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Nipissing University Student Union

NIPISSING UNIVERSITY STUDENT UNION



**Board of Directors Meeting Minutes – Nipissing University Student Union**

Friday, May 31<sup>st</sup>, 2019 – 5:00p.m. – F205, 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.**



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**Nipissing University Student Union**

**Board of Directors Meeting Minutes – Nipissing University Student Union** Friday, May 31<sup>st</sup>,  
2019 – 5:07pm – F205, 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	Regrets
Director-at-Large:	Cherisee DaCosta	Regrets
Director-at-Large:	Natalie Muylaert	Present
Director-at-Large:	Xander Winter	Present

CHAIR / SPEAKER: Shannon MacCarthy – VP Student Life

RECORDED BY: Charlotte Foster – VP Advocacy & Awareness

**1. Call to Order/ Land Acknowledgement**

The Board of Directors meeting is called to order at 5:07pm. Shannon MacCarthy, VP Student Life offered a traditional land acknowledgement.

**2. Declaration of Conflict of Interest**

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

**3. Adoption of Agenda**

**MOTION #1:** That the Board of Directors Meeting Agenda for May 31<sup>st</sup>, 2019 be adopted as



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presented.

*Moved by Hannah Mackie;  
seconded by Xander Winter.  
Carried.*

**4. Approval of the Minutes from the May 10<sup>th</sup>, 2019 Meeting.**

**MOTION #2:** That the Board of Directors Meeting Minutes for May 10<sup>th</sup>, 2019 be adopted as presented.

*Moved by Hannah Mackie;  
seconded by Kirsten Cartwright.  
Carried.*

**Amendments:**

Natalie Muylaert asks for a friendly amendment to be made under the Adoption of the Agenda to change the spelling of her first name.

It should be noted that both the Director of Finance, and the Director of Services were present.

It should be noted that Allie Lishman recorded the minutes, and that she attended the meeting.

Under the Elections Committee it states that Natalie Muylaert was elected. A correction should be made as Natalie had nominated Kirsten Cartwright and Kirsten was elected.

Natalie Muylaert requests that the minutes be reviewed before they are sent to the board for approval.

**6. Executive Committee Term Reports**

**a. Report From the President**

**MOTION #3:** That the Board receives the Report from the President dated May 31<sup>st</sup>, 2019 to be accepted.

*Moved by Hannah Mackie;  
seconded by Xander Winter.  
No noted abstentions.  
No noted oppositions.*



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*Carried.*

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

**MOTION #4:** That the Board receives the Report from the Vice-President Advocacy & Awareness dated May 31<sup>st</sup>, 2019.

Charlotte Foster clarifies the awareness campaign she will be running in July. It will be concerned with water safety, and how to remain safe while on and around the water this summer.

Xander Winter asks what the timeline will look like for the four Canada Summer Jobs positions. The executives clarify that there will be four positions running in teams of two throughout the summer. The hiring process has begun for the first two positions. Xander Winter asks for the executives to update the board when the students are hired.

Natalie Muylaert asks if there will be a final decision made regarding the Ride Share program coming to North Bay. Charlotte replies that it will officially be announced in September.

*Moved by Charlotte Foster; seconded by Hannah Mackie. No noted abstentions.*

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

**MOTION #5:** That the Board receives the Report from the Vice-President Finance dated May 31<sup>st</sup>, 2019.

Natalie Muylaert asks what the swap document is. Tayler Sullivan explains that NUSU has swapped interest rates due to the large purchases NUSU has made with the upcoming student centre.

Xander Winter asks if Tayler Sullivan has met with last years sponsors yet. Tayler explains that NUSU has not, and it is something that will be coming up in the next couple of weeks.

Xander Winter asks if Shannon MacCarthy or Charlotte Foster have reached out to any Frosh sponsors. Shannon explains that she will be leaving the Frosh sponsorships up to the Director of Services, Warren Lindsay.

Hannah Mackie explains that NUSU is taking on some great initiatives to build relationships within the community before we begin asking for sponsorships.

*Moved by Tayler Sullivan;*



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*seconded by Xander Winter.*

*No noted abstentions.*

*No noted oppositions.*

*Carried.*

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

**MOTION #6:** That the Board receives the Report from the Vice-President Student Life dated May 31<sup>st</sup>, 2019.

Xander Winter asks about repairs to the Tahoe and if the air conditioning will be fixed in addition to the new tires NUSU must purchase. Shannon MacCarthy says she will look into it.

*Moved by Shannon MacCarthy;*

*seconded by Tayler Sullivan*

*No noted abstentions.*

*No noted oppositions.*

*Carried.*

**7. Committee Reports**

**a. Audit and Finance Committee**

No report.

**b. Campaigns Committee**

No report.

**c. Elections Committee**

No report.

**d. Executive Committee**

Nothing to note. Sarah has reached out to the board regarding current political stances with CFS and she is working on retaining all the information she can.

**e. Governance Committee**



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No report.

f. Green Initiatives Committee

No report.

g. Shine Committee

No report.

h. Social Committee

Natalie Muylaert asked how much money the pre registration tickets for the kick off event will cost. Shannon MacCarthy responds that pre registration tickets will be ten (10) dollars each.

Natalie Muylaert asks if the event will have live music. Shannon MacCarthy answers that there will not be any live music, but a playlist will be made.

Patrick Bethune asks if NUSU will need approval from the university to run the kick off event as it will be serving alcohol. Shannon MacCarthy answers that she has been in contact with Casey Phillips and he has been on board thus far.

Natalie Muylaert explains that she would potentially be able to help advertise the event through her position at SDS, and asks if Shannon would be interested in doing so. Shannon MacCarthy responds and explains that we do not have an answer as of right now but it is something she can think about.

## **8. New Business**

## **9. Question Period**

Xander Winter asks if there is any update on what the opt-out process will look like for students. Charlotte Foster explains that there is not an update as of right now.

Xander Winter asks if there are any updates regarding NUSU partnering with Homecoming. Hannah Mackie responds and explains that NUSU is looking to do halftime shows, a blue and green bar night, and assisting with selling tickets.

Natalie Muylaert asks why the board meeting minutes have not been posted on the NUSU



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website since November 2018. Hannah Mackie responds and explains that the minutes should be posted soon.

Patrick Bethune asks what interest rates NUSU were paying before the swap. Tayler Sullivan explains that she would need to look into it for specific numbers, but the rates did in fact go down.

Hannah Mackie comments on how grateful she is for the structure that NUSU has, and the relationships NUSU has built with Nipissing University while remaining completely autonomous.

#### **10. Adjournment**

**MOTION #7:** To adjourn the May 31<sup>st</sup>, 2019 Board of Directors meeting.

5:40pm – Meeting adjourned.

*Moved by Patrick Bethune;*

*seconded by Xander Winter. Carried.*

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Shannon MacCarthy, CHAIR

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Charlotte Foster, Recording Secretary



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## President's Report to the Board of Directors

Prepared By: Hannah Mackie Friday, May, 31st, 2019

### This Report:

- Meetings
- Other

My report will be a short one as it only reflects the one week I was in office before leaving. The majority of the week was spent in meetings with different groups around campus and off campus.

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### Meetings

The first round (and last for the summer) of the Board of Governors Subcommittee meetings took place on Monday the 13th. Those take place all day, and I am pleased to announce that our NUSU fees passed at Audit and Finance.

Tayler and I also had a meeting with Mira, Ursula, TD and KPMG to do the swap for our interest rate. That has been secured, and there is a resolution for all to sign.

Charlotte and I have also been participating on the Valedictorian Selection Committee.

The entire executive also had a chance to sit down with Dr. Mike DeGange to share our goals with each other and strategic direction. It was a wonderful discussion, and there are hopefully some great collaborations with the university coming our way in the future.

We had an introductory meeting with the Residence Life team on the 15th as well. This was a great chance for us to get on the same page about how to work together for the upcoming year, and debrief about what worked/didn't work last year, and where to make improvements. I feel confident that we will have a strong relationship moving forward, and am looking forward to good collaboration with this group.





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Another meeting I will mention is that the executive team had the opportunity to meet with Amber McCarthy from the Graduate Studies office. This was a great chance for the student executives to get a better understanding of graduate students, what has been done in collaboration in the past, and how we can assist in the future.

The last meeting I will address is my Fifty Two Coffees meeting with City Councillor Scott Robertson. We had a great conversation about what it looks like to be involved in the community and different pathways to achieving a stronger community across the board. He was a great contact to make, and NUSU looks forward to engaging with him and more councillors in the future.

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### **Other**

Other than the meetings listed above, the rest of my week was filled with ensuring that the executives and staff had access to all the resources they needed in my absence and setting them up for upcoming meetings and projects. I have been in regular communication with the office and am happy to see all of the great work they have accomplished so far.



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

Prepared by: Charlotte Foster Friday, May 31st, 2019

### This Report:

- Shinerama Conference
- Shine Related Events
- Media Presentation
- Student Advocacy
- Campaigns
- Sarah's Report
- Monthly Goals

The month of May has been quite busy, and memorable. I have been busy attending the National Shinerama Conference, planning Shinerama related events, media presentation, and student advocacy. This report will outline what I have done in the past month within these topics.

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### Shinerama Conference

The Shinerama Conference was held at McMaster University in Hamilton. This conference was packed with guest speakers, workshops, and regional meetings. CF Canada paid for transportation to and from Hamilton and were helpful in every stage. All the guest speakers were impactful with their speeches, and even though I have a personal connection to CF, these talks allowed me to learn more about it. The workshops were about how to plan Shine Day such as sponsorship, event logistics, and budgeting. The regional meetings were also helpful for planning with our regional coordinators. However, for sharing ideas with other schools in our region was not as beneficial as I was put into a group with bigger schools such as Carleton University and Ottawa University. I found that I got the best ideas during dinners from the universities on the East coast. These schools have similar representation, demographics and number of students at Nipissing University. Overall, the Shinerama Conference was beneficial, and informative. I would highly recommend this conference in the future.

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### Shine Related Events



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Warren, Sarah, and I have been busy planning Shine Ball and getting it off the ground. We have contacted the City for the fields, and I have been setting up the registration structure and writing about the event for Sarah to post on our social media outlets and website.

As for Shine day, I came back from the conference with a passive idea to raise awareness about CF. The idea is to have the frosh leaders carry 25 beads on a string to represent the number of pills a person with CF takes daily. We are also hoping to fundraise for Shine Day throughout the summer. We will be creating teams on the Shinerama website and sending their team's fundraising link to the Froshies when we send them their frosh package. For the team that has raised the most during the summer, they will get extra frosh points. Frosh leaders will also be allowed to fundraise throughout the summer towards their frosh teams. For the opening ceremony for Frosh week, we are having a speaker talk about the importance of Shine Day to help increase froshie attendance at Shine Day. As for the Shine Day speaker, we are having my sibling Victoria Foster speak again to the froshies.

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### **Media Presentation**

On the 27th of May Sarah, Warren, Shannon and I attended a policy review meeting for taxi and ridesharing services in North Bay. We surveyed close to 700 students on our social media, where they filled out a Google Form to state their concerns for both taxi services in North Bay and the potential for a rideshare service. Student numbers were collected to verify that they were students at Nipissing University. Sarah and I unbiasedly presented the concerns from students on both the taxi service in North Bay and their concerns of Uride coming to North Bay. Overall the presentation and media interviews afterwards was successful and well received.

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### **Student Advocacy**

I have been working with a few students regarding student complaints about their professors this past month. The cases are currently being worked on.

I also attended a student focus group about the academic dishonesty appeal



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process which was insightful to me and NUSU. Many of the students in the group did not know that NUSU provided this service (student advocacy), and those who have been in contact with NUSU for appeals, still did not know the appeals process. This was useful feedback to me, and with ancillary fees being optional this year, our office is looking into ways to promote this service.

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### Campaigns

For the month of May we have been posting on our social media CF Fridays. These were successful earlier in the month, but I believe the posts might have lost their effectiveness to engage with students throughout the month. For the month of July I had hoped to post about water safety tips, but I will have to meet with my campaigns committee to see how to increase student engagement for this initiative.

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**Sarah's Report** This section of the report was prepared by Sarah and reflects the highlights of the past month.

**Clean, Green, Beautiful North Bay (CGB NB)** Hariett Madigan, a member of the Nipissing University Board of Governors, started an initiative within the community called *Clean, Green, Beautiful North Bay*. This initiative is to foster stewardship of the land, water, and community with a focus of raising civic pride and enhancing the beauty of our whole city. We met with Cristin Christopher and Dave Drenth from Nipissing University about this initiative and have both joined forces with this program. In July, we are hoping to work with the Biology department to host a clean up on the trails behind the university. In September, we are looking to host a clean up with students in areas around North Bay. The other side to this campaign is to also help people shift their mindsets when it comes to garbage and waste. Essentially, this is to raise enough awareness so people start to think before they just throw garbage out on the street or stub out cigarettes into the ground around the city. I was asked by Hariett Madigan to make a presentation to the CGB North Bay Committee about them starting a Facebook and Instagram account so that students will engage with this project more. I was asked to lead this initiative along with Richard Fortin from RFP Media. It was agreed that I would be a member of the CGB North Bay Committee, do some of their social media for them, and in



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return have NUSU's logo listed on all materials regarding this initiative. This is a great way to promote NUSU but also show a sense of pride and commitment to our community.

**Sexual Violence Policy** The executives and I went through the Nipissing University Sexual Violence policy and made comments and suggestions to the office of Sexual Violence and Prevention. They are looking for input and feedback as they are currently doing an audit of the policy. If any board members or students would like to participate or view this policy it can be seen here:

(<https://www.nipissingu.ca/departments/student-development-and-services/nu-perspective/prevention-support-response-policy>).

**The Bay & Area** Warren, Tayler and myself had a meeting with Jamie from The Bay & Area magazine (<http://thebayandarea.com/>). Tayler had reached out to Jamie after seeing their Instagram account. In the meeting it was decided that we would have a Bay & Area stand outside/inside our office to promote their magazine and they would give us half a page for free of advertising. This benefits us greatly as we are able to promote events, sponsorship opportunities etc. to thousands of people in North Bay and the surrounding areas.

**Summer Jobs** We are currently looking to hire an Office Administration Intern and a Sponsorship & Fundraising Intern. We have had around eight resumes so far and will be booking interviews. This is open to 15-30 years olds due to the Summer Jobs parameters from the Government of Canada. These two positions will then have a crossover with the next two positions. The information can be found on <https://nusu.com/summerjobs/>.

**Community Engagement** NUSU has kept up its community engagement over the last month including attending Chamber of Commerce events, clean ups and volunteering at The Gathering Place. We have had numerous people within North Bay let us know what a great job NUSU has done in this regard. Peter Chirico from the North Bay & District Chamber of Commerce remarked that what we have done in community engagement in the last couple of years, is more than NUSU ever did in the years before that. It is great to have NUSU recognized but also be able to build relationships with organizations and local businesses.



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**Rideshare Presentation** In addition to Charlotte's earlier paragraph about the rideshare presentation (found within this report), I wanted to remark that we were commended by members of the public, the police board, and the media on how great it was for NUSU to be seen and advocating for student concerns. I think it's important to explain that the reason I presented with Charlotte was due to the fact that the executives have been in the office less than a month, it would be Charlotte's first public presentation (other than Academic Senate), and that I had worked with the data we had gathered from the surveys. We were unsure of the format and so I was there to field any questions about our report should there be any.

**Goals** These are the goals for the next month:

- Figuring out a calendar system with Nipissing University for students
- Training Summer Jobs interns
- Setting up communications plan for ancillary fees and "opt out" in August
- Getting ready for NSO and advertising Frosh ticket sales
- Setting up meetings with the executives and important community stakeholders after Hannah returns from university

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## Monthly Goals

For the month of June I hope to have a calendar plan of awareness campaigns for the school year, and the events that relate to each awareness campaign. I also will have most of the Shine Ball event organized and teams registering. Finally, for the month of June I hope to reach out to the station locations that we will be using for Shine Day and hopefully get the companies to work with us.



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## **VP Finance and Administration Report to the Board of Directors**

Prepared By: Tayler Sullivan Friday, May, 10<sup>th</sup>, 2019

### **This Report:**

- Sponsorship
- Dean of Teaching
- Interoffice Meetings
- Building Update
- Clean, Green, Beautiful

Now that the budget is set, my focus has shifted towards sponsorship, and managing the regular day to day tasks of my position. Also participating in the search committee for the Dean of Teaching, which is a novel position to nipissing. NUSU has also been meeting with the many different offices/ departments around the university. So we may collaboratively develop goals to ensure our students have the best university experience. NUSU has also been working in the community to engage in environmental efforts, and get students involved with the clean, green, beautiful initiative.

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### **Sponsorship**

As the budget is now set, sponsorship has been getting some much needed attention. Because NUSU has been trying to strengthen our community involvement, we have become a partner with "The Bay and Area' News paper. We will be distributing their newspaper and in exchange they will be providing us with a full page of advertising.

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### **Dean of Teaching**

As of now, there are three candidates in the running for the new position, Dean of Teaching. I have been acting as a student representative on the search committee, and participating in the interviews and voting on a recommendation. The recommendation, as of today, has been sent to the president, and a decision will be announced in the coming weeks.





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### **Interoffice Meetings**

NUSU has been meeting with the different departments throughout the university. Including the indigenous initiatives, record of student development, and residence.

Introducing ourselves, and discussing our independent, and collective, goals for the year.

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### **Building Update**

The swap has been booked on the building loan, marking the last step in the process of finalizing the student building. It's very exciting to finally start seeing the construction coming together, and some framework has already started to come together amongst the foundation.

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### **Clean, Green, Beautiful**

Nipissing and NUSU have been working collaboratively with the North Bay community on the clean, green, beautiful initiative. Students can clean up a portion of the city, take a photo of their project, and then post the photo in order to win a prize. This is a community engagement project that will continue through till the fall, through different initiatives.

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### **Things to Come**

In regards to things to come, the future short term goals for NUSU have not changed much over the past few weeks. The executives are still working diligently to ensure the following,

- Block Party planning
- Dean of Teaching, to be hired
- Frosh planning





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- Community engagement



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

Prepared By: Shannon MacCarthy Friday, May 31<sup>st</sup>, 2019

### This Report:

- Frosh Week
- NUSU's Kick-Off Event
- Year Events
- Clubs
- Faculty of Arts and Science
- Retreat
- Hannah's Leave
- Warren's Report
- Things to Come

May has been an incredibly busy month in the NUSU office and within the position of Vice-President Student Life. The planning and organization of Frosh Week 2019 has taken off, planning of events for the year has begun, meetings and introductions around the university and community have continued, and the office has been working diligently towards our individual and cooperative goals.

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### Frosh Week

Frosh Week is almost completely organized, with a few details to hammer out. The orders have been made for Frosh kits and leader kits, and we have received the logos for Frosh Week that Rebecca Watson did an incredible job designing. The coordinators and myself have been meeting regularly to continue planning and finalizing ideas for Frosh Week. Diane (Coordinator for Shine Day) and Charlotte (Vice-President Advocacy and Awareness) have been working collaboratively to plan Shine Day, and will bring their ideas to our next Coordinator meeting. All training sessions are finalized, Frosh Week schedule is going to be finalized in the next week, and the rooms are all booked. The manual is already done, so I am really happy with how the planning has progressed since beginning my term.

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### NUSU's Kick-Off Event



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We have decided that the NUSU Kick-Off Event will be a “Block Party”. The event will be taking place on September 21st, 2019 in Lot 5. The Block Party will be split into two sections;

one for the faculty, staff, families and community, and one for the students of Nipissing University and Canadore College. We will be reaching out to Canadore shortly to confirm that they would like their students to be able to attend this event. The community portion of the Block Party will run from 11:00AM until 5:00PM, and the student portion of the Block Party will run from 7:00PM - 11:00PM. This event will be discussed more in the Social Committee Report dated May 31st, 2019.

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### **Year Events**

So far, the focus has been planning Frosh Week and the large kick off event, however, I have had the time to sit down and brainstorm ideas for events for the 2019-2020 academic year. I have a spreadsheet with all the ideas, event descriptions, potential dates, times, locations, etc. Some of the events that were brainstormed are the Welcome Back BBQ, movie nights, trivia nights, sports tournaments, art showcases, music festivals, bar nights, coffee houses, lip sync battles, photo contests, paint nights, wellness wishes, etc. This is something that the Social Committee and myself will hopefully have more time to discuss at the next meeting.

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### **Clubs**

Nicolai Mackenzie, Allie Lishman and I are having a meeting Wednesday, May 29th, 2019 to discuss clubs in more detail. It hasn't been the priority, but I would like to get the ball rolling in understanding clubs, forms, application processes, funding, etc. This will help me understand what I would like to keep the same, change, etc. in terms of how clubs are run.

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### **Faculty of Arts and Science Retreat**

On Thursday, May 23rd Taylor Sullivan and I attended the Faculty of Arts and



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Science Retreat at Average Joe's. I attended the Round Table discussions, as well as the faculty social. The Round Table discussions were incredibly beneficial for the faculty in my opinion, as we represented the student voice and opinion. We sat at the Round Table about Student Engagement and Community Outreach, and were able to respond to faculty ideas and concerns from a student perspective, which I believe both faculty and Dean's were grateful for.

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### Hannah's Leave

Hannah Mackie has been working hard to make sure that she is not falling behind while she is away. She has been contacting the Executive Committee daily and keeping in touch regarding office affairs. We have been continuing to have our weekly executive meetings, this week having had two. I know that I feel comfortable with how her absence has been handled up to this point.

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### Warren's Report

This is a breakdown of what Warren has worked on for the month of May. In addition to the following list, there are several items he ensures are completed every month including; making sure the food bank is stocked and clean, all of the items in the lounge are in working order, keeping things in the office generally organized and operational, making sure the Tahoe is well maintained, and keeping the building project on task and moving forward.

- Met with Katie Sills to discuss training sessions during Frosh Week for Consent + and Bystander.
- Met with Courtney Meyer and Lynne Cotie to discuss potential collaborations for Frosh and Residence.
- Sourced quotes and purchased new tires for the Tahoe.
- Reached out to Canada Summer Jobs program to transfer account from Erin's name into Warren's so he could get information and make changes to our account.
- Worked on Ancillary Fee descriptions with Sarah and the Executive Committee to be sent to Casey Phillips, we agreed upon signing a one year MOA in lieu of an



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## Nipissing University Student Union

MOU as we do not have the time to execute a full MOU before the Ancillary Fees take effect.

- Warren met with Nipissing Facilities Director, Dave Drenth and the Canadore Director of Campus Safety Michael Miscio regarding security services for the new student centre including fire and lockdown systems, parking, snow removal, and alarms.
- Worked with Shannon to order Frosh Kit items and plan details for the week, as well as brainstorm and gather quotes from the Block Party event
- Attended the Corporate Partnership Conference in Toronto on May 14th and 15th, it was a very informative conference with a lot of tips for us to improve our sponsorship program. I am still working on my report.
- Reached out to city hall to book fields for Shinerama softball tournament
- Reached out to Canadore facilities to book Lot 5 for the Block Party

There maybe some smaller tasks that Warren has not mentioned but that is the majority of what he has accomplished in the last month.

### Things to Come

- Plan NUSU's Involvement with NSO
- Finalize Frosh Week 2019
- Increase Community Involvement
- Continue Social Committee Meetings
- Understand Clubs and Forms
- Continue Working on Block Party