

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.



100 College Drive, PO Box 5002
North Bay, ON P1B 8L7
Tel: (705) 474-3450 ext.4801 Fax: (705) 474-7732
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Nipissing University Student Union

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.



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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.



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Discussion:

Xander Winter asks if the health plan benefits have been finalized.

Taylor 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.

Taylor 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.

Discussion:

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.



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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.

Taylor 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 Taylor 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.

Taylor 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.



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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 accommodations line covers.

Tayler Sullivan explains that NUSU is looking into combining the conference budget, and travel and accommodations lines. The travel and accommodations 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.

Discussion:

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.



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*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



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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



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- 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



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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.



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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



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President's Report to the Board of Directors

Prepared By: Hannah Mackie
Friday, May, 10th, 2019

The first week of this term has been fantastic. The executive team has been working together well, and a lot of good plans are in motion.

This Report:

- Transition
 - Frosh Week
 - Events
-

Transition

The transition into this role has been good, I was expecting to be learning a lot, and I have been! The staff have been great in guiding me in what needs to be done and considered, and I think we are on a good path for the rest of the year. My main goal right now is to continue to move NUSU in a positive direction and maintain/build strong relationships with the students, the university and the community.

Meetings

A large portion of my time as President so far has been meetings with different people and groups on and off campus.

In the Office

We have had some great strategic meetings as a whole office and executive. We have discussed what our focus as a group will be. Some of the main points include;

- Continuing and increasing our community involvement
- Increasing student engagement
- Having organizational planning as a priority
- Continuing to implement the same level and quality of services with cuts
- Keeping a high level of communication throughout the year



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- Continuing positive relationships with the University

The Executive

I have also had individual meetings with each of the executives to discuss their goals for the next couple of months so that we could communicate about what support I could provide, and to guide them to the right resources and assist with building plans. I also have met with the staff in terms of what their opinions are surrounding what they would like to see me do, and suggestions on supporting the team as a whole.

The University

We all attended our first Board of Governors meeting as a team on May 2nd. We all introduced ourselves and shared some of our main goals. Everyone spoke very well, and were well received.

I took Charlotte to meet with Debra and discuss how the Registrar's Office engages with students and the work they do. It was great to be able to pass the torch to Charlotte on the initiatives and committee work our office does with the Registrar.

Taylor and I have also been quite busy getting caught up on the building committee and doing a lot of work there. Taylor will speak more to the building in her report.

Ancillary fees have also been finalized and sent to the university committees for their budget approval. This has taken a lot of discussion and meeting internally and also with Casey.

There have been some decisions that needed to be made off the bat about some initiatives and events, so it has been a team effort in making decisions and supporting Charlotte and Shannon through the process.

We still have more meetings with groups and departments throughout the school to discuss goals and expectations, and I am looking forward to the work we will do with them for students.

External

I have taken over Fifty Two Coffees from the previous president. I have had two meetings so far, and I have been focusing on what do these businesses/individuals want students to know



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about them. It is a fantastic initiative that I am looking forward to continuing.

Things to Come

Policies for me is one of the larger things I am looking forward to continue to work on. It was one of my goals from the last position that was sidelined, and have already begun a policy review. With many recent legislative changes, all of our policies will need a close review. I look forward to working with the new governance committee on this.



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Vice-President Advocacy and Awareness' Report to the Board of Directors

Prepared by: Charlotte Foster

Friday, May 10th, 2019

The first week has been busy learning the new role of VP Advocacy and Awareness. For my term, my major goal is to reach out to students, various departments, and the North Bay community to run successful awareness campaigns, and continue to make students and their concerns heard and respected. In this report will highlight my transition into this role, and what I have and will accomplish in the next month.

This Report:

- Transition
- Shine Day
- Campaigns
- Sarah's Report
- Monthly Goals

Transition

The transition into the role has been wonderful. I have been fully supported by staff, fellow execs, and past execs. Although it took me a few days to get into the swing of office life, I am glad my co-workers have been there to support me.

Shine Day

I have started planning Shine day for Frosh week this year. We are sticking to the original set up of Shine Day; however, the stations will remain within the North Bay city limits, and we will have a rainy day back up plan. We will start introducing Cystic Fibrosis early in Frosh week to increase awareness and understanding of the disease. I look forward to working with Diane who will be the Frosh Coordinator for Shine Day.



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I will be attending the Shine Conference at McMaster University in the next week. I am hoping to make good connections for the student union, as well as learn how to do Shine events in a cost effective way.

Campaigns

Sarah and I have started the CF awareness campaign with Cystic Fibrosis Fridays as May is CF awareness month. We will be posting a fact about CF every Friday on our social media accounts. The summer campaigns will mostly be passive through online presences as there are limited students on campus. In the next few weeks I will be planning campaigns for the fall, which will mostly be passive until the budget becomes set. I look forward to getting the campaigns committee together to develop these plans.

Sarah's Report

For my term, I would like to include a section titled Sarah's Report to showcase what Sarah has been working on for the past months. Sarah so far as been key to my transition and for everyone in the office. Sarah has been busy training me on our social media platforms, organizing meetings with various departments, and engaging us in community events. It is important to state all the hard work that Sarah does in the office. It will be limited to what Sarah has done in the office, and what her goals for the next month are. This section will be completed as of next board meeting, and throughout the year.

Monthly Goals

My goals for this month is to have a schedule of Shine Day, finalize the awareness campaigns for the summer, and understand the academic advocacy system better.



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Vice-President Finance and Administration Report to the Board of Directors

Prepared By: Tayler Sullivan

Friday, May 10th, 2019

Over the past month the previous, and new executive teams have worked together to transition the NUSU office into a new term. As of this meeting the new team has been in office officially for two weeks. During which we have determined our goals for the year, individually and as a team. Reworked the budget, and worked with nipissing to define and set ancillary fees. I have also met with the building committee, and our “we speak student” national sales and marketing director.

This Report:

- Goals for the year
- Budget changes
- Ancillary fees
- Building Update
- Health Plan

Goals for the year

My goals for this year as VP Finance are to ensure our student union can operate at the same level of trusted student advocacy despite provincial cuts. In terms of administration ensuring our students receive optimal health plan information and assistance.

Budget Changes

I have worked with executives, and staff to change to budget. Cuts have been made where necessary to benefit our students further. Adding extra money to our student focused programs, such as clubs, events, and activities. All while lessening our expected deficit, based on a pessimistic budget.

Ancillary Fees



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We have been working with Casey Philips, Assistant VP of Students, to set ancillary fees for opt out, and their definitions. Definitions are important so that students will be informed to the fullest extent regarding why they are paying these fees.

Building Update

The building committee met on Tuesday May 7th, to discuss the buildings progress, and design. The contractor submitted a revision to the construction schedule, based on weather delays, of 3 weeks, for approval which was discussed by the committee. No delays have impacted the building budget, and construction is expected to pick during the summer. We are all very excited to finally see the framework coming together.

Health Plan

We have been working with our benefits account manager, for “We Speak Student”. The price students pay for insurance will not change. As our contract will be up next year with the insurance provider, we will be sending out an RFP to get the best fiscal deal for our students. This decision will be made by next year’s incoming executives.

Things to Come

The past few days have been very exciting, and I am excited for the following events, and endeavors involving NUSU.

- Events planning
- Dean of Teaching, to be hired.
- Frosh planning



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Vice-President Student Life's Report to the Board of Directors

Prepared By: Shannon MacCarthy

Friday, May 10th, 2019

The first ten days in office have been jam-packed. This month, and probably the next few to come, are focused around planning for the year. This includes planning Frosh Week, Shine, events for the Fall and Winter terms, how to increase student engagement, etc. In this report, I will briefly describe how my transition into the role of Vice President Student Life has gone, and what I have been doing specifically during my time in office so far, and what is to come.

This Report:

- Transition
 - Frosh Week
 - Events
 - Warren's Report
-

Transition

The transition into this role has been incredible. Nicolai (Vice-President Services 2018-2019) was really helpful in preparing me for this new position. He also made it very clear that I can contact him at any time with questions, ideas, or anything I need help with. I couldn't be more grateful for his guidance and preparation. I am excited to work hard to have as an amazing year as Nicolai worked to have.

Frosh Week

The 2019 Frosh Coordinator team and I had our first "official" Coordinator meeting on Monday, May 6th. Through this meeting, a lot of planning for Frosh Week 2019 was done. We sat and were able to sort out the following;

- The Amazing Race
 - 12 Stations around the North Bay community
 - The location rotation schedule



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- The rules for The Amazing Race
- How points are awarded for the event
- Lip Sync Battle
 - Theme for Songs
- Beach Day
 - 6 game ideas
 - How points are awarded at the event
- Muddy Olympics
 - 6 games around Founders Field (with rules descriptions)
 - Map of Founders Field (where the games will be)
 - How points are awarded at the event
 - Rotation schedule
- Other Decisions Made
 - Leader locations for Move-Ins
 - Small group activities for Team Time
 - "Mom Kits"
 - Rules for Frosh T-Shirts
 - Rules for Spirit and Event Points
 - Training presentations

Charlotte and Diane will be working through the specifics of Shine Day for Frosh Week 2019. They have shared some of their great ideas and I am excited to see what they bring forward at the next Coordinator meeting.

Events

The planning for the events to come in the fall and winter terms is going well. A lot of new ideas have been organized, and I have reviewed notes from previous years to think about redoing events that were successful.

So far we have spent a lot of time planning a major event for the beginning of year kickoff. We are still in the early planning stages of this event, but so far it is coming together nicely and I am eager to see this event come to life.



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Warren's Report

Something I am excited to introduce to upcoming board meetings is including a quick report from Director of Services, Warren, to breakdown what he has been working on for the month. I feel that through this, the board will be more aware of the hard work Warren does and the specifics of his role. As there is another board meeting at the end of May, I will be including his comments in that report as opposed to this one, as it will begin a habit of commenting on the month at the end, and what to look forward to in the months to come.

Things to Come

- Planning of Events for the 2019-2020 Academic Year
- Continuation of Organizing Frosh Week 2019
- Warren's Report
- Community Involvement
- Planning for NSO