are NUSU events.

Shannon MacCarthy left at 7:55 pm.

Cherisee DaCosta asked if the policies on the academic calendar could add NUSU as a resource. Charlotte Foster replied saying these policies are separated from NUSU and we can not add ourselves to another institutions policy.

Patrick Bethune asked what would happen if NUSU receives a surplus or deficit of a budget line. Tayler Sullivan replied saying there has not been a clear guideline from the Government about that.

Patrick Bethune asked what will happen if NUSU spends more or need more money for certain budget lines.

Shannon MacCarthy returned at 7:58 pm.

Hannah Mackie stated that the budget is based on NUSU's savings, in order to not use the savings, there needs to be 100% opt-in. If it is exhausted there is no money for the budget line.

Patrick Bethune further asked how much money NUSU has in savings.

Hannah Mackie replied suggesting to have a meeting with Tayler Sullivan and Mira Hotte as the executives do not have the numbers at this meeting.

The meeting of the Board of Directors dated September 4th, 2019 move into closed session.

The Board left closed session at 8:26 pm.

## 10. **Adjournment**

**MOTION #9:** That the meeting of the Board of Directors dated September 4th, 2019 be adjourned.

8:27 pm– Meeting adjourned.

*Moved by Xander Winter;  
seconded by Zachary Cooper.  
Carried.*

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Hannah Mackie, Chair

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Charlotte Foster, Recording Secretary